
PeopleSoft HCM 9.2: Global Payroll for Argentina

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PeopleSoft HCM 9.2: Global Payroll for Argentina
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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.

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

PeopleSoft HCM Application Fundamentals

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

Global Payroll Documentation

This section discusses:

- Global Payroll application design.
- Global Payroll documentation structure.
- Documentation roadmap.
- Documentation audiences.

Global Payroll Application Design

Because the structure of the Global Payroll documentation is similar to the design of the application, the best way to understand the documentation is to understand the design of the product itself.

Global Payroll is composed of two complementary parts:

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

- Country-specific rules and elements.

Global Payroll Documentation Structure

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

Core Documentation

Like the core portion of the application, which applies to all countries and enables you to develop rules and process a payroll regardless of location, the core book is country-neutral. Thus, while it describes the core set of tools that you can use to develop a payroll, it doesn't discuss the local country rules that have been set up for you. For information about how PeopleSoft applications have extended core capabilities to meet local requirements, refer to the country extension documentation.

Country Extension Documentation

Just as country extensions in the application address local needs, the country extensions in the documentation cover local functionality. This includes:

- Any core feature with local extensions.
- Country-specific rule setup.
- PeopleSoft-delivered rules and tables.
- Country-specific pages.
- Country-specific reports.
- PeopleSoft HR (Human Resources) Management Systems setup, such as bank definitions, that varies by country.
- Implementation information that varies by country.

Documentation Roadmap

The core and the country extension documentation complement each other; you should, therefore, read both sets of documentation.

What to Read When

You can approach the documentation in the following way:

- If a process setup is shared between the core application and the country extension, read the core documentation first and then the country extension documentation.

For example, banking is a feature that you first define in the core application and then often continue defining in the country extension. To understand the setup, you should first read the banking chapter in the core documentation and then the banking chapter in the country extension documentation.

- If a process is set up only in the core application, read the core documentation.

- If a process is set up only in the country extension, read the country extension documentation.

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

Technical readers who are interested in the technical design of the product should begin by reading the Introducing the Core Application Architecture section of the core documentation, as well as the background processing information that is mentioned in many of the other sections.

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

- Functional

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

- Managerial

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

Note: To fully understand Global Payroll, technical or functional persons who are involved in the product implementation should read the core documentation and the applicable country extension documentation in their entirety.

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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Chapter 1

Getting Started with Global Payroll for Argentina

Global Payroll for Argentina Overview

Global Payroll for Argentina delivers elements, rules, pages, processes, and reports that work with the PeopleSoft Global Payroll core application to form a complete payroll package for Argentina. Using Global Payroll for Argentina, you can perform the following processes:

- Define earnings.

Earnings include the base salary, Annual Bonus (SAC), overtime, nightly overtime, and different leaves.

- Define deductions.

Deductions include retirement, INSSJP (National Institute of Social Services for Retirees and Pensioners), and Social Security.

- Define and process garnishments.
 - Calculate and process Social Security and income tax.
 - Track absences and vacations for employees.
 - Calculate termination pay and adjust or reverse an employee's check.
 - Generate payslips, process banking, and generate reports.
-

Global Payroll for Argentina Business Processes

Global Payroll for Argentina provides these business processes:

- Earnings.
- Annual Bonus (SAC).
- Average salary.
- Overtime.
- Nightly overtime.
- Deductions.
- Garnishments.

- Social Security.
- Income tax.
- Annual Income Tax adjustment.
- Absences.
- Vacations.
- Termination pay.
- Net-to-gross payments.
- Payslips.
- Banking.
- SICOSS (*Sistema de Cálculos de Obligaciones de la Seguridad Social*).
- SICORE (*Sistema de Control de Retenciones*).
- Form. 649 AFIP.
- Legal Book Law 20744 Art. 52.

Global Payroll for Argentina Integrations

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

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

Integration considerations are discussed in the core Global Payroll documentation.

Related Links

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

PeopleSoft Time and Labor

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

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

Chapter 2

Understanding Global Payroll for Argentina

Global Payroll for Argentina Business Processes

Global Payroll for Argentina supports these business processes:

- Earnings

Global payroll for Argentina enables you to define and process different types of earnings, including base salary, bonuses, overtime, nightly overtime, and net salary with grossing up.

- Aguinaldo (Complementary Annual Bonus)

You can calculate the Aguinaldo to be paid to employees. Aguinaldo amounts are based on the best salary in the last half-year and are prorated according to the number of days worked during this period.

This Complementary Annual Bonus is paid in June and December (half of the best salary, prorated based on the number of worked days in the half year period). Aguinaldo can be paid either with the monthly salaries in a regular payroll, or through a special payroll process. The payroll process includes the calculation process for this annual bonus only when the value of the variable SAC VR PAG EN JUN? or SAC VR PAG EN DIC? is "1" (true) for the corresponding calendar.

This Complementary Annual Bonus is paid in June and December (half of the best salary, prorated based on the number of worked days in the half year period). Aguinaldo can be paid either with the monthly salaries in a regular payroll, or through a special payroll. The payroll process includes the calculation process for this annual bonus only when the value of the variable SAC VR PAG EN JUN? or SAC VR PAG EN DIC? is 1(true) for the corresponding calendar.

- Overtime

Define the hourly rate value per month using the value of a simple hour.

- Deductions

Global Payroll for Argentina enables you to define and process many different types of deductions for Argentina including before tax, after tax, and non-taxable deductions. Examples of deductions include garnishments and litis expenses.

- Social Security

Global Payroll for Argentina can calculate and process different aspects of Social Security, including retirement, INSSJP, and Social Security. You can generate several Social Security reports and interfaces, including SICOSS (*Sistema de Cálculos de Obligaciones de la Seguridad Social*).

- Income Tax

Global Payroll for Argentina enables you to calculate income tax and you can generate the interface SICORE.

- Annual Income Tax Adjustment

Global Payroll for Argentina enables you to process the calculation of the year-end tax and determine whether the company has retained the right tax amount during the monthly processes.

- Absences

You can track and define different types of absences including maternity leave, general illness, study leave, and so on. You can create rules for other absence types, such as for paid-permitted and unpaid-permitted and for overlapping absences (such illness during vacation).

- Vacations

Global Payroll for Argentina enables you to record and track vacations. You can generate vacation entitlements and so on.

- Grossing Up

Global Payroll for Argentina enables you to assign a net pay salary to an employee. To do so, a net pay code rate and a net pay eligibility group (both delivered) should be assigned to the employee. The payroll process compensates the difference between the gross and the net established in a special earning.

- Termination pay

You can calculate the final check amount for terminated employees.

- Payslips

You can generate payslips using Global Payroll for Argentina. If you purchased PeopleSoft ePay, your employees can view their payslips on line.

- Banking

You can define source bank and payee bank information. You can run the banking process and specify payment instructions to the bank. The system generates flat files for two Argentina banks: Nacion and Galicia.

- Legal Book

You can generate the legal book provided for Art. 52 Law 20744.

Delivered Elements for Argentina

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

These topics discuss:

- Delivered element creation.
- Element ownership and maintenance.

Delivered Element Creation

All of the elements delivered as part of the country extension were created using the core application—the same application used to create additional elements and configure existing elements delivered as part of the Global Payroll system. Because the tools needed 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 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 of their payroll system and perform payroll and absence calculations. Global Payroll does not embed payroll-specific logic or computations in application code. Instead, it specifies all business application logic (such as earnings, deductions, absences, and accumulators) in terms of payroll rules. Global Payroll enables you to enter and maintain payroll rules through a set of pages and offers comprehensive features that enable you to work in your preferred language or currency.

- Provides a payroll-processing framework.

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

- Country extensions:

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

Element Ownership and Maintenance

The delivered elements of the Global Payroll country extension for Argentina are classified based on whether they are owned and maintained by the user or predefined in the PeopleSoft system. Some elements are predefined in the PeopleSoft system and cannot be modified or reconfigured. Others can be configured to meet requirements that are unique to a particular organization.

Element Ownership in Global Payroll

This table lists and describes the five categories of element ownership:

PS Delivered/Maintained (PeopleSoft-delivered and maintained) Elements delivered and maintained on an ongoing basis by Oracle.

PS Delivered/Not Maintained (PeopleSoft-delivered but not maintained) Elements delivered by Oracle that the customer must maintain. This category consists primarily of either customary, nonstatutory rules, or statutory elements that customers may

want to define according to a different interpretation of the rules. Although Oracle may occasionally update elements defined as *PS Delivered/Not Maintained*, you are not required to apply these updates.

Customer Maintained

Elements created and maintained by your organization. Oracle 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 Argentina

Of the five ownership types described here, Global Payroll for Argentina defines elements only as *PS Delivered/Not Maintained*. This enables you to modify, update, and reconfigure delivered elements to meet your own unique requirements.

Element Naming Conventions in Argentina

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

These topics discuss:

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

Naming Conventions

These topics discuss the naming conventions for:

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

Primary Elements

Primary elements, such as earnings, deductions, absence take, and absence entitlement elements, do not contain functional area codes or element type codes in their names. Primary elements have names that identify their functions and element types without the use of additional codes.

For example, the name of the earnings element SALARY identifies this element as earnings (Salary) and, more specifically, as a salary element.

Supporting Elements

For supporting elements (such as variables, formulas, dates, and durations), PeopleSoft Global Payroll for Argentina uses this naming convention: FF TT NAME.

- FF: Functional area code.
- TT: Type of supporting element.
- NAME: Based on a term in Spanish and provides a further means of identifying the element.

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

Component Names (Suffixes)

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

For example, suppose that you define the EARN1 earnings element with the following calculation rule:

```
EARN1 = Rate x 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 element: EARN1_RATE.
- Unit element: EARN1_UNIT.

In Global Payroll for Argentina, all components and accumulators include the separator and country designation, `_ARG`.

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

- Separator.
- Earnings or deductions component suffixes.
- Earnings or deductions accumulator suffixes.
- Deduction arrears component suffixes.
- Deduction arrears accumulator suffixes.
- Deduction recipient suffixes.
- Absence entitlement component suffixes.

- Absence entitlement accumulator suffixes.

Note: To view all of the suffixes defined for Argentina, use the Element Suffixes page in Global Payroll.

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

Element Abbreviations

Many Argentinean elements contain abbreviations that provide additional information about their use in the system, beyond that provided by functional area codes or element type codes.

For example, consider the Global Payroll for Argentina duration element GEN DR AÑOS SERV:

- The functional area code GEN indicates that this element is used across various functional areas.
- The element type code DR identifies the element as a duration element.
- The abbreviation AÑOS SERV (Service Years) provides additional information about how the element measures time.

As you become more familiar with the payroll rules created for Argentina, these abbreviations can help you further identify and understand the role played by each element.

This table lists the most common abbreviations used for element names in Global Payroll for Argentina:

Abbreviation	Spanish	English
#	<i>Número</i>	Number
%	<i>Porcentaje</i>	Percentage
ACT	<i>Actual</i>	Current
ACUM	<i>Acumulado</i>	Balances
SAC	<i>Aguinaldo</i>	Annual Bonus
ANU	<i>Anual</i>	Annual
ANV or ANIV	<i>Aniversario</i>	Anniversary
ASIG	<i>Asignar</i>	Assign
ASIST	<i>Asistencia</i>	Assistance
CAL	<i>Calendario</i>	Calendar
CALC	<i>Cálculo</i>	Calculation process
CIA	<i>Compañía</i>	Company
DED	<i>Deducción</i>	Deduction

Abbreviation	Spanish	English
DEV	<i>Devolución</i>	Return
DIF	<i>Diferencia</i>	Difference
EFE	<i>Efectivo</i>	Cash
EXC or EXCE	<i>Excedente</i>	In excess
EXE or EXENT	<i>Exento</i>	Nontaxable
FIJ	<i>Fijo</i>	Fix
FRE or FREC	<i>Frecuencia</i>	Frequency
GR, GRAV, GRAVA, or GRAVAD	<i>Gravable</i>	Taxable
IMP	<i>Impuesto o Importe</i>	Tax or amount
INC or INCAP	<i>Incapacidad</i>	Disability
ING	<i>Ingresos</i>	Earnings
LIM	<i>Límite</i>	Limit or Boundary
LIQ or LIQUIDAC	<i>Liquidación</i>	Layoff
MIN	<i>Mínimo</i>	Minimum
NEG	<i>Negativo</i>	Negative
PER	<i>Periodo</i>	Period
PERC	<i>Percepciones</i>	Earnings
PRM or PROM	<i>Promedio</i>	Average
PROP	<i>Proporción o Proporcional</i>	Proportion or proportional
RET	<i>Retención</i>	Retention
RETRO	<i>Retroactivo</i>	Retroactive
RNG	<i>Rango</i>	Rank
RSGO	<i>Riesgo</i>	Risk
SAL	<i>Salario</i>	Salary

Abbreviation	Spanish	English
SDO	<i>Sueldo</i>	Salary
SEGM	<i>Segmento</i>	Segment
SUB	<i>Subsidio</i>	Subsidy
TOT	<i>Total</i>	Total
TRA or TRAB	<i>Trabajado</i>	Worked
ULT	<i>Último</i>	Last
UNI or UNID	<i>Unidades</i>	Units
VAC or VACAC	<i>Vacaciones</i>	Vacations
VAR or VARIAB	<i>Variable</i>	Variable
X	<i>Por</i>	Per

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 Argentina elements:

Functional Area Code	Description (Spanish, English)
GAN	<i>Ganancias</i> (income tax)
SAC	<i>Sueldo Anual Complementario o Aguinaldo</i> (annual bonus)
AUS	<i>Ausentismo</i> (absences)
DED	<i>Deducciones</i> (deductions)
GEN	<i>General - Independiente de área funcional</i> (general use independent of functional area)
OBS	<i>Obra Social</i> (social security - health care)
BAJ	<i>Bajas y Liquidaciones Finales</i> (terminations)
EMB	<i>Embargos y Litis expenses</i> (garnishments)
PER	<i>Percepciones</i> (earnings)

Functional Area Code	Description (Spanish, English)
GRS	<i>Grossing Up</i> (gross-up earnings)
JUB	<i>Jubilación</i> (social security - retirement plans)
LIC	<i>Licencias</i> (leaves)
VAC	<i>Vacaciones</i> (vacations)
FAM	<i>Asignaciones Familiares</i> (family allowances)

Element Type Codes (PIN_TYPE)

This table contains the codes for all element types. Because Global Payroll for Argentina is not delivered with all element types, some of the following codes do not appear in the names of Global Payroll for Argentina elements:

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

<i>Element Type</i>	<i>Description</i>
GC	Generation control
HR	Historical rule
PR	Process
PO	Proration rule
RC	Rate code
RR	Rounding rule
SE	Section
SY	System element
VR	Variable
WA	Writable array

Viewing Delivered Elements for Argentina

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

Related Links

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

Chapter 3

Updating Absences

Understanding Absence Entry in Global Payroll for Argentina

These topics provide an overview of absences and discuss:

- Absence entitlements.
- Absence types.

Understanding Absences

Global Payroll for Argentina delivers predefined rules for processing absences due to vacation, illness, maternity, work accidents, and other reasons. These rules are designed in accordance with Argentina's statutory requirements. You can modify many of these rules to reflect the absence policies specific to your organization.

This topic supplements the absence documentation provided in the PeopleSoft Global Payroll documentation. Before you begin reading about absence functionality in Global Payroll for Argentina, you should read the absence topics of the PeopleSoft Global Payroll documentation to develop a basic understanding of the concepts behind Global Payroll absence processing.

An absence is any event for which an employee fails to comply with the scheduled work time. Absences must be recorded in the system so that the appropriate adjustments are made to an employee's salary. Absences are also recorded to keep track of an employee's absence history.

Global Payroll has two types of absence elements:

- An *absence entitlement* is the amount of paid time off that a payee is entitled to take for each category of absence.

For example, payees may be entitled to receive 10 days of paid time off each year because of school exams.

- An *absence take* is the amount of time off that a payee takes.

Absence Entitlements

The following table lists absence entitlements for Global Payroll for Argentina:

Element Name	Description
ACC A/C ART	Accident Labor Risks Assurance
ACC A/C EMP	Accident charged to employer
ENFERMEDAD	Sickness entitlement

Element Name	Description
EXAMEN	Study entitlement
FALL FAM DIR	Close relative death leave entitlement
FALL HERMANO	Sibling death leave entitlement
MATERNIDAD	Maternity entitlement
MATRIMONIO	Marriage entitlement
NACIMIENTO	Birth entitlement
VACACIONES	Vacations entitlement
SIN SUELDO	Leave without pay

Accident Labor Risks Assurance and Accident Charged to Employer

An employee takes this absence entitlement until he or she can return to the workplace or until declaring a total, permanent work disability.

The employer pays for the first ten days of this absence type. Then the ART (Labor Risk Insurance) Company handles the remaining payments.

Sickness Entitlement

The length of time that an employee can use this entitlement depends on the employee's seniority and whether the employee has any dependents. The following table describes the effect of these factors on the length of the entitlement:

Seniority	Dependents	Length of Sickness Entitlement (Months)
Fewer than five years.	No	3
Fewer than five years.	Yes	6
More than five years.	No	6
More than five years.	Yes	12

Study Entitlement

An employee can use a maximum of two days for each exam, and a maximum of ten days per calendar year.

Close Relative Death Leave Entitlement

An employee can use a maximum of three days for each qualifying event.

Sibling Death Leave Entitlement

Employees are eligible for a maximum of one day.

Maternity Entitlement

Employees can use up to ninety days for this entitlement. Commonly, employees take forty-five days of this entitlement before childbirth and forty-five days afterward.

Marriage Entitlement

Employees can use a maximum of ten days for this absence entitlement.

Birth Entitlement

Employees can use a maximum of two days.

Vacation Entitlement

The length of this entitlement corresponds to the number of years the employee has worked. The following table describes the seniority categories and the corresponding vacation days:

Seniority	Vacation Days
Fewer than 180 days (< 180 days).	1 day for every 20 days worked.
Between 180 days and 5 years (> 180 days, < 5 years).	14
Five years or more, but fewer than 10 years (≥ 5 years, < 10 years).	21
10 years or more, but fewer than 20 years (≥ 10 years, < 20 years).	28
20 years or more (≥ 20 years).	35

Leave Without Pay

The length of this entitlement varies depending on the authorization of the employer.

Absence Types

Global Payroll for Argentina delivers the following absence types and associated reasons:

Absence Type	Description	Corresponding Absence Take
001	Accident Labor Risks Assurance	Accident Labor Risks Assurance
002	Accident charged to Employer	Accident charged to Employer
003	Sickness Leave	Sickness Leave
004	Study Leave	Study Leave
005	Close Relatives Death Leave	Close Relatives Death Leave
006	Sibling Death Leave	Sibling Death Leave
007	Maternity Leave	Maternity Leave
008	Marriage Leave	Marriage Leave
009	Birth Leave	Birth Leave
010	Vacations	Vacations
011	Leave without pay	Leave without pay
012	Absence	Absence
013	Temporary Contract Suspension	Temporary Contract Suspension

Paid absences, such as Accident Labor Risks Assurance, are processed by generating the AUSENCIAS negative earning element and the corresponding absence earning element. Argentinean legislation determines the rate for each absence type, so an absence rate can exceed the employee's daily pay rate.

Absences do not reduce an employee's salary amount. Each paid absence generates:

- A negative AUSENCIAS earning to reduce the salary amount
- An absence earning that pays the employee for the absence.

Legislation determines the absence pay rate.

Note: Absence takes are limited to 30 days per month. Absences that exceed the absence entitlement are paid with a negative earning (AUS EX LIC) that has a proportional 30 day adjustment rate.

For example, an employee takes an Accident Charged to Employer leave from January 1 to January 31. The employee's pay is 2500.00. The following table lists the results:

Element Type	Element Name	Amount	Rate	Unit
Earnings	AUS EXC LIC	-1666.67	-79.365238	21
Earnings	AUSENCIAS	-833.33	83.333333	-10

<i>Element Type</i>	<i>Element Name</i>	<i>Amount</i>	<i>Rate</i>	<i>Unit</i>
Earnings	LIC ACC EMP	146.37	14.637133	10

Accident Labor Risks Assurance

The number of days granted to the employee for this absence take is determined by the Accident Labor Risks Assurance entitlement. Entitled days are paid using the LIC ACC ART earning. Exceeding the entitled days results in earning deductions using the Leaves Exceeded Absence earning (AUS EXC LIC).

Accident Charged to Employer

This absence take generates the LIC ACC EMP earning, which contains the number of paid days in the unit component.

This absence take also generates the AUSENCIAS deduction with the same number of units.

Sickness Leave

This absence take generates the LOC ENFERMED earning, which contains the number of paid days in the unit component.

This absence take also generates a negative AUSENCIAS earning with the same number of units.

Study Leave

This absence take generates the LIC EXAMEN earning, which contains the number of paid days in the unit component.

This absence take also generates a negative AUSENCIAS earning with the same number of units.

Close Relatives Death Leave

This absence take generates the LIC FALL FD earning. This element contains the number of paid days in the unit component.

This absence take also generates a negative AUSENCIAS earning with the same number of units.

Sibling Death Leave

This absence take generates the LIC FALL HER deduction. This element contains the number of paid days in the unit component.

This absence take also generates a negative AUSENCIAS earning with the same number of units.

Maternity Leave

This absence take generates the LIC MATERNID earning. This element contains the number of paid days in the unit component.

This absence take also generates a negative SUBSIDIO MAT earning with the same number of units.

Marriage Leave

This absence take generates the LIC MATRIMON earning. This element contains the number of paid days in the unit component.

This absence take also generates a negative AUSENCIAS earning with the same number of units.

Birth Leave

This absence take generates the LIC NACIMIEN earning. This element contains the number of paid days in the unit component.

This absence take also generates a negative AUSENCIAS earning with the same number of units.

Vacations

This absence take generates the LIC VACATION earning. This element contains the number of paid days in the unit component.

This absence take also generates a negative DESC ANT VAC earning with the same number of units.

Leave Without Pay

This absence take generates the LIC SIN SUEL earning. This element contains the number of paid days in the unit component. All of the absence take days are considered units of the earning.

Absence

This absence take generates an AUSENCIAS earning. This element contains the number of absent days in the unit component.

Temporary Contract Suspension

For COVID purposes, Government enables Contract Suspensions for companies that stopped or reduced their activities. Employees can be suspended for a certain period.

Viewing Delivered Absence Elements

These topics describe the following delivered absence elements in Global Payroll for Argentina:

- Delivered absence earnings
- Delivered absence takes

Delivered Absence Earnings

The following table lists the delivered absence earnings for Global Payroll for Argentina:

<i>Earnings</i>	<i>Description</i>
LIC ACC EMP	Accident charged to Employer

Earnings	Description
LIC ACC ART	Accident Labor Risks Assurance
LIC ENFERMED	Sickness Leave
LIC EXAMEN	Study Leave
LIC FALL FD	Close Relative Death Leave
LIC FALL HER	Sibling Death Leave
LIC FALL FD	Close Relative Death Leave
LIC FALL HER	Sibling Death Leave
LIC MATERNID	Maternity Leave
LIC MATRIMON	Marriage Leave
LIC NACIMIEN	Birth Leave
LIC VACACION	Vacations
AUSENCIAS	Absences
LIC SIN SUEL	Leave without pay
DESC ANT VAC	Advance Discount for Vacation
SUBSIDIO MAT	Subsidy By Maternity
AUS EXC LIC	Leaves Exceeded Absence

Delivered Absence Takes

The following table lists the delivered absence takes for Global Payroll for Argentina:

Absence Take	Description
USO ACC ART	Accident Labor Risks Assurance
USO ACC EMP	Accident charged to Employer
USO ENFERMED	Sickness Leave
USO EXAMEN	Study Leave
USO FALL FD	Close Relative Death Leave

Absence Take	Description
USO FALL HER	Sibling Death Leave
USO MATERNIDAD	Maternity Leave
USO MATRIMONIO	Marriage Leave
USO NACIMIENTO	Birth Leave
USO VACACIONES	Vacations
USO LIC SIN SUELDO	Leave without pay
AUSENCIA	Absence
EXCED LICENCIA	Leaves Exceeded Absence Note: This absence take is used when the employee takes more days than permitted by law. The employer must authorize the exceeded days and the system generates a new deduction for those days.

Note: The PeopleSoft system delivers a query that enables you to view the names of all delivered elements in Global Payroll for Argentina.

Related Links

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

Chapter 4

Defining Garnishments

Setting Up Garnishment Data

This topic discusses how to set up garnishment elements.

Page Used to Set Up Garnishment Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Garnishment Elements ARG Page	GPAR_GARN_PIN	Define the element associated with each garnishment type.

Garnishment Elements ARG Page

Use the Garnishment Elements ARG page (GPAR_GARN_PIN) to define the element associated with each garnishment type.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Garnishments/Court Orders > Garnishment Elements ARG > Garnishment Elements ARG

Image: Garnishment Elements ARG page

This example illustrates the fields and controls on the Garnishment Elements ARG page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Garnishment Elements ARG' page. At the top, it displays 'Garnishment Type Litis Expenses'. Below this is a table titled 'Garnishment Elements'. The table has a search bar and navigation controls. The first row in the table has the following fields: '*Effective Date' with the value '01/01/2007', '*Status' with the value 'Active', and '*Element Name' with the value 'LITIS EXPENS'. The table also shows 'Litis and Expenses' as a description for the element name.

Element Name

Select the name of the element used to deduct the garnishment during the payroll calculation process. Valid values are deductions with the EMB category

Managing Garnishments

These topics provide an overview of garnishments in Global Payroll for Argentina and discuss how to enter employee garnishment data.

Pages Used to Manage Garnishments

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Assign Garnishments ARG Page</u>	GPAR_GARNISHMENT	Assign garnishments and enter garnishment details. Garnishment balances and values are updated by the payroll process.
Garnishment Payment Details Page	GPAR_GARNISHMENT_SEC	View a history of garnishment payment details.

Understanding Garnishments

Garnishment is a legal requirement in Argentina. PeopleSoft Global Payroll for Argentina delivers two types of garnishment:

- Litis Expenses
- Writ of Garnishment

Assign Garnishments ARG Page

Use the Assign Garnishments ARG page (GPAR_GARNISHMENT) to assign garnishments and enter garnishment details.

Garnishment balances and values are updated by the payroll process.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Garnishments/Court Orders > Assign Garnishments ARG > Assign Garnishments ARG

Image: Assign Garnishments ARG page

This example illustrates the fields and controls on the Assign Garnishments ARG page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Assign Garnishments ARG' page for Employee ID K2ARG000001, Empl Record 0, and Name Javier Martinez. The page is divided into several sections:

- Garnishment Data:** Includes fields for *Garnishment Type (Writ of Garnishment), *Payment Type (Percentage), *Garnishment Date (01/02/2014), *Court Writ, and *Court. It also displays Garnishment Number 1 and Paid Total Amount 0.000000. A 'Payment Details' link is present.
- Garnishments Details:** Includes fields for *Effective Date (01/02/2014), Reason, Amount (ARS), Interest (0.000000 ARS), *Garnishment Status (Active), and Total (0.000000 ARS).
- Calculation Values:** Includes Percentage (20.00) and Element Name.
- Banking Data:** Includes fields for Bank ID, Bank Branch ID, and Bank Account #.

Garnishment Type

Select the type of garnishment. Valid values are *Litis Expenses* and *Writ of Garnishment*.

Payment Type

Select the payment type. Valid values are: *Percentage*, *Fixed Amount*, and *Percentage and Fixed Amount*.

Garnishment Date

Enter the date of reception of the court writ.

Garnishment Number

Displays a number for each garnishment entered for an employee.

Court Writ

Enter the Court Writ of the garnishment.

Paid Total Amount

Displays the total amount paid for the garnishment.

Court

Enter the garnishment corresponding court.

Payment Details

Click to access the Garnishment Payment Details page. This page enables you to view a history of garnishment payment details.

Garnishment Status

Select the garnishment corresponding status. Valid values are: *Active* and *Canceled*

Reason

Enter an explanation for the garnishment status.

Note: A garnishment's status can be modified only when the balance is equal to zero.

Amount	Enter the original garnishment amount. This is required for a Writ of Garnishment.
Total	Displays the garnishment total, which is the value of the Amount field plus the value of the Interest field.
Interest	Enter the interest specified by the court writ.
Percentage	Enter the percentage of the earnings accumulator element that the system deducts.

Note: The maximum deduction amount cannot exceed 20 percent of the deductible gross amount when the garnishment is a Writ of Garnishment.

Element Name	Select the base accumulator element used to determine the corresponding percentage amount.
Fixed Amount	Enter the fixed amount to be deducted.
Bank ID	Enter the bank code specified in the court writ.
Bank Branch ID	Enter the bank branch code specified in the court writ.
Bank Account # (Bank Account Number)	Enter the bank account specified by the court writ.

Chapter 5

Defining Income Tax

Defining Income Tax Elements

This topic discusses how to enter income tax default value definitions.

Page Used to Define Income Tax Elements

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Income Tax Parameters ARG Page</u>	GPAR_ITAXES_PARM	Enter elements, labels and properties for Income Tax-related elements.

Income Tax Parameters ARG Page

Use the Income Tax Parameters ARG page (GPAR_ITAXES_PARM) to enter elements, labels and properties for Income Tax-related elements.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > Income Tax Parameters ARG > Income Tax Parameters ARG

Image: Income Tax Parameters ARG page: Element tab

This example illustrates the fields and controls on the Income Tax Parameters ARG page: Element tab. You can find definitions for the fields and controls later on this page.

Income Tax Parameters ARG

Default Values For Income Tax Find | View All First 1 of 1 Last

*Effective Date *Status + -

Income Tax Elements Personalize | Find | View All | Last

Element	Properties	*Element Name	Description		
1		<input type="text" value="OBRA SOCIAL_I ANU"/>	Social Security	<input type="button" value="+"/>	<input type="button" value="-"/>
2		<input type="text" value="GAN AC BRUTO ANUAL"/>	Annual Taxable Income Gross	<input type="button" value="+"/>	<input type="button" value="-"/>
3		<input type="text" value="GAN VR BRUTO 3ROS"/>	Taxable Income by 3rds	<input type="button" value="+"/>	<input type="button" value="-"/>
4		<input type="text" value="GAN VR DED X 3ROS"/>	Tax Deductions By 3rds	<input type="button" value="+"/>	<input type="button" value="-"/>
5		<input type="text" value="GAN VR RET X 3ROS"/>	Tax Withheld by 3rds	<input type="button" value="+"/>	<input type="button" value="-"/>
6		<input type="text" value="GAN VR DED SEG RET"/>	Retirement Insurance	<input type="button" value="+"/>	<input type="button" value="-"/>
7		<input type="text" value="GAN VR DED SEG VID"/>	Life Insurance Premium	<input type="button" value="+"/>	<input type="button" value="-"/>
8		<input type="text" value="GAN VR DED GS SEP"/>	Funeral Expenses	<input type="button" value="+"/>	<input type="button" value="-"/>
9		<input type="text" value="GAN VR DED INT CRE"/>	Mortgage Interest	<input type="button" value="+"/>	<input type="button" value="-"/>
10		<input type="text" value="GAN VR OTRAS DEDUC"/>	Other Deductions	<input type="button" value="+"/>	<input type="button" value="-"/>
11		<input type="text" value="GAN VR DED MED AS"/>	Medical Attention Fees	<input type="button" value="+"/>	<input type="button" value="-"/>

Element Name

Specify the element that stores the amounts deducted from an employee's pay.

Image: Income Tax Parameters ARG page: Properties tab

This example illustrates the fields and controls on the Income Tax Parameters ARG page: Properties tab. You can find definitions for the fields and controls later on this page.

Income Tax Parameters ARG

Default Values For Income Tax Find | View All First 1 of 1 Last

*Effective Date: 01/01/2007 *Status: Active

Income Tax Elements Personalize | Find | View All | 1-11 of 65 Last

Element: Properties

Element	Label Name	Deductible	Previous Year Accumulator	649 Form Code		
1	Social Security	<input type="checkbox"/>	<input type="checkbox"/>	124	+	-
2	Annual Taxable Income Gross	<input type="checkbox"/>	<input type="checkbox"/>	019	+	-
3	Taxable Income by 3rds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	027	+	-
4	Tax Deductions By 3rds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	167	+	-
5	Tax Withheld by 3rds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	345	+	-
6	Retirement Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	809	+	-
7	Life Insurance Premium	<input checked="" type="checkbox"/>	<input type="checkbox"/>	507	+	-
8	Funeral Expenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	604	+	-
9	Mortgage Interest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	809	+	-
10	Other Deductions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	809	+	-
11	Medical Attention Fees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	418	+	-

Label Name

Enter a description for the element. This name is displayed on the Maintain Income Tax ARG page.

Deductible

Select to specify that an element is deductible from the taxable base.

Previous Year Accumulator

Select to specify the elements that track previous fiscal year accumulators.

649 Form Code

Select the code that specifies the field where the element is printed on the Form 649 report.

Entering Taxable Deductions

This topic discusses how to enter income tax deductions.

Page Used to Enter Income Tax Deductions

Page Name	Definition Name	Usage
Maintain Tax Deductions ARG Page	GPAR_INC_TAX_DED	Enter taxable deductions for employee income tax calculation during a fiscal year.

Maintain Tax Deductions ARG Page

Use the Maintain Tax Deductions ARG page (GPAR_INC_TAX_DED) to enter taxable deductions for employee income tax calculation during a fiscal year.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Taxes > Maintain Tax Deductions ARG > Maintain Tax Deductions ARG

Image: Maintain Tax Deductions ARG page

This example illustrates the fields and controls on the Maintain Tax Deductions ARG page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Maintain Tax Deductions ARG' page. At the top, it shows the employee ID 'K2ARG000157', 'Empl Record' '0', and the name 'Alberto Pimentel'. The fiscal year is set to '2008'. Below this, there are three main sections: 'Income Tax Deductions', 'Codes', and 'Concepts'. Each section has a 'Find | View All' link and navigation arrows. The 'Income Tax Deductions' section shows an '*Effective Date' of '02/01/2008'. The 'Codes' section shows a '*Deduction' of 'Taxable Income by 3rds' with an amount declared of '85.00 Argentine Peso'. The 'Concepts' section shows a 'SeqNum' of '1', a 'CUIT' of '15-20080201-1', a 'Description' of 'ST', and an 'Amount' of '50.00 Argentine Peso'. The 'Country' is set to 'ARG' (Argentina). There is an 'Edit Address' button at the bottom right of the form area.

Effective Date

Enter the date the declaration takes effect.

Note: The Payroll calculation considers only the latest effective date within a single fiscal year. The last effective date replaces any previous dates.

Deduction	Select the deduction element. The values are obtained from the entries on the Income Tax Elements ARG page.
Amount Declared	Displays the total of any amounts associated with the deduction.
CUIT (<i>Código único de Identificación Tributaria</i>)	Enter the Unique Tax Identification Code corresponding to the declared deduction.
Description	Enter the name of the declared deduction.
Amount	Enter the deduction amount.
Country	Select the country where the transaction occurred.
Address	Displays the address of the company that generated the deduction.

Chapter 6

Setting Up the Complementary Annual Bonus

Understanding the Complementary Annual Bonus

Companies must pay a Complementary Annual Bonus to their payees. This bonus is paid in two installments.

The first installment corresponds to 50 percent of the best salary paid in the first six months and should be paid by the end of June. Companies can include this first installment with the employee's salary in June or pay it in a special payroll by:

- Running the regular June payroll and entering a value of *1* in the variable SAC VR PAG EN JUN?.
- Running a special run type K2 SAC and entering a value of *1* in the variable SAC VR PAG EN JUN?.

Employees who receive variable compensation, such as overtime, may be entitled to use an average of their compensation to calculate the bonus. This depends on how the company prorates additional payments for the SAC bonus.

The second installment must be paid by December and the calculation is similar to the first installment. Companies can include this second installment with December's salary or pay it in a special payroll by:

- Running the regular payroll for December entering a value of *1* in the variable SAC VR PAG EN DIC?.
- Running a special run type K2 SAC and entering a value of *1* in the variable SAC VR PAG EN DIC?.

If the employee's best salary is the last salary in June or the last salary in December, and the bonus installment was calculated before the monthly payment, then in the regular payroll run, the difference is calculated and paid using the SAC AJUSTE earning element.

Viewing Delivered Complementary Annual Bonus Elements

Global Payroll for Argentina delivers several elements to process the Complementary Annual Bonus.

These topics discuss how to

- View delivered 13th salary earnings.
- View delivered accumulators.
- View delivered sections.

Viewing Delivered 13th Salary Earnings

The following table lists the delivered earning elements used to calculate the Complementary Annual Bonus:

<i>Earning Element</i>	<i>Description</i>
SAC	Calculates the amount of the complementary annual bonus installment. This earning is calculated using the formula SAC FM CALCULO SAC.
SAC AJUSTE	Calculates the bonus adjustment when the last month's salary is the best and the bonus was previously paid. This earning is calculated using the formula SAC FM AJUSTE SAC.
SAC PROPORC	Calculates the pending bonus for terminations. This earning is calculated using the formula SAC FM PROPORCION.
SAC IND PREA	Calculates the bonus amount related to the notice payment paid to terminated employees. This earning is a percentage of the Notice payment.
SAC INT MES	Calculates the bonus amount related to the supplemental salary paid to terminated employees. This earning is a percentage of the supplemental salary payment.
SAC VAC NO G	Calculates the bonus amount regarding the pending unused vacations paid to terminated employees. This earning is a percentage of the pending unused vacations amount.

Viewing Delivered Accumulators

The following table lists the delivered accumulator elements used to calculate the Complementary Annual Bonus:

<i>Accumulator Element</i>	<i>Description</i>
MESES 13 SALARIO	Accumulates the number of months for which a payee is eligible for 13 th salary. If the number of days worked is greater than 15 during a single month, that month is counted towards 13 th salary eligibility.
SAC AC AJ PAG 1ER	Accumulates the adjustment of the Complementary Annual Bonus first installment.
SAC AC AUS 1ER SEM	Accumulates the absences that reduce the number of worked days for the Complementary Annual Bonus first installment.
SAC AC AUS 2DO SEM	Accumulates the absences that reduce the number of worked days for the Complementary Annual Bonus second installment.

Accumulator Element	Description
SAC AC AUS PAG 1ER	Accumulates the absences taken by the Complementary Annual Bonus first installment calculation.
SAC AC AUS PAG 2DO	Accumulates the absences taken by the Complementary Annual Bonus second installment calculation.
SAC AC J+I PAG 1ER	Accumulates the Retirement and Disability Plan amounts deducted from the Complementary Annual Bonus first installment.
SAC AC MEJ SUE 1SM	Accumulates the best salary to calculate the Complementary Annual Bonus first installment.
SAC AC MEJ SUE 2SM	Accumulates the best salary to calculate the Complementary Annual Bonus second installment.
SAC AC MES AJ 1ER	Accumulates the month when the adjustment of the Complementary Annual Bonus first installment was paid.
SAC AC MES PAG 1ER	Accumulates the month when the Complementary Annual Bonus first installment was paid.
SAC AC OBS PAG 1ER	Accumulates the Social Security amounts deducted from the Complementary Annual Bonus first installment.
SAC AC SAC PAG 1ER	Accumulates the amount of the Complementary Annual Bonus first installment.
SAC AC SAC PAG 2DO	Accumulates the amount of the Complementary Annual Bonus second installment.
SAC AC SUE PAG 1ER	Accumulates the best salary used to calculate the Complementary Annual Bonus first installment.
SAC AC SUE PAG 2DO	Accumulates the best salary used to calculate the Complementary Annual Bonus second installment.

Viewing Delivered Sections

The following table lists the delivered section elements used to calculate the Complementary Annual Bonus:

Section Element	Description
AR SAC	This section is necessary for the Complementary Annual Bonus calculation and can be included in the process list for a regular payroll run or in a separate calendar run.

Chapter 7

Processing Terminations

Understanding Termination Processing

Termination processing is a two-step process. Complete both steps to ensure that the system correctly updates the payee records. To complete the termination process, you must:

- Update employee job data.
- Run the terminations payroll process.

Updating Job Data

When payees are terminated or retired, update their job data using the Job Data page. The PeopleSoft termination process uses the termination date that you enter to calculate termination pay. The effective date of a termination is the day that the payee no longer works for the company, that is, the day after the payee's last day of work.

Termination Payroll Processing

PeopleSoft Global Payroll for Argentina delivers a set of rules for termination processing that takes all statutory requirements into account. When a payee is terminated, the employer is required to make certain payments to that payee depending on the circumstances of the termination. The termination process involves:

- Unused leave balances payment.
- Prorated earnings and deductions payment.

Terminating Employees

A template must be created to manage the positive input required to terminate employees. Enter the elements and their corresponding units to be paid in the termination payroll according to the defined business rules.

PeopleSoft Global Payroll for Argentina delivers the following termination payment elements:

<i>Termination Element</i>	<i>Description</i>
INDEM ART245	Compensation Seniority Art.245
INDEM ART247	Compensation Seniority Art.247e
INDEM PREAV	Notice

Termination Element	Description
INTEG MESDES	Integration Monthly
VAC NO GOZAD	Pending Vacations
SAC IND PREA	SAC PreNotif Compensation
SAC INT MES	SAC Monthly Integration

Page Used to Terminate Employees

Page Name	Definition Name	Usage
Positive Input by Template Page	GP_PI_BULK_SSN	Enter termination elements.

Setting Up Termination Versions

To define termination versions, use the Terminations (GPAR_TERM_ACTN_RSN) component.

This topic provides an overview of termination versions and discusses how to define termination versions.

Pages Used to Define Termination Versions

Page Name	Definition Name	Usage
<u>Termination Versions Page</u>	GPAR_TERM_ACTN_RSN	Define termination versions and the qualifying actions and reasons for triggering termination pay.
<u>Earnings/Deductions Page</u>	GPAR_TERM_VERSION	Associate earnings and deductions with a corresponding termination version.

Understanding Termination Versions

Global Payroll for Argentina groups the qualifying actions and reasons for making termination payments into termination versions. Different termination action and reason combinations trigger different sets of special termination earnings and deductions. To define termination versions and then trigger the payments associated with a termination version, you must do the following:

1. Define your termination versions on the Termination Versions page.
2. On the same page, define the associated actions/reasons that will trigger payment.

Termination versions are the combinations of actions/reasons that cause a group of termination earnings or deductions to be processed.

3. On the Earning/Deductions page, associate each earning or deduction with a corresponding termination version.

- On the Job Data pages in PeopleSoft HR, specify termination actions such as *Termination*, *Completion*, or *Layoff* as the action and enter a corresponding reason.

When you specify a termination action as the action in combination with a qualifying reason, termination pay will be processed for the terminated or laid off employees—as long as the termination or layoff action/reason combination is recognized, by generation control, as valid for triggering termination payments.

Termination Versions Page

Use the Termination Versions page (GPAR_TERM_ACTN_RSN) to define termination versions and the qualifying actions and reasons for triggering termination pay.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Terminations > Terminations ARG > Termination Versions

Image: Termination Versions page

This example illustrates the fields and controls on the Termination Versions page.

The screenshot shows the 'Termination Versions' page in PeopleSoft HR. The page title is 'Terminations ARG'. It features a 'Version Definition' section with the following fields:

- Termination Version: K2 TER 528
- *Description: Termination (Double Indemnity Decree 528/2020)
- Short Description: Decree 528

Below this is the 'Version - Action/Reason Definition' section, which contains a table with the following data:

*Action	Action Description	*Reason Code	Description	*Termination Reason
TER	Termination	UFC	Unforseen Circumstances	Employer Unfair Cause - Double

The table includes search and navigation controls. At the bottom of the page are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', 'Update/Display', and 'Correct History'.

Note: (For terminations by common agreement) Global Payroll for Argentina delivers a termination reason (*Termination by Common Agreement*) and (*Term by Common Agreement*) to support terminations that are mutually agreed by employers and employees.

Termination Version

Displays the name of the termination version you are defining.

Version - Action/Reason Definition

Use the fields in the Version - Action/Reason group box to define the termination action/reason combinations that make up the termination version.

Note: A single termination version can consist of many different action/reason combinations—as long as all the combinations trigger the same set of termination earnings or deductions.

Action

Specify the action that triggers termination pay in combination with a specific reason. Values are:

COM (Completion)

LOF (Layoff)

TER (Termination)

TWB (Terminated with Benefits)

TWP (Terminated with Pay)

Reason Code

Specify the reason that triggers termination pay in combination with a specified action. Values for each action are:

- For COM Action: *BMC* (Board Member Term Completed), *DEA* (Death), *DIS* (Disability), *EOA* (End of Assignment), *INV* (Involuntary), *RED* (Staff Reduction), *RET* (Retirement), *UNS* (Unsatisfactory Performance), and *VOL* (Voluntary).
- For LOF Action: *RED* (Staff Reduction), *SEA* (Seasonal Closure), *SLO* (Strike/Lock-out), and *TMP* (Temporary Closure).
- For TER Action: *ATC* (Agreed Term. of Apprent of CDD), *ATT* (Attendance), *BNK* (Employer Bankruptcy), *CDE* (Closing Down of Establishment), *CHI* (Child/ House Care), *CIT* (Completion of Int Cpnny Trans), *CON* (Misconduct), *DEA* (Death), *DIS* (Dishonesty), *DSC* (Discharge), *EAB* (Employer's Anticipated Breach), *EAC* (End of Apprenticeship Contract), *EES* (Dissatisfied w/ Fellow Employee), *EFT* (End of Fixed-Term Contract), *ELI* (Elimination of Position), *EOD* (End of Demand), *EPP* (Employer's End Probation Time), *ERT* (Early Retirement), *FAM* (Family Reasons), *FRE* (End Foreign Employment AUS), *GMI* (Gross Misconduct), *HEA* (Health Reasons), *HRS* (Dissatisfied with Hours), *ILL* (Illness in Family), *INS* (Insubordination), *JOB* (Job Abandonment), *LOC* (Dissatisfied with Location), *LTC* (Legal Termination of Contract), *LVE* (Failure to Return from Leave), *MAR* (Marriage), *MIS* (Misstatement on Application), *MUT* (Mutual Consent), *OBS* (Become Self-Employed), *OTP* (Resignation-Other Position), *PAB* (Payee's Anticipated Breach), *PAY* (Dissatisfied with Pay), *PCD* (Premises Closed), *PER* (Personal Reasons), *PIT* (Permanent Int Cpnny Transfer), *POL* (Dissatisfied w/Comp. Policies), *PPO* (Pension Payee Off), *PPP* (Payee's End Probation Time), *PRM* (Dissatisfied w/Promotion Opps), *PTD* (Partial/Total Disability), *RAT* (Retired from Affiliate), *RED* (Staff Reduction), *REF* (Refused Transfer), *REL* (Relocation), *RES* (Resignation), *RET* (Return to School), *RKM* (Release Kenmu), *RLS* (Release), *RWU* (Receivership)

or Wind-Up), *SUP* (Dissatisfied with Supervision), *TAF* (Transfer to Affiliate), *TAR* (Tardiness), *TMP* (End Temporary Employment), *TRA* (Transportation Problems), *TYP* (Dissatisfied w/Type of Work), *UFC* (Unforeseen Circumstances), *UNS* (Unsatisfactory Performance), *VIO* (Violation of Rules), *VSP* (Voluntary Separation Program), and *WOR* (Dissatisfied w/Work Conditions).

- For TWB Action: *TWB* (Terminated With Benefits).
- For TWP Action: *TWP* (Termination With Pay).

Termination Reason

Select an applicable termination reason. This information is used in some Argentina reports.

Available options are:

- Closing Down of Establishment
- Compulsory Retirement
- Contract Termination
- Death
- Death by Professional Sickness
- Death by Work Related Accident
- Employee Decision Fair Cause
- Employee Decision Unfair Cause
- Employer Decision Unfair Cause
- Employer Unfair Cause — Double

Note: It is possible to pay Double compensation amounts for Terminations without reason by using the Termination reason Employer Unfair Cause – Double in combination with the post process formula BAJ FM DOB COMPEN.

- Employer's Ant Breach — Fair
- Employer's Ant Breach — Unfair
- Indirect Termination
- Major Causes
- Mutual Fault
- Other Cause
- Payee's Anticipated Breach
- Ret. by Serv Time / Contract Ter

- Ret. with Continued Employment
- Retire by Disability, Sickness
- Retire by Disability, Work Acc
- Retirement by Age
- Retirement by Service Time
- Transfer Reform for Reserves
- Transfer with Onus
- Transfer without Onus
- Work Regime Change

Earnings/Deductions Page

Use the Earnings/Deductions page (GPAR_TERM_VERSION) to associate earnings and deductions with a corresponding termination version.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Terminations > Terminations
ARG > Earnings/Deductions

Image: Earnings/Deductions page

This example illustrates the fields and controls on the Earnings/Deductions page.

← Earnings / Deductions
Terminations ARG

Termination Versions

Earnings / Deductions

Version Definition

Termination Version
K2 TER 528
Termination (Double Indemnity Decree 528/2020)

Average Calculations

1-8 of 8

	*Entry Type	*Element Name	Description		
1	Earnings <input type="checkbox"/>	INDEM PREAV <input style="width: 80%; border: 1px solid #ccc;" type="text"/>	Prenotification Compensation	+	-
2	Earnings <input type="checkbox"/>	INTEG MESDES <input style="width: 80%; border: 1px solid #ccc;" type="text"/>	Monthly Integration	+	-
3	Earnings <input type="checkbox"/>	INDEM ART245 <input style="width: 80%; border: 1px solid #ccc;" type="text"/>	Seniority Compensation Art 245	+	-
4	Earnings <input type="checkbox"/>	VAC NO GOZAD <input style="width: 80%; border: 1px solid #ccc;" type="text"/>	Vacation days not taken	+	-
5	Earnings <input type="checkbox"/>	SAC PROPORC <input style="width: 80%; border: 1px solid #ccc;" type="text"/>	Annual Salary Proportion	+	-
6	Earnings <input type="checkbox"/>	SAC IND PREA <input style="width: 80%; border: 1px solid #ccc;" type="text"/>	SAC PreNotif Compensation	+	-
7	Earnings <input type="checkbox"/>	SAC INT MES <input style="width: 80%; border: 1px solid #ccc;" type="text"/>	SAC Monthly Integration	+	-
8	Earnings <input type="checkbox"/>	SAC VAC NO G <input style="width: 80%; border: 1px solid #ccc;" type="text"/>	SAC Vacation days not taken	+	-

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

Correct History

[Termination Versions](#) | [Earnings / Deductions](#)

Entry Type

Select whether you are entering an *Earnings* or a *Deduction* element.

Element Name

Select the element to associate with this termination version.

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Chapter 8

Setting Up Reports

Setting Up SICOSS Report Parameters

This topic discusses how to define SICOSS report layout parameters.

Page Used to Set Up SICOSS Report Parameters

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>SICOSS Parameters ARG Page</u>	GPAR_SIJP_CFG	Define the layout parameters for elements in the SICOSS Report ARG.

SICOSS Parameters ARG Page

Use the SICOSS Parameters ARG page (GPAR_SIJP_CFG) to define the layout parameters for elements in the SICOSS Report ARG.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > SICOSS Parameters ARG > SICOSS Parameters ARG

Image: SICOSS Parameters ARG page

This example illustrates the fields and controls on the SICOSS Parameters ARG page. You can find definitions for the fields and controls later on this page.

SICOSS Parameters ARG

Layout Parameters 1 of 1 | View All

*Effective Date: 03/01/2009 *Status: Active + -

Element Mapping 1-14 of 14 | View All

	*Layout Field	*Accumulator	Description		
1	Total Salary	GEN AC PERCEPCION	Total Perceptions	+	-
2	Taxable Salary 1	JUB AC BASE AP JUB	Social Security Deduction Base	+	-
3	Paid Family Allowances	FAM AC ASIG FAM	Family Allowance	+	-
4	Taxable Salary 2	GEN AC SAL BRUTO	Gross Salary	+	-
5	Taxable Salary 3	GEN AC SAL BRUTO	Gross Salary	+	-
6	Taxable Salary 4	JUB AC BASE AP JUB	Social Security Deduction Base	+	-
7	Salary Plus Additional	JUB AC BASE AP JUB	Social Security Deduction Base	+	-
8	Annual Salary Complementary	SAC_I MES	Complementary Annual Salary	+	-
9	Overtime Amount	JUB AC IMP HS SIJP	Overtime Amount for SIJP	+	-
10	Advance Vacations Amount	LIC VACACION_I MES	Vacations	+	-
11	Worked Days	JUB AC DIAS TRABAJ	Worked Days in the Month	+	-
12	Taxable Salary 5	JUB AC BASE AP JUB	Social Security Deduction Base	+	-
13	Overtime Hours	JUB AC CAN HS SIJP	Overtime Amount for SIJP	+	-
14	Maternity	LIC MATERNID_I MES	Maternity Leave	+	-

Employee Situation Parameters 1-1 of 1 | View All

	*Employee Situation Code	Description	Code Type		
1	<input type="text"/>		<input type="text"/>	+	-

Layout Field

Select the SICOSS Report field. Options are:

- Advance Vacations Amount
- Adverse Work Area
- Annual Salary Complementary
- Diff tax Contribution Pct
- Employee Status 1 — 3
- Employee Status Begin Day 1 — 3
- Maternity

- Operation Type
- Overtime Amount
- Overtime Hours
- Paid Family Allowances
- Remuneration Adjustment
- Retirement Type
- Salary Dto788_05 Rem8
- Salary Plus Additional
- Taxable Salary 1–9
- Total Salary
- Unremunerative Concepts
- Worked Days
- Worked Hours
- Social Sec Base Diff Input
- Social Sec Base Diff Contr

Note: These values will be printed in the Legal Book file.
 *Legal Book is a monthly report required by Argentina government with details regarding employees' earnings and deductions.

Accumulator

Select the accumulator element associated with the layout field.

Description

Displays the name of the selected item.

Setting Up Income Tax Parameters

This topic lists the page used to set up income tax parameters.

Page Used to Set Up Income Tax Parameters

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Income Tax Parameters ARG Page	GPAR_ITAXES_PARM	Define the income tax elements, labels, and associated codes used in the Form 649 Report ARG.

Setting Up My Simplification Report Parameters

This topic provides overviews of My Simplification reporting, delivered report layouts, data that is listed in these reports, and report setup. It also discusses how to set up My Simplification report parameters.

Pages Used to Set Up My Simplification Report Parameters

Page Name	Definition Name	Usage
Layout Definition Page	GPAR_LAYOUT	Enter basic information of layouts.
Layout Criteria Page	GPAR_LAYOUT_DEF	Specify row and field definitions for layouts.
Characters Replacement Page	GPAR_LAYOUT_REP	Specify conversion value pairs.

Understanding My Simplification Reporting

Companies doing business in Argentina are required to file employer and employee data to the Integral Retirement and Pension System (SIJP). To do so, employers can run the *Mi Simplificación* (My Simplification) program to capture needed data from the system and generate the corresponding text files:

1. Working Relationships – Job data for new hires, terminations, and changes.
2. Complementary Data – Employee’s personal data.
3. CBU (*Clave Bancaria Unica*) – Employee’s bank account information (unique bank key).
4. Employer Data – Company locations and establishments.
5. Family Dependents – Employee dependents Information.

Global Payroll for Argentina delivers file layouts for My Simplification reporting. The program generates text files based on the file layout, company and time period that are specified on the run control page. When the program is run for the selected file layout, a row is inserted in the report output for each employee having a job data update for Hire, Termination or Pay Rate Change.

Once the text files are generated and reviewed for accuracy, submit them to Federal Administration of Public Revenues (AFIP, *Administración Federal de Ingresos Públicos*).

Understanding Report Layouts

Global Payroll for Argentina delivers five report layouts to support My Simplification reporting. They are:

1. Working Relationships File (GPAR_MYSIMP_01)

This file captures job data for new hires, terminations, and changes.

2. Complementary Data File (GPAR_MYSIMP_02)

This file captures employee’s personal data.

3. CBU File (GPAR_MYSIMP_03)

This file captures employee's bank account information.

4. Employer Data File (GPAR_MYSIMP_04)

This file captures company data.

5. Family Dependents File (GPAR_MYSIMP_05)

This file captures employee's dependent Information.

Report layouts are established using the Define Layout ARG component. Each one is associated with a query, which is used to extract employee and company data to be displayed on the file outputs produced by that report layout.

Setting Up My Simplification

To set up My Simplification reporting:

1. Create a query to select the data to be included in the report.

Global Payroll for Argentina delivers a list of queries to support report layouts for the My Simplification feature. These queries are created using PeopleTools' Query Manager; their names begin with *GPAR_MYSIMP*.

2. Define the report layout.

The system delivers five report layouts for the My Simplification program. Their names begin with *GPAR_MYSIMP*.

See [Layout Definition Page](#), [Layout Criteria Page](#), and [Characters Replacement Page](#).

Entering Data for My Simplification Reporting

My Simplification text reports display information that is collected from various records in the system. Before you run the My Simplification (GPAR_MYSIMP) process, make sure to enter values for the required fields that are listed in these report-specific tables:

Report	Affected Page	Affected Fields	Comments
Working Relationships Record Type is 01	"Work Location Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Action (required)	<ul style="list-style-type: none"> • <i>AT</i> - Hire • <i>BT</i> - Termination • <i>MR</i> - Change • <i>NA</i> - Cancel Hire • <i>NB</i> - Cancel Termination (2 digits long)

Report	Affected Page	Affected Fields	Comments
	"Biographical Details Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	National ID (required)	The report lists the ID if the National ID Type is <i>Unique Workr Identification Cd.</i> (11 digits long)
	"Job Information Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Empl Class (required)	<ul style="list-style-type: none"> • S - Farming • N - Others (1 digit long)
	"SICOSS Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Hire Modality Code (required)	For example, <i>008.</i> (3 digits long)
	"Work Location Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Hire Date (required)	The system gets the hire date from the effective date when you add a new instance with the action of <i>Hire.</i> Format: YYYY/MM/DD (10 digits long)
	"Work Location Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Termination Date	Format: YYYY/MM/DD (10 digits long)
	"Health Benefits Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Social Security Code (required)	For example, <i>000109.</i> (6 digits long)
	"Work Location Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Reason	For example, <i>02.</i> (2 digits long)
	"Additional Information ARG Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Notification Date	Format: YYYY/MM/DD (10 digits long)
	"Compensation Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Comp Rate (required)	(15 digits long)
	"Compensation Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Frequency (required)	For example, <i>1</i> (stands for day). (1 digit long)

Report	Affected Page	Affected Fields	Comments
	"Work Location Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Establishment ID (required)	For example, 99999 (5 digits long).
	"Default Settings Page" (PeopleSoft HCM 9.2: Application Fundamentals)	Company Activity Code (required)	For example, 011111.
	"Job Information Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Job Code (required)	For example, 1110.

Report	Affected Page	Affected Field	Comments
Complementary Data Record Type is 02	"Work Location Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Action (required)	<ul style="list-style-type: none"> • AT - Hire • BT - Termination • MR - Change • NA - Cancel Hire • NB - Cancel Termination (2 digits long)
	"Biographical Details Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	National ID (required)	The report lists the ID if the National ID Type is <i>Unique Workr Identification Cd.</i> (11 digits long)
	"Biographical Details Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Date of Birth	Format: YYYY/MM/DD (10 digits long)
	"Biographical Details Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Highest Education Level	(2 digits long)
	"Disability Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Disabled	<ul style="list-style-type: none"> • S - Yes • N - No (1 digit long)
	"Add a Person or Modify a Person - Contact Information Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Telephone	(15 digits long)

Report	Affected Page	Affected Field	Comments
	"Add a Person or Modify a Person - Contact Information Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	<ul style="list-style-type: none"> • Phone Type • Email Address • Email Type 	<ul style="list-style-type: none"> • (1 digit long) • (60 digits long) • (1 digit long)
	"Maintain Bank Accounts Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	CBU Number	(22 digits long)
	<p>"Add a Person or Modify a Person - Contact Information Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)</p> <p>Click link to add or modify address detail.</p>	<ul style="list-style-type: none"> • Street • Number • Floor/Block/Twr • Apartment • Postal Code • City • State 	<ul style="list-style-type: none"> • Street (30 digits long) • Number (6 digits long) • Tower (5 digits long) • Block (5 digits long) • Floor (5 digits long)

Report	Affected Page	Affected Field	Comments
CBU Record Type is 03	"Work Location Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Action (required)	<ul style="list-style-type: none"> • AT - Hire • BT - Termination <p>(2 digits long)</p>
	"Biographical Details Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	National ID (required)	<p>The report lists the ID if the National ID Type is <i>Unique Workr Identification Cd.</i></p> <p>(11 digits long)</p>
	"Maintain Bank Accounts Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	CBU Number (required)	(22 digits long)

Report	Affected Page	Affected Field	Comments
Employer Data Record Type is 04	"Work Location Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Action (required)	<p>For example, AT (hire)</p> <p>(2 digits long)</p>

Report	Affected Page	Affected Field	Comments
	"Company - Company Location Page" (PeopleSoft HCM 9.2: Application Fundamentals)	<ul style="list-style-type: none"> • Street • Number • Floor/Block/Twr • Apartment • Postal Code • Locality • Province • Address Type 	<ul style="list-style-type: none"> • Street (30 digits long) • Number (6 digits long) • Tower (5 digits long) • Block (5 digits long) • Floor (5 digits long) • Apartment (5 digits long) • Postal Code (8 digits long) • Locality (10 digits long) • Province (2 digits long) • Address Type (1 digit long)
	"Establishment Address Page" (PeopleSoft HCM 9.2: Application Fundamentals)	Establishment ID	(5 digits long)
	"Default Settings Page" (PeopleSoft HCM 9.2: Application Fundamentals)	Company Activity Code (required)	For example, 011111. (6 digits long)

Report	Affected Page	Affected Field	Comments
Family Dependents Record Type is 05	"Work Location Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Action (required)	For example, AT - New data (2 digits long)
	"Biographical Details Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	(employee) National ID (required)	The report lists the ID if the National ID Type is <i>CUIL</i> (Unique Workr Identification Cd). (11 digits long)
	"Dependent Information - Personal Profile Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	(dependent) National ID (required)	The report lists the ID if the National ID Type is <i>CUIL</i> (Unique Workr Identification Cd). (11 digits long)
		Event Code (required)	This field value is available for display, if a documentation code is selected. (2 digits long)

Report	Affected Page	Affected Field	Comments
		Effective Date (required)	Format: YYYY/MM/DD (10 digits long)
		Document Issue Date (required)	Format: YYYY/MM/DD (10 digits long)
		Book (required)	(6 digits long)
		Folio (required)	(5 digits long)
		Act Number (required)	(7 digits long)
		Birth/Marriage Country	(7 digits long)
		Birth/Marriage State	(4 digits long)
		Birth/Marriage Location	(2 digits long)
		Commune	(30 digits long)
		Tribunal	(50 digits long)
		Court Number	(4 digits long)
		Secretary Number	(4 digits long)
		School Year	(4 digits long)
		School Type	<ul style="list-style-type: none"> • N - Normal • V - Summer (1 digit long)
		School Level	(2 digits long)
		School Grade	(1 digit long)
		DJ Text	(70 digits long)
		Documentation Code	(2 digits long)
		Overseas Documentation Cd	(2 digits long)

Access the My Simplification ARG page (GPAR_RC_MYSIMP) to run the My Simplification program.

Layout Definition Page

Use the Layout Definition page (GPAR_LAYOUT) to enter basic information of layouts.

Navigation

Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Reports >Define Layout ARG >Layout Definition

Image: Layout Definition page

This example illustrates the fields and controls on the Layout Definition page.

The screenshot shows a web interface with three tabs: 'Layout Definition', 'Layout Criteria', and 'Characters Replacement'. The 'Layout Definition' tab is active. It displays the following fields:

- Layout ID:** GPAR_MYSIMP_01
- *Description:** Working Relationships File
- Short Description:** Wrk relat

Layout ID Displays the unique identifier of the layout.

Description and Short Description Enter the long and short (10 characters maximum) descriptions of the layout.

Layout Criteria Page

Use the Layout Criteria page (GPAR_LAYOUT_DEF) to specify row and field definitions for layouts.

Navigation

Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Reports >Define Layout ARG >Layout Criteria

Image: Layout Criteria page

This example illustrates the fields and controls on the Layout Criteria page.

The screenshot shows a web interface with three tabs: 'Layout Definition', 'Layout Criteria', and 'Characters Replacement'. The 'Layout Criteria' tab is active. It displays the following sections:

Rows Definition

- *Row Sequence: 1
- Row Length: 88
- *Description: Working Relationship File - Hire
- Short Description: Hire
- Query Name: GPAR_MYSIMP1_HIR
- *Times to Reproduce: 1
- *Row Type: Detail

Fields Definition

*Field Sequence	Field Name	*Description	*Field Type	Start Position	Field Length	Decimal Positions
10	RECORD_TYPE	Record Type	Character	1	2	0
20	A.EMPLID	EmplID	Character	3	11	0
30	A.EMPL_RCD	Empl Rcd Nbr	Numeric	3	3	0
40	A.ACTION	Change Code	Character	3	2	0
50	F.NATIONAL_ID	National ID - CUIL	Character	5	11	0
60	A.EMPL_CLASS	Farming	Character	16	1	0

Use this page to identify row and field components; the general section defines the length, description, number of times the text file will be printed, source data (query definition to be used or blank if it's a user

defined fields row) and row type. Based on query name that is specify, clicking a button fills the Fields Definition section.

Row Sequence	Enter the sequence to execute the row during the report layout process.
Row length	Enter the number of positions (characters) that the row will contain according to your report layout specifications.
Calculated Length	Displays the number of positions according to the current setup on Fields Definition section. The system calculates this value automatically at the save time and during a change in the section.
Description and Short Description	Enter long and short descriptions that identify this row in the report layout.
Times to Reproduce	Displays the number of times you need to repeat the current row in your report layout.
Query Name	Select a query that is used to extract the information you require for the current row. For more information about queries, see the product documentation for <i>PeopleTools: Query</i> .
Row Type	Specify the row type. Valid values are <i>Header</i> , <i>Detail</i> , and <i>Trail</i> . Use <i>Header</i> to indicate that the row belongs to a header type, <i>Detail</i> to indicate it's part of the body of the report, and <i>Trail</i> to indicate it's a row for totals.
Populate Fields	Click to populate fields in the Field Definition section with information that is extracted from the specified query.

Field Definition - Main

With a button click, the Field Definition section is automatically populated with fields that are selected in the query. Additionally, you can add user fields manually.

The fields component specifies each data that will be used by the row (the field may or may not be printed) and its format depending on the field type. One of the most powerful elements are the agents. They perform calculations, such as sum or count, and bring the current system's date or time.

Field Sequence	Enter the order in which the field is to be printed on the flat file.
Field Name	Displays the name of the field that is either populated automatically or entered manually. Click the link to add a field to the list or modify an existing field in the modal window that appears.
Description	Enter a description for the field.

Field Type

Select a type for the field. Valid values are:

Character

Date

Date Time

Image

Long Char

Numeric

Signed Number

Time

Start Position

This field is calculated based in the last position already defined + 1.

Field Length

Enter the number of characters for this field according to your report layout definition.

Decimal Positions

Enter the number of decimal positions to be used for this field.

Field Definition - Details

Use the Details tab to define certain properties of each field, for example, the source from where a field value is retrieved, whether or not a default field value is available, and so on.

Value Source

Enter the source for your field. Valid values are:

Agent Value: This field takes its value from the sum or count of other field.

Conversion: Convert one value to another. When you select this source type, you need to enter the value conversion.

Field Data: This field value is taken from the Query.

User Default: Use this source type if you want to default the field with a given value. When this value source is selected, enter a default value.

Default Value

Enter a default value if the selected value source is *User Default*.

Required

Select if this field must have a non-blank value.

Suppressed

Select if this field should not be part of the report.

Use this option in situations where a field is required as a reference (for example, in the log file) but should not appear on the report.

Log	Select to include this field in the log file.
Source	Displays the source from where this field value is retrieved.

Field Definition - Date

Date Format Select the date format to use for date fields. Valid values are:

DDMMYY

DDMMYYYY

DDMMYY

DDMMYYYY

MMDDYY

MMDDYYYY

MMMDDYY

MMMDDYYYY

YYMMDD

YYMMDD

YYYYMMDD

YYYYMMDD

Time Format Select the time format to be used for a time field. Valid values are:

HHMM

HHMMSS

Date Separator Enter a date separator to be used to separate day, month and year values of a date, for example, /.

Field Definition - String

Use the String tab to define how a string field value is handled, for example, whether it should be in uppercase, right or left trimmed, and so on.

Strip Characters Enter characters that must be removed from the string. For example, if a date string is “01/01/2009” and you want to print it as “01012009”, then you should enter “/” in this field.

Left Pad Enter a character to fill the remaining left blank positions.

Right Pad Enter a character to fill the remaining right blank positions.

- Upper Case** Select if you want to show characters in upper case.
- Left Trim** Select to remove left blank spaces.
- Right Trim** Select to remove right blanks spaces.

Field Definition - Agent

Use the Agent tab to define whether a field value should be added, counted, or is about a date or time that depends on another field or value to determine the field value.

- Agent Value** Valid values are:
 - Count*
 - Date*
 - Sum*
 - Time*
- Agent Count** Select to count the number of occurrences.
- Agent Sum** Select to sum the value of the field.

Characters Replacement Page

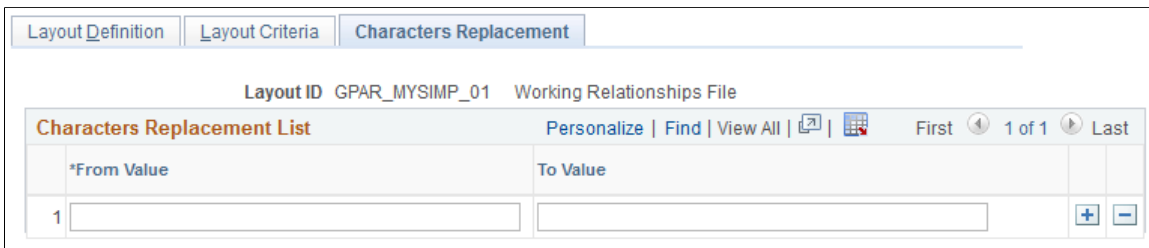
Use the Characters Replacement page (GPAR_LAYOUT_REP) to specify conversion value pairs.

Navigation

Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Reports >Define Layout ARG >Characters Replacement

Image: Characters Replacement page

This example illustrates the fields and controls on the Characters Replacement page.



Use this page to enter convert-from and convert-to value pairs. This is an optional step; it is needed in situations where a character field value should be converted from a certain value to a different one.

Related Links

[Global Payroll for Argentina Reports: A to Z](#)

Setting Up Income Tax Liquidation Report Parameters

This topic lists the page used to set up income tax liquidation parameters.

Pages Used to Setup Income Tax Liquidation Report Parameters

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Income Tax Liquidation ARG page	GPAR_RC_TAX	Create the Income tax liquidation report and the F-1357 flat file that should be delivered to the AFIP.

Income Tax Liquidation ARG Page

Use the Income Tax Liquidation ARG page to execute the income tax liquidation process.

Navigation

Global Payroll & Absence Mgmt > Taxes > Income Tax Liquidation ARG page

Image: Income Tax Liquidation ARG Page

This example illustrates the fields and controls on the Income Tax Liquidation ARG Page.

Income Tax Liquidation ARG

Run Control ID: BALP Report Manager Process Monitor

Language: English ▼

Report Parameters

*Application: INCOME TAX LIQ Income Tax Liquidation ARG

*Company: K2A Argentina Financial Company

*Date From: 02/01/2019 *Date To: 02/28/2019

*Calendar Group ID: K2 REG FEB 19

*Calendar ID: K2 REG K0 2019M02

*Print Date: 04/08/2019

Responsible Person Name: BIANCA LOPEZ

Tax Liquidation
 Tax Liquidation Summary
 F-1357

F-1357

File Sequence Number: 7777 Report Type: Annual ▼

Rectification Sequence Number: 12

Selection Criteria

All Establishments & Payees
 Select Employees

- Application** Select application as INCOME TAX LIQ in this field.
- Company** The organization for which the report is to be generated.
- Date From and Date To** Select the required date range for which the liquidation process is to be executed.
- Calendar Group ID** Select the required Calendar Group ID.
- Calendar ID** Select the required Calendar ID.
- Print Date** Date that is to be printed on the report.
- Responsible Person Name** Type the person’s name who signs the report.
- Tax Liquidation** Report with detailed information by employee.
- Tax Liquidation Summary** Summary amounts of the selected criteria.
- F-1357** Select this checkbox if you want to generate the F-1357 text file. By selecting this checkbox, a new section F-1357 is displayed.

File Sequence Number	Displays the number of files that are considered as part of TXT file name. By default, it shows zero.
Report Type	Select the required file type. Possible values are: <ul style="list-style-type: none"> • Annual • Final • Informative
Rectification Sequence Number	Displays the rectification file sequence to be printed in the header of TXT file. By default, it shows zero.
Selection Criteria	Select 'Options All Establishments & Payees' or 'Selected Employees' as per requirements.

Steps for Setting up Income Tax Liquidation Report Parameters

To setup income tax liquidation report parameters, perform the following:

1. Update the following Element Groups with your corresponding Accumulators that will be used to extract the information for the TXT and PDF files.
 - GP AR TAX LIQ DD (Deductions)
 - GP AR TAX LIQ DD23 (Deductions Art 23)
 - GP AR TAX LIQ ERN (Earnings)
 - GP AR TAX LIQ REM (Remunerations)

Note: The accumulators must be annually (YTD), else the report will not show the yearly results.

2. Navigate to Define List Set page (Set up HRMS > Product Related > Global Payroll and Absence Management > Elements > Define List Set). Click the Element Group Details icon in the Element Groups block, to associate your Element List Members to the corresponding pre-defined string.

Image: Define List Set page — Example

Define List Set page

Country ARG Argentina

List Set INCOME TAX LIQ

*Description

*Application Country
 Argentina

*Application
 Income Tax Liquidation ARG

List Set Details
1 of 1
View All

*Effective Date

+ -

Element Groups

1-4 of 4
View All

*Element Group Name	Description			
<input type="text" value="GP AR TAX LIQ ERN"/>	Tax Liquidation Earnings	<input type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid #ccc; text-align: center; vertical-align: middle;" type="text" value="+"/>	<input style="width: 20px; height: 20px; border: 1px solid #ccc; text-align: center; vertical-align: middle;" type="text" value="-"/>
<input type="text" value="GP AR TAX LIQ DD"/>	Tax Liquidation Deductions	<input type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid #ccc; text-align: center; vertical-align: middle;" type="text" value="+"/>	<input style="width: 20px; height: 20px; border: 1px solid #ccc; text-align: center; vertical-align: middle;" type="text" value="-"/>
<input type="text" value="GP AR TAX LIQ DD23"/>	Income Tax Deductions Art 23	<input type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid #ccc; text-align: center; vertical-align: middle;" type="text" value="+"/>	<input style="width: 20px; height: 20px; border: 1px solid #ccc; text-align: center; vertical-align: middle;" type="text" value="-"/>
<input type="text" value="GP AR TAX LIQ REM"/>	Income Tax Remuneration	<input type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid #ccc; text-align: center; vertical-align: middle;" type="text" value="+"/>	<input style="width: 20px; height: 20px; border: 1px solid #ccc; text-align: center; vertical-align: middle;" type="text" value="-"/>

[Create new Element Group](#)

Associate Element List Members to the corresponding string as shown in the example.

Image: Element Groups page — Example

Element Groups page

Country	ARG	Argentina
List Set	INCOME TAX LIQ	Income Tax Liquidation ARG
Effective Date	01/01/2019	
Element Group Name	GP AR TAX LIQ DD23	Income Tax Deductions Art 23

Element Group Attributes

Title	DEDUCTIONS ART.23	<input checked="" type="checkbox"/> Totalize
Order	30	

Element Group Members and Attributes

1-7 of 7 | View All

Element Name	Application Sort Seq	Header	Use	String
GAN AC NO IMPON AN	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TAXES_NONE
GAN AC DED ESPEC	20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPECIAL_AMT_1
GAN AC AJ DED ESP	30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPECIFIC_DED
GAN AC DED CONYUGE	40	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPOUSE
GAN VR # HIJOS A/C	50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	GP AR_NBR_CHILDREN
GAN AC DED HIJOS	60	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CHILDREN
GEN AC ASIG FAMIL	70	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FAMILY_HOST

Note: You are not allowed to modify the predefined strings.

- Validate that the INCOME TAX LIQ Application exists, if not, you need to add it through the Define Application page as shown (Set up HRMS > Product Related > Global Payroll and Absence Management > Elements > Define Application).

Note: This Application is predefined and only used to validate those already exist in the system.

Image: Define Application page — Example

Define Application page

Define Application

Country ARG Argentina
 Application INCOME TAX LIQ
 *Description

List Set

*Attribute Control	*Description	Prompt View	Default Value
<input type="text" value="Edit Box"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Element Group

*Attribute Control	*Description	Prompt View	Default Value
<input type="text" value="Edit Box"/>	<input type="text" value="Title"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Check Box"/>	<input type="text" value="Totalize"/>		<input type="text" value="N"/>
<input type="text" value="Edit Box"/>	<input type="text" value="Order"/>	<input type="text"/>	<input type="text"/>

Element

*Attribute Control	*Description	Prompt View	Default Value
<input type="text" value="Check Box"/>	<input type="text" value="Header"/>		<input type="text" value="N"/>
<input type="text" value="Check Box"/>	<input type="text" value="Use"/>		<input type="text" value="Y"/>
<input type="text" value="Edit Box"/>	<input type="text" value="String"/>	<input type="text"/>	<input type="text"/>

Appendix A

Global Payroll for Argentina Reports

Global Payroll for Argentina Reports: A to Z

This table lists the Global Payroll for Argentina reports, sorted alphanumerically by report ID.

For more information about running these reports, refer to:

- The corresponding topics in the product documentation.
- *PeopleTools: PeopleSoft Process Scheduler*
- *PeopleTools: BI Publisher for PeopleSoft*
- *PeopleTools: SQL Language Reference for PeopleSoft*

For samples of these reports, see the [Report Samples](#) that are published with this online documentation.

Report ID and Report Name	Description	Navigation	Run Control Page
GPARTX01 Form 649 Report	Detailed income tax retentions and deductions for annual withholding taxes. This report can also be delivered for a terminated employee.	Global Payroll & Absence Mgmt > Taxes > Form 649 ARG >Form 649 Report ARG Page	GPAR_RC_F649
GPARTX02.SQR F-1357 Report	Create the Income tax liquidation report and the F-1357 flat file that should be delivered to the AFIP.	Global Payroll & Absence Mgmt >Taxes > Income Tax Liquidation ARG	GPAR_RC_TAX
GPAR_EFT EFT Interface	Creates an electronic flat file to be transferred to the bank and a printed report.	Global Payroll & Absence Mgmt > Payment Processing > Create EFT Payment File ARG >Create EFT Payment File ARG	GPAR_RC_EFT
GPAR_SICORE SICORE Report	Displays information related to earnings and withholdings that should be delivered to the SICORE (Retentions Control System).	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > SICORE Report ARG > SICORE Report ARG	GPAR_RC_SICORE
GPAR_SIJP SICOSS Report	Displays information that should be transferred to the integrated system of Retirement and Pension required by Argentina government.	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > SICOSS Report ARG > SICOSS Report ARG	GPAR_RC_SIJP

Report ID and Report Name	Description	Navigation	Run Control Page
GPARLB01 Legal Book	Monthly report required by Argentina government with details regarding employees' earnings and deductions.	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Legal Book ARG > Legal Book ARG	GPAR_RC_LGLBOOK
GPARPYSL Payslips Process ARG	Generates payslips.	Global Payroll & Absence Mgmt > Payslips > Create/ Print Payslips ARG > Create/ Print Payslips ARG	GPAR_RC_PAYSLIP
GPAR_MYSIMP My Simplification ARG	Generates text files (five total) for <i>Mi Simplificación</i> (My Simplification).	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > My Simplification ARG	GPAR_RC_MYSIMP

Related Links

[Setting Up Income Tax Parameters](#)

[Setting Up SICOSS Report Parameters](#)

[Setting Up My Simplification Report Parameters](#)