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# PeopleSoft HCM 9.2: Global Payroll for New Zealand

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January 2021

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# Preface

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## 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.

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

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## 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

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## 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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Send your suggestions to [pssoft-infodev\\_us@oracle.com](mailto:pssoft-infodev_us@oracle.com). Please include the applications update image or PeopleTools release that you're using.

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# Getting Started with Global Payroll for New Zealand

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## Global Payroll for New Zealand Overview

Global Payroll for New Zealand delivers elements, rules, pages, processes, and reports that work with the PeopleSoft Global Payroll core application to form a complete payroll package for New Zealand. You can define basic and non-basic earnings, as well as extra period payments and overtime. You can define deductions, such as union fees and garnishments. With Global Payroll for New Zealand, you can calculate employer and employee social security contributions. You can process loans and advances. You can track absence and vacation balances for employees. With Global Payroll for New Zealand, you can calculate termination pay, generate payslips, and process banking for employees.

### Related Links

[Global Payroll for New Zealand Business Processes](#)

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## Global Payroll for New Zealand Business Processes

Global Payroll for New Zealand provides these business processes:

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**Note:** If you elect to use the delivered rules for Global Payroll for New Zealand, use only the employment instance in HR.

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- Taxation
- Net-to-Gross Payments
- Banking and Recipient Processing
- Printing and Viewing Payslips
- Payroll Data Reporting
- General Ledger Interface
- Absences and terminations
- Inland Revenue Department Reporting

We cover these business processes in the business process topics in Global Payroll for New Zealand.

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## Global Payroll for New Zealand Integrations

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

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

We discuss integration considerations in the core Global Payroll PeopleBook.

### Related Links

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

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

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

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## Global Payroll for New Zealand Implementation

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

### Other Sources of Information

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

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

See the product documentation for *PeopleTools: Setup Manager*

# Understanding Global Payroll for New Zealand

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## Global Payroll for New Zealand

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

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## Global Payroll for New Zealand Business Processes

Global Payroll for New Zealand supports the following business processes:

- Taxation.

Global Payroll for New Zealand comes with all the elements required to calculate a payee's tax correctly. Whatever the scenario—multiple payments within a calendar period, annualized tax, mid-period hires, or terminations—the system correctly calculates the tax.

- Net-to-gross Payments.

Gross ups are required when you want to pay a payee a specific net amount. Starting from the net amount the system works out what gross amount to process so that after all tax deductions have been made the required net amount remains.

- Banking and Recipient Processing.

The banking process of Global Payroll brings together payroll data, pay entity source bank data, payee or recipient bank data. The EFT file creation process extracts data compiled by the banking process according to the type of EFT file that you are creating, merges it with data provided by the New Zealand country extension, and creates the file for transmission.

- Off-Cycle Payments

Using the Off Cycle on Demand component, you can set up and process payments outside of the normal payroll schedule. Off-cycle transactions are usually made to correct prior payments, enter manual payments, or to make advance payments that can't wait until the next scheduled payroll run.

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**Important!** Advance payments do not replace New Zealand Pay in Advance functionality used for absences.

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See "Understanding Off Cycle Processing" (PeopleSoft HCM 9.2: Global Payroll)

- Payslips.

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

- General Ledger Interface.

Building on the Global Payroll general ledger interface, the New Zealand country extension enables you to link journal types to GL groupings so you can report by journal type, calculate accrued salary and leave liability, report leave liability and run the GLI processes.

- Absences and Terminations.

Global Payroll for New Zealand delivers predefined rules for processing absence payments, such as annual leave, sick leave, unpaid leave, special leave, long service leave and ACC leave. Rules are also delivered to calculate absence entitlements on termination, including rules for the payment of unused annual leave and the proration of pay for public holidays that occur within fourteen days after an employee is terminated

- IRD Reporting

The functionality within this Global Payroll country extension enables you to meet the New Zealand Inland Revenue Department's (IRD) requirement to produce the IR 345/6 Employer deductions Remittance certificate twice a month and the IR 348 Employer Monthly Schedule (EMS).

## Related Links

[Understanding Taxation Calculation](#)

[Net-to-Gross Processing](#)

[Understanding Banking and Recipient Processing](#)

[Understanding Payslip Setup](#)

[Processing Payroll Data to GLI](#)

[Understanding Absence and Termination Rules](#)

[Understanding IRD Reporting](#)

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## Understanding Delivered Elements for New Zealand

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

## Creating Delivered Elements

All of the elements and rules delivered as part of your country extension were created using the core application—the same application you will use both to create additional elements or rules, and to configure existing elements delivered as part of your Global Payroll system. Because the tools needed to redefine or create new payroll elements are fully documented in the core application PeopleBook, we do not reproduce this information here. Instead, we briefly review the relationship between the core

application (which contains the tools you need to define your own elements and rules) and the country extensions (which contain country-specific rules and elements defined by PeopleSoft).

The core application has the following characteristics:

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

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

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

Country extensions have the following characteristics:

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

## Element Ownership and Maintenance

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

### Element Ownership in Global Payroll

There are 5 categories of element ownership:

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PS Delivered/Maintained</b>        | Elements delivered and maintained on an ongoing basis by PeopleSoft.                                                                                                                                                                                                                                                                                                                                                 |
| <b>PS Delivered/Not Maintained</b>    | Elements delivered by PeopleSoft that must be maintained by the customer. This category consists primarily of either customary (non-statutory) rules or statutory elements that customers may want to define according to a different interpretation of the rules. Although PeopleSoft may occasionally update elements defined as <i>PS Delivered/Not Maintained</i> , you are not required to apply these updates. |
| <b>Customer Maintained</b>            | Elements created and maintained by your organization. PeopleSoft does not deliver rules defined as <i>Customer Maintained</i> .                                                                                                                                                                                                                                                                                      |
| <b>PS Delivered/Customer Modified</b> | 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 New Zealand

Of the five ownership categories listed in the previous section, only PS Delivered/Maintained and PS Delivered/Not Maintained are used to define elements for New Zealand. Although Global Payroll for New Zealand delivers some elements as PS Delivered/Maintained, the large majority of elements are designated PS Delivered/Not Maintained. This enables you to modify, update, and reconfigure the delivered elements to meet needs that are specific to your organization.

**Note:** In general, Global Payroll for New Zealand uses the ownership category PS Delivered/Not Maintained except where the modification of an element might interfere with calculations designed to satisfy legislative requirements. The value of this approach is clearly evident in the setup of delivered accumulators. Because balance accumulators (for example, those storing taxable gross on a year-to-date basis) must be set up to comply with the legislative requirement for calculating taxes, Global Payroll for New Zealand defines them as PS Delivered/Maintained (meaning you cannot modify or directly add new elements to them). However, you can add new elements to these accumulators using the delivered segment accumulators, which serve as the basic entry point into the system and are not maintained by PeopleSoft. Therefore, when you define a new earning or deduction, you can assign the element to a segment accumulator, and the segment accumulator automatically contributes to the correct balance accumulators.

In the following table of elements supplied with Global Payroll for New Zealand, the ownership of all elements is PS Delivered/Not Maintained with exceptions shown in the Exceptions column.

**Note:** These element types have no exceptions so are not shown in the table: Absence Entitlement, Absence Take, Count, Duration, Element Group, Earning, Process, Rate Code, Rounding Rule, Section.

| <i><b>Element Type</b></i> | <i><b>Exceptions</b></i>                                                                                                                                                                                                                                                                                                             |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accumulators               | <ul style="list-style-type: none"> <li>Child Support: Advanced, Not Taken, PTD</li> <li>Tax (PTD): NZL Gross, PAYE, SSCWT, Student Loan, Withholding, Extra Emol Lump Sum, Extra Emolument, Taxable Gross.</li> <li>Tax (MTD): Extra Emol Lump Sum, Taxable Gross.</li> <li>Tax (Seg): Extra Emol Lump Sum, Taxable Gross</li> </ul> |
| Array                      | <ul style="list-style-type: none"> <li>Job Junior Details (sliced)</li> <li>Employee Tax Details</li> <li>Withholding Tax Details</li> </ul>                                                                                                                                                                                         |

| <b><i>Element Type</i></b>  | <b><i>Exceptions</i></b>                                                                                                                                                                                                           |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bracket                     | <ul style="list-style-type: none"> <li>• PAYE Tax Rates</li> <li>• Weekly Factor for PAYE Rates</li> <li>• Freq Factor for Student Loan</li> <li>• Extra Emolument Tax Rates</li> <li>• SSCWT Rate calculation</li> </ul>          |
| Deduction                   | <ul style="list-style-type: none"> <li>• Child Support</li> <li>• Extra Emolument Tax</li> <li>• PAYE Tax</li> <li>• Spec Super Cont Withhold Tax (SSCWT)</li> <li>• Student Loan Repayments</li> <li>• Withholding Tax</li> </ul> |
| Date                        | Calculate Specified Period (TAX DT CLC SPC PRD)                                                                                                                                                                                    |
| Formula                     | <ul style="list-style-type: none"> <li>• Error Retrieving EE Tax Data</li> <li>• TAX FM (in PIN_NM): All TAX formulas (12)</li> </ul>                                                                                              |
| Generation Control          | <ul style="list-style-type: none"> <li>• Calculate Tax for PAYE &amp; XE</li> <li>• Calculate Tax for Student Loan</li> <li>• Calculate Tax for Withholding</li> </ul>                                                             |
| Manage Historical Data Rule | Determine payee's 4 weeks pay (TAX HR 4 WEEKS PAY)                                                                                                                                                                                 |
| Variable                    | <ul style="list-style-type: none"> <li>• Balance Group ID, Message Set No for NZL – Batch.</li> <li>• TAX VR (in PIN_NM): All TAX variables (77)</li> </ul>                                                                        |
| Writable Array              | Write IRD Payroll Results (TAX WA IRD RESULTS)                                                                                                                                                                                     |

## Naming Elements

To understand how delivered payroll elements function in the system, you need to understand their names. The naming convention for PeopleSoft-delivered elements enables you to determine how an element is used, the element type, and even the functional area it serves. Depending on whether the element is a primary element, a component of a primary element, or a supporting element, one of the following naming conventions applies.

## Supporting Elements

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

- FFF (or FF): Functional Area Code (see Functional Area Codes for more information).
- TT: Type of Supporting Element (see List Element Type Codes [PIN\_TYPE] for more information).
- NAME (or NAME NAME): An indication of what the element does or is for. (The number of NAME components may vary).

For example, in the garnishment variable DED VR UN ERN ANN, the DED stands for deductions, VR stands for variable, UN stands for union, ERN stands for earning and ANN stands for annual. The element's 30 character (maximum) description (DESCR), Union Annual Earnings Amount in the example, provides a fuller description of what the element does or is for.

## Primary Elements

Primary elements, such as earnings, deductions, absence take, and absence entitlement elements often do not contain functional area codes or element type codes in their names. This is because primary elements have names, based on familiar New Zealand terms, that identify their function and element type without the use of additional codes. For example, the name of the earning element ACC MAKEUP clearly identifies this element as an earning, and more specifically, as the familiar Accident Compensation Makeup Payment.

## Additional Clues to the Use of Elements

Many New Zealand elements contain abbreviations that provide additional information about their purpose (beyond what the functional area codes and element type codes provide). For example, consider the duration element LVE FM AVG RTE. The functional area code LVE indicates that this element is used for leave rules and the element type code FM identifies it as a formula element. The abbreviation AVG RTE indicates that the formula is used to calculate the average rate. As you become more familiar with the payroll rules created for New Zealand, these abbreviations will help you to further identify and understand the role played by each element.

The following table lists the most common abbreviations used in the names of New Zealand elements.

| <b>Abbreviation</b> | <b>English</b> |
|---------------------|----------------|
| ADV or AD           | Advance        |
| AMT                 | Amount         |
| ANN or AL           | Annual Leave   |
| BAL                 | Balance        |
| CHECK               | Check          |
| CLC                 | Calculate      |
| DTL                 | Detail         |

| <b>Abbreviation</b> | <b>English</b>                     |
|---------------------|------------------------------------|
| DYS                 | Days                               |
| EE                  | Employee                           |
| ENT                 | Entitlement                        |
| EPR                 | End (last) Period                  |
| ER                  | Employer                           |
| FCAT                | Forecast                           |
| FCT                 | Factor                             |
| FIN                 | Final (last)                       |
| GOV                 | Government                         |
| GRP                 | Group                              |
| HR or HRLY or HRS   | Hours or Hourly                    |
| INCL                | Inclusion or Included or Including |
| INI                 | Initialize or Initial              |
| LN                  | Length or Loan (Student Loan)      |
| LSL                 | Long Service Leave                 |
| LST                 | Last                               |
| LUMP                | Lump Sum                           |
| MAT                 | Maternity                          |
| MTH                 | Month                              |
| ORG or ORIG         | Original                           |
| OVRD                | Override                           |
| PD or PRD           | Period (or Product for PRD)        |
| PRO                 | Pro Rata                           |
| PRT                 | Partial                            |

| <b>Abbreviation</b> | <b>English</b>                          |
|---------------------|-----------------------------------------|
| PUB                 | Public as in Public Holiday             |
| R/A or ROLLAVG      | Rolling (average)                       |
| RCN or RECON        | Reconciliation                          |
| RT or RTS           | Rate or Rates                           |
| SCH                 | Schedule or Scheduled                   |
| SCL                 | Scale (for example TXSCL for Tax Scale) |
| SOC                 | Segment Only Check                      |
| SPR                 | Start (first) Period                    |
| SPS                 | Service Period Start                    |
| SS                  | SSCWT                                   |
| TKE                 | (Absence) Take                          |
| XE                  | Extra Emolument (also EXTRA EMLMNT)     |

## Component Names (Suffixes)

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

For example, let's say you define the earning element named EARN1 with the following calculation rule:

EARN1 = Rate x Unit

The system automatically creates two additional elements for the components in the calculation rule: a rate element called EARN1\_RATE and a unit element called EARN1\_UNIT. In Global Payroll for New Zealand, all suffixes fall into one of the following types:

- Separator.
- Earnings and Deductions and Absence Entitlement component suffixes.
- Earnings and Deductions and Absence Entitlement accumulator suffixes.
- Deduction arrears component suffixes.
- Deduction arrears accumulator suffixes.

- Recipient Suffixes.

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**Note:** To view the suffixes used for New Zealand, navigate to Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Element Suffixes.

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

## Functional Area Codes

The following table contains the functional area codes used in the names of New Zealand elements.

| <b>Functional Area Code</b> | <b>Description</b>                                          |
|-----------------------------|-------------------------------------------------------------|
| ANN                         | Annual Leave                                                |
| CMN                         | New Zealand. Used for elements common to multiple features. |
| DED                         | Deduction                                                   |
| ERN                         | Earning                                                     |
| GLI                         | General Ledger Interface                                    |
| GUP                         | Gross Up (Net to Gross)                                     |
| LIAB                        | Liability                                                   |
| LSL                         | Long Service Leave                                          |
| LVE                         | Leave                                                       |
| PSL                         | Payslip                                                     |
| RTO                         | Retro                                                       |
| SCK                         | Sick Leave                                                  |
| SUP                         | Superannuation                                              |
| TAX                         | Tax                                                         |
| TER                         | Termination                                                 |

---

## Element Type Codes (PIN\_TYPE)

Many element types, particularly supporting elements, are identified by the type code in their name. For example, the FM in LVE FM MAT LEAVE identifies the element as a formula.

You can see all the element types in the search page when you navigate to Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Element Types. Because not all element types are delivered for New Zealand, not all of these codes appear in the names of New Zealand elements.

## Archiving Data for Global Payroll for New Zealand

PeopleSoft Global Payroll for New Zealand delivers an archiving tool called the Data Archive Manager with a predefined archive object (GPNZ\_RSLT\_ARCHIVE) and an archive template (GPNZRSLT) that you can use to archive your payroll results data. The delivered archive template uses queries to select and store data by calendar group ID (CAL\_RUN\_ID field).

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

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

### Additional Archiving Considerations

The following PeopleSoft Global Payroll for New Zealand result data is not included in the GPNZ\_RSLT\_ARCHIVE archive object because it is not associated with a calendar group ID:

| <b>Result Data Type</b>  | <b>Data Location</b> |
|--------------------------|----------------------|
| Pay Leave in Advance     | GPNZ_ABSADV_CAL      |
|                          | GPNZ_ABSRET_CAL      |
|                          | GPNZ_ABSADV_SEG      |
|                          | GP_ABSEVT_SGPNZ      |
| IRD Report Results       | GPNZ_IRD_HEADER      |
|                          | GPNZ_IRD_EMPDET      |
|                          | GPNZ_IRD_EEXCEP      |
| Recipient Report Results | GPNZ_RCPPAY_DTL      |
|                          | GPNZ_RCPPAY_HDR      |
|                          | GPNZ_RCPPAY_FTR      |

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

See the product documentation for *PeopleTools: Data Management*

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for New Zealand. Instructions for running the query are provided in the *PeopleSoft Global Payroll 9.1 PeopleBook*.

**Related Links**

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



# Setting Up Global Payroll for New Zealand

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## Processing Retrospective Payments

The default Retro Method and the On Conflict Retro Method for New Zealand are both forwarding. The Global Payroll core application retro processing meets all the requirements for processing retrospective payments in New Zealand.

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## Entering Pay Group Information for New Zealand

To enter pay group information specific to New Zealand, such as the standard payslip template and the run type for leave paid in advance, use the Pay Groups NZL (GPNZ\_PYGRP\_DTL) component.

This section discusses how to specify a regular run type for leave paid in advance.

### Page Used to Enter Additional Pay Group Information

| <i><b>Page Name</b></i>    | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>                                                                                    |
|----------------------------|-------------------------------|--------------------------------------------------------------------------------------------------------|
| <u>Pay Groups NZL Page</u> | GPNZ_PYGRP_EXT                | Specify the payslip template for the pay group and enter a regular run type for leave paid in advance. |

### Pay Groups NZL Page

Use the Pay Groups NZL page to specify the payslip template for the pay group and enter a regular run type for leave paid in advance.

#### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Groups NZL

### Image: Pay Groups NZL page

This example illustrates the fields and controls on the Pay Groups NZL page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Pay Groups NZL' page. At the top, it displays 'Pay Group GZ1PG1' and 'Monthly Pay Group'. Below that, 'Pay Entity GZ1' and 'New Zealand Business Institute' are shown. A 'Definition' section includes a 'Find | View All' link, 'First 1 of 1 Last' navigation, and an '\*Effective Date' field set to '01/01/1997' with a calendar icon. Under the 'Templates' section, there are two rows: 'Payslip KZSTDHRLY' with a magnifying glass icon and the text 'New Zealand Standard Hourly', and 'Leave Paid in Advance'. Below that, 'Regular Run Type KZPAYROLL' with a magnifying glass icon and the text 'New Zealand Payroll' are displayed.

### Templates

Enter the name of the payslip template that the system uses for this pay group.

### Leave Paid in Advance

Within the general structure of Global Payroll calendars, periods, and calendar groups, the system has to determine the calendar group in which an advance should be paid. To determine the appropriate calendar group, the system looks for a calendar that uses the organization's regular run type, which you identify in the Regular Run Type field on this page.

A calendar group can contain multiple calendars, each with potentially different periods and payment dates. In determining the calendar group in which to include an advance, the system also looks at the calendars in the group to see when they are being paid.

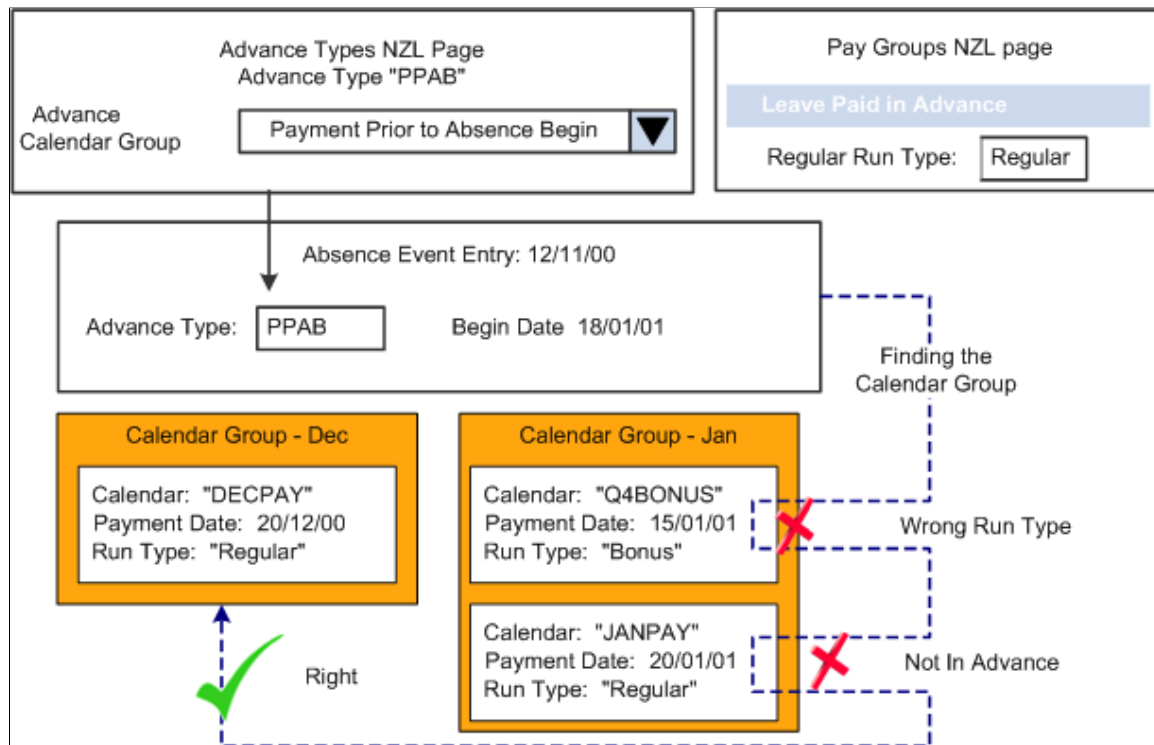
---

**Note:** In the example, the Advance Type page shows that the Advance Calendar Group for the advance type is *Payment Prior to Absence Begin* (PPAB). This refers to a payment *date* that is prior to the absence begin date—not a payment *period* that is prior to the absence begin date. For the prior payment period, you use the *Period Prior to Absence* option.

---

### Image: Evaluating run types and payment dates to find the calendar group in which to pay the leave advance payment

The following diagram illustrates the selection of the correct calendar. In this example, a leave begins on January 18, 2001. In the January calendar group, the Q4BONUS calendar with a January 15 payment date can't be used because its run type is Bonus rather than Regular, and the JANPAY calendar with a January 30 payment date can't be used because the system is configured to make the payment before the absence begins. Therefore, the system must go back to December and look at the DECPAY calendar in the December calendar group. This calendar has a Regular run type and a pay date of December 12, 2000, so it is used to make the advance payment.



## Entering Calendar Information for New Zealand

To enter calendar information specific to New Zealand, such as which calendars within a calendar group can be advanced, use the Calendar Groups NZL (GPNZ\_CAL\_RUN) component.

This section lists the page used to specify which calendars within a calendar group can be advanced.

## Page Used to Specify Which Calendars Within a Calendar Group Can Be Advanced

| <b>Page Name</b>         | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                |
|--------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Calendar Groups NZL Page | GPNZ_CAL_RUN_DTL       | Mark calendars within the calendar group that can be advanced. The page displays the pay entities, pay groups, and calendars that you entered on the Calendar Group ID page (add to them if required). To enable the system to advance a calendar, select the Include in Advance check box. |

## Entering Additional Information for Other Features

There are four other pages designed specifically for setup required for Global Payroll New Zealand. These pages are listed below and are documented in full in the sections shown in the *Where Documented* column:

| <b>Page</b>                                 | <b>Where Documented</b>                      |
|---------------------------------------------|----------------------------------------------|
| Source Bank Overrides                       | Setting up Banking and Recipient Processing  |
| Deduction Recipients NZL                    | Running Banking and Recipient Processes      |
| Pay Entity IRD Details NZL                  | Managing Inland Revenue Department Reporting |
| Journal Type NZL (GL Grouping Journal Type) | Using the General Ledger Interface           |

## Defining Triggers and Segmentation Events

These tables list the triggers and segmentation events for New Zealand.

### Triggers

The following table lists triggers for New Zealand:

| <b>Record (Table) Name</b> | <b>Type</b> | <b>Trigger Event ID</b> |
|----------------------------|-------------|-------------------------|
| ADDRESSES                  | Iterative   | NA                      |
| COMPENSATION               | Iterative   | NA                      |
| COMPENSATION               | Retro       | COMPENSATI              |
| CONTRACT_DATA              | Iterative   | NA                      |

| <b>Record (Table) Name</b> | <b>Type</b>  | <b>Trigger Event ID</b> |
|----------------------------|--------------|-------------------------|
| EMPLOYMENT                 | Iterative    | NA                      |
| GNZ_ABSADV_CAL             | Iterative    | NA                      |
| GNZ_ABSADV_SEG             | Segmentation | NZ_ABSADV               |
| GNZ_EE_IRD_DET             | Iterative    | NA                      |
| GNZ_GARN_DTLS              | Iterative    | NA                      |
| GP_ABSEVT_SGNZ             | Iterative    | NA                      |
| GP_ABS_EVENT               | Iterative    | NA                      |
| GP_ABS_EVENT               | Retro        | GPABSEVENT              |
| GP_ABS_OVRD                | Iterative    | NA                      |
| GP_ABS_OVRD                | Retro        | GPABSOVRD               |
| GP_OFFCYCL_A_VW            | Iterative    | NA                      |
| GP_OFFCYCL_C_VW            | Iterative    | NA                      |
| GP_OFFCYCL_M_VW            | Iterative    | NA                      |
| GP_OFFCYCL_U_VW            | Iterative    | NA                      |
| GP_PI_MNL_DATA             | Iterative    | NA                      |
| GP_PI_MNL_DATA             | Retro        | GPPIMNLDAT              |
| GP_PI_MNL_SOVR             | Iterative    | NA                      |
| GP_PI_MNL_SOVR             | Retro        | GPPIMNLISOV             |
| GP_PYE_OVRD                | Iterative    | NA                      |
| GP_PYE_OVRD                | Retro        | GPPYEOVRD               |
| GP_PYE_OVR_SOVR            | Iterative    | NA                      |
| GP_PYE_OVR_SOVR            | Retro        | GPPYEOVRSO              |
| GP_PYE_SECT_DTL            | Iterative    | NA                      |
| GP_PYE_SECT_DTL            | Retro        | GPPYESECTD              |
| GP_RTO_TRGR_VW             | Iterative    | NA                      |
| GP_SEG_TRGR_VW             | Iterative    | NA                      |
| JOB                        | Iterative    | NA                      |

| <b>Record (Table) Name</b> | <b>Type</b>  | <b>Trigger Event ID</b> |
|----------------------------|--------------|-------------------------|
| JOB                        | Retro        | JOB                     |
| JOB                        | Segmentation | NA                      |
| JOB_JR                     | Iterative    | NA                      |
| PERSON                     | Iterative    | NA                      |
| PERS_DATA_EFFDT            | Iterative    | NA                      |
| PER_ORG_INST               | Iterative    | NA                      |
| SCH_ASSIGN                 | Iterative    | NA                      |
| SCH_ASSIGN                 | Retro        | SCHASSIGN               |
| SCH_MNG_SCH_TBL            | Iterative    | NA                      |
| TL_PAYABLE_TIME            | Iterative    | NA                      |
| WKF_CNT_TYPE               | Iterative    | NA                      |

## Segmentation Events

The following is a list of segmentation events for New Zealand:

| <b>Name</b> | <b>Description</b>           | <b>Segment Type</b> |
|-------------|------------------------------|---------------------|
| COMPRATE    | Comp Rate segmentation event | Element             |
| JOB         | JOB Segmentation             | Period              |
| KZ_ABSADV   | Pay Absence in Advance       | Period              |

---

## Identifying Proration Rules and Rounding Rules

We have added a number of proration rules and rounding rules to those supplied for *All* countries to meet New Zealand's payroll processing requirements.

### Identifying Proration Rules

The New Zealand extension includes six proration rules in addition to the rules supplied for *All* countries. The following table shows the key information about them:

| <b>Name</b>        | <b>Description</b>             | <b>Numerator</b>            | <b>Denominator</b>           |
|--------------------|--------------------------------|-----------------------------|------------------------------|
| CMN PO ANNL WRKDYS | Percent of Annual - Workdays   | Count<br>CMN CT WORK DAYS   | Formula<br>CMN FM PRD WRKDAY |
| CMN PO WORK DAYS   | Workdays in Period             | Count<br>CMN CT WORK DAYS   | Count<br>CMN CT WORK DAYS    |
| ERN PO WORK DAYS   | Scheduled Work Days in Period  | Count<br>CMN CT WORK DAYS   | Variable<br>CMN VR NUM VAL 1 |
| ERN PO PUB HOL HRS | Public Holiday Hours in Period | Count<br>ERN CT PUB HOL HRS | Variable<br>CMN VR NUM VAL 1 |
| ERN PO ACTUAL DAYS | Actual Work Days in Period     | Variable<br>ERN VR PRD DAYS | Formula<br>ERN FM TOT DAYS   |

## Identifying Rounding Rules

We have added 4 rounding rules to those supplied for ALL countries. The type (rounding or incrementing), rounding size, and rounding method (up if/else down, up, truncate or down) are all indicated on the Rounding Rules - Definition page.

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



# Setting Up Banking and Recipient Processing

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## Understanding Banking and Recipient Processing Setup

Before you can successfully run your banking and recipient processes, you need to set up additional source bank details and link your source banks to debit types.

Additional setup is also required on an ongoing basis, such as the linking of payees to recipients and the entry of recipient information for reporting and collecting any commission that may be payable.

### Related Links

[Understanding Banking and Recipient Processing](#)

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## Understanding Bank Accounts

The following validation occurs when adding bank accounts for New Zealand:

- Bank IDs must be 2 numeric characters and the bank must be on the bank table.
- Branch codes must be 4 numeric characters.

They are not validated against the bank branch table. If you require validation, modify the PeopleCode BANKACCT\_SBR.COUNTRY\_CD Field Formula.

- Source bank and recipient account numbers will be validated for the format 99999999 9999 where the first 8 digits are the account number and the last 4 digits are the suffix.

You must enter a space, comma, or semicolon between the account number and the suffix (comma and semicolon become spaces). For shorter account numbers or suffixes, the system adds leading zeros.

- Payee account numbers are validated as for source bank and recipient accounts but can also have a twelve character reference number.

A space, comma, or semicolon separator becomes a comma.

---

**Note:** As an alternative to the reference number, you can uniquely identify a payee by the membership number you add to the Add Deduction Recipients NZL page. Payee account numbers and their associated reference numbers, or the payee's membership number, are included in the EFT file only if you have selected the Detailed EFT check box on the Deduction Recipients NZL page for a particular recipient.

---

## Setting Up Banking and Recipient Processing

To set up banking and recipient processing, use the Pay Entity Source Bank NZL (GPNZ\_PYENT\_SBNK) component.

This section discusses how to set up source bank overrides for debit types.

The system requires additional bank, bank account, recipient, and payee data to process payments to banks and providers for New Zealand.

### Pages Used to Set Up for Banking and Recipient Processing

| <i>Page Name</i>                | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                                                                   |
|---------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pay Entity Source Bank NZL Page | GPNZ_PE_SBANK_OVRD     | This page provides access to the Source Bank Override page where you enter the source bank the system to use for a particular debit type for a particular organizational unit (company, department, establishment, pay group). |
| Source Bank Override Page       | GPNZ_PE_SBANK_SEC      | Link source banks to debit types for a particular organizational unit.                                                                                                                                                         |

### Pay Entity Source Bank NZL Page

Use the Pay Entity Source Bank NZL page (GPNZ\_PE\_SBANK\_OVRD) to access the Source Bank Override page where you enter the source bank the system to use for a particular debit type for a particular organizational unit (company, department, establishment, pay group).

#### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Entity Source Bank NZL > Pay Entity Source Bank NZL

The read-only detail displayed on this page comes from your setup on the core Global Payroll Source Bank Link page of the Pay Entity component.

Click the Source Bank Override link to access the Source Bank Override page (GPNZ\_PE\_SBANK\_SEC).

**Image: Source Bank Override page**

This example illustrates the fields and controls on the Source Bank Override page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Source Bank Override' page. At the top, there are labels for 'Pay Entity GN1', 'Organization Unit', and 'Effective Date 01/01/2000'. Below these is a section titled 'Source Bank Overrides' with a table. The table has columns for 'Debit Type', 'Source Bank ID', and 'Description'. The first row shows 'Net Payment' as the debit type, '44' as the source bank ID, and 'TC Source Bank' as the description. There are navigation controls like 'First', '1 of 1', and 'Last' at the top right of the table area.

| Source Bank Overrides |                 |                | Personalize   Find   [Icon]   [Icon] | First 1 of 1 Last |
|-----------------------|-----------------|----------------|--------------------------------------|-------------------|
| *Debit Type           | *Source Bank ID | Description    |                                      |                   |
| 1 Net Payment         | 44              | TC Source Bank | [+]                                  | [-]               |

**Debit Type**

Enter a debit type of *Net Pmt* or *Recipient*.

**Source Bank ID**

Enter the ID of the source bank that you want to use to pay the debit type.



## Chapter 5

# Setting Up Payslips

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## Understanding Payslip Setup

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

---

## Creating Payslip Templates and Payslip Messages

To set up payslip templates, use the Templates NZL (GPNZ\_PSLP\_SETUP) and Messages NZL (GPNZ\_PSLP\_MSG) components.

This section discusses how to create payslip templates and messages.

## Pages Used to Create Payslip Templates

| <b>Page Name</b>                   | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                           |
|------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Payslip Setup Page</u>          | GPNZ_PSLP              | Set up delivery and print exclusion options, column headings (labels) and column contents (rows of accumulators)                                                                                                                                                       |
| <u>Earnings and Deduction Page</u> | GPNZ_PSLP1             | Create sections of earnings and deductions, select from three description options and set the element components that are to display on the payslip.                                                                                                                   |
| Absence Details Page               | GPNZ_PSLP2             | Similar to the Earnings and Deduction page. You enter a sequence number and an element name, and select one of three descriptions. The system extracts the balance of each entitlement or pro rata absence element that you enter in this page to show on the payslip. |
| <u>Messages NZL Page</u>           | GPNZ_PSLP_EXT          | Create messages to appear on payslips. You can control which payslips show the message.                                                                                                                                                                                |
| Payslip Delivery Option NZL Page   | GPNZ_PSLP_PYE          | Specify how an employee's payslip is to be delivered.                                                                                                                                                                                                                  |

## Payslip Setup Page

Use the Payslip Setup page (GPNZ\_PSLP) to set up delivery and print exclusion options, column headings (labels) and column contents (rows of accumulators).

### Navigation

Set Up HCM >Product Related Global Payroll & Absence Mgmt >Payslips >Templates NZL >Payslip Setup

### Image: Payslip Setup page

This example illustrates the fields and controls on the Payslip Setup page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Payslip Setup' page with the following fields and controls:

- Payslip ID:** KZSTDHRLY
- Effective Date:** 01/01/1900
- Description:** New Zealand Standard Hourly
- Short Description:** Std Hrlly
- Delivery Option:** Home Address
- Exclude Printing:** None
- Department List** and **Location List** links.
- Accumulator Labels:** A table with 6 columns (Column 1 to Column 6) and 1 row (GROSS, TAX, NET, and three empty fields).
- Accumulator Elements:** A table with 5 columns (Sequence, Description, Accumulator 1, Accumulator 2, Accumulator 3) and 1 row (1, Period to Date, NZL GROSS, NZL TAX, NZL NET).

### Payslip ID

You can attach a single template by its ID to multiple pay groups. You can attach only one template to a pay group at any one time.

### Delivery Option

Select an address to receive printed payslips. It can be an internal address of *Department* or *Location*, or an external address of *Home Address* or *Mail Address* as recorded on the payee's Personal Data record.

You can override the selection made here on the Payslip Delivery Option NZL page that is effective-dated; therefore, you can override the delivery option for a period of time if necessary.

### Exclude Printing

Select either *Department* or *Location* to exclude departments or locations from the payslip print run. The corresponding link becomes active, so you can select from the department or location lists.

You can override the exclusion on the Print Payslips page before you run the print program.

Note that if you choose to enter a particular pay entity as your print option on the Print Payslips page and you have excluded a location that falls under that pay entity, it will not be printed.

**Column 1 to Column 6**

Enter the labels that you want to appear across the page on the printed payslip as the column headings for your accumulators. These column labels appear in the payslip region under the region heading Pay Summary.

**Accumulators 1 to 3****Sequence**

Enter a sequence number to set the order in which the accumulators appear. They display in ascending order with the lowest number first.

**Description**

Enter the description of each accumulator row.

**Accumulator 1 to Accumulator 3**

Select the accumulators that you want display for the corresponding column.

For example, suppose you enter a description of sequence 1 and 2 as Current and YTD. If you also want to display quarter to date accumulated amounts, create a new row, give the new row the description QTD, then select the accumulators which correlate to the columns headings.

**Accumulators 4 to 6****Accumulator 4 to 6**

Set up accumulators 4 to 6. There are no Sequence or Description fields because the same sequence number and description applies to all 6 accumulators in the row.

**Image: Columns and rows in the payslip Pay Summary region**

The following diagram illustrates how column numbers, sequences, and accumulator numbers appear on the printed payslip. Accumulator descriptions are row labels that appear in the specified sequence. The accumulators then appear under the column labels that you specify.

|                   | Column 1 Label | Column 2 Label | Column 3 Label | Continued |
|-------------------|----------------|----------------|----------------|-----------|
| Seq 1 Description | Accum 1, Seq 1 | Accum 2, Seq 1 | Accum 3, Seq 1 |           |
| Seq 2 Description | Accum 1, Seq 2 | Accum 2, Seq 2 | Accum 3, Seq 2 |           |
| Seq 3 Description | Accum 1, Seq 3 | Accum 2, Seq 3 | Accum 3, Seq 3 |           |
| Continued         |                |                |                |           |

**Earnings and Deduction Page**

Use the Earnings and Deduction page (GPNZ\_PSLP1) to create sections of earnings and deductions, select from three description options and set the element components that are to display on the payslip.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Templates NZL > Earnings and Deduction

Image: Earnings and Deduction page

This example illustrates the fields and controls on the Earnings and Deduction page. You can find definitions for the fields and controls later on this page.

Payslip SetupEarnings and DeductionAbsence Details

Payslip ID KZSTDHRLY

Payslip Setup

Find | View AllFirst1 of 1Last

Effective Date01/01/1900DescriptionNew Zealand Standard HourlyShort DescriptionStd Hrlly

Section Setup

Find | View AllFirst1 of 4Last

Sequence1DescriptionEarnings

Section Elements

Personalize | Find | 1-29 of 29Last

Element Details

Element Components

| Sequence | Element Name | Display YTD Units                   | Display YTD Amount                  |                                  |                                  |
|----------|--------------|-------------------------------------|-------------------------------------|----------------------------------|----------------------------------|
| 1        | REGPAY SAL   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 2        | SHIFT 10     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 3        | OVERTIME 1.5 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 4        | MEAL         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 5        | SERVICE      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 6        | STRESS       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 7        | DISTRICT     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |

Section Setup

Description

Descriptions appear as sections or subheadings in the payslip region under the heading Earnings and Deductions. Typical descriptions are *Earnings*, *Taxation*, *After Tax Deductions*, and *Super*.

Section Elements: Element Details Tab

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

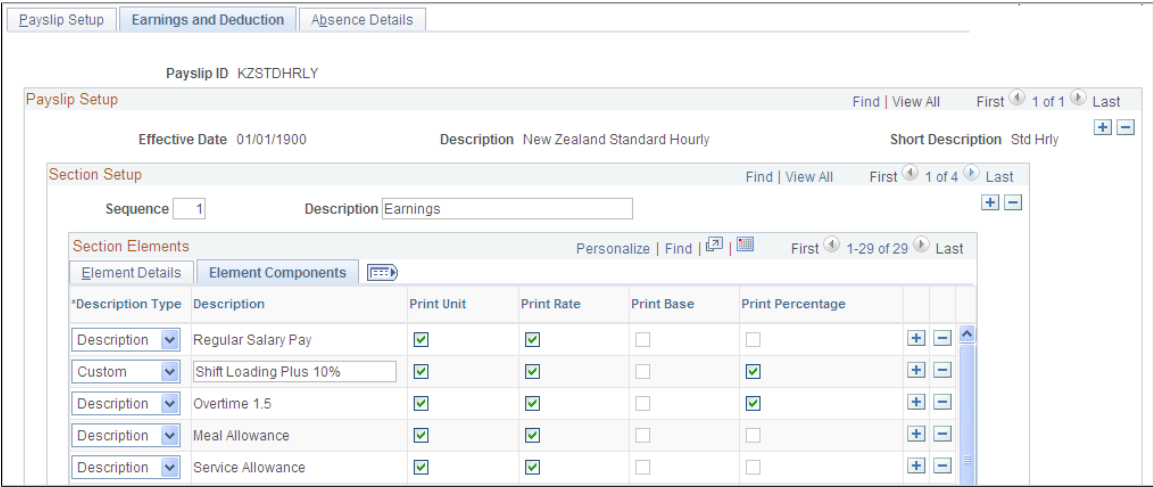
Select these check boxes if you want the YTD units and amounts for each element to appear in the Payment Details region under the heading Year to Date Values.

Section Elements: Element Components Tab

Access the Earnings and Deduction - Element Components tab.

Image: Earnings and Deduction page - Element Component tab

This example illustrates the fields and controls on the Earnings and Deduction page - Element Component tab. You can find definitions for the fields and controls later on this page.



Description Type

Select one of three descriptions to appear for each earnings or deduction row in the Payment Details region of the payslip. Select from the following:

*Custom:* A text box appears for you to enter a description.

*Description:* The element's description as entered on the element's name page in its component.

*Element Name:* The element's name from the name page in its component. It also appears on the Elements Details tab.

Print Unit - Percentage

Select the components of the element's calculation rule that you want to show for each earning or deduction in your sections.

You can only select the components in the element's calculation rule. For example, for an earning with calculation rule Unit x Rate, only the unit and rate check boxes are available for entry.

Note that Amount will always appear so it isn't an option here.

---

**Note:** The Absence Details page combines some of the fields from the Earnings and Deduction tab: Sequence, Element Name, and Description Type.

---

Messages NZL Page

Use the Messages NZL page (GPNZ\_PSLP\_EXT) to create messages to appear on payslips.

You can control which payslips show the message.

## Navigation

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

### Image: Messages NZL page

This example illustrates the fields and controls on the Messages NZL page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Messages NZL' page with the 'Definition' tab selected. At the top, it displays 'Calendar Group ID KZ B200601' and '2006 01 - Biweekly'. Below this is a search bar with 'Find | View All' and pagination 'First 1 of 1 Last'. The main form area contains the following fields:

- \*Message Number: A text input field.
- \*Message Level: A dropdown menu currently set to 'All'.
- Group ID: A text input field.
- Group List ID: A text input field.
- Message: A large text input field.

#### Message Number

This is the message ID the system will use to get the right message for the right payees. Arrays, formulas, and variables combine to get the right message.

The main array (PSL AR PSLP MSG) loads all of the payslip messages that apply to the current run. Its processing formula (PSL FM PSLP MSG) then checks each message to see if it applies to the current payee. If it does apply, the message is written out to the GPNZ\_PSLP\_RSLT table, using the Writable Array (PSL WA PSLP MSG).

To determine whether the message is applicable to the current payee, the system uses either array CMN AR GRP BLD ID (if the eligibility is by group build), or array CMN AR GRP LIST ID (if its by group list) to see if the payee is included in the specified group or list.

#### Message Level

Select from the following:

*All:* All payees identified in the calendar group.

*Group Build:* All payees included in a group built using the Group Build - Group Definition feature (Set Up HCM > Common Definitions > Group Build). If you select this option, enter a group in the field.

*Group List:* All payees in a list built using Global Payroll's Group List feature. If you select this, enter a group in the Group List ID field.

**Message**

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

---

## Attaching Payslip Templates to Pay Groups

Attach a payslip template to a pay group on the Pay Groups NZL page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups NZL).

---

**Note:** The default delivery option for all payslips is the internal or external address that you selected when you defined your payslip template. You can set an effective-dated override of that default at the payee level to redirect the payslips to a different delivery option.

---

### Related Links

[Printing Payslips](#)

[Understanding Processes in Payslip Job](#)

[Viewing Payslips Online](#)



## Chapter 6

# Defining Earnings

---

## Understanding Earnings

We have created a number of earnings to demonstrate the flexibility of the Global Payroll rules to meet common processing requirements such as the automatic creation of a payback deduction for a pay advance.

---

**Note:** The User Key 2 on the Earnings Accumulators page and Deduction Accumulators page for all earnings and deductions is CMN VR BALGRP ID (Balance Group ID). Use balance group numbers (IDs) to maintain separate employee balances. You set an employee's balance group number on the Job Data, Payroll page—JOB\_DATA2. The balance group number will need to be manually incremented if you are required to record separate balances within a financial year.

---

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## Delivered Earning Elements

The following table lists the delivered earnings for New Zealand. In this table, the first column combines the earning name and description. A (gc) in the row indicates that the earning has a generation control. A (po) indicates a post processing formula and (pr) indicates a pre processing formula. The other four columns indicate the earning calculation rule of Unit  $\times$  Rate, Unit  $\times$  Rate  $\times$  Percent, and Amount. If a component of an earning's calculation rule is a system element, this is indicated with the abbreviation (sy). The processing of some of these earnings is discussed in further detail in these topics.

---

**Note:** Note that two earnings CASUAL LVE and AC1 MAKEUP have a calculation rule of Base  $\times$  % and the base is shown in the Unit column.

---

| <b><i>Name and Description</i></b>            | <b><i>Unit (or Base)</i></b> | <b><i>Rate</i></b> | <b><i>%</i></b> | <b><i>Amount</i></b> |
|-----------------------------------------------|------------------------------|--------------------|-----------------|----------------------|
| REGPAY HRLY<br>Regular Hourly Pay             | Payee Level                  | HOURLY RT (sy)     |                 |                      |
| REGPAY SAL<br>Regular Salary Pay<br>(gc) (pr) | ERN FM RED<br>REGHRS         | HOURLY RT (sy)     |                 |                      |
| SHIFT 10<br>Shift Loading 10 %<br>(gc)        | Payee Level                  | HOURLY RT (sy)     | 10              |                      |

| <b>Name and Description</b>                       | <b>Unit (or Base)</b>                              | <b>Rate</b>        | <b>%</b> | <b>Amount</b>    |
|---------------------------------------------------|----------------------------------------------------|--------------------|----------|------------------|
| OVERTIME 1.5<br>Overtime 1.5                      | Payee Level                                        | HOURLY RT (sy)     | 150      |                  |
| SERVICE<br>Service Allowance                      | Accum– REGULAR HOURS                               | ERN BR SERVICE RTS |          |                  |
| MEAL<br>Meal Allowance                            | Payee Level                                        | ERN BR MEAL RTS    |          |                  |
| STRESS<br>Stress Allowance                        | Accum – REGULAR HOURS                              | Payee Level        | 100      |                  |
| PHONE<br>Phone Allowance (gc)                     |                                                    |                    |          | 75               |
| DISTRICT<br>District Allowance                    |                                                    |                    |          | ERN FM DISTRICT  |
| ONCALL<br>Oncall Allowance (gc) (po)              | Payee Level                                        | ERN FM ONCLL HR RT |          |                  |
| BONUS<br>Bonus Payment                            |                                                    |                    |          | Payee Level      |
| BONUS NET<br>Bonus Net Amount                     |                                                    |                    |          | Payee Level      |
| BONUS GRS UP<br>Bonus Gross Up Amount             |                                                    |                    |          | CMN VR NUM VAL 0 |
| RETIRE/REDUN<br>Retirement/<br>Redundancy Payment |                                                    |                    |          | Payee Level      |
| PUB HOL<br>Public Holiday (gc)                    | ERN FM PUBHOL UNIT                                 | HOURLY RT (sy)     |          |                  |
| CASUAL LVE<br>Casual Leave                        | Base (not <i>Unit</i> ) Accum<br>— LVE AC GTE 6PCT |                    | 6        |                  |

| <b>Name and Description</b>                           | <b>Unit (or Base)</b>                        | <b>Rate</b>          | <b>%</b>              | <b>Amount</b>          |
|-------------------------------------------------------|----------------------------------------------|----------------------|-----------------------|------------------------|
| ANNUAL LVE<br>Annual Leave                            | Payee Level                                  | HOURLY RT (sy)       |                       |                        |
| SICK LVE<br>Sick Leave                                | Payee Level                                  | HOURLY RT (sy)       |                       |                        |
| OTHER LVE<br>Other Leave                              | Payee Level                                  | HOURLY RT (sy)       |                       |                        |
| LWOP<br>Leave Without Pay                             | Payee Level                                  | CMN VR NUM VAL 0     |                       |                        |
| ACC LVE<br>Accident Compensation<br>1 (po)            | Payee Level                                  | Payee Level          |                       |                        |
| ACC MAKEUP<br>Accident Comp<br>Makeup Payment         | Payee Level                                  | HOURLY RT (sy)       |                       |                        |
| ANNRCN<br>Annual Leave<br>Reconciliation              | 1                                            | Payee Level          |                       |                        |
| LIAB ANN HRS<br>Annual Leave Liability<br>Hours (gc)  | Accum - ANN LVE<br>HRS_BAL                   | LVE FM ORD RATE      |                       |                        |
| LIAB ANN DYS<br>Annual Leave Liability<br>Days (gc)   | LVL FM ANN LVE<br>DYS                        | LVL FM ORD DAY<br>RT |                       |                        |
| LIAB TER HRS<br>Terminated Annual<br>Leave Hours (gc) |                                              |                      |                       | Earn – LIAB ANN<br>HRS |
| LIAB TER DYS<br>Terminated Annual<br>Leave Days (gc)  |                                              |                      |                       | Earn – LIAB ANN<br>DYS |
| SAL ACCRUAL<br>Salary Accrual (gc)                    | Base (not <i>Unit</i> ) Accum<br>– NZL GROSS |                      | GLI VR ACCRUAL<br>PCT |                        |

| <b>Name and Description</b>                   | <b>Unit (or Base)</b> | <b>Rate</b>     | <b>%</b> | <b>Amount</b>       |
|-----------------------------------------------|-----------------------|-----------------|----------|---------------------|
| MAT<br>Maternity Leave                        | Payee Level           | Payee Level     |          |                     |
| TER ANN LVE<br>Annual Leave Pay – Termination |                       |                 |          | TER FM ANN LVE PAY  |
| TER PUB HOL<br>Public Holiday Paid at Term    |                       |                 |          | TER VR HOL PAY      |
| RETRO<br>Retrospective Payments               |                       |                 |          | Payee Level         |
| LONG SERV LVE<br>Long Service Leave           | Payee Level           | HOURLY RT (sy)  |          |                     |
| TER LSL<br>Termination Pay for LSL            | TER FM LSL TERM       | LVE FM ORD RATE |          |                     |
| LIAB TER LSL<br>Terminated LSL Liab Days (gc) |                       |                 |          | Earn – LIAB LSL DYS |
| RTO PUB HOL<br>Public Holiday – Retro         | Payee Level           | Payee Level     |          |                     |
| RTO ANN LVE<br>Annual Leave – Retro           | Payee Level           | Payee Level     |          |                     |
| RTO SCK LVE<br>Sick Leave –                   | Payee Level           | Payee Level     |          |                     |
| RTO OTH LVE<br>Other Leave – Retro            | Payee Level           | Payee Level     |          |                     |
| RTO LWOP<br>Leave Without Pay – Retro         | Payee Level           | Payee Level     |          |                     |
| RTO ACC LVE<br>ACC Leave – Retro              | Payee Level           | Payee Level     |          |                     |

| <b>Name and Description</b>                     | <b>Unit (or Base)</b>                   | <b>Rate</b>                      | <b>%</b>                       | <b>Amount</b> |
|-------------------------------------------------|-----------------------------------------|----------------------------------|--------------------------------|---------------|
| RTO LSL<br><br>Long Service Leave – Retro       | Payee Level                             | Payee Level                      |                                |               |
| LIAB LSL DYS<br><br>Long Srv Lve Liability Days | Formula — Numeric<br><br>LVL FM LSL DYS | Formula<br><br>LVL FM ORD DAY RT | Bracket<br><br>LVL BR LIAB ATT |               |
| TRANS ADV<br><br>Transport Advance              | Base EARNINGS<br><br>REGPAY SAL         |                                  | Payee Level                    |               |

---

## Calculating Regular Hourly Pay

Use REGPAY HRLY in any case where the hours to be paid for a payee are not standard and vary from pay calendar to pay calendar. These hours are typically entered manually. The earning element's calculation rule is unit x rate where the unit is set at the payee level and the rate is the system element HOURLY RT.

---

## Calculating Regular Salaried Pay

Use REGPAY SAL where the hours to be paid are standard for each pay calendar.

This element demonstrates the use of a preprocess formula (ERN FM REGSTD UNIT) that retrieves the units for the period and determines the work days (proration) in the period. The formula then has a value of regular units with which to begin the earning element resolution. This earning element's calculation rule is unit x rate. The number of units to be paid is derived from a formula. The formula calculates the payee's regular hours (based on an annualized and deannualized JOB standard hours value) reduced by any hours taken as either approved absence or public holiday hours which are set to reduce from regular hours. The rate is the system element HOURLY RT.

---

## Calculating Shift Loading

Use SHIFT 10 to compensate payees for working outside of or across what your organization considers normal business hours. The element's calculation rule is unit x rate x percent. You enter or generate the units at payee level, the rate is HOURLY RT, and the percentage is set as 10.

---

## Calculating Overtime

The calculation rule of the OVERTIME 1.5 earning is unit x rate x percent. You enter or generate the units at payee level, the rate is HOURLY RT, and the percentage is set at 150 representing time and a half.

---

## Calculating the Service Allowance

SERVICE is a "per hour" allowance paid based on the number of years service of the payee. The calculation rule is unit x rate where the unit is accumulator REGULAR HOURS. The rate comes from the bracket ERN BR SERVICE RTS, which assigns a value based on the employees years of service (duration CMN DR YRS OF SVC). This earning is placed after REGULAR pay because its resolution depends on regular pay having already been calculated.

---

## Calculating the Meal Allowance

The MEAL allowance calculation rule is unit x rate where you enter or generate the units at the payee level and the rate comes from the bracket ERN BR RTS that assigns a value based on the payee's union code (system element UNION CD).

---

## Calculating the Stress Allowance

The STRESS allowance calculation rule is unit x rate x percent. The unit is accumulator REGULAR HOURS. You assign the rate at the payee level and the percent is 100. This earning is placed after REGULAR pay because its resolution depends on regular pay having already been calculated.

---

## Paying the Phone Allowance

The PHONE allowance calculation rule is amount and the amount is set as 75. This element's generation control, ERN GC PHONE, uses formula ERN FM PHONE to ensure that the allowance is paid only in the last pay period of the month (so is particularly applicable to nonmonthly calendar frequencies) and in the first segment of the last period.

---

## Calculating the District Allowance

This allowance uses the Location code on the payee's job record. The earning's calculation rule is amount where the amount is the formula ERN FM DISTRICT that calls bracket ERN BR DISTRCT RTS that stores the weekly rate for various locations. The formula also prorates the amount by the standard hours of the payee.

The allowance is not paid for any days in the pay period where the payee is on leave without pay. For example, if a payee was scheduled to work Monday to Friday but took leave without pay on the Friday, their DISTRICT allowance would be 4/5 of the normal weekly entitlement. This allowance is resolved after any leave earnings.

## Calculating the On Call Allowance

The ONCALL allowance calculation rule is unit x rate. You enter the units at the payee level. The rate is formula ERN FM ONCLL HR RT that validates the employee's hourly rate against the maximum and minimum rates allowed for the earning. You set two supporting element override variables, ERN VR ON MIN HRRT and ERN VR ON MAX HRRT, for the minimum and maximum rates respectively. When resolving the earning the system checks the payee's hourly rate from his HR job record.

- If the payee's hourly rate is less than the minimum amount, the system pays the minimum rate.
- If the payee's hourly rate is more than the minimum but less than the maximum rate the system pays the hourly rate.
- If the payee's hourly rate is more than the maximum the system pays the maximum.

The following table shows the three scenarios based on a minimum of 50 and a maximum of 70:

| <i>Hourly Rate on Job</i> | <i>ONCALL Hourly Rate Paid</i> |
|---------------------------|--------------------------------|
| 1– 49.99 (that is < 50)   | 50 (minimum)                   |
| 50 – 70                   | 50 – 70 (Job Rate)             |
| 70.01 (that is > 70)      | 70 (maximum)                   |

The earning also has a post process formula ERN FM ONCALL ADD that determines if payment of the allowance in full plus any additional flat amount (supporting element override ERN VR ADDL AMT) would take the earning over an annual limit (supporting element override ERN VR ON YTDLIMIT). If it would take it over the limit, the formula calculates by how much and subtracts that value from the current value. This ensures the earning is paid up to the limit.

The earning also has a generation control, ERN GC ONCALL, that checks that the limit hasn't already been reached.

You can set other limits for other frequencies by using a formula that compares the total paid with the frequency limits for the earning.

## Paying Bonuses and Grossing Up

You can pay a bonus amount and have it taxed normally by adding an amount to the BONUS earning at the payee level. If you want to pay a specific net amount you can enter that amount as the earning BONUS NET and have the system "gross up" that amount. After taxing the grossed up amount the payee will receive the intended net amount. Grossing up is described in full in the topics under Net-To-Gross Processing.

### Related Links

[Net-to-Gross Processing](#)

---

## Making Advance Payments and Creating Payback Deductions

Some earnings are loans or advances; therefore, when they are paid, the system must automatically create a deduction that is processed over subsequent pay runs, recovering the loan or advance.

### Related Links

[Creating Earnings Advance and Recovery](#)

---

## Making Payments for Public Holidays

PUB HOL is an earning element that is entered or generated when there is a gazetted public holiday in the calendar period. The element needs to be included in an accumulator that reduces the amount of regular pay that is paid. The PUB HOL earning calculation rule is unit x rate where the unit is derived by a formula and the rate is the payees HOURLY RT system element.

When a holiday occurs in a pay period, the system populates the system element, HOLIDAY HRS, with the hours that you entered for that holiday on the Holiday Schedule.

Because a payee might not have been scheduled to work the holiday schedule hours, you can direct the system to pay different hours from those on the holiday schedule. When, during normal payroll processing, the system comes to resolving earning PUB HOL, for Public Holidays, it sets about determining the number of hours to pay each employee.

In PUB HOL's calculation rule:

Unit = formula ERN FM PUBHOL UNIT

Rate = System Element HOURLY RATE

The ERN FM PUBHOL UNIT formula uses proration element ERN PO PUB HOL HRS for which the numerator is ERN CT PUB HOL HRS and the denominator is 1.

The count formula for ERN CT PUB HOL HRS is ERN FM PUB HOL HRS. This formula checks each day in the period for a HOLIDAY HOURS value and if it finds one, finds out if you have set variable ERN VR SCHED TYPE to HOL, WRK, or ALT. The default for the variable is ALT but its single override level is Pay Group.

If you don't have alternative work schedules, you do not have to override the default at the pay group level because, in the absence of an alternative work schedule, the system uses the payee's scheduled hours. If you do have alternative work schedules but don't want to use them, override the ALT default with character values WRK or HALF at pay group level.

For HOL, the formula returns the holiday hours from the holiday schedule.

For WRK, the formula returns half the employee's scheduled hours if the Holiday Type on the holiday schedule is Half or all of the employee's scheduled hours if the Holiday Type is Standard.

For ALT it is the same except the formula returns the hours for the payee's alternate work schedule. If there is no alternate schedule, it returns either half or whole schedule hours.

---

**Note:** You can designate any defined schedule as the alternate schedule on the pay group table. And at employee level, you can assign a schedule as an alternate and it can be the pay group alternate schedule or any other of your defined schedules. Whatever the value of your variable ERN VR SCHED TYPE, the count formula returns the hours to be passed by the count to the numerator of the proration rule and the proration rule passes the count value to the formula ERN FM PUBHOL UNIT which is the unit for PUBHOL's calculation rule Unit x Rate.

---

**Note:** If the Waitangi Day and Anzac Day fall on a Saturday or Sunday, which is a non-working day for the employee, then these public holidays are treated as falling on the following Monday. The payroll calculations for these days follow the PUB HOL earning calculation rule.

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## Paying Casuals for Leave

Use the CASUAL LVE earning element to pay casual payees in lieu of their receiving an annual leave accrual. The element is 6% of the payee's gross taxable earnings (GTE) per calendar period. The element's calculation rule is base x percent where the base is accumulator LVE AC GTE 6PCT and the percent is 6. This earning is placed after REGULAR pay because its resolution depends on regular pay having already been calculated.

---

## Using Absence Earnings

There are a number of earnings that various absence takes use to pay for the leave in question. They include annual leave (ANNUAL LVE), sick leave (SICK LVE) other leaves (OTHER LVE) and leave without pay (LWOP); the earnings for ARCI payments, ACC LVE and ACC MAKEUP; and the earning for annual leave reconciliation, ANNRCN.

### Related Links

[Understanding Absence and Termination Rules](#)

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## Using Earnings for GLI Reporting

There are six earnings that are not paid but are used for general ledger interface reporting of annual leave liability and their reversal of liabilities on termination. They are LIAB ANN (HRS and DYS) and LIAB LSL DYS, and, LIAB TER (HRS and DYS) and LIAB TER LSL. There is also one earning, also not paid, for reporting accrued salary where the pay period end is earlier than the financial period. It is SAL ACCRUAL. You decide what percentage to accrue using GLI VR ACCRUAL PCT.

### Related Links

[Processing Payroll Data to GLI](#)

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## Using Earnings for Paying Retro on Leave Pay

There are seven retro earnings for paying retrospective adjustments on earnings that normally reduce regular pay. They are RTO ACC LVE, RTO ANN LVE, RTO LSL, RTO LWOP, RTO OTH LVE, RTO PUB HOL, RTO SCK LVE.

We have supplied these earnings to avoid affecting the calculation of regular pay in the current pay period. The hours on these earnings do not contribute to the reduce regular hours accumulator ERN AC REDUCE HRS. The amounts however, add to the total gross and extra emolument accumulators NZL GROSS and EXTRA EMOL GROSS

For example, an employee applied for 2 days of sick leave (16 hours) in June 2001 but then in August 2001, changed this to be 3 days annual leave (24 hours). When the August payroll runs, it calculates retrospectively from June 2001 and forwards the results to August 2001. The following happens.

Back in June 2001, the original calculations were:

- 16 hours for SCK LVE
- 157.33 hours for REGPAY SAL

After the retro calculation, the values are:

- 0 hours for SCK LVE (-16 will be forwarded to RTO SCK LVE)
- + 24 hours for ANN LVE (+24 will be forwarded to RTO ANN LVE )
- +149.33 hours for REGPAY SAL (-8 will be forwarded to REGPAY SAL).

In August 2001, the values are:

- 173.33 hours for REGPAY SAL (with an adjustment of - hours)
- +24 hours for RTO ANN LVE
- -16 hours for RTO SCK LVE

## Chapter 7

# Defining Deductions

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## Understanding Deductions

We have created a number of deductions to demonstrate the flexibility of the Global Payroll rules to meet common processing requirements such as the preservation of minimum net pay.

---

**Note:** The User Key 2 on the Earnings Accumulators page and Deduction Accumulators page for all earnings and deductions is CMN VR BALGRP ID (Balance Group ID). Use balance group numbers (IDs) to maintain separate employee balances. You set an employee's balance group number on the Job Data, Payroll page—JOB\_DATA2. The balance group number will need to be manually incremented if you are required to record separate balances within a financial year.

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## Delivered Deduction Elements

The following table lists the delivered deductions for New Zealand. In this table, the first column combines the deduction name and description. A (gc) in the row indicates that the deduction has a generation control. A (po) indicates a post processing formula, (pr) indicates a pre processing formula. The other four columns indicate the deduction calculation rule of Unit  $\times$  Rate, Unit  $\times$  Rate  $\times$  Percent, Amount.

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**Note:** The tax deductions are included in the table but discussed in greater detail in the taxation topics.

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See [Understanding Taxation Calculation](#).

| <b>Name and Description</b>              | <b>Unit (or Base)</b> | <b>Rate</b> | <b>%</b> | <b>Amount</b>      |
|------------------------------------------|-----------------------|-------------|----------|--------------------|
| PAYE TAX<br>PAYE Tax (gc)                |                       |             |          | TAX FM PAYE TAX    |
| EXTRA EMLMNT<br>Extra Emolument Tax (gc) |                       |             |          | TAX FM XE TAX      |
| WITHHOLDING<br>Withholding Tax (gc)      |                       |             |          | TAX FM WITHOLD TAX |
| CHILD SUPPRT<br>Child Support (po)       |                       |             |          | Payee Level        |

| <b>Name and Description</b>                      | <b>Unit (or Base)</b>             | <b>Rate</b> | <b>%</b>                          | <b>Amount</b>        |
|--------------------------------------------------|-----------------------------------|-------------|-----------------------------------|----------------------|
| STUDENT LOAN<br>Student Loan Repayments (gc)     |                                   |             |                                   | TAX FM SL TAX        |
| SSCWT<br>Spec Super Contr Withhold Tax           |                                   |             |                                   | TAX VR SSCWT AMNT    |
| SOCIAL CLUB<br>Social Club (gc)                  |                                   |             |                                   | 8.00                 |
| MEMBSHP FEES<br>Membership Fees (gc)             |                                   |             |                                   | DED FM MEMBERSHIP    |
| UNION<br>Union Fees (gc)                         |                                   |             |                                   | DED FM UNION         |
| WRIT<br>Writ                                     | Base (Accum - DISPOSABLE EARNING) |             | Payee Level                       |                      |
| COURT ORDER<br>Court Order (gc)                  | Base (Accum - DISPOSABLE EARNING) |             | Payee Level                       |                      |
| TRANS REC<br>Transport Loan Recovery (gc) (po)   | Base (Accum - TRANS ADV AMT)      |             | Variable Numeric<br>LN VR REC AMT |                      |
| LOAN REPAY<br>Loan Repayment (gc)                |                                   |             |                                   | Accum - LOAN BALANCE |
| SUP GOV EE<br>Super Government Fund – EmpEE      | Base (Accum - NZL GROSS)          |             | Payee Level                       |                      |
| SUP GOV ER<br>Super Government Fund – EmpER (po) | Base (Accum - NZL GROSS)          |             | DED FM SUP GOV ER                 |                      |
| SUP NPF EE<br>National Provident Fund – EmpEE    | Base (Accum - SUPERABLE SALARY)   |             | 6                                 |                      |

| <b>Name and Description</b>                             | <b>Unit (or Base)</b>           | <b>Rate</b> | <b>%</b>    | <b>Amount</b> |
|---------------------------------------------------------|---------------------------------|-------------|-------------|---------------|
| SUP NPF ER<br>National Provident Fund – EmpER (gc) (po) | Base (Accum - SUPERABLE SALARY) |             | 6           |               |
| SUP GRSUP ER<br>Super Gross Up Fund – EmpER (po)        |                                 |             |             | Payee Level   |
| XE GRS UP<br>Extra Emolument for Gross Up               |                                 |             |             | TAX FM XE TAX |
| KIWI DD EE<br>KIWI Deduction Employee                   | Base (Accum - KIWI AC GROSS)    |             | Payee Level |               |
| KIWI DD ER<br>KIWI Deduction Employer (po)              | Base (Accum - KIWI AC GROSS)    |             | Payee Level | Payee Level   |

---

## Making Social Club Deductions

The social club deduction reduces the employee's after-tax income by a nominated amount. The amount is paid monthly. The system annualizes and deannualizes the amount to resolve it correctly for the various pay calendars.

A generation control, DED GC SOCIAL CLUB, has formula DED FM SOC BIGGER that ensures that the system applies the deduction only in the larger of the segments within the period. A second GC formula checks that the payee is active.

---

## Deducting Membership Fees

The earning in a fortnightly period determines the amount of the membership fee deduction which may be percentage or a flat amount. The calculation rule amount is the formula DED FM MEMBERSHIP that determines if the accumulator that houses the earning that the fees are based upon, MEMB EARNINGS, is less than the value of the deduction's system element override DED VR MEM MAX AMT for a fortnight. If the amount is below the DED VR MEM MAX AM, the system multiplies the accumulator value by 1 percent. If not less than DED VR MEM MAX AMT, the amount is the value of the DED VR MEM MAX AMT variable. The formula also converts frequencies other than fortnightly to a fortnightly amount

## Deducting Union Fees

The calculation rule amount for the Union deduction is the formula DED FM UNION. The formula passes the value of the accumulator UNION EARNINGS to the variable DED VR UN ERN FN and the bracket DED BR UNION RATES determines the amount of the deduction based on the variable value. Frequencies other than fortnightly are converted to a fortnightly amount.

Generation control DED GC UNION LAST uses DED FM UNION LAST to ensure that the deduction is taken only in the last segment of the period.

## Calculating the Writ and the Court Order Deductions

The calculation rule for both these deductions is base x percent where the base is the DISPOSABLE EARNINGS accumulator (NZL GROSS – NZL TAX) and the percentage is set at the payee level.

The court order deduction has generation control DED GC COURT ORDER. It uses DED FM PROC STATUS to check the value of DED FM VR PROC STATUS to ensure that the system only takes the deduction if the status of the court order is *Approved*. You enter the status on the Assign Garnishments NZL (GPNZ\_GARN\_DTLS) page and the array GPNZ\_PROC\_STATUS passes the status value to the variable.

## Pages Used to Administer Garnishments

| <b>Page Name</b>                   | <b>Definition Name</b> | <b>Usage</b>                                                      |
|------------------------------------|------------------------|-------------------------------------------------------------------|
| Assign Garnishments NZL Page       | GPNZ_GARN_DTLS         | Assign garnishments to an employee.                               |
| Specify Protected Net Pay NZL Page | GPNZ_PROTECT_NET       | Specify amount of employee's net pay to protect from garnishment. |

## Creating Earnings Advance and Recovery

Some earnings are loans or advances; therefore, when they are paid, the system must automatically create a deduction that is processed over subsequent pay runs, recovering the loan or advance.

The PeopleSoft system provides the following elements, accumulators, formula, and generation control to demonstrate this:

| <b>Name</b>   | <b>Type</b>       | <b>Usage</b>                                         |
|---------------|-------------------|------------------------------------------------------|
| TRANS ADV     | Earnings element. | Adds advance amount to paycheck when advance occurs. |
| TRANS ADV AMT | Accumulator.      | Stores amount of advance.                            |
| TRANS BAL AMT | Accumulator.      | Stores reducing balance.                             |

| <i>Name</i>     | <i>Type</i>                          | <i>Usage</i>                                                                       |
|-----------------|--------------------------------------|------------------------------------------------------------------------------------|
| TRANS REC       | Deduction element.                   | Deducts portion of advance from paycheck in subsequent pay runs.                   |
| ADV FM GC CHECK | Advance recovery check formula.      | Adjusts the deduction if taking it all would cause the goal amount to be exceeded. |
| ADV GC REC IND  | Advance recovery generation control. | Controls execution of advance recovery check formula.                              |

## Deducting the Loan Repayment

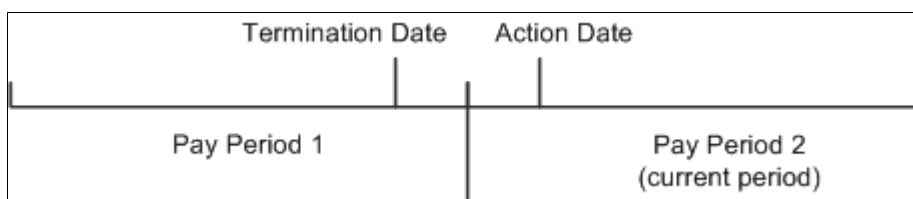
The LOAN REPAY deduction deducts any outstanding loan amounts on termination of the payee. It is an amount calculation. The amount is the value of the LOAN BALANCE accumulator. Any balance becomes the amount of the deduction.

The deduction's generation control, CMN GC TERM STAT, has formula CMN FM TERM STAT, which determines whether to resolve the payment of various earnings and deductions.

The formula checks for either a termination date in the pay period or a termination action date in the pay period. It checks for both to accommodate situations where you have not entered the termination until the pay period after the pay period in which the termination occurred. If the formula only checked for the termination date, the deduction would not be processed because the termination date would be outside the current pay period begin and end dates.

### Image: Termination date and termination action date are in different pay periods

The following diagram illustrates a timeline where the termination action date is in the current pay period, but the termination date is not.



## Deducting Government Superannuation Contributions

There are two superannuation deductions, one for the payee's contribution, the other for the employer's contribution. The payee's contribution deduction, SUP GOV EE, has a calculation rule of base x percent where the base is the payee's NZL GROSS accumulator amount and the percent is set at payee level.

The employer's contribution deduction, SUP GOV ER, has a calculation rule of base x percent. The base is the payee's NZL GROSS accumulator value and the percent is formula DED FM SUP GOV ER. The formula checks the payee's contribution percent and matches that contribution up to a maximum set on the deduction's system element override DED VR SUPGOV MAX.

A flat amount post-process formula, TAX FM SS FLAT RATE, on the employer's deduction calculates the Specified Superannuation Contribution Withholding Tax (SSCWT).

### **Related Links**

[Superannuation and SSCWT](#)

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## **Deducting National Provident Fund Contributions**

There are two NPF deductions and the payee's and employer's deductions are calculated exactly the same way. The calculation rule is base x percent where the base is the SUPERABLE SALARY accumulator, and the percentage is the legislated value.

A flat amount post-process formula, TAX FM SS FLAT RATE, on the employer's deduction calculates the Specified Superannuation Contribution Withholding Tax (SSCWT).

### **Related Links**

[Superannuation and SSCWT](#)

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## **Using the SSCWT Gross Up Tax Calculation**

We have provided the SUP GRSUP ER deduction to demonstrate the correct use of the SSCWT gross up tax calculation. The calculation rule is an amount where the amount, set at payee level, is initially entered as a grossed up amount. The deduction's post-process formula, TAX FM SS GRS UP, calculates the SSCWT. It also adjusts the grossed up amount to the value that's correct for the net amount.

---

**Note:** The system uses the other gross up deduction, XE GRS UP, in the Net-to-Gross functionality. The deduction's calculation rule is formula TAX FM XE TAX, which calculates the employee's extra emolument tax amount.

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### **Related Links**

[Net-to-Gross Processing](#)

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## **Deducting Employee and Employer KiwiSaver Contributions**

This section provides an overview of KiwiSaver calculations and retro pay and discusses how to enter employee KiwiSaver details.

## Page Used to Enter Employee KiwiSaver Details

| <i>Page Name</i>                           | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                   |
|--------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Maintain KiwiSaver Details NZL Page</u> | GPNZ_EE_KIW_DTL        | Enter employee KIWiSaver contribution details when employees enroll in the KiwiSaver scheme, opt in, opt out, or elect a contribution holiday. |

## Understanding KiwiSaver Calculations and Retro Pay

KiwiSaver deductions are a fixed percentage of gross pay. To ensure that deductions are taken from retro pay, the system is configured to calculate deductions based on the delivered KIWI AC GROSS accumulator. This accumulator consists of just the NZL GROSS accumulator, which in turn has all regular earnings plus retro earnings.

Therefore, whenever there are retro changes to an employee's earnings, the deltas of the earnings are forwarded, and the KiwiSaver deductions are calculated on the combined gross (current gross + retro earnings).

The result of this configuration is that when a paycheck includes both regular pay and retro pay, there is only one KiwiSaver deduction, which is based on the combined gross. There are not separate KiwiSaver deductions for current earnings and retro earnings.

## Maintain KiwiSaver Details NZL Page

Use the Maintain KiwiSaver Details NZL page (GPNZ\_EE\_KIW\_DTL) to enter employee KiwiSaver contribution details when employees enroll in the KiwiSaver scheme, opt in, opt out, or elect a contribution holiday.

### Navigation

Global Payroll & Absence Mgmt > Payee Data > Pension Information > Maintain KiwiSaver Details NZL > Maintain KiwiSaver Details NZL

## Image: Maintain KiwiSaver Details NZL page

This example illustrates the fields and controls on Maintain KiwiSaver Details NZL page.

**Maintain KiwiSaver Details NZL**

Neal Riley Employee Empl ID KZ0003 Empl Record 0

Effective Date 08/01/2007

**Under 18 Employee Check**

☐ Under 18 Employee

**Kiwisaver Option**

☐ New Enrollment ☐ Opting In ☒ Opting out ☐ Savings Suspension

Reason for Opting Out OTHR

**Total Contribution Rate**

Rate 4 %

**Employer Contribution Rate**

☐ Employer contribution in addition to the Total Contribution

Rate % or Flat Amount

### Under 18 Employee

Indicates that the employee is under the age of 18.

## Kiwisaver Option

Indicate the reason you are entering or updating Kiwisaver details for the employee.

**Note:** It is your responsibility to verify that employees meets all IRD requirements for enrolling, opting in, opting out, or taking a contribution holiday. The system displays certain warning messages regarding these requirements, but does not verify employee eligibility or prevent you from saving.

### New Enrollment

Select this option if the employee is a new hire and satisfies required criteria for automatic enrollment in the KiwiSaver scheme. The effective date for new enrollment should be the employee's hire date.

### Opt In

Select this option when an employee who has not been contributing begins to contribute.

Select this option if an employee does not satisfy the automatic enrollment criteria and hence has to be enrolled manually, or if an employee is reenrolling after a contribution holiday.

**Opt Out**

Select this option when an employee who has been contributing stops contributions.

---

**Note:** The effective date of opting out should fall between the dates defined in the Employee file.

---

**Savings Suspension**

Select this option when an employee who has been contributing takes a contribution holiday (temporarily stops contributing). A savings suspension row is eventually followed by an opt in row.

**Reason for Opting Out**

Select the opt out reason.

Available options are:

- **INFO:** Select this option if the Employer did not provide a KiwiSaver information pack within seven days of starting employment.
- **IRIS:** Select this option, if IR did not send an investment statement upon allocation to a default scheme.
- **ERIS:** Select this option, if the Employer did not provide an investment statement (for the employer chosen KiwiSaver scheme).
- **EVNT:** Events outside of control. Select this option if the opt-out application was unable to submit within eight-weeks time period.
- **CRIT:** Select this option if the employee did not meet the criteria to join KiwiSaver.
- **INER:** Select this option if the employee is incorrectly enrolled under the age of 18.
- **OTHR:** Select this option, if the opt-out reasons are different from the one listed above. On selecting this option, a text box to enter additional reasons for opting out.

---

**Note:** To enable this field, you need to select the Opting Out radio button and the effective date of Opt Out should be greater than 56 days from Hire or Re-hire date.

---

**Total Contribution Rate****Rate**

Displays the sum of the employee contribution rate and any percentage-based employer contribution rate.

**Employee Contribution Rate****Rate**

Employees can choose a contribution rate of either 2%, 4%, or 8%.

## Employer Contribution Rate

### Employer's Contribution is in addition to the Employee's Contribution

Select this check box if the employer contribution is in addition to the contribution percentage that the employee chose, or deselect it to indicate that the employer contribution is being used to reduce the amount of the employee contribution.

Selecting this check box does *not* reduce the employee's contribution. Instead, it indicates that the amount entered as the employee contribution rate has already been reduced by the amount of the employer contribution. The system uses this information when validating that the employee contribution meets required minimums.

For example, if an employee signs up for a 4% contribution, and the employer is going to share the cost by contributing 2% (so that the employee only ends up contributing 2%), enter an employee contribution rate of 2%, an employer contribution rate of 2%, and deselect this check box.

### Rate or Flat Amount

Enter the employer's contribution as either a percent of salary or as a flat amount.

## Process to Calculate the Correct Rate of Employer Superannuation Contribution Tax

To correctly process the rate of Employer Superannuation Contribution Tax (ESCT) in payroll calculation, the administrator must manually override the contribution rates.

- For employees hired in the previous financial year, the administrator must override the variable TAX VR FIRST CAL to the value *1.00* before running the payroll for April (i.e, the first month of the new financial year).
- For employees hired in the current financial year, the administrator must override the variable TAX VR SSCWT HIRRT to the required percentage of ESCWT deduction for the calendar in which the employee was hired. The same percent will be used to calculate the ESCWT amount.
- For the rest of the already existing employees in the current financial year, the administrator must override two variables at payee level, namely: TAX VR SSCWT OVRRT and TAX VR SSCWT ALTRT.

Both the variables hold the value of Superannuation Contributions Withholding Tax (SSCWT) used for calculating SSCWT. TAX VR SSCWT OVRRT rate must equal the rate held in the variable TAX VR SSCWT ALTRT for to be used in tax calculation. Both the variables are used in the formula TAX FM SS FLAT RT and if required, must be entered against the employee at any of the specified override levels.

## Chapter 8

# Managing Tax Calculations

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## Understanding Taxation Calculation

This section discusses:

- Tax accumulators.
- Pay as you Earn (PAYE) tax and extra emolument tax.
- Withholding tax.
- Student loans.
- Specified Superannuation Contribution Withholding Tax (SSCWT).
- Child support deductions.
- Superannuation and SSCWT.
- The tax calculation process.

## Tax Accumulators

Calculation of correct tax related deductions is based on three accumulators:

- Taxable Gross: All regular earnings are taxed as PAYE.
- Extra Emolument: Bonus, back pay, and other irregular payments.
- Retire\Redund: For payments that are made on retirement or redundancy.

The system calculates PAYE tax by using the Taxable Gross accumulator; tax on extra emoluments by using the extra emolument and retire\redund accumulators; and withholding tax, student loan repayments and child support payments on all three accumulators. You need to ensure that all taxable earnings and pretax deductions add to the appropriate accumulator.

Like payee tax details, the accumulators are keyed by employee ID, pay entity, and balance group.

## PAYE Tax and Extra Emolument Tax

PAYE tax is calculated by the formula TAX FM PAYE TAX, and extra emolument tax by formula TAX FM XE TAX. The formulas are the amounts that are in the calculation rule for the deductions PAYE TAX and EXTRA EMLMNT. The deductions both have generation control TAX GC PAYE & XE that uses formula TAX FM DET TAX TYP to return a value that determines whether to calculate tax for PAYE and extra emolument tax or withholding tax.

## Withholding Tax

Withholding tax is calculated by the formula TAX FM WITHOLD TAX. The formula is the amount that is in the calculation rule for the deduction WITHHOLDING. The deduction has generation control TAX GC WT that uses formula TAX FM DET TAX TYP to return a value that determines whether to calculate tax for PAYE and extra emolument tax or withholding tax

There is a page in which you can view the various withholding tax percentages, including the No Declaration (ND) tax percentages, for the various nature of payment codes. You can change the status of the individual nature of payment codes.

## Student Loan

Tax on student loans is calculated by the formula TAX FM SL TAX. The formula is the amount that is in the calculation rule for the deduction STUDENT LOAN. The deduction has generation control TAX GC SL that uses formula TAX FM DET SL TAX to return a value that determines whether to calculate tax student loan tax.

## Specified Superannuation Contribution Withholding Tax (SSCWT)

The SUP GRSUP ER deduction demonstrates the correct use of the SSCWT gross-up tax calculation. The calculation rule is an amount where the amount, set at payee level, is initially entered as a grossed-up amount. The deduction's postprocess formula, TAX FM SS GRS UP, calculates the SSCWT. It also adjusts the grossed-up amount to the value that's correct for the net amount.

## Child Support Deductions

No tax calculations are associated with child support deductions; you enter the dates and amounts by using the standard Payee Deduction Assignment page.

The child support deduction's calculation rule is an amount that is set at payee level. The post process formula TAX FM CS PROTECT ensures that the deduction does not reduce the employee's pay below the protected net as determined by the IRD.

The formula uses the value, set by the IRD, that you enter for the variable TAX VR CS PRT NET.

## Superannuation and SSCWT

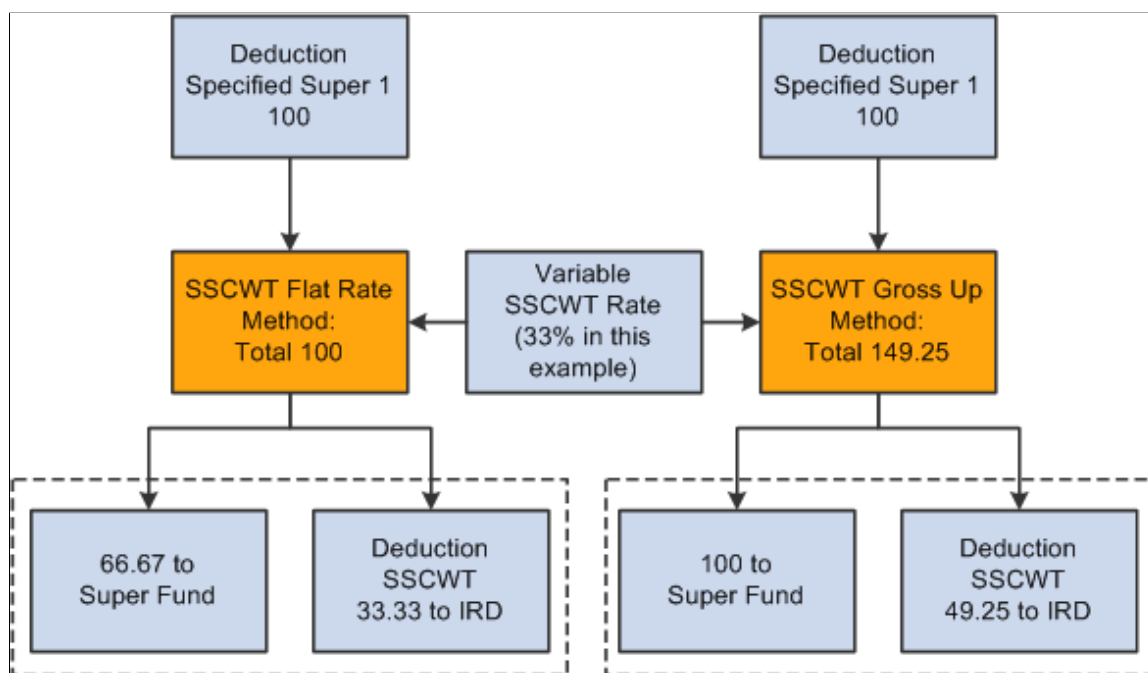
Superannuation deductions can have the SSCWT amount calculated by the flat rate method or the gross up method. For either method the rate can be the normal amount rate or the alternative rate. The employee can elect to have either calculation method use the higher rate.

For example, for an employer contribution of 100 at the normal rate of 33 percent:

- The flat rate calculation results in 66.67 to super fund, 33.33 to IRD.
- The gross-up calculation results in 100 to super fund, 49.25 to IRD (grossed-up amount = 149.25).

**Image: The two methods of calculating SSCWT produce different deductions amounts and different super fund amounts.**

The following diagram illustrates this example and shows how the deduction amounts and super fund amounts are different for the two different calculations methods:



## Entering Nature of Payment Information

To enter Nature of Payment information, use the Nature of Payment NZL (GPNZ\_WT\_RATE) component.

### Page Used to Enter Nature of Payments Information

| Page Name                  | Definition Name | Usage                                                                                   |
|----------------------------|-----------------|-----------------------------------------------------------------------------------------|
| Nature of Payment NZL Page | GPNZ_WT_RATE    | Enter tax withholding rates for different job classifications performed by contractors. |

### Nature of Payment NZL Page

Use the Nature of Payment NZL page (GPNZ\_WT\_RATE) to enter tax withholding rates for different job classifications performed by contractors.

#### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > Nature of Payment NZL > Nature of Payment NZL

### Image: Nature of Payment NZL page

This example illustrates the fields and controls on the Nature of Payment NZL page. You can find definitions for the fields and controls later on this page.

#### Normal Tax Rate

Enter the withholding tax percentage for contractor work that qualifies for normal tax rates.

#### No Declaration Tax Rate

Enter the withholding tax percentage for contractor work that qualifies for the No Declaration tax rate.

**Note:** The system uses these tax percentages when the payee's tax code is either WT, WT ND, or STC and the Nature of Payment field is populated on the Maintain Tax Data NZL page.

## Entering Payee Supplied Tax Information

This section discusses how to enter payee tax details.

### Page Used to Enter Payee Supplied Tax Information

| Page Name                                  | Definition Name    | Usage                                           |
|--------------------------------------------|--------------------|-------------------------------------------------|
| <a href="#">Maintain Tax Data NZL Page</a> | GPNZ_EE_TAX_DETAIL | Enter tax information as supplied by the payee. |

### Maintain Tax Data NZL Page

Use the Maintain Tax Data NZL page (GPNZ\_EE\_TAX\_DETAIL) to enter tax information as supplied by the payee.

## Navigation

Global Payroll & Absence Mgmt > Payee Data > Taxes > Maintain Tax Data NZL > Maintain Tax Data NZL

### Image: Maintain Tax Data NZL page

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

**Maintain Tax Data NZL**

**Shirley Walters** Person ID KZ0001

**Pay Entity Details** Find | View All First 1 of 1 Last

\*Effective Date 06/30/2001

IRD Number 049091850

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

\*Pay Entity KZNZLBI New Zealand Business Institute

\*Tax Code M

\*Balance Group Nbr 000

Nature of Payment

**IR23 - Special Tax Code**

☒ None

☐ PAYE Tax Code

☐ PAYE Tax Rate

☐ Withholding Tax Rate

Certificate Number

Expiry Date

☐ Student Loan

**IR331 - Withholding Tax Exempt**

☐ Exempt

Certificate Number

Expiry Date

**Extra Emolument**

Tax Rate Option Normal EE Rate

Save Return to Search Notify Refresh Update/Display Include History Correct History

Payee tax details are keyed by pay entity and balance group number, allowing payees with concurrent jobs to have different tax details for each job. This page, on which you enter payee tax information, is designed to be similar to the IRD forms — IR 330, 23 and 331 — that the payee supplies.

### IRD Number

The system validates the entry. If the payee does not provide a valid IRD number, you need to set the Tax Code field to *ND* (no declaration) for employees, and to *WT ND* (withholding tax, no declaration) for contractors. The system does not enforce this tax code selection but does provide a warning message.

### Pay Entity

You can select only pay entities that you select for the pay group that you specify on the payee's Job Data - Payroll page

### Tax Code

The translate values for this field are effective-dated because even if codes are no longer active they are needed for history purposes.

The system warns if:

- The IRD number is all zeros and the Tax Code is not *ND* or *WT ND*.
- The IRD number is not all zeros and the Tax Code is *ND* or *WT ND*.

### Balance Group Nbr

This field enables you to record different tax details for different, concurrent jobs. Balance group numbers identify the accumulator that the system stores tax balances in. You can select only balance group IDs that you set up on the payee's Job Data - Payroll page.

### Nature of Payment

The code that you enter here ensures that the system applies the correct withholding tax rate. You only enter a Nature of Payment Code if:

- The Tax Code value is either *WT* or *WT ND*.
- The Tax Code is *STC* (special tax code), or deduction rate, and the tax override type is withholding tax. The tax override type becomes withholding tax when you select the Withholding Tax Rate page control in the Special Tax Code or Deduction Rate (IR23) group box.

## IR23 - Special Tax Code: Tax Override Types

This group box appears only when you select *STC* in the Tax Code is field. Select one of the following types of tax overrides and enter any required details for the selected option.

### None

This is the default tax override type.

### PAYE Tax Code (pay as you earn tax code)

If you select this option, select a PAYE Tax Code override. The translate values for this field are a subset of the tax codes that you select in the Tax Code field. You don't have to use this field to set an override; you can just change the tax code. In either case, you need a new effective date.

### PAYE Tax Rate (pay as you earn tax rate)

If you select this option, enter the applicable PAYE tax deduction rate. The rate can be zero.

### Withholding Tax Rate

If you select this option, enter the applicable withholding (special) tax deduction rate. The rate can be zero.

## IR23 - Special Tax Code: Additional Options

This group box appears only when you select *STC* in the Tax Code is field. Use the group box to specify tax overrides.

### Student Loan

Select the check box and enter an override rate. It can be zero. The check box and the override rate are not affected by the

tax code or tax override type. The same applies to the Earner Premium field.

### **Certificate Number**

The system does not use the values that are in this field, nor the value that is in the Expiry Date field; they are for information only. You cannot enter a certificate number and expiry date if the tax override type is none.

## **IR331 - Withholding Tax Exempt**

This group box appears only when you select *WT* or *WT ND* in the Tax Code is field.

### **Exempt**

Select if the employee is exempt from withholding. You can only add a certificate number and expiry date if you have selected this check box.

### **Certificate Number**

The system does not use the values in this field nor the value in the Expiry Date field; they are for information only.

---

**Note:** There is no field to indicate if the payee is an employee or a contractor as this status is indicated by the tax code. You can indicate that a payee is a contractor in the Employee Class field on the payee's Job record.

---

## **Extra Emolument**

Tax rate options are: *Normal EE Rate* (normal employee rate), *Use Tax Rate 17.5%*, *Use Tax Rate 30%*, and *Use Tax Rate 33%*.

When a value other than *Normal EE Rate* is selected, the formula that calculates the extra emolument tax (TAX FM XE TAX ) uses the higher of the selected rate and the employee's normal rate.

---

## **Running the Invalid IRD Number Report**

This section discusses how to run the Invalid IRD Number report.

From the Create Invalid IRD Report NZL page, you run the Invalid IRD Number report by pay entity. It lists, by employee ID, only employees who have either no IRD number in the system or have the system's representation of an invalid number. When there is no number at all, you see just the number separators (- -). When you enter an invalid number and 00000000 appears by default in the IRD Number field, you see 00-000-000 on the report. The report includes the employees' names, record numbers, tax code, and whether the employee has a student loan. The report also reports if the company itself doesn't have a valid IRD number



# Understanding Net-to-Gross Payment Calculation

---

## Net-to-Gross Processing

Net-to-gross processing—or "gross ups"—are required when you want to pay a payee a specific net amount. Starting from the net amount the system works out what gross amount to process so that after all tax deductions have been made the required net amount remains.

In the following sections we describe the main features of the net-to-gross functionality then take you step-by-step through the process and an example calculation.

---

**Note:** In these topics we refer to annualized tax (used in gross up calculations) as a "tax deduction."

---

## Net-To-Gross Earnings Elements

This feature has two earnings elements. The first is called BONUS NET and is used to pay the net amount. We have delivered this element because a fixed bonus amount is a typical pay component that must be grossed up.

Enter a bonus amount using positive input. The system calculates the amount by which it needs to gross up the net to have the required net after deducting taxes. It then assigns that amount to a second earning, BONUS GRS UP. The two earnings between them make up the gross pay. The BONUS GRS UP earning amount is equal to the amount of the tax deductions. The BONUS NET earning is assigned to the EARN - OTHER section and the BONUS GRS UP earning is assigned to the EARN - GROSS UP (via formulas) section in the NZL PAYROLL process list. To summarize:

- $\text{BONUS NET} + \text{BONUS GRS UP} = \text{Gross Pay}.$
- $\text{BONUS NET} = \text{Net Pay}.$
- $\text{BONUS GRS UP} = \text{Tax Deductions}.$

## Determining That a Net-to-Gross Calculation Is Required

When the BONUS NET earning is resolved, it adds to a gross up accumulator. In another section, further down the process list, a conditional formula determines that grossing up is required if the gross up accumulator has a value.

## Understanding Actual Net Pay and Target Net Pay

The grossing up process creates an actual net pay amount. This is stored in another accumulator. The system compares the target net pay amount with the balance in that accumulator, and when they are the same, the process of calculating the gross pay is complete.

## Calculating the BONUS GRS UP Earning

Once the system has determined that grossing up is required, it starts the calculation by treating the target net as if it were the gross pay. It processes that gross amount, deducting taxes, and gets a new net amount—the actual net. Because of the tax deduction, the actual net doesn't match the target net. Using the difference between actual and target net in a formula, the system calculates a new gross amount, deducts the taxes from it, and arrives at a new actual net which it again compares to the target net. The iterations—or loops—continue, with the actual net getting closer to the target net with each loop, until the actual and target net are the same.

The loop formula is:

$$((1 - \text{net/gross}) \times \text{difference}) + \text{current BONUS GRS UP} + \text{difference} = \text{new BONUS GRS UP}$$

---

## The Process Sequence

In this section we take you step by step through the process, and then provide you with an example.

### Stepping Through the Processing Sequence

The processing sequence involves these steps:

1. User enters the bonus amount by positive input as the earning BONUS NET.
2. BONUS NET earning gets resolved in the EARN - OTHER section and adds to accumulator GRS UP EARNINGS.
3. The EARN - GROSS UP subprocess section in the NZL PAYROLL process list has the conditional formula GUP FM CALC REQD.

If the formula finds that the GRS UP EARNINGS accumulator is not zero and that there is, therefore, a grossing up to be done on the BONUS NET earning, it invokes the EARN - GROSS UP subprocess section.

4. The formula GUP FM INIT VALUE, the first element in the EARN - GROSS UP section, sets the variable GUP VR TARGET NET to the value of the GRS UP EARNINGS accumulator (the BONUS NET amount). This value remains constant during subsequent processing.
5. The deduction XE GRS UP—the second element in the EARN - GROSS UP section—runs the formula TAX FM XE TAX which calculates the employee's Extra Emolument tax amount.
6. The conditional formula GUP FM COMPARE NET in the EARN - GROSS UP section compares the constant value of GUP VR TARGET NET (set at step 4) with the value of the GRS UP NET accumulator that has the XE GRS UP deduction subtracting from it and the GRS UP EARNINGS accumulator adding to it.
7. If the formula returns FALSE, meaning that there is no difference between GUP VR TARGET NET and GRS UP NET, the process stops.

If the formula returns TRUE, the formula GUP FM ALTER GROSS runs and works out a new BONUS GRS UP value. The BONUS GRS UP value is the amount by which the net is increased to get a taxable gross.

8. The XE GRS UP deduction recalculates the employee's Extra Emoluments tax balance for the GRS UP NET accumulator which now contains the original BONUS NET value and the new BONUS GRS UP value.

The tax deductions are calculated to produce a new actual net.

9. The loop of calculating a new gross then deducting the taxes to get a new balance in the GRS UP NET accumulator and comparing it to the constant GUP VR TARGET NET continues until the actual net is equal to the target net.
10. When the looping stops, formula GUP FM CHECK AMT runs and checks that the GUP FM COMPARE NET formula has resolved to FALSE indicating that the system has calculated the correct gross up figure.

If it returns TRUE, the payee goes into error and a message is sent to Payee Messages. The system goes through the loop a maximum of fifteen times. If it fails to correctly calculate the gross amount within that limit, you would need to remove the BONUS NET earning amount, calculate the gross manually and pay it as an earning of your choice.

## Calculating the BONUS GRS UP Earnings and the Gross Pay

The following example is based on a positive input entry of 500 to the BONUS NET earning. The 500 becomes the value of GUP VR TARGET NET.

For our example tax deductions are a flat amount of 20 percent; therefore, the first time the GUP TAX DEDUCTION section is called, it calculates tax deductions of 100.

The conditional formula, GUP FM COMPARE NET, resolves to true as the target net is 500 and the actual net is 400. The looping process begins:

### First Loop

The difference is calculated by subtracting the actual net from the target net.

$$500 - 400 = 100.00$$

The gross amount is increased at the first attempt to find the eventual BONUS GRS UP earning amount using the following calculation:

$$((1 - \text{net/gross}) \times \text{difference}) + \text{current BONUS GRS UP} + \text{difference}$$

$$((1 - 400/500) \times 100) + 0 + 100 = 120 \text{ (new BONUS GRS UP)}$$

The gross is increased on the first loop by 120 and is now 620.

Tax is deducted from the gross of 620 and the new net is 496.

The target net of 500 is compared to the actual net of 496.

As the amounts are not equal, and the correct gross has not been found, a second loop occurs.

---

**Note:** The GRS UP EARNINGS accumulator is "self correcting," which means that the previous value is "reversed out" and the new value added. The accumulator can adjust up or down as needed. This occurs for each loop in the process.

---

## Second Loop

The difference is calculated by subtracting the actual net from the target net.

$$500 - 496 = 4$$

The gross amount is increased at the second attempt to find the eventual BONUS GRS UP earning amount using the following calculation:

$$((1 - \text{net/gross}) \times \text{difference}) + \text{current BONUS GRS UP} + \text{difference}$$

$$((1 - 496/620) \times 4) + 120 + 4 = 124.8 \text{ (new BONUS GRS UP)}$$

Gross is increased by 124.8 to 624.80.

Tax is deducted from the gross of 624.80 and the new net is 499.84.

The target net of 500 is compared to the actual net of 499.84.

As the amounts are not equal, the correct gross has not been found, so a third loop occurs.

## Third Loop

The difference is calculated by subtracting actual net from the target net.

$$500 - 499.84 = 0.16$$

The gross amount is increased at the third attempt to find the eventual BONUS GRS UP earning amount using the following calculation:

$$((1 - \text{net/gross}) \times \text{difference}) + \text{current BONUS GRS UP} + \text{difference}$$

$$((1 - 499.84/624.8) \times 0.16) + 124.8 + 0.16 = 124.99 \text{ new BONUS GRS UP rounded to 2 decimal places}$$

Gross is increased by 124.99 to 624.99.

Tax is deducted from the gross of 624.99 and the new net is 499.99.

The target net of 500 is compared to the actual net of 499.99.

As the amounts are not equal, the correct gross has not been found, so a fourth loop occurs.

## Fourth Loop

The difference is calculated by subtracting the actual net from the target net.

$$500 - 499.99 = 0.01$$

The gross amount is increased at the fourth attempt to find the eventual BONUS GRS UP earning amount using the following calculation:

$$((1 - \text{net/gross}) \times \text{difference}) + \text{eventual BONUS GRS UP} + \text{difference}$$

$$((1 - 499.99/624.99) \times 0.01) + 124.99 + 0.01 = 125.00 \text{ (new BONUS GRS UP rounded to 2 decimal places)}$$

Gross is increased by 125 and is now 625.

Tax is deducted from the gross of 625 and the new net is 500.

The target net of 500 is compared to the actual net of 500.

The compare formula now resolves to false, and the looping process ceases. At this point:

- Gross pay is 625.
- Net pay is 500.
- BONUS GRS UP is 125.
- BONUS NET is 500.



# Running Banking and Recipient Processes

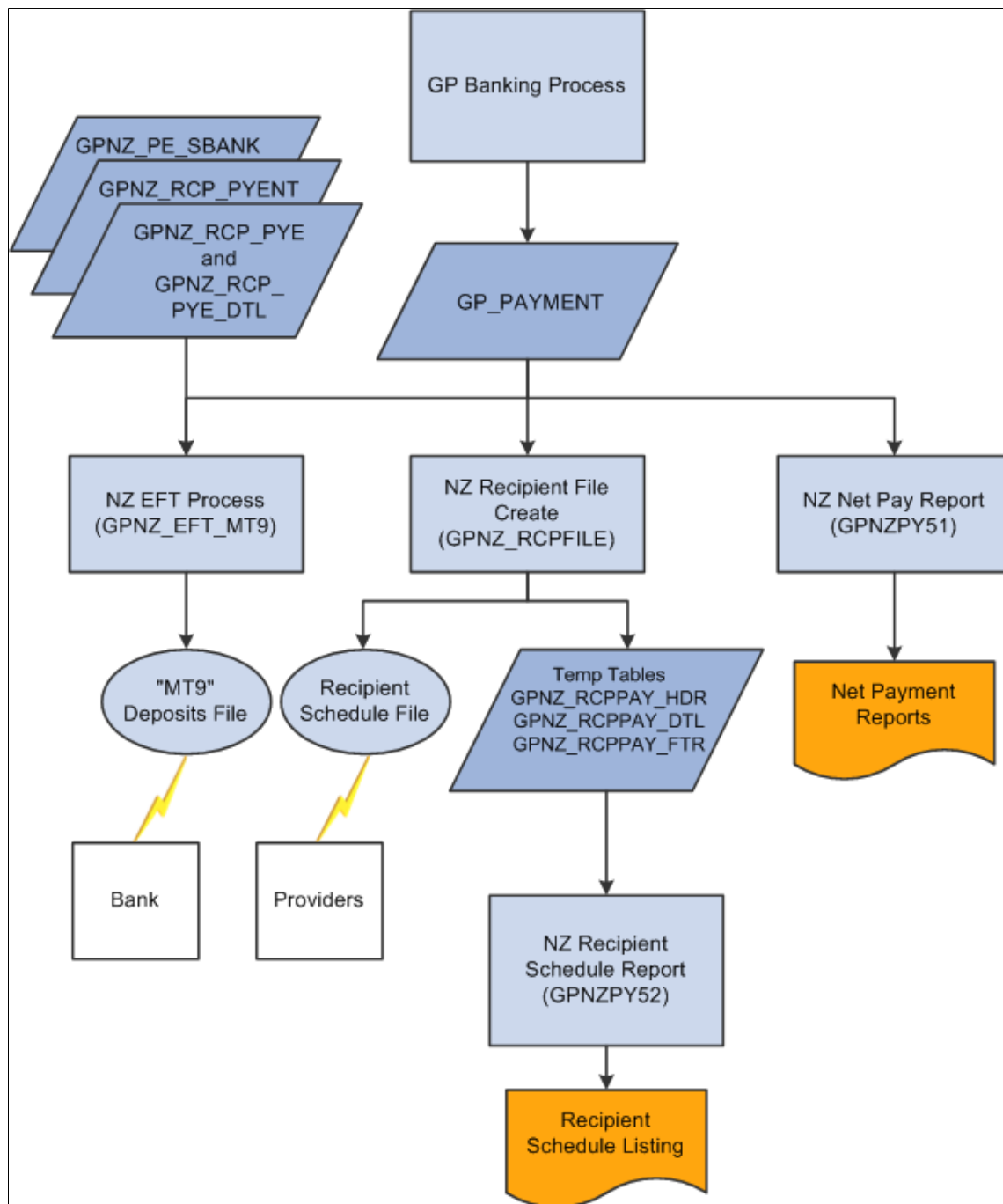
---

## Understanding Banking and Recipient Processing

The banking process of Global Payroll brings together payroll data, pay entity source bank data, and payee or recipient bank data. The EFT file creation process extracts data compiled by the banking process according to the type of EFT file that you are creating, merges it with data provided by the New Zealand country extension, and creates the file for transmission.

**Image: Banking and recipient processing**

The following diagram shows the process flow for banking and recipient processing:



**Note:** In these topics a provider and a recipient, unless otherwise mentioned, are the same thing.

## Setting Up Additional Deduction Recipient Information

To set up additional deduction recipient information, use the Deduction Recipients NZL (GPNZ\_RECIPIENT) component.

You set up your deduction recipients on the Deduction Recipient pages that you access through Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Banking. You add information about those recipients on the additional page for New Zealand recipients that you access through the same banking path.

This section discusses how to enter additional deduction recipient data.

### Page Used to Enter Additional Deduction Recipient Data

| Page Name                     | Definition Name    | Usage                                                                                                                                 |
|-------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Deduction Recipients NZL Page | GPNZ_RECIPIENT_EXT | Link an electronic file format to a provider and enter pay entity and commission payment details and your group ID with the provider. |

### Deduction Recipients NZL Page

Use the Deduction Recipients NZL page (GPNZ\_RECIPIENT\_EXT) to link an electronic file format to a provider and enter pay entity and commission payment details and your group ID with the provider.

#### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Banking > Deduction Recipients NZL > Deduction Recipients NZL

#### Image: Deduction Recipients NZL page

This example illustrates the fields and controls on the Deduction Recipients NZL page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Deduction Recipients NZL' page. At the top, it displays 'Recipient ID KSLIFE' and 'Ace Insurance Ltd'. Below this is a 'Details' section with a 'Find' button and 'First 1 of 1 Last' navigation. The 'Effective Date' is set to '11/20/2012'. The 'Schedule File Layout' is 'GPNZ\_RCPNT\_FILE'. Below this is a 'Payment Details' table with columns: \*Pay Entity, Description, \*Commission, \*Commission Type, Amount/Pct, Group Number, and Detailed EFT. The table contains one row with 'KZNZLBI' as the pay entity, 'New Zealand Business Institute' as the description, and 'None' for both commission and commission type. There are also 'Personalize', 'Find', and 'Print' buttons at the top right of the table.

#### Schedule File Layout

Select the appropriate file layout from those you have created in Application Designer for the electronic files you submit to your recipients

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pay Entity</b>      | Enter the pay entity that is going to receive any commission payable by the recipient. If the commission is to be deducted from the payment due to the recipient, the debit to this pay entities source bank will be reduced by the commission amount.                                                                                                                                                                                                       |
| <b>Commission</b>      | Select from <i>Deduct from Paym</i> (payment) to have the amount deducted from the payment to be made to the recipient, <i>None</i> , or <i>Report Only</i> to report the amount of commission for later payment from the recipient back to the pay entity.<br><hr/> <b>Note:</b> The system cannot provide a detailed EFT for a recipient if you select <i>Deduct from Paym</i> , even though you can still select the Detailed EFT check box on this page. |
| <b>Commission Type</b> | Select from <i>Flat Amount</i> , <i>None</i> , or <i>Percentage</i> and enter the amount or percentage in the Amount/Pctfield.                                                                                                                                                                                                                                                                                                                               |
| <b>Group Number</b>    | Enter the ID the recipient has allocated to your pay entity, your "customer number" with them.                                                                                                                                                                                                                                                                                                                                                               |
| <b>Detailed EFT</b>    | Select this check box if the system is to extract from the database and include in the electronic file, payee level payment detail, one payment per payee. If this box is deselect the system will report totals at the payment level only, that is, one payment for all payees.<br><hr/> <b>Note:</b> The system cannot provide a detailed EFT for a recipient if you select <i>Deduct from Paym</i> in the Commission field.                               |

---

## Linking Payees to Recipients by Membership Number

You need to link payees, using their membership numbers, to providers using the provider's recipient ID.

This section lists the page used to link payees to recipients.

## Page Used to Link Payees to Recipients

| <i>Page Name</i>                  | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Add Deduction Recipients NZL Page | GPNZ_RCPYE_EXT         | <p>Link payee membership numbers to providers using the provider's recipient ID. You have the option to specify if that recipient ID/membership number combination is for all deductions or to designate specific deductions for that combination.</p> <p>You can enter multiple Recipient ID/ Membership ID combinations.</p> <p>Use the Add Deduction Recipients NZL page only if you need to attach membership information to deduction elements.</p> |

## Managing EFTs

This section discusses how to create the EFT MT9 file.

The system creates the New Zealand standard MT9 deposits file using a process that gives you multiple options that control what the file contains. The process creates a separate MT9 file for each source bank account referenced in the processing. The files are named EFTxx999 where xx is the 2 digit bank ID and 999 is a sequence number.

**Note:** You must have prepared or finalized your banking process (GP\_PMT\_PREPARE) before you can create the MT9. Once the MT9 file is created, the system changes PMT\_STATUS on GP\_PAYMENT from either (P) Prepared or F (Finalized) to T (Transferred).

## Page Used to Create the EFT MT9 File

| <i>Page Name</i>                 | <i>Definition Name</i> | <i>Usage</i>                                          |
|----------------------------------|------------------------|-------------------------------------------------------|
| Create EFT Payment File NZL Page | GPNZ_EFT_MT9_RC        | Enter the parameters for the electronic file creation |

## Create EFT Payment File NZL Page

Use the Create EFT Payment File NZL page (GPNZ\_EFT\_MT9\_RC) to enter the parameters for the electronic file creation.

### Navigation

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

An Application Engine program, GPNZ\_EFT\_MT9, extracts the salary data from the Payroll Results Table and creates the MT9 file for transmission to the bank. You can create files for net pay only, recipient payments only, both net pay and recipient pay, or for specific deductions.

**Image: Create EFT Payment File NZL page**

This example illustrates the fields and controls on the Create EFT Payment File NZL page. You can find definitions for the fields and controls later on this page.

Create EFT Payment File NZL

Run Control ID 001 Report Manager Process Monitor Run

\*Payment TypeNet Pay Distributions Only

\*Deposit Date02/07/2013

Net Pay Distributions

Calendar Group ID

Recipient Payments

Pay Entity

Debit Date

\*Recipient SelectionAll Recipients

Deduction

Recreate

Recipients

PersonalizeFindFirst1 of 1Last

| *Recipient ID | Recipient Name |
|---------------|----------------|
| 1             |                |

Save

Notify

Refresh

Add

Update/Display

Payment Type

Select from *Net Pay Distributions Only*, *Net Pay and Recipients* or *Deduction Recipients Only*.

Deposit Date

The EFT the system creates contains data only for payments of the type specified.

This is the date of the actual transfer of funds and the date they are deposited with the bank. The date is written to the MT9 header. It is normally the same as the payment date on the pay calendar but you may need to change it if the payment date is not a business date. The date cannot be in the past.

**Net Payment Distributions**

**Calendar Group ID**

Enter the ID for the calendar group for which you want the system to extract payee net pay data. You can only select calendars for which the banking process is prepared or finalized. You do not need a calendar group ID for the *Recipient Deductions Only* payment type.

## Recipient Payments

### Pay Entity

When you set up deduction recipient data, you specify a pay entity as part of the payment details. It is where you specify commission details and your Group Number. You do not need a pay entity for net pay distributions only.

### Debit Date

The system extracts recipient payments where the debit date is equal to the recipient's deposit schedule. If the recipient does not have a deposit schedule the system extracts payments using the debit date without reference to a deposit schedule.

### Recipient Selection

The system includes payments according to these rules (and according to the debit date and its rules):

*All Recipients:* Payments for *all deductions* for all recipients according to the debit date rules.

*Selected Deduction:* Payments for all recipients for the (single) selection you make in the Deduction field

*Selected Recipients:* Payments for all deductions for the recipients you select in the Recipient ID field.

### Recreate

Select to reprocess the payment records in a subsequent EFT run. The recreate process only includes payments with a status of Transferred; payments with a status of Finalized are not included.

---

## Generating Recipient Payment Report Files

It is common for organizations to transmit a file to a recipient so they can update their records. For example, an organization may pay a recipient weekly and at the end of the month deliver a file with all the payment details. Recipients generally specify the information they want and the report file layout. After you have created the file layout, link it to the recipient in the Deduction Recipients NZL page in Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Banking > Deduction Recipients NZL.

The process creates a separate flat file for each recipient/group ID/Pay Entity/Pay Date combination. The files are named xxxxxx99.TXT where xxxxxx is the recipient ID and 99 is a sequence number.

We have supplied a sample file layout, GPNZ\_RCPNT\_FILE. Application Engine program GPNZ\_RCPFILE gets the file layout which is stored on the Deduction Recipients NZL page.

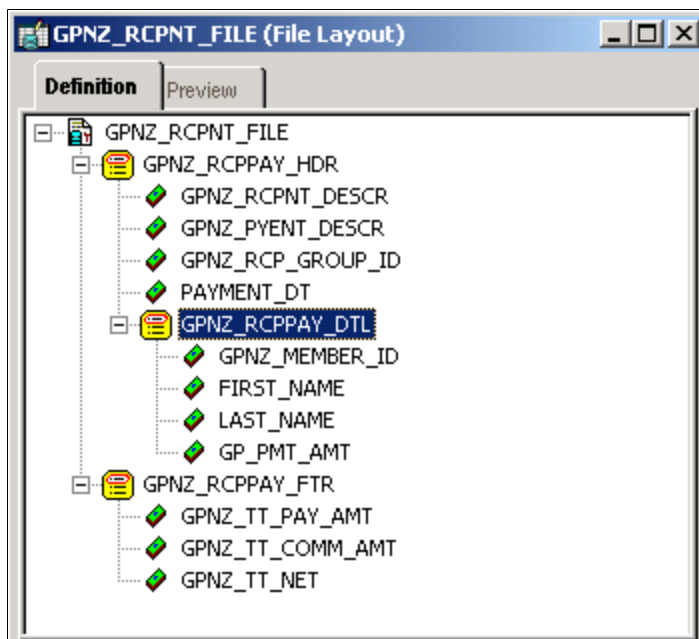
---

**Note:** The Application Engine program GPNZ\_RCPFILE is written to process only the GPNZ\_RCPNT\_FILE recipient schedule file. You can make minor changes to that file, for example field order, but if you make major file layout changes you will need to create additional Application Engine programs to process them.

---

**Image: Sample recipient file layout**

This example illustrates a sample recipient file layout.



**Note:** This electronic file depends on the prior running of Application Engine program GPNZ\_EFT\_MT9 for recipients.

## Page Used to Create Recipient Payment Electronic Files and Reports

| Page Name                      | Definition Name    | Usage                                                        |
|--------------------------------|--------------------|--------------------------------------------------------------|
| Create Recipient File NZL Page | GPNZ_RUNCTL_RCP_FL | Enter the parameters for generating recipient payment files. |

## Create Recipient File NZL Page

Use the Create Recipient File NZL page (GPNZ\_RUNCTL\_RCP\_FL) to enter the parameters for generating recipient payment files.

### Navigation

Global Payroll & Absence Mgmt > Payment Processing > Create Recipient File NZL > Create Recipient File NZL

### Image: Create Recipient File NZL page

This example illustrates the fields and controls on the Create Recipient File NZL page. You can find definitions for the fields and controls later on this page.

**Create Recipient File NZL**

Run Control ID a Report Manager Process Monitor Run

\*Debit Date 11/20/2012 \*Payment Date 11/20/2012

\*Recipient Selection Selected Recipients

Deduction Description

| Recipients   |                  | Personalize | Find | First | 1 of 1 | Last |
|--------------|------------------|-------------|------|-------|--------|------|
| Recipient ID | Recipient Name   |             |      |       |        |      |
| G1GNCT01     | CT SDU Recipient |             |      |       |        |      |

#### Debit Date

The system extracts recipient payments where the debit date is equal to the recipient's deposit schedule. If the recipient does not have a deposit schedule the system extracts payments using the debit date without reference to a deposit schedule.

#### Payment Date

This is the date, passed to the file header, that the bank passed the payment to the recipient. It is written to the output report file.

#### Recipient Selection

Select from *All Recipients*, *Selected Deduction*, or *Selected Recipients*. You select only one deduction but multiple recipients for the second and third options.

**Note:** The recipient file report GPNZPY52 is an SQR version of the data extracted for the electronic recipient file. When you select to run the Create Recipient Schedule File Application Engine process in the PeopleSoft Process Scheduler Request page, you automatically get the SQR. You can then reprint the SQR later without rerunning the AE by selecting the check box and leaving the AE check box blank.

## Reporting Net Payment

The Net Payment Report GPNZPY51 is a listing of all the net payments generated by the core Global Payroll banking process. You enter the calendar group ID you want to report on and specify if you want payee level detail or just a summary.

**Image: Net Payment Detail report**

This example illustrates the Net Payment Report GPNZPY51 – Detailed.

| PeopleSoft<br>Net Payments Report - Detailed |           |                | Page No. 1<br>Run Time 10/05/2004<br>Run Time: 15:31:48 |                |
|----------------------------------------------|-----------|----------------|---------------------------------------------------------|----------------|
| Report ID: GPNZPY51                          |           |                |                                                         |                |
| Calendar Group ID:                           |           | KZ04F25DEC     | December F25 Payroll 2004                               |                |
| Debit Date:                                  |           | 10/05/2004     |                                                         |                |
| Pay Entity:                                  |           | KZNZLBI        | New Zealand Business Institute                          |                |
| EmplID                                       | Empl Rod# | Name           | Amount                                                  | Payment Method |
| KZ0012                                       | 0         | Black, Shirley | 1,690.89                                                | Bank Transfer  |
| KZ0013                                       | 0         | Filo, Tia Tia  | 906.07                                                  | Bank Transfer  |
| KZ0014                                       | 0         | Umaga, Tania   | 1,856.77                                                | Bank Transfer  |
| KZ0014                                       | 1         | Umaga, Tania   | 740.01                                                  | Bank Transfer  |
| KZ0015                                       | 0         | Randel, Roger  | 2,219.71                                                | Bank Transfer  |
| KZ0016                                       | 0         | Preston, Joan  | 1,532.20                                                | Bank Transfer  |
| KZ0017                                       | 0         | Smith, Rebecca | 347.85                                                  | Bank Transfer  |
| KZ0017                                       | 1         | Smith, Rebecca | 839.98                                                  | Bank Transfer  |
| KZ0020                                       | 0         | Banks, James   | 1,513.32                                                | Check          |
| Total Amount:                                |           |                | 111,646.80                                              |                |
| Number of Pays:                              |           |                | 9                                                       |                |
| End of Report                                |           |                |                                                         |                |

**Image: Net Payment Summary report**

This example illustrates the Net Payment Report GPNZPY51 – Summary.

|                     |            |                                             |                                                         |
|---------------------|------------|---------------------------------------------|---------------------------------------------------------|
| Report ID: GPNZPY51 |            | PeopleSoft<br>Net Payments Report - Summary | Page No. 1<br>Run Time 10/05/2004<br>Run Time: 15:34:19 |
| Calendar Group ID:  | KZ04F25DEC | December F25 Payroll 2004                   |                                                         |
| Debit Date:         | 10/05/2004 |                                             |                                                         |
| Pay Entity:         | KZNZLBI    | New Zealand Business Institute              |                                                         |
|                     |            | Total Amount: 111646.80                     |                                                         |
|                     |            | Number of Pays: 9                           |                                                         |
| End of Report       |            |                                             |                                                         |



# Printing and Viewing Payslips

---

## Printing Payslips

You print payslips by running the GPNZPYSL SQR (Global Payroll and Absence Mgmt > Payslips > Create/Print Payslips NZL).

The template that you defined controls the layout of the printed payslip.

You print payslips by calendar group ID. You can restrict the payslips printed from the pay run associated with the calendar group ID.

You can print payslips for:

- An entire calendar group ID.
- Individual payees for the selected calendar group ID.
- Groups of payees in the selected calendar group ID by pay entity, pay group, department, or location.

The run control page has links to the options.

You can set up to three sort keys from the following options: Department, Employee Name, Location, Not Applicable, Pay Entity or Pay Group. If you select Not Applicable, the program prints the payslips by employee ID.

---

## Overriding Payslip Delivery Options

The default delivery option for all payslips is the internal or external address that you selected when you defined your payslip template. You can set an effective-dated override of that delivery option at the payee level (Global Payroll & Absence Mgmt, Payee Data, Payslips, Payslip Delivery Option NZL).

---

## Understanding Processes in Payslip Job

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

1. The Structured Query Report (SQR) GPNZPY01 prints the payslip report and provides self-service related information for ePay if ePay is licensed.
2. The GP\_EPAY Application Engine process uses the payslip report and self-service related information provided by the prior processes in this job to create self-service payslips for each payee. If ePay is not licensed, this process will report that ePay has not been licensed and will complete with success.

**Related Links**

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

---

## Viewing Payslips Online

If you license PeopleSoft ePay, employees can view an online self-service version of the payslip. To aid in resolving questions raised by employees about their payslips, the payroll administrator can view employees' self service payslips in an online view that replicates the employees' view. What you see online is based upon the layout defined in your payslip template, just as what you see on the printed payslip is based on the payslip template.

**Related Links**

[Understanding Payslip Setup](#)

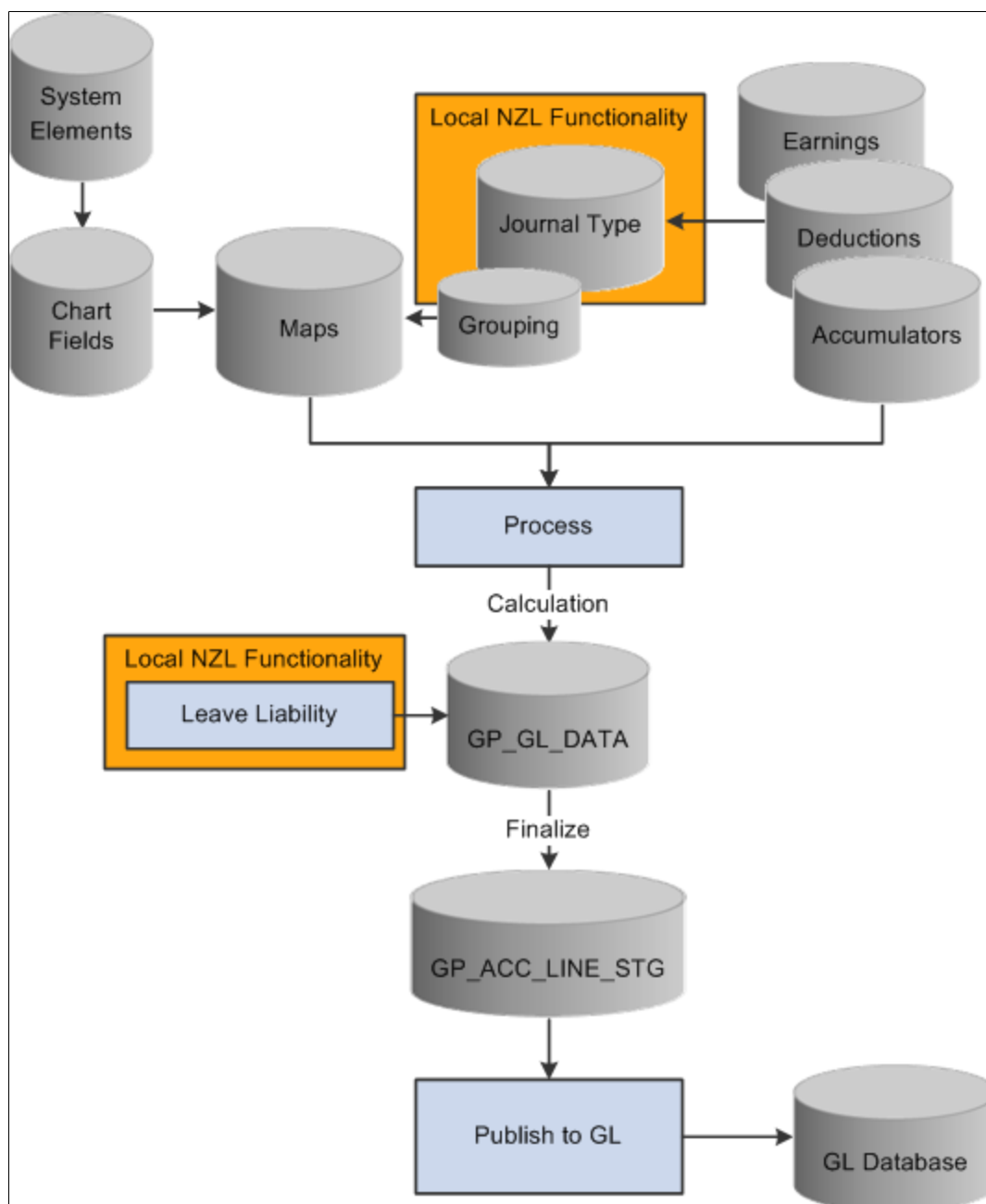
[Printing Payslips](#)

# Using the General Ledger Interface

## Processing Payroll Data to GLI

### Image: New Zealand GLI processing

The following diagram represents the processing of payroll data for the GLI and highlights the added local functionality. Note that the Leave Entitlement option updates data in the GP\_GL\_DATA table for inclusion in the output to the GLI.



## Linking Journal Types to GL Groupings

To link journal types to GL groupings, use the Journal Type NZL (GPNZ\_GL\_GROUP) component.

You report payroll data to the general ledger by journal type by linking a journal type to a general ledger grouping.

A grouping comprises entry types of earnings, deductions, or segment accumulators. There are five delivered journal types: Accrual, Salary, Employee Entitlements, Statistical, and Terminated Ee's (employee's) Entitlement.

Accrual and Entitlement are processed the same way as are Salary and Statistical. So you can choose to use only three of the supplied journal types.

**Note:** The Leave Entitlements Application Engine selects data for inclusion into the GPNZ\_LEAVE\_LIAB record (from GP\_GL\_DATA) by the flags for journal types Employee Entitlement and Terminated EE's Entitlement. Therefore, any organization needing to resolve leave entitlement calculations within the Leave Entitlement phase of the GL Interface process needs to select a journal type for each GL grouping code associated with GL Liability earnings codes.

The following table shows an example setup. Columns 1 and 2 are from the core Element Groupings page GP\_GL\_GROUP. Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Element Groupings > Integration > Element Groupings > Element Groupings. Column 3 is from the Journal Type NZL page GPNZ\_JOURNAL\_TYPE Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Integration > Journal Type NZL.

| <b>Grouping Code</b> | <b>Element Name</b>             | <b>Journal Type</b>         |
|----------------------|---------------------------------|-----------------------------|
| ACCRUAL-EXP          | SAL ACCRUAL (Earning)           | Accrual                     |
| ACCRUAL-LIAB         | SAL ACCRUAL (Earning)           | Accrual                     |
| EARNINGS             | NZL GROSS (Segment Accumulator) | Salary                      |
| ENT - AL EXP         | LIAB ANN HRS/DYS (Earning)      | Employee Entitlements       |
| ENT - AL LIAB        | LIAB ANN HRS/DYS (Earning)      | Employee Entitlements       |
| ENT - LSL EXP        | LIAB LSL DYS (Earning)          | Employee Entitlements       |
| ENT - LSL LIAB       | LIAB LSL DYS (Earning).         | Employee Entitlements       |
| NET PAY              | NZL NET (Segment Accumulator)   | Salary                      |
| TERM-AL EXP          | LIAB TER HRS/DYS Earning)       | Terminated Ee's Entitlement |
| TERM - AL LIAB       | LIAB TER HRS/DYS (Earning)      | Terminated Ee's Entitlement |
| TERM - LSL EXP       | LIAB TER LSL (Earning)          | Terminated Ee's Entitlement |
| TERM - LSL LIAB      | LIAB TER LSL (Earning)          | Terminated Ee's Entitlement |

## Page Used to Link Journal Types to GL Groupings

| <i>Page Name</i>      | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                         |
|-----------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Journal Type NZL Page | GPNZ_JOURNAL_TYPE      | Attach a journal type to each GL grouping. Select from Accrual, Employee Entitlement, Salary, Statistical, Terminated EE's (employee's) Entitlement. |

---

## Calculating Accrued Salary

If the end date of the last pay period in a month is before the end of the accounting period, you can send a percentage of total salary as the accrued costing for the "gap" between the two dates.

The value sent to GL is reversed by the financials system the following month and replaced by actual costings.

### Related Links

[Using Earnings for GLI Reporting](#)

---

## Calculating Leave Liability

The amount of leave an employee is owed needs to be costed as a liability in the general ledger. For leave liability reporting, we have set up earnings that store the monetary value of each employee's leave entitlement. The earnings are not paid as earnings because they do not contribute to NZL GROSS. This is made clearer by having them in a section of their own after the other earnings sections.

Because the GLI flat file only requires the difference between the liability for the last pay period and the current pay period, this is what the Application Engine (AE) leave liability process calculates and passes to GP\_GL\_DATA.

If an employee has terminated, the stored value of his processed liability has to be reversed out from the GL, since it is no longer a liability.

### Reversing Leave Liability on Termination

Termination liability earnings LIAB TER HRS and LIAB TER DYS each have a calculation rule of Amount, where the amount is the corresponding liability earnings:

| <i>Earnings</i> | <i>Amount = Earnings (Calc Rule)</i> |
|-----------------|--------------------------------------|
| LIAB TER HRS    | LIAB ANN HRS                         |
| LIAB TER DYS    | LIAB ANN DYS                         |

Each earning has a generation control, TER GC TERM attached and the generation control's condition is HR Status or Terminated. If an employee is terminated, their leave balance liability earning value becomes the termination liability earning for reversal.

## Related Links

[Using Earnings for GLI Reporting](#)

---

# Reporting Leave Liability

The data that the report process extracts for leave liability reporting can be transferred to the general ledger through the GLI.

The reports and the interface depend upon data that is created the same way as any other data that's used for reports, the GLI—by the use of Global Payroll rules

---

**Note:** In this section, unless otherwise stated, "reported" means printed on a report and available for transfer to GLI.

---

Liability (and absence history) are calculated and reported to assist in the administration of employee absences and leave. They are used for costing purposes and to identify trends in absence.

---

**Note:** Absence history and its associated report are not part of the GLI functionality.

---

See [Global Payroll for New Zealand Reports: A to Z](#)

Liability is reported for annual leave accrued in hours, annual leave accrued in days, and long service leave accrued in weeks and months. The values are calculated as earnings: LIAB ANN HRS and LIAB ANN DYS. These earnings do not contribute to accumulator NZL GROSS.

When you run the liability report, the parameters include the element category. Earnings LIAB ANN DYS and LIAB ANN HRS are category ANN. The category value is assigned as a variable entered as a supporting element override for each earning.

The rest of this section describes how the system calculates:

- Annual leave liability for hourly accrual.
- Annual leave liability for the Holiday Act daily accrual.
- The annual leave hours for reversal on termination.
- The annual leave days for reversal on termination.
- The salary accrual where pay end dates are not the same as financial period end dates.

---

**Note:** The term "pro rata" refers to accrued leave that the payee may or may not be entitled to take. Pro rata becomes entitlement on an anniversary, usually on the payee's hire date. Entitlement refers to leave that the payee is entitled to take and that may have once been pro rata leave. We make this distinction in this documentation because both entitlement and pro rata (as we have just defined them) are called "entitlement" in the system.

---

## Calculating Annual Leave Liability for Hourly Accrual

The calculation rule for LIAB ANN HRS is Unit x Rate where:

Unit = Accumulator ANN LVE HRS\_BAL

Rate = Formula LVE ORD FM RATE

The rate formula delivered returns the system element HOURLY RT.

The earning has generation control GLI GC LIAB which comprises formulas CMN FM MTH END and TER FM TERM CHECK. It first checks that it is the last segment of the last pay for the month and that the employee is active, and then checks if the employee is terminating in this pay run.

## Calculating Annual Leave for Holiday Act Accrual in Days

The calculation rule for LIAB ANN HRS is Unit x Rate where:

Unit = Formula LVL FM ANN LVE DYS

Rate = Formula LVL FM ORD DAY RT

The unit formula sums all the Holiday Act entitlement. The rate formula calculates the daily rate that is equivalent to the Ordinary Hourly Rate. This earning also has the generation control GLI GC LIAB.

## Calculating Annual Leave Liability for Reversal on Termination

The calculation rule for LIAB TER HRS is Amount where:

Amount = LIAB ANN HRS

This earning has the generation control CMN GC TERM STAT.

The calculation rule for LIAB TER DAYS is Amount where:

Amount = LIAB ANN HRS

Both these earnings have the generation control CMN GC TERM STAT so that they can be reversed out if the payee is terminated in the pay period.

## Calculating Salary Accrual Earnings

The calculation rule for SAL ACCRUAL is Amount x Percentage where:

Amount = Accumulator NZL GROSS

Percentage = Variable GLI VR ACCRUAL PCT

The percentage variable holds the percentage you want to accrue. You add the variable as a calendar supporting element override on the last calendar for the month so the variable's override levels should be set to pay calendar. The value of the variable varies according to the gap between the end of the pay period and the end of the financial period.

This earnings has the generation control GLI GC ACCRUAL

## Reversing Leave Liability When the Cost Centre Changes

The leave entitlements Application Engine program checks to see if there is a change of ChartField for each employee—where Chart Fields represent cost centres such as department and pay group. When the program detects a change, it reverses the liability from the centre storing the processed liability and sends the full amount of the new (unprocessed) liability (not the difference) to the new cost centre.

---

## Running the GLI Processes

The Calculate phase of GLI processing populates the GP\_GL\_DATA table. The Leave Entitlement process uses the Application Engine program GPNZ\_LV\_LIAB to compare previous entitlement liability to current entitlement liability and load the difference into GP\_GL\_DATA. After you have updated the GP\_GL\_DATA table, you can complete the standard core GLI process by running Finalize.

You can also run an Application Engine process (GPNZL\_GL\_MAP) that updates ChartFields in GP\_GL\_DATA. The program selects and updates the necessary GP\_GL\_DATA records with specified ChartField overrides. When you run the GL interface finalize process, the data is summarized using your chosen (remapped) ChartFields for correct account mapping.

---

**Note:** You need to have already finalized your payroll to get up-to-date entitlement balances—upon which the liability calculation is based—for annual leave.

---

## Pages Used to Manage the GLI Processes

| <i><b>Page Name</b></i>          | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>                                                                                                            |
|----------------------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <u>Send Costs to GL NZL Page</u> | GPNZ_GL_PREPARE               | Initiate the processes for calculation of GL data, leave liability, and finalization of the GLI and statistical data updating. |
| Review GL Costing Info NZL Page  | GPNZ_GL_INQUIRY               | Review ledger transaction data for an employee.                                                                                |

## Send Costs to GL NZL Page

Use the Send Costs to GL NZL page (GPNZ\_GL\_PREPARE) to initiate the processes for calculation of GL data, leave liability, and finalization of the GLI and statistical data updating.

### Navigation

Global Payroll & Absence Mgmt > Time and Labor / GL Costs > Send Costs to GL NZL > Send Costs to GL NZL

### Image: Send Costs to GL NZL page

This example illustrates the fields and controls on the Send Costs to GL NZL page. You can find definitions for the fields and controls later on this page.

**Send Costs to GL NZL**

Run Control ID | Report Manager | Process Monitor | Run

---

**Payroll Run**

\*Calendar Group ID

Stream Number 
☐ Process Streams

\*Posting Date 11/20/2012

**Processing Phases and Options**

☐ Calculate

☐ Leave Liability

☐ Chart Field Remap

☐ Finalize

☐ Update Statistics

---

**Processing Phases**

Personalize | Find | First 1 of 1 Last

| Stream | Calculate                | Chart Remap              | Leave Lib                |
|--------|--------------------------|--------------------------|--------------------------|
| 1      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

---

**Calendar List**

Personalize | Find | First 1 of 1 Last

| Pay Group | Calendar ID | Payment Date |
|-----------|-------------|--------------|
|           |             |              |

**Note:** The differences between this page and the page you access through Compensate Employees, Manage Payroll Process, Process (GP\_GL\_PREPARE) is the additional processing phase option of Leave Liability and Chart Field Remap.

## Processing Phases and Options

### Chart Field Remap

Select this check box to enable the ChartField remap application program when running the General Ledger process. This run control page enables you to run an Application Engine process (GPNZL\_GL\_MAP) that updates ChartFields in GP\_GL\_DATA. The program selects and updates the necessary GP\_GL\_DATA records with specified ChartField overrides. When you run the GL interface finalize process, the data is summarized using your chosen (remapped) ChartFields for correct account mapping.

## Running the Chart Fields Remapping Process

The Chart Field remapping process achieves the following:

- Uses specified ChartField overrides and updates the GP\_GL\_DATA records.
- Enables the GL interface finalize process to correctly summarize transactions using your chosen combination of ChartFields, grouping codes, and account values.

You run the new Application Engine program as part of the standard General Ledger Interface process in the following sequence:

1. Ensure GL Calculate phase is complete.
2. Execute new Application Engine process to perform department remapping.

You run the remap before the leave entitlement process. If you alter the remap you must always rerun the calculate process. You can't rerun the remap process until you have run the calculation process.

3. Ensure GL Leave Entitlement phase is complete.
4. Execute GL Finalise process.

---

**Note:** This process runs as a separate process and is not integrated into existing Application Engines. In this way, it does not impact the existing General Ledger Interface.

---

## Remapping Chart Fields After Initial Calculation

To set up ChartField remapping, use the GL Chartfield Remapping NZL (GPNZ\_GL\_MAP) component.

Global Payroll for New Zealand enables you to define ChartField remapping data used during the General Ledger (GL) interface process and post payroll costs to differing levels of ChartFields based on GL grouping codes or accounts. You can use the GL Chartfield Remapping NZL page to set up GL ChartField parameters that enable you to remap default ChartFields after you run the initial calculate process. For example, you may have a requirement that a higher level of ChartFields is attached to each of your account codes. Instead of using multiple departments for each account code, you may require one global ChartField level, which covers all departments.

### Page Used to Remap Chart Fields After Initial Calculation

| <i>Page Name</i>                        | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                                                                                                       |
|-----------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>GL Chartfield Remapping NZL Page</u> | GPNZ_GL_MAP            | Set up GL ChartField parameters that enable you to remap ChartFields after you run the initial calculate process. You can configure and maintain GL remapping data. Enables you to set up different levels of ChartFields based on GL groupings codes or accounts. |

### GL Chartfield Remapping NZL Page

Use the GL Chartfield Remapping NZL page (GPNZ\_GL\_MAP) to set up GL ChartField parameters that enable you to remap ChartFields after you run the initial calculate process.

You can configure and maintain GL remapping data. Enables you to set up different levels of ChartFields based on GL groupings codes or accounts.

#### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Integration > GL Chartfield Remapping NZL > GL Chartfield Remapping NZL

## Image: GL Chartfield Remapping NZL page

This example illustrates the fields and controls on the GL Chartfield Remapping NZL page. You can find definitions for the fields and controls later on this page.

**GL Chartfield Remapping NZL**

Pay Entity KZNZLBI New Zealand Business Institute  
Business Unit NZL01 New Zealand Business Unit General Ledger Unit NZL01

Chartfields Find | View All First 1 of 1 Last

\*Effective Date 11/20/2012

Chartfields to be passed to GL

☒ DEPTID  
☒ GP PAYGROUP

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

| Sequence Number | Account | Grouping Code | DEPTID    | GP PAYGROUP |
|-----------------|---------|---------------|-----------|-------------|
| 1               | 100020  | TAX           | ALL DEPTS | KZMONTHLY   |

## Chartfields

ChartFields represent attributes of a payee, such as department, company, or employee ID. When you send a payee's earnings, deductions, or accumulator amounts to PeopleSoft General Ledger, you can also transmit the values associated with your specific combination of ChartFields for the payee.

### Chartfields to be passed to GL

A field appears for each ChartField that you have set up on the Mapping page in Global Payroll. Use the specific ChartFields check boxes to choose not to send your specific ChartFields to the General Ledger. During mapping, ChartFields can be used to cost to different account codes. You can then choose not to send the ChartFields to the General Ledger and only send the values to the accounts. When integrating Global Payroll with General Ledger, you can remap Chart Field values to a business unit's GL account numbers. To enter the new, remapped ChartField value, use the Transformed Values tab.

## Chartfield Transformations

The default ChartField values display in the fields on the Chartfields tab. To remap the default settings, select the new values on the Transformed Values tab.

## Chartfields / Transformed Values

### Account

This is the General Ledger account number to which your ChartFields and grouping codes will map.

### Grouping Code

Select the code to map to the General Ledger account. This is the grouping code for the elements that are included in the General Ledger transfer. A grouping comprises entry types of earnings, deductions, or segment accumulators. Elements must be in groups before they can be processed by General Ledger. Instead of entering earnings individually, you bundle

them into one accumulator and create a grouping code for that accumulator.

# Defining Absence and Termination Rules

---

## Understanding Absence and Termination Rules

Global Payroll for New Zealand delivers predefined rules for processing absence payments, such as annual leave, sick leave, unpaid leave, long service leave, and ACC leave. Rules are also delivered to calculate absence entitlements on termination, including the payment of public holidays that occur soon after an employee is terminated.

PeopleSoft designed these rules in accordance with the New Zealand Holiday Pay Act. The system can manage the calculation of rolling averages for leave payments. You can easily modify many of these rules to reflect absence and termination policies that are specific to your organization or to labor agreements with your employees.

We have provided eight absence entitlement elements and eight absence take elements to demonstrate how Global Payroll can process typical leave requirements in New Zealand.

---

## Common Elements Used To Define Absence and Termination Rules

### **ARCI**

The Accident Rehabilitation and Compensation Insurance Act (ARCI) of 1992 is the current accident compensation legislation in New Zealand. It replaces the Accident Compensation Act and is administered by the Accident Rehabilitation and Compensation Insurance Corporation.

### **ACC**

The Accident Compensation Commission (ACC) was the administrative body which administered the Accident Compensation Act. The act was New Zealand's first no-fault accident compensation scheme and was established in 1974. It has since been replaced with the Accident Rehabilitation and Compensation Insurance Corporation

### **ACC Leave**

Leave due to a work related accident paid according to the ARCI Act.

### **Anniversary Date for Entitlement**

The date on which an employee becomes entitled to their annual leave for the year. This is usually the anniversary of the employee's original hire date, and the date therefore is likely to vary from one employee to the next.

|                                             |                                                                                                                                                                                |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Average Weekly Earnings</b>              | These earnings are determined by calculating gross earnings over the 12 months prior to the end of the last payroll period, and dividing the figure by 52.                     |
| <b>Gap</b> gapdefined absencesgap, defining | A pay period preceding an absence that is paid after the start of the absence.                                                                                                 |
| <b>Gross Total Earnings</b>                 | All salary, wages, overtime pay, allowances, commission, and any previous holiday pay owed to an employee for previous years, excluding ACC.                                   |
| <b>Holidays Act</b>                         | Sometimes referred to as "the Act"; sets minimum entitlements of annual leave, sick leave, bereavement leave, and public holidays for employees.                               |
| <b>Holiday Pay</b>                          | Payment for annual leave which is governed by the Holidays Act.                                                                                                                |
| <b>Ordinary Rate</b>                        | The basic hourly rate of pay.                                                                                                                                                  |
| <b>Ordinary Weekly Pay</b>                  | Ordinary weekly pay represents everything an employee is normally paid weekly, including, regular overtime, allowances, board and lodgings, and regular productivity payments. |

---

## Delivered Absence Primary Elements

Primary absence elements are absence entitlements—entitlement or pro rata—and absence takes. In the following tables, we cross-reference entitlements to takes and takes to entitlements in the description column. After the following tables, we describe each element in the context of leave calculations.

This section discusses:

- Delivered absence entitlements.
- Delivered absence takes.

## Delivered Absence Entitlements

Absence entitlement elements define how much paid time off your organization gives payees for various kinds of absences. They also specify the entitlement period, the calculation frequency, and any automatic adjustments to make to entitlement balances.

The following table lists the absence entitlement elements for New Zealand:

| <b>Name</b>         | <b>Description/Used By Take</b>           |
|---------------------|-------------------------------------------|
| <i>Annual Leave</i> |                                           |
| ANN LVE HRS         | Annual Leave - Hours per Year / ANN LVE H |
| ANN ENT DAYS        | Annual Leave Entitlement-Days / ANN LVE   |

| <b>Name</b>               | <b>Description/Used By Take</b>                    |
|---------------------------|----------------------------------------------------|
| ANN PRO DAYS              | Annual Leave Pro rata-Days / ANN LVE               |
| <i>Other Leave</i>        |                                                    |
| SICK DAYS                 | Sick Leave Entitlement / SICK, ACC MKP             |
| GENERIC HRS               | Generic Entitlement-Hours / LWOP TKE, JURY SERVICE |
| <i>ACC Leave</i>          |                                                    |
| GENERIC DAYS              | Generic Entitlement - Days / ACC                   |
| <i>Long Service Leave</i> |                                                    |
| LSL PRO DYS               | Long Service Leave Pro rata                        |
| LSL ENT DYS               | Long Service Leave -Entitlement / LSL              |

## Delivered Absence Takes

Absence take elements define your rules for allowing paid time off. They define which kinds of absences are valid and the requirements that must be met before entitlement can be used.

The following table lists the absence take elements for New Zealand:

| <b>Name</b>               | <b>Description / Used By Entitlement</b>              |
|---------------------------|-------------------------------------------------------|
| <i>Annual Leave</i>       |                                                       |
| ANN LVE H                 | Annual Leave Take Hours / ANN LVE HRS                 |
| ANN LVE                   | Annual Leave Take - Days / ANN ENT DAYS, ANN PRO DAYS |
| <i>Other Leave</i>        |                                                       |
| SICK                      | Sick Leave Take / SICK DAYS                           |
| LWOP TKE                  | Leave Without Pay Take / GENERIC HRS                  |
| JURY SERVICE              | Jury Service / GENERIC HRS                            |
| <i>ACC Leave</i>          |                                                       |
| ACC                       | ACC Take / GENERIC DAYS                               |
| ACC MKP                   | ACC Leave Makeup Take / SICK DAYS                     |
| <i>Long Service Leave</i> |                                                       |
| LSL                       | Long Service Leave/ LSL ENT DYS                       |

## Related Links

[Using Absence Earnings](#)

---

# Working with Fundamental Leave Elements

This section discusses:

- Defining the ordinary rate.
- Defining the entitlement anniversary date.
- Managing the rolling averages calculation.

## Defining the Ordinary Rate

As a requirement of the Holidays Act, annual leave is required to be paid at the rolling average rate, based on the last 12 months prior to the absence start date, or the ordinary rate, whichever is the greater.

The ordinary rate is defined in formula LVE FM ORD RATE, in which the ordinary hourly rate, HOURLY RT, is used to calculate earnings. For customary data delivery it is set up to equal the compensation rate from the Job Compensation table. The ordinary rate is defined as a subset of compensation rate codes, defined on the Job Data - Compensation page and you can alter it by adding other compensation rate codes to define the required composition of the ordinary rate.

## Defining the Entitlement Anniversary Date

Leave is accrued during the year and at a specified entitlement anniversary, the accrued leave becomes entitlement. An entitlement anniversary date is required so that the system knows when to consider an accrual (pro rata) as entitlement. This anniversary date is usually the employee's hire date. For example, if an employee was hired, effective April 23, then every April 23 during employment, the employee would receive at least three weeks of annual leave entitlement. Other entitlement anniversary dates commonly used are the employee's service date or company anniversary date.

The entitlement anniversary date is set up as a default at the pay group level as a supporting element override (variable LVE VR OVR ENT DAY and LVE VR OVR ENT MTH). The date formula LVE FM ACCR ST DT (leave accrual start date) checks if the pay group default or employee override entitlement date exists. If not, it uses the employee's hire date. It determines the leave accrual start date (HIRE DATE or REHIRE DT — whichever is greater).

The date formula LVE FM ENT ANN DT (leave year end date) determines the current leave year end date and is executed in the ABS INITIALIZE section of the absence process list.

A service date variable (LVE VR ANN SRV DT) has been defined for *annual leave* only, and is used in the anniversary date calculation. The default value for the service date variable is the employees hire or rehire date, which is populated by formula (LVE FM ANNSRV DT), when the ABS INITIALIZE section is executed. If an employee has had a break in service, and now has a new anniversary date, then the service date variable (LVE VR ANN SRV DT) can be overridden at payee level. This variable is used to populate date LVE DT ENT ANN DT, which is used by formula LVE FM ENT ANN, to move prorata annual leave into entitlement.

## Managing the Rolling Averages Calculation

Rolling averages are a special type of pay rate, where an average of prior earnings is used to determine the pay rate for leave. There are two rolling average calculations, one for annual leave and another for ACC leave.

### *Annual Leave*

The rolling average calculation will use the accumulator values of the rolling average amount and hours from the current calendar along with a historical rule that will pick up the values of these accumulators from 12 months ago (or the period specified) to formulate the average rate.

If an employee is a new hire or new rehire, formula (LVE FM ENT ANN DT), accumulates the number of pay periods in accumulator (LVE AC NUM OF DAYS), which will be used in this calculation instead of 12 months.

The rolling average rate calculation is performed by formula LVE FM AVG RT. This formula calls formula LVE FM ANN ROLAVG, which sets the starting date from where the rolling average calculation will begin and the number of periods the average rate is to be calculated over.

This date will be used with historical rule LVE HR ANN ROLAVG. This rule calculates from the current period working backwards in time to find the period begin date of the ending calendar period.

A new duration element LVE DR MTHS OF SVC has been introduced to calculate the number of continuous months the employee is in service from the hire/rehire date to the current period begin date. This element is used in Formula LVE FM ROL CALC such that average daily pay calculation for an employee with less than 12 months of employment is calculated.

The historical rule reads from accumulators LVE AC ROLLAVG AMT and LVE AC ROLLAVG HRS, and the formula LVE FM ANN ROLAVG subtracts this historical information from the values currently stored in the accumulators. The average rate is calculated by subtracting the end amount from the start amount, and dividing by the hours worked.

### *ACC Leave*

ACC leave pay calculates the rolling averages for the last 12 months using formula (LVE FM ROLL AVG). This formula retrieves values held in life-to-date accumulators LVE AC ROLLAVG AMT and LVE AC ROLLAVG HRS for the start and end of the rolling average calculation period. The accumulators are attached to two historical rules (LVE HR R/A START and LVE HR R/A END) which determine the beginning and end balances of the hours and amount accumulators for the specified time interval.

The first rule, LVE HR R/A END, retrieves accumulator balances at the end of the specified pay period. The second rule, LVE HR R/A START, gets the balances of the same accumulators specified number of months/days interval earlier.

The average rate is calculated using differences in accumulator balances. The formula uses the supplied number of periods and frequency to calculate the average hourly rate from the previous pay period, going back the number of periods.

Formula LVE FM ROLL AVG also provides for the partial periods within the calculation. Where the entitlement anniversary date falls within the first or last period of calculation it prorates hours and amounts from those periods and includes only the portion within the leave year.

## Accruing and Taking Annual Leave

In this section we will look at the annual leave entitlements and their respective take elements. New Zealand annual leave contains rules for two customary data absence types:

1. Hours Per Year - Entitlement Only.
2. Days Per Year - Pro rata and Entitlement.

The customary data entitlement elements use formulas that enable the system to determine the accrual hours/days per employee per year. The customary data take elements utilize different day formulas to return hours and days where required.

### Hours Per Year - Entitlement Only

This is absence entitlement ANN LVE HRS. It has to determine the accrual rate per frequency and is based on a standard annual accrual of 152 hours and 38 standard weekly work hours (38 x 4 weeks leave per year = 152).

The absence element's entitlement value on the Calculation page is formula LVE FM ENTHPY. This formula pro rates the annual hours accrual for each employee because their standard hours (on JOB) may not be your organization's standard weekly work hours set in variable LVE VR ENT STD HRS on the Supporting Elements Override page of the absence entitlement. The standard annual entitlement — 152 — is set in variable LVE VR ENTHRS.

The LVE FM ENTHPY formula resolves as follows:

$$\text{LVE FM ENTHPY} = \text{LVE FM WK STD HRS (Standard weekly hours for employee)} / \text{LVE VR ENT STD HRS (Entitlement standard weekly hours)} \times \text{LVE VR ENTHRS (Annual entitlement)}$$

$$35 \div 38 \times 152 = 140$$

---

**Note:** The rounding rules take care of the fractions. Standard weekly hours for the employee are calculated by formula LVE FM WK STD HRS, which annualizes and deannualizes the employee's standard hours because the work period (on JOB) may not be weekly and the pro ration of the annual accrual is based on weekly hours.

---

The annualized accrual is deannualized by the absence calendar frequency when the calendar is run. The deannualized accrual adds to the absence entitlement's \_ENT and \_BAL accumulators.

Accumulators are stored by EMPL ID/EMPL\_RCD. When a new accumulator instance is automatically created (for a new year to date period), the previous value of the \_BAL accumulator is rounded and rolled over into the new year to date accumulator instance. The other accumulators are reset to zero.

The related absence take, ANN LVE H, decrements the absence units from the \_BAL accumulator and stores them in the \_TKE accumulator.

The units (hours) to decrement are resolved by the take's hours-based day formula, LVE FM HRS ABS PH which determines the number of hours to be subtracted from the leave entitlement, through the following process:

1. Checks to see if the day is a public holiday (public holidays are bypassed).

If the day is a public holiday, the formula does not resolve because there are no entitlement hours used or annual leave paid for that day.

2. Checks for scheduled (SCHED HRS) and partial hours (PARTIAL HOURS) and returns partial hours if there are any.
3. If there are no partial hours, the formula checks for a value in the User Defined 1 field on the Absence Event Input Detail page.

If there is a value (any value) it halves the scheduled hours.

4. If the day isn't a public holiday, and there are no partial hours and no halving, and there are scheduled hours, the formula returns the scheduled hours.
5. The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement.

These units are mapped to the appropriate earnings elements, ANN and LWOP respectively, which the system processes as positive input when the payroll calendar is run.

---

**Note:** Any value in the User Defined 1 field will halve the hours taken. You can use this to take twice as long a leave period at half hours per day, which is effectively half pay per day.

The day formula includes a check to see if you have overridden forecasted leave duration (in hours) in the User Defined 3 field on the take's Calculation page. If you have, that duration represents the whole leave period so the system stops using the day count formula to determine the leave duration in hours.

---

## Days Per Year - Pro Rata and Entitlement

The delivered customary annual leave rules for entitlement and take are responsible for determining the correct annual leave accrual, and rules for payment.

There are two delivered entitlement rules: ANN PRO DAYS and ANN ENT DAYS. The prorata entitlement (ANN PRO DAYS) determines the accrual rate (20 days), and the accrual frequency (Annual). The prorata value of 20, is deannualized according to the calendar frequency for each employee (for example, 52-weekly). The entitlement (ANN ENT DAYS) is responsible for storing the accrual once it has been rolled over from prorata on the anniversary date, using formula, LVE FM ENT ANN.

Formula LVE FM ENT ANN looks for an entitlement anniversary date in the period. Once it verifies that the anniversary date falls in the current period, the prorata value stored in ANN PRO DAYS will be moved to ANN ENT DAYS. The formula will then calculate which portion of the current accrual is entitlement and which portion is prorata. (In the case where the anniversary falls midway through the pay period, and the accrual needs to be split between prorata and entitlement). This portion is calculated by looking at the number of days from the period begin date to the employees anniversary date. The formula will then subtract any prorata value for the current month from entitlement and place it into pro rata.

---

**Note:** When an employee works less than 5 days per week and, therefore, accrues less than 20 days per year, you can enter an employee level override on the Entitlement/Take Assignment page to change the entitlement unit value, from 20 to 12 for example for an employee working a 4 day week.

---

There is one delivered absence take; ANN LVE. This absence take is linked to both the ANN PRO DAYS and ANN ENT DAYS entitlement elements. When the absence process is run, the system will retrieve the absence event, and reference the absence take to start the resolution of the day formula.

The units (days) to decrement is resolved by day formula LVE FM DYS ABS PH, which:

1. Checks to see if the day is a public holiday. If it is, it does nothing further because there will be no entitlement hours used or annual leave paid for that day.
2. Checks for scheduled and partial hours, and if there are partial hours, the system returns the fraction of the day the hour represents and then rounds them.  $\text{Partial Hours} / \text{Scheduled Hours} = \text{Fraction of day absent}$   $2\text{hrs} / 8\text{hrs} = .25$

The formula includes variable LVE VR DYS ABSENT, which holds the cumulative value of the results of the day formula as it resolves for each day in the leave period. It starts as 0, so in our example, its value after the resolution for Day 1 would be  $0 + 0.25 = 0.25$ .

3. If there are no partial hours, it checks for a decimal value in the User Defined 1 field on the Absence Event Input Detail page. If there is a value—*any* value—it adds 0.5 to LVE VR DYS ABSENT. Assuming this is the case, in our example  $\text{Day 1} + \text{Day 2} = 0.75$ .
4. If it isn't public holiday, there are no partial hours or halving, but there are scheduled hours, then the formula adds 1 to LVE VR DYS ABSENT.

---

**Note:** The day formula LVE FM DYS UNP determines the part paid days (if applicable) for the take. If the absence date is the same as the partially paid leave date (LVE VR PRT PD DT) and the part paid days for a take (LVE VR PD PRT DYS) are greater than 0, variable LVE VR PD PRT DYS is subtracted from the result of formula LVE FM DYS ABS PH.

---

The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement days and pro rata days.

This absence take generates the positive input for earnings ANN LVE and LWOP. The units for these earnings are formulas LVE FM DY DCP HRS and LVE FM DY DCUP HRS respectively. The formulas multiply the DAY COUNT PD and DAY COUNT UNP by the scheduled hours, so the system can pay the leave in hours.

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**Note:** Any value in the decimal field will halve the hours taken. You can use this to take twice as long a leave period at half hours per day which is effectively half pay per day.

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Anything but a partial day returns either 0.5 or 1, because a day can only be a partial hours fraction or a half day or a full day.

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## Encashment of Annual Leave

As part of the Holidays Amendment Act 2010 there is a provision to allow an employee to have up to 1 week of their annual holiday entitlement paid out. Only annual holidays the employee becomes entitled to from 1 April 2011 may be paid out.

To incorporate the above amendment, Oracle has delivered a new variable LVE VR ANN ENCASH wherein end user can input the no of hours or days an employee would like to avail the encashment.

The variable is used in the formula LVE FM ANN ENCASH. This formula calculates greater of ADP and RDP hourly rate and multiplies with the no of hours or days given in the supporting variable LVE VR ANN ENCASH, the resultant value would be passed to earning ANN LVE ENCA.

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**Note:** During the process eligible no of hours or days employee is applying for encashment would be reduced from the balance accumulator ANN ENT DAYS\_BAL or ANN LVE HRS\_BAL, whichever is applicable.

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## Accruing and Taking Sick Leave

The delivered customary sick leave absence entitlement, SICK DAYS, grants 5 days in the first year, then 5 days in subsequent years, up to a maximum of 20 days:

1. The entitlement's formula, LVE FM SICK DAYS, grants the initial accrual by checking that the \_ENT balance is zero, and if it is zero, retrieves a value of 5 from bracket LVE BR SCK DYS.

The bracket uses duration LVE DR YRS OF SVC and it returns 5 (days) if there are no years of service (this is the employee's first year and the duration cannot return decimals of a year). A zero duration returns a bracket value 5.

The LVE BR SCK DYS bracket (which contains the maximum yearly accrual days — 5 and 5) grants the values initially and then based on every new instance of the SICK accumulator. The bracket returns the correct value of accrual days based on an employee's years of service. It returns 5 in the first year, then 5 in the second and subsequent year and can be adjusted as needed.

2. When the absence calendar is run, the bracket value 5 is accrued to the Year To Date \_ENT and \_BAL accumulators.

The accumulators are updated to Calendar Period End Date, are stored by EMPL ID/EMPL RCD and begin on the hire date. When the new instance of the accumulator is generated, so too is the accrual grant.

3. The absence take, SICK, looks to the absence entitlement balance to decrement absence units (days).

There is an eligibility criteria (LVE DT WAIT 3/12) defined on the take (on the Period page of the take component) which does not allow any payment of sick leave in the first 3 months of hire or rehire. Date element LVE DT WAIT 3/12 calculates the 3 month period. It adds 3 months to the hire or rehire date and that is the date upon which the employee is eligible for the accrual.

4. The units (days) to decrement is resolved by the take's day formula, LVE FM DYS ABS PH.

This formula checks to see if there are any partial or scheduled hours for the employee for each day of the absence. Where this is true, then each day is assigned the value of either .5 or 1. The formula rounds partial hours less than half the scheduled hours to .5 and partial hours greater than half the scheduled hours to 1. The total number of days which have partial or scheduled hours decrements the Absence Entitlement described above. You may or may not want to allow negative balances to be paid.

5. The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement days.
6. The positive input for this absence take is earnings SICK LVE. As part of the Holidays Amendment Act 2010, for sick leave an employee is entitled to be paid either relevant daily pay or average daily pay.

Relevant daily pay is the amount the employee would have received had he or she worked on the day concerned. Average daily pay is the employee's: Gross earnings in previous 52 weeks pay periods/6. Number of whole or part days the employee either worked or was on paid leave or holiday in the previous 52 weeks pay periods

The unit for this earning is payee level. And the rate is formula ERN FM PUB SIC RTE. This formula is used to decide the hourly rate at which a particular employee is paid.

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**Note:** ADP or RDP option can be selected for calculation of sick leave and public leave in the Maintain Tax Data page with an effective date from 1st April 2011. A field GPNZ\_ADV\_BUTTON is added in the record GPNZ\_EE\_TAX\_DETAIL in order to store the RDP/ADP selection.

A new variable TAX VR EE OV DPC is created to store the value of the type of calculation that is to be used, ADP or RDP, for the employee. It is referenced in the array TAX AR EE TX DTL and is mapped to the field GPNZ\_ADV\_BUTTON of the record GPNZ\_EE\_IRD\_DET. It stores a single character value, 'Y' or 'N'.

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## Managing Other Leave

Other leave encompasses many leave types in New Zealand such as jury service.

### Managing Per Absence Leave

There are generally no accruals associated with these leave types and they are usually taken on a "per day" basis and as such are similar in the way they are paid. For example, jury service may be for 1 week in which case, 1 week jury service leave (usually the equivalent of regular pay) will be paid. Study leave allowable per year may be equal to 5 days. The absence event entry detail reflects the number of days that are payable from begin to end. The absence event entry controls the number of days paid for these types of leave.

One generic accrual rule (including one entitlement, GENERIC HRS, and two takes, LWOP TKE and JURY SERVICE) covers the following other leave types:

- Leave without pay (LWOP).
- Jury service.

This section explains the sample rules we have developed to process these other leaves. The other leave types in this section are all similar in terms of how they function. The principal difference is the earning code by which they are paid. Leave without pay is mapped to LWOP, and jury service to OTHER LVE.

PARTIAL HOURS or SCHED HRS determine the value of the hours to pay for the leave entry. The absence event entry governs how much leave is granted and paid for these leave types. The leave entitlements for these leave types are granted on a daily basis. Where the partial or scheduled hours for the day are greater than 0, then the leave entitlement for the day will be equal to the value of the partial or scheduled hours for that day. Each day of the absence event entry is checked against partial or scheduled hours to determine whether or not a leave entitlement is to be granted for the day. Where the entitlement is granted, then the entitlement is also paid.

Where an absence event entry is entered into the system requiring it to be paid (or unpaid) one of LWOP, or Other Leave (for example, jury service) earnings, the following leave entitlement and take processes come into play:

1. The absence take process checks the conditional resolution formula, LVE FM ENT HRS on the absence entitlement.

This formula checks the partial or scheduled hours for the employee for the day. Where the partial or scheduled hours are greater than zero, the formula resolves and the entitlement is granted for that day. The entitlement is set up to grant PARTIAL HOURS/SCHED HRS for each day.

In effect, the partial or scheduled hours for the day are then granted as entitlement for the leave type for that day. As this entitlement is being granted on a daily basis, the Always Recalculate check box should be selected on the Absence Entitlement.

2. The day formula, LVE FM HRS ABS PH on the absence take determines the number of hours to be paid.

This value is derived from the system element DAY COUNT PD which returns the number of SCHED HRS for the day. The absence take will not require a DAY COUNT UNP element defined in the generate positive input member list as there will never be a value for DAY COUNT UNP (as the entitlement granted is always based on SCHED HRS which equals DAY COUNT PD). The maternity leave take has a qualifying rule set on it to only allow eligibility where there is more than 1 year of service and the absence period is less than or equal to 1 year.

3. The hours are then paid to their respective earnings codes, (LWOP, OTHER LVE) and positive input is generated to this effect.

Where LWOP is paid, then the effect will be zero dollars paid. However, the value of the regular pay is reduced by the number of hours that were granted and paid as LWOP. This reduce from regular feature is managed via the EARN-LEAVE section. The other leave types that are paid also have the effect of reducing the regular earning. In this instance the net effect of the pay will be the same (assuming the same hourly rate is used to pay the leave as is used to pay regular earnings). However, it will consist of regular and other leave earnings codes.

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## Calculating Long Service Leave

In this section we will look at the long service leave entitlements—LSL PRO DYS and LSL ENT DYS—and the LSL absence take. These enable the calculation of long service leave by determining the correct leave grant of accrual. LSL PRO DYS stores the pro rata values of the leave and LSL ENT DYS stores the number of days of employee entitlement. Two long service leave earnings are delivered—LONG SRV LVE to capture payments for the long service leave and TER LSL for long service leave payments upon termination.

Absence entitlement LSL PRO DYS retrieves the pro rata values of the leave using formula LVE FM LSL ENT which:

1. Accesses bracket LVE BR LSL ENT DYS to return the correct value of entitlement, number of years for accrual, and anniversary to start accruing.

Following is the structure of the LVE BR LSL ENT DYS bracket:

| <b>LVE DR LSL FR SRV</b><br><b>Number of Service Years Since SERVICE DT until CURR PRD END DT (Key)</b> | <b>LVE BR LSL ENT</b><br><b>Number of Grant Days For Row</b> | <b>LVE VR LSL ACCR YR</b><br><b>Over How Many Years the Grant Is Accrued</b> | <b>LVE VR LSL ANN YR</b><br><b>Anniversary When the Accrual Starts</b> |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 0                                                                                                       | 20                                                           | 20                                                                           | 0                                                                      |
| 20                                                                                                      | 25                                                           | 10                                                                           | 20                                                                     |
| 30                                                                                                      | 25                                                           | 10                                                                           | 30                                                                     |
| 40                                                                                                      | 25                                                           | 10                                                                           | 40                                                                     |

2. The LVE VR LSL ANN YR variable, used in the LVE BR LSL ENT DYS bracket, stores the value representing which anniversary to start accruing the long service leave.

The LVE VR LSL ACCR YR variable stores the value representing the number of years over which the long service leave is granted.

3. The date LVE DT LSL ANN calculates the date of the anniversary for starting the long service leave accrual, as `SERVICE DT + LVE VR LSL ANN YR years`.

---

**Note:** Accumulators related to both entitlements are defined as custom period with the date specified as LVE DT LSL ANN. This date has been defined as SERVICE DT plus the number of years retrieved from the bracket in the variable LVE VR LSL ANN YR. This means that when the current number of service years triggers progressing to the next row in the bracket, the number of years added to the service date changes, and the new instance of the accumulator is generated. Formula LVE FM LSL PRT PRD calculates pro rata entitlement if the anniversary date falls in the current period. It is subtracted from LSL PRO DYS and added to LSL ENT DYS.

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4. The rows in the LVE BR LSL ENT DYS bracket are processed as follows:
  - a. For service years less than 20, 20 days are accrued over 20 years, with the accrual starting on the service date.
  - b. For service years  $\geq 20$  and  $< 30$ , 25 days are accrued over 10 years, with the accrual starting on the 20th anniversary of the service date.
  - c. For service years  $\geq 30$  and  $< 40$ , 25 days are accrued over 10 years, with the accrual starting on the 30th anniversary of the service date.
  - d. For service years  $\geq 40$ , 25 days are accrued over 10 years, with the accrual starting on the 40th anniversary of the service date.
5. On the anniversary date specified in the bracket, the current balance for the LSL PRO DYS, (stored in the LSL PRO DYS\_BAL accumulator) is moved to entitlement LSL ENT DYS.

Long Service Leave can only be taken as paid leave at this point.

Accumulator LSL PRO DYS\_BAL is auto generated (when selected) using information from the Period Settings page. Formula LVE FM LSL MVE PRO moves the pro rata to entitlement. The

formula returns the value of the previous occurrence of the pro rata accumulator to be moved to the entitlement. Formula LVE FM LSL PRT PRD calculates the pro rata entitlement if the anniversary date falls in the current period. It is subtracted from LSL PRO DYS and added to LSL ENT DYS.

6. Accrual of the long service leave is controlled by the remaining two outputs from the bracket — LVE BR LSL ENT DYS returns the number of days to be granted in the currently processed accrual period (depending on the number of years in service) number of years it takes to accrue the grant.

Those two values calculate annual entitlement as number of days granted over number of accrual years.

7. Formula LVE FM ENT returns the number of days to be accrued on the annual basis.

Value of grant retrieved from the bracket LVE BR LSL ENT DYS is divided by LVE VR LSL ACCR YR. It also retrieves the value of the previous value of the accumulator LSL PRO DYS\_BAL.

The absence take LSL related to the absence entitlement LSL ENT DYS looks to the absence entitlement balance to decrement absence units (days). That ensures that only entitled LSL is paid. The absence take for the LSL ENT DYS entitlement uses day formula LVE FM DAYS ABS PH that counts the number of units due to be worked on the absence day to determine by how much to reduce the entitlement balance.

## Calculating ACC Leave

In this section we will look at the ACC takes — ACC and ACC MKP. ACC leave is defined as per absence and uses the entitlement of GENERIC DAYS. Two ACC earnings are delivered—ACC LVE to capture payments for the ACC leave and ACC MAKEUP for make up payments. The earning element, ACC LVE is generated as a result of an absence from work when an employee has an accident and uses a Unit x Rate calculation. The number of units and the rate to be paid is generated at the payee level. These values are populated from the ACC absence take via the Generate Positive Input Member List. This earning is used to pay the absence take ACC.

In this section, we discuss:

- Calculating ACC leave based on the leave period.
- Accumulating the correct amount for the gross total earnings.

### Calculating ACC Leave Based on the Leave Period

Global Payroll for New Zealand calculates three different periods of ACC leave using one formula—LVE FM ACC RATE—which calculates the correct pay rate depending on the number of days taken for the ACC leave with the same original begin date.

To determine the correct number of days taken, this formula uses duration LVE DR ACC DAYS, to calculate the number of ACC leave days for the previous takes (with the same original begin date). Based on the value returned from this duration, and number of days processed in the current take, the total number of days taken is determined.

Three different ACC calculation formulas are then called (based on the day of leave being processed) to calculate the correct pay rate for each of the leave periods:

| <b>Period</b>                | <b>Calculation</b>                                                                       | <b>Absence Take</b> | <b>Formula (Pay Rate)</b> |
|------------------------------|------------------------------------------------------------------------------------------|---------------------|---------------------------|
| First Period<br>Days 1 – 5   | 80% of the ordinary rate.                                                                | ACC                 | LVE FM ORD RATE           |
| Second Period<br>Days 6 – 25 | 80% of the average rate for 4 weeks prior to the accident. (beginning of ACC leave)      | ACC                 | LVE FM AC2 RATE           |
| Third Period<br>Days 25 –    | 80% of the average rate for the 52 weeks prior to the accident. (beginning of ACC leave) | ACC                 | LVE FM AC3 RATE           |

### Calculating the First ACC Leave Period

Employers are required to pay an employee 80 percent of wages for the first week (days 1 to 5) the employee has off work as a result of a work-related accident. Employers are generally responsible for paying compensation for incapacity resulting from a work injury up until the close of the sixth business day after the day of the work accident.

For days 1 to 5, formula LVE FM ACC RATE calls formula LVE FM ORD RATE to determine the pay rate.

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**Note:** The ordinary rate is defined in formula LVE FM ORD RATE, in which the ordinary hourly rate, HOURLY RT, is moved to calculate earnings. For customary data delivery it is set up to equal the compensation rate from the Job Compensation table. The ordinary rate is defined as a subset of compensation rate codes, defined on the Job Data - Compensation page and you can alter it by adding other compensation rate codes to define the required composition of the ordinary rate.

---

If variable LVE VR ACC DYS TKN (which stores the number of ACC days taken for the same original begin date) is less than or equal to 5, LVE FM ORD RATE (the ordinary rate) is moved to formula LVE FM ACC RATE.

### Calculating the Second ACC Leave Period

For the first four weeks after the first week, (days 6 to 25) employers are required to pay the employee the weekly compensation of 80 percent of the average earnings of the employee in the four weeks prior to the accident.

For days 6 to 25, formula LVE FM ACC RATE calls formula LVE FM AC2 RATE to determine the pay rate.

Formula LVE FM AC2 RATE calculates the pay rate for the second period of ACC leave, based on average rate for the four weeks or one month before the original begin date of the ACC leave.

If variable LVE VR ACC DYS TKN (which stores the number of ACC days taken for the same original begin date) is greater than 5 and less than or equal to 25, LVE FM AC2 RATE is moved to formula LVE FM ACC RATE.

The pay calculation calls formula LVE FM ROLL AVG (which retrieves amounts for the beginning and the end of requested average calculation, using historical rules LVE HR R/A START and LVE HR R/A END), and uses the average rate for the last four weeks before the start of the ACC leave (based on the

original begin date of the take). It is calculated for the pay periods before the one including the original begin date. Formula LVE FM ACC R/A DTS determines the start and end dates for rolling average calculation.

### Calculating the Third ACC Leave Period

Where incapacity extends beyond the second period, weekly compensation is 80 percent of the average earnings over the 52 weeks prior to the accident.

For days 25 and over, formula LVE FM ACC RATE calls formula LVE FM AC3 RATE to determine the pay rate.

Formula LVE FM AC3 RATE returns the pay rate to be used for leave pay calculation for the currently processed ACC leave day—for the fifth week onwards of the leave. The pay calculation uses the average rate for the last 12 months (52 weeks) before the start of the ACC leave (based on the original begin date). It is calculated for the pay periods before the one including the original begin date.

If variable LVE VR ACC DYS TKN (which stores the number of ACC days taken for the same original begin date) is greater than 26, LVE FM AC3 RATE is moved to formula LVE FM ACC RATE.

The pay calculation calls formula LVE FM ROLL AVG, which retrieves amounts for the beginning and the end of requested average calculation. Formula LVE GET R/A DTS sets up all the elements necessary to determine the starting and ending point for the rolling average calculation, using historical rules LVE HR R/A START and LVE HR R/A END.

### Calculating ACC Makeup Payments

ACC MAKEUP is an earning element which serves as a make up pay to compensate employees who have only been paid 80 percent. If selected to be paid by the employer, this earning element is used to increase an employee's payment to 100 percent (an additional 20 percent) of their usual pay. This earning element uses a Unit x Rate calculation. The rate is determined by formula LVE FM ORD RATE.

The makeup payment is defined as a separate take — ACC MKP — which reduces sick leave by 0.2 days (using day formula LVE FM DAYS MKP PH, that counts the number of units due to be worked on the absence day to determine by how much to reduce the entitlement balance) and is paid at the ordinary rate (using formula LVE FM ORD RATE). Formula LVE FM DAYS ABS PH counts the number of units due to be worked on the absence day to determine the amount by which to reduce the entitlement balance.

Formula LVE FM ACC MKP checks if the makeup payment should be processed. If you select makeup in the Event Config 1 (enter MKP) when entering an absence event, the makeup take is generated for every day of the leave. The take passes hours as the units and is generated as a result of an absence from work when an employee has an accident.

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**Note:** The ACC payments are not added to LVE AC ROLLAVG AMT and LVE AC ROLLAVG HRS accumulators. During rolling average calculation only partial payments for weeks of ACC leave are included in the calculation.

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## Paying Leave In Advance

To pay leave in advance, use the Advance Types NZL (GPNZ\_ADV\_TYPES) component. Periods of leave, and as required, regular pay can be paid in a period (calendar) earlier than the period (calendar) in which they would normally be paid.

## Pages Used to Pay Leave in Advance

| Page Name                               | Definition Name    | Usage                                                                                                   |
|-----------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------|
| <a href="#">Advance Types NZL Page</a>  | GPNZ_ADV_TYPES     | Define the first and last period advance processing options and link absence takes to the advance type. |
| <a href="#">Pay In Advance NZL Page</a> | GPNZ_ABS_EVENT_ADV | Enter an advance type and view the details of advance payments                                          |

### Advance Types NZL Page

Use the Advance Types NZL page (GPNZ\_ADV\_TYPES) to define the first and last period advance processing options and link absence takes to the advance type.

#### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > Advance Types NZL > Advance Types NZL

#### Image: Advance Types NZL page

This example illustrates the fields and controls on the Advance Types NZL page. You can find definitions for the fields and controls later on this page.

**Advance Types NZL**

Advance Type: KZLEAVE

\*Description: Advance Leave Only      Short Description: NZ Lve

**Advance Calendar Group**

\*Advance Calendar Group: Period Prior to Absence      ☒ Allow Calendar Group Override

**Advance Processing Options**      Personalize | Find | View All | 1-2 of 2 | First | Last

| *Run Type Name | *First Period Advance Option   | *Last Period Advance Option    | *Gap Payment Option |   |   |
|----------------|--------------------------------|--------------------------------|---------------------|---|---|
| 1 KZABSENCE    | Advance Whole Period           | Advance Whole Period           | Pay in Advance      | + | - |
| 2 KZPAYROLL    | Advance Absence, Reg in Normal | Advance Absence, Reg in Normal | Pay on Return       | + | - |

**Valid Absence Takes**      Personalize | Find | View All | 1-3 of 3 | First | Last

| *Element Name | Description               |   |   |
|---------------|---------------------------|---|---|
| 1 ANN LVE     | Annual Leave Take Days    | + | - |
| 2 ANN LVE H   | Annual Leave Take - Hours | + | - |
| 3 LSL         | Long Service Leave        | + | - |

These are the key points about advance types:

- You define which periods should be advanced for an absence.
- You specify which absence takes the advance type can be used with.
- A single advance type can be used with multiple absence takes.
- Multiple advance types can use the same absence takes.

- When you specify the absence take on an absence event entry, you can only select advance types that the take has been associated with.

## Advance Calendar Group

### Advance Calendar Group

Use the options here to determine the calendar group in which to pay the advance. Select from:

*Payment After Absence Begin:* The advance is paid in the calendar group that contains the first payment date after the absence begins.

*Payment Prior to Absence Begin:* The advance is paid in the calendar group that contains the last payment date prior to the absence begin date.

*Period Absence Begins:* The advance is paid in the calendar group that contains the period in which the absence begins.

*Period Prior to Absence:* The advance is paid in the calendar group that contains the period immediately prior to the one in which absence begin date falls.

### Allow Calendar Group Override

Select this check box if you want to be able to override the calendar group that the system selected. The system calculates the calendar group using the options above, but you can override it on the Pay In Advance NZL page.

## Advance Processing Options

### Run Type Name

Select a run type.

You need to set up the advance processing options for each run type because absence run types generally need to be treated differently from payroll runs. For the system to calculate absences correctly, they must be run in the correct sequence.

The system does not calculate absences correctly if the previous period's entitlements have not already been accrued. For this reason, for absence run types, the system sets the default value of the First Period and Last Period fields to *Advance Whole Period*, and the default value of the Gap field to *Advance*, regardless of the options set for the payroll run types.

---

**Warning!** It is important to advance the whole period for absence calendars to ensure that the accruals/entitlement calculations are correct and accumulators are updated in chronological order. If an absence begins and/or ends in mid-period and the absence is advanced with the First Period and Last Period (see below) set to *Advance Absence, Reg in Normal* or *Advance Absence, Reg on Return*, the system calculates accruals/entitlement only for the absence days in that period and updates leave accumulators only for those days. This could result in the employee having insufficient leave balance to cover the absence. In addition, this setup could cause the regular days accruals/entitlement to be calculated in the normal calendar or the return calendar, instead of the calendar where the advance payment occurs. And if an anniversary occurs during the partial period or gap being advanced, the leave accumulator results could be incorrect.

---

**Note:** An exception exists if an absence entitlement accrual is based on actual hours worked. This situation reverses the normal "absence then payroll" run sequence to "payroll then absence." In this situation you need to define a separate process list with the "hours per hour" entitlement in a section in that process list. You then need to create a separate run type for this process list and that run type needs to have the same First Period and Last Period options as the payroll run type.

---

### First Period and Last Period Advance Option

These options determine what should happen for the period in which the absence begins. Select from the following valid values:

- *Advance Absence, Reg in Normal (Regular in Normal):* Only the part of the period while on absences is advanced. The rest of the period is paid in its normal calendar group.
- *Advance Absence, Reg on Return (Regular on Return):* Only the part of the period while on absences is advanced. The rest of the period is paid after the absence.

---

**Note:** This is not an option for last period.

---

- *Advance Whole Period:* The entire period is paid in advance.
- *No Advance:* The period is not being advanced at all. It is paid at the normal time.

### Gap Payment Option

A gap is a pay period that is prior to the absence, but where the payment date falls during the absence. Select from the following valid values:

- *Advance:* The gap is paid in advance.
- *Normal:* The gap is paid at the normal time.

- *On Return*: The gap is included in the first payment made after the payee returns from the absence.

## Valid Absence Takes

### Element Name

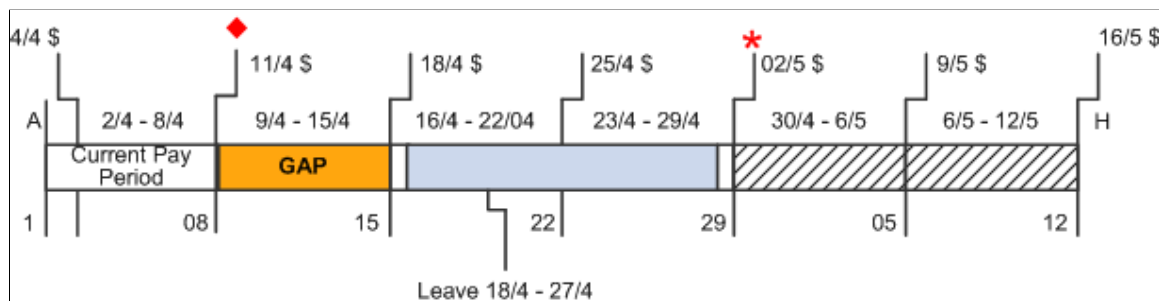
Enter the absence take with which this advance type can be used.

## Gap Payment Option Examples

The following two diagrams show the On Return and Normal Cycle gap options in effect. For both scenarios, the First Period and Last Period options are both *Advance Whole Period*. The diamond marks the advanced leave payment date and the asterisk marks the gap pay date.

### Image: Gap on return

In this diagram, the gap is paid on return. Therefore, the payment occurs on the first payment date after the return from leave.



| <b>Payment Schedule</b> |                                        |
|-------------------------|----------------------------------------|
| 16/4 - 17/4 Regular     | Pay Period Ending 08/4 (so paid 11/4)  |
| 18/4 - 27/4 Leave       | Pay Period Ending 08/4 (so paid 11/4)  |
| 28/4 - 29/4 Regular     | Pay Period Ending 08/4 (so paid 11/4)  |
| 09/4 - 15/4 Gap         | Pay Period Ending 15/04 (so paid 02/5) |

### Image: Gap in normal cycle

In this diagram, the gap is paid in the normal cycle. Therefore, the payment occurs on the regular payment date for the gap period, even though the employee is on leave.



| <b>Payment Schedule</b> |                                        |
|-------------------------|----------------------------------------|
| 16/4 - 17/4 Regular     | Pay Period Ending 08/4 (so paid 11/4)  |
| 18/4 - 27/4 Leave       | Pay Period Ending 08/4 (so paid 11/4)  |
| 28/4 - 29/4 Regular     | Pay Period Ending 08/4 (so paid 11/4)  |
| 09/4 - 15/4 Gap         | Pay Period Ending 29/04 (so paid 18/4) |

## Pay In Advance NZL Page

Use the Pay In Advance NZL page (GPNZ\_ABS\_EVENT\_ADV) to .

### Navigation

Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event NZL > Pay In Advance NZL

Image: Pay In Advance NZL page

This example illustrates the fields and controls on the Pay In Advance NZL page. You can find definitions for the fields and controls later on this page.

Absence Event EntryForecast MessagePay In Advance NZL

Employee ID KZ0001Empl Record 0Name Shirley Walters

Payment Advance DetailsFind | View AllFirst1 of 1Last

Absence TakeBegin DateEnd Date  
Advance TypeCalculate Advance

Advance Payments

Advance PaymentsAdvance Payment DateAdvance Period ID

Calendar Periods AdvancedPersonalize | Find | View All | First1 of 1Last

| Pay Group | Calendar ID | Advance From Date | Advance To Date | Original Payment Date | Original Calendar Group |
|-----------|-------------|-------------------|-----------------|-----------------------|-------------------------|
| 1         |             |                   |                 |                       |                         |

Return Calendar Group

Return Calendar GroupReturn Payment DateReturn Period ID

Calendar Periods Paid on ReturnPersonalize | Find | View All | First1 of 1Last

| Pay Group | Calendar ID | Advance From Date | Advance To Date | Original Payment Date | Original Calendar Group |
|-----------|-------------|-------------------|-----------------|-----------------------|-------------------------|
| 1         |             |                   |                 |                       |                         |

This page displays details of how and when the advance will be paid according to the Advance Type you enter.

Enter the *advance type* that you want this absence event to use. When you click the Calculate Advance button, the system displays information about how and when the advance payment is made based on the advance type's rules.

The system displays the information in two group boxes, Advance Payments and Return Calendar Group.

Advance Payments

Advance Payments (advance calendar group)

This is the calendar group the system has determined the advance payment will be made.

Advance Payment Date

This is the payment date of the regular pay calendar in the calendar group.

Advance Period ID

These are the from and to dates of the regular pay calendar in the calendar group.

Calendar Periods Advanced

Pay Group

This is the pay group in the calendar the pay would be paid in if not advanced.

Calendar ID

This is the calendar the pay would be paid in if not advanced.

Advance From Date

From date of the period being advanced.

Advance To Date

To date of the period being advanced.

|                                |                                                                                     |
|--------------------------------|-------------------------------------------------------------------------------------|
| <b>Original Payment Date</b>   | This is the payment date for the calendar the pay would be paid in if not advanced. |
| <b>Original Calendar Group</b> | This is the calendar group the pay would be paid in if not advanced.                |

## Return Calendar Group

|                              |                                                                                                                                                                                                     |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Return Calendar Group</b> | This is the calendar group the system has determined any pay not advanced will be paid in. The <i>return calendar group</i> is always the first one with a payment date after the absence end date. |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

---

**Note:** None of the return fields are populated if the advance type setup either advanced all pay from the period the leave is in, or advanced some of the pay and paid the balance in its normal period.

---

|                            |                                                                                    |
|----------------------------|------------------------------------------------------------------------------------|
| <b>Return Payment Date</b> | This is the payment date of the regular pay calendar in the calendar group.        |
| <b>Return Period ID</b>    | These are the from and to dates of the regular pay calendar in the calendar group. |

## Calendar Periods Paid on Return

|                                      |                                                                                                  |
|--------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>Pay Group</b>                     | This is the pay group in the calendar the pay would have been paid in if not paid on return.     |
| <b>Calendar ID</b>                   | This is the calendar the pay would have been paid in if not paid on return.                      |
| <b>Advance From Date and To Date</b> | These are the from and to dates of the period being paid on return.                              |
| <b>Original Payment Date</b>         | This is the payment date for the calendar the pay would have been paid in if not paid on return. |
| <b>Original Calendar Group</b>       | This is the calendar group the pay would have been paid in if not paid on return.                |

---

**Note:** If you selected the *Allow Calendar Group Overrides* check box when you defined the *advance type*, you can override the advance or return calendar group the system selected for this advance. You cannot, however, change any calendars or calendar data for a system-selected or overridden calendar group.

For leave paid in advance to work correctly, you must specify a regular run type in the Leave Paid in Advance group box on the Pay Groups Addl Info-Pay Groups NZL page.

You must select the *Include in Advance* check box on the Calendar Group NZL page for all calendars that can be advanced.

---

---

## Managing Termination Payments

PeopleSoft delivers a set of predefined rules for processing absences due to termination. PeopleSoft designed these rules in accordance with New Zealand statutory requirements. When an employee's services are terminated, regardless of the reason, the employer is obliged to make certain payments to the employee depending on the circumstances.

This section discusses how to:

- Calculate gross total earnings (GTE).
- Pay for outstanding leave—with the pay rate dependent on the length of service and leave entitlement.
- Pay for any public holiday occurring within a set period of time after termination.
- Pay for unused long service leave.
- Define offset days for termination triggers.

### Calculating GTE

An accumulator has been delivered to calculate Gross Total Earnings for the pro rata portion of termination payments, LVE AC GTE 6PCT.

It is designed for calculation of the annual leave pay using the 6 percent rule and earnings related to ACC leave are added to it at the ordinary rate rather than rate paid. ACC leave has the amount paid replaced with ordinary pay for this period when adding to the gross taxable earnings accumulator for 6 percent calculation. For earning ACC LVE, addition to the accumulator is performed at the percentage calculated in the formula LVE FM ACC GTE ACM as a ratio of ordinary rate over the calculated 80 percent ACC pay rate. This formula is used on the Earnings Accumulator page.

### Processing Annual Leave Payments on Termination

The Holiday Act provides two ways to calculate payment for annual leave on termination. These are when:

1. Employment ends within 12 months of service (pro rata leave has accrued only).
2. Employment ends after 12 months of service (entitlement and prorata leave has accrued).

When an employee is terminated in the first 12 months of service, they are entitled to a payment for annual leave of 6 percent of gross earnings during the employment.

When an employee terminates after 12 months service, the first amount to be calculated is the greater of the ordinary weekly pay or average weekly earnings for the annual leave that the employee is entitled to. The 12 months prior to the end of employment are used to establish average weekly earnings. The second amount to be added is for the period since the employee last became entitled to leave and is calculated at 6 percent of gross earnings since the entitlement arose.

The following is the process flow for the calculation of annual leave payments on termination:

1. When the payroll is run, Process List NZL PAYROLL calls Section TERMINATION, which will only resolve if formula CMN FM TERM STAT is true.

This formula checks to see if an employee has been terminated, and if this is true, the TERMINATION section will start to resolve.

2. Annual leave termination payments are processed as follows: formula TER FM CAL AL PAY, decides if the employee has more than 12 months of service, if this is true, it will invoke formula LVE FM ANN ROLAVG, which calculates the average rate for the 12 months prior to the termination date and compares it with the ordinary rate, and will pay the entitlement balance at the greater value.
3. If prorata annual leave needs to be paid, formula TER FM CAL AL PAY will invoke formula TER FM LEAVE PRORT.

This formula calculates the pro rata leave payment amount as 6 percent of GTE (Gross Taxable Earning) for the current leave year. Since 6 percent represents 3 weeks of leave, any leave taken in advance will decrease it. Formula TER FM LVE PRORT calculates the pro rata leave payment amount as follows:

- GTE is retrieved from the pay period that contains the entitlement anniversary date until the end date of the last period before the current period and moved to LVE AC GTE 6PCT.
- Leave pay is calculated on the basis of 6 percent of GTE as follows:

$$\text{LVE AC GTE 6PCT} \times (\text{ANN PRO DAYS\_BAL} / \text{ANN PRO DAYS ENT}) \times 0.06$$

4. Lastly, formula TER FM ANN LVE PAY, retrieves the prorata and entitlement values, adds them together and sends them to earnings TER ANN LVE for payment.

---

**Note:** In order to process the annual leave upon termination override variable, TER VR HRS/DAY OVR needs to be specified at the pay group level. It should contain the number of hours used to convert daily balance and annual leave to hours.

---

## Calculating Public Holidays After Termination

A public holiday is paid on termination if the holiday has occurred after the termination date but during the period of annual leave entitlement days. The annual leave entitlement days are added to the termination date to project a new date. As part of the Holidays Amendment Act 2010, for sick leave an employee is entitled to be paid either relevant daily pay or average daily pay. So any public holidays are paid either ADP or RDP. Relevant daily pay is the amount the employee would have received had he or she worked on the day concerned.

Average daily pay is the employee's:

Gross earnings in previous 52 weeks pay periods/Number of whole or part days the employee either worked or was on paid leave or holiday in the previous 52 weeks pay periods

The calculation for this earning is unit \* rate. Formulas ERB FM PUBHOL UNIT and ERN FM PUB SIC RTE are used respectively into unit and the rate. Formula ERN FM PUB SIC RTE is used to decide the hourly rate at which a particular employee is paid.

---

**Note:** ADP or RDP option can be selected for calculation of Sick leave and public leave in the maintain tax data page with effective from 1st April 2011. A field GPNZ\_ADV\_BUTTON is added in the record GPNZ\_EE\_TAX\_DETAIL in order to store the RDP/ADP selection.

A new variable TAX VR EE OV DPC is created to store the value of the type of calculation that is to be used, ADP or RDP, for the employee. It is referenced in the array TAX AR EE TX DTL and is mapped to the field GPNZ\_ADV\_BUTTON of the record GPNZ\_EE\_IRD\_DET. It stores a single character value, 'Y' or 'N'.

---

1. Formula TER FM PUB HOL, is used to decide if public holidays need to be paid on termination.
2. The array TER AR PUB HOL retrieves the holiday schedule (HOLIDAY\_DATE).

This array retrieves holidays where the date is greater than the termination date (TERMINATION DT) and less than or equal to the termination date plus the annual leave entitlement in days. Every row retrieved through the array has formula TER FM PUB HOL attached to it. This formula performs the following processing if the holiday date falls after the original termination date but before the termination date plus the annual leave entitlement (using duration TER DR PUB HOL AFT):

- The start date for the period is calculated using date TER DT PUB HOL STR.

The new termination date, including annual leave, is calculated using date TER DT TERM +ANN.

- The number of working days between the start date calculated in the previous step and the termination date using the work schedule is retrieved by array TER AR WRK SCH.

Formula TER FM WRK SCH accumulates the number of work days in the specified period and is executed for every row retrieved by the array.

- The pay for the public holiday is calculated as follows:

Number Of Hours in Public Holiday × Ordinary Rate × Number of Public Holidays .

- Holiday pay is accumulated into variable TER VR PUB HOL PAY, attached to the earning TER PUB HOL.

3. Array TER AR PUB HOL is included in the TERMINATION section of the payroll run.

## Processing Unused Long Service Leave on Termination

Global Payroll for New Zealand enables you to pay an employee their unused long service leave when they are terminated. The termination process caters for unused long service leave payments as follows:

1. Absence entitlement LSL PRO DYS, using formula LVE FM LSL ENT, determines the pro rata values of the leave.
2. On the anniversary date specified in bracket LVE BR LSL ENT DYS, the current balance for the LSL PRO DYS entitlement (stored in accumulator LSL PRO DYS\_BAL is moved to entitlement LSL ENT DYS.
3. Formula TER FM LSL TERM retrieves the balance and converts it to hours.

The outstanding hours in the LSL ENT DYS\_BAL accumulator are paid at the ordinary rate.

4. The unused long service leave is calculated in formula  $TER FM LSL TER$  as:

$LSL ENT DYS\_BAL$  (Long Service Leave – Entitlement)  $\times$   $TER VR HRS/DAY OVR$  (Hours per Day of Leave to Pay)

The variable  $TER VR HRS/DAY OVR$  stores number of hours paid for every day of leave entitlement to be paid upon termination.

## Defining Offset Days for Termination Triggers

When you define retro triggers on the Trigger Definitions-Field Values page, you can enter a positive or negative number in the Offset Days field to increase or decrease the retro trigger effective date in relation to the date of a field value change. For example, if you enter -1 in the Offset Days field for one of the values listed in the Field Values group box, and you retroactively enter that value into the database with an effective date of January 1, 2000, the system automatically adjusts the trigger effective date to December 31, 1999 (one day earlier). The system then processes pay periods going back to December 1999 rather than January 2000.

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

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

This example illustrates the fields and controls on the Trigger Definitions-Field Values page showing New Zealand JOB actions that trigger retroactive termination processing page. You can find definitions for the fields and controls later on this page.

Trigger Setup-Values

Trigger Definitions

Field Values

Country NZL New Zealand

Record (Table) Name JOB

Field Name ACTION

| *Sequence | *Character Value | *Trigger Event ID | Offset Days |   |   |
|-----------|------------------|-------------------|-------------|---|---|
| 1         | HIR              | JOB               | 0           | + | - |
| 2         | TER              | JOB               | -1          | + | - |
| 3         | RET              | JOB               | -1          | + | - |

No Match on Field Value Option

☒ Do Not Trigger

☐ Trigger Using Specified Event

Trigger Event ID

OK Cancel

The offset for the termination actions *TER*, *RET*, *RWP*, *TWP*, and *TWB* is -1.

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

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

## Related Links

"Setting Up Trigger Definitions" (PeopleSoft HCM 9.2: Global Payroll)

## Managing Eligibility and Forecasting Leave

Global Payroll for New Zealand delivers rules and functionality that enable you to forecast leave and to calculate the eligibility of an employee to take requested leave.

### Managing Leave Eligibility

When you enter an absence event for an employee, the following items display to ensure the employee is eligible for the requested absence:

- Duration of the absence (paid and unpaid).
- Projected leave balances (pro rata and entitlement).

You can also override certain items such as the duration or the maximum negative.

The following table displays the customary elements, and the overrides and displays delivered for each absence element:

| <b>Absence Take</b>        | <b>Override Duration</b> | <b>Override Maximum Negative</b> | <b>Projected Balances</b> | <b>Formula To Display Eligible/Ineligible</b> |
|----------------------------|--------------------------|----------------------------------|---------------------------|-----------------------------------------------|
| ANN LVE H                  | Yes                      | Yes                              | Yes                       | Yes                                           |
| ANN LVE                    | Yes                      |                                  | Yes                       | Yes                                           |
| SICK                       | Yes                      |                                  | Yes                       | Yes                                           |
| Other Per Absence Elements |                          |                                  | No                        | No                                            |

### Managing Leave Forecasting

The following delivered rules and functionality need to be set up to enable you to forecast leave:

- The Forecast Indicator check box needs to be selected on the Absence Entitlement and Absence Take, Name pages.
- On the Absence Take - Forecasting page, the formula, LVE FM FORECAST determines if an absence event is eligible or ineligible as well as counting the number of paid and unpaid units.

Elements listed are displayed when you click the forecast button.

- The calendar group forecasting template (KZ\_TEMPLATE), needs to be updated with all absence calendars.
- On the Absence Take - Negative Balances page, the Allow Negative Balance option will be selected and the limit set using Event Config 2.

You can enter this value when an absence event is keyed.

- The day formula, LVE FM HRS ABS PH on the Absence Take - Day Formula page enables you to override the duration calculated by the system.

If you enter a value on the Config3 field when entering an absence event, the value entered is used instead of the day count value.

## Holidays and Leave During a Closedown

Employees do not have to take all their bereavement leave



# Managing Inland Revenue Department (IRD) Reporting

---

## Understanding IRD Reporting

This Global Payroll country extension enables you to meet the New Zealand IRD requirement to produce the IR 345/6 Employer Deductions Remittance certificate twice a month and the IR 348 Employer Monthly Schedule.

A single application engine process populates three types of IRD data tables:

- The pay entity totals that are required for reporting on the IR 345/6 forms

For IR 345/6 employer deduction reporting, the system extracts payroll data, which you view on an inquiry page and copy to the IRD's preprinted forms.

- The detailed, employee amounts required for reporting in the IR 348 file.

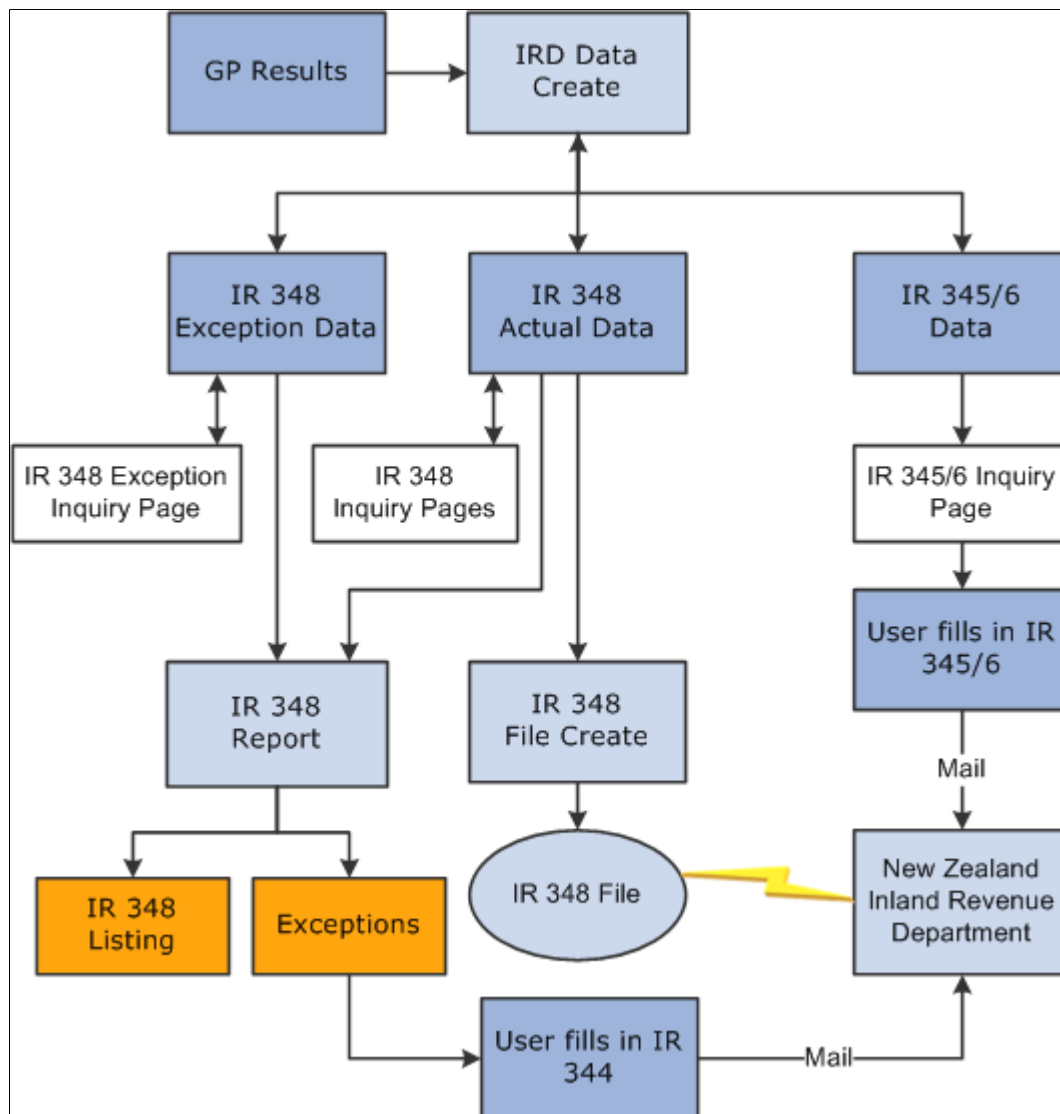
The system firsts calculates and stores the required data by employee so that you can review it and print it. When you are satisfied with the data, you can create the electronic file for submission to the IRD.

- A table containing exceptions to the IR 384 data.

An exception report shows you if any payments that should have been reported, weren't reported.

**Image: IRD reporting populates tables for IR 345/6, IR 348, and IR 348 exceptions**

The following diagram illustrates the IRD reporting process flow.



## Setting Up to Create IRD Data

To set up to create IRD data, use the Pay Entity IRD Details NZL (GPNZ\_IRD\_DTL) component.

This section discusses how to enter pay entity information for IRD reporting.

### Page Used to Set Up IRD Reporting Information

| <i>Page Name</i>                | <i>Definition Name</i> | <i>Usage</i>                                                                    |
|---------------------------------|------------------------|---------------------------------------------------------------------------------|
| Pay Entity IRD Details NZL Page | GPNZ_PYENT_DET         | Store information about the pay entity that is needed for reporting to the IRD. |

## Pay Entity IRD Details NZL Page

Use the Pay Entity IRD Details NZL page (GPNZ\_PYENT\_DET) to store information about the pay entity that is needed for reporting to the IRD.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Entity IRD Details NZL > Pay Entity IRD Details NZL

### Image: Pay Entity IRD Details NZL page

This example illustrates the fields and controls on the Pay Entity IRD Details NZL page. You can find definitions for the fields and controls later on this page.

#### IRD Number

Enter the number that the IRD allocates for the pay entity. Your entry is validated in the same way as employee IRD numbers are.

#### Contact ID

This is the employee in the organization that the IRD should contact as required.

## Creating IRD Data

This section discusses how to run the create IRD data process.

A single application engine process populates all the IRD data tables. The process creates data in the IRD Header Data table (GPNZ\_IRD\_HEADER).

When you run the program for the first half of the month, the process only creates IR 345/6 summary data.

When you run the program for the second half of the month, the process creates both IR 345/6 and IR 348 data. The process also creates exception rows where there are negative amounts in the data and for employees with a Child Support variation or incomplete IRD details.

If you run the program for a month that's already been issued (you have already sent the IR 348 file to the IRD) the process creates exception data for employees where their current data differs from that already reported.

## Page Used to Create IRD Data

| Page Name                | Definition Name | Usage                                                              |
|--------------------------|-----------------|--------------------------------------------------------------------|
| Create IRD Data NZL Page | GPNZ_IRD_RC_CR8 | Set the parameters to control the date output from the AE process. |

## Create IRD Data NZL Page

Use the Create IRD Data NZL page (GPNZ\_IRD\_RC\_CR8) to set the parameters to control the date output from the AE process.

### Navigation

Global Payroll & Absence Mgmt > Authority Correspondence > Create IRD Data NZL > Create IRD Data NZL

### Image: Create IRD Data NZL page

This example illustrates the fields and controls on the Create IRD Data NZL page. You can find definitions for the fields and controls later on this page.

**Create IRD Data NZL**

Run Control ID PS Report Manager Process Monitor Run

**Process Selection Criteria**

\*Pay Entity  New Zealand Business Institute

\*Year

\*Month

\*Half-Month

\*Run Type

☐ Recreate

### Half-Month

Select *First* or *Second*. The selection that you make here interacts with your selections in the Run Type field and the Recreate check box.

### Run Type

Accept the default *Actual* or select *Exceptions*. You can only select *Exceptions* if the half-month is two. When you select *Exceptions*, the process checks that the status of the IR 348

in the data table for the pay entity, year, and month is IR 348 Issued.

## Recreate

If you select this check box for an actuals run, the process checks:

- That there is data in the IRD Header Data table for the pay entity, year, and month, and that its status is not IR 348 Issued.
- That, if the half-month is one, the status is first half created.

If you do not select this check box, the process checks:

- That, if the half-month is one, there is no data in the IRD Header Data table for the pay entity, year, and month.
- That, if the half-month is two, there is data in the IRD Header Data table for the pay entity, year, and month combination and that the status is first half created.

---

**Note:** The Recreate check box has no effect on an exception run, so you should not select it.

---

## Processing - General

If you select Recreate, the process deletes existing data from the IRD Header and Detail tables for the pay entity, year, and month.

If you selected a run type of *Exception*, the process deletes any existing data from the Temporary IRD Detail table for the pay entity, year, and month.

## Processing for the First Half-Month

For the first half-month, the process retrieves the following amounts from the NZ IRD Results table:

- PAYE tax amount: the total of the PAYE Tax, Extra Emolument Tax and Withholding Tax accumulators.
- Child support amount.
- Student loan amount.
- SSCWT amount.

## Processing for the Second Half-Month

For the second half-month, the process creates details for each employee that are paid during the whole month as well as the pay entity totals.

If the run type is *Exception*, the process writes the detail to the temporary table for comparison with the actual details at the end of the process.

---

**Note:** For employees with concurrent jobs who have different tax codes for each job, the process creates a separate row for each of their tax codes.

---

## Viewing and Adjusting IRD Data

This section discusses how to review and adjust the child support variation.

Four pages enable you to view IRD reporting. In one of them you can change the status of the data. In another you can adjust the Child Support Variation code.

### IRD345/6 Deductions and IRD348 Deductions

These two pages are in a single component. On the first page — IRD345/6 Deductions — you can see, for both half-months, the total PAYE deductions & withholding tax, and child support, student loan, and SSCWT deductions.

On the second page — IRD348 Deductions — you can see gross earnings, gross not liable for earner premium, PAYE deductions and withholding tax, and child support and student loan deductions. On this page you can change the status from issued to IRD 348 *Ready* if you need to recreate the data and if you haven't actually submitted the electronic file. If for some reason you have create the electronic file but do not want it to be submitted, you can also set the status to *Not (to be) Issued*.

### IR348 Details

On the Review EE IR348 Data NZL page (navigation Global Payroll & Absence Mgmt > Authority Correspondence > Review EE IR348 Data NZL > Review EE IR348 Data NZL), you can view employee level IR 348 data and adjust the Child Support Variation code if required.

### IRD Exceptions Inquiry Page

On the IRD Exceptions Inquiry page, you can view current data, which comes from the NZ IRD Exception record and the "as issued" data which is from the NZ IRD Details record. The system displays "as issued" data when there is a valid exception code.

## Pages Used to View and Adjust IRD Data

| <b>Page Name</b>                     | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                  |
|--------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| IRD345/6 Deduction Page              | GPNZ_INQ_IR345_6       | View total PAYE deductions & withholding tax, and child support, student loan, and SSCWT deductions.                                          |
| IRD348 Deductions Page               | GPNZ_INQ_IR348         | View gross earnings, gross not liable for earner premium, PAYE deductions and withholding tax, and child support and student loan deductions. |
| <u>Review EE IR348 Data NZL Page</u> | GPNZ_INQ_IR_EMPLEE     | View employee level IR 348 data and adjust the Child Support Variation code if required.                                                      |
| IRD Exceptions Inquiry Page          | GPNZ_IRD_EXCEP         | View current data from the NZ IRD Exception record and "as issued" data from the NZ IRD Details record.                                       |

## Review EE IR348 Data NZL Page

Use the Review EE IR348 Data NZL page (GPNZ\_INQ\_IR\_EMPLEE) to view employee level IR 348 data and adjust the Child Support Variation code if required.

### Navigation

Global Payroll & Absence Mgmt > Authority Correspondence > Review EE IR348 Data NZL > Review EE IR348 Data NZL

### Image: Review EE IR348 Data NZL page

This example illustrates the fields and controls on the Review EE IR348 Data NZL page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Review EE IR348 Data NZL' page. At the top, there are fields for Employee ID (KZ0014), Employee Name (Tania Umaga), Pay Entity (KZNZLBI), Pay Entity Name (New Zealand Business Institute), Tax Code (ML), and Year (2003). Below these fields is a table with columns: Month, Gross Earnings, Grs not liable for EP, Lump Sum, PAYE Tax, Tax Credit for Payroll Giving, Kiwisaver Employee Ded IRD, Kiwisaver Employer Ded IRD, Child Support, CS Variation, and Student Loan. The table has two rows of data for months 10 and 11. The CS Variation column has dropdown menus for each row.

| Month | Gross Earnings | Grs not liable for EP | Lump Sum                 | PAYE Tax | Tax Credit for Payroll Giving | Kiwisaver Employee Ded IRD | Kiwisaver Employer Ded IRD | Child Support | CS Variation | Student Loan |
|-------|----------------|-----------------------|--------------------------|----------|-------------------------------|----------------------------|----------------------------|---------------|--------------|--------------|
| 1 10  | 7710.00        |                       | <input type="checkbox"/> | 2416.48  |                               |                            |                            |               |              |              |
| 2 11  | 7710.00        |                       | <input type="checkbox"/> | 2416.48  |                               |                            |                            |               |              |              |

All the data on this page comes from the NZ IRD Details record.

### Lump Sum

The system selects this check box if there is a value in EXTRA EMLMNT FMTDA (Extra Emolument - WA Reporting) accumulator for the month.

### CS Variation (child support variation)

You can manually override the variation code if there is a value in the Child Support field. If there is no value in that field, the system displays 0 in the CS Variation field.

- *A*: Advance pay.
- *C*: Ceased employment.
- *D*: Deducted previously.
- *P*: Protected earnings.
- *S*: Short-term absence.
- *O*: Other. This is the default value if there is no value in the Child Support field.

If the normal amount of the Child Support deduction is not the same as the amount in the month-to-date accumulator, the system determines why, using the IRD specified order of priority, and sets the CS variation code according to the conditions:

- If the payee is terminated (that is, has a finish date): code C.
- If there is a value in the CS Advance month-to-date accumulator: code A.
- If there is a value in the CS Not Taken month-to-date accumulator: code P.
- If the C, A or P codes are not appropriate: O.

---

## Creating the IR 348 Data File

The file create process creates an electronic file in CSV format containing the IR 348 data for transmission to the IRD. The run parameters are pay entity, year and month. The process initially determines that there is an IRD Header record for the pay entity, year and month and that its status is Awaiting.

### Page Used to Create the IR 348 Data File

| <i>Page Name</i>           | <i>Definition Name</i> | <i>Usage</i>             |
|----------------------------|------------------------|--------------------------|
| Create IR348 File NZL Page | GPNZ_IRD_RC_348F       | Creates IR348 data file. |

---

## Reporting Full or Exception IR 348 Data

You have the option of printing the IR 348 data held in the tables populated by IRD Data Create AE program. You enter the pay entity and year and month then select a report type of either full or exception. The system lists the data from NZ IRD Detail table and the NZ IRD Exception table respectively.

### Page Used to Report Full or Exception IR 348 Data

| <i>Page Name</i>       | <i>Definition Name</i> | <i>Usage</i>              |
|------------------------|------------------------|---------------------------|
| IR 348 Report NZL Page | GPNZ_RC_IR348          | Create the IR 348 report. |

# Managing Payday Reporting (PDR)

---

## Understanding Payday Reporting (PDR)

Payday Reporting is an initiative introduced by the New Zealand government to modernize and simplify the reporting to Inland Revenue Department (IRD). Employers are required to electronically report the employment income information to Inland Revenue Department (IRD) on a Payday basis.

---

**Note:** Payday Reporting is mandatory in New Zealand from 01 April 2019.

---

Peoplesoft Payroll for New Zealand supports Payday Reporting and generates the required files in CSV format as and when an employee is paid.

Once the files are generated, you can use the Inland Revenue's Secure IR online service to transmit the files. The employment information application programming interface (API) lets employers send this information on each pay cycle.

Payday filing through the myIR file upload service lets employers upload:

- Employment information: It includes employee's income and deductions for each pay cycle.

---

**Note:** Submit this information on or within the allowable due date from the payday.

---

- New and departing employee's information: It includes information such as the employee's name, employment start and finish dates, tax code etc.

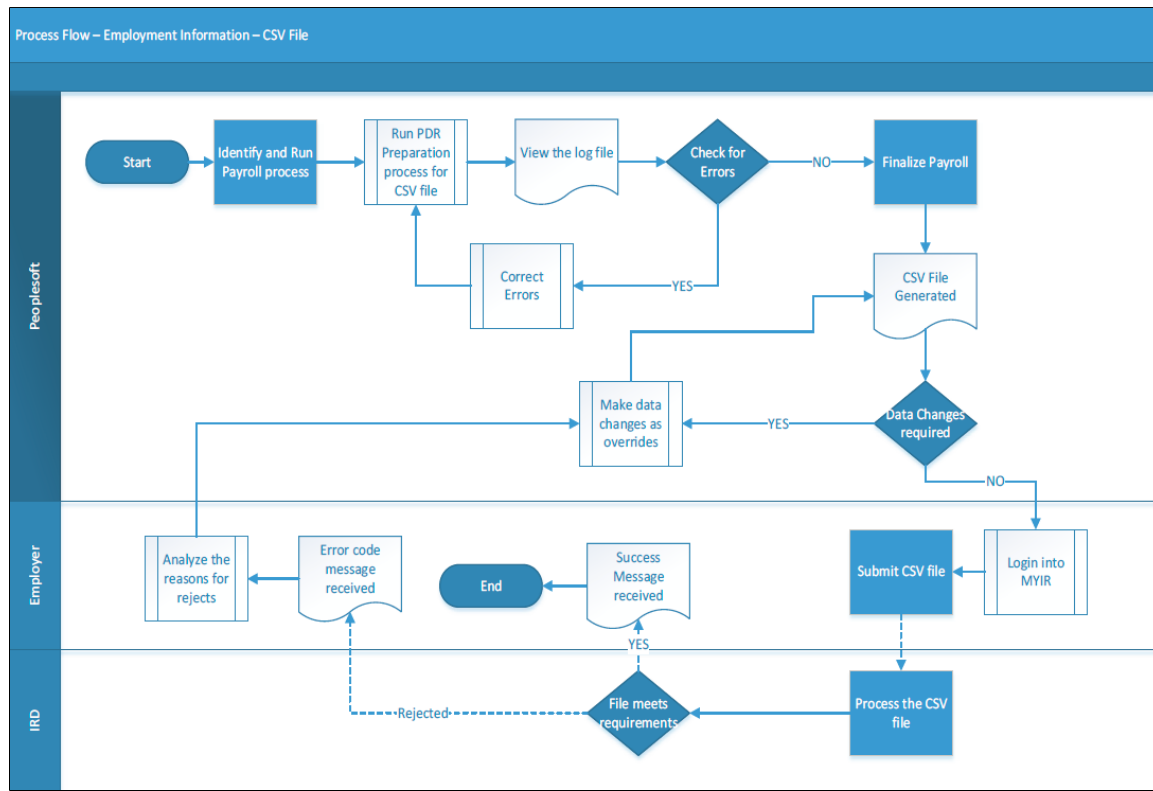
---

**Note:** Submit this information before or on the same day as their first employment information file.

---

### Image: Payday Reporting Process

The following diagram illustrates the Payday Reporting process flow.



### Related Links

[Setting Up Payday Reporting \(PDR\) Data](#)

[Creating Payday Reporting \(PDR\) Data](#)

[Reviewing Payday Reporting \(PDR\) Data](#)

[Generating Payday Reporting \(PDR\) File](#)

[Adjusting Payday Reporting \(PDR\) Data](#)

## Setting Up Payday Reporting (PDR) Data

To set up Payday Reporting, use the Pay Entity IRD Details NZL (GPNZ\_IRD\_DTL) component.

This section discusses how to enter pay entity information for Payday Reporting.

### Page Used to Set Up Payday Reporting Information

| Page Name                                       | Definition Name | Usage                                                                       |
|-------------------------------------------------|-----------------|-----------------------------------------------------------------------------|
| <a href="#">Pay Entity IRD Details NZL Page</a> | GPNZ_PYENT_DET  | Store information about the pay entity that is needed for Payday Reporting. |

## Pay Entity IRD Details NZL Page

Use the Pay Entity IRD Details NZL page (GPNZ\_PYENT\_DET) to store information about the pay entity that is needed for reporting to the IRD.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Entity IRD Details NZL > Pay Entity IRD Details NZL

### Image: Pay Entity IRD Details NZL

This example illustrates the Pay Entity IRD Details NZL.

**Pay Entity IRD Details NZL**

Pay Entity KZNZLBI  
Description New Zealand Business Institute

**Pay Entity Details** 1 of 1 View All

\*Effective Date 01/01/1900  
\*IRD Number 049091850  
\*Contact ID KZ0003  
Contact Phone 555-8909

Neal Riley

**PAYE Intermediary Details**

Intermediary IRD Number  
Name  
Contact Phone  
Email Address

#### IRD Number

Enter the number that the IRD allocates for the pay entity. Your entry is validated in the same way as employee IRD numbers are.

#### Contact ID

This is the employee in the organization that the IRD should contact as required.

Pay Entity IRD Details NZL page has the provision for entering payroll intermediary details if the employer is using a payroll intermediary to submit the file. Then the intermediary details are captured in 'PAYE Intermediary Details' section and these details are picked up in the file for reporting.

## Creating Payday Reporting (PDR) Data

This section discusses how to run the create PDR data process.

## Page Used to Create PDR Data

| Page Name            | Definition Name | Usage                                                                           |
|----------------------|-----------------|---------------------------------------------------------------------------------|
| Create PDR Data Page | GPNZ_PDR_RC_CR  | To update the Payroll data that is required for generating the Employment file. |

## Create PDR Data Page

Use the Create PDR Data page (GPNZ\_PDR\_RC\_CR) to update the Payroll data that is required for generating the Employment file. You can run this process before/after finalization of payroll for the respective pay period.

### Navigation

Global Payroll & Absence Mgmt > Authority Correspondence > Pay Day Reporting NZL > Create PDR Data

### Image: Create PDR Data Page

This example illustrates the fields and controls on the Create PDR Data Page. You can find definitions for the fields and controls later on this page.

### Process By

Select the required processing option. Available values are:

- Pay Entity: Select this option if you want to run the process for a specific pay entity.
- Group List: Select this option if you want to run the process for a group of employees.

### Pay Entity

Select the Pay Entity for which data is extracted. Details of the pay entity would be used as defined in the pay Entity IRD Details NZL component.

### Tax Year

Select the tax year for which the PDR data needs to be processed.

1 April to 31 March is considered as a tax year. For example, if the reporting month is May 2017 then the tax year should be selected as 2018.

### Group List ID

Enter the Group List ID, if you have selected the processing option as 'Group List'.

---

**Note:** This field is displayed only if you select 'Group List' in 'Process By' field.

---

### Calendar Group ID

Enter the Calendar Group ID for which the employer would like to consider the payroll results for Payday Reporting data.

### Run

Select the Run button, to run the PDR data preparation process. This process extracts the payroll data required for PDR reporting.

---

**Note:** A log file is generated along with data preparation process to identify any missing mandatory fields and data format errors that has been prescribed by Inland Revenue. The log file consist of two parts, first part will pick the errors from the employer header data whereas the other one will show errors for the employee details.

---

## Reviewing Payday Reporting (PDR) Data

Before submitting the employment file to Payday Reporting, you can review the prepared data based on selected parameters. This section discusses how to review employer and employee data prepared for Payday Reporting.

### Pages Used to Review PDR Data

| <i>Page Name</i>                     | <i>Definition Name</i> | <i>Usage</i>                                                  |
|--------------------------------------|------------------------|---------------------------------------------------------------|
| <u>Review Employer PDR Data Page</u> | GPNZ_PDR_ER_RVW        | To review the employer PDR data prepared for file submission. |
| <u>Review Employee PDR Data Page</u> | GPNZ_PDR_EE_RVW        | To review the employee PDR data prepared for file submission. |

### Review Employer PDR Data Page

Use the Review Employer PDR Data page (GPNZ\_PDR\_ER\_RVW) to review the employer PDR data prepared for file submission. Employer data are the details that form part of header in the employment file. The data consist of the sum of the employee line details.

#### Navigation

Global Payroll & Absence Mgmt > Authority Correspondence > Pay Day Reporting NZL > Review Employer PDR Data

## Image: Review Employer PDR Data page

This example illustrates the fields and controls on the Review Employer PDR Data page.

**Review Employer PDR Data**

Pay Entity: KZNZLBI      New Zealand Business Institute

Tax Year: 2021

Payment Date: 06/30/2021

\*Review By:  ▼

---

**Employer Payment Details**  | < << 1 of 1 >> > | View All

Run Type: Original      Issue Status:  ▼

Version: 0

**IR 345 Details**

|                               |           |
|-------------------------------|-----------|
| PAYE & Withholding Tax        | 91831.20  |
| Child Support                 | 750.00    |
| Student Loan Amount           | 5687.52   |
| SSCWT Amount                  | 1786.29   |
| SLCIR                         | 454.00    |
| SLBOR                         | 398.00    |
| Kiwi Saver Employee Deduction | 11735.84  |
| Kiwi Saver Employer Deduction | 3533.86   |
| Total Deduction               | 116176.71 |

**Other Header Details**

|                             |           |
|-----------------------------|-----------|
| Tax Credit for Pay Donation |           |
| Family Tax Credits          |           |
| Gross Earnings              | 417551.00 |
| Gross not liable for EP     | 26278.00  |
| ESS                         | 232.00    |

**Note:** You can search for an existing employer PDR data record based on Pay Entity, Tax Year or Payment Date.

**Note:** The fields SLCIR and SLBOR are displayed in the Employer PDR Data effective from April 2021.

### Pay Entity

The Pay Entity for which data is extracted.

### Tax Year

The tax year for which the PDR data needs to be processed.

### Payment Date

The date on which the payment is made.

### Review By

Select the parameter based on which Employer Payment details needs to be displayed. Valid options are:

- **Payment Date:** On selecting Payment Date, the total for the payment date is displayed in Employer Payment Details section. If there are multiple calendars for a payment date then the total of all calendar group is displayed.

**Note:** This is the default option.

- **Calendar Group:** On selecting Calendar Group, the totals are displayed for each calendar group.

## Employer Payment Details

### Run Type

Indicates the nature of the run type. For the payroll generated results, run type will be marked as “Original”. If any override/ amendment is performed then the Run type will be “Override” or Amendment respectively.

### Issue Status

Indicates the status. Available options are:

- **PDR Ready:** This will be the status if the data is prepared.
- **PDR File Generated:** This will be the status if the file is generated.

---

**Note:** You can change the status from PDR File Generated to PDR Ready. This is to recreate PDR data due to addition of an off-cycle calendar in case if the file is generated in production mode.

---

### Version

Indicates the version. Original will always be represented as version “0” whereas for Overrides or Amendments version increases.

### IR 345 Details

For the selected parameter, the IR345 details that forms part of the employment file header is displayed which can be reviewed with internal records for the same parameter. If the payment date has multiple calendar groups then the details of each of the calendar group is displayed for review against each of the calendar details.

## Review Employee PDR Data Page

Use the Review Employee PDR Data page (GPNZ\_PDR\_EE\_RVW) to review the employee PDR data prepared for submission.

### Navigation

Global Payroll & Absence Mgmt > Authority Correspondence > Pay Day Reporting NZL > Review Employee PDR Data

---

**Note:** You can search for an existing employee PDR data record based on Pay Entity, Tax Year, Employee ID or Name.

---

## Image: Review Employee PDR Data page

This example illustrates Review Employee PDR Data page.

### Review Employee PDR Data

Empl ID

GZMPDR01

Alok Balsekar

Pay Entity

GZ1

New Zealand Business Institute

Tax Year

2021

IRD Number

012002319

#### Payment Details

1-1 of 1

View All

Payment Info

Earnings & Deductions

|   | Payment Date | Run Type | Version | Start Date | Depart Date |
|---|--------------|----------|---------|------------|-------------|
| 1 | 04/30/2021   | Original | 0       |            |             |

Return to Search

Previous in List

Next in List

Notify

Information that corresponds to each of the payment dates for the selected tax year is displayed for review.

## Payment Info

This tab provides information about the Payment Date and Run type along with version, Start date and Termination date of employee hired during the current period. Payment date appears as hyper link if the payment date has multiple calendars.

## Earnings & Deductions

This tab provides earnings and deduction details of employee prepared for Payday Reporting.

## Image: Earnings & Deductions tab

This example illustrates the fields and controls on Earnings & Deductions tab.

### Review Employee PDR Data

Empl ID

GZMPDR01

Alok Balsekar

Pay Entity

GZ1

New Zealand Business Institute

Tax Year

2021

IRD Number

012002319

#### Payment Details

1-1 of 1

View All

Payment Info

Earnings & Deductions

|   | Payment Date | Frequency ID | Tax Code | Paid Hours | Gross Earnings | Gross not liable for EP | Lump Sum | ESS     | PAYE Tax | Child Support | CS Variation | Student Loan | SLCIR  | SLBOR   | Kiwi Saver Employee Deduction | Kiwi Saver Employer Deduction |
|---|--------------|--------------|----------|------------|----------------|-------------------------|----------|---------|----------|---------------|--------------|--------------|--------|---------|-------------------------------|-------------------------------|
| 1 | 04/30/2021   | MT           | MSL      | 173.33     | 15000.00       | 9753.00                 | 0        | 9753.68 | 6078.65  | 1234.46       |              | 2230.24      | 371.70 | 2025.36 | 450.00                        | 502.50                        |

Return to Search

Previous in List

Next in List

Notify

---

**Note:** The fields ESS, SLCIR, Paid Hours, ESS and SLBOR are incorporated in the employee file with effect from April 2021.

---

## Generating Payday Reporting (PDR) File

This section discusses how to run the create PDR file process to generate employment file for submission.

### Pages Used to Generate Payday Reporting (PDR) File

| <i><b>Page Name</b></i>                | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>                                                                                   |
|----------------------------------------|-------------------------------|-------------------------------------------------------------------------------------------------------|
| <u>Create PDR Employment File Page</u> | GPNZ_PDR_RC_EMFILE            | To generate the employment file prepared for PDR submission.                                          |
| <u>Create PDR Employee File Page</u>   | GPNZ_PDR_RC_EEFILE            | To submit new and departing employee file to Inland revenue before submitting the next employee file. |

### Create PDR Employment File Page

Use the Create PDR Employment File page (GPNZ\_PDR\_RC\_EMFILE) to generate the employment file for PDR submission. Employment File needs to be submitted to Inland Revenue each time the employer makes a payment to an employee. It must contain data related to the payments processed for the relevant pay period.

#### Navigation

Global Payroll & Absence Mgmt > Authority Correspondence > Pay Day Reporting NZL > Create PDR Employment File

## Image: Create PDR Employment File Page

This example illustrates the Create PDR Employment File Page. You can find definitions for the fields and controls later on this page.

**Create PDR Employment File**

Run Control ID 098      Report Manager      Process Monitor      **Run**

**PDR Selection Parameters**

\*Pay Entity

\*Tax Year

\*Run Type

\*Report Type

File Type CSV

\*Payment Date

☐ Final Return      ☐ Nil Return

**Calendar Group ID**

1-1 of 1  View All

| Calendar Group ID | Description                                           |                                  |                                  |
|-------------------|-------------------------------------------------------|----------------------------------|----------------------------------|
| 1                 | <input type="text"/> <input type="button" value="Q"/> | <input type="button" value="Q"/> | <input type="button" value="Q"/> |

### Pay Entity

Select the Pay Entity for which payroll data is reported.

### Tax Year

Enter the tax year for which the PDR file needs to be created.

1 April to 31 March is considered as a tax year. For example, if the reporting month is May 2017 then the tax year should be selected as 2018.

### Run Type

Select the Run Type. Available options are:

- **Test:** Test mode is used for processing unfinalized payroll data. It ensures compliance with the reporting norms before running the final submission. By default, 'Test' is selected.
- **Production:** Production mode is used for processing only finalized calendar data. Submit a file in production mode once per payroll.

### Report Type

Select the report type. Available options are:

- **Original:** Select this option to generate data from payroll results for the selected payment date. Original record is the first time submission for the selected payment date.
- **Amendment:** Select this option if file is generated for an amended record. Amendment is any subsequent correction for the previous file submitted to IRD.

### Final Return

Select this check box to indicate whether the report is the employer's final payroll reporting before pay entity ceases

operation. This will update the header details of the file to indicate Employer's final return.

### Nil Return

Select this check box to indicate if the file is generated with Nil values. This will update the file header that the file has Nil values.

### File Type

Displays the file type. By Default the value will be CSV.

### Payment Date

Select the payment date for which the file is generated.

### Calendar Group ID

Select the Calendar Group ID for the corresponding payment date that you want to report Pay Event.

---

**Note:** A log file will be generated along with employment file generation to identify any missing mandatory fields and data format errors.

---

## Create PDR Employee File Page

Use Create PDR Employee File page (GPNZ\_PDR\_RC\_EEFILE) to submit new and departing employee file to Inland Revenue before submitting the next employment file. Employee file must contain data related to new hires, terminated employees, employee exempt income and any data changes for existing employees.

### Navigation

Global Payroll & Absence Management > Authority Correspondence > Pay Day Reporting NZL > Create PDR Employee File

### Image: Create PDR Employee File Page

This example illustrates the Create PDR Employee File Page. You can find definitions for the fields and controls later on this page.

**Create PDR Employee File**

Run Control ID abc [Report Manager](#) [Process Monitor](#) Run

**Process Criteria**

\*Pay Entity   New Zealand Business Institute

File Type

\*From Date   \*To Date

Save Return to Search Notify Add Update/Display

### Pay Entity

The Pay Entity for which data is being reported. Select the pay entity for which the employer would like to include employee data for reporting.

**File Type** Displays the file type. By Default the value will be CSV.

**From Date and To Date** Period for which the report is generated.

---

**Note:** A log file will be generated along with employment file generation to identify any missing mandatory fields and data format errors.

---



---

**Note:** It is mandatory to provide the postal address, if either of Email, Mobile or Day time phone is not available.

---

## Adjusting Payday Reporting (PDR) Data

This section discusses adjusting of Payday Reporting data which includes:

- **Override:** If you had run Payday reporting file in the production mode ( finalized payroll) and needs to correct certain values in the reporting file for some employees before submitting the file in myIR, use the Override option.
- **Amendment:** If you want to correct the employment file that was submitted earlier, use the Amendment option.

## Page Used to Adjust Payday Reporting (PDR) Data

| <i><b>Page Name</b></i>            | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>                |
|------------------------------------|-------------------------------|------------------------------------|
| <u>Amendment/Override PDR Page</u> | GPNZ_PDR_AO_DTL               | To amend or override the PDR data. |

## Amendment/Override PDR Page

Use the Amendment/Override PDR page (GPNZ\_PDR\_AO\_DTL) to override or amend the PDR data.

### Navigation

Global Payroll & Absence Mgmt > Authority Correspondence > Pay Day Reporting NZL  
>Amendment/Override PDR

Search and select the record for override/amendment based on Pay Entity, Tax Year, Payment Date, Employee ID or Name. Once you select the record, click “+” to add a new row and to select Override/Amendment as the Run Type.

---

**Note:** If the file is already submitted, system displays an error message if you try to select override option. Amendment can only be performed for a previously submitted file where as override is performed before the file is submitted.

---

### Override

Use Override option if you had run Payday reporting file in the production mode and needs to correct earnings and deduction values for some employees before submitting the file in myIR. This is not to add

delta value; it is to enter the expected value, which is required to report in the file. The new values will override the existing earnings and deductions details.

**Note:** Override can only be performed for a finalized calendar. In case of multiple calendars in a payment date then all calendars that corresponds to a payment date should be finalized.

### Image: Amendment/Override PDR page when Override is selected as the Run Type

This example illustrates the Amendment/Override PDR page when Override is selected as the Run Type.

**Amendment/Override PDR Data**

Empl ID KZ0010      Name Lee Green  
 Pay Entity KZNZLBI      Description New Zealand Business Institute  
 Tax Year 2021  
 Payment Date 06/30/2021

**Amendment/Override Details**      2 of 2 | View All

Version 1  
 Run Type Override

**Payment Details**      1 of 1 | View All

Calendar Group ID KZ 2021M06      Calendar ID KZ 2021 PAY06  
 Balance Group Nbr 000

**Earnings**

Gross Earnings 11298.00      Gross not liable for EP 11298.00  
 ESS      Lump Sum 0  
 Tax Code WT      Paid Hours 173.33

**Deductions**

PAYE & Withholding Tax 2259.60      Kiwi Saver Employer Deduction 0.00  
 Child Support 0.00      Kiwi Saver Employee Deduction 0.00  
 CS Variation      ESCT Deducted 0.00  
 Student Loan Amount 0.00      Tax Credit for Pay Donation 0.00  
 SLCIR      Family Tax Credits 0.00  
 SLBOR

**Note:** The fields ESS, SLCR, and SLBOR are incorporated in the employee file with effect from April 2021.

Edit the earnings and deductions fields corresponding to each Payment date or Calendar Group and save the record. Adjusted values are considered only for Payday Reporting and the same will not cascade to payroll results automatically.

Once the changes are saved, create file from Create PDR Employment File page by selecting 'Original' in the report type. File will be generated with the new values.

## Amendment

Use Amendment option to correct the employment file that was submitted earlier. This option is not to add delta values. The new values will be considered as a correction to the original entry.

### Image: Amendment/Override PDR page when Amendment is selected as the Run Type

This example illustrates the Amendment/Override PDR page when Amendment is selected as the Run Type.

**Manager Self Service** Amendment/Override PDR Data

Pay Entity KZNZLBI Description New Zealand Business Institute  
 Tax Year 2021  
 Payment Date 05/31/2021

---

**Amendment/Override Details** 2 of 3 | View All

Version 1 + -  
 Run Type Amendment

---

**Payment Details** 1 of 1 | View All

Calendar Group ID KZ 2021M05 Calendar ID KZ 2021 PAY05  
 Balance Group Nbr 000

**Earnings**

|                |          |                         |        |
|----------------|----------|-------------------------|--------|
| Gross Earnings | 10558.00 | Gross not liable for EP | 700.00 |
| ESS            | 1700.00  | Lump Sum                | 0      |
| Tax Code       | MSL      | Paid Hours              | 173.33 |

**Deductions**

|                        |                      |                               |      |
|------------------------|----------------------|-------------------------------|------|
| PAYE & Withholding Tax | 2907.43              | Kiwi Saver Employer Deduction | 0.00 |
| Child Support          | 0.00                 | Kiwi Saver Employee Deduction | 0.00 |
| CS Variation           | <input type="text"/> | ESCT Deducted                 | 0.00 |
| Student Loan Amount    | 1078.76              | Tax Credit for Pay Donation   | 0.00 |
| SLCIR                  | 1600.00              | Family Tax Credits            | 0.00 |
| SLBOR                  | 1800.00              |                               |      |

**Buttons:** Save, Return to Search, Previous in List, Next in List, Notify, Update/Display, Include History, Correct History

**Note:** The fields ESS, SLCR, and SLBOR are amended in the employee file with effect from April 2021.

Edit the earnings and deductions fields and save the record.

Once the changes are saved, create file from Create PDR Employment File page by selecting 'Amendment' in the report type. Amendment file with revised header and two rows for an employee depicting original and amended row is generated. Original line will have DTI as an indicator whereas the amendment line will have DAI as an indicator.

## Reconciling PDR Data

The PDR reconciliation output compares the PDR data with Payroll Earnings and Deductions. The PDR Reconciliation process can be processed as soon as the payroll is identified and calculated, and the create PDR process is successful.

The Benefits of PDR Reconciliation are:

- Reconcile the PDR data with payroll results.
- Comply with auditing requirement of the organization for identifying the variances.
- Reduce the verification time in identifying or analyzing the variance.
- Identify any data issues in the PDR file

Prior to generate PDR Reconciliation Output, you must ensure the following:

- Payroll calendar identified and processed.
- PDR preparation process is successful.

## Pages Used to Generate PDR Reconciliation Output

| <i>Page Name</i>        | <i>Definition Name</i> | <i>Usage</i>                                                                                                      |
|-------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------|
| PDR Reconciliation Page | PNZ_RCN_RC             | To generate PDR reconciliation output which is used to compare the PDR data with Payroll Earnings and Deductions. |

## PDR Reconciliation Page

Use the PDR Reconciliation page to generate PDR reconciliation output which is used to compare the PDR data with Payroll Earnings and Deductions.

### Navigation

Global Payroll & Absence Management > Authority Correspondence > Pay Day Reporting NZL > PDR Reconciliation

**Image: PDR Reconciliation Page**

This example illustrates the PDR Reconciliation Page.

**PDR Reconciliation**

Run Control ID abc      [Report Manager](#)      [Process Monitor](#)      **Run**

**Run Parameters**

\*Pay Entity

List Set

Report Run By

Report Type

**Save**    **Return to Search**    **Notify**      **Add**    **Update/Display**

**Pay Entity**

The Pay Entity for which data is being compared.

**List Set**

This is a system delivered element where the gross earnings and statutory deductions are mapped.

By default, the field displays the value PDR\_RECON.

**Report Run by**

Specify whether you are generating a report based on Calendar Group or Payment Date. If you select Calendar Group, only those calendar that has been processed and PDR prepared are listed. If you select Payment Date, only those payment dates that has been processed and PDR prepared are listed.

**Report Type**

Type of report to be generated.

Values available are:

- Organizational Summary: The reconciliation output is generated for the pay entity.
- Employee Detail: The reconciliation output is generated for all the employees to whom payroll was processed for the given run control parameter.

**Variance Only**

Select the check box to list only those employees having variance between Payroll and PDR in the reconciliation output. This field is enabled only for the Report Type — Employee Detail.

## Appendix A

# Global Payroll for New Zealand Reports

## Global Payroll for New Zealand Reports: A to Z

These tables list the Global Payroll for New Zealand reports sorted by report ID. For more information about running these reports refer to:

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

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

Reports that can be at detail or summary level add "- A" or "- B" respectively as a suffix to their ID when printed.

**Note:** An asterisk after the report name in the first column indicates that there is more information in this PeopleBook and a related link after the table.

## New Zealand Reports

| <b>Report ID and Report Name</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                  | <b>Navigation</b>                                                                                                    | <b>Run Control Page</b> |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------|
| GPNZAM01<br>Absence History      | Lists, for each employee, all leave taken, with dates and duration, paid status, and other information. If you don't specify a leave Type, the report lists all types.                                                                                                                                              | Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Leave History NZL > Leave History NZL     | GPNZ_RC_ABS_HIST        |
| GPNZAM02<br>Leave Liability *    | Lists, for each employee, absence entitlement converted to leave liability. It includes the earning codes used to pass liability to GLI. It shows rate and unit type, category, accrual date (pay date) balance units and the balance amount (rate × balance).<br><br>See <a href="#">Reporting Leave Liability</a> | Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Leave Liability NZL > Leave Liability NZL | GPNZ_RC_LVELIAB         |

| <b>Report ID and Report Name</b>        | <b>Description</b>                                                                                                                                                                                                                                                                       | <b>Navigation</b>                                                                                                        | <b>Run Control Page</b> |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------------|
| GPNZPY01<br>Payslip *                   | Lists payee details of period earnings, taxes and other deductions, leave balances, and payment distributions.<br><br>See <a href="#">Printing Payslips</a>                                                                                                                              | Global Payroll & Absence Mgmt > Payslips > Create/Print Payslips NZL > Create/Print Payslips NZL                         | GPNZ_RUNCTL_PSLP        |
| GPNZPY51<br>Net Payment Report *        | Extracts data from the MT9 Transaction and Header tables, from Personal Data, and from Job. You can have report at summary or detail level.<br><br>See <a href="#">Reporting Net Payment</a>                                                                                             | Global Payroll & Absence Mgmt > Payment Processing > Net Payment Report NZL > Net Payment Report NZL                     | GPNZ_NET_PAY_RC         |
| GPNZPY52<br>Recipient File Report       | SQR version of the Recipient File - Electronic which details payment of deductions sent to recipients by MT9 file. You can get the report automatically by running the AE for the electronic file. When you have run the AE and got the report once, you can rerun the report by itself. | Global Payroll & Absence Mgmt > Payment Processing > Create Recipient File NZL > Create Recipient File NZL               | GPNZ_RUNCTL_RCP_FL      |
| GPNZIR01<br>EMS – IR348                 | Prints the IR 348 data held in the tables populated by IRD Data Create AE program.                                                                                                                                                                                                       | Global Payroll & Absence Mgmt > Authority Correspondence > Create IR348 Report NZL > Create IR348 Report NZL             | GPNZ_RC_IR348           |
| GPNZTX01<br>Invalid IRD number *        | Lists, by Employee ID only employees who have either no IRD number in the system or have the system's representation of an invalid number<br><br>See <a href="#">Running the Invalid IRD Number Report</a>                                                                               | Global Payroll & Absence Mgmt > Authority Correspondence > Create Invalid IRD Report NZL > Create Invalid IRD Report NZL | GPNZ_RC_IRD_INVLD       |
| GPNZQS01<br>Quarterly Employment Survey | Generates statistics required by the New Zealand Statistics Organization on a quarterly basis. The report provides statistics on the number of employees, their ordinary time earnings and their overtime earnings for the payroll period(s) and the selection of employees you choose.  | Global Payroll & Absence Mgmt, Authority Correspondence, Print QES Report NZL, Print QES Report NZL                      | GPNZ_RUNCTL_QES         |

| <b>Report ID and Report Name</b>           | <b>Description</b>                                                                                                                                                                                               | <b>Navigation</b>                                                               | <b>Run Control Page</b> |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------|
| GPNZKD01<br><br>KIWISAVER Employee Details | Generates records for employees with KiwiSaver enrolments. For employees with concurrent jobs, identical KiwiSaver details are generated across jobs, i.e. one row each for every concurrent job with KiwiSaver. | Global Payroll & Absence Mgmt, Authority Correspondence, Create KED ir-File NZL | GPNZ_KIWI_KED_RC        |

