PeopleSoft HCM 9.2: Global Payroll for Mexico

April 2021
# Contents

Preface: Preface...........................................................................................................................................xi

Understanding the PeopleSoft Online Help and PeopleBooks............................................................... xi
Hosted PeopleSoft Online Help................................................................................................................ xii
Locally Installed Help................................................................................................................................ xii
Downloadable PeopleBook PDF Files .................................................................................................... xii
Common Help Documentation................................................................................................................ xii
Field and Control Definitions.................................................................................................................. xii
Typographical Conventions.................................................................................................................... xii
ISO Country and Currency Codes........................................................................................................... xii
Region and Industry Identifiers............................................................................................................... xiii
Translations and Embedded Help............................................................................................................. xiii
Using and Managing the PeopleSoft Online Help................................................................................... xiv
Related Links for PeopleSoft HCM.......................................................................................................... xiv
Contact Us................................................................................................................................................ xiv
Follow Us................................................................................................................................................ xiv

Chapter 1: Getting Started with Global Payroll for Mexico................................................................. 15
Global Payroll Documentation................................................................................................................. 15
   Global Payroll Application Design.................................................................................................... 15
   Global Payroll Documentation Structure........................................................................................ 15
   Documentation Roadmap.................................................................................................................... 16
Global Payroll for Mexico Overview....................................................................................................... 17
Global Payroll for Mexico Business Processes..................................................................................... 17
Global Payroll for Mexico Integrations.................................................................................................. 18
Global Payroll for Mexico Implementation............................................................................................ 18

Chapter 2: Understanding Global Payroll for Mexico.......................................................................... 21
Global Payroll for Mexico....................................................................................................................... 21
Global Payroll for Mexico Business Processes..................................................................................... 21
Delivered Elements for Mexico.............................................................................................................. 24
   Delivered Element Creation................................................................................................................ 24
   Element Ownership and Maintenance................................................................................................ 25
Element Naming Conventions in Mexico............................................................................................... 28
   Naming Conventions.......................................................................................................................... 28
   Functional Area Codes....................................................................................................................... 33
   Element Type Codes (PIN_TYPE).................................................................................................... 34
Archiving Data........................................................................................................................................ 35
Viewing Delivered Elements for Mexico............................................................................................... 36

Chapter 3: Defining Country Data......................................................................................................... 37
Understanding Global Payroll Core Functionality in Mexico............................................................... 37
   Retroactivity...................................................................................................................................... 37
   Accumulators.................................................................................................................................... 38
   Segmentation..................................................................................................................................... 39
   Triggers.............................................................................................................................................. 39
   Rounding Rules............................................................................................................................... 42
Understanding Integration Points Used in Global Payroll for Mexico................................................ 42
   Integration Points............................................................................................................................... 43
   Service Operations............................................................................................................................ 43

Copyright © 1988, 2021, Oracle and/or its affiliates.
Component Interfaces.................................................................................................................. 43
Setting Up Utilities..................................................................................................................... 44
Pages Used to Set Up Utilities in Global Payroll for Mexico.................................................... 44
Understanding Element Mapping............................................................................................. 44
Map Elems to Comp/Rcd MEX Page......................................................................................... 45
Define Variable Attributes MEX Page...................................................................................... 46
Setting Up Country Data........................................................................................................... 47
Pages Used to Set Up Country Data for Mexico...................................................................... 47
Understanding Delivered Variables for General Parameters.................................................. 48
Minimum Wages MEX Page...................................................................................................... 49
General Parameters Page......................................................................................................... 50
Element Lists MEX Page........................................................................................................... 53
Unit of Measure and Update MEX Page.................................................................................... 55
States Code Mex Page................................................................................................................ 56
UMA Element Override MEX Page............................................................................................ 57
General Parameters MEX Page.................................................................................................. 59
Unit of Measure INFONAVIT MEX Page................................................................................... 60
Viewing Delivered Process Lists and Sections........................................................................ 60
Delivered Process Lists............................................................................................................. 61
Delivered Sections..................................................................................................................... 61

Chapter 4: Defining Earnings.................................................................................................... 65
Understanding Earnings Based on the Minimum Wage.............................................................. 65
Defining Parameters for Christmas Bonuses and Vacation Premiums...................................... 65
Pages Used to Define Parameters for Christmas Bonuses and Vacation Premiums................ 65
Understanding the SDI Factor Calculation................................................................................ 65
Xmas, Vac, Premium, SDI Factor Page....................................................................................... 66
Absences Page............................................................................................................................ 67
Defining PTU (Participacion a los Trabajadores de las Utilidades)............................................. 68
Pages Used to Define PTU......................................................................................................... 68
Understanding the PTU Process................................................................................................ 68
PTU Page.................................................................................................................................... 69
PTU Setup Page........................................................................................................................... 69
PTU Elements/Payees Page......................................................................................................... 71
Setting Up Frequently Used Supporting Element Overrides.................................................. 72
Page Used to Set Up Frequently Used Supporting Element Overrides.................................... 72
Understanding Frequently Used Supporting Element Overrides in Mexico.......................... 72
Earn/Dedn SOVRs MEX Page....................................................................................................... 73

Chapter 5: Defining Social Security Contributions...................................................................... 77
Defining Contribution Rates for Social Security........................................................................ 77
Page Used to Define Social Security Quotas............................................................................. 77
Understanding Contribution Rates for Social Security............................................................. 77
Quotas MEX Page....................................................................................................................... 78
Defining Fixed SDI...................................................................................................................... 79
Page Used to Define Fixed SDI.................................................................................................. 79
Understanding the Fixed SDI Process....................................................................................... 79
Fixed SDI Page............................................................................................................................. 79
Defining Variable SDI.................................................................................................................. 81
Page Used to Define Variable SDI............................................................................................ 81
Understanding the Variable SDI Process................................................................................... 81
Variable SDI Page....................................................................................................................... 82
SDI Calendars Page..................................................................................................................... 82
Understanding Loans in Mexico.................................................................171
Assigning Loans....................................................................................171
  Page Used to Define Loan Assignments...............................................171
  Request Loans MEX Page.................................................................171
Creating Deduction Assignments for Loan Schedules.........................174
  Understanding Deduction Assignments.............................................174
  Defining Deduction Assignments by Positive Input by Loan Type......175
Calculating Loan Payments..................................................................176
  Understanding System Elements for Loan Payment Calculation......176
  Calculating the Different Loan Types..............................................176
Running Loan Reports..........................................................................178
  Pages Used to Run Loan Reports......................................................178
Viewing Delivered Loan Elements.......................................................178

Chapter 14: Updating Social Security Contributions..............................179
Understanding Social Security Processing...........................................179
Viewing and Updating SDI Data for Payees.........................................180
  Page Used to View and Update SDI Data..........................................180
  Understanding Updates to SDI Data................................................180
  Maintain SDI Data MEX Page..........................................................180
Processing Mass SDI Changes.............................................................182
  Page Used to Run the Mass SDI Process...........................................182
  Understanding Mass SDI Processing..............................................183
  Process SDI MEX Page....................................................................183
Generating IMSS Notices.....................................................................184
  Page Used to Review Generated IMSS Notices.................................184
  Understanding IMSS Notices..........................................................184
  IMSS Notices Control Page..............................................................185
Running the SDI Batch Processes.........................................................185
  Understanding the SDI Batch Process.............................................185
  Modifying the Fixed SDI Process.....................................................186
  Modifying the Variable SDI Process..............................................186
Running Social Security Reports..........................................................187
  Pages Used to Run Social Security Reports......................................187
  ANN- Risk Factor Report MEX Page.................................................188
Viewing Delivered Social Security Elements........................................189
Delivered Social Security Deductions..................................................189
Delivered Social Security Process Lists.................................................190

Chapter 15: Managing Taxation...............................................................191
Understanding Tax Processing..............................................................191
Taxes in Mexico....................................................................................191
Tax Methods.......................................................................................191
Federal Tax Processing.......................................................................193
Annual Tax Adjustments Processing...................................................193
State Tax Processing..........................................................................194
Updating Annual Tax Adjustments.......................................................196
  Pages Used to Update Annual Adjustments......................................196
Overview of Employee Subsidies.........................................................196
Define Prior Employer Data MEX Page..............................................196
Specify No Year-End Adj MEX Page..................................................197
Form 37 Additional Data MEX Page...................................................198
Employees Without Subsidy MEX Page..............................................199
<table>
<thead>
<tr>
<th>Chapter 16: Updating Absences</th>
<th>209</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding Absences in Mexico</td>
<td>209</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>209</td>
</tr>
<tr>
<td>Absences</td>
<td>209</td>
</tr>
<tr>
<td>Absence Takes</td>
<td>209</td>
</tr>
<tr>
<td>Absence Types</td>
<td>210</td>
</tr>
<tr>
<td>Absence Processing</td>
<td>214</td>
</tr>
<tr>
<td>Vacation Processing</td>
<td>215</td>
</tr>
<tr>
<td>Updating Absences for Employees</td>
<td>216</td>
</tr>
<tr>
<td>Pages Used to Update Absences</td>
<td>216</td>
</tr>
<tr>
<td>Absence Entry Page</td>
<td>216</td>
</tr>
<tr>
<td>Absence Parameters MEX Page</td>
<td>220</td>
</tr>
<tr>
<td>Absence Forecast Results Page</td>
<td>221</td>
</tr>
<tr>
<td>Forecast Messages Page</td>
<td>223</td>
</tr>
<tr>
<td>Create Mass Absence Rqst MEX Page</td>
<td>224</td>
</tr>
<tr>
<td>Viewing Vacation Summaries</td>
<td>225</td>
</tr>
<tr>
<td>Pages Used to View Vacation Summaries</td>
<td>225</td>
</tr>
<tr>
<td>Understanding Vacation Summary Inquiries</td>
<td>225</td>
</tr>
<tr>
<td>Vacations Summary Page</td>
<td>225</td>
</tr>
<tr>
<td>Vacations Detail Page</td>
<td>226</td>
</tr>
<tr>
<td>Vacations Earnings Page</td>
<td>226</td>
</tr>
<tr>
<td>Running Absence and Vacation Reports</td>
<td>227</td>
</tr>
<tr>
<td>Pages Used to Run Absence and Vacation Reports</td>
<td>227</td>
</tr>
<tr>
<td>Viewing Delivered Absence Elements</td>
<td>227</td>
</tr>
<tr>
<td>Delivered Absence Earnings</td>
<td>227</td>
</tr>
<tr>
<td>Delivered Absence Deductions</td>
<td>228</td>
</tr>
<tr>
<td>Delivered Absence Takes</td>
<td>228</td>
</tr>
<tr>
<td>Delivered Absence Process Lists</td>
<td>229</td>
</tr>
<tr>
<td>Viewing Delivered Vacation Elements</td>
<td>229</td>
</tr>
<tr>
<td>Delivered Vacation Earnings</td>
<td>229</td>
</tr>
<tr>
<td>Delivered Vacation Deductions</td>
<td>230</td>
</tr>
<tr>
<td>Delivered Vacation Entitlements</td>
<td>230</td>
</tr>
<tr>
<td>Delivered Vacations Take</td>
<td>230</td>
</tr>
<tr>
<td>Delivered Vacation Process Lists</td>
<td>230</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter 17: Tracking Overtime</th>
<th>233</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding Overtime</td>
<td>233</td>
</tr>
</tbody>
</table>
Chapter 22: Processing Banking

Understanding the Banking Process
Defining the Banking Process
Page Used to Define Banking in Mexico
Run Payment Prep Process MEX Page
Generating the EFT Payment File and Banking Report
Page Used to Generate the EFT Payment File and Banking Report
Create EFT Payment File MEX Page

Chapter 23: Managing Off-Cycle Payments

Understanding Off-Cycle Processing
The Off-Cycle Process
Contents

Types of Off-Cycle Transactions.................................................................................................................. 267
Recording Manual Payments.......................................................................................................................... 267
Entering Corrections....................................................................................................................................... 268
Making Additional Payments......................................................................................................................... 269
Issuing Advance Payments.......................................................................................................................... 269

Chapter 24: Using the General Ledger Interface.......................................................................................271
Running the General Ledger Interface Process.......................................................................................... 271
  Pages Used to Run the General Ledger Interface Process.................................................................. 271
  Understanding GLI Process...................................................................................................................... 271
  Send Costs to GL MEX Page.................................................................................................................. 272
Remapping ChartFields After Initial Calculation..................................................................................... 274
  Page Used to Remap ChartFields After Initial Calculation................................................................ 275
  Understanding ChartField Remapping.................................................................................................... 275
  GL Chartfield Remapping MEX Page..................................................................................................... 275

Appendix A: Global Payroll for Mexico Reports.......................................................................................279
  Global Payroll for Mexico Reports: A to Z........................................................................................... 279
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.

<table>
<thead>
<tr>
<th>Typographical Convention</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key+Key</td>
<td>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.</td>
</tr>
<tr>
<td>. . . (ellipses)</td>
<td>Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.</td>
</tr>
<tr>
<td>{ } (curly braces)</td>
<td>Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (</td>
</tr>
<tr>
<td>[ ] (square brackets)</td>
<td>Indicate optional items in PeopleCode syntax.</td>
</tr>
<tr>
<td>&amp; (ampersand)</td>
<td>When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.</td>
</tr>
<tr>
<td>⇒</td>
<td>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.</td>
</tr>
</tbody>
</table>

### ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation
does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)
- E&G (Education and Government)

Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.
Using and Managing the PeopleSoft Online Help

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

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

Related Links for PeopleSoft HCM

Oracle Help Center
PeopleSoft Information Portal
My Oracle Support
PeopleSoft Training from Oracle University
PeopleSoft Video Feature Overviews on YouTube
PeopleSoft Business Process Maps (Microsoft Visio format)
PeopleSoft Spotlight Series

Contact Us

Send your suggestions to psoft-infodev_us@oracle.com. Please include the applications update image or PeopleTools release that you’re using.

Follow Us

YouTube
Twitter@PeopleSoft_Info.
PeopleSoft Blogs
LinkedIn
Chapter 1

Getting Started with Global Payroll for Mexico

Global Payroll Documentation

This topic discusses:

• Global Payroll application design.
• Global Payroll documentation structure.
• Documentation roadmap.

Global Payroll Application Design

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

Global Payroll is composed of two complementary parts:

• A core payroll application that includes:
  • A payroll rules engine.
  • A payroll processing framework.
  • Processes and setup steps that apply to all countries.

• Country extensions that include:
  • Statutory and customary objects (payroll rules, payroll processes, reports, additional country-specific pages, and self-service applications).
  • Country-specific rules and elements.

Global Payroll Documentation Structure

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

Core Documentation

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

**Country Extension Documentation**

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

- Any core feature with local extensions.
- Country-specific rule setup.
- PeopleSoft-delivered rules and tables.
- Country-specific pages.
- Country-specific reports.
- PeopleSoft HCM setup, such as bank definitions, that varies by country.
- Implementation information that varies by country.

**Documentation Roadmap**

The core and the country extension documentation complement each other, therefore, it is important to read both sets of documentation.

**What to Read When**

You can approach the documentation in the following way:

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

  For example, banking is a feature that you first define in the core application and then often continue in the country extension, because most country extensions have some type of banking functionality. You would first read the banking documentation in the core documentation and then the banking documentation in the country extension documentation.

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

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

**Documentation Audiences**

PeopleSoft has identified the following audiences for the documentation:

- **Technical**

  Technical readers who are interested in the technical design of the application should begin by reading the "Understanding the Core Application Architecture" topic of the core documentation, as well as the background processing information that is mentioned in many of the other topics.

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

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

- Managerial

Managerial readers should begin by reading the introduction topics of both the core documentation and the country extension documentation to get a high-level overview of the Global Payroll application.

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

Global Payroll for Mexico Overview

PeopleSoft Global Payroll for Mexico delivers elements, rules, pages, processes, and reports that work with the PeopleSoft Global Payroll core application to form a complete payroll package for Mexico. You can define earnings, such as the base salary, **Aguinaldo**, average salary, overtime and profit-sharing (PTU). You can define deductions, such as union fees, parking dues, and personal loans, as well as provisions for vacations, vacation premiums, and **Aguinaldo**. You can define and process garnishments. With Global Payroll for Mexico, you can calculate and process social security, federal taxes, and state taxes. You can track absences and vacations for employees. With Global Payroll for Mexico, you can calculate termination pay and adjust or reverse an employee's check. You can generate payslips, process banking, and generate reports.

Global Payroll for Mexico Business Processes

PeopleSoft Global Payroll for Mexico provides these business processes:

- Earnings.
- Christmas bonus.
- Average salary.
- Profit sharing (PTU).
- Overtime.
- Deductions.
- Social Security.
- Federal and state taxes.
- Annual adjustment.
- Subsidy factor.
• Absences.
• Vacations.
• Termination pay.
• Garnishments.
• Results adjustments and reversals.
• Net-to-gross payments.
• Payslips.
• Banking.

These business processes are discussed in the business process topics in this documentation.

Global Payroll for Mexico Integrations

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

• PeopleSoft Human Resources (HR).
• PeopleSoft Time and Labor.
• PeopleSoft General Ledger.

Integration considerations are discussed in the core Global Payroll documentation. Supplemental information about third-party application integrations is located on Oracle’s My Oracle Support website.

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)

Global Payroll for Mexico Implementation

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

Other Sources of Information

In the planning phase of your implementation, take advantage of all Oracle 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* and *PeopleTools: Component Interfaces*

**Related Links**

"PeopleSoft HCM Implementation" (PeopleSoft HCM 9.2: Application Fundamentals)
Chapter 2

Understanding Global Payroll for Mexico

Global Payroll for Mexico

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

Global Payroll for Mexico Business Processes

Global Payroll for Mexico supports these business processes:

- **Earnings.**

  Global Payroll for Mexico enables you to define and process different types of earnings, including base salary, bonuses, commissions, overtime, profit sharing (PTU), food coupons, vacation premiums, savings funds, and seniority pay. You can also determine the taxable and nontaxable portion of each earning and deduction, such as for overtime, vacation premium, Sunday premium, savings fund, and Christmas bonus.

  See **Understanding Earnings in Mexico**.

- **Christmas bonus.**

  You can calculate the Christmas bonus, *Aguinaldo*, that is given to employees. Bonus amounts are based on the length of service and salary and are prorated according to worked days during the year.

  See **Defining Parameters for Christmas Bonuses and Vacation Premiums**.

- **Average salary.**

  Global Payroll for Mexico calculates the average salary based on previous balances or periods. The result of this can be used as a base calculation for earnings and deductions.

  See **Understanding Earnings in Mexico**.

- **Profit sharing (PTU).**

  You can calculate amounts due to employees as a result of profit sharing. Profit sharing payments are based on two parts: the employee's salary and the worked days from the profit generating year. You can define the profit sharing (PTU) parameters, such as the amount to share, maximum salary, and number of days for temporary employees to be considered into the process. You can generate four different reports for the PTU, including Profit Sharing Project, Eligible Employees, Non-Eligible Employees, and Unpaid Employees.

  See **Understanding Earnings in Mexico**.
• Overtime.

You can define the maximum number of double hours per day, the maximum number of occurrences by week, or the maximum number of double hours per week. You can create an annual overtime calendar. You can also record daily and weekly overtime hours for employees, including overtime hours, days off worked hours, and holiday hours. You can generate two overtime reports: one with detail and one without detail.

See Understanding Overtime.

• Deductions.

Global Payroll for Mexico enables you to define and process many different types of deductions for Mexico including before tax, after tax, and nontaxable deductions. Examples of deductions include union fees, parking dues, absences, personal loans, and deductions based on seniority. You can also set up and track provisions, which are accrued expenses, for vacations, vacation premiums, Christmas bonuses, and IMSS (social security) quotas.

See Understanding Deductions.

• Social security.

Global Payroll for Mexico enables you to calculate and process different aspects of social security, including IMSS (social security), SAR (retirement), and INFONAVIT (housing). You can calculate IMSS quotas for employers and employees and the fixed, variable, and hourly integrated daily salary (SDI). You can generate several social security reports and interfaces, including the SUA Payee Load interface, SUA Transactions interface, IMSS Hire notification, IMSS Termination notification, IMSS Salary Modification notification, Variability report, Work Risk Disabilities report, and the Base Over Cap report.

See Understanding Social Security Processing.

• Federal and state taxes.

You can define and process federal and state taxes. Examples of federal taxes that you can process include the Monthly tax (Art. 113, 114, and 115), Annual tax (Art. 177, 178, and 116), Termination taxes (Art. 112), and other special tax calculation methods, such as RISR 86 and Multiple Months earnings (Art. 91). You can also define which earnings and deductions are eligible for the state tax base according to each state's laws, including those for the most complex state taxes, such as Ciudad Juárez (Chihuahua), Hidalgo, Guerrero, and Chihuahua.

See Understanding Tax Processing.

• Annual adjustment.

Global Payroll for Mexico enables you to process year-end calculation of taxes and determine whether the company withheld the correct amount of taxes during the monthly process. Excess withholding can be used to offset withholding for December and the following months. However, the difference can be discounted in a single deduction or multiple deductions, depending on parameters that are provided.

See Understanding Tax Processing.

• Subsidy factor.
You can calculate the subsidy proportion of taxes that will apply to employees in the following calendar year. You can set up subsidy factor parameters for your company, calculate the subsidy factor, and generate a Subsidy Factor report. Additionally, a separate process exists that calculates the subsidy factor, which the user enters in the Company table. Payroll then generates federal taxes based on this subsidy factor.

See Understanding Tax Processing.

- Absences.

You can track and define different types of absences, including maternity leave, general illness, work risk, work related illness, and in transit work risk. You can create rules for other types of absences, such as for paid-permitted and unpaid-permitted, overlapping absences (such as illness during vacation), subsidy rules, and mass absences. You can also generate an absence report and a Risk Factor report, which lists the employees who were on disability due to work-related illnesses or accidents during the year.

See Understanding Absences in Mexico.

- Vacations.

Global Payroll for Mexico enables you to record and track vacations. You can generate vacation entitlements, create mass vacation takes, handle negative entitlement balances, track accrued vacation premiums for financial reporting, process vacation pay, and generate a vacation report with or without employee detail.

See Understanding Absences in Mexico.

- Termination pay.

You can calculate the final check amount for terminated employees. The system enables you to define different termination versions and which earnings and deductions are considered in each version. You can also define which termination versions are linked with each Job/Action reason. Global Payroll for Mexico provides two sample letters for the termination and layoff process.

See Understanding Absences in Mexico.

- Garnishments.

Global Payroll for Mexico enables you to define and process garnishments. This includes defining the recipient information and handling the most complex requirements, such as multiple garnishments by an employee with different rules and priorities. Global Payroll for Mexico provides the five most common types of garnishment rules, including fixed amount, net pay percentage, total earnings minus tax percentage, total earnings percentage, and specific earnings minus corresponding tax percentage.

See Garnishment Types.

- Results adjustments and reversals.

Global Payroll for Mexico enables you to identify an employee whose check is going to be reversed for a particular calendar and adjust or reverse a check that was already paid to the employee.

See Understanding Results Adjustments.

- Gross up earnings.
Global Payroll for Mexico provides two earnings elements that are used for paying a net amount to payees. Starting from the net amount, the system determines the gross amount to process so that after tax deductions have been made, the required net amount remains.

See Net-to-Gross Processing.

- Payslips.

You can generate payslips using Global Payroll for Mexico. You can specify the printing order, which earnings and deductions should be printed, and a range of employees to generate their payslips. Sometimes, defining the earnings and deductions that you want excluded on the payslip is easier than defining all the earnings and deductions that you want included. If this is the case, you can define your earnings and deductions this way. Global Payroll for Mexico gives you the choice to set up payslips in the way that works best for your business processes. If you purchased PeopleSoft ePay, you can have employees view their payslips online.

See Understanding the Payslip Definition Process.


- Banking.

You can define source bank and payee bank information. You can run the banking process and specify payment instructions to the bank. The system generates flat files for the top five Mexican banks: Banamex, BBVA Bancomer, Banorte, HSBC, and Scotiabank.

See Understanding the Banking Process.

---

**Delivered Elements for Mexico**

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

This topic discusses:

- Delivered element creation.
- Element ownership and maintenance.

**Delivered Element Creation**

All of the elements that are delivered as part of this country extension were created using the core application, the same application that you use to create additional elements and (in many cases) to configure existing elements that are delivered as part of Global Payroll. Because the tools that are needed to redefine or create new payroll elements are fully documented in the core application documentation, this information does not appear here. Instead, the documentation briefly reviews the relationship between the core application (which contains the tools that you need to define your own elements) and the country extensions (which contain country-specific rules and elements that are defined by PeopleSoft).

The core application:
• Consists of a payroll rules engine.

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

• Provides a payroll processing framework.

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

Country extensions:

• Are built using the core application.

• Consist of statutory and customary objects (country-specific payroll rules, elements, payroll processes, reports, pages, and self-service applications).

Element Ownership and Maintenance

This topic describes PeopleSoft's approach to element ownership and what this means for the maintenance of Mexican payroll rules. This information helps clarify which parts of the system you might be required to maintain, what you can modify, and what parts of the system you cannot change.

Element Ownership in Global Payroll

Five types of element ownership are in Global Payroll:

<table>
<thead>
<tr>
<th>Element Ownership</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS Delivered/Maintained</td>
<td>Elements that are delivered and maintained on an ongoing basis by PeopleSoft.</td>
</tr>
<tr>
<td>PS Delivered/Not Maintained</td>
<td>Elements that are delivered by PeopleSoft that must be maintained by the customer. This category consists primarily of either customary (nonstatutory) rules or statutory elements that customers might want to define according to a different interpretation of the rules. Although PeopleSoft might occasionally update elements that are defined as PS Delivered/Not Maintained, you are not required to apply these updates.</td>
</tr>
<tr>
<td>Customer Maintained</td>
<td>Elements that are created and maintained by your organization. PeopleSoft does not deliver rules that are defined as Customer Maintained.</td>
</tr>
<tr>
<td>PS Delivered/Customer Modified</td>
<td>Elements that were originally PS Delivered/Maintained over which the customer has decided to take control (this change is irreversible).</td>
</tr>
<tr>
<td>PS Delivered/Maintained Secure</td>
<td>Delivered elements that the customer can never modify or control.</td>
</tr>
</tbody>
</table>
Element Ownership in Global Payroll for Mexico

Of the five ownership types described here, only these two are used to define Mexican elements:

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

Although Global Payroll for Mexico 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 delivered elements to meet your own unique requirements.

This table contains an element-by-element description of the Global Payroll for Mexico approach to element ownership and maintenance.

<table>
<thead>
<tr>
<th>Element Type</th>
<th>Ownership</th>
<th>Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings</td>
<td>PS Delivered/Not Maintained</td>
<td>Social security subsidies, cash salary credit, overtime, and profit-sharing earnings.</td>
</tr>
<tr>
<td>Deduction</td>
<td>PS Delivered/Not Maintained</td>
<td>Federal taxes (ISR), state taxes, and social security deductions.</td>
</tr>
<tr>
<td>Variable</td>
<td>PS Delivered/Not Maintained</td>
<td>Variables that are used in social security or tax calculations (federal and state). Variables that are used in component interfaces (mainly in pay group parameters).</td>
</tr>
<tr>
<td>Bracket</td>
<td>PS Delivered/Not Maintained</td>
<td>None.</td>
</tr>
</tbody>
</table>
### Element Type

<table>
<thead>
<tr>
<th>Accumulator</th>
<th>Ownership</th>
<th>Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PS Delivered/Not Maintained</td>
<td>In the tax and social security areas, Global Payroll for Mexico delivers four accumulators that are important for payroll and tax calculation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• TOTAL DEDUCCIONES (the only member is TOTAL DEDUCCION N, which contains all the deductions that will affect the net payment).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• TOTAL PERCEPCIONES (the only member is TOTAL PERCEPCION N, which contains all the earnings that will add to the net payment).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• TOTAL PERC EXENT (the only member is TOTAL PERC EXENT N, which contains all the earnings that will add to the nontaxable base).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• TOTAL PERC GRAVAD (the only member is TOTAL PERC GRAVA N, which contains all the earnings that will add to the taxable base).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Element Group</th>
<th>Ownership</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PS Delivered/Not Maintained</td>
<td>Delivered as sample data.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Process List</th>
<th>Ownership</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PS Delivered/Not Maintained</td>
<td>Delivered as sample data.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Ownership</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PS Delivered/Not Maintained</td>
<td>Delivered as sample data.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Formula</th>
<th>Ownership</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PS Delivered/Not Maintained</td>
<td>All the formulas that are used in social security, federal tax, state tax, and annual tax adjustment are defined as PS Delivered/Maintained. Otherwise, formulas are defined as PS Delivered/Not Maintained.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Array</th>
<th>Ownership</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PS Delivered/Maintained</td>
<td>None.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Writable Array</th>
<th>Ownership</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PS Delivered/Maintained</td>
<td>None.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Historical Rule</th>
<th>Ownership</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PS Delivered/Not Maintained</td>
<td>Delivered as sample data.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Generation Control</th>
<th>Ownership</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PS Delivered/Not Maintained</td>
<td>Delivered as sample data.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Count</th>
<th>Ownership</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PS Delivered/Not Maintained</td>
<td>Federal taxes and social security elements.</td>
</tr>
</tbody>
</table>
## Element Naming Conventions in Mexico

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

This topic discusses:

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

### Naming Conventions

This topic discusses the naming conventions for:

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

Additional information about abbreviations that are used in Mexican elements is also discussed in this section.

### Primary Elements

Primary elements (such as earnings, deductions, absence take, and absence entitlement elements) do not contain functional area codes or element type codes in their names. Primary elements have names that identify their functions and element types without the use of additional codes. For example, the name of the earnings element SDO POR HORA identifies this element as earnings (SDO [Sueldo]), and more specifically, as an hourly salary element(*por hora*).
Supporting Elements
For supporting elements (such as variables, formulas, dates, and durations), PeopleSoft uses this naming convention: FF TT NAME.

- FF: Functional area code.
  See Functional Area Codes.
- TT: Type of supporting element.
  See Element Type Codes (PIN_TYPE).
- NAME: Based on a term in Spanish and provides a further means of identifying the element.

For example, in the variable IE VR ESTADO GC:

- IE represents the functional area (state taxes [Impuestos Estatales]).
- VR represents the element type (variable).
- ESTADO GC provides a further means of naming the element (variable identifying the state [estado] used in generation control [GC]).

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

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

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

EARN1 = Rate × Unit

The system automatically creates two additional elements for the components in the calculation rule:

- Rate element: EARN1_RATE.
- Unit element: EARN1_UNIT.

The system creates suffixes to name the components of the element (_RATE and _UNIT).

In Global Payroll for Mexico, all components and accumulators have:

- Country: MEX
- Separator: _

In Global Payroll, all suffixes fall into one of these types:
• Separator.
• Earnings or deductions component suffixes.
• Earnings or deductions accumulator suffixes.
• Deduction arrears component suffixes.
• Deduction arrears accumulator suffixes.
• Deduction recipient suffixes.
• Absence entitlement component suffixes.
• Absence entitlement accumulator suffixes.

To view all of the suffixes that are defined for Mexico, use the Element Suffixes page in Global Payroll (core application).

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

**Additional Information About Abbreviations Used in Mexican Elements**

Many Mexican elements contain abbreviations that provide additional information about their use in the system (beyond that provided by functional area codes or element type codes). For example, Global Payroll for Mexico delivers the duration element GN DR AÑOS SERV. While the functional area code GN indicates that this element is used across various functional areas (it has general [GN] relevance) and the element type code DR identifies it as a duration element, the abbreviation AÑOS SERV (Service Years [Años de Servicio]) provides additional information about how the element measures time. As you become more familiar with the payroll rules that are created for Mexico, these abbreviations can help you further identify and understand the role that is played by each element.

This table lists the most common abbreviations that are used in the names of Mexican elements.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Spanish</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>Número</td>
<td>Number</td>
</tr>
<tr>
<td>%</td>
<td>Porcentaje</td>
<td>Percentage</td>
</tr>
<tr>
<td>ACT</td>
<td>Actual</td>
<td>Current</td>
</tr>
<tr>
<td>ACUM</td>
<td>Acumulado</td>
<td>Balances</td>
</tr>
<tr>
<td>AGUI or AGUIN</td>
<td>Aguinaldo</td>
<td>Christmas bonus</td>
</tr>
<tr>
<td>AHOR or AHORR</td>
<td>Ahorro</td>
<td>Savings</td>
</tr>
<tr>
<td>ALIM</td>
<td>Alimenticia</td>
<td>Alimony</td>
</tr>
<tr>
<td>ANT or ANTIG</td>
<td>Antigüedad</td>
<td>Seniority</td>
</tr>
<tr>
<td>ANU</td>
<td>Anual</td>
<td>Annual</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Spanish</td>
<td>English</td>
</tr>
<tr>
<td>--------------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>ANV or ANIV</td>
<td>Aniversario</td>
<td>Anniversary</td>
</tr>
<tr>
<td>ASIG</td>
<td>Asignar</td>
<td>Assign</td>
</tr>
<tr>
<td>ASIST</td>
<td>Asistencia</td>
<td>Assistance</td>
</tr>
<tr>
<td>CAL</td>
<td>Calendario</td>
<td>Calendar</td>
</tr>
<tr>
<td>CALC</td>
<td>Cálculo</td>
<td>Calculation process</td>
</tr>
<tr>
<td>CIA</td>
<td>Compañía</td>
<td>Company</td>
</tr>
<tr>
<td>COMP</td>
<td>Compensar</td>
<td>Compensate</td>
</tr>
<tr>
<td>CRE or CRED</td>
<td>Crédito</td>
<td>Credit</td>
</tr>
<tr>
<td>CUO</td>
<td>Cuota</td>
<td>Quote or fee</td>
</tr>
<tr>
<td>DED</td>
<td>Deducción</td>
<td>Deduction</td>
</tr>
<tr>
<td>DES</td>
<td>Despensa, Descuento, o Descanso</td>
<td>Food, discount, or rest</td>
</tr>
<tr>
<td>DESP</td>
<td>Despensa</td>
<td>Food</td>
</tr>
<tr>
<td>DEV</td>
<td>Devolución</td>
<td>Return</td>
</tr>
<tr>
<td>DIF</td>
<td>Diferencia</td>
<td>Difference</td>
</tr>
<tr>
<td>DOB or DOBL</td>
<td>Dobles</td>
<td>Doubles</td>
</tr>
<tr>
<td>DOM or DOMIN</td>
<td>Domingo</td>
<td>Sunday</td>
</tr>
<tr>
<td>EFE</td>
<td>Efectivo</td>
<td>Cash</td>
</tr>
<tr>
<td>ESP</td>
<td>Especial</td>
<td>Special</td>
</tr>
<tr>
<td>EX</td>
<td>Exento o Extra</td>
<td>Nontaxable or over</td>
</tr>
<tr>
<td>EXC or EXCE</td>
<td>Excedente</td>
<td>In excess</td>
</tr>
<tr>
<td>EXE or EXENT</td>
<td>Exento</td>
<td>Nontaxable</td>
</tr>
<tr>
<td>FACT</td>
<td>Factor</td>
<td>Factor</td>
</tr>
<tr>
<td>FED</td>
<td>Federal</td>
<td>Federal</td>
</tr>
<tr>
<td>FES or FEST</td>
<td>Festivo</td>
<td>Holiday</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Spanish</td>
<td>English</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>FIC or FICT</td>
<td>Ficto</td>
<td>Fictitious</td>
</tr>
<tr>
<td>FIJ</td>
<td>Fijo</td>
<td>Fix</td>
</tr>
<tr>
<td>FRE or FREC</td>
<td>Frecuencia</td>
<td>Frequency</td>
</tr>
<tr>
<td>GR, GRAV, GRAVA, or GRAVAD</td>
<td>Gravable</td>
<td>Taxable</td>
</tr>
<tr>
<td>HOR</td>
<td>Hora</td>
<td>Hours</td>
</tr>
<tr>
<td>IMP</td>
<td>Impuesto o Importe</td>
<td>Tax or amount</td>
</tr>
<tr>
<td>INC or INCAP</td>
<td>Incapacidad</td>
<td>Disability</td>
</tr>
<tr>
<td>ING</td>
<td>Ingresos</td>
<td>Earnings</td>
</tr>
<tr>
<td>LIM</td>
<td>Limite</td>
<td>Limit or boundary</td>
</tr>
<tr>
<td>LIQ or LIQUIDAC</td>
<td>Liquidación</td>
<td>Layoff</td>
</tr>
<tr>
<td>MIN</td>
<td>Minimo</td>
<td>Minimum</td>
</tr>
<tr>
<td>NEG</td>
<td>Negativo</td>
<td>Negative</td>
</tr>
<tr>
<td>PER</td>
<td>Periodo</td>
<td>Period</td>
</tr>
<tr>
<td>PERC</td>
<td>Percepciones</td>
<td>Earnings</td>
</tr>
<tr>
<td>PMA</td>
<td>Prima</td>
<td>Premium</td>
</tr>
<tr>
<td>PRES</td>
<td>Préstamo</td>
<td>Loan</td>
</tr>
<tr>
<td>PRM or PROM</td>
<td>Promedio</td>
<td>Average</td>
</tr>
<tr>
<td>PRO</td>
<td>Producidas</td>
<td>Produced</td>
</tr>
<tr>
<td>PROP</td>
<td>Proporción o Proporcional</td>
<td>Proportion or proportional</td>
</tr>
<tr>
<td>PROV</td>
<td>Provisión</td>
<td>Provision</td>
</tr>
<tr>
<td>PRY</td>
<td>Proyectado</td>
<td>Projected</td>
</tr>
<tr>
<td>RET</td>
<td>Retenido</td>
<td>Withheld</td>
</tr>
<tr>
<td>RETRO</td>
<td>Retroactivo</td>
<td>Reactive</td>
</tr>
<tr>
<td>RNG</td>
<td>Rango</td>
<td>Rank</td>
</tr>
</tbody>
</table>
### Abbreviation Table

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Spanish</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSGO</td>
<td>Riesgo</td>
<td>Risk</td>
</tr>
<tr>
<td>SAL</td>
<td>Salario</td>
<td>Salary</td>
</tr>
<tr>
<td>SDO</td>
<td>Sueldo</td>
<td>Salary</td>
</tr>
<tr>
<td>SEGM</td>
<td>Segmento</td>
<td>Segment</td>
</tr>
<tr>
<td>SUB</td>
<td>Subsidio</td>
<td>Subsidy</td>
</tr>
<tr>
<td>SUP</td>
<td>Superior</td>
<td>Top limit</td>
</tr>
<tr>
<td>TOP</td>
<td>Tope</td>
<td>Cap</td>
</tr>
<tr>
<td>TOT</td>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>TRA or TRAB</td>
<td>Trabajado</td>
<td>Worked</td>
</tr>
<tr>
<td>TRI or TRIP</td>
<td>Triple</td>
<td>Triple</td>
</tr>
<tr>
<td>ULT</td>
<td>Último</td>
<td>Last</td>
</tr>
<tr>
<td>UNI or UNID</td>
<td>Unidades</td>
<td>Units</td>
</tr>
<tr>
<td>VAC or VACAC</td>
<td>Vacaciones</td>
<td>Vacations</td>
</tr>
<tr>
<td>VAL</td>
<td>Vales</td>
<td>Coupons</td>
</tr>
<tr>
<td>VAR or VARIAB</td>
<td>Variable</td>
<td>Variable</td>
</tr>
<tr>
<td>X</td>
<td>Por</td>
<td>Per</td>
</tr>
</tbody>
</table>

### Functional Area Codes

For some elements, you need to use a functional area in the naming convention. The two-digit functional area codes are used in naming conventions to identify the functional area where the element is being used.

This table contains the functional area codes that are used in the names of Mexican elements.

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Description (Spanish and English)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Ajuste anual de ISR (annual adjustment)</td>
</tr>
<tr>
<td>AG</td>
<td>Aguinaldo (Christmas bonus)</td>
</tr>
<tr>
<td>AU</td>
<td>Ausentismo (absences)</td>
</tr>
<tr>
<td>DE</td>
<td>Deducciones (deductions)</td>
</tr>
</tbody>
</table>
### Functional Area Description (Spanish and English)

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Description (Spanish and English)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD</td>
<td>Impuestos Federales (federal taxes)</td>
</tr>
<tr>
<td>GN</td>
<td>General - Independiente de área funcional (general use independent of functional area)</td>
</tr>
<tr>
<td>IE</td>
<td>Impuestos Estatales (state taxes)</td>
</tr>
<tr>
<td>IM</td>
<td>IMSS (Social Security)</td>
</tr>
<tr>
<td>LF</td>
<td>Liquidaciones y Finiquitos (terminations)</td>
</tr>
<tr>
<td>PA</td>
<td>Pensión Alimenticia (garnishments)</td>
</tr>
<tr>
<td>PE</td>
<td>Percepciones (earnings)</td>
</tr>
<tr>
<td>PI</td>
<td>Piramidación (gross-up earnings)</td>
</tr>
<tr>
<td>PR</td>
<td>Préstamos (loans)</td>
</tr>
<tr>
<td>PV</td>
<td>Provisiones (provisions)</td>
</tr>
<tr>
<td>RE</td>
<td>Reversiones (reversals)</td>
</tr>
<tr>
<td>RU</td>
<td>Reparto de utilidades (profit sharing)</td>
</tr>
<tr>
<td>SP</td>
<td>Salario Promedio (average salary)</td>
</tr>
<tr>
<td>TE</td>
<td>Tiempo extra (overtime)</td>
</tr>
<tr>
<td>VA</td>
<td>Vacaciones (vacations)</td>
</tr>
</tbody>
</table>

### Element Type Codes (PIN_TYPE)

This table contains codes for all of the element types. Because not all element types are delivered for Mexico, not all of these codes appear in the names of Mexican elements.

<table>
<thead>
<tr>
<th>Element Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE</td>
<td>Absence entitlement</td>
</tr>
<tr>
<td>AT</td>
<td>Absence take</td>
</tr>
<tr>
<td>AC</td>
<td>Accumulator</td>
</tr>
<tr>
<td>AR</td>
<td>Array</td>
</tr>
<tr>
<td>AA</td>
<td>Auto assigned</td>
</tr>
<tr>
<td>BR</td>
<td>Bracket</td>
</tr>
<tr>
<td>CT</td>
<td>Count</td>
</tr>
</tbody>
</table>
Archiving Data

Global Payroll for Mexico generates a large amount of result data. To keep the amount of saved data manageable, you should periodically archive it. PeopleSoft PeopleTools delivers an archiving tool called the Data Archive Manager. To aid you in archiving your result data using the Data Archive Manager, Global Payroll for Mexico delivers a predefined archive object (GPMX_RSLT_ARCHIVE) and an archive template (GPMXRSLT). The delivered archive template uses queries that select data by calendar group ID (CAL_RUN_ID field).

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

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

---

<table>
<thead>
<tr>
<th>Element Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DT</td>
<td>Date</td>
</tr>
<tr>
<td>DD</td>
<td>Deduction</td>
</tr>
<tr>
<td>DR</td>
<td>Duration</td>
</tr>
<tr>
<td>ER</td>
<td>Earnings</td>
</tr>
<tr>
<td>EG</td>
<td>Element group</td>
</tr>
<tr>
<td>EM</td>
<td>Error message</td>
</tr>
<tr>
<td>FC</td>
<td>Fictitious calculation</td>
</tr>
<tr>
<td>FM</td>
<td>Formula</td>
</tr>
<tr>
<td>GC</td>
<td>Generation control</td>
</tr>
<tr>
<td>HR</td>
<td>Historical rule</td>
</tr>
<tr>
<td>PR</td>
<td>Process</td>
</tr>
<tr>
<td>PO</td>
<td>Proration rule</td>
</tr>
<tr>
<td>RC</td>
<td>Rate code</td>
</tr>
<tr>
<td>RR</td>
<td>Rounding rule</td>
</tr>
<tr>
<td>SE</td>
<td>Section</td>
</tr>
<tr>
<td>SY</td>
<td>System element</td>
</tr>
<tr>
<td>VR</td>
<td>Variable</td>
</tr>
<tr>
<td>WA</td>
<td>Writable array</td>
</tr>
</tbody>
</table>
Viewing Delivered Elements for Mexico

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

Related Links
"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)
Chapter 3

Defining Country Data

Understanding Global Payroll Core Functionality in Mexico

This topic discusses:

- Retroactivity
- Accumulators
- Segmentation
- Triggers
- Rounding rules
- Rate codes

Related Links
Global Payroll for Mexico Business Processes

Retroactivity

Retroactivity is the process of going back in time and recalculating prior calendars because changes were made after the original calculation was run. When retroactive processing occurs for a payee, the system recalculates each element generated for the payee. The difference between these results is the retro delta.

In Global Payroll, there are two methods for calculating retro:

- Corrective
- Forwarding

Note: In Mexico, all retro is handled with the forwarding method. This includes both the Default retro method and the On Conflict retro method.

With the forwarding method, payments are calculated in the respective periods, but balance accumulators for the period are not updated. Only the segment accumulators are updated. Deltas are created for each earning, deduction, and segment accumulator used in the process list. These deltas, which are identified on the Retro Process Overrides page, are forwarded to the current period.

The system generates a retro trigger every time you enter a change on the following data.

Changes in the Employee's Data

Changes in employee data include compensation rate-related changes:
• Status.
• Compensation frequency.
• Standard hours.
• Pay system flag.
• Action for retroactive hire.
• Action for retroactive termination.

**Changes in Other Data**

Changes in other data including absence take-related changes:

• Positive input
• Overtime
• Pay group

**Note:** Not all earnings or deductions will have an adjustment for retro. Some of the earnings and deductions are forwarded to one earning or deduction, which then appears as a single adjustment in the current period.

**Making Retro SDI Changes in Mexico**

In Global Payroll for Mexico, the Process SDI MEX calculation process generates retro triggers for all employees for changes in the SDI, such as changes in minimum wage, SDI, or seniority anniversary.

**Related Links**

- Defining Contribution Rates for Social Security
- "Understanding General Rules of Retroactive Processing" (PeopleSoft HCM 9.2: Global Payroll)

**Accumulators**

In Mexico, these types of accumulators are used:

• Annual accumulators to calculate the annual adjustment for taxes and PTU (profit-sharing).
• Monthly accumulators to calculate taxes and social security quotas.
• Weekly accumulators to calculate overtime.

**Note:** For every earning and deduction you define, you should carefully determine if it needs to have its own Month to Date and Year to Date accumulators. Avoid creating unnecessary accumulators, since this may affect performance. Most of the accumulators need to have the company defined as User Key 1.

**Related Links**

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

In Global Payroll, if there is a change to employee details within a pay period that might affect calculation, such as a pay rate increase, the calculation creates two slices. One slice uses the details before the change and the other slice uses the details after the change.

Global Payroll provides two types of segmentation: period segmentation and element segmentation. Period segmentation occurs when more than one gross-to-net calculation is required. Element segmentation occurs when there is a change in the rate that affects the calculation of one or more elements. Element segmentation occurs when you want to calculate a select set of earnings or deductions multiple times, but not the entire gross to net calculation.

In Global Payroll for Mexico, changes in pay group or pay entity produces a period segmentation.

Global Payroll for Mexico delivers some segmentation; however, you can alter these depending on your business needs.

Creating Earnings and Segmentation

Whenever a salary earning is created, you must enter it on the list of elements that will be sliced by the element segmentation that was defined earlier.

To enter the salary earnings on the list:

1. Go to the Segmentation Event Definition page in the core application.
2. Select the COMPRATE event.
3. Find the elements for Mexico, under Country = MEX.
4. Add the new salary earnings.

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

Triggers

Triggers are used to detect online changes to data that should result in some type of system action. Examples of common data changes that might use triggers include a new employee hire or a change in pay rate.

Global Payroll provides three types of triggers:

- Iterative – tells the system to process an employee for the current period.
- Segmentation – tells the system to segment a period or element.
- Retro – tells the system to perform retro processing.

Note: You must first set up an iterative trigger to tell the system that when an event occurs, it should perform the desired action. After that, you can use a trigger to process an employee, perform segmentation, or perform retro processing.
Global Payroll for Mexico delivers some triggers; however, you can alter these depending on your business needs.

**Delivered Iterative Triggers**

This table lists iterative triggers that are delivered with Global Payroll for Mexico.

<table>
<thead>
<tr>
<th>Trigger</th>
<th>Changes to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESSES</td>
<td>Employee's address record.</td>
</tr>
<tr>
<td>COMPENSATION</td>
<td>Employee's compensation record.</td>
</tr>
<tr>
<td>CONTRACT_DATA</td>
<td>Employee's contract data record.</td>
</tr>
<tr>
<td>EMPLOYMENT</td>
<td>Employee's employment record.</td>
</tr>
<tr>
<td>GPMX_REVERSAL</td>
<td>Employee's results reversal record.</td>
</tr>
<tr>
<td>GP_ABS_EVENT</td>
<td>Employee's absence records.</td>
</tr>
<tr>
<td>GP_ABS_OVRD</td>
<td>Employee's absence records.</td>
</tr>
<tr>
<td>GP_OFFCYCL_A_VW</td>
<td>Employee's off-cycle record.</td>
</tr>
<tr>
<td>GP_OFFCYCL_C_VW</td>
<td>Employee's off-cycle record.</td>
</tr>
<tr>
<td>GP_OFFCYCL_M_VW</td>
<td>Employee's off-cycle record.</td>
</tr>
<tr>
<td>GP_OFFCYCL_U_VW</td>
<td>Employee's off-cycle record.</td>
</tr>
<tr>
<td>GP_PI_MNL_DATA</td>
<td>Employee's positive input records.</td>
</tr>
<tr>
<td>GP_PI_MNL_SOVR</td>
<td>Employee's positive input supporting element override record.</td>
</tr>
<tr>
<td>GP_PYE_OVRD</td>
<td>Employee's payee override record (earnings and deductions assignments).</td>
</tr>
<tr>
<td>GP_PYE_OVR_SOVR</td>
<td>Employee's payee element assignment supporting element override record.</td>
</tr>
<tr>
<td>GP_PYE_SECT_DTL</td>
<td>Employee's payee section detail record.</td>
</tr>
<tr>
<td>GP_RTO_TRGR_VW</td>
<td>Retro trigger record.</td>
</tr>
<tr>
<td>GP_SEG_TRGR_VW</td>
<td>Segmentation trigger record.</td>
</tr>
<tr>
<td>JOB</td>
<td>Employee's job record.</td>
</tr>
<tr>
<td>JOB_JR</td>
<td>Employee's Mexico-specific job record.</td>
</tr>
</tbody>
</table>
### Delivered Segmentation Trigger

This table lists the segmentation trigger that is delivered with Global Payroll for Mexico.

<table>
<thead>
<tr>
<th><strong>Trigger</strong></th>
<th><strong>Changes to:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSON</td>
<td>Employee's personal data record.</td>
</tr>
<tr>
<td>PERS_DATA_EFFDT</td>
<td>Employee's personal data effective date record.</td>
</tr>
<tr>
<td>PERS_SMOKER</td>
<td>Employee's personal data smoker record.</td>
</tr>
<tr>
<td>PER_ORG_INST</td>
<td>Employee's personal data organizational institution record.</td>
</tr>
<tr>
<td>SCH_ASSIGN</td>
<td>Employee's schedule calendar assignment record.</td>
</tr>
<tr>
<td>SCH_MNG_SCH_TBL</td>
<td>Employee's workday overrides record.</td>
</tr>
<tr>
<td>TL_PAYABLE_TIME</td>
<td>Employee's Time and Labor payable time record.</td>
</tr>
<tr>
<td>WKF_CNT_TYPE</td>
<td>Employee's workforce contract type record.</td>
</tr>
</tbody>
</table>

### Delivered Retro Triggers

This table lists retro triggers that are delivered with Global Payroll for Mexico.

<table>
<thead>
<tr>
<th><strong>Trigger</strong></th>
<th><strong>Changes to:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPENSATION</td>
<td>Employee's compensation record.</td>
</tr>
<tr>
<td>GPMX_REVERSAL</td>
<td>Employee's results reversal record.</td>
</tr>
<tr>
<td>GP_ABS_EVENT</td>
<td>Employee's absence records.</td>
</tr>
<tr>
<td>GP_ABS_OVRD</td>
<td>Employee's absence records.</td>
</tr>
<tr>
<td>GP_PI_MNL_DATA</td>
<td>Employee's positive input records.</td>
</tr>
<tr>
<td>GP_PI_MNL_SOVR</td>
<td>Employee's positive input supporting element override record.</td>
</tr>
<tr>
<td>GP_PYE_OVRD</td>
<td>Employee's payee override record (earnings and deductions assignments).</td>
</tr>
<tr>
<td>GP_PYE_OVR_SOVR</td>
<td>Employee's payee element assignment supporting element override record.</td>
</tr>
</tbody>
</table>
### Segmentation Triggers with Earning and Deduction Assignments

In Global Payroll you can define segmentation triggers only for effective dated records, with one exception: you can define segmentation triggers for the begin and end dated earning and deduction assignment record GP_PYE_OVRD. This exception enables you to assign an earning or deduction to a payee on the Element Assignment by Payee (GP_ED_PYE) or Payee Assignment by Element (GP_ED_ELEM) components, and segment (and prorate) the element when the assignment begin date comes after the pay period begin date, and/or the assignment end date comes before the period end date.

See "Understanding Trigger Definition Setup" (PeopleSoft HCM 9.2: Global Payroll).

See "Payee Overrides and Segmentation" (PeopleSoft HCM 9.2: Global Payroll).

### Related Links

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

### Rounding Rules

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

Global Payroll for Mexico delivers these rounding rules:

- Round to Nearest 1 decimal for all accumulators, earnings, and deductions.
- Truncate decimals for accumulators, earnings and deductions that are only acceptable as integer values. For example, to determine the number of vacation days that a payee can take.

### Related Links

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

### Understanding Integration Points Used in Global Payroll for Mexico

This topic discusses:

- Integration points
- Service operations
Integration Points

Integration points are interfaces between the different PeopleSoft applications such as PeopleSoft Financials and PeopleSoft HR. They allow publication and transfer of database contents from one database to another.

Note: To research the technical details of any integration point used by PeopleSoft applications, refer to the Interactive Services Repository on Oracle's My Oracle Support website.

Service Operations

Global Payroll for Mexico uses two integration points based on service operations architecture (SOA) technology. The messages received within Global Payroll for Mexico are triggered in response to saved field changes in the JOB record in HR.

This table lists the service operations utilized by Global Payroll for Mexico:

<table>
<thead>
<tr>
<th>Service Operation</th>
<th>Queue</th>
<th>Handler/Application Class</th>
<th>Record</th>
<th>Page(s)</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>WORKFORCE_SYNCE</td>
<td>PERSON_DATA</td>
<td>SDI Hire Termination Job</td>
<td>JOB</td>
<td>JOB_DATA1</td>
<td>Hire and Termination process: When the JOB.ACTION is HIR, REH, TER, LOF, or COM, a row is added to GPMX_SD Wa.</td>
</tr>
<tr>
<td>WORKFORCE_SYNCE</td>
<td>PERSON_DATA</td>
<td>Termination version Job</td>
<td>JOB</td>
<td>JOB_DATA1</td>
<td>Termination process: When the JOB.ACTION is TER, LOF, or COM, a row is added to PS_GP_PYE SOVR.</td>
</tr>
</tbody>
</table>

Component Interfaces

Global Payroll for Mexico also has some component interfaces (CIs). This table lists these components/application engines and the corresponding component interfaces:

<table>
<thead>
<tr>
<th>Component</th>
<th>Component Interface</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPMX_PARM_PYGRP component</td>
<td>GP_PAYGROUP_SOVR</td>
</tr>
<tr>
<td>GPMX_EE_NOADJ component</td>
<td>GPMX_EMPL_NA</td>
</tr>
<tr>
<td>GPMX_LOAN component</td>
<td>GP_PYE_ERN_DED_ASGN</td>
</tr>
</tbody>
</table>
### Setting Up Utilities

To define element mapping, use the Map Elems to Comp/Rcd MEX (GPMX_ELEM_MAP) component.

To define component variables, use the Define Variable Attributes MEX (GPMX_COMP_VARS) component.

**Note:** This setup is optional and is designed to help technical people manipulate PIN numbers during development.

### Pages Used to Set Up Utilities in Global Payroll for Mexico

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Map Elems to Comp/Rcd MEX Page</td>
<td>GPMX_ELEM_MAP</td>
<td>Set up the mapping to the fields and variables of an element which are used during development in the components interface objects.</td>
</tr>
<tr>
<td>Define Variable Attributes MEX Page</td>
<td>GPMX_COMP_VARS</td>
<td>Define the component variables to be used on the Map Elems to Comp/Rcd MEX page when defining the variable type.</td>
</tr>
</tbody>
</table>

### Understanding Element Mapping

The element map plays a critical role when packaging and moving elements and data to other databases.

PIN numbers are used in PeopleCode, component interfaces, and reports to refer to global elements. The PIN number is a consecutive number so it can change between databases or releases; therefore, there is

---

**Note:** PeopleSoft HCM has reorganized component interface permissions based on functional areas within products. Permissions are now enabled through permission lists that are associated with functional areas or products. Refer to the *PeopleSoft HCM 9.2 - Reorganization of Component Interface Permissions* (Doc ID 2342162.1) MOS posting for an updated 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.
a need to create a utility during development so that the PIN number is not hard-coded. Using the utility also ensures consistency between the PIN number changes.

**PeopleCode Function Example**

When you need to use a PIN number in the PeopleCode, use this function to obtain the corresponding PIN number:

```peoplecode
Declare Function Get_Pin_Num PeopleCode GPMX_DERIVED_EM.PIN_NUM FieldFormula;
&Record_Name = "GPMX_LOAN";
&Date_Pin_Num = Get_Pin_Num("R", &Record_Name, "DATE");
```

There are two ways to map an element:

- By record
- By component

Select *Record* when you need to map a record field into a core Global Payroll element.

Select *Component* when the mapping doesn't depend on a record field; instead, it depends on some behavior on the page, for example, the record is used in more than one place and must map to different core Global Payroll elements.

If you select to map an element by component, you may want to define your component variables before you define your element mapping. You'll do this on the Define Variable Attributes MEX page.

**Map Elems to Comp/Rcd MEX Page**

Use the Map Elems to Comp/Rcd MEX page (GPMX_ELEM_MAP) to set up the mapping to the fields and variables of an element which are used during development in the components interface objects.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Map Elems to Comp/Rcd MEX
Image: Map Elems to Comp/Rcd MEX page

This example illustrates the fields and controls on the Map Elems to Comp/Rcd MEX page. You can find definitions for the fields and controls later on this page.

<table>
<thead>
<tr>
<th>Key Type</th>
<th>The key type that your mapping applies to appears here. Values are Other and Field.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Note:</strong> The Key Type field is populated depending on the key type you selected (either Record or Component) and can't be modified.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Map Value</th>
<th>Select the field or value to which you want to map. If you selected Record as the key type, you can select the record fields. If you selected Component as the key type, then you can select the variables defined for the component.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Entry Type</th>
<th>Select the element type on which you want to transform your field or variable. Values are Accumulator, Bracket- Numeric, Count, Deduction, Earnings, Formula – Numeric, Rate Code, Rate Code – Amount, Variable – Numeric, Variable – Pointer, and Variable – Dec+Char+Date+Ptr. Values depend on the Map Value type. For example, if you select a Character map value, then you can select only character values.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Note:</strong> Although you can see System Element – Numeric as a value, you will not be able to select it. The entry type cannot be a system element or a constant.</td>
</tr>
</tbody>
</table>

| Name           | Select the name of the element.                                                                                                                                                                 |

**Define Variable Attributes MEX Page**

Use the Define Variable Attributes MEX page (GPMX_COMP_VARS) to define the component variables to be used on the Map Elems to Comp/Rcd MEX page when defining the variable type.
Chapter 3  Defining Country Data

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Define Variable Attributes MEX

Image: Define Variable Attributes MEX page

This example illustrates the fields and controls on the Define Variable Attributes MEX page. You can find definitions for the fields and controls later on this page.

### Define Variable Attributes MEX

<table>
<thead>
<tr>
<th>Country</th>
<th>Mexico</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>GPMX_PARM_PYGRP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data</th>
<th>Personalize</th>
<th>Find</th>
<th>View All</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>1-5 of 11</td>
<td>Last</td>
<td></td>
</tr>
</tbody>
</table>

#### Variable Name

Enter the name of the variable. This can be any name you want to use during PeopleCode development.

#### Variable Type

Select the variable type. Values are *Character*, *Date*, and *Numeric*.

**Note:** Once you've defined your component variables, you can map your elements on the Map Elems to Comp/Rcd MEX page.

### Related Links

Map Elems to Comp/Rcd MEX Page

---

### Setting Up Country Data

To set up minimum wages, use the Minimum Wages MEX (GPMX_MIN_WAGE) component. To set up general parameters, use the Pay Groups MEX (GPMX_PARM_PYGRP) component. To set up element lists, use the Element Lists MEX (GPMX_PAYSLIP_FORMA) component.

### Pages Used to Set Up Country Data for Mexico

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Wages MEX Page</td>
<td>GPMX_MIN_WAGE</td>
<td>Define minimum wages for each wage zone. You can update this page as minimum wage rates change.</td>
</tr>
<tr>
<td><strong>Page Name</strong></td>
<td><strong>Definition Name</strong></td>
<td><strong>Usage</strong></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>---------------------</td>
<td>----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>General Parameters Page</td>
<td>GPMX_TAX_PARM</td>
<td>Define general parameters for federal taxes and IMSS quotas.</td>
</tr>
<tr>
<td>Element List MEX page</td>
<td>GPMX_PAYSLIP_FORMA</td>
<td>Enter the earnings and deductions that are eligible to print on a payslip. Element lists are used in the payroll results register and in termination/layoff letters, as well as the payslip generation process.</td>
</tr>
<tr>
<td>Unit of Measure and Update MEX Page</td>
<td>GPMX_UMA_VALUES</td>
<td>Define Unit of Measure.</td>
</tr>
<tr>
<td>States Code Mex Page</td>
<td>GPMX_STATE_LGL</td>
<td>Map PeopleSoft States with the Legal Codes Mexican states (tags) provided by the SAT.</td>
</tr>
<tr>
<td>UMA Element Override MEX Page</td>
<td>GPMX_UMA_SOVR</td>
<td>Define element overrides.</td>
</tr>
<tr>
<td>General Parameters MEX Page</td>
<td>GPMX_CFDI_PARAM</td>
<td>Define whether electronic files (CFDI) and payslips must only consider Finalized Calendars</td>
</tr>
<tr>
<td>Unit of Measure INFONAVIT MEX Page</td>
<td>GPMX_MIN_WAGE_INF</td>
<td>To view the daily, monthly and annual values exclusive to INFONAVIT for the system elements.</td>
</tr>
</tbody>
</table>

**Understanding Delivered Variables for General Parameters**

This table lists some PeopleSoft-delivered variables that are populated into the core application as override variables. You can override these variables through positive input, as an earning/deduction assignment, or at the calendar or payee levels.

<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Entry Type</strong></th>
<th><strong>Global Payroll for Mexico Element</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>GPMX_ADJ_FACTOR</td>
<td>Variable</td>
<td>FD VR AJU FAC ISR</td>
</tr>
<tr>
<td>GPMX_DAY_FACTOR</td>
<td>Variable</td>
<td>FD VR FAC MEN ISR</td>
</tr>
<tr>
<td>GPMX_TAX_METHOD</td>
<td>Variable</td>
<td>FD VR SEL TIP ISR</td>
</tr>
<tr>
<td>GPMX_TAX_CRED</td>
<td>Variable</td>
<td>FD VR APL CRE SAL</td>
</tr>
<tr>
<td>GPMX_IMS_ER_PAID</td>
<td>Variable</td>
<td>GN VR CUO PAG X PA</td>
</tr>
<tr>
<td>GPMX_BASE_DAYS</td>
<td>Variable</td>
<td>IM VR DIAS VARIAB</td>
</tr>
<tr>
<td>GPMX_BAS_SAL_IMS</td>
<td>Variable</td>
<td>IM VR BASE SAL IMS</td>
</tr>
<tr>
<td>GPMX_PYGRP_CALC</td>
<td>Variable</td>
<td>GN VR TIPO CALC</td>
</tr>
<tr>
<td>GPMX_7TH_DAY_PAY</td>
<td>Variable</td>
<td>PE VR SEPTIMO DIA</td>
</tr>
<tr>
<td>GPMX_CRE_SAL</td>
<td>Variable</td>
<td>FD VR NOM CRED EF</td>
</tr>
</tbody>
</table>
Chapter 3 Defining Country Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Entry Type</th>
<th>Global Payroll for Mexico Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPMX_XMAS_AVG</td>
<td>Variable</td>
<td>AG VR PROMEDIO</td>
</tr>
</tbody>
</table>

**Note:** All of these parameters are mapped to the corresponding variable. You can override the value to any of these variables at any level (pay group, pay calendar, payee) on the corresponding Supporting Element Overrides page. For example, the tax method for a pay group could be defined originally as *Adjustment During the Month*, but you can override this value at the payee level to be *Without Adjustment*.

See General Parameters Page.

**Minimum Wages MEX Page**

Use the Minimum Wages MEX page (GPMX_MIN_WAGE) to define minimum wages for each wage zone.

You can update this page as minimum wage rates change.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Addl Rates, Ceilings, Values > Minimum Wages MEX

**Image: Minimum Wages MEX page**

This example illustrates the fields and controls on the Minimum Wages MEX page. You can find definitions for the fields and controls later on this page.

**Minimum Wages MEX**

Country MEX Mexico

<table>
<thead>
<tr>
<th>Wage Zone</th>
<th>Minimum Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Zone</td>
<td>$52,330000</td>
</tr>
<tr>
<td>B Zone</td>
<td>$60,570000</td>
</tr>
<tr>
<td>C Zone</td>
<td>$58,080000</td>
</tr>
</tbody>
</table>

**Wage Zone**

Enter the wage zone. Values are *A Zone*, *B Zone*, and *C Zone*.

**Minimum Wage**

Enter the minimum wage for the wage zone.

The minimum wage in Mexico is determined as a daily amount, not an hourly amount. For example, in A Zone, the minimum wage for the year 2004 is 45.24 MXN (per day). Minimum wages are used in determining several earnings caps such as vacation premium caps and Sunday premiums. For example, the
law states that the non-taxable base for a Sunday premium will be equal to one daily minimum wage rate.

**Note:** Because minimum wage amounts usually change from year to year, you can update this table by adding a new effective-dated row.

### Related Links

Understanding Earnings Based on the Minimum Wage

### General Parameters Page

Use the General Parameters page (GPMX_TAX_PARM) to define general parameters for federal taxes and IMSS quotas.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Groups MEX > General Parameters

**Image: General Parameters page**

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

<table>
<thead>
<tr>
<th>General Parameters</th>
<th>Annual Adjustment</th>
<th>Xmas, Vac. Premium,SDI Factor</th>
<th>ETU</th>
<th>Absences</th>
<th>Variable SDI</th>
<th>Fixed SDI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Group: CN1B02</td>
<td>Banking File Credit Group</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Tax Parameters**

These fields apply to federal tax processing.
<table>
<thead>
<tr>
<th><strong>Day Factor</strong></th>
<th>If you select the Apply Adjustment Factor check box, enter the day factor. Values are 30 or 30.4, in most cases. The value you select corresponds to the monthly taxable base.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Apply Adjustment Factor?</strong></td>
<td>Select if your company adjusts the payroll for federal taxes. For example, federal taxes in Mexico are due monthly, but let's say that your company has a semimonthly payroll. So, you will divide the number of days so that it's adjusted for the monthly federal taxes.</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>Day Factor and Apply Adjustment Factor are only used to calculate federal taxes.</td>
</tr>
<tr>
<td><strong>Salary Credit only in Adj Prd</strong></td>
<td>Select if you're going to give a subsidy or salary credit to an employee only in an adjustment period (usually the last period of each month).</td>
</tr>
<tr>
<td>(adjustment period)</td>
<td><strong>Note:</strong> This field does not appear on the page when the value of the Begin Date field is 01/01/2008 or later.</td>
</tr>
<tr>
<td><strong>Pay Cash Salary Credit</strong></td>
<td>Select to indicate that the Cash Salary Credit will be paid on a separate payslip (if a separate payroll is run). If you select this check box, the Cash Salary Credit will not appear in an employee's regular payslip.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This field does not appear on the page when the value of the Begin Date field is 01/01/2008 or later.</td>
</tr>
<tr>
<td><strong>Tax Method</strong></td>
<td>Select the method used for calculating the month to month tax deduction. The tax methods you can choose from are:</td>
</tr>
<tr>
<td></td>
<td><em>Adjustment During the Month, Adjustment at end of the Month, Annual Projection Method, Semi-monthly Projected and Without Adjustment.</em></td>
</tr>
<tr>
<td><strong>Subsidy Method</strong></td>
<td>Enter the subsidy method. The subsidy methods you can choose from are:</td>
</tr>
<tr>
<td></td>
<td><em>Adjustment During the Month, Adjustment at end of the Month, Payment in the Last Period, and Without Adjustment.</em></td>
</tr>
<tr>
<td><strong>IMSS Quotas</strong></td>
<td>These fields apply to social security setup.</td>
</tr>
<tr>
<td><strong>Base Days for Variable SDI</strong></td>
<td>Select the method you'll use for calculating the variable portion of SDI. Values are <em>60 Days, Bimonth Days, Hourly Payee, and Paid Days.</em> For example, when you select 60 Days, the system always uses 60 days (minus the number of days that the payee was not active) no matter what bimonthly period the system is calculating. If Bimonth Days is selected, then the number of days considered depends on the bimonthly period processed</td>
</tr>
</tbody>
</table>
Defining Country Data  Chapter 3

(61 days for the second bimonthly period). Paid Days is for payees who do not work on a regular basis. Hourly Payee is for payees whose payment is based on hours worked instead of days worked.

**IMSS Quotas Base Salary**

Helps to determine if you should pay IMSS quotas for workers with minimum wages by comparing the Minimum Wage to the SDI or Daily Salary. Values are SDI and Salary.

**IMSS Quotas Paid by Employer**

Some companies pay employees' IMSS quotas. If you select this check box, it helps determine whether your company should subtract the IMSS quotas from the employee's earnings or not.

---

**Note:** You'll select the IMSS Quotas Paid by Employer check box if the employee quotas will not be deducted from the net pay of the employee. You'll also define which salary type the system will compare to the minimum wage (either the Daily Salary or the SDI) in the IMSS Quotas Base Salary field. Although the law states that employers do not need to withhold IMSS quotas for employees with minimum wages, some companies compare the SDI versus the minimum wage instead of the Daily Rate versus the minimum wage to decide if they're going to withhold IMSS quotas for employees with the minimum wage. In Global Payroll for Mexico, you have the choice of how you want to define your IMSS quotas for employees earning minimum wages.

---

**General Parms (parameters)**

**Salary Calculation Type**

Values are Calendar Days, Frequency Days, and Hourly. If you select Calendar Days, the salary base will be calculated based on the days of the calendar. If you select Frequency Days, the salary paid will be calculated according to the days being processed in the period. If you select Hourly, the pay will be calculated for the hours entered at the payee level.

**Absence Application Method**

Select how you want the system to determine the number of days to be considered for absence calculations in a given calendar period for monthly and semimonthly payrolls. If you select Calendar Days, then the system uses the number of calendar days (28, 29, 30, or 31) depending on the month that is being processed. If you select Frequency Days, then the system uses 30 as the upper limit for the number of days to be considered for a given month.

**Labor Regime Code**

Select the Labor Regime Code. Valid values are:

- Income Stock or Bond
- Members of Council Directors
- Pensioners
• Retirees
• Salaries and Wages
• Salary and Serv Fees Assim
• Severance
• Similar Others
• Similar to Salary Business Act
• Similar to Salary Civil Associ
• Similar to Salary Cooperative

**Pay Seventh Day**
Select if workers should be paid for the seventh day in a week. This field is commonly used for union purposes. If you select this check box, it will trigger an earning to separate regular earnings from the seventh day earnings.

**Pay Xmas Bonus with Avg. Salary**
In Mexico, it's common for employees to receive their Christmas bonus with the daily rate. However, some employees may receive commission or other additional pay. In these cases, the Christmas bonus can be paid by the sum of the daily salary, which results in the average salary. If this situation applies for a pay group, select this check box.

**Element Lists MEX Page**
Use the Element Lists MEX page (GPMX_PAYSLIP_FORMA) to enter the earnings and deductions that are eligible to print on a payslip.

Element lists are used in the payroll results register and in termination/layoff letters, as well as the payslip generation process.

**Navigation**
Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > Element Lists MEX
Image: Element Lists MEX page

This example illustrates the fields and controls on the Element Lists MEX page. You can find definitions for the fields and controls later on this page.

**Earnings and Deductions Eligible Print**

<table>
<thead>
<tr>
<th>*SeqNum</th>
<th>Earnings</th>
<th>Description</th>
<th>Include</th>
<th>Exclude</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>BUEDDO</td>
<td>Salary</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>15</td>
<td>BUEDDO RETRO</td>
<td>Salary Delta</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>20</td>
<td>BUEDDO POR H</td>
<td>Hourly Salary</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>35</td>
<td>BUEDDO PORE</td>
<td>Hourly Salary Ratio</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>30</td>
<td>DIA FESTIVO</td>
<td>Holiday</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>40</td>
<td>DIA FEST RET</td>
<td>Holiday Retro</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>90</td>
<td>SEPT DIA HOR</td>
<td>Seventh Day - Hourly Paydays</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>55</td>
<td>SEPT DIA RET</td>
<td>Seventh Day Units * Rate</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>60</td>
<td>SUB ENF 100P</td>
<td>General Sickness Subsid 100pc</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>65</td>
<td>IMSS RETRO</td>
<td>IMSS Quotas Paid by EE Retro</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>70</td>
<td>ISR AJUS SUB</td>
<td>ISR Adjusted by Subsidy</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>75</td>
<td>CRED INFONAV</td>
<td>INFONAV Loan</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>78</td>
<td>SUB EMPLEO</td>
<td>Employment Subsidy</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>80</td>
<td>SUB EFE EXC</td>
<td>Overpaid Subsidy</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>82</td>
<td>PRES FACOT</td>
<td>FACOT Loans</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>90</td>
<td>AJUS SUB CAU</td>
<td>Applicable Subsidy Adjustment</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>95</td>
<td>PRESTATO CIA</td>
<td>Company Loans</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>100</td>
<td>FALTAS</td>
<td>Unpaid Absence</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>105</td>
<td>FALTAS RETRO</td>
<td>Unpaid absences Delta</td>
<td>+</td>
<td>-</td>
</tr>
</tbody>
</table>

**Effective Date**

Date from which the new element created is added to the corresponding element lists.

**Note:** If this step is skipped then the new elements are not considered for processing.

**Total Deductions**

Select the element that corresponds to total deductions.

**Total Earnings**

Select the element that corresponds to total earnings.

**Net Pay**

Select the element that corresponds to net pay.

**Earning Elements**

You can choose to enter the earnings you want included on the payslip or you can choose to enter the earnings you want excluded, depending on what is the easiest way for you to define...
Chapter 3 Defining Country Data

your payslips. For example, if you have defined 20 types of earnings and you only want to include 5 of them, the easiest way is to include those 5 earnings, instead of excluding the other 15 earnings. On the other hand, if you want to exclude only 3 earnings from the payslip, you can select Exclude and then enter the 3 earnings that you want to exclude, instead of including the other 17 earnings.

Populate Total Earnings Mbrs (members) and Populate Total Deductions Mbrs (members)

If you click this button, all the earnings and deductions that contribute to the selected accumulator will be populated.

Deduction Elements

The fields on the Deductions Elements group box are similar to the fields on the Earnings Elements group box.

Earnings

SeqNum (sequence number) Enter the sequence number for the earnings.

Earnings Select the individual earnings elements that will be included (or excluded) in the payslip.

Deductions

The fields on the Deductions group box are similar to the fields on the Earnings group box.

Unit of Measure and Update MEX Page

Use the Unit of Measure and Update MEX page (GPMX_UMA_VALUES) to define Unit of Measure.

Note: UMA is the economic reference in Mexican Pesos to determine the amount of the payment the obligations and assumptions provided for the federal laws. This amount will be updated every year by the Government Institution (INEGI).

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Addl Rates, Ceilings, Values > Unit of Measure and Update MEX
This example illustrates the Unit of Measure and Update MEX page.

The monthly value of the UMA is calculated by multiplying its daily value by 30.4 times and its annual value is calculated by multiplying its monthly value by 12.

**States Code Mex Page**

Use the State Code MEX page (GPMX_STATE_LGL) to map People Soft States with the Legal Codes Mexican states (tags) provided by the SAT.

**Navigation**

Set Up HCM > Install > Country Specific > State Code MEX
Image: State Code MEX Page

This example illustrates the State Code MEX page.

<table>
<thead>
<tr>
<th>State Code</th>
<th>Description</th>
<th>State Legal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 AGS</td>
<td>Aguascalientes</td>
<td>AGU</td>
</tr>
<tr>
<td>2 BCN</td>
<td>Baja California Norte</td>
<td>BCN</td>
</tr>
<tr>
<td>3 BCS</td>
<td>Baja California Sur</td>
<td>BCS</td>
</tr>
<tr>
<td>4 CAMP</td>
<td>Campeche</td>
<td>CAM</td>
</tr>
<tr>
<td>5 CDMX</td>
<td>Ciudad de Mexico</td>
<td>DIF</td>
</tr>
<tr>
<td>6 CHIH</td>
<td>Chihuahua</td>
<td>CHH</td>
</tr>
<tr>
<td>7 CHPS</td>
<td>Chiapas</td>
<td>CHP</td>
</tr>
<tr>
<td>8 COAH</td>
<td>Coahuila</td>
<td>COA</td>
</tr>
</tbody>
</table>

State
Select a state code. States code are stored in the STATE_TBL table in PeopleSoft.

State Legal Code
Enter 3 characters SAT legal codes to map to the select State code.

Note: The State Legal code is printed in the tag ClaveEntFed in the CFDI file.

UMA Element Override MEX Page

Use UMA Element Override MEX page (GPMX_UMA_SOVR) to define element overrides.

Navigation
Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Element Group > UMA Element Override MEX Page
Image: UMA Element Override MEX Page

This example illustrates the fields and controls on the UMA Element Override MEX Page.

**Effective Date**

The date from which the defined element overrides are applicable.

**Status**

Status is Active and Inactive for the performance of this page.

**Entry Type**

Define the type of input that will be override to the elements of the system.

- Earnings
- Deductions
- Formula
- Bracket
- Auto Assigned
- System Element
- Variable

**Element Name**

Name of the element that the company uses to pay or discount the income of employees.

**Description**

Based on selected Element Name, description is populated.
Minimum Salary Source

The value to be used to override the selected element. Valid values are:

- Minimum Wage
- Unit of Measure and Update

General Parameters MEX Page

Use General Parameters MEX page (GPMX_CFDI_PARAM) to define whether electronic files (CFDI) and payslips must only consider Finalized Calendars.

Navigation

Set Up HCM > Install > Country Specific > General Parameters MEX > CFDI Parameters MEX

Image: General Parameters MEX page

This example illustrates the fields and controls on the General Parameters MEX page.

General Parameters MEX

CFDI

- Calendar Finalized
- Subsidy Node Mandatory all Emp
- Employment Subsidy (Appx. 5)

Calendar Finalized

Select the checkbox if the calendar Group ID on Create/Print Payslips MEX page must only display the finalized calendars. By default this option is unchecked.

Note: Deselect the checkbox if the calendar Group ID on Create/Print Payslips MEX page must select all the calendars (regardless of whether they are finalized or not)

Subsidy Node Mandatory all Emp

Select the checkbox if the node ‘SubsidioAlEmpleo’ must be displayed for all employees (regardless of whether the Employment Subsidy are processed or not).

This checkbox is selected by default.
Employment Subsidy (Appx. 5)  Select the checkbox if you want to show the payroll amount process for employment subsidy element in the node OtrosPagos. This is the default option.

Unit of Measure INFONAVIT MEX Page

Use the Unit of Measure INFONAVIT MEX page to view the daily, monthly and annual values exclusive to INFONAVIT for the system elements and calculation processes that use this value for INFONAVIT purpose.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Addl Rates, Ceilings, Values > Unit of Measure INFONAVIT MEX

Image: Unit of Measure INFONAVIT MEX page

This example illustrates the fields and controls on the Unit of Measure INFONAVIT MEX page.

<table>
<thead>
<tr>
<th>Country Code</th>
<th>MEX  Mexico</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Data</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*Effective Date</td>
<td>03/01/2019</td>
</tr>
<tr>
<td>*Daily Value</td>
<td>82.22</td>
</tr>
<tr>
<td>*Monthly Value</td>
<td>2499.49</td>
</tr>
<tr>
<td>*Annual Value</td>
<td>29993.88</td>
</tr>
</tbody>
</table>

Country  Refers to the country Mexico.

Effective Date  The date from which the UMI will come into effect.

Daily Value  The daily value of the UMI designated by the government.

Monthly Value  The monthly value of the UMI designated by the government.

Annual Value  The annual value of the UMI designated by the government.

Viewing Delivered Process Lists and Sections

This topic discusses:
Delivered Process Lists

This table lists the delivered process lists for Mexico.

<table>
<thead>
<tr>
<th>Process List</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJUSTE ANUAL</td>
<td>Annual tax adjustment process</td>
</tr>
<tr>
<td>AUSENTISMOS</td>
<td>Absences process</td>
</tr>
<tr>
<td>CALC AGUINALDO</td>
<td>Christmas bonus process</td>
</tr>
<tr>
<td>CALC PTU</td>
<td>PTU process</td>
</tr>
<tr>
<td>CALC SDI FIJO</td>
<td>Fixed SDI</td>
</tr>
<tr>
<td>CALC SDI VARIAB</td>
<td>Variable SDI process</td>
</tr>
<tr>
<td>NOMINA</td>
<td>Payroll process</td>
</tr>
<tr>
<td>NOMINA CRE SAL</td>
<td>Payroll salary credit</td>
</tr>
<tr>
<td>NOMINA ESPECIAL</td>
<td>Special payroll process</td>
</tr>
</tbody>
</table>

Delivered Sections

This table lists the delivered sections for Mexico.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGUINALDO SEC</td>
<td>Christmas bonus</td>
</tr>
<tr>
<td>AGUINALDO WA</td>
<td>Christmas bonus, saving data for validation and reporting purposes</td>
</tr>
<tr>
<td>AJUSTE ANUAL 177</td>
<td>Annual tax adjustment calculation using Article 177</td>
</tr>
<tr>
<td>AJUSTE ANUAL 1991</td>
<td>Annual tax adjustment calculation using 1991 method</td>
</tr>
</tbody>
</table>

**Note:** This section has a status of *Inactive* effective 01/01/2008.

<p>| AJUSTE ANUAL WA   | Write annual adjustment, saving data for validation and reporting purposes. |
| AJUSTE REDONDEO   | Net pay adjustment                                                           |
| AUSENTISMO AUS    | Absences generations                                                         |</p>
<table>
<thead>
<tr>
<th><strong>Section</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>AUSENTISMO NOM</td>
<td>Absences payroll process</td>
</tr>
<tr>
<td>CRED SAL EFECTIVO</td>
<td>Salary credit cash</td>
</tr>
<tr>
<td>DEDUCCIONES</td>
<td>Deductions</td>
</tr>
<tr>
<td>DESPUES IMPUESTOS</td>
<td>To be calculated after taxes</td>
</tr>
<tr>
<td>FORMATO 37</td>
<td>Execute Write Array Form 37</td>
</tr>
<tr>
<td>GRABA SDI</td>
<td>Saves SDI data.</td>
</tr>
<tr>
<td>IMPUESTOS EST</td>
<td>State taxes</td>
</tr>
<tr>
<td>IMPUESTOS FED</td>
<td>Federal taxes</td>
</tr>
<tr>
<td>INICIALIZACION AUS</td>
<td>Absences initialization</td>
</tr>
<tr>
<td>INICIALIZACION NOM</td>
<td>Payroll initialization</td>
</tr>
<tr>
<td>LIQ Y FINIQUITOS</td>
<td>Termination pay</td>
</tr>
<tr>
<td>PIRAMID PERC/DED</td>
<td>All earnings and deductions</td>
</tr>
<tr>
<td>PIRAMIDADO SEC</td>
<td>Gross-up earnings</td>
</tr>
<tr>
<td>PRESTAMOS</td>
<td>Loans</td>
</tr>
<tr>
<td>PREVISION SOCIAL</td>
<td>Social benefits section</td>
</tr>
<tr>
<td>PROMEDIO</td>
<td>Average salary</td>
</tr>
<tr>
<td>PROVISIONES</td>
<td>Provisions</td>
</tr>
<tr>
<td>PTU SEC</td>
<td>PTU</td>
</tr>
<tr>
<td>RETRO</td>
<td>Retro section</td>
</tr>
<tr>
<td>RETRO DEDUCCIONES</td>
<td>Retro deduction section</td>
</tr>
<tr>
<td>SALDO VACACIONES</td>
<td>Termination balance days</td>
</tr>
<tr>
<td>SALDOS AJUSTE ISR</td>
<td>Pay and discount ISR adjustment</td>
</tr>
<tr>
<td>SDI FIJO</td>
<td>Fixed SDI</td>
</tr>
<tr>
<td>SDI VARIABLE</td>
<td>Variable SDI</td>
</tr>
<tr>
<td>SEGURO SOCIAL</td>
<td>Social security quotas</td>
</tr>
<tr>
<td>SUELDO FRE/CAL/HOR</td>
<td>Salary frequency and calendar days</td>
</tr>
<tr>
<td>TIEMPO EXTRA</td>
<td>Overtime</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>VACACIONES AUS</td>
<td>Generate vacations entitlement</td>
</tr>
<tr>
<td>VACACIONES NOM</td>
<td>Vacations payroll process</td>
</tr>
</tbody>
</table>

**Note:** The PeopleSoft system delivers a query that you can run to view the names of all delivered elements that are designed for Mexico.

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

Understanding Earnings Based on the Minimum Wage

Some earnings are calculated in relation to the minimum wage. For example, the Sunday premium and savings fund earnings are tax-exempt up to an amount equal to the minimum wage. Any amount over the minimum wage is taxed. To define the minimum wage used in these calculations, use the Minimum Wages MEX page.

Related Links
Minimum Wages MEX Page

Defining Parameters for Christmas Bonuses and Vacation Premiums

To define parameters for the Christmas bonus, vacation days, vacation premium percentage, the SDI factor, and the vacation premium type, use the Pay Groups MEX (GPMX_PARM_PYGRP) component.

Pages Used to Define Parameters for Christmas Bonuses and Vacation Premiums

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Xmas, Vac, Premium, SDI Factor Page</td>
<td>GPMX_SDI_FACTOR</td>
<td>Define the number of Christmas bonus days, vacation days, vacation premium percent, and SDI factor by employee (based on employee seniority).</td>
</tr>
<tr>
<td>Absences Page</td>
<td>GPMX_ABS_PYGRP</td>
<td>Define the vacation premium type.</td>
</tr>
</tbody>
</table>

Understanding the SDI Factor Calculation

Christmas bonuses and vacation premiums can be calculated based on either the daily salary or the average salary. To set up the calculation of the Christmas bonus and vacation premium, define an SDI factor on the Xmas, Vac, Premium, SDI Factor page. The SDI factor represents the amount over the daily salary or average salary that the employee makes because of the vacation premium and the Christmas bonus.

Global Payroll for Mexico calculates the SDI factor automatically based on parameters that you enter on the Xmas, Vac, Premium, SDI Factor page. The parameters are:

- Number of Christmas bonus days.
• Number of vacation premium days.

• Vacation premium percent.

Based on the Christmas bonus days, the vacation premium days, and the vacation premium percent, the system determines the SDI factor, and uses it to:

1. Calculate IMSS quotas.

2. Define the base used to calculate vacation premiums and Christmas bonus amounts.

Example: Calculating the SDI Factor

For example, if the Christmas bonus is 30 days, and the number of vacation days is 10, with a premium of 25 percent, the system calculates the SDI factor as follows:

1. Determine the portion of the SDI factor due to the Christmas bonus by dividing the number of Christmas bonus days by 365 (days in year).

   The result is the percentage over the daily or average salary that must be paid to the employee due to the Christmas bonus.

   Note: In this example, divide 30 by 365 (30 / 365 = 0.0821915).

2. Determine the vacation premium portion of the SDI factor by dividing the number of vacation days by 365 (days per year), and multiplying the result by the premium percent.

   The result is the percentage over the daily or average salary that must be paid to the employee due to the vacation premium.

   Note: In this example, divide 10 by 365 and multiply the result by 25 percent (10 / 365) × 0.25 = 0.0069).

3. Add the results of steps 1 and 2.

   The result is the percentage over the daily or average salary that must be paid to the employee due to the vacation premium and Christmas bonus.

Related Links
Understanding Social Security Processing

Xmas, Vac, Premium, SDI Factor Page

Use the Xmas, Vac, Premium, SDI Factor (Christmas, vacation, premium SDI factor) page (GPMX_SDI_FACTOR) to define the number of Christmas bonus days, vacation days, vacation premium percent, and SDI factor by employee (based on employee seniority).

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Groups MEX > Xmas, Vac, Premium, SDI Factor
Image: Xmas, Vac, Premium, SDI Factor page

This example illustrates the fields and controls on the Xmas, Vac, Premium, SDI Factor page. You can find definitions for the fields and controls later on this page.

| Seniority | Enter the seniority level. This field enables you to define changes, based on seniority levels, in the parameters used to calculate the SDI factor (vacation days, vacation premium percent, and Christmas days).
| Vacation Days | Enter the vacation days corresponding to the seniority level.
| Vacation Premium % (vacation premium percent) | Enter the vacation premium percent corresponding to the seniority level.
| Christmas Days | Enter the number of Christmas bonus days corresponding to the seniority level.
| SDI Factor | This field is populated automatically based on the values that you entered in the Vacation Days, Vacation Premium %, and Christmas Days fields.

Absences Page

Use the Absences page (GPMX_ABS_PYGRP) to define the vacation premium type.

Navigation

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

On the Absences page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups MEX, Absences), define the vacation premium type.

The vacation premium type determines whether the vacation premium is paid out all at once on a defined date each year (Annual), or on the anniversary of the employee's hire date (Anniversary) or from pay period to pay period (Proportional), depending on the number of vacation days that the employee has taken.
Defining Earnings

Chapter 4

Note: The Absences page is discussed in another topic. See Absences Page

Defining PTU (Participacion a los Trabajadores de las Utilidades)

To define the adjustment factor and maximum days for PTU, use the Pay Groups MEX (GPMX_PARM_PYGRP) component. To define PTU parameters and identify PTU elements and payees, use the Define PTU - Profit Share MEX (GPMX_PARM_COMPANY) component.

Pages Used to Define PTU

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTU Page</td>
<td>GPMX_PTU_GP_PYGRP</td>
<td>Set the adjustment factor and maximum days for profit-sharing at the pay group level.</td>
</tr>
<tr>
<td>PTU Setup Page</td>
<td>GPMX_PTU_COMPANY1</td>
<td>Define PTU parameters at the company level.</td>
</tr>
<tr>
<td>PTU Elements/Payees Page</td>
<td>GPMX_PTU_COMPANY2</td>
<td>Identify the PTU elements and payees. Identify the earnings and deductions used for profit sharing, assign profit sharing elements to accumulators, and exclude ineligible employees from the profit sharing process.</td>
</tr>
</tbody>
</table>

Understanding the PTU Process

To define and run the PTU process:

1. Define the adjustment factor and maximum days for PTU (profit-sharing) on the PTU page.
2. Define PTU parameters on the PTU Setup page.
3. Identify PTU elements and payees on the PTU Elements/Payees page.
4. Run the PTU process on the Calculate PTU-Profit Share MEX page.

Note: Running the PTU process is discussed in another topic.

See Running the PTU (Profit Sharing) Process.

Understanding the Adjustment Factor and Maximum Days for PTU

The PTU page enables you to:

• Standardize the number of PTU (profit-sharing) days across all pay groups in your company, regardless of the calendar used for each group.

For example, suppose that you have a monthly pay group based on a 360 day per year calendar (in which all months are defined as having 30 days), and a weekly pay group based on a 365 day calendar...
(using actual calendar days). To bring the number of profit-sharing days for the monthly pay group up to 365, enter a daily adjustment factor on the PTU page for the monthly pay group. Multiply this amount by 360 to bring the number of days up to 365. In this example, the amount is 365 / 360 (≈ 1.013888).

- Define the maximum number of days that can be used in the profit-sharing calculation.

**PTU Page**

Use the PTU page (GPMX_PTU_GP_PYGRP) to set the adjustment factor and maximum days for profit-sharing at the pay group level.

**Navigation**

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

**Image: PTU page**

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

<table>
<thead>
<tr>
<th>General Parameters</th>
<th>Annual Adjustment</th>
<th>Xmas, Vac, Premium, SDI Factor</th>
<th>PTU</th>
<th>Absences</th>
<th>Variable SDI</th>
<th>Fixed SDI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Group: KY MENSUAL Grupo de Pago Mensual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PTU Definition</td>
<td>Customize</td>
<td>View All</td>
<td>First</td>
<td>1 of 1</td>
<td>Last</td>
<td></td>
</tr>
<tr>
<td>Effective Date</td>
<td>Daily Adjust Factor</td>
<td>Max Days</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/01/2001</td>
<td>1.013888</td>
<td>365.000000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Daily Adjust Factor** (daily adjustment factor)

Enter the multiplication factor needed to adjust the number of PTU days for the specified pay group. For example, if your pay group is based on a 360-day-per-year calendar, and you want to adjust the calendar to 365 days, enter 1.013888 (365 / 360).

**Max Days** (maximum days)

Enter the maximum number of days that can be included in the profit-sharing calculation. For example, you might decide to pay an employee's vacation balance at the moment of termination. At this point, the employee might have more than 365 PTU days. In this case, if the earnings that you use to pay the vacation balance are part of the profit-sharing process, you can reduce the PTU days to 365 (or any other amount).

**PTU Setup Page**

Use the PTU Setup page (GPMX_PTU_COMPANY1) to define PTU parameters at the company level.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Allowances/Other Benefits > Define PTU-Profit Share MEX > PTU Setup
**Image: PTU Setup page**

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

### Year

Enter the year for which you are processing your profit sharing earnings.

### Apply Proportional Worked Days

Select this check box if the ceiling salary used to calculate PTU earnings should be adjusted to reflect the number of days that an employee actually works. For example, if the ceiling salary is 240,000, and an employee works 250 days during the year, the ceiling salary for that employee is reduced proportionally—that is, it is set to 164,383.56 \((240,000 / 365) \times 250\).

### Amount

Enter the amount to be shared.

### Ceiling Salary

Enter the maximum amount of an employee's salary that can be used to calculate the employee's portion of PTU earnings. To determine the amount, calculate the salary of the union employee with the highest wages, add 20 percent to this amount, and enter the total in the Ceiling Salary field. If an employee who is eligible for profit sharing makes more than the amount that you enter here, profit sharing is capped at this amount.

### Temp Payee? (temporary payee) and Days

Select Temp Payee? to include all temporary employees in your profit sharing plan.

To limit the temporary employees who can participate in the plan, select Temp Payee? and enter the number of days that temporary employees must work at your company to participate in profit sharing. For example, if you select Temp Payee? and enter 60 in the Days field, only temporary employees who work 60 days or more are included in the PTU plan.
Chapter 4  Defining Earnings

**Day Factor**
Displays the *PTU Total for all Employees/Worked Days Total for all Employees*. This figure is calculated automatically when you run the PTU process.

**Salary Factor**
Displays the *PTU Total for all Employees/Salary Sum Total for all Employees*. This figure is calculated automatically when you run the PTU process.

**PTU Elements/Payees Page**
Use the PTU Elements/Payees page (GPMX_PTU_COMPANY2) to identify the PTU elements and payees.

Identify the earnings and deductions used for profit sharing, assign profit sharing elements to accumulators, and exclude ineligible employees from the profit sharing process.

**Navigation**
Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Allowances/Other Benefits > Define PTU-Profit Share MEX > PTU Elements/Payees

**Image: PTU Elements/Payees page**
This example illustrates the fields and controls on the PTU Elements/Payees page. You can find definitions for the fields and controls later on this page.

**PTU Elements**

**Element Name**
Enter the earnings and deduction accumulators to include in the PTU process.

**Accumulator Sign**
Select an accumulator sign. Values are:

*Add*: Adds the earnings and deduction accumulators specified in the *Element Name* field to the PTU base.
**Defining Earnings Chapter 4**

*Subtract:* Subtracts the earnings and deduction accumulators specified in the Element Name field from the PTU base.

| Acum Type (accumulator type) | For each element that you specify in the Element Name field, select *Amount* or *Units.* |

**Important!** When you define an earnings element that you know must be included in the PTU process, create year-to-date accumulators storing both amounts and units for that element. (You can set up an accumulator for units only if the element includes a unit component in its definition.) Otherwise, you will not have the flexibility to accumulate both units and amounts.

---

**Non Eligible Payees**

Enter the employee ID and employee record number for employees who do not qualify for inclusion in the profit sharing process.

---

**Setting Up Frequently Used Supporting Element Overrides**

To define frequently used supporting element overrides in Mexico, use the Earn/Ded SOVRs MEX (GPMX_ERNDED_SOVR) component.

**Page Used to Set Up Frequently Used Supporting Element Overrides**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earn/Dedn SOVRs MEX Page</td>
<td>GPMX_ERNDED_SOVR</td>
<td>Set up SOVRs at the earnings and deduction level for variables used in key calculations.</td>
</tr>
</tbody>
</table>

**Understanding Frequently Used Supporting Element Overrides in Mexico**

Global Payroll for Mexico enables you to define the most frequently used supporting element overrides (SOVRs) for earnings and deductions on the Earn/Dedn SOVRs MEX page. This includes the following:

- Supporting elements used to specify a tax method.
- Supporting elements used to select earnings and deductions for inclusion in the Minimum Wage Salary Level report (report GPMXAA01).
- Supporting elements used to associate earnings and deductions with a termination version.

Before you can run a payroll, a Minimum Wage Salary Level report, or a termination process, you must:

- Enter basic information on the Earn/Dedn SOVRs MEX page about which earnings and deductions to include in each tax method and each row of the Minimum Wage Salary Level report.
- Specify which earnings and deductions to include in each termination version.
Understanding Element Overrides

The information that you enter on the Earn/Dedn SOVRs MEX page is inserted as a supporting element override for these variables at the earnings and deduction level:

<table>
<thead>
<tr>
<th>Type of Override</th>
<th>Variable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Method</td>
<td>FD VR METODO ISR</td>
</tr>
<tr>
<td>Salary Level Group</td>
<td>AA VR NIVEL SAL</td>
</tr>
<tr>
<td>Termination Versions</td>
<td>Variables LF VR VER FINIQ 01 through LF VR VER FINIQ 10</td>
</tr>
</tbody>
</table>

Related Links

Understanding Termination Setup
Understanding Tax Processing
Global Payroll for Mexico Reports: A to Z

Earn/Dedn SOVRs MEX Page

Use the Earn/Dedn SOVRs MEX (Earnings/Deductions SOVRs MEX) page (GPMX_ERNDED_SOVR) to set up SOVRs at the earnings and deduction level for variables used in key calculations.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Payroll Elements > Earn/Ded SOVRs MEX
Image: Earn/Dedn SOVRs MEX page

This example illustrates the fields and controls on the Earn/Dedn SOVRs MEX page. You can find definitions for the fields and controls later on this page.

### Tax Method/Salary Levels Tab

**Entry Type**

- For a Minimum Wage Salary Level report: Define the type of element to include in the report. You can include only earnings or deductions.

- For tax method selection: Define the type of element to which you want to apply a tax method using the Tax Method field. You can include only earnings or deductions.

**Element Name**

- For a Salary Level report: Enter the name of the earnings or deductions element to include in the Minimum Wage Salary Levels report (report GPMXAA01).

- For tax method selection: Enter the name of the earnings or deductions to which you want to apply a tax method using the Tax Method field.

**Begin Date**

Enter the begin date of the supporting element override.

**End Date**

Enter the end date of the supporting element override.

**Tax Method**

Define the tax method to apply to each earnings and deduction identified in the Entry Type and Element Name fields.

**Salary Level Group**

- For a Minimum Wage Salary Level report, specify the salary level group in which you want to include the earnings or deductions identified in the Element Name field.
**Term Vers 01-05 and Term Vers 06-10 Tabs**

**Term Vers 01-10** (termination versions 1-10)

This field is used to associate earnings and deductions with termination versions. For each earnings or deduction that you identify in the Entry Type and Element Name fields, specify the termination versions (the grouping of termination actions and reasons) for which the earnings and deductions can be paid. Select up to 10 different termination versions for each earnings and deduction.

---

**Note:** To associate a termination version with an earnings or deduction, the termination version must already be defined on the Termination Version and Termination Action Reason pages, and the earnings or deduction must be linked to one of the delivered variables LF VR VER FINIQ 01 through LF VR VER FINIQ 10 on the Supporting Elements Override page. (LF VR VER FINIQ 01 through LF VR VER FINIQ 10 are delivered variables representing termination versions.)

---

See [Understanding Termination Setup](#).
Chapter 5

Defining Social Security Contributions

Defining Contribution Rates for Social Security

To define social security contributions, use the Quotas MEX (GPMX_IMS_QUOTA) component.

Note: In Mexico, "social security quota" is used to refer to social security contributions.

Page Used to Define Social Security Quotas

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quotas MEX Page</td>
<td>GPMX_IMS_QUOTA</td>
<td>Define payee and employer contribution rates to social security for each IMSS branch.</td>
</tr>
</tbody>
</table>

Understanding Contribution Rates for Social Security

Global Payroll for Mexico initially delivers the rates and ceiling days that the system uses to calculate employee and employer contributions to each branch of social security. You must maintain this data when the government issues changes.

To calculate contributions to a branch of social security, the system:

1. Compares the employee's integrated daily salary (SDI) amount to the (Minimum Wage * Ceiling Days).
2. Multiplies the minimum amount by the contribution rate.

Note: Global Payroll for Mexico calculates the SDI factor automatically based on parameters you enter on the Xmas, Vac, Premium, SDI Factor page. Once the system has calculated the SDI factor, it uses the SDI factor to calculate IMSS quotas. The Xmas, Vac, Premium, SDI Factor page is discussed in another topic.

Example: Calculating the Employer Contribution to RETIRO

Suppose an employee's integrated daily salary (SDI) amount is 100 MXN, the minimum wage is 45.24, the employer contribution is 0.02, and the day ceiling is 25. The system calculates the employer RETIRO contribution as follows:

1. Compares SDI (100) to the Minimum Wage * Ceiling Days (45.24 * 25 = 1131.00) and determines that 100 is the smaller amount.
2. 100 * .02 = 2.00 MXN
Now, if the employee's SDI amount is 1200 MXN, then the Minimum Wage * Ceiling Days (45.24 * 25 = 1131.00) is lower. The RETIRO contribution is 1131.00 * .02 = 22.62 MXN

**Related Links**
- General Parameters Page
- Defining Parameters for Christmas Bonuses and Vacation Premiums

**Quotas MEX Page**

Use the Quotas MEX page (GPMX_IMS_QUOTA) to define payee and employer contribution rates to social security for each IMSS branch.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security/Insurance > Quotas MEX

**Image: Quotas MEX page**

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

**Quotas MEX**

| IMSS Quotas |
|-----------------|-----------------|-----------------|-----------------|
| *Effective Date | 01/01/2006 |

**Detail**

- **IMSS Branch**: Select the IMSS branch for which you want to define contribution rates.
- **Payee Percent**: Specify the percentage of SDI that the payee contributes.
- **Employer Percent**: Specify the percentage of the employee's SDI that the employer contributes.
- **Ceiling Days**: Enter the number of days that the system should use to calculate the SDI ceiling for the branch.
Chapter 5  Defining Social Security Contributions

Defining Fixed SDI

To define parameters for the fixed SDI process, use the Pay Groups MEX (GPMX_PARM_PYGRP) component.

Page Used to Define Fixed SDI

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed SDI Page</td>
<td>GPMX_FIXSDI_PARM</td>
<td>Select the elements that contribute to fixed SDI and how they integrate for the fixed SDI calculation.</td>
</tr>
</tbody>
</table>

Understanding the Fixed SDI Process

There are some minimum elements established by law that must contribute to fixed SDI. However, you can also select additional elements that contribute to fixed SDI. Examples of additional elements include those that are related to job data events, such as hiring and salary changes.

To define and run the fixed SDI process:

1. Select additional elements that contribute to fixed SDI and define the integration parameters for these elements on the Fixed SDI page.

2. When a new job data event occurs (hiring or salary changes, for example), a new payee SDI data row will be inserted automatically updating the payee fixed SDI data.

   It's also possible to run the fixed SDI calculation due to a minimum salary change or anniversary by running the mass SDI data update. For mass SDI updates, run the fixed SDI process on the Process SDI MEX page.

   See Running the SDI Batch Processes.

   See Running Social Security Reports.

Fixed SDI Page

Use the Fixed SDI page (GPMX_FIXSDI_PARM) to select the elements that contribute to fixed SDI and how they integrate for the fixed SDI calculation.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Groups MEX > Fixed SDI
Defining Social Security Contributions

Chapter 5

Image: Fixed SDI page: Calculation Base tab

This example illustrates the fields and controls on the Fixed SDI page: Calculation Base tab. You can find definitions for the fields and controls later on this page.

<table>
<thead>
<tr>
<th>General Parameters</th>
<th>Annual Adjustment</th>
<th>Xmas, Vac Premium, SDI Factor</th>
<th>ETU</th>
<th>Absences</th>
<th>Variable SDI</th>
<th>Fixed SDI</th>
<th>SDI Calendars</th>
</tr>
</thead>
</table>

### Element Name
Select the earnings element other than the legal minimum (Christmas Bonus and Vacation Premium), that contributes to fixed SDI.

### Type
Define whether this element will be applied by individual payee or in general to the entire pay group. Values are By Payee or General.

### Calc Base (calculation base)
Select the calculation base for the element. Values are Amount, Daily Rate, Days, Min Wage, and SDI.

### Amount
Indicate the value for the flat amount of the element.

### %
This field appears when you select Daily Rate for the Calc Base. Enter the percentage of the SDI or daily rate that will be part of the Fixed SDI value.

Fixed SDI Page: Integrable Base Tab

Image: Fixed SDI page: Integrable Base tab

This example illustrates the fields and controls on the Fixed SDI page: Integrable Base tab. You can find definitions for the fields and controls later on this page.

### Integrable Base
Select the integrable base for the element. Each element integrable base can be based on the whole base or a certain percentage of the daily rate, minimum wage, or SDI. Values are All, Daily Rate, Min Wage, and SDI. Depending on the
Chapter 5  Defining Social Security Contributions

integrable base selected, some of the following fields will appear or not, and should be filled out accordingly.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lower Limit %</strong></td>
<td>Indicate the lower limit percentage of integration for the element.</td>
</tr>
<tr>
<td><strong>Wage Zone</strong></td>
<td>Select the wage zone for the lower limit percentage. Values are A Zone, B Zone, C Zone, and Payee Zone.</td>
</tr>
<tr>
<td><strong>Upper Limit %</strong></td>
<td>Indicate the upper limit percentage of integration for the element.</td>
</tr>
<tr>
<td><strong>Wage Zone</strong></td>
<td>Select the wage zone for the upper limit. Values are A Zone, B Zone, C Zone, and Payee Zone.</td>
</tr>
</tbody>
</table>

---

**Defining Variable SDI**

To define parameters for the Variable SDI process, use the Pay Groups MEX (GPMX_PARM_PYGRP) component.

**Page Used to Define Variable SDI**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variable SDI Page</td>
<td>GPMX_VAR_SDI_PARM</td>
<td>Select the earnings, accumulators, and formulas used in the Variable SDI process for a pay group.</td>
</tr>
<tr>
<td>SDI Calendars Page</td>
<td>GPMX_SDICALENDARS</td>
<td>Specify the months in which variable SDI elements accumulate.</td>
</tr>
</tbody>
</table>

**Understanding the Variable SDI Process**

With tax reforms effective December 20, 2001, the Variable SDI process is now run bimonthly instead of monthly. In order to accommodate this legislative change, you will:

1. Indicate the method for calculating the variable SDI on the Base Days for Variable SDI field on the General Parameters page.
   
   Choices are 60 Days, Bimonth Days, Hourly Payee, or Paid Days.

2. Define variable SDI parameters for a pay group on the Variable SDI page.

3. (Optional) Insert calendars on the SDI Calendars page to specify the month to which each weekly or biweekly calendar accumulates.

4. Run the Variable SDI process on the Calculate Absence and Payroll page.
   
   You must create a bimonthly calendar and execute the CALC SDI VARIAB process list.
Related Links
Related Links
- General Parameters Page
- Running the SDI Batch Processes
- Running Social Security Reports

Variable SDI Page

Use the Variable SDI page (GPMX_VAR_SDI_PARM) to select the earnings, accumulators, and formulas used in the Variable SDI process for a pay group.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Groups MEX > Variable SDI

Image: Variable SDI page

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

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Accumulator Name</th>
<th>Element Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMISIONES9</td>
<td>COMISIONES9 BIM</td>
<td>IM FM 100% VAR</td>
</tr>
<tr>
<td>T EXTRA DT</td>
<td>T EXTRA DT BIM</td>
<td>IM FM 100% VAR</td>
</tr>
<tr>
<td>BONO</td>
<td>BONO BIM</td>
<td>IM FM 100% VAR</td>
</tr>
<tr>
<td>PRIMA DOMIN</td>
<td>PRIMA DOMIN BIM</td>
<td>IM FM 100% VAR</td>
</tr>
<tr>
<td>ANTIG PCT</td>
<td>ANTIG PCT BIM</td>
<td>IM FM 100% VAR</td>
</tr>
</tbody>
</table>

Earnings
Select the earnings that will be used in the Variable SDI process.

Accumulator Name
Select the accumulators that correspond to the earnings for the Variable SDI process.

Element Name
Select one of the three formulas (integration methods) available: IM FM 100% VAR, IM FM TOP VAL IMSS, or IM FM PREMIO INT.

Related Links
- Modifying the Variable SDI Process

SDI Calendars Page

Use the SDI Calendars page to specify the months in which elements accumulate.
Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Groups MEX > Variable SDI

Image: SDI Calendars page

This example illustrates the fields and controls on the SDI Calendars page.

Use this page to associate a set of existing calendars to a pay group. You can then specify the month in which each calendar accumulates earning amounts, ensuring that the system calculates variable SDI using the appropriate monthly amounts.

Note: You must have already created a set of weekly or biweekly calendars to add to this page. For more information on creating a set of calendars, see "Creating a Set of Calendars" (PeopleSoft HCM 9.2: Global Payroll).
Accumulation Calendars

**Effective Date**
Enter the effective date for the set of calendars you are inserting.

**Calendar ID Prefix**
Enter the prefix for the calendars that you want to insert. The value that you enter in this field must exactly match the prefix of the calendars that you want to insert.

**First Period ID**
Enter the first period ID of the set of calendars you want to insert.

**Insert Calendars**
Click to insert all the calendars that match the Calendar ID Prefix and First Period ID that you entered.

**Calendar IDs**

**Calendar ID**
Displays the calendar IDs that you inserted.

**Payment Date**
Displays the payment date for each calendar ID.

**Month**
Displays the month in which the system accumulates earnings for this calendar ID. You can edit this field to make the system accumulate earnings in a different month.

**Note:** You cannot edit this field for calendars that have already been calculated or finalized.
Chapter 6

Defining Taxation

Defining Federal Taxes

Federal tax definition begins on the General Parameters page, where you define the tax method for adjusting federal taxes.

Note: The General Parameters page is discussed in another topic.

Once you've defined federal taxes, you can process federal tax contributions during regular payroll runs and generate a Federal Taxes report at the end of the year.

Related Links
General Parameters Page
Federal Tax Processing

Defining Annual Tax Adjustments

To define annual adjustments, use the Pay Groups MEX (GPMX_PARM_PYGRP) component.

Page Used to Define Annual Adjustments

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Adjustment Page</td>
<td>GPMX_PARM_PAYGRP</td>
<td>Define the parameters to calculate the annual adjustment for each pay group in your company.</td>
</tr>
</tbody>
</table>

Understanding Annual Tax Adjustment Setup

Begin defining annual adjustments parameters on the Annual Adjustments page.

Once you've defined annual adjustment parameters, you can update annual tax adjustments by entering tax data from other employers and specify employees who are exempt from the process.

Related Links
Updating Annual Tax Adjustments
Annual Adjustment Page

Use the Annual Adjustment page (GPMX_PARM_PAYGRP) to define the parameters to calculate the annual adjustment for each pay group in your company.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Groups MEX > Annual Adjustment

Image: Annual Adjustment page

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

Begin Date and End Date

Enter the date range of the annual adjustment parameters. Certain fields and field values are available only if the Begin Date and End Date are prior to 01/01/2008.

Deduction Type

Define how the system will handle the annual tax adjustment in case you have a debit at the end of the year. Values are Bracket, Number of Periods, and Single Deduction.

If you select Number of Periods, the system will use the data in the bracket AA BR RNG DES PER in order to determine in how many pay periods the debit will be discounted. For example, if there is a 5000.00 MXN debit, based on the data of the bracket, the system will withhold 1000.00 MXN during five periods.

If you select Bracket, the system will use the data in the bracket AA BR RNG DES SAL in order to determine the amount that needs to be withheld each pay period. The range will depend on the employee's daily rate. For example, if there is a 3000.00 MXN debit, and an employee has a 300.00 MXN daily rate, based on the data of the bracket, the system will withhold 100.00 MXN each pay period until it reaches the 3000.00 MXN amount.

If you select Single Deduction, the system will withhold the complete debit amount in a single pay period. If the net pay is not enough to cover the amount of the deduction, the system will consider the remaining amount as an arrear and it will be deducted in future pay periods.
### Calculation Type
Some companies calculate the annual tax adjustment with the method that existed in the year 1991. In this field, you'll specify which method to use when calculating the annual tax adjustment. Values are *Both − Current & 1991, Current Method*, and *Method 1991*. Once you've selected the *Both − Current & 1991* method, the system then selects the method with the smaller tax.

**Note:** The values *Both − Current & 1991* and *Method 1991* are available only if the Begin Date and End Date are prior to 01/01/2008.

### Payment Type
If you have a tax credit at the end of the year, select one of the options to define how you will receive the credit. Values are *Payments vs ISR* and *Single Payment*. Either you'll select to get a payment or you'll have a credit applied to next year's ISR (federal taxes).

If you select *Payments vs ISR*, it means that you'll get a credit on the regular tax versus the difference until this credit is covered.

For example, let's say that an employee has 2400 MXN worth of taxes deducted for the year (100 MXN each semimonthly payroll). In the annual tax adjustment process, the system calculates that the real annual tax should be 2100 MXN. This means that there's a credit of 300 MXN due to the employee. If you calculate the next regular payroll, the system would ordinarily withhold 100 MXN (the regular tax for the employee's regular earnings). However, the system won't withhold any amount during 3 payroll periods (to make up for the difference between 2100 MXN and 2400 MXN). The system will cover the regular tax deduction with the credit that the employee has until it is covered.

### Return Credit
Enter the date when the salary credit annual difference will be paid to the employee.

**Note:** This field appears only if the Begin Date and End Date are prior to 01/01/2008.

---

**Defining Multiple Information Report Parameters**

To define multiple information report parameters, use the Multiple Info Parameters MEX (GPMX_ANNL) component.
Page Used to Define Multiple Information Report Parameters

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Info. Parameters MEX Page</td>
<td>GPMX_ANNL</td>
<td>Define multiple information report parameters for a company.</td>
</tr>
</tbody>
</table>

Understanding the Multiple Information Report Setup

Starting on January 1, 2004, there is a new statutory requirement to submit the Multiple Information report to the government. With Global Payroll for Mexico, you can comply with this new legal requirement.

To create the Multiple Information report:

1. Define Multiple Information report parameters on the Multiple Info Parameters MEX page.

   Before you can generate the Multiple Information report, you need to map corresponding values representing the fields on the report to the payroll elements in Global Payroll for Mexico. You'll map the elements on the Multiple Info Parameters MEX page.

2. Run the Multiple Information report on the Multiple Information MEX page.

   You will generate the Multiple Information report at the end of the year, after having finished the payroll fiscal year. The output will be a flat file that will be loaded up to the SAT (Servicio de Administracion Tributaria) system.

Note: The Multiple Information report page is discussed in another topic.

See Running Tax Reports.

Multiple Info. Parameters MEX Page

Use the Multiple Info. Parameters MEX page (GPMX_ANNL) to define multiple information report parameters for a company.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > Multiple Info. Parameters MEX > Multiple Info. Parameters MEX
Image: Multiple Info. Parameters MEX page

This example illustrates the fields and controls on the Multiple Info. Parameters MEX page. You can find definitions for the fields and controls later on this page.

<table>
<thead>
<tr>
<th>Report Field</th>
<th>Entry Type</th>
<th>Element Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>054-Salary Txd</td>
<td>Deduction</td>
<td>INCAP MATERN</td>
<td>Maternity Leave</td>
</tr>
<tr>
<td>054-Salary Txd</td>
<td>Deduction</td>
<td>INCAP RIESGO</td>
<td>Work Risk Leave</td>
</tr>
<tr>
<td>054-Salary Txd</td>
<td>Deduction</td>
<td>INCAP ENFERM</td>
<td>General Sicknss</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Report Field</th>
<th>Entry Type</th>
<th>Field Type</th>
<th>Element Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Earnings</td>
<td>Taxable</td>
<td></td>
<td>COMISIONES</td>
<td>Commissions</td>
</tr>
<tr>
<td>2 Earnings</td>
<td>Taxable</td>
<td></td>
<td>BONO</td>
<td>Bonus</td>
</tr>
<tr>
<td>3 Earnings</td>
<td>Taxable</td>
<td></td>
<td>BONO AUTO</td>
<td>Car Bonus</td>
</tr>
</tbody>
</table>

Element Mapping

**Report Field**

Select the field on the Multiple Information report to which the element will be mapped.

**Entry Type**

Define the entry type for the element. Values are *Accumulator*, *Deduction*, and *Earnings*.

**Element Name**

Select the element which will map to the Multiple Information report.

Other Income

Other Income field values are for any other earnings or deduction that don't have a specific row defined in the Element Mapping section.

**Entry Type**

Define the entry type for the element. Values are *Deduction* and *Earnings*.

**Field Type**

Select *Taxable* or *NonTaxable* for the earnings or deduction entry type.

**Element Name**

Select the element which will map to the Multiple Information report.
Defining State Taxes

To define earnings and deductions by state, use the Earn/Ded by State MEX (GPMX_STATE_TAXES) component. To define state and local taxes for a company, use the State Rates by Company MEX (GPMX_SP_ST_TAXES) component.

Pages Used to Define State Taxes

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earn/Dedn by State MEX Page</td>
<td>GPMX_STATE_TAXES</td>
<td>Define which earnings and deductions will be part of a state's tax base.</td>
</tr>
<tr>
<td>State Rates by Company MEX Page</td>
<td>GPMX_SPST_TAXES</td>
<td>Define state and local taxes at the company level. This only applies to companies operating in Chihuahua and/or Ciudad Juarez.</td>
</tr>
</tbody>
</table>

Understanding State Tax Setup

To define state taxes, you need to define earnings and deductions by state, state tax rates, and state tax rates by company.

Once you've defined state taxes, you can process state tax contributions during regular payroll runs and generate the State Taxes by Location report every month.

Related Links
State Tax Processing

Earn/Dedn by State MEX Page

Use the Earn/Dedn by State MEX page (GPMX_STATE_TAXES) to define which earnings and deductions will be part of a state's tax base.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > Earn/Dedn by State MEX
Image: Earn/Dedn by State MEX page

This example illustrates the fields and controls on the Earn/Dedn by State MEX page. You can find definitions for the fields and controls later on this page.

<table>
<thead>
<tr>
<th>Earnings/Deductions</th>
<th>Element Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Earnings</td>
<td>COMISIONES</td>
<td>Commissions</td>
</tr>
<tr>
<td>2 Deduction</td>
<td>FALTAS</td>
<td>Unpaid Absence</td>
</tr>
<tr>
<td>3 Earnings</td>
<td>BONO</td>
<td>Bonus</td>
</tr>
<tr>
<td>4 Earnings</td>
<td>SUELDO POR H</td>
<td>Hourly Salary</td>
</tr>
<tr>
<td>5 Earnings</td>
<td>FDO AHORRO</td>
<td>Savings Fund</td>
</tr>
<tr>
<td>6 Earnings</td>
<td>SUELDO</td>
<td>Salary</td>
</tr>
</tbody>
</table>

**Element Type**
Select the element type. Values are *Deduction* and *Earnings*.

**Element Name**
Select the earning or deduction element to be added to the state tax base.

**Note:** This data is loaded into the payroll process with the IE AR ST TAX CNCPT array.

State Rates by Company MEX Page

Use the State Rates by Company MEX page (GPMX_SPST_TAXES) to define state and local taxes at the company level.

This only applies to companies operating in Chihuahua and/or Ciudad Juarez.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > State Rates by Company MEX > State Rates by Company MEX
Image: State Rates by Company MEX page

This example illustrates the fields and controls on the State Rates by Company MEX page. You can find definitions for the fields and controls later on this page.

State/County

Select Chihuahua, Ciudad Juarez, or Hidalgo.

Special Tax Percent

Enter the state tax rate for your company.

**Note:** Chihuahua is the only state in Mexico that taxes a company's earnings based on the number of employees it has, so the state tax rates vary for each company. It's difficult to determine the number of employees in a company before the payroll process, so you must determine the number of employees in your company and then the corresponding tax rates for your company individually.

You'll also define local tax rates for Ciudad Juarez on this page. The local tax rate varies depending on the amount of minimum wages of the entire payroll earnings in a month. This information can also be difficult to determine prior to running a payroll. Therefore, you can load this data into the payroll process with the IE AR ES CIA array.

---

### Setting Up Inter-Company Transfer Processing

#### Pages Used to Set Up Inter-Company Transfer Processing

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Reasons Page</td>
<td>ACTION_REASON_TBL</td>
<td>Define or modify personnel action reasons.</td>
</tr>
<tr>
<td>Inter-Company Parameters MEX Page</td>
<td>GPMX_INTERCOM_PARM</td>
<td>Define which accumulators, earnings, and deduction elements from the prior company to carry over to the new company for employees with inter-company transfers. The Inter-Company Transfer process uses these mappings to move the employee's finalized payroll values for these elements between internal companies.</td>
</tr>
</tbody>
</table>
Related Links
Processing Inter-Company Transfers

Understanding Inter-Company Transfer Processing
The government requires that companies report employee's income from former and current employers separately on Form 37—the annual earnings and deductions legal report. This applies to employees who change jobs between unaffiliated companies as well as to employees who transfer from one internal company to another. Global Payroll for Mexico provides functionality to meet the Form 37 tax reporting requirements for inter-company transfers where the internal companies have a different employer RFC within the system. Use this feature to maintain the accumulators, earnings, and deductions for employees when the employees do inter-company transfers. After processing the data, you can generate the Form 37 report with separate company reporting data for employees with inter-company transfers.

Inter-Company Transfer Process
The Inter-Company Transfer feature centers around the Inter-Company Transfer Application engine process (GPMX_INTERC). The Inter-Company Transfer process:

• Identifies which employees have qualifying inter-company transfers to process.

• Confirms that the last payroll that includes the transferring employee is finalized.

• Loads the specified earnings, deduction, and accumulator elements of the former company and their values based on the values last calculated by the payroll engine.

• Inserts the specified elements and their values into the Define Prior Employer Data MEX page as former employer data.

• Updates the values of the specified elements of the former company to zero.

Steps to Process Inter-Company Transfers
To process inter-company transfers:

1. Define the accumulators, earnings, and deductions to transfer from the former company to new company on the Inter-Company Parameters MEX page.

2. Define the action and reason code combinations that qualify for inter-company transfer processing by selecting the Inter-Company Transfer check box on the Action Reason page of HR.

3. Use the Job Data component in HR to add a new Job record on the Job Data component for the employee with: (a) an action and reason code combination that is set up for inter-company transfers, and (b) an updated Company field value for another internal company.

Whenever you enter a new row of job data for an employee in the Job Data component and the specified action and reason code combination is set up for inter-company transfers, the system sends the data from HR to Global Payroll for Mexico via the WORKFORCE_SYNC service operation in Integration Broker. The system transfers this data only when the action and reason code combination is set up for inter-company transfers and the Global Payroll for Mexico country extension is selected on the Installation Table page.

4. Verify that the system successfully transmitted the inter-company transfer data from HR to Global Payroll for Mexico for the employee on the Inter-Company Payee Detail MEX page.
The system loads data for the inter-company transfers into this table. If you do not see the employee in this table, the system has not transmitted the HR data. Verify that you have selected Global Payroll for Mexico on the Installation Table page, set up the action and reason code combination for inter-company transfers on the Action Reason page, entered correctly the job data for the employee's inter-company transfer on the Job Data component, and enabled PeopleTools Integration Broker to send the WORKFORCE_SYNC service operation.

5. Verify that the last payroll of the transferring employee is finalized through the Results By calendar Group component.

Within the same component, also note the calculated results for the earnings, deductions, and accumulators that you specified on the Inter-Company Transfer Mapping page.

6. Run the Inter-Company Transfer process on the Inter-Company Transfer MEX run control page to process the data for inter-company transfers.

Select to either adjust accumulator balances or undo processing. The process includes only the employees who are in the specified calendar group and pay group, who have a new Job record with a qualifying action and reason code combination for inter-company transfers, and who has their last payroll finalized.

7. Verify that the process updated the employee's inter-company transfer data on the Inter-Company Payee Detail MEX page.

8. Verify that the specified accumulators adjusted appropriately for the old company on the Adjust Accumulator Balance page by accessing the employee's data for the calendar involved in the inter-company transfer processing.

If you ran the process to adjust accumulator balances, the accumulators adjust to zero. If you ran the process to undo processing, the accumulators adjust to their original values.

9. Verify that the accumulators that you defined as part of the inter-company transfer mapping appear as former employer data for the employee on the Define Prior Employer Data MEX page.

The accumulator values should match the values from the last payroll run. If you ran the process to undo processing, the accumulator data for the employee is deleted from this page only.

**Action Reasons Page**

Use the Action Reasons page (ACTION_REASON_TBL) to define or modify personnel action reasons.

**Navigation**

Set Up HCM > Product Related > Workforce Administration > Action Reasons

Use the Inter-Company Transfer check box on the Action Reason page (Set Up HCM, Product Related, Workforce Administration, Action Reasons) in HR to indicate the action and reason code combinations that are valid for processing inter-company transfers within Global payroll for Mexico. To access the page, select Set Up HCM > Product Related > Workforce Administration > Action Reasons.

Chapter 6  Defining Taxation

Inter-Company Parameters MEX Page

Use the Inter-Company Parameters MEX page (GPMX_INTERCOM_PARM) to define which accumulators, earnings, and deduction elements from the prior company to carry over to the new company for employees with inter-company transfers.

The Inter-Company Transfer process uses these mappings to move the employee's finalized payroll values for these elements between internal companies.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > Inter-company Parameters MEX

Image: Inter-Company Parameters MEX page

This example illustrates the fields and controls on the Inter-Company Parameters MEX page. You can find definitions for the fields and controls later on this page.

Effective Date
Enter the effective date on which the element mapping for inter-company transfers becomes valid.

Entry Type
Select the type of element that you are mapping from one company to another for inter-company transfers. This element mapping definition is used to insert specified earnings, deduction, and accumulator elements into the Define Prior Employer Data MEX page as former employer data. Your choices are Earnings, Deduction, or Accumulator.

Element Name and Description
Select the element that you are mapping from one company to another for inter-company transfers. The system prompts you to select from elements based on the specified entry type.

Earning/Deduction Code
Select the earning or deduction code to which you are mapping the specified element to prior employer data. The Inter-Company Transfer process uses this mapping of accumulators to earning/deduction codes to populate the Define Prior Employer Data MEX page with the employee's accumulator values from the former company.
Chapter 7

Defining Absence Rules

Setting Up Absences

To define absences, use the Pay Groups MEX (GPMX_PARM_PYGRP) component.

Page Used to Set Up Absences

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences Page</td>
<td>GPMX_ABS_PYGRP</td>
<td>Define the absence parameters for a pay group.</td>
</tr>
</tbody>
</table>

Absences Page

Use the Absences page (GPMX_ABS_PYGRP) to define the absence parameters for a pay group.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Groups MEX > Absences
Defining Absence Rules

Chapter 7

Absences Parameters

Subsidy Base

Select the subsidy base for disabilities. Values are Daily Salary, SDI, SDI Complement, and Without Subsidy. Your company can subsidize the difference between what IMSS pays employees and what their regular earnings are. The three most common methods are SDI, SDI Complement, and daily salary.

For the SDI method, the company pays 100 percent of the SDI for the first three days of the disability and 40 percent of SDI from the fourth day on. This 40 percent will be capped up to the SDI.

For the SDI Complement method, the 40 percent will be capped up to the difference between the 60 percent of SDI and the 100 percent of the daily rate.

For the daily salary method, the company pays 100 percent of the daily salary for the first three days. From the fourth day on, the company pays the difference between the daily salary and
what IMSS pays (usually 60 percent of SDI) capped up to the
daily rate.

**Days without Subsidy**
Enter the number of days without a disability subsidy. Because
the IMSS does not pay for the first three days of a disability,
some companies pay for those days to cover the difference.

**Factor**
Select the factor for general absences. Values are *6th & 7th Day Factor, 7th Day Factor, Other,* and *Without Factor.* For example,
if an employee works Monday through Friday and is absent
only one day, the employee receives a discount for the sixth and
seventh days. Enter the amount of the factor in the field next to
the Factor field. The absence is deducted using this factor. For
example, if you select *Without Factor,* the amount equals 100
MXN. If you select *6th & 7th Day Factor,* the amount equals
140 MXN. If you select *7th Day Factor,* the amount equals 116.
67 MXN.

**IMSS Agreement**
Select if your company has an agreement with IMSS to
calculate disability subsidies. If you have an agreement with
IMSS, your company pays the employee directly, and IMSS
pays the subsidy to the company instead of the employee. This
parameter will cause the earning *SUB ENF CONV* to appear
instead of the other two subsidy earnings (*SUB ENF 40%* and
*SUB ENF 100%*). This subsidy will be the same as paying
employees their regular salary earnings.

**Xmas Bonus Deduct Absences**
Select this check box to have the payroll process deduct
employee absences from the Christmas bonus payment
calculation for payees in the specified pay group. The system
inserts a row with the variable *AG VR APLICA AUS* and
numeric value equal to 1 in the grid on the Pay Groups -
Supporting Element Overrides page for the specified pay group.
Deselect this check box to exclude employee absences from the
Christmas bonus payment calculation. The system changes the
numeric value of the variable to 0. By default this check box is
deselected.

**Disability**

**Allow Salary Change**
Select to enable salary changes for employees during disability.

**INFONAVIT Loans**
Use this group box to define the kind of absences that affect the discount amount for INFONAVIT loans.

**Absences**
Select this option to indicate that the payroll process reduce the
INFONAVIT loan discount by the absences that the payee has
during the payroll process period.
### Defining Absence Rules

#### Absences and Disabilities
Select this option to indicate that the payroll process reduces the INFONAVIT loan discount by the absences and disabilities that the payee has during the payroll process period.

#### Disability for Missing Leave

**Allow Termination**
Select this option to enable termination for employees during disability.

#### Vacation Parameters

**Negative Balance Option**
Select to enable employees to carry a negative absence balance.

**Vacation Premium Type**
Define the calculation method for the vacation premium. Values are:

- **Anniversary:** Employee is paid the entire vacation premium on the employment anniversary.
- **Annual:** Employee is paid the entire vacation premium on a specified date that you define.
- **Proportional:** Employee is paid the vacation premium on an as-used basis. For example, if an employee used three days of vacation in one month, out of a total of ten days vacation for the year, the employee receives $3/10$ of the vacation premium in that month's pay.

**Vacation Premium Month**
If you select *Annual* as the Vacation Premium Type, enter the month that the vacation premium will be paid. Values are 01–12, depending on the number of the month.

**Vacation Premium Day**
If you select *Annual* as the Vacation Premium Type, enter the day that the vacation premium will be paid. Values are 01–31, depending on the day of the month.

**Annual Application Options**
If you select *Annual* as the Vacation Premium Type, the Annual Application Options field appears. Values are **Vacation Premium** and **Vacation Days and Premium**. In Global Payroll for Mexico, there are two different earnings codes, one for Vacation Take Days and another for Vacation Premium. If you select **Vacation Premium**, the earnings code for the Vacation Premium appears on that pay period. If you select **Vacation Take Days and Vacation Premium**, then two earnings codes will be generated—one for the Vacation Take Days and one for the Vacation Premium.

**Discount Vacation Takes**
If you select *Annual* as the Vacation Premium Type, the Discount Vacation Takes field appears. Select this check box if you want the vacation takes that occurred during the annual period to be discounted from either the vacation premium or the vacation days payment.
Setting Up Vacations

Handling Negative Vacation Balances

You can enable negative vacation balances for employees by selecting the Negative Balance Option check box on the Absences page.

- If you do not enable negative balances, the system generates an error message and does not process the vacation take if the vacation take goes over the accumulated balance.
- If you enable negative balances, you can set a limit to the negative balance by either a fixed amount or a percentage of the next absence entitlement to be generated.

For example, if an employee's next vacation entitlement is 12 days, and you set the limit for negative balances to 50 percent, then the system takes a limit of 6 days.

Related Links
Absences Page

Defining Vacation Premiums

Employees in Mexico receive a vacation premium, which is at least 25 percent of their salary. Vacation premiums are paid in one of three ways:

- Anniversary: Employees receive their entire vacation premium on their employment anniversaries, regardless of whether they already took the vacation.
- Annual: Employees receive their entire vacation premium for the year on a date the company specifies.
- Proportional (spread all along the vacation takes): Employees receive their vacation premiums as they take vacation throughout the year.

This way, employees do not receive vacation premium pay in advance, but receive it as they use it.

Note: You can override the payment date at the payee level. If an employee is terminated before the vacation premium date, you can calculate the proportional days and pay the employee at the time of termination.

You'll define the payment option for vacation premiums on the Absences page.

Related Links
Absences Page
Chapter 8

Defining Overtime

Defining Overtime in Mexico

To define overtime calendars, use the Pay Group OVT Calendars MEX (GPMX_OVR_CAL) component. To define overtime parameters, use the Pay Group OVT Parameters MEX (GPMX_OVR_PAR) component.

Note: Before processing overtime in Mexico, you must define overtime parameters by pay group, as well as weekly overtime calendars by pay group.

Pages Used to Define Overtime

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Group OVT Calendars MEX Page</td>
<td>GPMX_OVR_CAL</td>
<td>Define the weekly overtime calendar for a pay group. This is a tool to create an automatic calendar.</td>
</tr>
<tr>
<td>Pay Group OVT Parameters MEX Page</td>
<td>GPMX_OVR_PARMS</td>
<td>Define the overtime parameters for a pay group.</td>
</tr>
</tbody>
</table>

Pay Group OVT Calendars MEX Page

Use the Pay Group OVT Calendars MEX page (GPMX_OVR_CAL) to define the weekly overtime calendar for a pay group.

This is a tool to create an automatic calendar.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Group OVT Calendars MEX
Image: Pay Group OVT Calendars MEX page

This example illustrates the fields and controls on the Pay Group OVT Calendars MEX page. You can find definitions for the fields and controls later on this page.

**Overtime Calendar**

- **Year**: Enter the year for the overtime calendar that you want to create.
- **Begin Date**: Enter the begin date for the overtime calendar.
- **Number of Weeks**: Specify the number of weeks that you are going to create the overtime calendar for.

*Note:* In Mexico, overtime is defined by a weekly period. The frequency of a payroll is not considered a factor in determining overtime calendars.

- **Generate Calendar**: Click the Generate Calendar button to create an overtime calendar. Once you've clicked Generate Calendar, the overtime calendar information is automatically created.

**Weekly Calendar**

- **Week**: The week number for the overtime calendar appears.
- **Begin Date/End Date**: The begin and end dates for the week appear.

**Pay Group OVT Parameters MEX Page**

Use the Pay Group OVT Parameters MEX page (GPMX_OVR_PARMS) to define the overtime parameters for a pay group.
Chapter 8 Defining Overtime

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Group OVT Parameters MEX

Image: Pay Group OVT Parameters MEX page

This example illustrates the fields and controls on the Pay Group OVT Parameters MEX page. You can find definitions for the fields and controls later on this page.

Pay Group OVT Parameters MEX

Overtime Parameters

Begin Date/End Date

Enter the begin and end dates for the overtime parameters.

Double Overtime

Maximum Times per Week

Specify the maximum number of days in a week that the overtime is going to be paid as double. For any amount above this parameter, overtime will be paid as triple.

Maximum Hours per Day

Specify the maximum number of hours in a day that will be paid as double. For any amount above this parameter, overtime will be paid as triple.

Maximum Hours per Week

Specify the maximum hours in a week that the overtime will be paid double. For any number of hours per week above this, overtime will be paid as triple. This parameter should always be 9 since it's legally defined.
Non Taxable Hours per Day

Specify the number of hours in a day that double overtime is non-taxable. The system counts any double-overtime hours in excess of this value for a given day as taxable. When you enter overtime, the system calculates the non-taxable hours and displays the results in the Double Hours and Double Hours Total fields on the pages of the Enter Overtime MEX component.

In Excess Hrs. per Day (in excess hours per day)

Define how the system should calculate overtime hours that fall between three hours a day and three days a week and the first nine hours. Values are Double and Triple.

Note: These four parameters are taken into consideration when you enter overtime data in order to split the double and triple overtime. Depending on the value in the In Excess Hrs. per Day field, the system may override the value for the TE VR FACTEX variable at the pay group level. This variable is used during payroll calculation in order to determine whether the In Excess Hours are going to be paid at a double rate or triple rate for overtime.
Chapter 9

Setting Up Terminations

Understanding Termination Setup

In Global Payroll for Mexico, the process used to trigger termination payments is based in a termination version. A termination version is a collection of actions and reasons that can trigger specific termination earnings and deductions.

In Global Payroll for Mexico, both payees and termination earnings and deductions are associated with termination versions. When you define a termination earning or deduction, you link it to one or more termination versions. When you terminate a payee, the payee is automatically linked to the termination version representing the action and the reason for his termination. In this way, the system can identify and process only those earnings and deductions associated with the same termination version.

Elements Used in the Termination Process

This table lists the elements used in the process that triggers termination pay.

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LF GC VER FINIQ</td>
<td>Generation control element that determines whether earnings or deductions should be paid in response to a payee's termination. This element is based on the generation control formula LF FM VER FINIQ GC.</td>
</tr>
<tr>
<td>LF VR CRED SAL</td>
<td>Delivered variable that defines whether the salary credit option should be considered for the termination ISR (tax) calculation. This variable defaults to &quot;Y&quot; but can be overridden at the payee or Calendar ID level to avoid the salary credit use in the FD FM TOT ISR SDO formula.</td>
</tr>
<tr>
<td>LF VR MOTIVO BAJA</td>
<td>Delivered variable that contains the termination reason.</td>
</tr>
<tr>
<td>LF VR VER FINIQ 01, LF VR VER FINIQ 02, LF VR VER FINIQ 03, LF VR VER FINIQ 04, LF VR VER FINIQ 05, LF VR VER FINIQ 06, LF VR VER FINIQ 07, LF VR VER FINIQ 08, LF VR VER FINIQ 09, LF VR VER FINIQ 10</td>
<td>These 10 delivered variables represent different termination versions and are linked to different earnings and deductions to identify which earnings or deductions should be paid for each combination of termination actions and reasons.</td>
</tr>
<tr>
<td>LF VR VER FINIQ EE</td>
<td>Delivered variable that contains the termination version (representing the termination action and reason) for a terminated payee.</td>
</tr>
</tbody>
</table>

Note: Termination versions are defined on the Termination Version and Action/Reasons MEX pages.
<table>
<thead>
<tr>
<th><strong>Element</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>WORKFORCE_SYNC</td>
<td>Service operation that enables the delivered Global Payroll variables LF VR VER FINIQ EE and LF VR MOTIVO BAJA to be inserted in the supporting element override table at the payee level (thus associating a terminated payee with the termination version that applies to the payee's termination). The handler/application class that inserts these variables is GPMX_Termination_version_job handler and associated application class.</td>
</tr>
</tbody>
</table>

### Steps for Triggering Termination Pay

These elements are used to trigger termination pay, as outlined here:

1. When a payee is terminated or laid off and the appropriate action/reason codes are entered on the Job Data pages in PeopleSoft HR, the system uses the service operation WORKFORCE_SYNC to insert the Global Payroll variables LF VR VER FINIQ EE (containing the termination version) and LF VR MOTIVO BAJA (containing the termination reason) as supporting element overrides at the payee level (Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements). In other words, the service operation links the payee to the termination version (the action and reason combination) that applies to the payee's specific termination.

**Note:** The only actions capable of triggering the service operation used to insert the variables LF VR VER FINIQ EE and LF VR MOTIVO BAJA in the supporting element override table at the payee level are TER (termination), LOF (layoff), and COM (completion).

2. Just as each terminated payee is linked to a termination version, each termination earning or deduction is linked to a termination version (using the variables LF VR VER FINIQ 01 through LF VR VER FINIQ 10) on the Supporting Elements Override page of the Earnings component or Deductions component.

3. When a payee is terminated or laid off, Global Payroll for Mexico uses the generation control element LF GC VER FINIQ (in combination with the formula LF FM VER FINIQ GC) to include in the payee's final payment only those earnings and deductions that are part of the termination version associated with the payee in Step 1. This is done by means of the following comparison:

   - When you run a payroll, the generation control element (which is linked to each delivered termination earnings or deduction on the Calculation page of the Earnings component or Deductions component) checks the payee's termination version, as represented by the variables LF VR VER FINIQ EE (containing the termination version) and LF VR MOTIVO BAJA (containing the termination reason).

   - At the same time, the generation control element checks the termination versions associated with each delivered termination earnings and deduction element on the Supporting Elements Override page of the Earnings component or Deductions component. If the payee's termination version (represented by the variables LF VR VER FINIQ EE and LF VR MOTIVO BAJA) equals the termination version (represented by the variables LF VR VER FINIQ 01 through LF VR VER FINIQ 10) associated with an earnings or deduction on the Supporting Elements Override page, the earnings or deduction can be processed.
Setting Up Termination

Chapter 9 Setting Up Terminations

Related Links
Creating New Termination Earnings and Deductions
Setting Up Frequently Used Supporting Element Overrides
"Understanding Earning and Deduction Elements" (PeopleSoft HCM 9.2: Global Payroll)

Defining Termination Versions and Action/Reasons

To define termination versions, use the Versions MEX (GPMX_TERM_VERSION) component.
To define termination action/reasons, use the Action/Reasons MEX (GPMX_TERM_ACTN_RSN) component.

Pages Used to Define Termination Versions and Action/Reasons

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version MEX Page</td>
<td>GPMX_TERM_VERSION</td>
<td>Define termination versions.</td>
</tr>
<tr>
<td>Action/Reasons MEX Page</td>
<td>GPMX_TERM_ACTN_RSN</td>
<td>Define qualifying actions and reasons for</td>
</tr>
<tr>
<td></td>
<td></td>
<td>triggering termination pay.</td>
</tr>
</tbody>
</table>

Understanding Termination Versions

Global Payroll for Mexico groups the qualifying actions and reasons for making termination payments into termination versions. Different termination action and reason combinations trigger different sets of termination earnings.

To define termination versions and then trigger the payments associated with a termination version, you must do the following:

1. Define your termination versions on the Versions MEX page.
2. Define the associated actions/reasons that will trigger payment on the Action/Reasons MEX page.
3. On the Job Data pages in HR, specify Termination, Completion, or Layoff as the action and enter a corresponding reason.
   When you specify Termination, Completion, or Layoff as the action in combination with a qualifying reason, termination pay will be processed for the terminated or laid off payees—as long as the termination or layoff action/reason combination is recognized, by generation control, as valid for triggering termination payments.
   See "Understanding Job Data" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).
4. Generate a termination letter using the Termination/Layoff Letter page.

   Note: The Termination/Layoff Letter page is documented in another topic.

Related Links
Understanding Termination Payments
Version MEX Page

Use the Versions MEX page (GPMX_TERM_VERSION) to define termination versions.

Navigation

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

Image: Versions MEX page

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

Termination Version

Name and describe the termination version. This version name enables you to group all of the qualifying actions and reasons for making a set of termination payments.

Action/Reasons MEX Page

Use the Action/Reasons MEX page (GPMX_TERM_ACTN_RSN) to define qualifying actions and reasons for triggering termination pay.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Terminations > Action/Reasons MEX

Image: Action/Reasons MEX page

This example illustrates the fields and controls on the Action/Reasons MEX page. You can find definitions for the fields and controls later on this page.
**Action and Action Description**
Specify the action corresponding to a termination version that triggers termination pay in combination with a specific reason. The system displays the description of the selected action.

**Reason and Description**
Specify the reason corresponding to a termination version that triggers termination pay in combination with the specified action. The system displays the description of the selected reason.

**Termination Version**
Indicate the termination version for the action and reason combination that you specified trigger termination pay.

---

**Note:** Termination versions are assigned at the action and reason level. When a payee is terminated, a service operation inserts the version as a supporting element override at the payee level. This is explained in detail in another topic.

See [Understanding Termination Payments](#).

**Termination/Layoff**
Specify whether the reason for the payee's departure is **Layoff** or **Termination**.

**Note:** This information is inserted as a supporting element override (variable) at the payee level and is used in formulas that trigger and process termination payments. For example, the seniority premium is always paid for layoffs, but it is paid for a termination only if the payee has 15 or more years of seniority.

---

## Creating New Termination Earnings and Deductions

### Pages Used to Create New Termination Earnings and Deductions

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Supporting Element Overrides Page&quot;  (PeopleSoft HCM 9.2: Global Payroll)</td>
<td>GP_ELM_DFN_SOVR</td>
<td>Associate earnings and deductions with termination versions.</td>
</tr>
<tr>
<td>Earn/Dedn SOVRs MEX Page</td>
<td>GPMX_ERNDED_SOVR</td>
<td>Define which earnings and deductions should be paid or deducted for each termination version.</td>
</tr>
<tr>
<td>&quot;Earnings - Calculation Page&quot;       (PeopleSoft HCM 9.2: Global Payroll)</td>
<td>GP_ERN_DED_CALC</td>
<td>Associate a generation control element with an earnings or deduction element.</td>
</tr>
<tr>
<td>&quot;Field-by-Field Definition Page&quot;    (PeopleSoft HCM 9.2: Global Payroll)</td>
<td>GP_FORMULA1</td>
<td>Define a generation control formula.</td>
</tr>
<tr>
<td>&quot;Variables - Definition Page&quot;       (PeopleSoft HCM 9.2: Global Payroll)</td>
<td>GP_VARIABLE</td>
<td>Define a new variable to represent a termination version.</td>
</tr>
</tbody>
</table>
Understanding How to Create New Termination Earnings and Deductions

PeopleSoft delivers a number of sample termination earnings and deductions. You can modify these elements to fit your needs, or create new termination elements using the delivered elements as your guide.

If you create new termination earnings and deductions, you must associate them with the delivered termination versions to which they correspond.

Note: The sample termination earnings and deductions are discussed in another topic. See Understanding Termination Payments.

Earnings and Deductions That are Paid as Part of Each Termination Version

To specify the earnings and deductions that should be paid or deducted as part of each termination version, you have two options:

• Using the Supporting Elements Override page of the Earnings component or Deductions component in the core application, associate any of the 10 delivered variables (LF VR VER FINIQ 01 through LF VR VER FINIQ 10) with each new earnings or deduction element. These variables represent up to 10 different termination versions.

• Using the Earn/Dedn SOVRs MEX page in Global Payroll for Mexico, define which earnings and deductions should be paid or deducted as part of each termination version. This page enables you to insert a supporting element override (SOVR) at the earnings or deduction level.

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

Override Values for Variables Associated with the New Earnings and Deductions

To specify the override values of the variables (LF VR VER FINIQ 01–10) you associated with the new earnings and deduction elements, you have two options:

• Use the Values tab on the Supporting Elements Override page.

On this tab, specify which termination versions defined on the Termination Versions page will be represented by the variables LF VR VER FINIQ 01–10.

• Use the Earn/Dedn SOVRs MEX page in Global Payroll for Mexico.

Paying New Earnings and Deductions When a Payee is Terminated

To pay the new earnings or deduction only when a payee is terminated and only as part of its corresponding termination version, assign the generation control element LF GC VER FINIQ to the earnings or deductions on the Calculation page of the Earnings component or Deductions component using the Generation Control field.

Creating More than 10 Termination Versions

To create more than 10 termination versions, complete these steps using the delivered termination elements as your model:

1. Define a new termination version on the Termination Version and Action/Reasons MEX pages (VER11, for example).
2. Create additional variables using the Variable component for each termination version in excess of 10 (LF VR VER FINIQ 11, for example).

3. Using the Supporting Elements Override page of the Earnings component or Deductions component in the core application, add the new variable to all of the earnings and deductions that you want to make part of this version.

**Note:** Remember to set the value of this variable to VER11 to represent the new termination version.

4. Modify the LF GC VER FINIQ generation control formula to include this new variable as part of the comparison process that determines whether the variable LF VR VER FINIQ EE, inserted as a supporting element override at the payee level, equals the new variable that you created.

This is a generation control formula before and after the modification:

**Before Modification:**

```
If LF VR VER FINIQ EE <> " And LF VR VER FINIQ EE In (LF VR VER FINIQ 01 LF VR VER FINIQ 02 LF VR VER FINIQ 03 LF VR VER FINIQ 04 LF VR VER FINIQ 05 LF VR VER FINIQ 06 LF VR VER FINIQ 07 LF VR VER FINIQ 08 LF VR VER FINIQ 09 LF VR VER FINIQ 10 ) Then
    1 >> LF FM VER FINIQ GC
Else
    0 >> LF FM VER FINIQ GC
Endif
```

**After Modification:**

```
If LF VR VER FINIQ EE <> " And LF VR VER FINIQ EE In (LF VR VER FINIQ 01 LF VR VER FINIQ 02 LF VR VER FINIQ 03 LF VR VER FINIQ 04 LF VR VER FINIQ 05 LF VR VER FINIQ 06 LF VR VER FINIQ 07 LF VR VER FINIQ 08 LF VR VER FINIQ 09 LF VR VER FINIQ 10 LF VR VER FINIQ 11) Then
    1 >> LF FM VER FINIQ GC
Else
    0 >> LF FM VER FINIQ GC
Endif
```

**Related Links**

"Defining Element Definition Overrides" (PeopleSoft HCM 9.2: Global Payroll)
"Earnings - Calculation Page" (PeopleSoft HCM 9.2: Global Payroll)
Earn/Dedn SOVRs MEX Page
"Field-by-Field Definition Page" (PeopleSoft HCM 9.2: Global Payroll)
"Variables - Definition Page" (PeopleSoft HCM 9.2: Global Payroll)
Chapter 10

Creating Payslips

Understanding the Payslip Definition Process

In Mexico, companies have to provide a standard payslip that contains information such as the number of worked days and wages. The payslip is delivered to employees depending on the payment frequency (Weekly, Biweekly, Semimonthly, or Monthly). It can be printed or generated as digital payslip.

In Global Payroll for Mexico, you can define the criteria to print out your payslips, so that it displays exactly the information you require. You can prioritize the sort criteria and select the earnings and deductions you want included in the payslip.

To define payslips:

1. (Optional) Create a Group Criteria in HR.
2. Create a Group ID Definition on the Group Build - Group Definition component in HR. See "Setting Up Group Definitions" (PeopleSoft HCM 9.2: Application Fundamentals)
   
   You must have defined a Group ID before you can generate a payslip in Global Payroll for Mexico. Every time you run the payslip process, the Group ID is refreshed.

3. Define the sort criteria for your payslip on the Sort IDs MEX page . See Defining Payslip Sort IDs
4. Select the earnings and deductions you want included on the payslip on the Element Lists MEX page.
5. Generate the payslip on the Payslip Report page. See Running the Payslip Report

Note: The Element Lists MEX Page can be used for payslips, as well as for the Payroll Results Register and the termination/layoff letters.

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

1. The Structured Query Report (SQR) GPMXPS01 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.


Note: When running the GPMXPYSL Job, the following Type and Format options can be used with ePay: None and None (defaults to Web and PDF), or Web and PDF or File and PDF. If using File and PDF, do not use a modified output destination from the Process Scheduler Request page.
As a legal requirement, the electronic payslip, CFDI (Comprobante Fiscal Digital por Internet –Fiscal Digital Receipts by Internet) is sent to the SAT to notify all the payments included on the payroll. CFDI’s are created by payroll regardless to its frequency (weekly, semi-monthly, monthly, bi-weekly, etc.) and these files need to be delivered to SAT prior or on the payment date. It’s also mandatory to provide CFDI’s for annual or special payrolls such as Christmas Bonus, Profit Sharing, FinalPayments, Special Payments, etc. These files are provided by the SAT with the technical requirements to create the Electronic Payslips (CFDI for Payroll).

- Once you run the payslip CFDI/XML process, save the generated CFDI/XML file in a folder.
- Simulate Stamping with data that the PAC is sending to SAT.
- Save CFDI/XML file in the server and using a document editor add the UUID_CFDI print that simulates the XML information.
- In the run page, select the option Upload Certificate and run the payslip after uploading the saved file.
- Verify the CFDI/XML with the UUID_CFDI information
- Run the Auxiliary Folios Report MEX with information that are in the XML database.

**Related Links**
"Understanding Group Build" (PeopleSoft HCM 9.2: Application Fundamentals)

---

### Defining Payslip Sort IDs

To define payslip sort IDs, use the Sort IDs MEX (GPMX_SORTID) component.

#### Page Used to Define Sort IDs

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sort IDs MEX Page</td>
<td>GPMX_SORTID</td>
<td>Define the printing order selection for the payslip. The Sort ID is used in the payslip generation process.</td>
</tr>
</tbody>
</table>

#### Sort IDs MEX Page

Use the Sort IDs MEX page (GPMX_SORTID) to define the printing order selection for the payslip.

The Sort ID is used in the payslip generation process.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Sort IDs MEX
Image: Sort IDs MEX page

This example illustrates the fields and controls on the Sort IDs MEX page. You can find definitions for the fields and controls later on this page.

Sort By
Define what you want the payslip to sort by first. Values include Company, Department, Employee ID, Employee Name, Employee Type, Location, Pay Group, Pay Entity, and Supervisor Code. Once you've defined your sort criteria, this is the order in which the payslip will print information.

Then By
Select what the next sort criteria will be. You can define sorting of up to five criteria. Values are the same for all Sort fields.

In descending order
Select if you want the sort order to be in descending order. The default is in ascending order, so if you want to print in descending order, you must specify this by selecting this check box.

Viewing Payslips

If you licensed ePay, employees can view their payslips online using the self-service View Payslip transaction. 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.

As an employee, use the View XML Payslip MEX page (GPMX_SS_XML) to filter and view all your available XML payslips for a specific date range.

Navigation

Self Service >Payroll and Compensation >View XML Payslip MEX
Image: View XML Payslip MEX Page

This example illustrates the View XML Payslip MEX Page.

**View XML Payslip MEX**

Jorge Luis De La Peña Martínez López

<table>
<thead>
<tr>
<th>Calendar Group ID</th>
<th>Payment Date</th>
<th>View XML Payslip</th>
</tr>
</thead>
<tbody>
<tr>
<td>KY 2018M09</td>
<td>09/30/2018</td>
<td>View XML Payslip</td>
</tr>
<tr>
<td>KY 2018M08</td>
<td>08/31/2018</td>
<td>View XML Payslip</td>
</tr>
<tr>
<td>KY 2018M07</td>
<td>07/31/2018</td>
<td>View XML Payslip</td>
</tr>
<tr>
<td>KY 2018M06</td>
<td>06/30/2018</td>
<td>View XML Payslip</td>
</tr>
</tbody>
</table>

**From and To**

Specify the date range for which you want to retrieve and display XML data on the page.

**Filter**

Click this button to filter the page. Based on date range provided, all the available XML payslips are listed with Payment Date and Calendar Group ID. Click the View XML Payslip link to view payslip.

**Related Links**

"Viewing Payslips Online" (PeopleSoft HCM 9.2: ePay)

---

**Running the Payslip Report**

Using Global Payroll for Mexico the employer can generate printed payslips or digital payslips for each employee. There will also be a digital certificate on the receipt of payment of the employee.

The electronic invoice, CFDI (Comprobante Fiscal Digital por Internet –Fiscal Digital Receipts by Internet) are placed in the server and are sent to the SAT to notify all the payments included on the payroll.

This topic discusses on how to generate payslips.
Page Used to Run the Payslip Report

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create/Print Payslips MEX Page</td>
<td>GPMX_RC_PAYSLIP</td>
<td>Generates the payslip. Note that you must first define the Group ID to generate the payslip. All groups selected in the Group ID field will automatically be created during the payroll run.</td>
</tr>
</tbody>
</table>

Create/Print Payslips MEX Page

Use the Create/Print Payslips MEX page (GPMX_RC_PAYSLIP) to run the Printed Payslip Job PSJob process. This job runs the Payslip Preparation process, followed by the Printed Payslip SQR report, and the Create Self Service Payslip process (GP_EPAY). You must set up payslips on the payslip definition pages before running the payslip processes. Also check the configuration elements in Legal Code Payslip MEX page.

When you run the report, the system creates an XML file and stores it in the server. A user can view the XML file in their browser, create a PDF file from the XML and then print it.

Navigation

Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips MEX

Image: Create/Print Payslips MEX Page

This example illustrates the fields and controls on the Create/Print Payslips MEX page.
<table>
<thead>
<tr>
<th><strong>Calendar Group ID</strong></th>
<th>Select the calendar group for which you want to load payslip result data.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Format ID</strong></td>
<td>Select the Format ID. This value is defined on the Element Lists MEX page and defines the elements listed in the Payslip.</td>
</tr>
<tr>
<td><strong>Sort ID</strong></td>
<td>Select the Sort ID. This value is defined on the Sort IDs MEX page.</td>
</tr>
<tr>
<td><strong>Group ID</strong></td>
<td>Enter the criteria that you want to use to select employees.</td>
</tr>
<tr>
<td><strong>Message</strong></td>
<td>The text you enter here will be printed in the Payslip.</td>
</tr>
<tr>
<td><strong>Payroll Type</strong></td>
<td>Identifies the payroll type that will be generated. Select the payroll as ordinary payroll or extraordinary payroll.</td>
</tr>
<tr>
<td><strong>Payees to Process</strong></td>
<td>Select the payees to process. Valid Values are:</td>
</tr>
<tr>
<td></td>
<td>• <em>All</em>: If you select this option, system generates the CFDI for all the employees (with and without error) that belong to Calendar Group ID.</td>
</tr>
<tr>
<td></td>
<td>• <em>Error</em>: If you select this option, system generates only the CFDI for the employees that was marked on error in a previous process. If the process has not been run before and this option is selected, the process won't generate any CFDI.</td>
</tr>
<tr>
<td><strong>Override Labor Regime Code</strong></td>
<td>Select the option as ‘Severence’ to override the Labor Regime Code for terminated employees.</td>
</tr>
<tr>
<td><strong>SDI Capped</strong></td>
<td>Select this check box if the SDI capped information needs to be printed in the Payslip. By default, it is selected.</td>
</tr>
<tr>
<td><strong>Upload Certificate</strong></td>
<td>Select the check box while you upload the certified file. The File Reference path will be the path where the XMLs from the PAC of the corresponding calendar group were placed.</td>
</tr>
<tr>
<td><strong>Save XML</strong></td>
<td>Select the check box to create the XML to send to the PAC. The files are created in the server path defined in the run control page.</td>
</tr>
<tr>
<td><strong>Detail CFDI Report</strong></td>
<td>Select this check box to if the element’s information needs to be printed in the CFDI Report MEX.</td>
</tr>
<tr>
<td><strong>Print QR Code</strong></td>
<td>Select this check box to print QR code.</td>
</tr>
<tr>
<td><strong>Create a Format ID</strong></td>
<td>Click the link to access the Element Lists MEX page.</td>
</tr>
<tr>
<td><strong>Create a Sort ID</strong></td>
<td>Click the link to access the Sort IDs MEX page.</td>
</tr>
</tbody>
</table>

**Note:** The Override Labor Regime Code will be validated if Extraordinary Payroll has been select in Payroll Type. This option overrides the Labor Regime Code for terminated employees but not for severance employees.
Create a Group ID  Click the link to create a Group ID.

File Type CFDI Identifies the file type that will be generated. Valid values are:

- By Employee: Refers to generate a file for each employee processed in the payroll.
- Massive: Refers to generate one file with all employees processed in the payroll having a cut employee.

Output Directory Specify the directory where generated XML files are stored. XML output (in the form of file) is generated and stored in the specified file output directory.

Click the Run button to run the payslip process.

**Note:** Provide a valid file path where the CFDIs (information provided by the PAC) belong to the selected calendar. If there is a mismatch in between the XMLs and the selected Calendar Group the information will be replaced by the last processed file by XML Application Engine which uploaded the Certificate.

---

**CFDI — Fiscal Digital Receipts by Internet**

As a legal requirement, the electronic payslip, CFDI (Comprobante Fiscal Digital por Internet –Fiscal Digital Receipts by Internet) is sent to the SAT to notify all the payments included on the payroll. CFDI’s are created by payroll regardless to its frequency (weekly, semi-monthly, monthly, bi-weekly, etc.) and these files need to be delivered to SAT prior or on the payment date. It’s also mandatory to provide CFDI’s for annual or special payrolls such as Christmas Bonus, Profit Sharing, Final Payments, Special Payments, etc. These files are provided by the SAT with the technical requirements to create the Electronic Payslips (CFDI for Payroll).

- Once you run the payslip CFDI/XML process, save the generated CFDI/XML file in a folder.
- Simulate Stamping with data that the PAC is sending to SAT.
- Save CFDI/XML file in the server and using a document editor add the UUID_CFDI print that simulates the XML information.
- In the run page, select the option Upload Certificate.
- In the File Reference Path field, specify the location where XML files need to be stored when SAT returns the file with the government information.
Creating Payslips Chapter 10

Image: Create/Print Payslips MEX page_Upload Certificate

This example illustrates the fields and controls on the Create/Print Payslips MEX page when Upload Certificate is selected.

- Run the payslip after uploading the saved file
- Verify the CFDI/XML with the UUID_CFDI information
- Payslip is printed with the new fields.
- Payslips and XMLs are available through self-service. The employee will be able to inquire his/her XML by each paid period, also the XML can be saved in a directory or on a device.

**Note:** CFDI information is extracted from the table PS_GPMX_DIG_TBL where CFDIs are stored.

The CFDI process will print CURP’s mask according to gender if the employee is a foreigner.

**Related Links**
Setting Up CFDI

**Payee Message CFDI MEX Page**

Use the Payee Message CFDI MEX Page to validate the data issues generated for the employees while processing Regular Payroll and the CFDI process. Using this data, the user can correct the errors and regenerate the XML for SAT.
Chapter 10 Creating Payslips

Note: This page shows only the calendar which has been processed after by Create/Print Payslips MEX and with issues detected.

Navigation

Image: Payee Message CFDI MEX Page

This example illustrates the Payee Message CFDI MEX Page.

| Calendar Group ID | Select the calendar group ID for which you want to validate the issues. |
| Empl ID | Shows the employee ID for which data issues are reported. |
| Empl Record | Shows the employee record number of the employee to process in CFDI. |
| Sequence | Establishing the sequence based on the employee errors. |
| Description | Review the messages that are generated during the CFDI process. |

Setting Up CFDI

As a legal requirement, the electronic payslip, CFDI (Comprobante Fiscal Digital por Internet –Fiscal Digital Receipts by Internet) is sent to the SAT to notify all the payments included on the payroll. CFDI’s are created by payroll regardless of its frequency (weekly, semi-monthly, monthly, bi-weekly, etc.) and these files need to be delivered to SAT prior or on the payment date. It’s also mandatory to provide CFDI’s for annual or special payrolls such as Christmas Bonus, Profit Sharing, Final Payments, Special Payments, etc. These files are provided by the SAT with the technical requirements to create the Electronic Payslips (CFDI for Payroll).

Using the Legal Codes Paylist MEX component user can configure CFDI.

Pages for Setting Up CFDI

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Codes CFDI Page</td>
<td>GPMX_LEGAL_CODE</td>
<td>Used to define the CFDI report parameters and to map elements.</td>
</tr>
</tbody>
</table>
### Legal Codes CFDI Page

Use the Legal Codes CFDI page (GPMX_LEGAL_CODE) to define the CFDI report parameters and to map elements.

#### Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Legal Codes Payslip MEX, Legal Codes CFDI page

#### Image: Legal Codes CFDI Page

This example illustrates the fields and controls on the Legal Codes CFDI page.

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Pmt Mapping Page</td>
<td>GPMX_CFDI_OPMT</td>
<td>Used to map the payment elements.</td>
</tr>
<tr>
<td>Info Node CFDI Page</td>
<td>GPMX_INFO_NODE_CFD</td>
<td>Used to define receipt node’s attributes.</td>
</tr>
<tr>
<td>SNCF Entities</td>
<td>GPMX_CFDI_SNCF</td>
<td>Used to define SNCF Entities</td>
</tr>
</tbody>
</table>

#### Company

The Company for which the Legal Code Payslip setup is defined.

#### Effective Date

Date from which the setup is applicable.

#### Status

Defines whether or not the setup is valid. The default value for this field is Active. Values are:

- Active.
- Inactive
<table>
<thead>
<tr>
<th><strong>Tax Treatment</strong></th>
<th>Text provided by SAT to identify the class of Tax regime.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Risk Detail</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Establishment ID</strong></td>
<td>The Establishment Id where the employee's job risk is determined by the establishment that is associated with the employee's location.</td>
</tr>
<tr>
<td><strong>Job Risk</strong></td>
<td>The code to identify the Employer’s classification based on the activities performed by the employees. Valid values are:</td>
</tr>
<tr>
<td></td>
<td>• Class I</td>
</tr>
<tr>
<td></td>
<td>• Class II</td>
</tr>
<tr>
<td></td>
<td>• Class III</td>
</tr>
<tr>
<td></td>
<td>• Class IV</td>
</tr>
<tr>
<td></td>
<td>• Class V</td>
</tr>
<tr>
<td></td>
<td>• Not Applicable</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>‘Not Applicable’ option is available only if you use/add an effective date (\geq 08/13/2017).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Element Mapping</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Entry Type</strong></td>
<td>Select the type of element to include in the report. Values are:</td>
</tr>
<tr>
<td></td>
<td>• Earnings</td>
</tr>
<tr>
<td></td>
<td>• Deductions</td>
</tr>
<tr>
<td><strong>Catalog Type</strong></td>
<td>Select the catalog type to which the Legal Code belongs. Values are:</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Earnings</td>
</tr>
<tr>
<td></td>
<td>• Deductions</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>There are discrepancies for some element types between SAT and GP Mexico. For example, ‘Employee Subsidy’ is treated as an earnings for the SAT while in GP Mexico ‘Employee Subsidy’ is reported as a deduction.</td>
</tr>
</tbody>
</table>

<p>| <strong>Legal Code</strong> | Legal code is the SAT catalog to report earnings and deductions. System displays the options based on the selected Catalog Type, If the catalog type is selected as deduction then the deductions catalog is displayed otherwise it displays the earnings catalog. |</p>
<table>
<thead>
<tr>
<th>Adjustment Legal Code</th>
<th>Contains the Adjustment codes defined by SAT to be used to report Adjustments.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adjustments are triggered when a negative value is found in payroll results, its value changes to positive and is stored in an element including original element’s name.</td>
</tr>
<tr>
<td>Element Name</td>
<td>Enter the name of the earnings or deductions element to include in the CFDI report. System displays the options based on the selected Entry Type. If the entry type is selected as deduction then the deductions catalog is displayed otherwise it displays the earnings catalog.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If the Taxable and Non taxable are empty, the amount of this element will be printed as 100% taxable. The description of this element will be printed in the report.</td>
</tr>
<tr>
<td>Taxable</td>
<td>The element that contains the Taxable Base for the corresponding element. System displays the options based on the selected Entry Type. If the entry type is selected as deduction, then the deductions catalog is displayed otherwise it displays the earnings catalog.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The description printed in CFDI file takes the description's Element name. If you just enter an Element in this field (Non taxable are empty), the amount of this element will be printed as 100% taxable. This element could be equal to Element Name.</td>
</tr>
<tr>
<td>Non Taxable</td>
<td>The element that reports the Non-Taxable Base for the corresponding element. System displays the options based on the selected Entry Type. If the entry type is selected as deduction then the deductions catalog is displayed otherwise it displays the earnings catalog.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If just enter an Element in this field (Taxable are empty), the amount of this element will be printed as 100% non-taxable. This element could be equal to Element Name.</td>
</tr>
<tr>
<td>Add</td>
<td>This field defines when an element sum or not sum to Total Earnings or Total Deductions depends on the Entry Type, however always must to print in the CFDI report.</td>
</tr>
<tr>
<td></td>
<td>• If the check box is selected, it means the amount must to sum to the Total.</td>
</tr>
<tr>
<td></td>
<td>• If the check box is not selected, it means the amount must to NOT sum to the Total.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> By default the check box is selected.</td>
</tr>
</tbody>
</table>
Severence

Select this field to indicate that the element will be printed on the *Complemento* node of Severance.

**Note:** The Severance option is used only in special payroll severance process.

Overtime Detail

**Element Name**
Enter the name of Overtime element. If this section is populated then the information must to print in Overtime node on CFDI report. Valid values: All earnings.

**Overtime Type**
Defines the overtime type. Valid Values are:

- Double
- Triple

Disability Detail

**Element Name**
Enter the name of Disability element. If this section is populated then the information must to print in Disability node on CFDI report. Valid values: All deductions

**Absence Type**
Identifies the Absence Type. Valid values are:

- Sickness
- Maternity
- Work Accident
- Care Leave Children w/Cancer

**Note:** Selection of correct options in Legal Code Mex page will ensure that the correct value are send to SAT.

Other Pmt Mapping Page

Use the Other Pmt Mapping page to map the payment elements.

**Navigation**

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Legal Codes Payslip MEX, Other Pmt Mapping page
Image: Other Pmt Mapping page

This example illustrates the Other Pmt Mapping page.

<table>
<thead>
<tr>
<th>Entry Type</th>
<th>Select the element type. Valid values are:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Earnings</td>
</tr>
<tr>
<td></td>
<td>• Deductions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Catalog Tp</th>
<th>Select the catalog type to which the Legal Code belongs to.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Legal Code</th>
<th>Select the legal code defined by SAT.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Adjustment Legal Code</th>
<th>The Adjustment codes defined by SAT to be used to report Adjustments.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Element Name</th>
<th>Name of the element. The value will be reported with the selected Legal Code.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Subsidy Effective Paid</th>
<th>Select this field to indicate that the element corresponds at subsidy effective paid.</th>
</tr>
</thead>
</table>

### Info Node CFDI Page

Use the Info Node CFDI page (GPMX_INFO_NODE_CFDI) to define receipt node’s attributes.

### Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Legal Codes Payslip MEX, Info Node CFDI page
Image: Info Node CFDI page

This example illustrates the fields and controls on the Info Node CFDI page.

- **Company**: The Company to which the Info Node CFDI setup will apply to.
- **Effective Date**: Date in which the setup takes effect.
- **Status**: Defines whether or not the setup is valid. The default value for this field is Active.
- **Attribute**: Select the attribute from the following:
  - Serial
  - Folio
  - Certificate Number
  - Certificate
  - Stamp
  - Voucher Type
  - Payment Method
  - CFDI Use
  - Payment Type

- **Option Value**: Select the option value to be printed in the XML from the following:
  - Default Value: If you select this, you can enter a default value.
• System Elements: If you select this, the attribute’s value will be printed according the value of the selected element.
• Do not Print: If you select this the attribute will not be printed.
• Sequence: If you select this, the attribute’s value will be printed as consecutive number, with format 9999999999.
• Catalog Value: If you select this, the attribute’s value will be printed according the Valid Value selected.

Element Name
Select the system element. This field is displayed only if you select ‘System Elements’ in the Option Value field.

Default Value
Enter the default value to be displayed in the XML file. This field is enabled only if you select ‘Default Value’ in the Option Value field.

Valid Value
Select the Valid Value. Displays the values according the Attribute selected.

Note: This field is displayed only when Catalog Value is selected in the Option Value field.

Note: If this step is skipped then the attributes will not be printed in XML File.

SNCF Entities
Use the SNCF Entities page to define the SNCF Entities.

Navigation
Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Legal Codes Payslip MEX, SNCF Entities page
### Image: SNCF Entities Page

This example illustrates the fields and controls on the SNCF Entities page.

<table>
<thead>
<tr>
<th>Company</th>
<th>KYF</th>
<th>Compañía Financiera</th>
</tr>
</thead>
</table>

#### Effective Date

Date used to define the effectiveness of the data being entered.

#### Resource Origin

Defines the source of funds used to pay the payroll, this data applies only for government entities: Federal Incomes, Mixed Incomes, Own Resources Amount.

- Own Incomes: Used to define the amount of own incomes when Resource Origin selection value is Mixed Incomes.

- Federal Incomes: These are the Revenue paid by federal entities, municipalities or territorial demarcations of the Federal District, autonomous agencies and local and municipal entities with federal resources, other than the participations.

- Mixed Incomes: These are the Revenue paid by federal entities, municipalities or territorial demarcations of the Federal District, autonomous agencies and local and municipal entities charged to their participation or other local income and with federal resources other than the participations.

#### Own Resources Amount

Revenue paid by federal entities, municipalities or territorial demarcations of the Federal District, autonomous agencies and
local and municipal entities charged to their interests or other local income.

**Related Links**

Create/Print Payslips MEX Page
Chapter 11

Tracking Earnings

Understanding Earnings in Mexico

This topic lists prerequisites and discusses:

• Earnings types
• Earnings and accumulators

Prerequisites

Before you can track different earnings types, you must set up certain parameters for each earning type:

• Define the SDI factor for Christmas bonuses and vacation premiums.
• Define PTU (profit sharing).
• Set up frequently used supporting element overrides (SOVRs).

Note: All of these steps are discussed in another topic.

Earnings Types

The different earnings types in Mexico include base salary, bonuses, commissions, overtime, PTU (profit sharing), food coupons, vacation premiums, savings funds, seniority pay, and social benefits. You define earnings using the Earnings component.

Related Links

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

Earnings and Accumulators

This topic discusses how to integrate new earnings elements into Global Payroll for Mexico.

This information helps to ensure that any new element that you create fits into the existing logic and organization of Global Payroll for Mexico and is included in the correct calculations of such things as taxes and Social Security.

To ensure that the new earnings elements that you create are used correctly in other calculations, you must be able to identify the accumulators to which they should contribute, because the value of the accumulated earnings is critical to these other processes. The accumulator elements to which you will add your own elements are the same ones that Global Payroll for Mexico has created for the delivered earnings elements.
**Important!** You can add new earnings elements only to accumulators for which the ownership category is PS Delivered/Not Maintained. These accumulators are members of other, PeopleSoft maintained, accumulators on which Global Payroll for Mexico bases all of its formulas and calculations.

If you must define earnings that are partially nontaxable, create these three earnings elements:

- One for the total amount of the earnings.
- One for the taxable portion of the earnings.
- One for the nontaxable portion of the earnings.

Make the earnings representing the total amount a member of the TOTAL PERCEPCION N accumulator, the earnings representing the taxable portion a member of the TOTAL PERC GRAV A accumulator, and the earnings representing the nontaxable portion a member of the TOTAL PERC EXENT N accumulator. Use the Earn/Dedn SOVRs MEX page to define the tax method that is used to calculate the earnings representing the taxable portion.

This table lists the most relevant accumulators that are delivered by Global Payroll for Mexico and that are used for federal tax purposes.

<table>
<thead>
<tr>
<th>Accumulator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASE ISR</td>
<td>Taxable base</td>
</tr>
<tr>
<td>GRAVADO ANUAL</td>
<td>Yearly taxable</td>
</tr>
<tr>
<td>GRAVADO ANUAL N</td>
<td>Yearly taxable not maintained</td>
</tr>
<tr>
<td>GRAVADO MENSUAL</td>
<td>Monthly taxable</td>
</tr>
<tr>
<td>GRAVADO MENSUAL N</td>
<td>Monthly taxable not maintained</td>
</tr>
<tr>
<td>ISR RETENIDO</td>
<td>Total ISR withheld</td>
</tr>
<tr>
<td>NETO</td>
<td>Net pay</td>
</tr>
<tr>
<td>TOTAL DEDUCCIONES</td>
<td>Total deductions</td>
</tr>
<tr>
<td>TOTAL DEDUCCION N</td>
<td>Total deductions not maintained</td>
</tr>
<tr>
<td>TOTAL PERC EXENT</td>
<td>Nontaxable total earnings</td>
</tr>
<tr>
<td>TOTAL PERC EXENT N</td>
<td>Nontaxable total earnings not maintained</td>
</tr>
<tr>
<td>TOTAL PERC GRAVAD</td>
<td>Taxable total earnings</td>
</tr>
<tr>
<td>TOTAL PERC GRAVAD N</td>
<td>Taxable total earnings not maintained</td>
</tr>
<tr>
<td>TOTAL PERCEPCIONES</td>
<td>Gross pay</td>
</tr>
<tr>
<td>TOTAL PERCEPCION N</td>
<td>Gross pay not maintained</td>
</tr>
</tbody>
</table>
Running the PTU (Profit Sharing) Process

Page Used to Run the PTU Process

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculate PTU-Profit Share MEX Page</td>
<td>GPMX_RC_PTU001</td>
<td>Run the PTU process.</td>
</tr>
</tbody>
</table>

Calculate PTU-Profit Share MEX Page

Use the Calculate PTU-Profit Share MEX page (GPMX_RC_PTU001) to run the PTU process.

Navigation

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Calculate PTU-Profit Share MEX

Image: Calculate PTU-Profit Share MEX page

This example illustrates the fields and controls on the Calculate PTU-Profit Share MEX page. You can find definitions for the fields and controls later on this page.

The PTU process generates two instances of positive input: one for the PTU IMP SAL element, and the other for the PTU IMP DIAS element. The PTU process also calculates the Day Factor and Salary Factor values that will be inserted in the PTU Setup page.

PTU Process

Enter the date, company, and year for which you want to run the process.
Clear Data

If you select this check box, the system will delete previously loaded data. If you deselect this check box, the PTU process will load new data into the Calendar IDs for active and inactive payees.

Calendar IDs

Active Payees

Enter the calendar ID of the active payees to process. The electronic file transfer (EFT) for active payees will be as usual.

Inactive Payees

Enter the calendar ID of the inactive payees to process. The most common way to pay inactive payees is on an individual basis. Once the PTU process is executed, you can create a Period ID, Calendar ID, and Calendar Group ID to run the payroll process.

Setting Up the Coupons Interface

Pages Used to Set Up the Coupons Interface

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define Payee Data MEX Page</td>
<td>GPMX PAYEE_DATA</td>
<td>Define coupon accounts for payees.</td>
</tr>
<tr>
<td>Create Coupons Interface MEX Page</td>
<td>GPMX COUPONS_INT</td>
<td>Define the coupons interface. If you provide your employees with restaurant, food, or gas coupons, use this page to send flat files to the coupon provider with information about your company and the coupon elements (earnings) that you have defined.</td>
</tr>
</tbody>
</table>

Note: After you've sent the flat file to the coupon provider, you can also generate a printed report of coupons.

Define Payee Data MEX Page

Use the Define Payee Data MEX page (GPMX PAYEE_DATA) to define coupon accounts for payees.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Define Payee Data MEX
Image: Define Payee Data MEX page

This example illustrates the fields and controls on the Define Payee Data MEX page. You can find definitions for the fields and controls later on this page.

Create Coupons Interface MEX Page

Use the Create Coupons Interface MEX page (GPMX_COUPONS_INT) to define the coupons interface.

If you provide your employees with restaurant, food, or gas coupons, use this page to send flat files to the coupon provider with information about your company and the coupon elements (earnings) that you have defined.

Navigation

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Create Coupons Interface MEX
This example illustrates the fields and controls on the Create Coupons Interface MEX page. You can find definitions for the fields and controls later on this page.

**Coupons Interface Parameters**

- **Calendar Group ID**: Select the calendar group ID for which you want to generate the flat file.
- **Company**: Select your company.
- **Provider**: Select either Accor or SODEXHO as the coupon provider.
- **Coupon Type**: Select the type of coupon for which you are generating the data file. Values are *Electronic Food Coupons*, *Food Coupons*, *Gas Coupons*, *Restaurant Coupons*, and *Uniform Coupons*.
- **Customer ID**: Enter your customer ID. This field appears only if the coupon provider is Accor. (Accor should provide this ID.)
- **Group ID**: Enter the group ID as indicated by the coupons provider.
- **Branch ID**: Enter the Branch ID of the coupon provider as indicated by the coupons provider.
- **Delivery Date**: Enter the date when the coupons will be given to payees.
- **File Name**: Displays a default file name and the mandatory file type for Accor or SODEXHO. Depending on the provider that you
select, you can update the file name, . The file type is set by the coupon provider.

### Earnings

**Element Name**

Enter the earnings that include the amount of the restaurant, food, or gas coupons. You can enter multiple earnings.

### Using Batch Positive Input

#### Page Used for Batch Positive Input

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Pos Input via Batch MEX Page</td>
<td>GPMX_PI_BATCH</td>
<td>Load batch positive input or delete previously loaded batch positive input.</td>
</tr>
</tbody>
</table>

#### Understanding Batch Positive Input

You can use Batch Positive Input Application Engine process (GPMX_PI_BTCH) to reduce time-consuming data entry in Global Payroll for Mexico by loading data into the system in batch from a flat file. You can use the process for loading earnings, deductions, and supporting element overrides. You can also use the process to delete previously loaded data according to the batch code that you specify.

To use this functionality, you must create a flat file which contains the data that you want to load. This text file can be in plain text or csv format but must follow a specific layout for batch positive input processing, as described later in this section. When you run the Batch Positive Input process it reads the information from the flat file and loads the data into the positive input records. You can then access this data through the Positive Input page in the core application.

For example, you could enter and trigger bonuses for all of your employees using batch positive input, or you could trigger mass deductions. Suppose that an employer has an agreement with a cell phone company to provide half the employee population with a 50 percent discount rate on calls. Instead of entering each of the monthly cell phone invoices (deductions) for each employee, the cell phone company could generate a flat file with a layout that loads this invoice information using a batch process.

#### Manage Pos Input via Batch MEX Page

Use the Manage Pos Input via Batch MEX page (GPMX_PI_BATCH) to load batch positive input or delete previously loaded batch positive input.

**Navigation**

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Manage Pos Input via Batch MEX
**Image: Manage Pos Input via Batch MEX page**

This example illustrates the fields and controls on the Manage Pos Input via Batch MEX page. You can find definitions for the fields and controls later on this page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Data</td>
<td>If you select this check box, the system will delete previously loaded data. If you deselect this check box, the batch process will load new data into the Positive Input tables for payroll purposes.</td>
</tr>
<tr>
<td>Pay Group</td>
<td>Enter the pay group for which you want to load batch positive input.</td>
</tr>
<tr>
<td>Calendar ID</td>
<td>Enter the calendar ID for the pay group that you identified in the Pay Group field.</td>
</tr>
<tr>
<td>Batch Code</td>
<td>Enter the batch code ID that identifies all of the transactions contained in the flat file. This field enables you to delete information loaded by mistake, because it serves as the identifier of that information.</td>
</tr>
<tr>
<td>Input Directory</td>
<td>Specify the location of the flat file containing the batch positive input (flat file directory).</td>
</tr>
<tr>
<td>Output Directory</td>
<td>If the batch process finds errors, it generates a log file containing the errors. Use this field to specify where the system should place the error log (error log directory).</td>
</tr>
</tbody>
</table>

**Note:** You do not need to specify input and output directories when deleting values because the process determines the data to delete according to the batch code that you specify.

**Flat File Layout for Batch Positive Input**

When you create flat files for the batch positive input process, reproduce this file definition for earnings and deductions:
<table>
<thead>
<tr>
<th>Field</th>
<th>Initial Position</th>
<th>Length</th>
<th>Default Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLID</td>
<td>1</td>
<td>11</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>EMPL_RCD</td>
<td>12</td>
<td>3</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>PIN_NM</td>
<td>15</td>
<td>18</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>GP_UNIT</td>
<td>33</td>
<td>20</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>GP_AMT</td>
<td>53</td>
<td>20</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>GP_RATE</td>
<td>73</td>
<td>20</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>GP_PCT</td>
<td>93</td>
<td>11</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>PC_BASE</td>
<td>104</td>
<td>20</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>DEPTID</td>
<td>124</td>
<td>10</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>JOBCODE</td>
<td>134</td>
<td>6</td>
<td>Not applicable.</td>
</tr>
</tbody>
</table>

When you create flat files for the batch positive input process, reproduce this file definition for supporting elements:

<table>
<thead>
<tr>
<th>Field</th>
<th>Initial Position</th>
<th>Length</th>
<th>Default Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLID</td>
<td>1</td>
<td>11</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>EMPL_RCD</td>
<td>13</td>
<td>3</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>PIN_NM</td>
<td>16</td>
<td>18</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>PIN_NM (SOVR)</td>
<td>34</td>
<td>18</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>SOVR_VAL_CHAR</td>
<td>52</td>
<td>25</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>SOVR_VAL_NUM</td>
<td>77</td>
<td>18</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>SOVR_VAL_DT</td>
<td>95</td>
<td>10</td>
<td>Not applicable.</td>
</tr>
</tbody>
</table>

Here's an example of a flat file for earnings and deductions:

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLID</td>
<td>KY003</td>
</tr>
<tr>
<td>EMPL_RCD</td>
<td>0</td>
</tr>
</tbody>
</table>
### Tracking Earnings Chapter 11

#### Field

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIN_NM</td>
<td>COMISIONES</td>
</tr>
<tr>
<td>GP_UNIT</td>
<td>12.58</td>
</tr>
<tr>
<td>GP_AMT</td>
<td>11.36</td>
</tr>
<tr>
<td>GP_RATE</td>
<td>10</td>
</tr>
<tr>
<td>GP_PCT</td>
<td>1.3</td>
</tr>
<tr>
<td>GP_BASE</td>
<td>25.36</td>
</tr>
<tr>
<td>DEPTID</td>
<td>43000</td>
</tr>
<tr>
<td>JOBCODE</td>
<td>550000</td>
</tr>
</tbody>
</table>

**Note:** This flat file definition applies to both earnings and deductions that you load using batch positive input.

Here is an example of a flat file for a supporting element override:

#### Field

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLID</td>
<td>KY004</td>
</tr>
<tr>
<td>EMPL_RCD</td>
<td>0</td>
</tr>
<tr>
<td>PIN_NM</td>
<td>COMISIONES</td>
</tr>
<tr>
<td>PIN_NM (SOVR)</td>
<td>FD VR METODO ISR</td>
</tr>
<tr>
<td>SOVR_VAL_CHAR</td>
<td>142</td>
</tr>
<tr>
<td>SOVR_VAL_NUM</td>
<td>(blank)</td>
</tr>
<tr>
<td>SOVR_VAL_DT</td>
<td>(blank)</td>
</tr>
</tbody>
</table>

**Related Links**

Global Payroll for Mexico Reports: A to Z
Managing Mass Positive Input

Pages Used to Manage Mass Positive Input

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Mass Positive Input MEX Page</td>
<td>GPMX_PI_MASS_ERDED</td>
<td>Load Positive Input Information to a group of Payees. Enter the processing parameters for mass positive input of payees earnings and deductions, and then run the process to insert this data into the positive input table.</td>
</tr>
<tr>
<td>Calendars to Process Page</td>
<td>GPMX_PI_MASS_SEC</td>
<td>Enter supporting element overrides for elements in the mass positive input processing. You can enter a rate code or a numeric value for a percent, base, rate, unit, or amount component; change the currency; add a description; and enter begin and end dates. You can also override system and variable elements associated with positive input, such as department, job code, or rate as of date.</td>
</tr>
</tbody>
</table>

Understanding Mass Positive Input

The Mass Positive Input feature enables you to insert earnings and deductions in mass into the positive input table for a group of payees in a specific calendar. When define parameters for the Mass Positive Input Application Engine process (GPMX_MASS_PI), you must:

- Specify the pay group and calendar to which the payees belong.
- Enter a batch code, which the process saves to each payee's positive input record that it adds.
- Specify the payees to include in the processing by either group build or by listing the payees individually.
- Enter the earning or deductions that you want to insert as positive input for the specified employees.
- Enter supporting element overrides for the specified earnings and deductions.

Being able to select specific payees or create groups of payees enables you to load positive input for a specific subset of payees within a pay group that are associated with a given calendar. Also, being able to enter earnings, deductions, and supporting element overrides details for payees in mass saves valuable time by eliminating repeated data entry. You might use this process, for example, to pay a year end bonus for all payees of a given department or payees participating in a specific project. Or for union purposes, sometimes there are agreements to apply a flat amount discount to all the union payees in a given payroll run.

When you run the Mass Positive Input process it validates the pay group for the specified payees. Then the process inserts a new record into the positive input table that contains the earning, deductions, and
supporting element overrides for the specified payees for the given calendar. If a record already exists for the payee in the positive input table, the process inserts the new record with a new instance number.

You can also use the Mass Positive Input process to delete records from the positive input table that were previously inserted by the process. The process is able to recognize and delete records according to the batch code assigned to the record.

**Manage Mass Positive Input MEX Page**

Use the Manage Mass Positive Input MEX page (GPMX_PI_MASS_ERDED) to load Positive Input Information to a group of Payees.

Enter the processing parameters for mass positive input of payees earnings and deductions, and then run the process to insert this data into the positive input table.

**Navigation**

Global Payroll & Absence Management > Absence And Payroll Processing > Prepare Payroll > Manage Mass Positive Input MEX

**Image: Manage Mass Positive Input MEX page**

This example illustrates the fields and controls on the Manage Mass Positive Input MEX page. You can find definitions for the fields and controls later on this page.

**Pay Group**

- **Pay Group**

  Select the pay group that contains the payees for which you want to process mass positive input. The system displays Description and the Pay Entity of the selected pay group. The Mass Positive Input process uses the combination of the specified pay group and calendar to determine the payees eligible to be included in the processing.

- **Calendar ID**

  Select the calendar for which you want to process mass positive input. The system displays the Begin Date and the Period End Date of the specified calendar. The Mass Positive Input process
uses the combination of the specified pay group and calendar to determine the payees eligible to be included in the processing.

**Batch Code**
Enter a unique code to identify each instance of Mass Positive Input process run. Batch codes assist in further identifying a positive input entry with which a payee record is associated. You can use this identifier as a search value on the Positive Input By Calendar page.

When inserting data into the positive input table, the process assigns the batch code to each record that it inserts for the run. When using the Mass Positive Input process to delete previously inserted mass positive input, the process search for the specific batch code and deletes all associated records that meet the processing parameters.

**Description**
Enter a description of the positive input to be stored in the GP_RSLT_PI_DATA record. You might use this feature to print a description besides the element description defined on the Element Name page (GP_PIN) when printing payslips or reports.

**Delete Data**
Select this check box to have the Mass Positive Input process delete positive input data that the process previously inserted on another run. The process deletes data from the positive input table that matches the processing parameters that you specify.

**Select Payee List**

**Select Group Build**
Select this option to include payees associated with a specific group build in the processing. The system displays the Group ID field and the Create a Group ID link.

**Group ID**
Select the group build for which you want to process mass positive input. This field display only if you select the Select Group Build option.

**Create a Group ID**
This field display only if you select the Select Group Build option. The system displays the Group Build - Group Definition component for you to create a new group ID definition.

**Select By Payee List**
Select this option to include only the specific payees that you specify in the processing. The system displays the Payee List group box for you to list the specific payees to include.

**Payee List**

**EmplID**
Select the employee to include in the mass positive input processing.

**Empl Red Nbr**
Select the employee record number of the employee to include in mass positive input processing.
Name

The system display the name of the listed employee.

Earnings and Deductions

To enter positive input for a payee:

1. On the Action tab, select the earning or deduction element for which to enter positive input and specify the action to take during processing.

2. On the Main Components tab, enter numeric values for the components of the element's calculation rule, if applicable.

3. To enter a numeric value for percent or base or to select a rate code element for any components of the element's calculation rule, click the Details link on the Main Components tab.

You can also override the value of a system or variable element, if applicable.

Note: The fields that you can complete depend on the value that you select in the Entry Type field and the calculation rule used by the earning or deduction element.

<table>
<thead>
<tr>
<th>Entry Type</th>
<th>Select Earnings or Deduction to indicate the type of element for which you're entering positive input.</th>
</tr>
</thead>
</table>
| Element Name and Description | Select the name of the element for which to enter positive input. The system displays the description of the selected element. You can select from those elements that meet all these conditions: 
  - Have the same entry type that you selected.
  - Enable positive input as an override, as specified on the Element Name (GP_PIN) page.
  - Are defined for a country that is associated with your user rules profile (on the User Rules Profile page).

  If your user rules profile is set up as specific country with a value of Mexico, you see only elements that are set up for Mexico and those set up for ALL countries. |
| Unit | If unit is a component of the element's calculation rule, you can enter a positive or negative number of units in this field. 

To select a rate code element to retrieve the unit's value from HR, click the Details link to access the Calendars to Process page. 

If you don't enter a value and the units are defined on the element's Calculation page, the system checks the element's as of date to determine the appropriate value. |
| Rate | Similar to the Unit field. |
| Amount | Enter a positive or negative amount to override the element's calculation rule. The system uses this amount to resolve the element, regardless of its calculation rule. |
If you enter an amount, you can still enter a numeric value in the Unit or Rate field—if these are components of the element's calculation rule. Although the values that you enter aren't used for calculations, the system moves them to the earnings and deductions results table, making the information available for payslips.

For example, if you have an earnings element defined as rate \times units and enter an amount and a rate, the system uses the amount that you enter to resolve the element and passes the amount and rate to the results table.

**Currency Code**

When you select a rate or amount, the code for the processing currency appears (as defined by the element definition or the pay entity).

To use another currency, select it here.

**Details**

Click the Details button to access the Calendars to Process page, where you can select a rate code or enter a numeric value for any component of the element's calculation rule (percent, base, rate, amount, or unit). You can also override a variable or system element that is associated with this instance of positive input, such as the business unit, department, or job, and enter other instructions.

A check mark appears in the Details check box if instructions have been entered on the Calendars to Process page.

**Action Type**

Select the type of action to perform when processing this instance of positive input. Values are *Override*, *Add*, *Do Not Process*, and *Resolve to Zero*.

When you select *Resolve to Zero*, you cannot enter information on the Calendars to Process page.

See "Action Types and Processing Rules" (PeopleSoft HCM 9.2: Global Payroll).

**Calendars to Process Page**

Use the Calendars to Process page (GPMX_PI_MASS_SEC) to enter supporting element overrides for elements in the mass positive input processing.

You can enter a rate code or a numeric value for a percent, base, rate, unit, or amount component; change the currency; add a description; and enter begin and end dates. You can also override system and variable elements associated with positive input, such as department, job code, or rate as of date.

**Navigation**

Click the Details button on the Manage Mass Positive Input MEX page.
Image: Calendars to Process page

This example illustrates the fields and controls on the Calendars to Process page. You can find definitions for the fields and controls later on this page.

Specify Values OR Elements

The fields for units, rate, base, and percent are enabled only when they are components of the calculation rule for the selected earning or deduction element. Any numeric values that you entered on the Positive Input page appear here.

You can enter a positive or negative numeric value or select a rate code element that retrieves the unit value from HR. If you don't enter a value for the component and the component's value is defined on the element's Calculation page, the system uses the element's as of date to determine the value.

Begin Date and End Date

Enter the start date for the instance of positive input. If you enter a begin date, you must also enter an end date, and vice versa. The system doesn't use the begin date for processing.

Enter the end date if it differs from the calendar end date. If the calendar period is segmented, the end date that you enter determines the segment or slice to which the instance of positive input is assigned. The end date must be on or before the calendar end date.

Currency Code

When you enter a value in the Rate Value, Base Value, or Amount Value field, the code for the processing currency (as defined by the element definition or the pay entity) appears in this field. To use another currency, select it from the list.
Absence Dates
Complete the following fields if you're entering positive input for an earning or deduction element associated with an absence take.

Absence Begin Date and Absence End Date
Enter the dates of the absence event.

Period Begin Date
Enter the later of the begin date of the absence event or of the calendar period.

Period End Date
Enter the earlier of the end date of the absence event or of the calendar period.

Supporting Element Overrides
You can override system or variable elements associated with an instance of positive input. For example, you can override the department, job code, or location associated with an instance. When you override the job code for a nonbase-pay earnings element, the system uses the compensation rate that's applicable to the job that you specify.

An override applies to one instance of positive input only. After the instance is resolved, the supporting element reverts to its previous value. The fields that you can complete depend on the element's format: numeric, character, or date. You cannot enter monetary values.

Note: The Supporting Element Overrides group box may appear different from the exhibit shown in this documentation. Using the configurable element overrides feature, you can modify the labels, fields, and prompt displays for each element, thereby enhancing the ease and accuracy of data entry for supporting element overrides.

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

Element Entry Type
Select the type of element to override. Values are SystemElem and Variable.

Element Name
Enter the name of the element to override, from elements that meet all the following conditions:

• Have the same entry type that you selected.

• Enable positive input as an override (as specified on the Element Name page).

• Match your operator preference definition.

Character Value
If the supporting element that you selected uses character values, you can enter up to 25 characters in this field.

The field is unavailable when you select the system element of department, job code, or location.

Numeric Value
Enter the number for system use if the supporting element uses numeric values.
**Date Value**
Enter the date for system use if the supporting element uses date values.

**Related Links**
"Defining Rate Code Elements" (PeopleSoft HCM 9.2: Global Payroll)
"Segmentation Considerations" (PeopleSoft HCM 9.2: Global Payroll)
"Understanding Element Override Configurations" (PeopleSoft HCM 9.2: Global Payroll)

---

**Running Earnings Reports**

**Pages Used to Run Earnings Reports**

<table>
<thead>
<tr>
<th><strong>Page Name</strong></th>
<th><strong>Definition Name</strong></th>
<th><strong>Usage</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Balances MEX Page</td>
<td>GPMX_RC_ACCUM</td>
<td>Provides a monthly summary of all the accumulator members of the earnings total accumulator and the deductions total accumulator.</td>
</tr>
<tr>
<td>ANN - Christmas Bonus MEX Page</td>
<td>GPMX_RC_XMAS01</td>
<td>Details the Christmas bonus amounts and taxes.</td>
</tr>
<tr>
<td>Create Coupons Interface MEX Page</td>
<td>GPMX_COUPONS_INT</td>
<td>Creates a flat file and a printed report of coupons. The flat file is transferred to the provider, which could be either Accor or SODEXHO.</td>
</tr>
<tr>
<td>Payroll Results Register MEX Page</td>
<td>GPMX_RC_PAYRSL</td>
<td>Summarizes the payroll results.</td>
</tr>
<tr>
<td>ANN - PTU-Profit-Share MEX Page</td>
<td>GPMX_PTU</td>
<td>You can run four different reports from the ANN - PTU-Profit-Share MEX run control page, including reports for eligible payees, ineligible payees, projects, and unpaid payees. You can select these reports individually or run all four of them together.</td>
</tr>
</tbody>
</table>

**Payroll Results Register MEX Page**

Use the Payroll Results Register MEX page (GPMX_RC_PAYRSL) to summarize the payroll results.

**Navigation**

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Payroll Results Register MEX > Payroll Results Register MEX

The Payroll Results Register report contains all payroll information, such as earnings, deductions, and gross and net results for each selected employee. Payroll information to be printed depends on the format ID. The employee information to be printed depends on the calendar group ID, pay groups, and employee parameters that are selected.
Before you run the Payroll Results Register report, you'll need to enter the earnings and deductions that are eligible to print on a payslip on the Format ID page.

**Note:** The Format ID page is discussed in another topic.

### Related Links

- Element Lists MEX Page

---

## Viewing Delivered Earnings Elements

**Note:** The earnings elements for Mexico are defined as PS Delivered/Not Maintained. Therefore, you can modify these elements to fit your needs, and when necessary, create your own earnings using the delivered elements as your guide.

### Related Links

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

### Delivered Earnings (By Earnings Type)

This topic discusses the main delivered earnings (by earnings type). The earnings types are:

- Produced units *(Destajos).*
- Seniority-based.
- Bonuses and commissions.
- Sunday premium.
- Salary.
- Average salary.
- Savings fund.
- Food coupons.
- Seventh day.
- PTU.
- Vacation premiums and Christmas bonuses.
- Social benefits *(Previsión Social).*

### Produced Units (Destajos)

Earnings of the produced units type *(destajos)* depend on the number of units produced. To trigger this type of earnings, use positive input or the Earning/Deduction Assignment page to enter the number of...
units in the unit component of the C UNI IMP and C UNI U*R elements. This unit value is used in the calculation of these earnings:

- **UNI PRO IMP**: Returns a fixed amount based on the number of produced units.
- **UNI PRODUC**: Calculates an amount based on the number of units and the rate per unit.

The delivered earnings for produced units include:

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNI PRO IMP</td>
<td>This earnings element is used to calculate flat amounts based on units produced and is assigned a value by the formula PE FM U PRO I F. To calculate these earnings, the PE FM U PRO I F calculates the bracket element PE BR TARIFA X UNI, which returns the correct amount depending on the number of units (the number of units is the search key in the bracket and the amount is the lookup value). For example, this earnings element could be used to calculate the correct flat amount for an employee who earns 100 for selling 500 units, 600 for selling 2000 units, 700 for selling 3000 units, and so forth. Note: The units used in the search key of the bracket PE BR TARIFA X UNI must be entered through positive input or on the Earning/Deduction Assignment page for the element C UNI IMP.</td>
</tr>
<tr>
<td>UNI PRO U*R</td>
<td>This earnings element is used to calculate amounts based on both units produced and rates per unit and is assigned a value by the PE FM U PRO T X U formula. To calculate this earnings element, the PE FM U PRO T X U formula runs the PE BR TARIFA X UNI bracket element, which contains all of the data needed to calculate an amount based on the number of units and the rate per unit (the number of units is the search key in the bracket and the lookup value is the rate per unit). For example, this earnings element could be used to calculate the correct amount for an employee who earns 0.05 per unit for selling 1000 units, 0.10 for selling 2000 units, 0.15 for selling 3000 units, and so forth. Note: The units used in the search key of the PE BR TARIFA X UNI bracket must be entered through positive input or on the Earning/Deduction Assignment page for the C UNI U*R element.</td>
</tr>
</tbody>
</table>
Seniority-Based Earnings

Seniority-based earnings are contingent upon the number of years of service (or seniority) at the time of processing (the period end date). Depending on the seniority level, various components of these earnings—for example, percentages, calculation bases, or amounts—could change.

The delivered seniority-based earnings include:

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTIG DIAS</td>
<td>The calculation rule for this earnings element is Rate × Unit, in which the rate is a daily rate (contained in the DAILY RT system element) and the PE FM PER B ANT D formula returns the unit (number of days to pay). To determine the units to apply (at the time of calculation), the PE FM PER B ANT D formula runs the GN BR BASADA ANTIG bracket, which returns the number of days for each seniority range (seniority is the search key and the number of days to pay is the lookup value). For example, you can use this element to calculate seniority earnings for employees who receive three days at a daily rate of 600 after one year of service, seven days at this rate after three years of service, and so forth.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The DAILY RT system element is calculated on the Job Data pages based on the pay components that you enter.</td>
</tr>
<tr>
<td></td>
<td>See &quot;Understanding Job Data&quot; (PeopleSoft HCM 9.2: Human Resources Administer Workforce).</td>
</tr>
<tr>
<td>ANTIG IMP P</td>
<td>This earnings element has a calculation rule of Amount, in which the PE FM PER B ANT I formula returns the amount. To determine the correct amount to use (at the time of calculation), the formula runs the GN BR BASADA ANTIG bracket, which contains the amounts that apply to each seniority range. For example, you can use this earnings element to calculate the correct amount for employees who receive 1000 after one year of service, 2000 after three years of service, and so forth.</td>
</tr>
</tbody>
</table>
**Earnings** | **Description**
--- | ---
ANTIG PCT | The calculation rule for this earnings element is Base × Percent, in which the base is a flat amount, and the percent is returned by the PE FM PER B ANT % formula. To determine the correct percentage (at the time of calculation), the PE FM PER B ANT % formula runs the GN BR BASADA bracket, which returns the percent for each seniority range (the seniority range is the search key and the percent is the lookup value).

For example, you can use this element to calculate seniority earnings for employees who receive 50 percent of a flat amount of 10,000 after one year of service, 75 percent of the same amount after three years of service, and so forth.

**Bonuses and Commissions**

The delivered earnings for bonuses and commissions include:

**Earnings** | **Description**
--- | ---
BONO | The calculation rule for this earnings element is Rate × Unit, and the unit component must be entered by positive input. If no positive input exists for a payee, the earnings are not calculated.

**Note:** The rate component of this earnings element comes from the DAILY RT system element and is calculated on the Job Data pages based on the pay components that you enter.

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

COMISIONES | This earnings element has a calculation rule of Amount, in which the amount is entered by positive input. If there is no positive input for a payee, the earnings are not calculated.

**Sunday Premium**

Sunday premiums are based on the number of Sundays that each payee worked. Mexican law requires that each worked Sunday be paid at 125 percent of base salary; the law also says that an amount up to the minimum wage is exempt from taxes for each Sunday worked.

To trigger the calculation of this premium, you must enter—by positive input—the number of worked Sundays in the unit component of the PRIMA DOMIN element (this earnings element has a calculation rule of Unit × Rate × Percent, with the rate coming from the DAILY RT system element, and the percent defined as 125 percent).

The PRIMA DOMIN element calculates the total Sunday premium without regard to taxes. However because there is a tax exempt and a taxable portion of the Sunday premium, two other earnings have
been defined to resolve these: PRIMA DOM EX (tax exempt portion) and PRIMA DOM GR (taxable portion). To trigger the calculation of these last two earnings, enter only the units (Sundays worked) in the unit component of the PRIMA DOMIN element. The system automatically calculates the taxable and nontaxable amounts.

The delivered earnings for the Sunday premium include:

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMA DOM EX</td>
<td>The PE FM PRIMA D EX formula resolves the earnings element. Its function is to calculate the Sunday premium up to the minimum wage amount for each day that you enter.</td>
</tr>
<tr>
<td>PRIMA DOM GR</td>
<td>The PE FM PMA DOM GRAV formula resolves the earnings element. For each Sunday worked, it calculates the Sunday premium in excess of the nontaxable minimum wage.</td>
</tr>
<tr>
<td>PRIMA DOMIN</td>
<td>Use this element to calculate the total amount of the Sunday premium. It has a calculation rule of Unit × Rate × Percent, with the rate coming from the DAILY RT system element and the percent defined as 125 percent. Note: The DAILY RT system element is calculated on the Job Data pages based on the pay components that you enter. See &quot;Understanding Job Data&quot; (PeopleSoft HCM 9.2: Human Resources Administer Workforce).</td>
</tr>
</tbody>
</table>

**Salary**

Global Payroll for Mexico provides two types of salary elements: SUELDO and SUELDO POR H. Each has its own calculation rule.

The delivered earnings for salary include:
### Earnings

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUELDO</td>
<td>Depending on the pay group parameters, this earnings element calculates the unit based on the calendar days or frequency days. Use this earnings element to process the most common type of salary element, in which the salary is based on the number of days worked. It has a calculation rule of Unit × Rate, in which the rate comes from the DAILY RT system element and the PE FM SUELDO UNI formula returns the unit that represents the actual number of work days. This formula calculates the number of days based on the period begin and end dates and includes a proration factor that enables it to manage new hires and terminations who work less than a full period. For example, suppose that you have an employee in a monthly payroll with DAILY RT = 50. If the employee was hired on the third day of the month (January), SUELDO is calculated as 50 × (31 − 2) = 1450.</td>
</tr>
<tr>
<td>SUELDO POR H</td>
<td>This earnings element calculates the most common type of hourly salary element. It has a calculation rule of Unit × Rate, in which the rate comes from the HOURLY RT system element and the units (hours) are entered by positive input in each payroll process. Therefore, the system calculates SUEL POR H only for payees who have positive input for these earnings.</td>
</tr>
</tbody>
</table>

**Note:** The DAILY RT system element is calculated on the Job Data pages based on the pay components that you enter.

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

### Average Salary

The average salary is a calculation base for other earnings. For example, some companies pay overtime based on the average of the (Daily Rate) + (Bonuses) + (Special Compensation).

The delivered earnings for average salary includes:

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIO PROM</td>
<td>This earnings element calculates the average salary based on the SP HR SAL PROM historical rule.</td>
</tr>
</tbody>
</table>

156  Copyright © 1988, 2021, Oracle and/or its affiliates.
Savings Fund

The savings fund is one of the most common benefits that companies in Mexico provide to their employees. It is typically calculated as a percentage of the salary base.

The FDO AHORRO element calculates the basic benefit. However, because there is a tax exempt and a taxable portion of the savings fund, Global Payroll for Mexico delivers two additional elements to resolve these based on the amount of the FDO AHORRO: FDO AHOR EX and FDO AHOR GR elements.

The delivered earnings for the savings fund include:

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDO AHORR EX</td>
<td>This element holds the nontaxable portion of the savings fund benefit. Its value is calculated by the PE FM TOPE FONDO formula, and is defined as (13%) × (Minimum Wage Zone Salary of Employee) × (Worked Days).</td>
</tr>
<tr>
<td>FDO AHORR GR</td>
<td>This element holds the taxable portion of the savings fund benefit. Its value is calculated by the PE FM FONDO EMP GR formula. The taxable base is defined as the difference between FDO AHORRO and FDO AHOR EX. If the difference is negative, there is no taxable base.</td>
</tr>
<tr>
<td>FDO AHORRO</td>
<td>The calculation rule for this earnings element is Base × Percent, in which the base is calculated by the PE FM FONDO A EMPL formula and the percent is defined (by way of example) as 13 percent. The PE FM FONDO A EMPL formula calculates the base as follows: ((Calendar Days) − Absences) × (Daily Rate). For example, suppose that you have an employee with a daily rate of 300, and the employee is absent for two days in the month (January). In this case, FDO AHORRO is calculated as follows: (31 − 2) × 300 × 13% = 1,131.</td>
</tr>
</tbody>
</table>

**Note:** The DAILY RT system element is calculated on the Job Data pages based on the pay components that you enter.

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

Food Coupons

Food coupons are one of the most common benefits that companies in Mexico provide to their employees. Typically, the coupon is calculated as a percentage of the salary base.

The VALES DESP element calculates the basic benefit. However, because there is a tax exempt and a taxable portion of the food coupon, Global Payroll for Mexico delivers two additional elements to resolve these based on the amount of VALES DESP: VALES DES EX, and VALES DES GR.

The delivered earnings for food coupons include:
### Earnings

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VALES DES EX</td>
<td>This element holds the nontaxable portion of the food coupon. Its value is calculated by the PE FM TOP VAL IMP formula.</td>
</tr>
<tr>
<td>VALES DES GR</td>
<td>This element holds the taxable portion of the food coupon. Its value is calculated by the PE FM VALES DESP G formula. The taxable base is the difference between VALES DESP and VALES DES EX. If the difference is negative, there is no taxable base.</td>
</tr>
<tr>
<td>VALES DESP</td>
<td>The calculation rule for this earnings element is Base × Percent, in which the base is calculated by the PE FM VALES DESP formula, and the percentage is defined (by way of example), as 10 percent. The PE FM VALES DESP formula calculates the base as follows: ((Calendar Days) − Absences) × (Daily Rate). For example, suppose that you have an employee with a daily rate of 500, and that the employee is absent for four days in the month (January). In this case, VALES DESP is calculated as follows: (31 − 4) × 500 × 10% = 1,350.</td>
</tr>
</tbody>
</table>

**Note:** The DAILY RT system element is calculated on the Job Data pages based on the pay components that you enter. See "Understanding Job Data" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

### Seventh Day

This element enables you to calculate seventh day (Sunday) earnings for employees who work six or fewer days in a week.

The delivered seventh day earnings include:

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPT DIA HOR</td>
<td>Resolves an employee's seventh day earnings based on the hours worked in the period. The calculation rule is as follows: ((Period Hours / (Period Hours − Rest Hours [Sunday])) − 8) × (Hourly Salary). For example, if the work period is 112 hours with 16 rest hours, the calculation is as follows: ((114 / 98) − 8) × (Hourly Salary) = (1.17 − 1) × (Hourly Salary) = 0.17 × (Hourly Salary). This means that for every worked hour, the payee will receive 0.17 of his hourly salary as SEPTIMO DIA.</td>
</tr>
</tbody>
</table>

**Note:** To pay seventh day earnings, set this up as part of your pay group parameters.
Chapter 11 Tracking Earnings

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPTIMO DIA</td>
<td>Using the PE PO SEPT DIA SD O proration element, SEPTIMO DIA resolves an employee's seventh day earnings based on the days worked in the period. The calculation rule is as follows: ( \frac{\text{Period Days}}{\text{Period Days} - \text{Rest Days [Sunday]} - 1} \times \text{Daily Salary} ). For example, if the work period is 14 days with 2 rest days, the calculation is as follows: ( \frac{14}{12} - 1 \times \text{Daily Salary} = 0.17 \times \text{Daily Salary} ). This means that for every worked day, the payee will receive 0.17 of his daily salary as SEPTIMO DIA.</td>
</tr>
</tbody>
</table>

**Note:** To pay seventh day earnings, set this up as part of your pay group parameters.

**PTU**

The basic profit sharing earnings are calculated by the PTU element. However, because there is a tax exempt and a taxable portion of these earnings, Global Payroll for Mexico delivers two additional elements to resolve these based on the amount of the PTU: PTU EXENTO and PTU GRAVABLE elements.

**Note:** PTU amounts are calculated based on other earnings that an employee receives. To specify which earnings to include in the calculation of profit sharing, use the PTU Elements/Payees page.

See PTU Elements/Payees Page.

The delivered PTU earnings include:

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTU</td>
<td>Profit sharing</td>
</tr>
<tr>
<td>PTU EXENTO</td>
<td>Nontaxable profit sharing</td>
</tr>
<tr>
<td>PTU GRAVABLE</td>
<td>Taxable profit sharing</td>
</tr>
<tr>
<td>PTU IMP DIAS</td>
<td>PTU Days Amount</td>
</tr>
<tr>
<td>PTU IMP SAL</td>
<td>PTU Salary Amount</td>
</tr>
</tbody>
</table>

**Vacation Premiums and Christmas Bonuses**

Vacation premiums and Christmas bonuses can be based on either the daily rate or the average salary. To set up vacation premiums and Christmas bonuses, use the Xmas, Vac, Premium, SDI Factor page.

See Xmas, Vac, Premium, SDI Factor Page.

The delivered earnings for vacation premiums and Christmas bonuses include:
### Social Benefits (Previsión Social)

Social benefits (*Previsión social*) are earnings derived from disability subsidies, scholarships for employees and their dependents, child care, sport and cultural activity fees, as well as other benefits given to employees according to the law and labor contracts.

Global Payroll for Mexico delivers three earnings, three formulas, and a section for social benefits.

The delivered earnings for social benefits include:

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREV SOC EX</td>
<td>Use this earning to calculate nontaxable social benefits. The calculation</td>
</tr>
<tr>
<td></td>
<td>rule is Amount, with the PS FM PREV SOC EX formula used as the amount</td>
</tr>
<tr>
<td></td>
<td>element. It compares the daily salary plus PREV SOCIAL against 7 times the</td>
</tr>
<tr>
<td></td>
<td>minimum wage to identify the nontaxable part of PREV SOCIAL.</td>
</tr>
<tr>
<td>PREV SOC GR</td>
<td>Use this earning to calculate taxable social benefits. The calculation</td>
</tr>
<tr>
<td></td>
<td>rule is Amount, with the PS FM PREV SOC GR formula used as the amount</td>
</tr>
<tr>
<td></td>
<td>element.</td>
</tr>
<tr>
<td>PREV SOCIAL</td>
<td>Use this earning to calculate the total general social benefits. The</td>
</tr>
<tr>
<td></td>
<td>calculation rule is Amount, with the TOTAL PREV SOCIAL accumulator used as</td>
</tr>
<tr>
<td></td>
<td>the amount element. All social benefits earnings should be defined as</td>
</tr>
<tr>
<td></td>
<td>contributing to this accumulator.</td>
</tr>
</tbody>
</table>

### Delivered Earnings Process Lists and Sections

Delivered earnings for Mexico are processed and calculated in different process lists. Most basic earnings are calculated as part of the NOMINA process list and are included in the section called PERCEPCIONES. However, the PERCEPCIONES section recurs in other process lists, and there are numerous other earnings elements—Christmas bonus, termination pay, and so forth—that are processed elsewhere.

This table displays the main process list and sections used to calculate earnings elements for Mexico:

<table>
<thead>
<tr>
<th>Process List</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOMINA</td>
<td>INICIALIZACION NOM</td>
</tr>
<tr>
<td>Process List</td>
<td>Section</td>
</tr>
<tr>
<td>--------------</td>
<td>---------</td>
</tr>
<tr>
<td>SUELDO FRE/CAL/HOR</td>
<td></td>
</tr>
<tr>
<td>TIEMPO EXTRA</td>
<td></td>
</tr>
<tr>
<td>PERCEPCIONES</td>
<td></td>
</tr>
<tr>
<td>PROMEDIO</td>
<td></td>
</tr>
<tr>
<td>VACACIONES NOM</td>
<td></td>
</tr>
<tr>
<td>AGUINALDO SEC</td>
<td></td>
</tr>
<tr>
<td>AUSENTISMO NOM</td>
<td></td>
</tr>
<tr>
<td>SALDO VACACIONES</td>
<td></td>
</tr>
<tr>
<td>LIQ Y FINIQUITOS</td>
<td></td>
</tr>
<tr>
<td>RETRO</td>
<td></td>
</tr>
<tr>
<td>PREVISION SOCIAL</td>
<td></td>
</tr>
<tr>
<td>IMPUESTOS FED</td>
<td></td>
</tr>
<tr>
<td>SEGURO SOCIAL</td>
<td></td>
</tr>
<tr>
<td>SALDOS AJUSTE ISR</td>
<td></td>
</tr>
<tr>
<td>RETRO DEDUCCIONES</td>
<td></td>
</tr>
<tr>
<td>PRESTAMOS</td>
<td></td>
</tr>
<tr>
<td>DESPUES IMPUESTOS</td>
<td></td>
</tr>
<tr>
<td>DEDUCCIONES</td>
<td></td>
</tr>
<tr>
<td>PROVISIONES</td>
<td></td>
</tr>
<tr>
<td>IMPUESTOS EST</td>
<td></td>
</tr>
<tr>
<td>PIRAMIDADO SEC</td>
<td></td>
</tr>
<tr>
<td>AJUSTE REDONDEO</td>
<td></td>
</tr>
<tr>
<td>FORMATO 37</td>
<td></td>
</tr>
<tr>
<td>AGUINALDO WA</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The PeopleSoft system delivers a query that you can run to view the names of all delivered elements that are designed for Mexico.
Related Links

"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)
Chapter 12

Defining Deductions

Understanding Deductions

Deduction Types

In Mexico, there are different types of deductions:

- Before taxes – reduces the net salary and the taxable gross for federal retention. Examples are maternity leave, tardiness, and sick leave.
- After taxes – reduces the net salary. Examples are savings fund and union contributions.
- Subject to state tax – represents all deductions that are subtracted from the taxable base of the state tax. Examples are disabilities and absences.
- State taxes – each state has its own taxable base.

**Note:** You define deductions using the Deductions component.

Related Links

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

Deductions and Accumulators

To ensure that the new deductions you create are used correctly in other calculations, you need to know which accumulators they should contribute to, since the value of the accumulated deductions is critical to these other processes. The accumulators to which you will be adding your deductions are the same ones that Global Payroll for Mexico has created for the delivered deductions. These include:

- Any deduction that you want to contribute to the net pay should be included in the TOTAL DEDUCCION N accumulator.
- Any deduction that you want to subtract the taxable base for federal tax purposes should be included in the BASE ISR accumulator.

Also, each of these deductions should have a supporting element override for the variable FD VR METODO ISR with the corresponding value depending on which tax method you want to affect (113, 142, 148, or 112).
Understanding Provisions

Provisions in Mexico

A provision is an accrued expense for a company.

Provisions are generated for two main reasons:

• To cover the earnings financially, so that when your company has to pay this earning, it is prepared to do so.

  From a general ledger perspective, each provision is a debt that your company is accruing, and sooner or later, it has to be paid. So, debt accounts are balanced with the use of provisions.

• To keep track of costs.

  Although the employee receives his earnings at the end of the year or on his anniversary date, the cost is generated every day that the employee works. Costs can be controlled and distributed accordingly to the real cost generation.

In Global Payroll for Mexico, you can generate three types of provisions:

• Christmas bonus provision
• Vacation provision
• Vacation premium provision

The vacation premium and Christmas bonus are legal earnings that are assigned to an employee on a yearly basis, depending on his seniority. For every day that an employee works, he earns a fraction of these earnings. Even if an employee leaves the company before receiving his bonus, a proportional part of this earning will be paid in his termination pay.

Provision Definition

While Global Payroll for Mexico delivers deductions for the Christmas bonus provision, vacation provision, and vacation premium provision, you can also create your own deductions for other provisions.

To define a provision:

1. Define the provision on the Deductions component.

2. The payroll process will calculate the proportional amounts of the provision for the period corresponding to the actual days worked.

Related Links

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

Provision Processing

This topic provides an overview of provision calculation and discusses:
• Christmas bonus provisions
• Vacation provisions
• Vacation premium provisions

**Provision Calculation**

Global Payroll for Mexico delivers deductions that are used to calculate provisions for vacation, vacation premium, and Christmas bonus. All of these provisions are defined as non-taxable for ISR and are not subject to state taxes. These earnings do not affect any other earning, deduction, or accumulator.

The system calculates the proportion of the provision for each pay period in terms of Actual Worked Days for an employee. Every time a regular payroll process is run, the system determines the corresponding quantities of provisions for vacation, vacation premium, and Christmas bonus according to the procedures detailed below.

**Christmas Bonus Provisions**

To determine the corresponding amount of the Christmas bonus provision, this formula is used:

\[
\text{Christmas bonus provision} = \left( \frac{\text{Days of Christmas bonus according to seniority}}{365 \text{ days}} \times \text{Worked days in the period} \right) \times \text{(Salary type)}
\]

Here's an example:

• Days of Christmas bonus = 25
• Worked days in a period = 15
• Daily salary = 100.00

The formula calculates the corresponding amount of the Christmas bonus provision as:

\[
(25/365 \times 15) \times 100.00 = 102.74
\]

**Note:** An employee's salary can be taken from either his daily salary rate or any average salary. You can choose which salary type you want to use in calculating the Christmas bonus provision. Global Payroll for Mexico delivers the provision calculation using the daily salary. Seniority has to be calculated to the date of the Christmas bonus payment, not to the processing date, nor the period begin or end date. Otherwise, the provision will not be accurate. The provision has to reflect the payment that the employee is going to receive as a Christmas bonus in December. By law, this date is no later than December 20.

The Christmas bonus provision will not be included in the NET accumulator (TOTAL NETO), since this deduction won't be deducted from the employee.

**Vacation Provisions**

To determine the corresponding amount of the vacation provision, this formula is used:

\[
\text{Vacation provision} = \left( \frac{\text{Number of days according to the vacation table}}{365 \text{ days}} \times \text{Worked days in the period} \right) \times \text{(Salary type)}
\]

Here's an example:

• Vacation days = 25
• Days worked in a period = 15
Defining Deductions

Chapter 12

• Daily salary = 100.00

The formula calculates the corresponding amount of the vacation provision as:

\[(25/365 * 15) * 100.00 = 102.74\]

**Note:** An employee's salary can be taken from either his daily salary rate or any average salary. You can choose which salary type you want to use in calculating the vacation provision. Global Payroll for Mexico delivers the provision calculation using the daily salary. Seniority has to be calculated to the date of the next anniversary, not to the processing date, nor the period begin or end date. Otherwise, the provision will not be accurate. The provision has to reflect the payment that the employee is going to receive as vacation on the date that the employee earns the entitlement.

The vacation provision will not be included in the NET accumulator (TOTAL NETO), since this deduction won't be deducted from the employee.

**Vacation Premium Provisions**

To determine the corresponding amount of the vacation premium provision, this formula is used:

\[(\text{Number of days according to the vacation table}/365 \text{ days} * \text{Worked days in a period}) * (\text{Percentage of vacation premium}) * (\text{Salary type})\]

Here's an example:

- Days of vacation = 20
- Days worked in a period = 15
- Daily salary = 100.00
- Vacation premium percent = 25%

The formula calculates the corresponding amount of the vacation premium provision as:

\[((20/365 * 15) * (25%)) * 100.00 = 20.55\]

**Note:** An employee's salary can be taken from either his daily salary rate or any average salary. You can choose which salary type you want to use in calculating the vacation premium provision. Global Payroll for Mexico delivers the provision calculation using the daily salary. Seniority has to be calculated to the date of the next anniversary, not to the processing date, nor the period begin or end date. Otherwise, the provision will not be accurate. The provision has to reflect the payment that the employee is going to receive as vacation on the date that the employee earns the entitlement.

The vacation premium provision will not be included in the NET accumulator (TOTAL NETO), since this deduction won't be deducted from the employee.

**Note:** You can generate a provisions report in Global Payroll for Mexico.

**Related Links**

- Viewing Delivered Provisions
- Global Payroll for Mexico Reports: A to Z
Understanding Batch Positive Input

You can use batch positive input to reduce time-consuming data entry in Global Payroll for Mexico. Batch positive input can be used for earnings or deductions.

For example, you could enter and trigger bonuses for all of your employees using batch positive input, or you could trigger mass deductions. Suppose that an employer has an agreement with a cell phone company to provide half the employee population with a 50 percent discount rate on calls. Instead of entering each of the monthly cell phone invoices (deductions) for each employee, the cell phone company could generate a flat file with a layout that loads this invoice information using a batch process.

Note: Setting up the flat file for batch positive input is discussed in another topic. See Using Batch Positive Input

Running Deduction and Provision Reports

Pages Used to Run Deduction and Provision Reports

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balances MEX Page</td>
<td>GPMX_RC_ACCUM</td>
<td>Provides a monthly summary of all the accumulator members of the earnings total accumulator and the deductions total accumulator.</td>
</tr>
<tr>
<td>Provisions MEX Page</td>
<td>GPMX_RC_PROV</td>
<td>Summarizes all provisions, including vacation, vacation premium, and Christmas bonus. This report has two options: with or without detail.</td>
</tr>
</tbody>
</table>

Viewing Delivered Deductions

Note: The deduction elements for Mexico are defined as PeopleSoft Delivered/Not Maintained. This means that you can modify these elements to fit your needs, and when necessary, create your own earnings using the delivered elements as your guide.

Delivered Deductions

This table lists the delivered deductions for Mexico:

<table>
<thead>
<tr>
<th>Deductions</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJUST REDOND</td>
<td>Seniority based deduction - Amount</td>
</tr>
<tr>
<td>ANTIG IMPORT</td>
<td>Seniority based deduction - Amount</td>
</tr>
<tr>
<td><strong>Deductions</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>ANTIG PORCEN</td>
<td>Seniority based deduction - Percent</td>
</tr>
<tr>
<td>AYU DEFUNC</td>
<td>Death allowance</td>
</tr>
<tr>
<td>COMEDOR</td>
<td>Cafeteria deduction</td>
</tr>
<tr>
<td>CRED INFONAV</td>
<td>INFONAVIT loan</td>
</tr>
<tr>
<td>CUOTA SINDIC</td>
<td>Union dues</td>
</tr>
<tr>
<td>FALTANTE CAJ</td>
<td>Cashier difference</td>
</tr>
<tr>
<td>FDO AHOR EMP</td>
<td>Savings fund employee contribution</td>
</tr>
<tr>
<td>FDO AHOR EMT</td>
<td>Savings fund employee capped contribution</td>
</tr>
<tr>
<td>FDO AHOR C T</td>
<td>Savings fund employer capped contribution</td>
</tr>
<tr>
<td>FDO AHOR CIA</td>
<td>Savings fund employer contribution</td>
</tr>
<tr>
<td>PENSION ALIM</td>
<td>Garnishment</td>
</tr>
<tr>
<td>PRES FONACOT</td>
<td>FONACOT loans</td>
</tr>
<tr>
<td>PRESTAMO CIA</td>
<td>Company loans</td>
</tr>
<tr>
<td>PROV AGUIN</td>
<td>Christmas bonus provision</td>
</tr>
<tr>
<td>PROV PMA VAC</td>
<td>Vacation premium provision</td>
</tr>
<tr>
<td>PROV VACAC</td>
<td>Vacation provision</td>
</tr>
<tr>
<td>SEGURO MEDIC</td>
<td>Medical insurance</td>
</tr>
<tr>
<td>SEGURO VIDA</td>
<td>Life insurance</td>
</tr>
<tr>
<td>SEGURO VIV</td>
<td>House insurance damages.</td>
</tr>
<tr>
<td></td>
<td>This deduction sums the CRED INFONAV deductions for employees who have INFONAVIT</td>
</tr>
<tr>
<td></td>
<td>loans in the first payroll run of every two-month period.</td>
</tr>
<tr>
<td>VALES COMIDA</td>
<td>Food coupons deduction</td>
</tr>
<tr>
<td>CRED INF P B</td>
<td>Housing loan deduction. This deduction tracks the housing loan amount that should</td>
</tr>
<tr>
<td></td>
<td>be carried over to the next Bi-month period.</td>
</tr>
<tr>
<td>CRED INF P A</td>
<td>This deduction tracks the amount that was withheld in previous payroll and that</td>
</tr>
<tr>
<td></td>
<td>belongs to current Social Security bi-month period. Therefore, it should be</td>
</tr>
<tr>
<td></td>
<td>included in Loans reports in order to match SUA amount.</td>
</tr>
</tbody>
</table>
Delivered Deduction Process Lists and Sections

In Global Payroll for Mexico, deductions are processed and calculated within different process lists. Most deductions are calculated as part of the NOMINA process list, and are included in the section called DEDUCCIONES. However, the DEDUCCIONES section recurs in other process lists and there are numerous other deduction elements, such as termination pay, that are processed elsewhere.

This table lists the main process list and sections used to calculate deduction elements for Mexico.

<table>
<thead>
<tr>
<th>Process List</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOMINA</td>
<td>AJUSTE REDONDEO</td>
</tr>
<tr>
<td></td>
<td>AUSENTISMO NOM</td>
</tr>
<tr>
<td></td>
<td>DEDUCCIONES</td>
</tr>
<tr>
<td></td>
<td>DESPUES IMPUESTOS</td>
</tr>
<tr>
<td></td>
<td>IMPUESTOS EST</td>
</tr>
<tr>
<td></td>
<td>IMPUESTOS FED</td>
</tr>
<tr>
<td></td>
<td>PRESTAMOS</td>
</tr>
<tr>
<td></td>
<td>PROVISIONES</td>
</tr>
<tr>
<td></td>
<td>RETRO DEDUCCIONES</td>
</tr>
<tr>
<td></td>
<td>SALDOS JUSTE ISR</td>
</tr>
<tr>
<td></td>
<td>SEGURO SOCIAL</td>
</tr>
</tbody>
</table>

**Note:** A complete list of delivered process lists and sections used to calculate deductions and other elements can be found in another topic.

**Related Links**

Viewing Delivered Process Lists and Sections

---

**Viewing Delivered Provisions**

This table lists the provision deductions for Mexico:

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROV AGUIN</td>
<td>Christmas bonus provision</td>
</tr>
<tr>
<td>PROV PMA VAC</td>
<td>Vacation premium provision</td>
</tr>
<tr>
<td>PROV VACAC</td>
<td>Vacation provision</td>
</tr>
</tbody>
</table>
**Note:** The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Mexico.

**Related Links**

"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)
Chapter 13

Tracking Loans

Understanding Loans in Mexico

In Mexico, there are different types of loans:

- Company loans — given to an employee by the company.
- *Faltante de Caja* loans.
  
  A *Faltante de Caja* loan (cashier loan) occurs in the retail sector. When the cash register balance does not match between the existing cash and the cash reported, the cashier must replace the missing amount. This can be done with a loan.
- INFONAVIT loans — given for purchasing housing.
- FONACOT loans — given for purchasing appliances, such as refrigerators.

Assigning Loans

Page Used to Define Loan Assignments

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Loans MEX Page</td>
<td>GPMX_LOAN</td>
<td>Define loan assignment information and a repayment schedule for payee.</td>
</tr>
</tbody>
</table>

Request Loans MEX Page

Use the Request Loans MEX page (GPMX_LOAN) to define loan assignment information and a repayment schedule for payee.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Loans > Request Loans MEX
Image: Request Loans MEX page

This example illustrates the fields and controls on the Request Loans MEX page. You can find definitions for the fields and controls later on this page.

Note: PeopleSoft Global Payroll for Mexico delivers the DIVIDE PRESTAMO driver accumulator that enables you to assign multiple loan deductions to an employee and process them for the same payroll calendar run by tracking their balances individually.

Loan Definition

<table>
<thead>
<tr>
<th>Element Name</th>
<th>Select the element name that corresponds to the loan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan Type</td>
<td>Displays the loan type. The system considers only deductions with a category of &quot;PR&quot; (loans), which are defined in the Category field on the Deduction Name page. Four types of loans have been defined in Customer Fields on the Deduction Name page:</td>
</tr>
<tr>
<td>CRED INFONAV</td>
<td>for INFONAVIT loans</td>
</tr>
<tr>
<td>PRESTAMO CIA</td>
<td>for company loans</td>
</tr>
<tr>
<td>PRES FONACOT</td>
<td>for FONACOT loans</td>
</tr>
<tr>
<td>FALTANTE CAJ</td>
<td>for cashier loans</td>
</tr>
<tr>
<td>Loan Number</td>
<td>Enter the loan number.</td>
</tr>
<tr>
<td>Date</td>
<td>Enter the date on which the loan was given.</td>
</tr>
<tr>
<td>Total Amount</td>
<td>Enter the total amount of the loan.</td>
</tr>
</tbody>
</table>
| Payment Type          | Select the payment type: Amount, Percentage or x Minimum. The Payment Type field applies only to INFONAVIT loans and refers to the type of loan that was originally granted. If an Amount loan was granted, then a flat amount will be discounted each period from the employee's payslip. If a Percentage loan was granted, you must enter the percentage that is to be
discounted in the Infonavit % field. If a Minimum loan was granted, you must enter the number of minimum wages that is to be discounted on the Min Wages field.

Note: Depending on the value you select in the Payment Type field, different fields appear in the Loan Schedule group box.

Loan Details
In this grid you can record all the INFONAVIT Loans Action Types used by the SUA Loans Report.

- **Date**: Enter the date that the loan action type comes into effect for the INFONAVIT loan.
- **Action Type**: Select the action type of the INFONAVIT loan. The system displays all of the possible loan action types used by the SUA Loans reports.

Loan Schedule Setup

- **Periods**: If the loan will be repaid over a period of time, you'll specify the number of periods here. If you don't know the fixed amount of a loan payment, but you know the number of periods required to discount the total amount, then you can generate your loan schedule based on the number of periods. In other words, you will define either the Periods field or the Amount field, but not both.
- **Amount**: If the loan is a fixed amount (for a one-time repayment), enter the amount here. If you don't know the total number of periods required to discount the total amount, but you know the discount to take off each period, then you can generate your loan schedule based on the number of periods to determine the payment amount each period.
- **Begin Date**: Enter the date on which the loan repayment begins. The begin date must be after the loan date.
- **Frequency**: Specify the frequency of the loan repayment. Values are Biweekly, Monthly, Semimonthly, and Weekly.
- **Create Schedule**: If you selected a Company Loan (PRESTAMO CIA) or a FONACOT Loan (PRES FONACOT), click the Create Schedule button. When you click Create Schedule, the loan schedule is automatically created in one row indicating Begin Date, End Date and Payment Amount.

Loan Schedule

- **Begin Date/End Date**: Enter the begin and end dates for the period of time on which the payment amount is valid.
The system automatically populates this field, establishing the sequence based on the payee and loan type. This enables you to assign more than one loan of the same type to a payee.

If you selected Amount in the Payment Type field, the Payment Amount field appears. Enter the flat amount that is to be deducted from an employee's payslip.

If you selected X Minimum in the Payment Type field, the x Min Wages field appears. Enter the number of minimum wages that will be the payment for each period.

If you selected Percentage in the Payment Type field, the Infonavit % field appears. Enter the percentage that is to be deducted from an employee's payslip. Typically, this is 20%, 25%, or 30%. If the loan was granted before January 30, 1998, the system looks up the value on the INFONAVIT Loans Percentage page and retrieves the corresponding discount. Otherwise, it will discount the percentage entered. For example, let's say that an employee has a loan granted on January 1, 1997 with a 20% discount, an SDI of 100, and a minimum daily salary of 42.15 MXN. The number of times the minimum wage that the employee's salary is will be calculated as 100/42.15 = 2.3724792. When the system is processing the loan data, it looks up the value entered on the INFONAVIT Loans Percentage page and sees that the number of times the minimum wage of 2.37 for a loan at 20% has a discount of 15.70%.

See Understanding Social Security Processing.

---

**Creating Deduction Assignments for Loan Schedules**

**Understanding Deduction Assignments**

After you define a loan schedule, the system creates a deduction assignment for each loan schedule. This is performed by a component interface. The process creates a link to the Element Assignment By Payee page using the following supporting elements.

**Note:** Make sure that each loan deduction you are using has a component reference name HC_GPMX_LOAN_GBL defined for it. You can define a component reference name for a loan deduction in Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Configuration by Element.

<table>
<thead>
<tr>
<th>Field</th>
<th>Variable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan Number</td>
<td>PR VR NUM PRESTAMO</td>
</tr>
<tr>
<td>Total Amount</td>
<td>PR VR MONTO TOTAL</td>
</tr>
<tr>
<td>Date</td>
<td>PR VR FECHA</td>
</tr>
</tbody>
</table>

Copyright © 1988, 2021, Oracle and/or its affiliates.
Defining Deduction Assignments by Positive Input by Loan Type

This topic outlines what you need to define in the deduction assignment for each loan type. You define deduction assignments on the Positive Input page in the core application.

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

**Company Loans**

The loan number, total amount, loan date, and payment amount must be defined on the Positive Input page.

**Faltante de Caja**

The loan number, loan date, and total amount must be defined on the Positive Input page. The legal ceiling is calculated to determine the monthly payment. The legal ceiling is based on the monthly salary wage zone.

**INFONAVIT Loans**

The loan number, loan date, total amount, and either percentage, payment amount, or number of minimum wages must be defined on the Positive Input page.

There are three different types of INFONAVIT loans:

- By Percentage.
- By Amount.
- By x Minimum Wages.

To calculate By Percentage loans:

1. Determine the initial SDI for the employee (bimonthly).
2. Calculate the payment based on the number of minimum wage zone salaries and the loan percentage.
3. Return the minimum between the payment and balance amount.

To calculate By Amount loans, find the minimum between the loan payment and the balance amount.

To calculate By x Minimum Wages loans, find the minimum between the Minimum Wage x Minimum Wage number and the balance amount.
**FONACOT Loans**

The loan number, loan date, total amount, and payment must be defined on the Positive Input page.

You'll prorate the payment between the monthly days in the period and multiply this factor by the worked days.

**Related Links**

Understanding Social Security Processing

---

**Calculating Loan Payments**

**Understanding System Elements for Loan Payment Calculation**

There are several formulas and system elements to calculate loan payments.

<table>
<thead>
<tr>
<th><strong>Elements</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PR FM TOPE CAJA</td>
<td>The maximum discount per pay period</td>
</tr>
<tr>
<td>MONTHLY RT</td>
<td>Monthly rate</td>
</tr>
<tr>
<td>PS VR SAL MIN MES</td>
<td>Monthly minimum salary for the zone</td>
</tr>
<tr>
<td>PR VR MONTO TOTAL</td>
<td>Total loan amount</td>
</tr>
<tr>
<td>PR FM PAGO CIA</td>
<td>Company loan payment</td>
</tr>
<tr>
<td>PR FM PAGO CAJA</td>
<td>Cashier loan payment</td>
</tr>
<tr>
<td>PR FM PAGO INF</td>
<td>INFONAVIT payment</td>
</tr>
<tr>
<td>PR FM PAGO FONACOT</td>
<td>FONACOT loan payment</td>
</tr>
</tbody>
</table>

**Calculating the Different Loan Types**

This topic discusses how to calculate the different loan types.

**Company Loans**

When an employee has one company loan, a loan payment amount is determined and deducted from the employee's pay regularly as agreed upon by the company and the employee.

When an employee has more than one company loan, payment numbers are assigned to each loan and each loan has a separate cash balance.
### Faltante de Caja

You'll define these parameters in the system:

<table>
<thead>
<tr>
<th>Number</th>
<th>Faltante de Caja</th>
<th>Legal Ceiling</th>
<th>Operator</th>
<th>Cash Balance</th>
<th>Monthly Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment number</td>
<td>Cash balance + new <em>Faltante de Caja</em></td>
<td>(Monthly salary − Monthly wage zone) * 30%</td>
<td>$Faltante de Caja &lt; \text{ or } &gt; \text{ legal ceiling}$</td>
<td>$Faltante de Caja − \text{ Monthly payments}$</td>
<td>If $Faltante de Caja &lt; \text{ legal ceiling}$, then monthly payment = $Faltante de Caja$; else, if legal ceiling &gt; 0, then monthly payment = legal ceiling; else = 0.</td>
</tr>
</tbody>
</table>

### INFONAVIT Loans

Employees can repay INFONAVIT loans in several ways:

- **Fixed amount** – a monthly fixed amount will be deducted from the employee's pay.
- **Percentage** – depending on the original loan agreement, 20%, 25%, or 30% of an employee's pay will be deducted.
- **Number of times the minimum wages** – the number of times the minimum wage that is to be deducted from an employee's pay is defined.

You'll define your loan payment option on the Request Loans MEX Page.

### FONACOT Loans

The system automatically sets the Payment Type as Amount and the frequency for FONACOT loans as monthly. The payment is calculated as follows:

\[
\text{Payment} = (\text{Monthly payment} / 30) \times (\text{Days in the period} − \text{Absences})
\]

The days in the period are taken depending on the period frequency, for example, monthly (30 days), semimonthly (15 days), biweekly (14 days), and weekly (7 days).
Running Loan Reports

Pages Used to Run Loan Reports

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loans by Calendar MEX Page</td>
<td>GPMX_RC_LOANS_CAL</td>
<td>Lists all loans by Calendar Group ID.</td>
</tr>
<tr>
<td>Loans MEX Page</td>
<td>GPMX_RC_LOANS_PYE</td>
<td>Lists all loans by payee.</td>
</tr>
</tbody>
</table>

Viewing Delivered Loan Elements

Global Payroll for Mexico delivers these loan deductions:

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRED INFONA V</td>
<td>INFONA VIT loans</td>
</tr>
<tr>
<td>FALTANTE CAJ</td>
<td>Cashier loans</td>
</tr>
<tr>
<td>PRES FONACOT</td>
<td>FONACOT loans</td>
</tr>
<tr>
<td>PRESTAMO CIA</td>
<td>Company loans</td>
</tr>
</tbody>
</table>

Note: The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Mexico.

Related Links

"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)
Chapter 14

Updating Social Security Contributions

Understanding Social Security Processing

SDI (Salario Diario Integrado) represents the base salary that is used for social security calculations, including contributions to social security and INFONAVIT loan paybacks. It consists of:

- Fixed SDI, which is the payee's daily rate plus Aguinaldo (Christmas bonus), vacation premium, food coupons, or any other benefits the payee receives regularly.
- Variable SDI, which includes benefits that vary from one pay period to another, such as Sunday premium, triple overtime, and commissions.

The process for defining and updating social security contributions in Mexico consists of these steps:

1. (Optional) Update the social security contribution table and the repayment of INFONAVIT loans table.

   Global Payroll for Mexico delivers rules that compute fixed and variable SDI for payees and calculate deductions for social security and repayment of INFONAVIT loans. The calculations are based on tables that contain rates and ceilings. PeopleSoft HRMS delivers the data for these tables initially, but you must keep the tables current.

   **Note:** You can update the social security contribution table on the Quotas MEX Page.

2. View and update SDI wage data for payees on the Maintain SDI Data MEX page.

3. Select additional elements that contribute to fixed SDI and define the integration parameters for these elements on the Fixed SDI page.

4. Define Variable SDI for a pay group on the Variable SDI page.

   **Note:** Before you can run the Variable SDI process, you must define Variable SDI for a pay group by selecting the earnings, accumulators, and formulas used in the Variable SDI process. See Variable SDI Page.

5. Run SDI processes to calculate new SDI amounts when certain events or changes occur, such as employee anniversaries, or at the end of two months, if variable earnings are paid. The two SDI processes are:

   - Process SDI MEX (SDI FIJO).
   - Variable SDI (SDI VARIABLE).
Social Security Reports

Global Payroll for Mexico generates several reports for social security. It also provides the two interfaces that are required for paying social security contributions through the Sistema Único de Autodeterminación (SUA). SUA is the software that the Social Security Institute provides to calculate all employer and payee quotas.

**Note:** In Mexico, "social security quota" is used to refer to social security contributions.

---

### Viewing and Updating SDI Data for Payees

#### Page Used to View and Update SDI Data

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain SDI Data MEX Page</td>
<td>GPMX_SDI_DATA</td>
<td>View a payee's SDI data and override the Fixed SDI amount.</td>
</tr>
</tbody>
</table>

#### Understanding Updates to SDI Data

The system automatically creates a new row of SDI data for a payee when:

- A payee is hired, terminated, or has a salary change.
- The Fixed or Variable SDI process is run and the system detects a change to SDI.

The SUA interfaces generate two flat files (one with payee data and one with transactions). The SUA system loads these files via a batch process and generates the payee and employer quotas every two months.

Then the employer calculates the corresponding quotas that need to be paid bimonthly and the quotas that are reported every two months. This is done with the SUA software. Once the quotas are calculated, the employer has to pay the corresponding amount to the bank.

You can view events that have caused changes to a payee's SDI data. You can also override a payee's Fixed SDI amount.

#### Maintain SDI Data MEX Page

Use the Maintain SDI Data MEX page (GPMX_SDI_DATA) to view a payee's SDI data and override the Fixed SDI amount.

**Navigation**

Global Payroll & Absence Mgmt > Payee Data > Social Security/Insurance > Maintain SDI Data MEX
Image: Maintain SDI Data MEX page

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

**IMSS/SAR**

**Minimum Wage A Zone**

Displays the daily minimum wage for wage zone A, as defined on the Minimum Wages MEX page.

**Minimum Wage Empl Zone**

(minimum wage employee zone)

Displays the daily minimum wage for the employee's zone.

(The employee's wage zone is determined by the establishment that is associated with the employee's location.)

**Ceiling Days Matern & Illness**

(ceiling days maternity and illness)

Displays the ceiling days that apply to social security contributions for maternity and illness. This number comes from the EYMPD row on the Quotas MEX page.

**Ceiling Days Disab & Life**

(ceiling days disability and life)

Displays the ceiling days that apply to social security contributions for disability and life. This number comes from the IYV row on the Quotas MEX page.

**Max Ceiling Matern & Illness**

(maximum ceiling maternity and illness)

Displays the maximum contribution base that the payee can have for maternity and illness. The system calculates this amount by multiplying the minimum wage for Zone A by the ceiling days for maternity and illness.

**Max Ceiling Disab & Life**

(maximum ceiling disability and life)

Displays the maximum contribution base that the payee can have for disability and life. The system calculates this amount by multiplying the minimum wage for the employee's zone by the ceiling days for disability and life.
Fixed SDI
Displays the fixed SDI amount that is calculated by the SDI FIJO process. This amount is reported to Social Security when a payee is hired or the payee's salary changes. You can override the amount, if necessary.

SDI Factor
Displays the SDI factor that is defined for the payee's pay group on the Xmas, Vac, Premium, SDI Factor page. The system uses the SDI factor to calculate Fixed SDI.

Variable SDI
Displays the variable SDI amount that is calculated by the SDI VARIABLE process. Variable SDI is added to the Fixed SDI in the SDI Total.

Total SDI
Displays the total of the fixed and variable SDI amounts. This amount is reported to the IMSS, when there's a change.

Difference SMG and Daily Rate
Displays the difference between the minimum wage for Zone A and the employee's daily rate.

Action/Reason
The information in this group box is populated automatically based on changes made in HR.

Action and Reason
Displays the action and reason code that defines the action. This information comes from HR.

IMSS Notice
Indicates the type of IMSS notice that will be generated.
You associate IMSS Notices with Action/Reason codes in the Mexico section of the Action Reason page in HR.

SUA Reason
Indicates the type of transaction that will be reported to IMSS.
You associate SUA Reason with Action/Reason codes in the Mexico section of the Action Reason page in HR.

Related Links
Understanding the SDI Factor Calculation
"Defining Personnel Actions and Reasons" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Processing Mass SDI Changes

Page Used to Run the Mass SDI Process

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process SDI MEX Page</td>
<td>GPMX_RC_SDI</td>
<td>Generate the SDI record for anniversary and SMG changes and run the SDI calculation process.</td>
</tr>
</tbody>
</table>
Understanding Mass SDI Processing

You can process mass SDI changes for seniority anniversaries and minimum wage changes on the Process SDI MEX page. The system uses Application Engine to process the SDI calculation and will insert new SDI data for employees having seniority anniversaries in the corresponding period, or for employees having an SDI data change derived from minimum wage changes.

Process SDI MEX Page

Use the Process SDI MEX page (GPMX_RC_SDI) to generate the SDI record for anniversary and SMG changes and run the SDI calculation process.

Navigation

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Process SDI MEX

Image: Process SDI MEX page

This example illustrates the fields and controls on the Process SDI MEX page. You can find definitions for the fields and controls later on this page.

SDI Process

Pay Group

Select the pay group for which the SDI process will be run.

Delete Data

Select this check box when you want to delete existing SDI data inserted by previous SDI by Anniversary or SDI by SMG Change processes during the period defined by the Begin Date and End Date. This is useful when recalculating SDI.

Process

Select one of these values:

SDI Mass Calculation

SDI Triggers
Updating Social Security Contributions

Chapter 14

SDI by Anniversary

SDI by SMG Change

**Date**

Enter the date when you want to calculate SDI for mass changes or minimum wage changes. The system displays this field only when you select either *SDI Mass Calculation* or *SDI by SMG Change* in the Process field.

**Year and Bimonth**

Enter the year and bimonth when you want the system start triggering SDI deductions. The system displays these field only when you select *SDI Triggers* in the Process field.

**Begin Date and End Date**

Enter the begin and end date for the period during which a payee's anniversary or minimum wage change must fall. The system displays these fields only when you select *SDI by Anniversary* in the Process field.

---

**Generating IMSS Notices**

**Page Used to Review Generated IMSS Notices**

<table>
<thead>
<tr>
<th><strong>Page Name</strong></th>
<th><strong>Definition Name</strong></th>
<th><strong>Usage</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>IMSS Notices Control Page</td>
<td>GPMX_IMS_CONTR</td>
<td>Record reported events that generated a notice to IMSS for a payee and displays the method of notification used.</td>
</tr>
</tbody>
</table>

**Understanding IMSS Notices**

When a payee is hired, rehired, has a salary change, or is terminated, you must report the event to IMSS. These reports can be:

- Printed notice (IMSS Printed Notices).
- Magnetic device notice (IMSS Mag. Media Notices).
- EDI (electronic transmission) notice (IMSS EDI Notices).

The run control page that you use to generate the notice depends on the selected reporting method. When you generate the notice, the system marks the corresponding check boxes on the IMSS Notice Control page. You use the IMSS Notice Control page to review the events reported for a payee.

**Note:** The IMSS reports are discussed later in this documentation.

See *Running Social Security Reports*.
IMSS Notices Control Page

Use the IMSS Notices Control page (GPMX_IMS_CONTR) to record reported events that generated a notice to IMSS for a payee and displays the method of notification used.

Navigation

Global Payroll & Absence Mgmt > Social Security/Insurance > Review IMSS Notices MEX > IMSS Notices Control

IMSS Notice Control

Select the type and form of notice you would like to generate for the payee.

Note: You can clear a generated IMSS notice if you want to regenerate it.

Related Links

Global Payroll for Mexico Reports: A to Z

Running the SDI Batch Processes

Understanding the SDI Batch Process

When you run the payroll process, the system produces two writable arrays related to social security:

- IM_WA_DATOS_SDI, which contains information for both fixed and variable SDI amounts.
- IM_WA_REP_VARIAB, which is used to generate the Variable SDI report.

Before you run the payroll process, you can launch two additional social security processes: one from the SDI for Anniversary and SMG page, and the other from the Payroll/Absence Run Control page. These processes calculate new SDI amounts, which are the basis for all the Social Security earnings and deductions, such as employee and employer contributions and loan paybacks. The two processes are:

- Fixed SDI process (SDI FIJO).
  
  Run this process if your organization offers benefits that contribute to fixed SDI. You can run this as often as needed to generate data for IMSS notifications.
  
  You should also run the Fixed SDI process every time there is a massive salary increase, a minimum wage change, or changes caused by employment anniversaries.

- Variable SDI process (SDI VARIABLE).
  
  Run this payroll process bimonthly to calculate variable SDI figures from the previous two months. The system will add the variable earnings for the last two months and divide them by the number of paid days for the two previous months minus unpaid absences according to the pay group parameters defined on Pay Groups MEX component. The Variable SDI process is run in January, March, May, July, September, and November. The calculations are also used in the Variable SDI report.
Modifying the Fixed SDI Process

If your organization offers benefits (in addition to the Christmas bonus and vacation premium) that contribute to fixed SDI, you must select additional elements that contribute to fixed SDI and define the integration parameters for these elements on the Fixed SDI page. Then you must run the Fixed SDI process to calculate fixed SDI. (The Application Engine program takes into account the Christmas bonus and vacation premium when it calculates fixed SDI.)

Modifying the Variable SDI Process

Global Payroll for Mexico delivers a process list (CALC SDI VARIAB) for calculating variable SDI. If you need to add earnings that contribute to the variable SDI amount, follow the procedure below.

To include an earnings in the Variable SDI process:

1. Select the earning that is a member of the SDI bimonthly accumulator.

   This is very important. If the bimonthly accumulator does not exist for the earning, you must create a new one. Select the earning and the corresponding accumulator on the Variable SDI page.

2. Select one of the three formulas (integration methods): IM FM 100% VAR, IM FM TOP VAL IMSS, or IM FM PREMIO INT on the Variable SDI page.

All earnings belong to one of the three formulas (integration methods). Below are some examples:

<table>
<thead>
<tr>
<th>Earning</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>BONO</td>
<td>IM FM 100% VAR</td>
</tr>
<tr>
<td>VALES DESPENSA</td>
<td>IM FM TOP VAL IMSS</td>
</tr>
<tr>
<td>COMISIONES</td>
<td>IM FM 100% VAR</td>
</tr>
<tr>
<td>PREMIO DE ASIST</td>
<td>IM FM PREMIO INT</td>
</tr>
</tbody>
</table>

Note: Do not add the earnings elements to the SDI VARIABLE section.

The order in which you run the SDI FIJO (Process SDI MEX) and SDI VARIABLE processes is very important because the fixed process (SDI FIJO) depends on the variable process (SDI VARIABLE). For example, the date for the SDI FIJO corresponds to a hiring or salary increase date for the payee and the SDI VARIABLE as defined by law is the first day of each two months based on the earnings of the previous two months.

Related Links

Defining Variable SDI
# Running Social Security Reports

## Pages Used to Run Social Security Reports

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed SDI Report MEX Page</td>
<td>GPMX_RC_FIX_SDI</td>
<td>Lists the details of the fixed SDI calculations for a specified period for payees with SDI data changes.</td>
</tr>
<tr>
<td>Variable SDI Report MEX Page</td>
<td>GPMX_RC_VARIABI</td>
<td>Lists the details of the variable SDI calculations for a bimonthly period.</td>
</tr>
<tr>
<td>ANN- Risk Factor Report MEX Page</td>
<td>GPMX_RC_ABSENCE</td>
<td>Lists all payees with work-related disabilities in a specified year.</td>
</tr>
<tr>
<td>IMSS Report Notices MEX Page</td>
<td>GPMX_RC_IMSS_PRN</td>
<td>Provides hiring, salary change, or termination details for selected payees. This report is submitted to IMSS in printed format.</td>
</tr>
<tr>
<td>IMSS Mag Notices MEX Page</td>
<td>GPMX_RC_IMSS_MMD</td>
<td>Provides hiring, salary change, or termination details for selected payees. This report is submitted to IMSS in magnetic media format.</td>
</tr>
<tr>
<td>IMSS EDI Notices MEX Page</td>
<td>GPMX_RC_IMSS EDI</td>
<td>Provides hiring, salary change, or termination details for selected payees. This report is submitted to IMSS in EDI format.</td>
</tr>
<tr>
<td>IMSS Base Over Cap Report MEX</td>
<td>GPMX_RC_CAP_BSE</td>
<td>Lists the payees who have a surplus over the cap on 3, 18, and 25 minimum wages.</td>
</tr>
<tr>
<td>SUA - Payee File MEX Page</td>
<td>GPMX_RC_SUA001</td>
<td>Generate a flat file and printed report for SUA with payee data such as name, hire date, and so on. The system includes only employees hired or rehired in a given period.</td>
</tr>
<tr>
<td>SUA - Transact File MEX Page</td>
<td>GPMX_RC_SUA002</td>
<td>Create a flat file and a printed report for SUA with transactions of each payee for a given period. This report includes payee transactions data for terminations, pay rate changes, rehires, absences, and disabilities that should be reported to SUA.</td>
</tr>
<tr>
<td>SUA - Affiliation File MEX Page</td>
<td>GPMX_RC_SUA001</td>
<td>Generate the SUA flat file and a printed report with employee affiliation data, for employees hired or rehired in a given period.</td>
</tr>
</tbody>
</table>
ANN- Risk Factor Report MEX Page

Use the ANN- Risk Factor Report MEX page (GPMX_RC_ABSENCE) to lists all payees with work-related disabilities in a specified year.

Navigation


The Risk Factor report lists all employees who had a disability from a work risk during the year. It takes the information that is entered in the Absence Event Input Detail page, within the Absence Event component. In particular, the Risk Factor report takes the following information: Illness Type, Illness Document Number, Permanent Illness Percentage, and Death Indicator. All other necessary information is retrieved from the Absence Event page.

The Risk Factor report creates an ASCII output file for the IMSS software, so that it can be loaded up as a batch file. The output file contains the following data (in this order):

- An automatically generated serial number.
- Company name.
- Company address.
- Period (year).
- Establishment ID.
- Social security number.
- Employee name.
- Illness, whether it's a relapse or reappraisal.
- Illness begin date.
- Risk type.
- Subsidized days.
- Percentage of permanent illness (only for work accidents and work illnesses).
- Death indicator (in case of death, a "D" will display.)
- Illness end date.
### Viewing Delivered Social Security Elements

#### Delivered Social Security Deductions

This table lists the delivered social security deductions for Mexico:

<table>
<thead>
<tr>
<th>Deductions</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EYM CF PAT</td>
<td>Illness &amp; Mat Fixed Quota Employer</td>
</tr>
<tr>
<td>EYM E3S EMP</td>
<td>Illness &amp; Mat Excess 3SMG Employee</td>
</tr>
<tr>
<td>EYM E3S PAT</td>
<td>Illness &amp; Mat Excess 3SMG Employer</td>
</tr>
<tr>
<td>EYM PD EMP</td>
<td>Illness &amp; Mat Cash Benefits Employee</td>
</tr>
<tr>
<td>EYM PD PAT</td>
<td>Illness &amp; Mat Cash Benefits Employer</td>
</tr>
<tr>
<td>EYM PE EMP</td>
<td>Illness &amp; Mat Benefits in Kind Employee</td>
</tr>
<tr>
<td>EYM PE PAT</td>
<td>Illness &amp; Mat Benefits in Kind Employer</td>
</tr>
<tr>
<td>RT PATRON</td>
<td>Work Risk</td>
</tr>
<tr>
<td>IYV EMP</td>
<td>Disability and Life Employee</td>
</tr>
<tr>
<td>IYV PAT</td>
<td>Disability and Life Employer</td>
</tr>
<tr>
<td>GYPS PAT</td>
<td>Child Care &amp; Social Pre Employer</td>
</tr>
<tr>
<td>CYV PAT</td>
<td>Unemployment &amp; Old Age Employer</td>
</tr>
<tr>
<td>CYV EMP</td>
<td>Unemployment &amp; Old Age Employee</td>
</tr>
<tr>
<td>CUOTA IMSS E</td>
<td>IMSS Quotas Paid by Employee</td>
</tr>
<tr>
<td>CUOTA IMSS P</td>
<td>IMSS Quotas Paid by Employer</td>
</tr>
<tr>
<td>CUO IMSS CYV</td>
<td>IMSS Quot Unemploy &amp; Old Age</td>
</tr>
<tr>
<td>CUO IMSS EYM</td>
<td>IMSS Quot Illn &amp; Mat Dis &amp; Life</td>
</tr>
<tr>
<td>SAR</td>
<td>Retirement (SAR)</td>
</tr>
<tr>
<td>INFONAVIT</td>
<td>INFONAVIT</td>
</tr>
<tr>
<td>GN AR EMP INFO ADL</td>
<td>Array used to read Additional Information MEX</td>
</tr>
<tr>
<td>GN VR EMPL PENSION</td>
<td>Variable to store Employee pension</td>
</tr>
</tbody>
</table>
Delivered Social Security Process Lists

This table lists the delivered social security process lists for Mexico:

<table>
<thead>
<tr>
<th>Process List</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CALC SDI VARIAB</td>
<td>Variable SDI Process</td>
</tr>
</tbody>
</table>

Note: The PeopleSoft system delivers a query that you can run to view the names of all delivered elements that are designed for Mexico.

Related Links

"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)
Chapter 15

Managing Taxation

Understanding Tax Processing

This topic discusses about taxes, tax methods and tax processing in Mexico.

Taxes in Mexico

Employers are legally required to maintain and report a variety of tax data about their employees. Global Payroll for Mexico delivers much of the set up information needed to calculate taxes in the system.

Tax Methods

With Global Payroll for Mexico, you can define the method for calculating employees' taxes on the General Parameters page.

The tax methods are:

- For regular earnings where ISR Art. 113 is applicable, the following tax methods are available:
  - Annual projection method.
  - Semimonthly projected ISR.
  - Without adjustment.
  - Adjustment during the month.
  - Adjustment at the end of the month.
- Article 112 LISR (Severance pay method).
- Article 142 RISR (Vacation Premium, Profit Sharing, and Christmas Bonus method).
- Article 148 RISR (Multiple months payment method).

This topic discusses each tax method.

Annual Projection Method

This method projects the taxable base of the pay period as well as projecting the annual taxable base that will accrue for the employee in the annual form. This projection is calculated using annual tables. Once the annual tax is determined, a factor is calculated that divides the taxable base of the pay period by the annual projected taxable base. To determine the tax for the pay period, the projected annual tax is multiplied by the factor and this is equal to the period tax.
Semimonthly Projected ISR

For employees who are on a semimonthly projected ISR payroll, the system projects their salaries for the next period, taking into account that the projection will be made in every pay period and subtracting the tax retained in the previous periods.

The semimonthly projected tax method applies to all types of employees (hourly and salaried) with a semimonthly pay frequency.

Without Adjustment

Depending on the pay frequency, the system will divide the taxable base by the number of worked days and the result will be multiplied by the Day Factor (defined on the General Parameters page). The result will be the monthly taxable base. Then, the system will calculate the taxes to this monthly taxable base. Immediately after calculating the taxes (Articles 113, 114, and 115), the system divides the resulting tax amounts by the Day Factor and multiply the result by the number of worked days. This result gives us the proportional taxes that correspond to the pay period taxable base.

See General Parameters Page.

Adjustment During the Month

This method works the same way as the Without Adjustment method, but takes into consideration all the accumulated taxable earnings for the month. For example, if your company is running a weekly payroll, and you are currently running payroll for the third week of the month, the system will consider the taxable earnings from the two previously paid periods of the month as well as the current pay period. The same consideration is applied to worked days.

Adjustment at the End of the Month

This method is the same as the Without Adjustment method for all pay periods that are not the final one in a single month. This method is also similar to the Adjustment During the Month method for the pay period that is the final one in a single month.

Article 112 LISR (Severance Pay Method)

The system calculates the tax of one month salary for the employee using the method from Article 113. Once calculated, this tax will be divided by the monthly salary in order to determine a Tax Factor. Then, the severance pay taxable base will be multiplied by this factor in order to determine the Article 112 LISR tax amount.

Article 142 RISR (Vacation Premium, Profit Sharing, and Christmas Bonus Method)

The Article 142 RISR method is calculated in this way:

1. The taxable base is divided by 365 and multiplied by 30.4 in order to determine a monthly taxable base.

2. The result of this calculation is added to the regular taxable base of the pay period (the one used for the Article 113 tax method). Then, the system calculates the tax to this new taxable base based on the Article 113 method.

3. The tax for one month salary for the employee is calculated using the Article 113 method.
4. The difference between the tax from Step 2 and Step 3 is calculated.

5. The result from Step 4 is divided by the result from Step 1. This results in the Tax Factor.

6. The taxable base for Article 142 RISR is multiplied by the Tax Factor calculated in Step 5 in order to determine the tax.

**Article 148 RISR (Multiple Months Payment Method)**

The Article 148 RISR method is calculated in this way:

1. The taxable base is divided by the number of days that corresponds to the earnings. For example, a quarterly bonus payment is divided by the number of calendar days in the quarter. The result is multiplied by 30.4 in order to determine a monthly taxable base.

2. The result from Step 1 is added to the regular taxable base of the pay period (the one used for the Article 113 tax method). Then the system calculates the tax to this new taxable base based on the Article 113 method.

3. The tax for one monthly salary for the employee is calculated using the Article 113 method.

4. The difference between the tax in Step 2 and Step 3 is calculated.

5. The result from Step 4 is divided by the result from Step 1. This results in the Tax Factor.

6. The taxable base for Article 148 RISR is multiplied by the Tax Factor calculated in Step 5 in order to determine the tax.

**Federal Tax Processing**

To process federal taxes:

1. Define general tax parameters on the General Parameters page.

2. Process tax contributions during regular payroll runs.

3. Run the Federal Taxes report at the end of the tax year.

**Related Links**

General Parameters Page  
Defining Federal Taxes  
Running Tax Reports

**Annual Tax Adjustments Processing**

During a calendar year, there may be times when too much or too little tax is paid because of varying incomes or other circumstances. The annual income tax adjustment process corrects this problem.

You can identify employees who don't qualify for an annual tax adjustment. This includes employees who have:

- Terminated and were rehired and the company decides not to adjust taxes.
- Notified you in writing that they plan to present their tax adjustment themselves (self-presentation).
This could be based on several reasons. One reason is when an employee has earned more than the government-allowed income limit and must self-present their tax adjustment data.

To process tax annual adjustments:

1. Define annual adjustment parameters on the Annual Adjustments page.
2. Define an annual period and create the calendar for the pay groups that you will run on the Calendar Definition page in the core application.
3. Enter tax data from Form 37 on the Define Prior Employer Data MEX page.
   Form 37 details tax data for employees you hire mid-year who worked for another company earlier in the same tax year. The system processes this information during the annual tax adjustment and that's why it's important to have this information entered prior to the annual adjustment process.
4. Identify payees who don't qualify for an annual tax adjustment on the Payees Without Adjustment page.
5. Run the Form 37 report for employees who are going to present their own annual adjustment tax data.
   You can also run this report at other times of the year. For example, you may also want to provide this information to terminating employees.
6. Run the Annual Adjustment Tax process (PL AJUSTE ANNUAL) at the end of the year.
7. Run the Annual Tax Adjustment Results process (GPMXAA02) through the Annual Adjustment report to view annual tax adjustment results.
8. (optional) Run the Subsidio Acreditable process (GPMXAA04) through the Annual Adjustment report to display tax subsidy data and have the details of how the system calculated the Subsidio Acreditable for those employees who had multiple employers during the year.
9. Run the Minimum Wage Salary Level process (GPMXAA01) through the Annual Adjustment report to create an addendum to the annual tax adjustment process.

Related Links
Defining Annual Tax Adjustments
Running Tax Reports
"Understanding Calendars" (PeopleSoft HCM 9.2: Global Payroll)

State Tax Processing
In Mexico, only employers pay state taxes. Each state defines which earning and deduction types are part of its taxable income and the applicable rates.

To process state taxes:

1. Define which earnings and deductions are eligible for state taxes on the State Taxes Earn/Ded page.
2. View and verify state tax rates on the State Taxes Rates page.
3. (optional) Define state and local tax rates at the company level for Chihuahua and Ciudad Juarez on the State Rates by Company MEX page.

**Note:** You have to define these taxes only if you have operations in these states or cities.

4. Get the state tax base by company; this is the sum of the tax base per employee working for such company during the payroll period.

GP Mexico processes payroll by employee, therefore there’s no way to get the State Tax base unless it is manually entered or calculated in a separate process after all payrolls are calculated. If your company goes with the second option then you’ll need to recalculate the payroll in order to calculate State Taxes and store the information in the writable array IE WA REPORTE.

There are two options to get the Total Base State Tax:

a. Enter value for variable IE VR BASE EXCPT at Supporting Element Overrides by Pay Groups or any other level, the payroll will take this value as Total Base State Tax.

**Image: Supporting Element Overrides**

Supporting Element Overrides

b. Calculate all payrolls with employees in the given company and then run SQR process GPMXIE01 with the option Generate Positive Input checkbox turned on; the process will generate Positive input for employees in open payrolls working in the selected state and that belong to the company during the selected period.

**Note:** Step 4 is only applicable for Campeche and Hidalgo states.

5. Process tax contributions during regular payroll runs.

6. Run the State Taxes by Location report every month after the last payroll process of that month.

**Note:** The State Taxes Earn/Ded page, the State Taxes Rates page, and the Spec. Taxes Rates page are described in other topics.

**Related Links**

- Defining State Taxes
- Running Tax Reports
Updating Annual Tax Adjustments

Pages Used to Update Annual Adjustments

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define Prior Employer Data MEX Page</td>
<td>GPMX_OTH_ER_TBL</td>
<td>Enter all Form 37 information about a new employee hired in the middle of the year.</td>
</tr>
<tr>
<td>Specify No Year-End Adj MEX Page</td>
<td>GPMX_EE_NO_ADJ</td>
<td>Identify all payees who are not eligible for an annual tax adjustment.</td>
</tr>
<tr>
<td>Form 37 Additional Data MEX Page</td>
<td>GPMX_FORM37_ADD</td>
<td>Add information about share earnings and travel expenses for individual employees that will appear on Form 37.</td>
</tr>
<tr>
<td>Employees Without Subsidy MEX Page</td>
<td>GPMX_MAINT_SUB_EE</td>
<td>Enter the selection criteria that you want to generate a list of matching employees that have a non-subsidy period for the dates that you entered in the date fields.</td>
</tr>
<tr>
<td>Maintain Employee Subsidy MEX Page</td>
<td>GPMX_MAINT_SUB_EE</td>
<td>Enter the begin and end dates that indicate the non-subsidy periods for the employee.</td>
</tr>
</tbody>
</table>

Overview of Employee Subsidies

Employment subsidies are paid only once for multiple jobs. To indicate whether the employer will pay employment subsidies to employees in specific jobs, PeopleSoft has added new functionality to determine whether the payroll should calculate employment subsidies or not.

In addition, PeopleSoft has developed a set of rules to calculate employer subsidies. We have also added effective dating to existing elements to inactivate tax credits and new elements to corresponding sections. The limit for annual adjustment has been raised to 400,000 MXN. We also added new functionality to the General Parameters page for subsidy methods.

Users can now indicate by employee record if the subsidy should not be calculated because it's already being calculated somewhere else. The default, however, is to pay everyone the employment subsidy unless a manager or administrator has created a record on the Maintain Employee Subsidy MEX page for an employee. The page includes date parameters for when the employee may not receive a pay subsidy.

Define Prior Employer Data MEX Page

Use the Define Prior Employer Data MEX page (GPMX_OTH_ER_TBL) to enter all Form 37 information about a new employee hired in the middle of the year.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Taxes > Define Prior Employer Data MEX
**Define Prior Employer Data MEX page**

This example illustrates the fields and controls on the Define Prior Employer Data MEX page. You can find definitions for the fields and controls later on this page.

**Employer**

Enter the name of the previous employer.

**Earning/Deduction Code**

Select the type of earning or deduction that appears on the Form 37.

**Amount**

Enter the amount of the specific earning or deduction.

---

**Specify No Year-End Adj MEX Page**

Use the Specify No Year-End Adj MEX page (GPMX_EE_NO_ADJ) to identify all payees who are not eligible for an annual tax adjustment.

**Navigation**

Global Payroll & Absence Mgmt > Payee Data > Taxes > Specify No Year-End Adj MEX

**Specify No Year-End Adj MEX page**

This example illustrates the fields and controls on the Specify No Year-End Adj MEX page. You can find definitions for the fields and controls later on this page.

**Insert Data**

When you select Insert Data, the system will populate a list of employees who earned more than the government-allowed income limit that is indicated in the Earned More Than field.

**Company**

Select the company for which the payees work.

**Earned More Than**

Enter the government-allowed income limit.
Managing Taxation Chapter 15

EmplID

Select employees who will not be included in the annual tax adjustment process.

Adjustment Type

Define the adjustment type for the payee. Values are Self Presentation and Terminated & Rehired.

Form 37 Additional Data MEX Page

Use the Form 37 Additional Data MEX page (GPMX_FORM37_ADD) to add information about share earnings and travel expenses for individual employees that will appear on Form 37.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Taxes > Form 37 Additional Data MEX

Image: Form 37 Additional Data MEX page

This example illustrates the fields and controls on the Form 37 Additional Data MEX page. You can find definitions for the fields and controls later on this page.

Employee ID, Name, Empl Rec Nbr, and Company

This information is display only. The system transfers this information from the previous page when you click Add.

Share Earnings and Travel Expenses

Year

Enter the year in which the employee incurred share earnings and travel expenses.

Share Market Value

Enter the market value of the shares that the employee owns.

Share Option Price

Enter the option price of the shares that the employee owns.
Retained ISR
Enter the tax rate that the state will retain when the options are exercised.

Travel Expenses
Enter the expenses the employee incurred when traveling.

IDE
Enter IDE information.

Voluntary Contributions

Voluntary Contributions Amount
Enter the total voluntary contributions for the retirement of the payee.

Already considered during Tax
Select to indicate that the employer already applied the voluntary contribution amount to the payee's tax calculation.

EE Deductible Amount (employee deductible amount)
Enter the payee's portion of the deductible amount of voluntary contributions.

ER Deductible Amount (employer deductible amount)
Enter the employer's portion of the deductible amount of voluntary contributions.

Employees Without Subsidy MEX Page
Use the Employees Without Subsidy MEX page (GPMX_MAINT_SUB_EE) to enter the selection criteria that you want to generate a list of matching employees that have a non-subsidy period for the dates that you entered in the date fields.

Navigation
Global Payroll & Absence Mgmt > Payee Data > Taxes > Employees Without Subsidy MEX

Image: Employees Without Subsidy MEX page
This example illustrates the fields and controls on the Employees Without Subsidy MEX page. You can find definitions for the fields and controls later on this page.
**Selection Criteria**

- **EmplID From** (employee ID from) and **EmplID To** (employee ID to): You can use these fields together or separately to generate a list of employees that do not qualify for a subsidy. Click Select Matching Employees.

- **Date From** and **Date To**: Enter the period in which you want to view employees that do not qualify for a subsidy. Click Select Matching Employees.

- **Pay Group**: Select a pay group and then click Select Matching Employees to generate a list of employees that do not qualify for a subsidy.

- **Select Matching Employees**: Click to generate a list of employees that match the selection criteria you entered.

- **Clear**: Click to clear the fields in the Selection Criteria group box.

**Employee List**

This section displays the employees that match the selection criteria that you entered in the top portion of the page. They appear after you click Select Matching Employees. You can also add employees to the list by clicking the Add button. If you use this method, the Add Employee Subsidy Information page appears and you can use the Employee ID field to select an employee that you want to add to the list.

**Maintain Employee Subsidy MEX Page**

Use the Maintain Employee Subsidy MEX page (GPMX_MAINT_SUB_EE) to enter the begin and end dates that indicate the non-subsidy periods for the employee.

**Navigation**

Global Payroll & Absence Mgmt > Payee Data > Taxes > Maintain Employee Subsidy MEX

**Image: Maintain Employee Subsidy MEX page**

This example illustrates the fields and controls on the Maintain Employee Subsidy MEX page. You can find definitions for the fields and controls later on this page.

After you select the employee from the search page, the system displays the page shown above. You can also access this page by clicking the Add button from the Employees Without Subsidy MEX page.

- **Begin Date** and **End Date**: Enter the begin and end dates in which the employee does not qualify for a subsidy. Click Save.
### Processing Inter-Company Transfers

#### Pages Used to Process Inter-Company Transfers

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inter-company Payee Detail MEX Page</td>
<td>GPMX_INTERCOM_PYE</td>
<td>View employees with inter-company transfers data.</td>
</tr>
<tr>
<td>Inter-Company Transfer MEX Page</td>
<td>GPMX_RC_INTERCOM</td>
<td>Run the Inter-Company Transfer process to adjust accumulator balances for employees having transfer between internal companies.</td>
</tr>
</tbody>
</table>

**Related Links**

Setting Up Inter-Company Transfer Processing

### Inter-company Payee Detail MEX Page

Use the Inter-Company Payee Detail MEX page (GPMX_INTERCOM_PYE) to view employees with inter-company transfers data.

**Navigation**

Global Payroll & Absence Mgmt > Payee Data > Taxes > Inter-company Payee Detail MEX > Inter-Company Payee Detail MEX

The system loads data from HR into this table for employees with new job data rows where the specified action and reason code combination qualifies for processing of inter-company transfers. The system also updates the data on this page after a user runs the Inter-Company Transfer process by displaying the ID of the user who ran the process and a reason value.

### Payee Transfer Detail

The system displays details of the employee's job data record related to inter-company transfers. Details include the effective data of the job data record that qualified for internal transfer processing, the old company of the employee, the qualifying action reason for the inter-company transfer, the user ID of the person who made the change, and the reason. The system displays the user ID and reason values only after a user runs the Inter-Company Transfer process to indicate that the processing is complete.

### Calendar Detail

The system displays the calendar group ID, pay group, and calendar of the payee. Use these values when running the Inter-Company Transfer process.
Inter-Company Transfer MEX Page

Use the Inter-Company Transfer MEX page (GPMX_RC_INTERCOM) to run the Inter-Company Transfer process to adjust accumulator balances for employees having transfer between internal companies.

Navigation

Global Payroll & Absence Mgmt > Taxes > Inter-Company Transfer MEX > Inter-Company Transfer MEX

Image: Inter-Company Transfer MEX page

This example illustrates the fields and controls on the Inter-Company Transfer MEX page. You can find definitions for the fields and controls later on this page.

Run Control ID Processing

Calendar Group ID
Select the calendar group for which you want to process data for employees with inter-company transfers.

Pay Group
Select the pay group for which you want to process data for employees with inter-company transfers.

Adjust Accumulator Balances
Select this check box to have the Inter-Company Transfer process adjust accumulator balances when processing employees with inter-company transfers. The process sets the accumulators values of the old company to zero and moves these accumulator values to the prior employer data record according to the values set on the Inter-Company Parameters MEX page.

Undo Process
Select this check box to have the Inter-Company Transfer process reverse the changes that it made to accumulator values for employees with inter-company transfers. The process readjusts the accumulators to their original value and removes the prior employer data from the Define Prior Employer Data MEX page.
Calendar IDs
The system displays the calendars and their associated run type, payment date, and calculate thru date.

Calculating the Subsidy Factor

Understanding the Subsidy Factor

Every year, companies in Mexico need to calculate their subsidy factor based on the earnings and deductions of a single year. This subsidy factor is used to determine the creditable and non-creditable portions of taxes that are going to be calculated during the federal tax calculation process.

Due to recent tax laws, all employees will have their subsidy calculated using the following formula:

Subsidy Proportion = Total taxable base / Total earnings in the last year.

Here is an example of the subsidy factor calculation, using an employee's data for the year 2001. The amounts shown are in Mexican pesos.

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Taxable Base</th>
<th>Non Taxable Base</th>
<th>Total Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>152,000.00</td>
<td></td>
<td>152,000.00</td>
</tr>
<tr>
<td>Vacation Premium</td>
<td>8720.00</td>
<td>1018.00</td>
<td>9738.00</td>
</tr>
<tr>
<td>Christmas Bonus</td>
<td>9700.00</td>
<td>2115.00</td>
<td>11,815.00</td>
</tr>
<tr>
<td>Overtime</td>
<td>21,510.00</td>
<td>3820.00</td>
<td>25,330.00</td>
</tr>
<tr>
<td>Other Earnings</td>
<td>8540.00</td>
<td>35,660.00</td>
<td>44,200.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>200,470.00</strong></td>
<td><strong>42,613.00</strong></td>
<td><strong>243,083.00</strong></td>
</tr>
</tbody>
</table>

Subsidy Proportion = Total Taxable Base 2001 / Total Earnings in 2001

Subsidy Proportion = 200,470.00 / 243,083.00 = .82

You will use this subsidy proportion to calculate the non-creditable subsidy and creditable subsidy for all employees in the company.

For example:

1 - .82 = .18 x 2 = .36

.36 = Non-creditable subsidy

The subsidy proportion (.82) is subtracted from 1 (which is 100 percent of the subsidy proportion) and then multiplied by 2 (formula provided by law) to find the non-creditable subsidy.

1 - .36 = .64

.64 = creditable subsidy
The non-creditable subsidy (.36) is subtracted from 1 (which is 100 percent of the subsidy proportion) to find the creditable subsidy (.64) that will be accredited to an employee's taxes.

---

**Running Tax Reports**

**Pages Used to Run Tax Reports**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
</table>
| ANN - Tax Adj Report MEX Page                 | GPMX_RC_SUBSACRED  | • Run the Minimum Wage Salary Level report (GPMXAA01), which displays a list of the minimum wage salary levels in your company to present to the government.  
• Run the Annual Tax Adjustment Results report (GPMXAA02), which displays the annual tax adjustment results.  
• Run the Creditable Subsidy report (GPMXAA04), which displays tax subsidy data. |
| Form 37 Report MEX ANN - Tax Adj Report MEX Page | GPMX_RC_FORMAT37   | Form 37 has two purposes. It can provide information about employees who are going to present their own annual adjustment tax data or it can provide tax information to employees who are terminated. If you want to run a report on employees who want to present their own annual adjustment tax data, select the Only Payees without Adjustment field. |
| Multiple Information MEX ANN - Tax Adj Report MEX Page | GPMX_RC_ANNL       | Generate a flat file as required by the government.                  |
| State Taxes by Loc Report MEX ANN - Tax Adj Report MEX Page | GPMX_RC_ST_TAXES   | Provides a monthly report on state taxes paid by your company. Specify state information in the State To and State From fields when you only want information about specific states. If you want to provide the state tax base by company and state (Campeche or Hidalgo), select the option Generate Positive Input. |
Viewing Delivered Tax Elements

Delivered Federal Tax Earnings

This table lists the delivered federal tax earnings element:

<table>
<thead>
<tr>
<th>Earning</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRE SAL EFEC</td>
<td>Salary Credit Paid in Excess Cash</td>
</tr>
</tbody>
</table>

Delivered Federal Tax Deductions

This table lists delivered federal tax deductions:

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRED ART 115</td>
<td>Salary Credit Art 115</td>
</tr>
<tr>
<td>EXCE CRE SAL</td>
<td>Salary Credit Paid in Excess Cash</td>
</tr>
<tr>
<td>ISR ART 113</td>
<td>ISR Art 113</td>
</tr>
<tr>
<td>ISR NETO 112</td>
<td>Net ISR Art 112</td>
</tr>
<tr>
<td>ISR NETO 113</td>
<td>Net ISR Art 113</td>
</tr>
<tr>
<td>RISR NETO 142</td>
<td>Net RISR Art 142</td>
</tr>
<tr>
<td>RISR NETO 148</td>
<td>Net RISR Art 148</td>
</tr>
<tr>
<td>SUB ACRED</td>
<td>Creditable Subsidy Art 114</td>
</tr>
<tr>
<td>SUB NO ACRED</td>
<td>Non Creditable Subsidy 114</td>
</tr>
</tbody>
</table>

Delivered Annual Adjustments Deductions

This table lists delivered annual adjustments deductions:

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRED ART 116</td>
<td>Annual Salary Credit Art. 116</td>
</tr>
<tr>
<td>CRED SAL 1991</td>
<td>Credit Salary 1991</td>
</tr>
<tr>
<td>ISR A CARGO</td>
<td>Annual Tax Debit</td>
</tr>
<tr>
<td>ISR A FAVOR</td>
<td>Annual Tax Credit</td>
</tr>
<tr>
<td>ISR ANUAL</td>
<td>ISR Annual</td>
</tr>
</tbody>
</table>
Delivered Annual Adjustment Process List

This table lists the delivered annual adjustment process list element:

<table>
<thead>
<tr>
<th>Process List</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL AJUSTE ANUAL</td>
<td>Annual Adjustment</td>
</tr>
</tbody>
</table>

Delivered State Tax Deductions

This table lists delivered state tax deductions:

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AYU DEFUNC</td>
<td>Death Allowance</td>
</tr>
<tr>
<td>AYU EMPR CHI</td>
<td>Managerial Aid (CHI)</td>
</tr>
<tr>
<td>AYU INF CDJU</td>
<td>Infrastructure Aid (CDJU)</td>
</tr>
<tr>
<td>AYU UNIV CHI</td>
<td>University Aid (CHI)</td>
</tr>
<tr>
<td>CONS CAR HGO</td>
<td>Highways Construction (HGO)</td>
</tr>
<tr>
<td>FOM ECOL GRO</td>
<td>Ecology Promotion (GRO)</td>
</tr>
<tr>
<td>FOM EDUC BCN</td>
<td>Education Promotion (BCN)</td>
</tr>
<tr>
<td>FOM EDUC GRO</td>
<td>Education Promotion (GRO)</td>
</tr>
<tr>
<td>FOM TURI GRO</td>
<td>Tourism Promotion (GRO)</td>
</tr>
<tr>
<td>IMPUESTO EST</td>
<td>Payroll State Taxes</td>
</tr>
<tr>
<td>OBRA PUB SON</td>
<td>Public Works Agreement (SON)</td>
</tr>
<tr>
<td>SOST UNI SON</td>
<td>Unison Fund (SON)</td>
</tr>
</tbody>
</table>

Note: The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Mexico.
Related Links
"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)
Chapter 16

Updating Absences

Understanding Absences in Mexico

Prerequisites

This topic supplements the absence documentation provided in the core Global Payroll documentation. Before you begin reading about Mexican absence functionality, PeopleSoft HCM recommends that you read the absence topics of the PeopleSoft Global Payroll documentation to develop a basic understanding of the concepts behind absence processing in Global Payroll.

Note: In Global Payroll for Mexico, before you can update absences, you must define absence parameters on the Absences page. The Absences page is discussed in another topic. See Absences Page.

Absences

An absence is any event for which an employee fails to comply with scheduled work time. Absences must be recorded in the system so that appropriate discounts are deducted from an employee's salary. Absences are also recorded to keep track of an employee's absence history. In Mexico, absences are also tracked for specific calculations such as profit sharing and social security contributions.

In Global Payroll, there are two types of absence elements:

- Absence entitlements.
- Absence takes.

An absence entitlement is the amount of paid time off that a payee is entitled to take for each category of absence. For example, payees may be entitled to receive 20 vacation days per year.

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

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

Absence Takes

In Global Payroll for Mexico, there are three categories for absence takes:

- Disabilities
- Vacations
• Other

Disabilities
Disabilities are treated differently from other absences because IMSS pays and administers them. Disabilities include:

• Maternity leave.
• General illness.
• Work related illness leave.
• Work risk leave.
• In transit work risk leave.

Vacations
Vacations include vacation takes.

Other
Other absences include:

• General absences
• Tardiness - hours
• Paid permitted absences
• Unpaid permitted absences
• Missing employee leave
• Care leave for child with Cancer
• Paternity leave

Absence Types
Global Payroll for Mexico delivers these absence types, each having their own absence reasons:

<table>
<thead>
<tr>
<th>Absence Type</th>
<th>Description</th>
<th>Absence Take Associated</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABS</td>
<td>Unpaid Absence</td>
<td>General absence</td>
</tr>
<tr>
<td>ENF</td>
<td>Sickness</td>
<td>General sickness</td>
</tr>
<tr>
<td>MAT</td>
<td>Maternity</td>
<td>Maternity leave</td>
</tr>
<tr>
<td>OPA</td>
<td>Other paid absences</td>
<td>Paid permitted absence</td>
</tr>
<tr>
<td>RET</td>
<td>Tardiness</td>
<td>Tardiness - hours</td>
</tr>
<tr>
<td>Absence Type</td>
<td>Description</td>
<td>Absence Take Associated</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>RSG</td>
<td>Work accident</td>
<td>Work risk leave</td>
</tr>
<tr>
<td>ENT</td>
<td>Work related illness</td>
<td>Work related illness leave</td>
</tr>
<tr>
<td>RST</td>
<td>Accident on the way to work</td>
<td>In transit work risk leave</td>
</tr>
<tr>
<td>VAC</td>
<td>Vacations</td>
<td>Vacation takes</td>
</tr>
<tr>
<td>APD</td>
<td>Missing employee leave</td>
<td>Missing employee leave</td>
</tr>
<tr>
<td>LEN</td>
<td>Care leave for child with Cancer</td>
<td>Care leave for child with Cancer</td>
</tr>
<tr>
<td>PAT</td>
<td>Paternity leave</td>
<td>Paternity leave</td>
</tr>
</tbody>
</table>

These sections describe each delivered absence take in detail.

**Maternity Leave**

This absence take generates a deduction called INCAP MATERN. This element contains the number of days in the Unit component. All the absence take days are considered units of the deduction. The Day Formula adds only 1 to the deduction units for each day of this disability.

This absence take also generates an earning called SUB MATERN. It is generated in the same way that the deduction is generated in terms of the units. The only condition here is that this element is generated when the daily rate of the employee is greater than the SDI (capped up to 25 times minimum wages) and the rate will be only the difference between these two rates. If your company has an agreement with the social security agency (defined on the General Parameters page), this earning is paid with the daily rate.

If the employee's absence is for eight days or more, the employer is exempt from paying quotas for that pay period frequency (monthly, semimonthly, and so on.)

**General Illness**

This absence take generates a deduction called INCAP ENFERM. This element contains the number of days in the Unit component. All the absence take days are considered units of the deduction. The Day Formula adds only 1 to the deduction units for each day of this disability.

This absence take can generate three earnings: SUB ENF 100%, SUB ENF 40%, and SUB ENF CONV. Select only one earning when defining General Illness.

The system generates SUB ENF 100% for the first absence event but only for the first three days. If there's another absence event in the following seven days after the end date of the original take, then the system considers this absence take as linked and won't pay the first three days again with the earning SUB ENF 100%.

The system generates SUB ENF 40% beginning on the fourth day until the end of the absence take. Once again, if the system links two absence events and has already paid the first three days at 100 percent, then it will pay all the days at 40 percent.

The system generates SUB ENF CONV if the IMSS Agreement parameter is selected on the Absences page. Selecting this parameter ensures that the other two earnings (SUB ENF 40% and SUB ENF 100%)
won't appear in the pay process. In other words, the SUB ENF CONV earning substitutes for the other two.

**Work Related Disabilities**

There are three types of work related leaves:

- Work related illness leave.
- Work risk leave.
- In transit work risk leave.

Work related illness can occur if an employee becomes ill as a result of work conditions, such as inhaling toxins in the workplace. Work risk can occur if an employee works in a risky work environment, for example, if he cuts a finger on a machine. In transit work risk can occur if an employee gets hurt on the way to and from work, for example, if he gets in an automobile accident on the way to work.

**Note:** For all work related disability types, you can create a report that lists all the workers who were on disability due to work related illnesses or accidents during the year that considers only these three absence takes. The Risk Factor report contains information such as disability type (accident or illness), disability begin and end dates, percentage of permanent illness, and subsidized days for each employee who is on disability due to work related accidents or illnesses.

**Work Related Illness Leave**

The work related illness leave is very similar to the General Illness absence type, except that it generates a different deduction. The deduction for the work related illness leave is INCAP ENF TR.

Global Payroll for Mexico delivers an earning for Work Illness Leave called INCAP_ENF_TR and an absence take called INC_ENF_TR.

**Work Risk Leave**

This absence take generates a deduction called INCAP RIESGO. This element contains the number of days in the Unit component. All the absence take days are considered to be units of the deduction. The Day Formula adds only 1 to the deduction units for each day of this disability.

This absence take also generates an earning called SUB RIESGO. It is generated in the same way that the deduction is generated, in terms of the generated units. The only condition here is that this element is generated when the daily rate of the employee is greater than the SDI (capped up to 25 times minimum wages) and the rate will be only the difference between these two rates. If your company has an agreement with the social security agency (defined on the General Parameters page), this earning is paid with the daily rate.

**In Transit Work Risk Leave**

This absence take is almost the same as the absence take in Work Risk Leave. The only difference is that this disability is caused by an accident or event on the way to work. It generates a deduction called INCAP TRAYEC. This element contains the number of days in the Unit component. All the days of the absence take are considered to be units of the deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this disability.
This absence take also generates an earning called SUB RIESGO. It is generated in the same way that the deduction is generated, in terms of the generated units. The only condition here is that this element will be generated when the daily rate of the employee is greater than the SDI (capped up to 25 times minimum wages) and the rate will be only the difference between these two rates. If your company has an agreement with the social security agency (defined on the General Parameters page), this earnings is paid with the daily rate.

**Vacation Takes**

This absence take generates an earning called VAC DISFRUT. This element contains the number of days in the Unit component. The system won't consider the Day Off and Holidays as Vacation Days. This means that if the Absence Take duration contains Non Worked or Holidays, the system will reduce them from the duration of the take.

It also generates an earning called PMA VAC PROP when the Proportional parameter is selected on the Absences page. This parameter means that for each day of vacation take, the employee will receive a day of vacation premium.

This absence take also generates an absence entitlement. This is only generated on the employee's anniversary with the company. This entitlement serves as the limit to accept or not accept a vacation take. For example, if you have a new hire who requests a vacation in the month following his hire, it will be rejected because he does not have any vacation entitlements accrued. On the other hand, if you have an employee with two years of seniority, his request will be accepted because he already has two entitlement occurrences of vacation: one for the first year and the other for the second year. The vacation entitlement is called VAC ANIV. The negative balance for this absence take could be accepted if the Negative Balance Option parameter is selected on the Absences page.

**General Absences**

This absence take generates a deduction called FALTAS. This element contains the number of days in the Unit component. All the absence take days are considered to be units of the deduction. The Day Formula adds only 1 to the deduction units for each day of this leave.

The generated deduction is calculated using the percentage from the Factor parameter (defined on the Absences page). This means that the units will be multiplied by this factor.

**Tardiness − Hours**

This absence take generates a deduction called RETARDO. This element contains the number of hours in the Unit component. All the absence take hours are considered to be units of the deduction. The Day Formula adds only 1 to the deduction units for each hour of this disability.

**Paid Permitted Absence**

This absence take generates a deduction called PERMI C/GOCE. This element contains the number of days in the Unit component. All the absence take days are considered to be units of the deduction. The Day Formula adds only 1 to the deduction units for each day of this leave. This deduction is informational only, because this is a paid permission so, it won't deduct from the net pay.

**Unpaid Permitted Absence**

This absence take generates a deduction called PERMI S/GOCE. This element contains the number of days in the Unit component. All the absence take days are considered to be units of the deduction. The Day Formula adds only 1 to the deduction units for each day of this leave. The only difference between
this deduction and the PERMI C/GOCE deduction is that this one is reduced from the net pay of the employee.

**Note:** The General Parameters page and the Absences page are documented in other topics. See Setting Up Country Data and Setting Up Absences.

### Care Leave for Child with Cancer Absence

This absence take generates a deduction called LIC ENF CANC. This element contains the number of days in the Unit component. All the absence take days are considered to be units of the deduction. The Day Formula adds only 1 to the deduction units for each hour of this disability. This absence validate that the employee has a dependent under 16 years old, this information is taken from the Dependents page. The relationship valid of the beneficiary are: Child, Foster Child, Other Child, Recognized Child or Stepchild.

### Missing Employee Leave Absence

This absence take generates a deduction called PER PERS DES. This element contains the number of days in the Unit component. All the absence take days are considered to be units of the deduction. The Day Formula adds only 1 to the deduction units for each hour of this disability.

### Paternity Leave Absence

This absence take generates a deduction called PERMI PATERN. This element contains the number of days in the Unit component. All the absence take days are considered to be units of the deduction. The Day Formula adds only 1 to the deduction units for each hour of this disability. The system generates the deduction PERMI S/GOCE. It is generated in the same way that the deduction is generated in terms of the units. Here, the only condition is that this element is generated when the days taken by the employee is greater than 5 days (the maximum days defined by the Law) and the units will be only the difference between these two units.

### Absence Processing

To prepare Global Payroll for Mexico for absence processing:

1. Define absence parameters for a pay group on the Absences page.
2. Define absence details for an employee in the Absence Entry component.
   - This includes entering the absence event and running the forecast process for an absence. Additionally, you can view the Absence Forecast results and Accumulator results.
3. Define mass absence event entries, such as holidays, on the Mass Absence Event Entry page.
4. Modify the delivered absence take and absence entitlement elements, and create new absence elements.
   - A list of the absence take and absence entitlement elements delivered with Global Payroll for Mexico appears in another topic. PeopleSoft delivers sample values for many of these elements. You might want to replace some of the values with data that is specific to your company.
5. Assign absence elements to payees and process lists.
As with all primary elements, you must assign absence entitlement and absence take elements to payees and include the elements in the process lists that you use when you run the absence process. PeopleSoft delivers predefined sections and process lists for absence processing. You can use these, modify them, or create your own.

6. Generate an absence report for selected employees.

7. At the end of the year, generate the Risk Factor report.

*Note:* The Absences page is documented in another topic. See Absences Page

---

**Vacation Processing**

While it's ideal that employees record their vacation takes before taking their vacations, this is not often the case. Usually, vacation takes are recorded after the events occur or after payroll has been processed or finalized.

If an employee records a vacation take after the payroll for that pay period has been finalized, there must be a retroactive (retro) calculation for that employee to reflect those days of vacation on the payslip. In this case, a retro trigger should be recorded.

If a vacation take occurs partially in a processed payroll period and partially in the future, the part of it that belongs to the processed period should be calculated with a retro event. The part of the vacation take that occurs in a current open or future payroll period is handled as follows:

For each pay period, the system will apply the number of days of that vacation take that belongs to the pay period begin and end date.

**Processing Vacation Premiums Using the Annual Method**

If you select the Annual method for calculating vacation premiums, the following processing rules apply:

The vacation premium will be paid when the vacation premium payment date is between the period begin date and the period end date.

When the processing year is the same as the service date and payment date, the vacation is calculated as follows:

- **Worked Days** = Duration between the service date and the vacation premium payment date.
- **Vacation Premium Days** = Worked days/365 * Vacation days.
- **Vacation Premium** = Vacation premium days * Vacation premium percentage.
Updated Absences Chapter 16

Updating Absences for Employees

Pages Used to Update Absences

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Entry Page</td>
<td>GPMX_ABSENCE_ENTRY</td>
<td>Define absence event details for an employee and run the Absence Forecast process. Use the forecast process to evaluate the impact of a vacations take event.</td>
</tr>
<tr>
<td>Absence Parameters MEX Page</td>
<td>GPMX_ABS_PARAM_SS</td>
<td>Define additional IMSS fields that should be displayed while requesting for an absence through the Absence Event MEX page.</td>
</tr>
<tr>
<td>Absence Forecast Results Page</td>
<td>GP_ABS_EVT_FCS_SEC</td>
<td>Review the results of the forecast process for a specific vacations take event and any take elements that are mapped to it.</td>
</tr>
<tr>
<td>Forecast Messages Page</td>
<td>GP_ABS_FCST_MSG</td>
<td>Review the messages that are generated during the forecast process.</td>
</tr>
<tr>
<td>Create Mass Absence Rqst MEX Page</td>
<td>GPMX_RC_MASSABS</td>
<td>Define the details for a mass absence event entry.</td>
</tr>
</tbody>
</table>

Absence Entry Page

Use the Absence Entry page (GPMX_ABSENCE_ENTRY) to define absence event details for an employee and run the Absence Forecast process.

Use the forecast process to evaluate the impact of a vacations take event.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event MEX > Absence Entry
Chapter 16 Updating Absences

Image: Absence Entry page

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

- **From** and **Through** Specify the date range for which you want to retrieve and display absence event data on the page.

- **Refresh** Click this button to refresh the page with data based on the From and Through dates that you specify.

- **Forecast** Click this button to run the Forecast process when entering vacation takes. You'll get a message indicating the results of the Forecast process. If necessary, correct the errors and rerun the process.

**Absence Detail**

- **Element Name** Select the absence take element that corresponds to the employee's absence type.

- **Type** Displays the absence type that corresponds to the absence take element. When you define an absence take element, you assign an absence type that describes the category of the absence.
<table>
<thead>
<tr>
<th><strong>Absence Reason</strong></th>
<th>Select the code that corresponds to the absence reason. The Absence Reason field is optional and further describes the absence take.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Manager Approved</strong></td>
<td>Select to have the absence processed when you run the absence take process. This check box is automatically selected if you defined the absence take element as not requiring manager approval on the Absence Take - Calculation page in the core application.</td>
</tr>
<tr>
<td><strong>Voided Indicator</strong></td>
<td>This check box is automatically selected if you voided the event and ran the Take process. This check box can also be selected if you use the automatic priority processing feature and have assigned a priority number to your absence take elements. If you save absence entries with overlapping dates, the system voids the event with the lower priority and creates a new event for the days that do not overlap.</td>
</tr>
<tr>
<td><strong>Process Action</strong></td>
<td>Select the process action. For a new absence event, the default is <em>Normal</em>. Select <em>Void</em> to void an absence that has already gone through the absence take process. The event is not processed in subsequent runs. Instead, the Process Action is reset to <em>Normal</em> and the Voided Indicator check box is automatically selected during the absence take process. During retroactive processing, the system calculates a new version of the results without the voided event. Positive input is not generated from the voided event, and the results for earnings or deductions have deltas.</td>
</tr>
<tr>
<td><strong>Forecast Value</strong></td>
<td>Appears after running the Forecast process. Forecast Value is the alphanumeric value resolved by the forecasting element. You associate a forecasting formula with a take element on the Take - Forecasting page in the core application. For example, your forecast element might return a value of <em>Eligible</em> or <em>Not Eligible</em>.</td>
</tr>
<tr>
<td><strong>Forecast Details</strong></td>
<td>Click this link to access the Absence Forecast Results page.</td>
</tr>
<tr>
<td><strong>Attachments</strong></td>
<td>Click this link to add any attachments.</td>
</tr>
<tr>
<td><strong>Absence Duration</strong></td>
<td>Enter the begin and end dates for the absence. Depending on the values entered for the Begin Date and End Date, the system will calculate different values. If you enter a Begin Date, the system automatically enters the same value for the End Date and a value of 1 for the Absence Duration. Then, if a value is entered for the End Date, the system will calculate the Absence Duration value. If a value is entered for the Absence Duration, then the system will calculate a value for the End Date.</td>
</tr>
<tr>
<td><strong>Absence Duration</strong></td>
<td>Enter the number of days for the absence.</td>
</tr>
</tbody>
</table>
**Partial Hours**

If a *FALTA* absence event is selected and the Allow Partial Days option is selected on the core Global Payroll Absences page, the Partial Hours field appears.

**Begin Half Day and End Half Day**

If you select the Allow Partial Days option on the Absences page in core Global Payroll, this field appears. Select a check box if the employee was absent exactly half a day. Select the top check box if the employee worked half a day on the first day or every day of an absence. Select the bottom check box if the employee worked half a day on the last day of the absence.

**Note:** The Allow Partial Days option can be found on the Absences page in the core Global Payroll core application. The navigation path to the Absences page is Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Absence Self Service > Country Take. This page is documented in the core Global Payroll documentation.

**User Defined Fields**

Enter data and comments on additional fields pertaining to your business processes.

**Note:** If you select a work-related disability absence type, the system displays one or more of the following fields as applicable: Folio, % IPP, Consequence, and Control. Enter additional information related to a work-related disability in these fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folio</td>
<td>This field applies only for disability absences and refers to the Certificate number. This is a required field for all the disabilities.</td>
</tr>
<tr>
<td>% IPP (Permanent Illness Percentage)</td>
<td>Enter the percentage of permanent illness for the employee. Values are 0–100 percent. This field is only available if you selected a work-related illness absence type.</td>
</tr>
<tr>
<td>Consequence</td>
<td>Select the consequence for the absence take for SUA reporting purposes. This field is applicable to the following work related disability elements: INC RIESGO TR, INC TRAYECTO, and INC ENF TR. Valid consequence values depend on the selected element for the absence take, and indicates the final result of the work related disability.</td>
</tr>
<tr>
<td>Control</td>
<td>Select the control value of the absence take for SUA reporting purposes. This field is applicable to the following disability elements: INC RIESGO TR, INC TRAYECTO, INC ENF TR, ENC ENF GENERA and INC MATERN. Valid Control values depend on the selected element for the absence take and the selected Consequence value when available. Indicates the kind of document issued by the IMSS for the disability entered.</td>
</tr>
</tbody>
</table>

If you select missing leave absence type, the system displays a Missing Leave field, wherein you can enter the date on which the employee is declared as Missing Leave.

If you select care leave absence type, the system displays a Permission Sick Cancer field, wherein you can enter the official date of registration of absence determined by the IMSS (Social Security).
**Note:** You need to ensure the accuracy of data entered in these fields with the official documents. Global Payroll for Mexico will not validate these information.

To identify the employees under Missing Leave of Absence and Care Leave for Child with Cancer, you need to pre-configure the following:

- Absence Entitlements:
- Absence Take Types
- Absence Takes
- Country Take
- Deduction
- Sections
- Element Groups

The Absence Entry page in Global Payroll for Mexico is similar to the Absence Event Entry page in the core application. The main differences are that the Absence Entry page in Global Payroll for Mexico:

- Includes validations for Mexican absence rules.
- Uses an end date calculation based on the begin date plus the duration days, according to the absence take setup.

If you select an absence take of INC RIESGO TR and enter data on the User Fields page, you can generate a report listing the employees who had work risk related disabilities.

**Note:** You can find the User Fields page through Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Absence Self Service > Country Take.

**Related Links**
"Entering Maintaining and Approving Absence Events" (PeopleSoft HCM 9.2: Absence Management)
"Understanding Absence Element Setup" (PeopleSoft HCM 9.2: Global Payroll)
"Understanding Absence Setup and Management Tasks" (PeopleSoft HCM 9.2: Global Payroll)

**Absence Parameters MEX Page**

Use the Absence Parameters MEX page (GPMX_ABS_PARAM_SS) to define additional IMSS fields that should be displayed while requesting for an absence through the Absence Event MEX page.

**Navigation**

Setup HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > Absence Parameters MEX
**Image: Absence Parameters MEX page**

This example illustrates the fields and controls on the Absence Parameters MEX page.

**Absence Parameters MEX**

<table>
<thead>
<tr>
<th>Absence Take</th>
<th>INC ENF TR</th>
<th>Work Related Illness Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Service User Fields</td>
<td></td>
<td>View All</td>
</tr>
</tbody>
</table>

*Effective Date 01/01/1990*

- Absence Consequence
- Absence Control

**Absence Consequence**

Select if Consequence field needs to be displayed in Absence Entry MEX page.

**Absence Control**

Select if Control field needs to be displayed in Absence Entry MEX page.

**Absence Forecast Results Page**

Use the Absence Forecast Results page (GP_ABS_EVT_FCS_SEC) to review the results of the forecast process for a specific vacations take event and any take elements that are mapped to it.

**Navigation**

Click the Forecast Details link on the Absence Entry page.

**Image: Absence Forecast Results page: Forecast Results tab**

This example illustrates the fields and controls on the Absence Forecast Results page: Forecast Results tab. You can find definitions for the fields and controls later on this page.
Note: The Absence Forecast Results page: Forecast Results tab in Global Payroll for Mexico is the same as the Absence Forecast Results page in the core application.

See "Forecasting Absence Entitlement Balance During Absence Entry" (PeopleSoft HCM 9.2: Global Payroll).

**Accumulator Results Tab**

*Image: Absence Forecast Results page: Accumulator Results tab*

This example illustrates the fields and controls on the Absence Forecast Results page: Accumulator Results tab. You can find definitions for the fields and controls later on this page.

Note: The Absence Forecast Results page: Accumulator Results tab in Global Payroll for Mexico is the same as the Absence Forecast Results page in the core application.

**Viewing User Keys 1-3 Tab**

*Image: Absence Forecast Results page: User Keys 1 - 3 tab*

This example illustrates the fields and controls on the Absence Forecast Results page: User Keys 1 - 3 tab. You can find definitions for the fields and controls later on this page.
**Note:** The Absence Forecast Results page: User Keys 1-3 tab in Global Payroll for Mexico is the same as the Absence Forecast Results page in the core application.

### Viewing User Keys 4-6 Tab

**Image: Absence Forecast Results page: User Keys 4 - 6 tab**

This example illustrates the fields and controls on the Absence Forecast Results page: User Keys 4 - 6 tab. You can find definitions for the fields and controls later on this page.

![Absence Forecast Results Page](image)

**Note:** The Absence Forecast Results page: User Keys 4-6 tab in Global Payroll for Mexico is the same as the Absence Forecast Results page in the core application.

### Forecast Messages Page

Use the Forecast Messages page (GP_ABS_FCST_MSG) to review the messages that are generated during the forecast process.

**Navigation**

Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event MEX > Forecast Messages

**Image: Forecast Messages page**

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

![Forecast Messages Page](image)

**Note:** The Forecast Messages page in Global Payroll for Mexico is the same as the Forecast Messages page in the core application.
Create Mass Absence Rqst MEX Page

Use the Create Mass Absence Rqst MEX page (GPMX_RC_MASSABS) to define the details for a mass absence event entry.

Navigation

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Create Mass Absence Rqst MEX

Image: Create Mass Absence Rqst MEX page

This example illustrates the fields and controls on the Create Mass Absence Rqst MEX page. You can find definitions for the fields and controls later on this page.

Absence Take
Select the absence take element for the mass absence event.

Absence Reason
Select the absence reason for the mass absence event. Typical absence reasons include Regular, Forced, Scheduled, and Other.

Clear Data
Select to clear the data after you process a mass absence event entry.

Begin Date and End Date
Enter the begin date and end date for the mass absence event.

Group ID
Select the group ID to which the mass absence event applies.

Comment
Enter descriptive details of the mass absence event.
Viewing Vacation Summaries

Pages Used to View Vacation Summaries

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacations Summary Page</td>
<td>GPMX_VAC_AC</td>
<td>View a summary of vacation information for an employee. For each row of vacation data, the system displays applicable dates, entitlements, adjustments, absences taken, and balance.</td>
</tr>
<tr>
<td>Vacations Detail Page</td>
<td>GPMX_VAC_EVT</td>
<td>View details about vacations that an employee has already taken. For each vacation event, the system displays the begin date, end date, absence duration, and absence description.</td>
</tr>
<tr>
<td>Vacations Earnings Page</td>
<td>GPMX_VAC_ERN</td>
<td>View details about earnings that an employee has received for vacations already taken. For each vacation earning, the system displays the slice begin date, slice end date, unit delta, and amount earned.</td>
</tr>
</tbody>
</table>

Understanding Vacation Summary Inquiries

Use the Vacations Summary component to review vacation summaries for an employee. You can also view vacation summary information in report format by generating the Vacations Report (GPMXVA01). This report details vacation entitlements and balances for selected employees. A related report, the Absences Report (GPMXIM11), details absences for selected employees.

Related Links
Global Payroll for Mexico Reports: A to Z

Vacations Summary Page

Use the Vacations Summary page (GPMX_VAC_AC) to view a summary of vacation information for an employee.

For each row of vacation data, the system displays applicable dates, entitlements, adjustments, absences taken, and balance.

Navigation
Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Vacations Summary MEX > Vacations Summary
Image: Vacations Summary page

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

Vacations Detail Page

Use the Vacations Detail page (GPMX_VAC_EVT) to view details about vacations that an employee has already taken.

For each vacation event, the system displays the begin date, end date, absence duration, and absence description.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Vacations Summary MEX > Vacations Description

Image: Vacations Detail page

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

Vacations Earnings Page

Use the Vacations Earnings page (GPMX_VAC_ERN) to view details about earnings that an employee has received for vacations already taken.

For each vacation earning, the system displays the slice begin date, slice end date, unit delta, and amount earned.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Vacations Summary MEX > Vacations Earnings
Running Absence and Vacation Reports

Pages Used to Run Absence and Vacation Reports

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence History MEX Page</td>
<td>GPMX_RC_WRKRISK</td>
<td>Produces report that details absences for selected employees.</td>
</tr>
<tr>
<td>Vacations MEX Page</td>
<td>GPMX_RC_VACATN</td>
<td>Produces report that details vacation entitlements and balances for selected employees.</td>
</tr>
</tbody>
</table>

Viewing Delivered Absence Elements

Delivered Absence Earnings

This table lists delivered absence earnings for Mexico:

<table>
<thead>
<tr>
<th>Earning</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUB ANT 100P</td>
<td>General illness subsidy 100% from previous periods</td>
</tr>
<tr>
<td>SUB ANT 40P</td>
<td>General illness subsidy 40% from previous periods</td>
</tr>
<tr>
<td>SUB ENFER 40P</td>
<td>General illness subsidy 40%</td>
</tr>
<tr>
<td>SUB ENFER 100P</td>
<td>General illness subsidy 100%</td>
</tr>
<tr>
<td>SUB ENF CONV</td>
<td>General illness subsidy agreement</td>
</tr>
<tr>
<td>SUB MAT ANT</td>
<td>Maternity leave subsidy from previous periods</td>
</tr>
<tr>
<td>SUB MATERN</td>
<td>Maternity leave subsidy</td>
</tr>
<tr>
<td>Earning</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>SUB RIESGO</td>
<td>Work risk subsidy</td>
</tr>
</tbody>
</table>

**Delivered Absence Deductions**

This table lists the delivered absence deductions for Mexico:

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUS ANT RETR</td>
<td>Retro for previous unpaid absence not taken</td>
</tr>
<tr>
<td>FALTAS</td>
<td>Unpaid absence</td>
</tr>
<tr>
<td>FALTAS ANT</td>
<td>Previous unpaid absence not taken</td>
</tr>
<tr>
<td>FALTAS RETRO</td>
<td>Unpaid absences delta</td>
</tr>
<tr>
<td>INCAP ENF TR</td>
<td>Work related illness leave</td>
</tr>
<tr>
<td>INCAP ENFERM</td>
<td>General illness</td>
</tr>
<tr>
<td>INC MAT ANT</td>
<td>Maternity leave — previous</td>
</tr>
<tr>
<td>INCAP MATEERN</td>
<td>Maternity leave</td>
</tr>
<tr>
<td>INC ENF ANT</td>
<td>General illness from previous periods</td>
</tr>
<tr>
<td>INCAP RETRO</td>
<td>Leaves delta</td>
</tr>
<tr>
<td>INC RSGO ANT</td>
<td>Work risk leave from previous periods</td>
</tr>
<tr>
<td>INCAP RIESGO</td>
<td>Work risk leave</td>
</tr>
<tr>
<td>INCAP TRAYEC</td>
<td>In transit work risk leave</td>
</tr>
<tr>
<td>RETARDO</td>
<td>Tardiness - hours</td>
</tr>
<tr>
<td>RETARDO RTRO</td>
<td>Tardiness delta</td>
</tr>
<tr>
<td>PERMI C/GOCE</td>
<td>Paid time off</td>
</tr>
<tr>
<td>PERMI S/GOCE</td>
<td>Unpaid time off</td>
</tr>
</tbody>
</table>

**Delivered Absence Takes**

This table lists the delivered absence takes for Mexico:

<table>
<thead>
<tr>
<th>Absence Take</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALTA</td>
<td>General absences</td>
</tr>
<tr>
<td>Absence Take</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>INC ENF GENERA</td>
<td>General illness</td>
</tr>
<tr>
<td>INC ENF TR</td>
<td>Work related illness leave</td>
</tr>
<tr>
<td>INC MATERN</td>
<td>Maternity leave</td>
</tr>
<tr>
<td>INC RIESGO TR</td>
<td>Work risk leave</td>
</tr>
<tr>
<td>INC TRAYECTO</td>
<td>In transit work risk leave</td>
</tr>
<tr>
<td>PERM CON GOCE</td>
<td>Paid permitted absence</td>
</tr>
<tr>
<td>PERM SIN GOCE</td>
<td>Unpaid permitted absence</td>
</tr>
<tr>
<td>RETARDO EN HORAS</td>
<td>Tardiness - hours</td>
</tr>
<tr>
<td>VAC DISFRUTE</td>
<td>Vacations take</td>
</tr>
</tbody>
</table>

**Delivered Absence Process Lists**

This table lists the delivered absence process list element for Mexico:

<table>
<thead>
<tr>
<th>Process List</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUSENTISMOs</td>
<td>Absence process</td>
</tr>
</tbody>
</table>

**Viewing Delivered Vacation Elements**

**Delivered Vacation Earnings**

This table lists the delivered vacation earnings for Mexico:

<table>
<thead>
<tr>
<th>Earning</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMA VAC ANIV</td>
<td>Vacation premium in anniversary</td>
</tr>
<tr>
<td>PMA VAC ANU</td>
<td>Annual vacation premium</td>
</tr>
<tr>
<td>PMA VAC PROP</td>
<td>Vacation premium proportional</td>
</tr>
<tr>
<td>PMA VAC RTRO</td>
<td>Vacation premium retro</td>
</tr>
<tr>
<td>PRIMA VAC</td>
<td>Vacation premium</td>
</tr>
<tr>
<td>PRIMA VAC EX</td>
<td>Non-taxable vacation premium</td>
</tr>
<tr>
<td>PRIMA VAC GR</td>
<td>Taxable vacation premium</td>
</tr>
</tbody>
</table>
### Earning

<table>
<thead>
<tr>
<th>Earning</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC DIS RETR</td>
<td>Vacations retro</td>
</tr>
<tr>
<td>VAC DISFRUT</td>
<td>Vacations</td>
</tr>
<tr>
<td>VAC PAG RTRO</td>
<td>Paid vacations retro</td>
</tr>
<tr>
<td>VAC PAGADAS</td>
<td>Paid vacations</td>
</tr>
</tbody>
</table>

### Delivered Vacation Deductions

This table lists the delivered vacation deductions for Mexico:

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROV PMA VAC</td>
<td>Vacation premium provision</td>
</tr>
<tr>
<td>PROV VACAC</td>
<td>Vacation provision</td>
</tr>
</tbody>
</table>

### Delivered Vacation Entitlements

This table lists the delivered vacation entitlements element for Mexico:

<table>
<thead>
<tr>
<th>Vacation Entitlement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC ANIV</td>
<td>Vacations anniversary</td>
</tr>
</tbody>
</table>

### Delivered Vacations Take

This table lists the delivered vacation takes element for Mexico:

<table>
<thead>
<tr>
<th>Vacations Take</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC DISFRUTE</td>
<td>Vacations take</td>
</tr>
</tbody>
</table>

### Delivered Vacation Process Lists

This table lists the delivered vacation process lists element for Mexico:

<table>
<thead>
<tr>
<th>Process List</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUSENTISMOS</td>
<td>Absence process</td>
</tr>
</tbody>
</table>

**Note:** The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Mexico.
Related Links
"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)
Chapter 17

Tracking Overtime

Understanding Overtime

In Mexico, employees are paid overtime for:

• Regular overtime
• Holidays worked
• Days off worked

To define overtime:

1. Define the overtime calendar for your pay group on the Pay Group OVT Calendars MEX page.

2. Define the overtime parameters for your pay group on the Pay Group OVT Parameters MEX page.

   This includes information such as the maximum overtime that is going to be paid double. For example, let's say that the maximum number of double hours of overtime per week is 9. If an employee works 12 hours of overtime in one week, then the first 9 hours will be calculated at a double rate, and the remaining 3 hours will be calculated at a triple rate.

3. Record overtime hours worked for employees either daily or weekly on the Enter Overtime MEX page.

   When capturing the total number of overtime hours for a day, the system automatically splits the hours into double and triple rates, as defined by the maximum limits on double and triple hours, taking into consideration all the weekly and daily overtime parameters.

   The system captures the total number of overtime hours for a week in the same way as for a day, but splits the hours for the week, instead of for the day. For example, if an employee works 12 hours of overtime in one week, then the first 9 hours will be calculated at a double rate, and the remaining 3 hours will be calculated at a triple rate. Only the weekly parameters are considered for weekly overtime.

4. Generate a report that details overtime for an employee on the Overtime MEX page.

   You can specify to generate the report daily (with detail) or weekly (without detail).

Related Links

Pay Group OVT Calendars MEX Page
Pay Group OVT Parameters MEX Page
Entering Overtime
Overtime MEX Page
Entering Overtime

Page Used to Enter Overtime

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Overtime MEX Page</td>
<td>GPMX_OVR_DAILY</td>
<td>Enter daily or weekly overtime for an employee.</td>
</tr>
</tbody>
</table>

Recording Overtime

Some companies prefer to record overtime on a daily basis and other companies prefer to record it on a weekly basis. Depending on what your business process is, you can record overtime for your employees either daily or weekly. Each employee's overtime record is keyed by pay group, year, week, calendar ID, and the employee's ID and record number.

The formula for calculating overtime is the number of overtime hours worked times the hourly rate times 2 or 3 depending on the overtime parameters you've defined on the Overtime Parameters page.

The system automatically updates positive input records for the employee to synchronize with daily and weekly overtime entries. Also, when you make changes to previously entered overtime and save, the system updates the positive input accordingly.

**Note:** For each overtime record that you create for an employee, you must select whether to create daily or weekly overtime entries. If you save overtime details and later change between daily and weekly overtime for the employee's specific overtime record, the system deletes the previously saved data.

Enter Overtime MEX Page

Use the Enter Overtime MEX page (GPMX_OVR_DAILY) to enter daily or weekly overtime for an employee.

**Navigation**

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Enter Overtime MEX
Chapter 17 Tracking Overtime

Image: Enter Overtime MEX page: Hours Detail tab (daily overtime)

This example illustrates the fields and controls on the Enter Overtime MEX page: Hours Detail tab (daily overtime). You can find definitions for the fields and controls later on this page.

![Image: Enter Overtime MEX page: Hours Detail tab (daily overtime)]

Image: Enter Overtime MEX page: Job Code and Department Overrides tab (daily overtime)

This example illustrates the fields and controls on the Enter Overtime MEX page: Job Code and Department Overrides tab (daily overtime). You can find definitions for the fields and controls later on this page.

![Image: Enter Overtime MEX page: Job Code and Department Overrides tab (daily overtime)]

Data

Empl ID (employee ID) Enter the employee ID of the employee for whom the overtime is being recorded.

Empl Rcd# (employee record number) Enter the employee record number of the employee for whom the overtime is being recorded.

Only Weekly Overtime Select to enter weekly overtime only on this page. Deselect to enter daily overtime and have the system automatically calculate the weekly overtime values. Depending on your selection, the system displays on the page only the fields that are specific for entering daily or weekly overtime.

Weekly Overtime

Double Hours, Double Hours Taxbl (double hours taxable), Triple Hours, Based on the information that you enter in the Daily Overtime grid, the system automatically calculates the rates for these
Holiday Hours, Exc Hours (excess hours), and Day Off Hours hours and displays the result to the right of the corresponding field.

Daily Overtime – Hours Detail

Date
Enter the date when the overtime occurred.

Overtime Hours
Enter the number of overtime hours the employee worked.

Holiday Hours
Enter the number of overtime hours the employee worked on a holiday.

Day Off Hours
Enter the number of overtime hours the employee worked on a scheduled day off.

Override Hourly Rate
Select for a specific overtime entry to override the hourly rate value for that overtime entry. The Hourly Rate field becomes available for edit.

Hourly Rate
The system displays the employee's hourly rate. If you selected to override the hourly rate for the overtime entry, enter the new hourly rate.

Note: The system splits the double and triple overtime hours, based on the values you defined on the Overtime Parameters page.

Daily Overtime – Job Code and Department Overrides

Business Unit and Description
Enter the employee's business unit.

Override Job Code
Select for a specific overtime entry to override the job code value for that overtime entry. The Job Code field becomes available for edit.

Job Code and Description
The system displays the employee's job code. If you selected to override the job code for the overtime entry, enter the new job code.

Override Department
Select for a specific overtime entry to override the department value for that overtime entry. The Department field becomes available for edit.

Department and Description
The system displays the employee's department. If you selected to override the department for the overtime entry, enter the new department.
Example of Enter Overtime MEX Page with Only Weekly Overtime Selected

This example illustrates the fields and controls on the Enter Overtime MEX page when the Only Weekly Overtime check box is selected. You can find definitions for the fields and controls later on this page.

![Image: Enter Overtime MEX page (weekly overtime)]

**Data**

**Empl ID** (employee ID) Enter the employee ID of the employee for whom the overtime is being recorded.

**Empl Rcd#** (employee record number) Enter the employee record number of the employee for whom the overtime is being recorded.

**Only Weekly Overtime** Select to enter weekly overtime only on this page. Deselect to enter daily overtime and have the system automatically calculate the weekly overtime values. Depending on your selection, the system displays on the page only the fields that are specific for entering daily or weekly overtime.

**Hourly Rate** Enter the hourly rate for the weekly overtime. You'll use an hourly rate to calculate overtime.

**Business Unit** Enter the employee's business unit.

**Job Code** Enter the employee's job code.

**Department** Enter the employee's department.

**Weekly Overtime**

**Double Hours** Enter the total of overtime hours per week that are calculated at a double rate. Once you've entered the Double Hours Total,
the system automatically calculates the overtime amount by multiplying the number of hours times the hourly rate for an employee times 2. The result displays to the right of the corresponding field.

**Triple Hours**

Enter the total of overtime hours per week that are calculated at a triple rate. Once you've entered the Triple Hours Total, the system automatically calculates the overtime amount by multiplying the number of hours times the hourly rate for an employee times 3. The result displays to the right of the field.

**In Excess Hours**

Enter the total in excess hours worked per week. Excess hours are those that are above the first 3 hours a day and on the first three days with overtime in a week, and are beyond the first 9 hours in a week. You can decide if these excess hours will be paid a double or triple rate on the Overtime Parameters page. The system automatically calculates the total overtime amount by multiplying the number of hours times the hourly rate for an employee and displays the result to the right of the field.

**Double Hours Taxable**

Enter the total of overtime hours per week that are calculated at a double rate and taxable. Once you've entered the Double Hours Taxable Total, the system automatically calculates the overtime amount by multiplying the number of hours times the hourly rate for an employee times 2. The result displays to the right of the corresponding field.

**Holiday Hours**

Enter the total amount of holiday hours worked per week. When you enter a holiday, the system checks the parameters defined in the Holiday Schedule to see if the date corresponds to a holiday. The system automatically calculates the overtime amount by multiplying the number of hours times the hourly rate for an employee times 2. The result displays to the right of the field.

---

**Note:** Holiday Schedule parameters are defined on the Pay Group Name page.


**Day Off Hours**

Enter the total amount of hours worked on a scheduled day off per week. The system checks if the entered Day Off effectively corresponds to the parameters of the Day Off that were previously defined in the work schedule for each employee. The system automatically calculates the overtime amount by multiplying the number of hours times the hourly rate for an employee times 2. The result displays to the right of the field.
Integrating Overtime Pay to the Variable SDI Base

For social security base purposes, overtime is divided into three categories:

- Non-integrating overtime.
  This is the total of overtime hours per week that are calculated as double. This overtime has a limit of no more than 3 hours a day and 3 times a week according to the parameters defined on the Overtime Parameters page.

- Integrating overtime beyond three hours a day.
  These hours are paid as double and will integrate 100 percent to the variable SDI base.

- Integrating overtime beyond nine hours a week.
  These hours are paid as triple and will integrate 100 percent to the variable SDI base.

The system calculates overtime in this way:
1. Determines all the number of hours that fall in each of these categories.
2. Calculates the amount per hour according to the daily salary.
3. Multiplies the rate per hour that results for the hours in each category.

Taxing Overtime

Part of overtime pay is taxable and part of it is non-taxable. This depends on the type of worker:

- Minimum salary workers.
- Above minimum salary workers.

For minimum salary workers, all double hours below three hours daily and up to three times a week is non-taxable. The remainder of overtime is taxed at 100 percent.

For above minimum salary workers, 50 percent of the overtime is non-taxable up to 5 times the minimum wage. This means that while 50 percent is not greater than 5 times the minimum wage for each overtime week, everything above this limit should be taxable.

Example of Non-Taxable Overtime for Minimum Salary Workers

Hourly rate = 5.65 MXN

Overtime hours worked in one week (9 hours double and 2 hours triple) = 11 hours

Double overtime hours earned = 9 hours x 5.65 = 50.85 x 2 (double) = 101.70 MXN (non-taxable)

Triple overtime hours earned = 2 hours x 5.65 = 11.30 x 3 (triple) = 33.90 MXN (100 percent taxable)

Non-taxable overtime = 101.70 MXN
Taxable overtime = 33.90 MXN

**Examples of Taxable and Non-Taxable Overtime for Above Minimum Salary Workers**

Example 1:
Minimum wage = 45.24 MXN  
5 times minimum wage = 226.20 MXN  
Overtime in Week 1 = 150.00 MXN  
Taxable overtime = 75.00 MXN  
Non-taxable overtime = 75.00 MXN  

**Note:** The non-taxable portion of overtime is 75.00 MXN, because 75.00 MXN is not greater than 5 times minimum wage (which would be 226.20 MXN).

Example 2:
Minimum wage = 45.24 MXN  
5 times minimum wage = 226.20 MXN  
Overtime in Week 2 = 550.00 MXN  
Taxable overtime = 323.80 MXN  
Non-taxable overtime = 226.20 MXN  

**Note:** The non-taxable portion of overtime is 226.20 MXN, because 275.00 MXN (50 percent of the overtime) is greater than 5 times minimum wage (226.20 MXN). Therefore, the non-taxable portion of the overtime is capped at 5 times minimum wage.

---

**Running the Overtime Report**

**Page Used to Run the Overtime Report**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime MEX Page</td>
<td>GPMX_RC_OVR001</td>
<td>Provide overtime details for employees.</td>
</tr>
</tbody>
</table>

**Overtime MEX Page**

Use the Overtime MEX page (GPMX_RC_OVR001) to provide overtime details for employees.

With this report, you have two options:

- From week to week with daily details.
Chapter 17  Tracking Overtime

- From week to week without daily details.

Navigation

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Overtime MEX

Image: Overtime MEX page

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

<table>
<thead>
<tr>
<th>Overtime MEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Control ID 1</td>
</tr>
<tr>
<td>Report Manager Process Monitor Run</td>
</tr>
<tr>
<td>Report Parameters</td>
</tr>
<tr>
<td>Pay Group</td>
</tr>
<tr>
<td>Select the pay group for which the overtime report will be run.</td>
</tr>
<tr>
<td>Enter the year for which the overtime report will be run.</td>
</tr>
<tr>
<td>First Week</td>
</tr>
<tr>
<td>Enter the first week and last week parameters for the overtime report.</td>
</tr>
<tr>
<td>Details</td>
</tr>
<tr>
<td>Select if you want to have daily details in the overtime report.</td>
</tr>
</tbody>
</table>

Viewing Delivered Overtime Earnings

Global Payroll for Mexico delivers these earnings to calculate overtime:

<table>
<thead>
<tr>
<th>Earning</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D TRA DIA RE</td>
<td>Daily Worked Day Off Ret</td>
</tr>
<tr>
<td>DES TRAB DIA</td>
<td>Daily Worked Day Off</td>
</tr>
<tr>
<td>DES TRAB SEM</td>
<td>Weekly Worked Day Off</td>
</tr>
<tr>
<td>DESCAN TRAB</td>
<td>Worked Day Off</td>
</tr>
<tr>
<td>F TRA DIA RE</td>
<td>Daily Worked Holiday Ret</td>
</tr>
<tr>
<td>FES TRAB DIA</td>
<td>Daily Worked Holiday</td>
</tr>
<tr>
<td>Earning</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>FES TRAB SEM</td>
<td>Weekly Worked Holiday</td>
</tr>
<tr>
<td>FESTIVO TRAB</td>
<td>Worked Holiday</td>
</tr>
<tr>
<td>T EX D G D R</td>
<td>Daily Double Overtime Tax Ret</td>
</tr>
<tr>
<td>T EX D G DIA</td>
<td>Daily Taxable Double Overtime</td>
</tr>
<tr>
<td>T EX D G SEM</td>
<td>Weekly Taxable Double Overtime</td>
</tr>
<tr>
<td>T EX DOB D R</td>
<td>Daily Double Overtime Ret</td>
</tr>
<tr>
<td>T EX DOB DIA</td>
<td>Daily Double Overtime</td>
</tr>
<tr>
<td>T EX DOB SEM</td>
<td>Weekly Double Overtime</td>
</tr>
<tr>
<td>T EX EXE SEM</td>
<td>Weekly Non Taxable Overtime</td>
</tr>
<tr>
<td>T EX TRI D R</td>
<td>Daily Triple Overtime Ret</td>
</tr>
<tr>
<td>T EX TRI DIA</td>
<td>Daily Triple Overtime</td>
</tr>
<tr>
<td>T EX TRI SEM</td>
<td>Weekly Triple Overtime</td>
</tr>
<tr>
<td>T EXTRA D GR</td>
<td>Taxable Double Overtime</td>
</tr>
<tr>
<td>T EXTRA DOBL</td>
<td>Double Overtime</td>
</tr>
<tr>
<td>T EXTRA DT</td>
<td>Double-Triple Overtime</td>
</tr>
<tr>
<td>T EXTRA EXEN</td>
<td>Non Taxable Overtime</td>
</tr>
<tr>
<td>T EXTRA GRAY</td>
<td>Taxable Overtime</td>
</tr>
<tr>
<td>T EXTRA TRIP</td>
<td>Triple Overtime</td>
</tr>
<tr>
<td>TOT TMPO EXT</td>
<td>Overtime Total</td>
</tr>
</tbody>
</table>

All the earnings named SEM are elements you should use. These earnings are intended to serve as a bridge between the input pages for overtime and the positive input they generate. For example, if you enter 3 double overtime hours, it will be stored in the T EX DOB SEM earning as positive input, and later, it will be processed in the T EXTRA DOBL earning and other earnings (taxable and non-taxable).

TE FM EXENTO is a PeopleSoft-delivered formula. It calculates the taxable and non-taxable portion for all the overtime earnings (double, holiday, days off worked). This calculation is executed separately every week.

**Note:** The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Mexico.
Related Links
"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)
Understanding Termination Payments

Prerequisites

Because it is common for some payments to be made only upon termination and some standard earnings might not be processed as part of termination pay, you must define exactly which earnings should be paid in response to a termination.

Before termination earnings or deductions can be processed, you must:

• Define your termination versions.

  Termination versions are the set of reasons for termination, layoff, or completion of contract that are considered sufficient to trigger a set of termination payments and deductions.

• Define the earnings and deductions to process upon termination (or layoff and completion) by associating each element with one or more termination versions.

• Use the delivered generation control element LF GC VER FINIQ to trigger the processing of each termination earning and deduction only when the action and reason for a payee's termination match the termination version associated with the earning or deduction.

• Identify the terminated payees and enter the appropriate action/reason for termination on the Job Data pages in HR.

• Define whether the Salary Credit will be considered for tax calculation, either at the payee level or calendar ID level, by using the delivered Salary Credit in Terminations variable (LF VR CRED SAL). The Salary Credit in Terminations variable has a default value of Y to include the salary credit in the termination tax calculation. The Salary Credit in Terminations variable should be changed to N if the salary credit is not considered for termination tax calculation.

Related Links

Understanding Termination Setup

Termination Payments

In Mexico, when you terminate a payee, you might need to make the following payments:

• Regular earnings and deductions that are due for the termination period.

• Compensation for unused paid vacation days and the vacation premium.

  The system multiplies the DAILY RT (system element) by the proportional worked days in the year times the number of vacation days, as of the termination day or anniversary date.
If the payee's seniority anniversary occurs during the termination pay period, the system calculates the corresponding days in an array using the new seniority years.

To calculate the vacation premium, the system multiplies this result by the premium percentage.

- Compensation for the Christmas bonus.
  
The system prorates worked days in the year to calculate the corresponding Christmas bonus pay.

- Severance pay or other compensation due to special termination earnings, according to the termination version selected for the payee.

- Amount owed for all unpaid loans, independent of each other.
  
  This amount is automatically deducted from the last payslip.

**Note:** Termination payments can be calculated in either a regular payroll or an off-cycle payroll.

For Global Payroll for Mexico, the payroll process generates termination payments based on the last day that an employee works, which is one day prior to the termination date. The termination date is equal to the effective date of the TER (termination) action on the employee's JOB_DATA record (Job Data component).

When you enter a TER action, the system invokes the JOB retro trigger for processing of the employee's termination pay. To ensure that the payroll process uses the date one day prior to the termination date for termination payment processing, the delivered JOB retro trigger for terminations offsets the termination date by -1 for actions that equal TER. This is set by the Offset Days field value on the Trigger Definitions – Field Values page.

### Running the Termination/Layoff Letters Report

**Page Used to Run the Termination/Layoff Letters Report**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Term/Layoff Letters MEX Page</td>
<td>GPMX_RC_TERMREP</td>
<td>Generates either a termination letter or a layoff letter, depending on the option you select.</td>
</tr>
</tbody>
</table>

**Create Term/Layoff Letters MEX Page**

Use the Create Term/Layoff Letters MEX page (GPMX_RC_TERMREP) to generate either a termination letter or a layoff letter, depending on the option you select.

**Navigation**

Global Payroll & Absence Mgmt > Termination Processing > Create Term/Layoff Letters MEX
This example illustrates the fields and controls on the Create Term/Layoff Letters MEX page. You can find definitions for the fields and controls later on this page.

**Letter Type**

Select Termination or Layoff depending on the type of letter being generated.

---

**Viewing Delivered Termination Elements**

This topic discusses:

- Delivered termination earnings.
- Delivered termination process lists and sections.

**Delivered Termination Earnings**

PeopleSoft delivers these delivered earnings that you can create to process termination pay.

**Note:** The delivered termination earnings for Mexico are defined as PeopleSoft Delivered/Not Maintained. This enables you to modify them to fit your needs. You can also create new termination elements using the delivered elements as your guide.

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 DIAS X AÑO</td>
<td>20 days per year severance</td>
</tr>
<tr>
<td>3 MESES</td>
<td>3 months salary severance</td>
</tr>
<tr>
<td>AGUINALDO</td>
<td>Christmas bonus</td>
</tr>
<tr>
<td>LIQUIDAC EX</td>
<td>Nontaxable severance</td>
</tr>
<tr>
<td>Earnings</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>LIQUIDAC GR</td>
<td>Taxable severance</td>
</tr>
<tr>
<td>LIQUIDACION</td>
<td>Severance total</td>
</tr>
<tr>
<td>PMA VAC PACT</td>
<td>Current year proportional vacation premium</td>
</tr>
<tr>
<td></td>
<td>(Corresponding portion based on January 1 of the year and the termination date divided by 365.)</td>
</tr>
<tr>
<td>PMA VAC PANV</td>
<td>Anniversary proportional vacation premium</td>
</tr>
<tr>
<td></td>
<td>(Corresponding portion based on the most recent anniversary date and the termination date divided by 365.)</td>
</tr>
<tr>
<td>PRIMA ANTIG</td>
<td>Seniority premium severance</td>
</tr>
<tr>
<td>SALDO PMAVAC</td>
<td>Unpaid vacation premium balance</td>
</tr>
<tr>
<td>SALDO VACAC</td>
<td>Unpaid vacations balance</td>
</tr>
<tr>
<td>VAC PROP ACT</td>
<td>Actual year proportional vacations</td>
</tr>
<tr>
<td></td>
<td>(Corresponding portion based on January 1 of the year and the termination date divided by 365.)</td>
</tr>
<tr>
<td>VAC PROP ANV</td>
<td>Anniversary proportional vacations</td>
</tr>
<tr>
<td></td>
<td>(Corresponding portion based on the most recent anniversary date and the termination date divided by 365.)</td>
</tr>
</tbody>
</table>

**Delivered Termination Process Lists and Sections**

The preceding list of termination earnings can be found in the sections LIQ Y FINIQUITOS and SALDO VACACIONES.

The process list containing termination elements for Mexico is NOMINA.

**Note:** The PeopleSoft system delivers a query that you can run to view the names of all delivered elements that are designed for Mexico.

**Related Links**

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

Garnishments are typically defined in one of these ways:

- As a percent of total of gross earnings.
- As a fixed quantity.
- As a percentage of net pay.
- As the total amount or percentage of a fixed set of earnings or deductions.
- As a percentage of the payee's compensation.

Global Payroll for Mexico delivers five sample garnishment elements. You can modify these elements to fit your needs, or use them as models for creating your own garnishments.

**Note:** These garnishment types apply to all kinds of payroll processes: regular payroll, special payrolls, Christmas bonuses, termination pay, and so forth.

Calculation of Garnishments

Global Payroll for Mexico delivers the deduction element PENSION ALIM to calculate garnishments. To trigger this garnishment, you must assign the garnishment to a payee using the Earning/Deduction Assignment page, because the definition of the garnishment element is *By Payee* in the garnishment element group KY DED GRALES.

Creation of New Garnishments

If you need to create your own garnishment, use the delivered garnishment PENSION ALIM as the model. To create a new garnishment:

1. Create a deduction defined as Base times Percent on the Calculation page in the Deduction component.

2. To calculate the base, first create an accumulator (for example, the delivered accumulator PERC PENSION ALIM) containing all of the earnings on which the garnishment is based minus all pretax deductions (for example, the delivered accumulator DED PENSION AI).

3. This accumulator is the base for the garnishment tax, so you should then create a formula to apply tax formulas to this base (for example, the delivered formula PA FM IMP PERC).
The garnishment base is then the earnings accumulator (PERC PENSION ALIM) minus the taxes generated by this accumulator (PA FM IMP PERC), minus the accumulator that contains the deductions after taxes (for example, the delivered accumulator DED PENSION DI).

4. Assign this deduction to a recipient using the Recipients page in the Deductions component.

**Related Links**

"Earnings - Calculation Page" (PeopleSoft HCM 9.2: Global Payroll)
"Deductions - Recipient Page" (PeopleSoft HCM 9.2: Global Payroll)
"Element Assignment By Payee Page" (PeopleSoft HCM 9.2: Global Payroll)

---

**Delivered Garnishment Elements**

*Note:* The delivered garnishments for Mexico are defined as PeopleSoft Delivered/Not Maintained. Therefore, you can modify the elements to fit your needs. You can also create new garnishment elements using the delivered elements as your guide.

**Delivered Garnishment Deductions**

Global Payroll for Mexico delivers five garnishment elements:

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENSION ALIM</td>
<td>This element is used to calculate a garnishment (deduction) defined as a percentage of a base (Base times Percent). The base is returned by the formula PA FM BASE PENSION, and the percentage is contained in the variable PA VR % PENSION 1.</td>
</tr>
</tbody>
</table>

The formula PA FM BASE PENSION returns the value of the garnishable base. It is calculated by subtracting the formula PA FM IMP PERC and the accumulator DED PENSION DI from the accumulator element PERC PENSION ALIM (PA FM BASE PENSION = PERC PENSION ALIM – PA FM IMP PERC – DED PENSION DI).

| PERC PENSION ALIM: Accumulator storing garnishable earnings minus pretax deductions. (Pretax deductions are contained in the accumulator DED PENSION AL) |
| PA FM IMP PERC: Formula that calculates the garnishment tax (a tax on the garnishment base stored in the accumulator PERC PENSION ALIM). |
| DED PENSION DI: Accumulator containing after tax deductions. |

*Note:* In the delivered garnishment element PENSION ALIM, the percentage is a variable that can be changed as required, or it can be overridden at the payee level.
### Deduction

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> You must select the elements that form the base of this garnishment by adding them to the accumulator PERC PENSION ALIM. In addition, add the taxable part of these elements to the accumulator BASE IMP PEN ALIM, which is used in the formula PA FM IMP PERC.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> To trigger this garnishment, you must define the garnishment (deduction) recipients. To define deduction recipients, define a recipient ID on the Deduction Recipients page in Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; Banking &gt; Deduction Recipients. Then, assign the recipient ID to individual payees on the Assign Deduction Recipients page in Global Payroll &amp; Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Assign Deduction Recipients.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENSION C FI</td>
<td>This element is used to calculate a garnishment with a calculation rule of Amount. The amount is assigned at the payee level.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENSION NETO</td>
<td>This element is used to calculate a garnishment defined as a percentage of net pay—that is, a garnishment with a calculation rule of Base times Percent, in which the base is the net pay accumulator NETO. The percentage is contained in the variable PA VR % PENSION 2.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENSION T – I</td>
<td>This element is used to calculate a garnishment defined as a percentage of Total Earnings – Taxes (that is, a garnishment with a calculation rule of Base times Percent). The base is calculated by the formula PA FM PENSION T-I (Total Earnings minus ISR Taxes minus IMSS Taxes, or TOTAL PERCEPCIONES – ISR RETENIDO – CUOTAS CYV – CUOTAS EYM). The percentage is contained in the variable PA VR % PENSION 3.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENSION TOT</td>
<td>This element is used to calculated a garnishment defined as a percentage of total earnings—that is, a garnishment with a calculation rule of Base times Percent, in which the base is the total earnings accumulator TOTAL PERCEPCIONES. The percentage is contained in the variable PA VR % PENSION 4.</td>
</tr>
</tbody>
</table>

### Delivered Garnishment Process Lists and Sections

The section containing garnishments for Mexico is DESPUES IMPUESTOS. This section is encountered in these process lists:

<table>
<thead>
<tr>
<th>Process List</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOMINA</td>
<td>Main process list for payroll elements</td>
</tr>
<tr>
<td>NOMINA ESPECIAL</td>
<td>Special payroll process list</td>
</tr>
</tbody>
</table>
Note: The PeopleSoft system delivers a query that you can run to view the names of all delivered elements that are designed for Mexico.

Related Links
"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)
Chapter 20

Understanding Net-To-Gross Payments

Net-to-Gross Processing

Net-To-Gross Earnings Elements

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

As part of this feature, Global Payroll for Mexico provides two earnings elements:

- PIRAMIDADO
- EXC PIRAMID

PIRAMIDADO is used for paying the net amount. The PIRAMIDADO earning contributes to the PIRAMIDADOS accumulator, which is the element used in formulas to arrive at the required net.

You enter the PIRAMIDADO earnings amount using positive input or with the Earning/Deduction Assignment page. The system calculates the amount by which it must gross-up earnings to have the required net after deducting taxes. It then assigns that amount, discounting the PIRAMIDADOS accumulator, to the EXC PIRAMID earning. The two earnings make up the gross pay. The PIRAMIDADO earnings element is assigned to the PIRAMID PERC/DED section of the NOMINA process list before the gross-to-net sub-process begins. This is where the EXC PIRAMID earnings element is calculated.

To summarize:

- PIRAMIDADO + EXC PIRAMID = Gross Pay
- PIRAMIDADO = Net Pay
- EXC PIRAMID = Additional amount needed to reach net pay

Determining Whether a Net-to-Gross Calculation is Required

When PIRAMIDADO earnings are resolved, these earnings add to the gross-up accumulator PIRAMIDADOS, which contains the resolved value of the PIRAMIDADO earnings element after taxes and other deductions. In the PIRAMIDADO SEC section, a conditional formula determines that grossing-up is required if the gross-up accumulator has a value.

Actual Net Pay and Target Net Pay

To determine when the gross-up process is complete, the system compares the current net pay amount (the net pay element defined in the process list) against the target net amount. The target net is the sum of the...
net pay element before processing the PIRAMIDADO SEC section and the PIRAMIDADOS accumulator (NET + PIRAMIDADOS).

In each iteration of the gross-up, the process produces a new net based on the new gross amount.

When the current and target net are the same, the process of calculating the gross pay is complete.

**Upper and Lower Limits**

Global Payroll for Mexico calculates upper and lower limits as part of the gross-up process. These limits are the values between which earnings PIRAMIDADO + EXC PIRAMID falls. In each iteration of the gross-up, the earning EXC PIRAMID takes a value between the Lower Limit – PIRAMIDADO and the Upper Limit – PIRAMIDADO.

For example:

Suppose that you want to pay a PIRAMIDADO amount of 1,000.00.

The first time that limits are calculated, the upper and lower limits are:

- Upper Limit: 1,000 × 1.6 = 1,600.00
- Lower Limit: 1,000

Therefore, in the first iteration, the EXC PIRAMID values are between 0 and 600.

In each iteration, the gross amount varies, depending on the PIRAMIDADO and EXC PIRAMID values.

**PIRAMIDADO Earning Calculation**

After the system determines that a gross-up is required, it starts the calculation by treating the PIRAMIDADOS accumulator as if it is the lower value that PIRAMIDADO + EXC PIRAMID can take, and the 160 percent PIRAMIDADOS accumulator as the upper value that earnings PIRAMIDADO + EXC PIRAMID can take.

The system processes the limits that are being changed to ensure that they enclose the target value for the EXC PIRAMID earnings element. It validates the upper amount, deducting taxes, to get a new net amount—the upper net—and verifies that the target net is between the lower net and upper net. The same validation is made if the lower limit is the one that is changing.

If the validation returns a value of false, the system is searching in the wrong range, and the lower and upper limit values must be redefined.

EXC PIRAMID takes its value during each iteration of the formula:

\[ ((\text{Lower Limit}) + (\text{Upper Limit})) / 2 – \text{PIRAMIDADOS} \]

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 upper or lower limit, deducts the taxes from it, and arrives at a new actual net, which it compares to the target net. The iterations—or loops—continue, with the actual net coming closer to the target net with each loop, until the actual and target net are the same.
The Net-to-Gross Process Sequence

The net-to-gross process sequence is:

1. You enter the bonus amount by positive input as the earnings PIRAMIDADO.

2. The PIRAMIDADO earnings are resolved in the PIRAMID PERC/DED section and added to the accumulator PIRAMIDADOS.

3. The PIRAMIDADO SEC subprocess section in the NOMINA process list contains the conditional formula PI FM EJECUTAR.

   If the formula finds that the PIRAMIDADOS accumulator is not zero and, therefore, a gross-up must be done on this accumulator, it invokes the PIRAMIDADO SEC subprocess section.

4. The formula PI FM LIM INICIAL, the first element in the PIRAMIDADO SEC section, sets the variable PI VR NETO PIRAMID to the value of the current net plus the PIRAMIDADOS accumulator.

   This value remains constant during subsequent processing. The formula PI FM LIM INICIAL also sets the values of the upper and lower limits (upper and lower values for the earnings PIRAMIDADO + EXC PIRAMID).

5. The earnings element EXC PIRAMID is the second element of the PIRAMIDADO SEC section.

   With this element, the PIRAMIDADO SEC section initiates the gross-to-net subprocess governed by the conditional formula PI FM CONTINUAR.

6. The conditional formula PI FM CONTINUAR in the PIRAMIDADO SEC section compares the constant value of PI VR NETO PIRAMID (set in Step 4) with the value of the new net (which has the new calculated taxes subtracted from it).

7. If the formula PI FM CONTINUAR returns FALSE (0), meaning that there is no difference is a minimum difference of -1 or +1 between PI VR NETO PIRAMID and the new calculated net, the process stops. The formula returns TRUE (1) if it runs and determines new upper or lower limit values depending on positive or negative differences. The value of PI VR EXC PIRAMID is the amount by which the net is increased to produce the taxable gross.

   Note: You can vary +1 or -1 range depending on the precision required on your gross to net calculation.

8. The section element IMPUESTOS FED is the third element of the PIRAMIDADO SEC section.

   The tax deductions are calculated in the IMPUESTOS FED section to produce a new actual net.

9. The conditional formula PI FM EXC PIRAM in the IMPUESTOS FED section compares the constant value of PI VR NETO PIRAMID (set in Step 4) with the value of the upper and the lower limits.

   This determines whether the target net is still between the limits. If the target net is not between these limits, the formula recalculates the limits.

10. The tax deductions are calculated in the IMPUESTOS FED section to produce a new actual net.
11. The loop process of calculating a new gross, deducting taxes to produce a new net balance, and comparing the balance to the constant PI VR NETO PIRAMID continues until the actual net is closer to the target net ($-1 \leq x \leq 1$).

12. When the looping stops, the formula PI FM CONTINUAR checks to see that there is no difference between PI VR NETO PIRAMID and the new net.

If there is no difference, the formula resolves to FALSE, indicating that the system has calculated the correct gross-up figure. The system goes through the loop a maximum of fifteen times. If it fails to calculate the gross amount correctly within that limit, you must remove the PIRAMIDADO earning amount, calculate the gross manually, and pay it using the earnings element of your choice.

**Example: Calculating the PIRAMIDADO Earnings and Gross Pay**

This example is based on a positive input entry of 500 to the PIRAMIDADO earnings. The value of the PIRAMIDADOS accumulator becomes 500.

The PIRAMIDADO SEC section is run because the PIRAMIDADOS accumulator is greater than zero.

Suppose that the net result before the PIRAMIDADO earning resolves to 5,000.00, so the new target net is 5,500.00 (net before PIRAMIDADO + 500.00 [PIRAMIDADO]).

New upper and lower limits must be set:

- Lower Limit: PIRAMIDADOS = 500 MXN
- Upper Limit: 160 percent PIRAMIDADOS = 500 × 1.6 = 800

These two earnings are used to calculate the new net:

- PIRAMIDADO, which is entered through positive input or earnings and deduction assignment.
- EXC PIRAMID, which is used to find the target net.

To ensure that you reach the target net, PIRAMIDADO should be between 500 and 800. Therefore, EXC PIRAMID has a value between 0 and 300.

---

**Delivered Net-to-Gross Elements**

**Delivered Gross-to-Net Earnings**

PeopleSoft delivers these gross-to-net earnings.

<table>
<thead>
<tr>
<th>Earning</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIRAMIDADO</td>
<td>This element is used to pay the net amount through positive input.</td>
</tr>
<tr>
<td>EXC PIRAMID</td>
<td>This element contains the amount by which the system must gross-up pay to have the required net after deducting taxes.</td>
</tr>
</tbody>
</table>
Delivered Net-to-Gross Process Lists and Sections

The NOMINA process list contains these net-to-gross sections.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIRAMID PERC/DED</td>
<td>This section includes the earnings element PIRAMIDADO.</td>
</tr>
<tr>
<td>PIRAMIDADO SEC</td>
<td>This section includes the earnings element EXC PIRAMID.</td>
</tr>
<tr>
<td></td>
<td>This is a Payroll Process Only section of the subprocess type.</td>
</tr>
<tr>
<td></td>
<td>As a subprocess section, it enables iterative processing to occur within it (that is, recursive calling of the IMPUESTOS FED section can take place).</td>
</tr>
<tr>
<td>IMPUESTOS FED</td>
<td>This section calculates the tax on the gross pay (the sum of previous gross plus PIRAMIDADO and EXC PIRAMID earnings).</td>
</tr>
</tbody>
</table>

**Note:** The PeopleSoft system delivers a query that you can run to view the names of all delivered elements that are designed for Mexico.

**Related Links**

"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)
Defining Results Adjustments and Reversals

Understanding Results Adjustments

In Global Payroll, you can adjust an employee's pay results with the retro feature. With result adjustment, you can make changes to an employee's pay after finalization. For example, if a special deduction has to be applied to an employee's results right before calculation, you can do so by adding this deduction in the Positive Input page in the core application.

**Note:** There is no special setup required for results adjustments. It is done through regular retro processing.

There are two types of adjustments:

- **Positive adjustment** – when additional pay needs to be made to the employee.
- **Negative adjustment** – when an employee's pay needs to be deducted.

Both positive and negative adjustments are handled with retro triggers that are defined in the core application. If it's a payroll adjustment, you can make the adjustment through positive input. If it's an absence adjustment, you can make the adjustment through the Absence Entry page.

**Related Links**

"Understanding Positive Input" (PeopleSoft HCM 9.2: Global Payroll)
"Understanding Triggers" (PeopleSoft HCM 9.2: Global Payroll)
"Adjusting and Overriding Entitlement Balances" (PeopleSoft HCM 9.2: Global Payroll)
Chapter 22

Processing Banking

Understanding the Banking Process

In Global Payroll, banking setup starts in the core application and continues with processing in Global Payroll for Mexico. Before reading this documentation, it is strongly recommended that you read the banking feature in the Global Payroll core documentation.

Before running the banking process for Mexico, you must set up basic banking information in the core application, such as:

- Defining bank information, such as bank name, address, and ID.
- Defining EFT formats.
- Identifying source banks and linking source banks to pay entities.
- Defining deposit schedules.
- Defining recipients.

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

After running a payroll, funds are sent to the bank, along with instructions for payment. The bank needs to know who is going to be paid, how much they are to be paid, and which bank the wages are paid to. This information is extracted from the core application and stored in the Mexican payroll files, based on a list of payees corresponding to those in the last payroll run. A file is created with a line for each payee, containing a name, bank account number and amount of money. This file must be sent to the bank that then distributes the funds.

Note: Global Payroll for Mexico supports six major Mexican banks: Banamex, Bancomer, Bancrecer, Banorte, Bital, and Scotiabank.

To process banking in Global Payroll for Mexico:

1. Launch the banking process on the Run Payment Prep Process MEX page.

   The banking process includes launching PS_JOB which groups two different Application Engines: the core Global Payroll application and the Global Payroll for Mexico application. The GP_PAYMENT and GPMX_PAYMENT output tables are populated.

2. Launch the process to build the EFT file and generate the banking report on the Create EFT Payment File MEX page.

   An SQR, called GPMXBA01, is run. An EFT file is generated, containing the details of each payment from the payroll run. The EFT file must be sent to the bank so that the funds can be transferred to
payees' bank accounts. This SQR also generates a report with payment details for validation purposes. You can review and store the payment details.

**Note:** Each bank in Mexico has a different flat file format. Global Payroll for Mexico has the flexibility to generate these different formats for six of the major banks in Mexico: Banamex, Bancomer, Bancrecer, Banorte, Bital, and Scotiabank.

---

### Defining the Banking Process

**Page Used to Define Banking in Mexico**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Payment Prep Process MEX Page</td>
<td>GPMX_BANK_POPULATE</td>
<td>Launch the processes that populate the GP_PAYMENT and GPMX_PAYMENT records.</td>
</tr>
</tbody>
</table>

**Run Payment Prep Process MEX Page**

Use the Run Payment Prep Process MEX page (GPMX_BANK_POPULATE) to launch the processes that populate the GP_PAYMENT and GPMX_PAYMENT records.

**Navigation**

Global Payroll & Absence Mgmt > Payment Processing > Run Payment Prep Process MEX

**Image: Run Payment Prep Process MEX page**

This example illustrates the fields and controls on the Run Payment Prep Process MEX page. You can find definitions for the fields and controls later on this page.
Note: The fields on the Payment Preparation MEX page are the same as the Run Payment Prep Process page in the core application, except that there is an additional button (Clear Data) on the Payment Preparation MEX page. For more information about the Run Payment Prep Process page in the core application, refer to the "Run Payment Prep Process Page" (PeopleSoft HCM 9.2: Global Payroll) topic.

| Clear Data | Select when you want to recalculate the Mexican banking process. If you select Clear Data, you can clear the GPMX_PAYMENT output table and fill it again if there are any changes to the calculation. |

Generating the EFT Payment File and Banking Report

Page Used to Generate the EFT Payment File and Banking Report

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create EFT Payment File MEX Page</td>
<td>GPMX_BANK_EFT</td>
<td>Create an electronic flat file to be transferred (EFT) to the bank and generate a printed report.</td>
</tr>
</tbody>
</table>

Create EFT Payment File MEX Page

Use the Create EFT Payment File MEX page (GPMX_BANK_EFT) to create an electronic flat file to be transferred (EFT) to the bank and generate a printed report.

Navigation

Global Payroll & Absence Mgmt > Payment Processing > Create EFT Payment File MEX > Create EFT Payment File MEX
This example illustrates the fields and controls on the Create EFT Payment File MEX page. You can find definitions for the fields and controls later on this page.

**Calendar Group ID**
Select the Calendar Group ID for which you want to generate a payment file.

**Pay Entity**
Select the pay entity for which you want to generate a payment file.

**Pay Entity Bank Id**
Select the bank by Pay Entity. Option list displays the available banks populated after running the Payment Prep Process MEX.

**Bank Format**
Select the bank. Values are Banamex, BBVA Bancomer, Banorte, HSBC, Scotiabank, and Santander. Depending on which bank you select, additional fields may appear on this page. Each bank may require different information about the bank file transfer. The following table lists the additional fields that appear depending on the bank format you select.

<table>
<thead>
<tr>
<th>Bank Format</th>
<th>Additional Fields that Appear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banamex</td>
<td>File Name, Payment Term, Reference Number, Bank Cust ID, Reference Number E, Message</td>
</tr>
<tr>
<td>Bancomer</td>
<td>File Name, Secondary Reference, Bank Cust ID, Reference Number, Operation Date</td>
</tr>
<tr>
<td>Banorte</td>
<td>File Name, Bank Cust ID</td>
</tr>
</tbody>
</table>
### Bank Format | Additional Fields that Appear
--- | ---
HSBC | File Name, Transfer Type, Batch Reference, Beneficiary Account Reference, Reference Number
**Note:** The Reference Number field is displayed only when Interbank is selected in the Transfer Type field.
Scotiabank | File Name, Bank Cust ID, Reference Number C, Reference Number D, Message
Santander | File Name, Transfer Type, Reference Number
**Note:** The Reference Number field is displayed only when Interbank is selected in the Transfer Type field.

**Note:** Once the GP_PAYMENT table and the GPMX_PAYMENT table are populated, you can launch an SQR that generates the flat file for banking along with a printed report of payment details.

### Related Links
- Global Payroll for Mexico Reports: A to Z
Chapter 23

Managing Off-Cycle Payments

Understanding Off-Cycle Processing

The Off-Cycle Process

Off-cycle processing refers to processing payments and making corrections to payroll results outside of the normal payroll schedule. Off-cycle transactions are usually made to correct prior payments, enter manual payments, or to make early termination payments that can't wait until the next scheduled payroll.

Types of Off-Cycle Transactions

The four types of off-cycle transactions are:

   Manual payments enable you to enter payments that you have calculated and paid outside of the payroll system. Examples include paying a new hire with a manual check, because their pay details were not entered in time for the normal pay run.

2. Corrections.
   Corrections enable you to correct results of any finalized payroll. Examples include reversing a sick leave payment when workers compensation should have been paid.

3. Additional payments.
   Unscheduled payments enable you to enter one-time payments that fall outside the normal payroll process. Examples include one time bonuses or expense reimbursement.

4. Advances.
   Advances enables you to pay payees before their normally scheduled pay run. Examples include salary due on termination.

Recording Manual Payments

Manual Payments are payments that you record for items that you calculate and pay outside of the system, such cash or check payments. When entering manual payments for Mexican payees, it is recommended that all calculations be manually calculated outside the system and then entered. The following areas need to be considered when entering manual payments:

- Selecting the Target Period ID when adding a new off-cycle request.
It is recommended that you select the target period that coincides with a previous finalized calendar or the current open calendar.

- Selecting the Calendar Controlson the Manual Payment Detail page.

The selection of the Payment Date directly affects how elements are accumulated. For example, if you have an accumulator that accrues based on period end date, the payment date may not update the accumulator balances at the right time.

The Period Begin Date and Period End Date default from the Target Period ID. It is recommended that these dates not be changed as the delivered Mexican rules have been designed to calculate using whole periods, and may not automatically segment if a partial period is entered.

- Selecting Processing Controls on the Manual Payment Detail page.

The Run Type defaults from the calendar paid and it is recommended that the default be used. To ensure that the payee's manual payment is processed by the system, the Allow Duplicates check box must be selected on the run type; otherwise, the payee may not be processed again if the system detects that they have already been processed in the period.

The option that you select in the Element Selection group box indicate the elements to process with the off cycle transaction. If using the Limited Element Set option, you need to ensure that all elements calculate independently of pre- or post-processing formulas, as these do not resolve during off-cycle processing.

Global Payroll for Spain delivers an off-cycle configuration for manual payment off-cycle requests that you can use for new hires that are not paid. Define configurations for off-cycle requests on the Off-Cycle Configuration page. See "Configuring Off Cycle Requests" (PeopleSoft HCM 9.2: Global Payroll).

**Note:** Manual payments are used to record monetary values only, absence accumulators will not be updated using this method.

### Entering Corrections

The payroll corrections functionality of off-cycle payroll processing enables you to change finalized results for specific employee and calendar combinations due to such things as user error or missing information. This method uses period-to-date logic built into the Mexican delivered statutory rules.

The following areas need to be considered when entering corrections:

- All earnings and deductions need to have period-to-date logic applied.
- This method is used to correct pay accumulators only. Absence accumulators will not be corrected.

Global Payroll for Mexico delivers an off-cycle configuration for correction payment off-cycle requests that you can use for missed overtime. Define configurations for off-cycle requests on the Off-Cycle Configuration page. See "Configuring Off Cycle Requests" (PeopleSoft HCM 9.2: Global Payroll).
Making Additional Payments

Use the additional payments functionality that is part of off-cycle processing to make one-time unscheduled payments that are processed outside of the normal on-cycle payroll. Examples include one-time bonuses, awards, and expense reimbursements. These transactions are similar to manual payments in many respects; however, the system calculates the amount for additional payments. This method uses period-to-date logic built into the Mexican delivered statutory rules when calculating.

The following areas need to be considered when entering additional payments:

• All earnings and deductions need to have period-to-date logic applied.
• When selecting the period paid, it is recommended that you select the previous finalized calendar or the current open calendar.
• This method is used to record monetary values only. Absence accumulators will not be updated.

Global Payroll for Mexico delivers an off-cycle configuration for additional payment off-cycle requests that you can use for bonuses not paid out. Define configurations for off-cycle requests on the Off-Cycle Configuration page. See "Configuring Off Cycle Requests" (PeopleSoft HCM 9.2: Global Payroll).

Issuing Advance Payments

Advance processing is the processing of on-cycle calendars ahead of their regular schedule. Use the advances functionality of off-cycle processing when you would like to pay an employee before their normal on-cycle pay run. Examples include payments for early terminations (where the termination payment needs to be paid immediately and not in the next on-cycle pay run), full periods advances, and partial period advances.

• Always select the next open calendar, as skipping calendars may update accumulators incorrectly.
• Absence accumulators will calculate automatically for the calendar group selected.

Global Payroll for Mexico delivers an off-cycle configuration for advance payment off-cycle requests that you can use for advance terminations. Define configurations for off-cycle requests on the Off-Cycle Configuration page. See "Configuring Off Cycle Requests" (PeopleSoft HCM 9.2: Global Payroll).
Using the General Ledger Interface

Running the General Ledger Interface Process

Pages Used to Run the General Ledger Interface Process

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send Costs to GL MEX Page</td>
<td>GPMX_GL_PREPARE</td>
<td>Initiate the processes for calculation of GL data, remapping of GL ChartFields, finalization of the GLI, and statistical data updating.</td>
</tr>
<tr>
<td>Review GL costing info MEX Page</td>
<td>GPMX_GL_INQUIRY</td>
<td>View the GL costing information.</td>
</tr>
</tbody>
</table>

Understanding GLI Process

The Calculate phase of GLI processing populates the GP_GL_DATA table.

You can also run The GL Mapping Application Engine process (GPMX_GL_RC) that updates ChartFields in GP_GL_DATA. The process selects and updates the necessary GP_GL_DATA records with specified ChartField overrides. When you run the finalize phase of the GL Interface process, the data is summarized by using your selected (remapped) ChartFields for correct account mapping.

After you have updated the GP_GL_DATA table, you can complete the standard core GLI process by running the Finalize process.

Running the ChartField Remapping Process

The ChartField remapping process:

- Uses specified ChartField overrides and updates the GP_GL_DATA records.
- Enables the finalize phase of the GL Interface process to correctly summarize transactions by using your selected combination of ChartFields, grouping codes, and account values.

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

1. Ensure that the GL Calculate phase is complete.
2. Run the new Application Engine process to perform ChartField remapping.

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. Run the GL Finalize process.

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

<table>
<thead>
<tr>
<th>Process or Phase</th>
<th>PeopleSoft GL</th>
<th>QSP GL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculate</td>
<td>Y (yes)</td>
<td>Y</td>
</tr>
<tr>
<td>Leave Entitlement</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Finalize</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Update Statistics</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Send Costs to GL MEX Page**

Use the Send Costs to GL MEX page (GPMX_GL_PREPARE) to initiate the processes for calculation of GL data, remapping of GL ChartFields, finalization of the GLI, and statistical data updating.

**Navigation**

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

**Image: Send Costs to GL MEX page**

This example illustrates the fields and controls on the Send Costs to GL MEX page. You can find definitions for the fields and controls later on this page.
Chapter 24 Using the General Ledger Interface

Payroll Run

**Calendar Group**
Select a calendar group to run the process. Only calendar groups for which payroll is finalized but not yet sent to General Ledger are available.

**Stream Number and Process Streams**
Process Streams is selected if stream processing was used during the payroll process and must be used with the Calculate option. Select the stream number to process.

**Posting Date**
Enter the date on which the entries are posted to General Ledger. Even if you run your process on the fifteenth of the month, you can indicate that you want the entries posted on the thirtieth of the month.

---

**Note:** The posting date that you select must abide by the closing date of Journal Generator. Posting dates must be coordinated with General Ledger. If Time and Labor is installed and costing has been sent, the posting date defaults to the day the costing was sent. You can change this day in this field to reflect the day that the general ledger is actually sent to General Ledger.

---

Processing Phases and Options

Select a processing option. You can run Calculate and Finalize together if the Payroll process is finalized.

**Calculate**
Select to generate General Ledger transactions for the earnings, deduction, and accumulators that were calculated by the Payroll process for this calendar group and that belong to a General Ledger group. The Payroll process must have identified at least one payee before you can run the Calculate process.

If you're using stream processing, run the Calculate phase for one stream at a time.

You can run the Calculate phase more than once for each stream. During subsequent iterations, the system deletes existing data before creating new results. It stores final results in the Global Payroll Transaction Interface record (GP_GL_DATA) and inserts an entry in the Completed GL Stream table (GP_GL_PREP_STRM) to indicate that calculation is complete.

**Chart Field Remap**
Select to enable the ChartField Remap Application Engine process (GPMX_GL_RC) when running the General Ledger process. This run control page enables you to run an Application Engine process 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 by using your selected (remapped) ChartFields for correct account mapping.
**Finalize Entire Run**

This check box is available for selection after the Payroll process has been finalized and you have run the Calculate phase for the entire calendar group. (If you are using stream processing, all streams must be calculated.)

Select this check box when you are ready to finalize the run. (Stream processing is not available for the Finalize phase.)

*Note:* The Finalize check box is hidden if PPS is installed.

**Update Statistics**

This check box is for the database administrator to help with fine-tuning system performance. If selected, the system generates statistics during batch processing that provide information about how worktables are being used.

**Processing Phases**

This group box displays all streams associated with the calendar group that have been processed and the status of the processing phases for each stream.

- **Stream Number**
  - Displays the streams that are associated with the calendar group.

- **Calculate**
  - If selected, then you have already run the GLI process (GLI_GPMX_GL) to calculate the stream.

- **Chart Remap**
  - If selected, then you have already run the GLI process (GLI_GPMX_GL) to remap ChartFields in the stream.

**Calendar List**

The system displays information about each calendar in the calendar group.

**Off Cycle Groups**

The system displays off-cycle groups that were processed within the calendar group.

---

**Remapping ChartFields After Initial Calculation**

To remap General Ledger (GL) ChartFields for Global Payroll for Mexico, use the GL Chartfield Remapping MEX (GPMX_GL_MAP) component.
### Understanding ChartField Remapping

Global Payroll for Mexico 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 groupings codes or accounts. You set up GL ChartField parameters that enable you to remap default ChartFields after you run the initial Calculate process. For example, you might require that a higher level of ChartFields be attached to each of your cost centers. Instead of using multiple departments for each cost center, you may require one department at a global ChartField level, which covers all departments. By remapping the departments to the one global department you are able to roll costs from the various cost centers into this one department. For instance, perhaps you want to charge parking to facilities independently of an employee's department.

### GL Chartfield Remapping MEX Page

Use the GL Chartfield Remapping MEX page (GPMX_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 MEX
Image: GL Chartfield Remapping MEX page

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

Chartfields

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

Chartfields to be passed to GL

A field appears for each ChartField that you set up on the Mapping page in Global Payroll. Use the specific ChartFields check boxes to prevent the system from sending particular ChartFields to the GL. During mapping, ChartFields can be used to cost to different account codes. You can then elect not to send the ChartFields to the GL and only send the values to the accounts. When integrating Global Payroll with General Ledger, you can remap ChartField 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 ChartFields values appear in the fields on the ChartFields tab. To remap the default settings, select the new values on the Transformed Values tab.

Chartfields and Transformed Values

<table>
<thead>
<tr>
<th>Account</th>
<th>Displays the GL account number to which your ChartFields and grouping codes will map.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grouping Code</td>
<td>Select the code to map to the GL account. This is the grouping code for the elements that are included in the GL transfer.</td>
</tr>
</tbody>
</table>
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.

Related Links
"Understanding the General Ledger Interface" (PeopleSoft HCM 9.2: Global Payroll)
Global Payroll for Mexico Reports

The table in this topic lists the PeopleSoft Global Payroll for Mexico reports, sorted by report ID.

For more information about running these reports, refer to:

- The corresponding topic in this product documentation.
- **PeopleTools: Process Scheduler**
- **PeopleTools: BI Publisher for PeopleSoft.**
- **PeopleTools: SQR Language Reference for PeopleSoft**

For samples of these reports, see the Report Samples that are published with this online documentation.

<table>
<thead>
<tr>
<th>Report ID and Report Name</th>
<th>Description</th>
<th>Navigation</th>
<th>Run Control Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPMXAA01 Minimum Wage Salary Level</td>
<td>Displays a list of the minimum wage salary levels in your company to present to the government.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Taxes &gt; ANN – Tax Adj Report MEX &gt; Annual Adjustment</td>
<td>GPMX_RC_SUBSACRED</td>
</tr>
<tr>
<td>GPMXAA02 Annual Tax Adjustment Results</td>
<td>Displays the annual tax adjustment results.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Taxes &gt; ANN – Tax Adj Report MEX &gt; Annual Adjustment</td>
<td>GPMX_RC_SUBSACRED</td>
</tr>
<tr>
<td>GPMXAA03 Form 37</td>
<td>Form 37 has two purposes. Either it provides information about employees who are going to present their own annual adjustment tax data or it provides tax information to employees who terminate.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Taxes &gt; Form 37 Report MEX &gt; Form 37 Report MEX</td>
<td>GPMX_RC_FORMAT37</td>
</tr>
<tr>
<td>GPMXAA05 Multiple Information MEX</td>
<td>Creates a flat file that will be loaded up to the SAT (Servicio de Administración Tributaria) system.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Taxes &gt; Multiple Information MEX &gt; Multiple Information MEX</td>
<td>GPMX_RC_ANNL</td>
</tr>
<tr>
<td><strong>Report ID and Report Name</strong></td>
<td><strong>Description</strong></td>
<td><strong>Navigation</strong></td>
<td><strong>Run Control Page</strong></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------</td>
<td>----------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>GPMXAG01 Christmas Bonus</td>
<td>Details the Christmas bonus amounts and taxes.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; ANN – Christmas Bonus MEX &gt; Christmas Bonus</td>
<td>GPMX_RC_XMAS01</td>
</tr>
<tr>
<td>GPMXBA01 Payment File Generation</td>
<td>Creates an electronic flat file to be transferred to the bank and a printed report.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Payment Processing &gt; Create EFT Payment File MEX &gt; Create EFT Payment File MEX</td>
<td>GPMX_BANK_EFT</td>
</tr>
<tr>
<td>GPMX_BMT Payment Preparation</td>
<td>Populates the GP_PAYMENT and GPMX_PAYMENT records for banking payments review. The Payment Preparation process is a prerequisite for the Payment File Generation process.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Payment Processing &gt; Run Payment Prep Process MEX &gt; Run Payment Prep Process MEX</td>
<td>GPMX_BANK_POPULATE</td>
</tr>
<tr>
<td>GPMXIF01 Federal Taxes Summary</td>
<td>An end of the tax year report that details the federal taxes paid by your company and your employees.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Taxes &gt; Federal Taxes Report MEX &gt; Federal Taxes Report MEX</td>
<td>GPMX_RC_FEDTAX</td>
</tr>
<tr>
<td>GPMXIF02 Subsidy Factor Report</td>
<td>Lists the earnings that are the base for the subsidy factor.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Taxes &gt; ANN – Subsidy Factor Rpt MEX &gt; Subsidy Factor Report</td>
<td>GPMX_RC_SUBS_FACT</td>
</tr>
<tr>
<td>Report ID and Report Name</td>
<td>Description</td>
<td>Navigation</td>
<td>Run Control Page</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------</td>
<td>------------</td>
<td>------------------</td>
</tr>
<tr>
<td>GPMXIM03</td>
<td>Provides hiring details for selected employees. This report is submitted to IMSS in magnetic media format.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Social Security/Insurance &gt; IMSS Mag. Notices MEX &gt; IMSS Mag Notices MEX</td>
<td>GPMX_RC_IMSS_MMD</td>
</tr>
<tr>
<td>GPMXIM04</td>
<td>Provides hiring details for selected employees. This report is submitted to IMSS in EDI format.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Social Security/Insurance &gt; IMSS EDI Notices MEX &gt; IMSS EDI Notices</td>
<td>GPMX_RC_IMSS_EDI</td>
</tr>
<tr>
<td>GPMXIM05</td>
<td>Provides termination details for selected employees. This report is submitted to IMSS in printed format.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Social Security/Insurance &gt; IMSS Report Notices MEX &gt; IMSS Report Notices MEX</td>
<td>GPMX_RC_IMSS_PRN</td>
</tr>
<tr>
<td>GPMXIM06</td>
<td>Provides termination details for selected employees. This report is submitted to IMSS in magnetic media format.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Social Security/Insurance &gt; IMSS Mag. Notices MEX &gt; IMSS Mag Notices MEX</td>
<td>GPMX_RC_IMSS_MMD</td>
</tr>
<tr>
<td>GPMXIM07</td>
<td>Provides termination details for selected employees. This report is submitted to IMSS in EDI format.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Social Security/Insurance &gt; IMSS EDI Notices MEX &gt; IMSS EDI Notices</td>
<td>GPMX_RC_IMSS_EDI</td>
</tr>
<tr>
<td>GPMXIM08</td>
<td>Provides salary change details for selected employees. This report is submitted to IMSS in printed format.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Social Security/Insurance &gt; IMSS Report Notices MEX &gt; IMSS Report Notices MEX</td>
<td>GPMX_RC_IMSS_PRN</td>
</tr>
<tr>
<td>GPMXIM09</td>
<td>Provides salary change details for selected employees. This report is submitted to IMSS in magnetic media format.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Social Security/Insurance &gt; IMSS Mag. Notices MEX &gt; IMSS Mag Notices MEX</td>
<td>GPMX_RC_IMSS_MMD</td>
</tr>
<tr>
<td>GPMXIM10</td>
<td>Provides salary change details for selected employees. This report is submitted to IMSS in EDI format.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Social Security/Insurance &gt; IMSS EDI Notices MEX &gt; IMSS EDI Notices</td>
<td>GPMX_RC_IMSS_EDI</td>
</tr>
<tr>
<td>GPMXIM11</td>
<td>Details absences for selected employees.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; Absence History MEX &gt; Absence History MEX</td>
<td>GPMX_RC_WRKRISK</td>
</tr>
<tr>
<td>Report ID and Report Name</td>
<td>Description</td>
<td>Navigation</td>
<td>Run Control Page</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------</td>
<td>------------</td>
<td>------------------</td>
</tr>
<tr>
<td>GPMXIM12 IMSS Base Over Cap</td>
<td>Lists the employees who have a surplus over the cap on 3, 18, and 25 minimum wages.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Social Security/ Insurance &gt; IMSS Base Over Cap Report MEX &gt; IMSS Base Over Cap Report MEX</td>
<td>GPMX_RC_CAP_BSE</td>
</tr>
<tr>
<td>GPMXIM13 SUA- Load Employees</td>
<td>Generate a flat file and printed report for SUA with payee data such as name, hire date, and so on. The system includes only employees hired or rehired in a given period.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Social Security/ Insurance &gt; SUA - Payee File MEX &gt; SUA - Payee File MEX</td>
<td>GPMX_RC_SUA001</td>
</tr>
<tr>
<td>GPMXIM14 SUA − Employee Transactions</td>
<td>Generates a flat file and a printed report for SUA with transactions of each payee for a given period. This report includes payee transactions data for terminations, pay rate changes, rehires, absences, and disabilities that should be reported to SUA.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Social Security/ Insurance &gt; SUA – Transact File MEX &gt; SUA - Employee Transactions</td>
<td>GPMX_RC_SUA002</td>
</tr>
<tr>
<td>GPMXIM17 Fixed SDI Report MEX</td>
<td>Lists the fixed SDI by employee, as well as earning elements that are included in the fixed SDI integrable base, depending on the selected parameters.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Social Security/ Insurance &gt; Fixed SDI Report MEX &gt; Fixed SDI Report MEX</td>
<td>GPMX_RC_FIX_SDI</td>
</tr>
<tr>
<td>GPMXIM19 SUA - Payees Affiliation Data</td>
<td>Generate the SUA flat file and a printed report with employee affiliation data, for employees hired or rehired in a given period.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Social Security/ Insurance &gt; SUA – Affiliation File MEX &gt; SUA - Affiliation File MEX</td>
<td>GPMX_RC_SUA001</td>
</tr>
<tr>
<td>GPMXIM20 SUA - INFONAVIT Loans Data</td>
<td>Generate the SUA flat file and a printed report with employee INFONAVIT loans data.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Social Security/ Insurance &gt; SUA – Loans File MEX &gt; SUA - Loans File MEX</td>
<td>GPMX_RC_SUA001</td>
</tr>
<tr>
<td>GPMXIM21 SUA - Disabilities Data</td>
<td>Generates the SUA flat file and a printed report with employee disabilities data.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Social Security/ Insurance &gt; SUA - Disabilities File MEX &gt; SUA - Disabilities File MEX</td>
<td>GPMX_RC_SUA001</td>
</tr>
<tr>
<td>Report ID and Report Name</td>
<td>Description</td>
<td>Navigation</td>
<td>Run Control Page</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------</td>
<td>------------</td>
<td>------------------</td>
</tr>
<tr>
<td>GPMXLF01</td>
<td>Generates either a termination letter or a layoff letter, depending on the option you select.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Termination Processing &gt; Create Term/Layoff Letters MEX &gt; Create Term/Layoff Letters MEX</td>
<td>GPMX_RC_TERMREP</td>
</tr>
<tr>
<td>GPMXPE01</td>
<td>Summarizes the payroll results.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; Payroll Results Register MEX &gt; Payroll Results Register MEX</td>
<td>GPMX_RC_PAYRSL</td>
</tr>
<tr>
<td>GPMXPE02</td>
<td>Provides a monthly summary of all the accumulator members of the earnings total accumulator and the deductions total accumulator.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; Balances MEX &gt; Balances MEX</td>
<td>GPMX_RC_ACCUM</td>
</tr>
<tr>
<td>GPMXPR01</td>
<td>Lists all loans by calendar group ID.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; Loans by Calendar MEX &gt; Loans by Calendar MEX</td>
<td>GPMX_RC_LOANS_CAL</td>
</tr>
<tr>
<td>GPMXPR02</td>
<td>Lists all loans by payee.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; Loans MEX &gt; Loans MEX</td>
<td>GPMX_RC_LOANS_PYE</td>
</tr>
<tr>
<td>GPMXPYS1</td>
<td>Generates the payslip.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Payslips &gt; Create/Print Payslips MEX &gt; Create/Print Payslips MEX</td>
<td>GPMX_RC_PAYSLIP</td>
</tr>
<tr>
<td>GPMXPV01</td>
<td>Summarizes all provisions, including vacation, vacation premium, and Christmas bonus. This report has two running options: with or without detail.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; Provisions MEX &gt; Provisions MEX</td>
<td>GPMX_RC_PROV</td>
</tr>
<tr>
<td>GPMXRU01</td>
<td>Lists all payees who are eligible for profit-sharing.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; ANN – PTU Profit Share MEX &gt; ANN - PTU-Profit-Share MEX</td>
<td>GPMX_PTU</td>
</tr>
<tr>
<td>Report ID and Report Name</td>
<td>Description</td>
<td>Navigation</td>
<td>Run Control Page</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------</td>
<td>------------</td>
<td>------------------</td>
</tr>
<tr>
<td>GPMXRU02 PTU − Non-Eligible Payees</td>
<td>Lists all payees who are not eligible for profit-sharing.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; ANN − PTU Profit Share MEX &gt; ANN - PTU-Profit-Share MEX</td>
<td>GPMX_PTU</td>
</tr>
<tr>
<td>GPMXRU03 PTU − Unpaid Payees</td>
<td>Lists all payees who have profit-sharing but have not been paid yet.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; ANN − PTU Profit Share MEX &gt; ANN - PTU-Profit-Share MEX</td>
<td>GPMX_PTU</td>
</tr>
<tr>
<td>GPMXRU04 PTU - Project</td>
<td>Lists all the details of profit-sharing at employee level.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; ANN − PTU Profit Share MEX &gt; ANN - PTU-Profit-Share MEX</td>
<td>GPMX_PTU</td>
</tr>
<tr>
<td>GPMXTE01 Overtime Report</td>
<td>Provides overtime details for employees. With this report, you have two options: • From week to week with daily details. • From week to week without detail.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; Overtime MEX &gt; Overtime Report</td>
<td>GPMX_RC_OVR001</td>
</tr>
<tr>
<td>GPMXVA01 Vacations Report</td>
<td>Details vacation entitlements and balances for selected employees.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; Vacations MEX &gt; Vacations MEX</td>
<td>GPMX_RC_VACATN</td>
</tr>
<tr>
<td>GPMXVL01 Create Coupons Interface MEX</td>
<td>Creates a flat file and a printed report of coupons. The flat file is transferred to the provider, which could be either Accor or SODEXHO.</td>
<td>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Create Coupons Interface MEX &gt; Create Coupons Interface MEX</td>
<td>GPMX_COUPONS_INT</td>
</tr>
</tbody>
</table>