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PeopleSoft

PeopleSoft HCM 9.2: PeopleSoft Global Payroll for Switzerland

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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the Oracle Help Center. The hosted PeopleSoft Online Help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support. The hosted PeopleSoft Online Help is available in English only.

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

Locally Installed Help

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

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the Oracle Help Center. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals

- Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

Typographical Convention	Description
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For **Alt+W,** hold down the **Alt** key while you press the **W** key.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (	).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

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

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

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

Region and Industry Identifiers

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

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

Region Identifiers

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

- Asia Pacific

- Europe

- Latin America

- North America

Industry Identifiers

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

- USF (U.S. Federal)

- E&G (Education and Government)

Translations and Embedded Help

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

Using and Managing the PeopleSoft Online Help

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

• Using the PeopleSoft Online Help.

• Managing hosted Online Help.

• Managing locally installed PeopleSoft Online Help.

Related Links for PeopleSoft HCM

Oracle Help Center

PeopleSoft Online Help Home

PeopleSoft Information Portal

My Oracle Support

PeopleSoft Training from Oracle University

PeopleSoft Video Feature Overviews on YouTube

PeopleSoft Business Process Maps (Microsoft Visio format)

HCM Abbreviations

PeopleSoft Spotlight Series

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Please include the applications update image or PeopleTools release that you're using.

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Chapter 1

Getting Started with Global Payroll for Switzerland

Global Payroll for Switzerland Overview

Switzerland payroll is Swissdec certified. This guarantees that this payroll covers all the features described in detail in the Swissdec payroll guidelines (http://www.swissdec.ch/home.htm). Switzerland payroll provides further features on top of the Swissdec certified ones. The key Global Payroll for Switzerland features include:

- Tax Statement (Lohnausweis / Certificat de salaire) – Swissdec certified

- Social Insurances – Swissdec certified

- Source Tax –Swissdec certified

- Family Allowances (FAK_CAF)

- Reports to satisfy requirements of the Swiss Federal Office of Statistic (BFS_OFS)

- EO functionality

- Payment Transfers

- Self-Service

- BVG_LPP Interface – beyond Swissdec

- Multi Contract Support

- Audit legal reporting

Tax Statement (Lohnausweis / Certificat de salaire) – Swissdec certified

Pages to capture data required by mandated Swiss tax statement that provides a report process to create the tax statement file in XML format for use with ELM (einheitliches Lohnmeldeverfahren).

Social Insurances – Swissdec certified

- Overrides on person level for the various eligibility status, yearly calculation and AHV_AVS minimum. Without overrides calculation as of company defaults apply.

- Support for AHV_AVS, ALV_AC and UVG_LAA statutory insurance schemes.

- Support impromptu AHV_AVS entries and terminations - E(M)A with creation of Proof of registration.

- Support for BVG_LPP, KTG_AMC and UVGZ_LAAC company insurance schemes.

- eGovernment functionality that enables reporting for all social insurances from a single location, simplifying the process.

Source Tax –Swissdec certified

The payroll supports source tax calculation and reporting for all 26 cantons and supports the monthly reporting via Swissdec distributor.

Source Tax Data page provides:

- The ability to select the tariff from a list of valid values for the corresponding canton.

- The ability to specify a worker's exemption from the tax statement or from the source tax on the source tax page.

- Automatic calculation of tariffs according to civil status, number of children, canton/country of residence.

- Assign fixed rates, fixed deductions and override estimated yearly income.

- The Postal Code table used to validate the municipality code of the employee's home address (resident of Switzerland) or work location (nonresident).

- Maintain all further tax details required since 2014 (child data, spouse data, reason for tariff changes, etc. (see Swissdec guidelines)

Calculation and reporting

Annualized calculation for cantons FR, GE, TI and VD; monthly calculation for all other cantons.

Family Allowances (FAK_CAF)

The payroll supports child allowances calculation and reporting for all 26 cantons. Uses a unique layout for monthly and yearly reporting that is accepted by all cantons.

Fields on the Family Allowance page provide:

- The ability to indicate whether a child is living outside of Switzerland in a country that is not part of the EU in order to determine the child allowance.

- The ability to enter the factor of the birth allowance to be applied to each child in the case of multiple births.

- The ability to enter student status with forced entry of expiration date.

FAK_CAF Calculation and Reporting.

- Calculate GE allowances to add to the source tax base and trigger the remark in tax statement.

- Support the special rules for families with three or more children.

- Support all other canton specific rules.

- Support XML based reporting for Ausgleichskasse Banken (monthly reporting).

- Support XML based reporting for the central register (monthly), eAHV format.

- Support XML based yearly reporting – Swissdec certified.

Reports to satisfy requirements of the Swiss Federal Office of Statistic (BFS_OFS)

- BESTA Statistic (Beschaeftigungsstatistik) – beyond Swissdec.

- Salary Structure Analysis (Lohnstrukturerhebung) – Swissdec certified.

EO functionality

EO includes an interface file to send electronically to the AHV_AVS provider. EO payments are calculated in the current month, which avoids many retroactive calculations and accommodates the year change. A page is provided that enables correction of calculation data for closed periods.

Payment Transfers

ISO 20022 Credit:

- Type 3 = domestic (EUR/CHF) (incl. Garnishments and ext. Transfers)

- Type 4 = domestic (<> EUR/CHF)

- Type 5 = foreign EUR (=SEPA)

- Type 6 = foreign (<> EUR)

Self-Service

Self-service applications for managing overtime requests that enable you to carry out common tasks through a user-friendly browser page.

BVG_LPP Interface – beyond Swissdec

Integration to the AG Büro 70 product PEKA® to make it easier for payroll managers to manage pensions. PEKA® supports pension calculations such as employer/employee contributions, payments, and adjustments. PeopleSoft reports pension gross salaries to PEKA®, which calculates the contributions and reports them back so that they can be deducted in payroll.

Multi Contract Support

Global Payroll for Switzerland supports both payroll calculation and legal reporting requirements for employees with multiple contracts by using standard employee record functionality in PeopleSoft Human Resources. No matter how many different contracts an employee has, payroll accumulates earnings and deductions of the various contracts into the only one legal record per employee in the same multi-contract company (as the employee must be presented to the official government bodies as a unified individual); however, an employee can have as many additional records as he or she has jobs.

Audit legal reporting

Global Payroll for Switzerland supports a tool to audit the XML file sent to the authorities. This compares numbers of various reports, e.g. - AHV_AVS wage in AHV_AVS report with the wage in FAK_CAF

report (synchronous) - flow from Gross to net (integrity) - totals with XML details in XML file (extern integrity) In case of discrepancies you can drill down to the employee level to identify the cause of those discrepancies. This guarantees the consistency of data shared with authorities and helps to prepare the Audits done by authorities.

Related Links
Global Payroll for Switzerland

Global Payroll for Switzerland Business Processes

Global Payroll for Switzerland supports these business processes:

- Family allowance management.

- Familienausgleichskasse (FAK) contribution calculation.

- Absence management.

- Tariff management.

- Maternity leave.

- Payslip processing.

- Overtime self-service.

- Social insurance management.

- Source tax calculations.

- Erwerbsersatzordnung für Dienstleistende in Armee und Zivilschutz (EO) payments.

- Pensionskasse and BVG management.

- Banking.

- Tax statement (Lohnausweis) generation.

This PeopleBook discusses these processes in the business process chapters.

Global Payroll for Switzerland Integrations

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

- PeopleSoft HR.

- PeopleSoft Time and Labor.

Integration considerations are discussed in the *PeopleSoft Global Payroll PeopleBook.*

Related Links

"Understanding Payee Data" (PeopleSoft Global Payroll)

"Configuring Global Payroll to Work with Time and Labor" (PeopleSoft Global Payroll)

Global Payroll for Switzerland Implementation

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

Other Sources of Information

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

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

See the product documentation for *PeopleTools: Setup Manager* and *PeopleTools: Component Interfaces*

Chapter 2

Understanding Global Payroll for Switzerland

Global Payroll for Switzerland

Global Payroll for Switzerland is a *country extension* of the core Global Payroll application. It provides you payroll rules and elements needed to run a Swiss payroll.

Common Abbreviations

Within this PeopleBook abbreviations normally appear in the German language. However it is common in Switzerland to use a combination of German and French abbreviations. As such, here is an overview of both:

German Abbreviation	*French Abbreviation*	*Description*
AHV	AVS	Old age and bereaved insurance, invalidity insurance, salary compensation regulation.
ALV	AC	Unemployment insurance.
BFS	OFS	Federal office of social insurance.
BESTA	STATEM	Quarterly report for statistic office.
BU	PA	Occupational injury insurance.
BVG	LPP	Pension fund law.
DTA	DTA	Data medium exchange with banks.
ELM	PUCS	Standardized wage reporting procedure.
EO	IM	Salary reimbursement regularity; salary allocation at civil and military service.

German Abbreviation	French Abbreviation	Description
EZAG	OPAE	Collective order service, out payment via post account.
FAK	CAF	Family allocation fund.
GAV	CCT	Union contract.
IV	AI	Disability insurance.
KTG	AMC	Sickness daily allowance.
NBU	NPA	Non-Occupational injury insurance.
LSE	ESS	Salary structure analysis.
OR	CO	Obligation right.
PK	LPP	Pension fund.
QSt	IS	Source tax.
SECO	SECO	Federal office for economics.
UV	LAA	Accident insurance.
UVGZ	LAAC	Additional accident insurance.

Internal Abbreviations (English only)

Here are a few additional abbreviations, which have an English only translation:

- EE = Employee
- ER = Employer
- MC = Multi Contract

Global Payroll for Switzerland Business Processes

Global Payroll for Switzerland supports the following business processes:

- Family allowance management.

Global Payroll for Switzerland enables you to define and manage data for an employee's dependents and family as well as process available family allowances for each payee.

- Familienausgleichskasse (FAK) contribution calculation.

  Global Payroll for Switzerland enables you to manage FAK contribution percentages, calculate deductions, and manage the relationship with the FAK.

- Absence management.

  Global Payroll for Switzerland enables you to create the absence rules used by the core Global Payroll system. You can define work schedules and assign a schedule to each payee, define holidays, entitlements, and take elements. You can create entitlement plans and assign them to payees.

- Tariff management.

  A tariff is a contract between employees' unions and employers' associations that defines labor agreements on issues such as standard working hours, income, and vacation. Global Payroll for Switzerland delivers tariffs in the system as Translate Table values.

- Maternity leave.

  In Global Payroll for Switzerland, you enter maternity leave data on a single page. The page generates absence take elements that work with the core application's absence process to correctly process maternity leave during a payroll run.

  The system determines the amount of paid maternity leave to which an employee is entitled based on years of service and the canton of residence. After the birth of the child, it recalculates the entitlement based on the Swiss legal requirement of eight weeks' leave after the child's actual birth.

- Payslip processing.

  Global Payroll for Switzerland enables you to generate payslips. You can also print a message on the payslip of an individual payee or on payslips belonging to designated pay groups, locations, or departments.

- Overtime self-service.

  Global Payroll for Switzerland includes a self-service application for managing employee overtime requests, which enables you to carry out common tasks through a user-friendly browser page. Overtime self-service options differ for employees, managers, and Human Resources administrators.

- Social insurance management.

  Contributory membership in national social insurance funds (such as AHV, IV, and EO) is mandatory for employers. You deduct social insurance contributions for those domestic and foreign employees with mandatory insurance coverage and transfer them to compensation funds in accordance with statutory requirements.

- Source tax calculations.

  Switzerland is a confederation of 26 cantons with approximately 3,000 municipalities. Accordingly, it has an extremely complex taxation system, with taxes imposed at federal, cantonal, and communal levels. Tax rates can vary from one canton to another.

• Erwerbsersatzordnung für Dienstleistende in Armee und Zivilschutz (EO) payments.

    EO payments refer to the payment of salary during military and civilian service. The EO is an ordinance on military pay supplements and governs the earnings of military and civil defense personnel. According to the EO's provisions, people on active military duty (including members of the Women's Armed Forces and the Red Cross) or in civilian service are entitled to receive earning compensation for every paid or accredited day of service.

• Pensionskasse and BVG management.

    Pensionskasse is the pension fund for Swiss employees. Global Payroll for Switzerland handles Pensionskasse with calculation and feedback from the provider. The system also enables you to make BVG calculations either internally or externally by interfacing with Swissdec .

• Banking.

    Global Payroll for Switzerland enables you to set up Swiss banking, set up defaults for source banks, set up banking defaults for payees, and run local country bank processing.

• Tax Statement (Lohnauweis) generation.

    Global Payroll for Switzerland provides complete tax statement functionality, including expatriate handling and certificate on demand. You can exclude individuals from tax statements, close tax statements, create tax statement overrides, and view individual tax statements online.

Archiving Data for Global Payroll for Switzerland

PeopleSoft Global Payroll for Switzerland generates a large amount of result data which you may need to maintain for auditing or regulatory purposes, and which should periodically be archived. To facilitate this requirement, PeopleSoft PeopleTools delivers an archiving tool called the Data Archive Manager. To aid in archiving your data, PeopleSoft Global Payroll for Switzerland delivers a predefined archive object (GPCH_RSLT_ARCHIVE) and an archive template (GPCHRSLT) created using the Data Archive Manager. The archive template uses queries to select and store data by calendar group ID from the calculation, banking, general ledger, and other post processing tables.

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.

Related Links
"Archiving Global Payroll Data" (PeopleSoft Global Payroll)

Delivered Elements

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

This section discusses:

- Delivered element creation.

- Element ownership and maintenance.

Delivered Element Creation

All of the elements and rules delivered as part of your county extension were created using the core application — the same application that you will use to create additional elements or rules, and to configure some of the elements delivered as part of your Global Payroll system. Because of the tools that you need to redefine or create new payroll elements are fully documented in the core application PeopleBook, this section does not repeat this information here. Instead, this section reviews the relationship between the core application (which contains the tools that you need to define your own elements and rules) and the country extensions (which contain country-specific rules and elements that are predefined in the system).

The core application has the following characteristics:

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

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

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

Country extensions have the following characteristics:

- They are built using the core application.

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

Element Ownership and Maintenance

The delivered elements and rules of you Global Payroll country extension can be classified based on whether they are owned and maintained by the customer or by the PeopleSoft system. Some elements and rules are maintained exclusively by PeopleSoft and cannot be modified or reconfigured, whereas others can be configured to meet requirements that are unique to your organization.

Element Ownership in Global Payroll

Global Payroll has the following five categories of element ownership:

Term	*Definition*
PS Delivered/Maintained	Elements delivered and maintained on an ongoing basis by PeopleSoft.

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

Related Links

"Defining Element Names" (PeopleSoft Global Payroll)

Element Naming Conventions

Understanding the naming convention developed for PeopleSoft-delivered elements can help you determine how an element is used , the element type, and even the functional area it serves. Depending on whether the element is a primary or supporting element, or a component of a primary element, one of the following naming conventions applies:

• Primary and supporting elements.

• Component names (suffixes).

This section also discusses:

• Functional area codes for Switzerland.

• Element type codes (PIN_TYPE).

• Suffixes for Switzerland.

• Industry and regions feature.

Primary and Supporting Elements

Global Payroll for Switzerland uses the naming convention CH FF NAME for all elements. This table explains the components of the naming convention:

Term	Definition
CH	Country.
FF	Functional area code.
NAME	The description of the element.

For example, in the CH_TX_CANTON, CH represents the county (Switzerland), TX represents the functional area (taxation), and CANTON stands for canton.

Component Names (Suffixes)

When you create an earning or deduction 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. The system also names the components and accumulators by appending a suffix to the element's name.

For example, you define the earning element named EARN1 with the calculation rule EARN1 = rate × unit. The system automatically creates two additional elements for the components in the calculation rule: a rate element called EARN1_RATE and a unit element called EARN1_UNIT.

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

*   Separator.

*   Earnings/deductions component suffixes.

*   Earnings/deductions accumulator suffixes.

*   Deduction arrears component suffixes.

Related Links
"Understanding Elements" (PeopleSoft Global Payroll)

Functional Area Codes for Switzerland

The following table contains the functional area codes used in the names of Swiss elements:

Functional Area Code	Description
00	All over.

Functional Area Code	Description
AB	Absences.
AH	AHV.
AL	ALV.
AS	Asylum.
BK	Banking.
CA	Child allowance.
EO	Civil service—Erwerbsersatzordnung für Dienstleistende in Armee und Zivilschutz (EO).
EP	Error processing.
ER	Gross earning.
FK	Familienausgleichskasse (FAK).
GR	Garnishments.
LS	Lohnstrukturerhebung (Salary Structure 2012).
MI	Maternity.
NE	Net to gross (Aufrechnung).
PK	Pension fund.
QS	Quellensteuer (Source Tax).
RP	Reporting.
SI	Social insurance.
SO	Solidarity Schaffhausen.
TX	Taxes.

Functional Area Code	Description
UV	Accident insurance.

Element Type Codes (PIN_TYPE)

The following table contains codes for all the element types. Because not all element types are delivered for Switzerland, not all of these codes appear in the names of Swiss elements.

Element Type Code	Description
AE	Absence Entitlement.
AT	Absence Take.
AC	Accumulator.
AR	Array.
AA	Auto Assigned.
BR	Bracket.
CT	Count.
DT	Date.
DD	Deduction.
DR	Duration.
ER	Earning.
EG	Element Group.
EM	Error Message.
FC	Fictitious Calculation.
FM	Formula.
GC	Generation Control.

Element Type Code	Description
HC	Historical Rule.
PP	Previous Period Rule.
PR	Process.
PO	Proration Rule.
RC	Rate Code.
RR	Rounding Rule.
SE	Section.
SY	System Element.
VR	Variable.

Abbreviations for Swiss Domains

Global Payroll for Switzerland uses abbreviations of Swissdec terminology (where Swissdec covers) for the managed domains.

Provider Type	ENG	FRA	GER	ITA
0	Identify	Identifier	Identifizieren	Identifier
1	Others	Autres	Andere	Altri
2	UVG-LAA	LAA	UVG	LAINF
3	KTG-AMC	AMC	KTG	IGM
4	UVGZ-LAAC	LAAC	UVGZ	LAINFC
5	FAK-CAF	CAF	FAK	CAF
6	BVG-LPP	LPP	BVG	LPP
7	AHV-AVS	AVS	AHV	AVS

Provider Type	ENG	FRA	GER	ITA
8	LAW_CDS	CDS	LAW	CDS
9	BFS-OFS	OFS	BFS	OFS
A	QST_IS	IS	QST	IF
B	Write	Ecrire	Schreiben	Scrivi
E	EO_APG	APG	EO	APG
I	BNK_BNQ	BNQ	BNK	BNK

Suffixes for Switzerland

Global Payroll for Switzerland uses the default core Global Payroll suffixes.

Related Links
"Defining Suffixes" (PeopleSoft Global Payroll)

Industry and Regions Feature

Global Payroll for Switzerland does not use the industry and regions feature.

Payment Frequencies

This section discusses:

• Frequencies and payout periods.

• Annual, monthly, and hourly payment rules.

Frequencies and Payout Periods

The Global Payroll for Switzerland application provides calculation processes for employees that are paid annually, monthly, weekly, daily and hourly. The system, however, only supports payout periods on a monthly and weekly frequency.

The system supports hourly, daily, monthly, and annual payment rules for the monthly pay frequency and weekly payment rules for the weekly pay frequency. By default the status is taken from pay frequency on the Job record.

The statuses include:

• D = Daily

- H = Hourly

- W = Weekly.

You can override theses statuses in the customer exit CH_00_CHOURLY (called in formula CH_00_SYS_RES).

Annual, Monthly, and Hourly Payment Rules

Most common payment methods use the hourly and monthly payment rule with a monthly pay frequency. Although the proration rules for child allowances expired in 2009, there is no difference regarding the legal calculations between a monthly and an hourly paid employee.

However, for gross calculations, the automated creation of compensation for vacation and holiday is controlled by the pay frequency status and happens only for employees paid on an hourly basis. Annual payments either get assigned on the job and compensation levels and then automatically the appropriate monthly rate gets calculated and handled in the payroll the same way as a monthly payment. In addition, you can designate the employee as a person who receives yearly payments, where the payout happens only in a few dedicated months. In this case the limits for the social insurance are immediately taken as yearly limits and not accumulated month by month.

See Swissdec, Richtlinien der Lohndatenverarbeitung, chapter 2.12, Modul Unperiodische Zahlungen

Daily Payment Rules

There is a special treatment for employees paid on a daily basis in these domains:

- Unemployment, accident insurance (limits).

- Source tax (percent per day).

- Additional insurances (upper and lower limits).

These calculations apply for employees being paid on a daily basis based on reported working days:

- Limits for ALV-AC and UVG-LAA

  Limit = Reported Working Days * Daily Rate (this number comes from the Company table).

- Source tax lookup

  Lookup = Taxable Amount * Reported Working Days / Average Working Days (this number comes from the Company table).

- Additional insurances lower and upper limits

  Limit = Reported Working Days * Yearly Rate / 365 (you can customize, if the company reports work days) Roundup to full CHF (for example, 126,000 / 365 = 346).

To enable the daily calculation, you need to maintain these values in the company setup:

Daily Limit and Average Work Days

An example of how working days and limit per day depend from each other:

Assume working days get reported as calendar days. We expect to see as company values:

- ALV-AC: 345

  For 2 weeks of work c.p. 15 days * 345 = 5475 CHF.

- Source Tax: 30

  In the same scenario with assumed earnings of 1700 CHF there is a tax lookup of 3400 CHF in additional insurances: 15 days * 345 for 126,000 CHF and 15 days * 685 for an upper limit of 250,000 CHF.

If assumed working days get reported as real working days and the average is 21, then we expect to see these company values:

- ALV-AC: 500

  For 2 weeks of work 10 days * 500 = 5000 CHF.

- Source Tax : 21

  In the same scenario with assumed earnings of 1700 CHF there is a tax lookup of 3570 CHF in additional insurances (probably customized to 252 working days). 15 days * 500 for 126,000 CHF and 15 days * 992 for an upper limit of 250,000 CHF.

See Rates Page.

Weekly Payment and Payout Rules

Other than employees that are paid on an hourly, daily, and monthly basis, employees paid on a weekly basis receive their paycheck each week. Nevertheless, at the end the full legal calculation and the legal reporting is based on a monthly view on the result. Therefore, the weeks need to get assigned to a dedicated month. Some months will have 4 weeks and some 5 weeks.

This mapping is managed by setting up the CH_WK_MAP_W bracket (select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Data).

This example illustrates the fields and controls on the Bracket Element: Data page. You can find definitions for the fields and controls later on this page.

| Bracket Name | Lookup Rules | Search Keys/Return Columns | Data | | | | |

Element Name CH_WK_MAP_W   Map weeks   Owner PS Non-Mnt

Definition   Find | View All   First ◀ 1 of 1 ▶ Last

Effective Date 01/01/1998   Status Active

Bracket Search Keys and Return Column Values   Personalize | Find | View All | 🖼 | 🔳   First ◀ 1-10 of 14 ▶ Last

Search Key SEGMENT END DATE	Return Column CH_WK_MAP_W	Return Column CH_WK_MAPD1	Return Column CH_WK_MAPD2	Return Column CH_WK_WIM	Return Column CH_WK_WIY	Return Column CH_WK_WPM		
01/04/2004	01/31/2004	01/31/2004	01/31/2004	1.000000	1.000000	5.000000	+	−
01/11/2004	01/31/2004	01/31/2004	01/31/2004	2.000000	2.000000	5.000000	+	−
01/18/2004	01/31/2004	01/31/2004	01/31/2004	3.000000	3.000000	5.000000	+	−
01/25/2004	01/31/2004	01/31/2004	01/31/2004	4.000000	4.000000	5.000000	+	−
02/01/2004	01/31/2004	01/31/2004	01/31/2004	5.000000	5.000000	5.000000	+	−
02/08/2004	02/29/2004	02/29/2004	02/29/2004	1.000000	6.000000	4.000000	+	−
02/15/2004	02/29/2004	02/29/2004	02/29/2004	2.000000	7.000000	4.000000	+	−
02/22/2004	02/29/2004	02/29/2004	02/29/2004	3.000000	8.000000	4.000000	+	−
02/29/2004	02/29/2004	02/29/2004	02/29/2004	4.000000	9.000000	4.000000	+	−
03/07/2004	03/31/2004	03/31/2004	03/31/2004	1.000000	10.000000	5.000000	+	−

Term	Definition
Search Key SEGMENT END DATE	Displays the 1st day of the week.
Return Column CH_WK_MAPD2	Displays the last day of the mapped month.
Return Column CH_WK_WIM	Displays the number of the week in the month.
Return Column CH_WK_WIY	Displays the number of the week in the year.
Return Column CH_WK_WPM	Displays the number of weeks assigned to the month.

Calculations

For employees that get paid on a weekly basis, these calculations apply:

- Child allowance.

  Employee receives the portion of child allowance according to the hours worked in the week with the weekly payment. In the last week of the month the remainder is paid out.

- Source tax (% per day).

  Each week the lookup gets calculated by dividing the reported weeks by the total weeks of the month. Then the tax for that week is calculated as: Newly Calculated Taxes – Already Paid Taxes = Taxes Owed.

- Unemployment, accident insurance (limits).

  Limits get adjusted to days. Weekly limit = 10,500 CHF divided by 7 = 1,500 CHF.

- Garnishments.

  Garnishments get deducted first until the monthly amount is covered. As such, the employee might not have any payments the first week or first few weeks in the month.

Sarbanes-Oxley Act of 2002 Requirements

This section discusses:

- SOX Overview

- Security

- Audits

- Managing Processes

• Archiving

SOX Overview

To fulfill the requirements of the Sarbanes-Oxley Act of 2002 (SOX), Global Payroll for Switzerland provides features that support security and audit requirements, makes recommendations to manage your payroll information, and supports processes that archive history according to the needs of the Principles of Orderly Electronic Bookkeeping (POEB).

SOX is a United States federal law enacted on July 30, 2002. The legislation establishes new or enhanced standards for all U.S. public company boards, management, and public accounting firms. It does not apply to privately held companies.

The Act contains 11 titles, or sections, ranging from additional corporate board responsibilities to criminal penalties, and requires the Securities and Exchange Commission (SEC) to implement rulings on requirements to comply with the new law.

Security

Customer should define at least two roles that allow you to separate the entry and calculation of payments from the process of approving and authorizing final payments. A detailed sample of how these roles might share the activities is provided in the Manage Process section.

As such we recommend that you implement these roles:

• Payroll Administrator:

  This role allows administrators to manage all HCM and payroll relevant entries (hire, termination, assign payments). To process the payroll itself you might define a third role or grant those rights to the Payroll Administrator as well.

• Finance Administrator:

  This role allows to manage the transfer of payments to GL and to the bank. Thus, payments only make it to the beneficiary after a second person had reviewed those payments.

Note: A sample of how these roles might share activities is provided in Guidelines to Fulfill the Needs of Sarbanes-Oxley Act. Additionally, you might set up any number of different roles that share security to meet your specific needs. The methodology that we describe in this documentation explains the minimum requirements to meet SOX requirements.

Audit Reports

The PeopleSoft HCM application provides these reports to track and document additional changes:

• Employee Turnover Analysis (PER010).

• Below Minimum Analysis (CMP004).

• Above Maximum Analysis (CMP005).

Note: You can set up auditing on any field and then decide what changes can be reviewed by a second person at any time. The Database Audit (PER029) report lists the changes kept by auditing.

The Global Payroll for Switzerland application provides these reports for auditing support:

- Calculation Reconciliation (GPCHAL02).

- Swiss Audit.

- Banklist (GPCHBK01).

- Summary Statement for Bank File (GPCHBK02).

Additionally, you can perform queries on GL data.

See Setting Up Swiss Banking.

See Generating Payslips and General Reports.

Managing Processes

Global Payroll for Switzerland Sarbanes-Oxley Act provides a sample methodology to manage a payroll that fulfills the requirements of Sarbanes-Oxley Act. In this section, the *H* role stands for the Payroll Administrator and the *F* role stands for Finance Administrator.

See Guidelines to Fulfill the Needs of Sarbanes-Oxley Act.

Archiving

All data that determines payroll calculations is frozen in write array tables, which are created during a payroll run. The system keeps these data as well as all results in history. For example, if there is a retroactive change to any date, the original calculated results as well as the input that was valid for those original results is retained and is available for review at any time. Additionally, all year end XML data, which contains all the legal reporting that is sent to Swissdec, is archived and stored each time it is generated, including all re-sends and corrections.

Global Payroll for Switzerland is Swissdec Certified

Global Payroll for Switzerland was certified in:

- April of 2008 under certificate # 1025.08.

- December of 2010 for Swissdec 3.0 under certificate #1061.10.

- January of 2014 for Swissdec 4.0 under certificate #1061.14.

Therefore, we highly recommend that you use the Swissdec payroll guidelines as published on the Swissdec website as additional documentation to become familiar with the payroll.

Also, all earnings and reporting described on the Swissdec website is valid for this payroll, especially for small and mid size customer that might run their payrolls *out of the box* with the elements described in the guidelines and provided by PeopleSoft Global Payroll for Switzerland.

See Swissdec Website.

See Additional Earnings and Deductions Table.

Viewing Delivered Elements for Switzerland

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

Related Links
"Understanding How to View Delivered Elements" (PeopleSoft Global Payroll)

Review Swiss Data

In Global Payroll for Switzerland, data is downloaded from different websites for performing various actions in areas such as Taxes, Bank, Postal and others. The following table lists the most commonly used websites to download such data.

	Page (where data is used)	*Level*	*Label*	*URL*
Generic				
Swissdec	Overview	Setup	Swissdec	Swissdec Website
Position Statement	Overview Tax Updates	Setup	Tax Updates	MyOracleSupport Search for 'Switzerland Position Statement'.
View/Review				
UID BFS	GPCH_SI_Company4	Setup	View UID	Statistik Schweiz — UID-Register@BFS
UID EHRA	GPCH_SI_Company4	Setup	View Zefix	Bundesamt für Justiz https://www.zefix.ch/de/search/entity/welcome
National ID employee	Personal Data1	Emplid	View UPI	Département fédéral des finances DFF
National ID child	GPCH_CA_DATA Depend_Benef2	Dependent	View Central Register	Eidgenössisches Finanzdepartement EFD

	Page (where data is used)	Level	Label	URL
Downloads				
Source Tax	GPCH_LOAD_Files	Setup	Download Source Tax	Eidgenössische Steuerverwaltung ESTV https://www.estv.admin.ch/estv/de/home/direkte-bundessteuer/quellensteuer/dienstleistungen/tarife-herunterladen.html
Bank	GPCH_LOAD_Files	Setup	Download Banks	Das Zahlungssystem SIC
Postal/Village Codes	GPCH_LOAD_Files	Setup	Download Postal/Bank	Statistik Schweiz — Ortschaftenverzeichnis der Schweiz https://www.bfs.admin.ch/asset/de/do-t-09.02-gwr-3

Chapter 3

Defining Country Data

Defining a Default Retroactive Processing Method

The Default Retro Method and the On Conflict Retro Method for Switzerland are both corrective. These options are set on the Country Setup page. The core retro functionality suits all Swiss requirements.

The override retroactive to forwarding processing method is only used for net payments. The Net Payment accumulator (CH_00_54) is forwarded to the Earning element (CH_00_54f). The Final Payment element (CH_00_72), or CH_00_74 if negative, is the sum of CH_00_54 and CH_00_54f.

Global Payroll for Switzerland does not support retroactive transaction processing for the previous year. Therefore, it is recommended that during implementation that you set the retro limit to the first of January.

Additionally, several reports provide a special presentation of the results of retroactive processing. As there are no retroactive transactions that can be used for previous years, yearly reports do not process retroactive information. These reports always show the most recent results.

As a result, the presentation of retroactive information is limited to monthly and quarterly reporting. This section provides an overview on how the system handles retroactive results in these reports:

Reports with end user options:

- Pay Balance CHE (GPCHTX06)

  If Print Detail Report check box is selected, the system displays the retroactive details. The delta amounts are displaced under the month where they occurred and accumulated. They are printed in bold under the current month of the payroll. The delta amounts count only in the totals of the current month to mirror the general ledger view on the numbers. If Print Detail Report check box is deselected, no details about the periods of delta will display, only the (inside the report) forwarded amounts are to the current amounts.

- Pay Element Summary CHE (GPCHAL08)

  If the Print Detail Report check box is selected, the system displays the retroactive details separately for each month in which they originated. If the Print Detail Report is deselected, the system accumulates the retroactive transactions for all retro months in one amount.

- Personal Statement (GPCHSI03)

  The Original Month, Most Recent Month, and As of Month radio buttons are used to list data as of the selected period in which data was generated. The system saves the personal attributes for each payroll run, in case those items that were changed in the past want to be viewed again. By choosing one of these options, you can track the history of the data change.

Reports with retroactive results in delta and reversal mode:

- Payslip (GPCHAL10)

For elements that only have changes to amounts or base pay, the system displays a new row that includes a leading asterisk (*). For elements that only have changes to percent or rate, the system reverses the old rows and displays new rows with complete data. Retro rows that have the same percent and rate are accumulated into one row.

• Pay Balance CHE (GPCHTX06)

For elements that only have changes to amounts or base pay, the system displays only the changed row. For elements that have changes to percent or rate, the system reverses the old rows and displays new rows with complete data for the following report:

• Military Service - Monthly (GPCHE01)*

Note: * If a change is for amounts only, the system creates a new row; otherwise the old row is reversed and the system additionally creates a new row.

Related Links
"Countries Page" (PeopleSoft Global Payroll)

Defining Triggers and Segmentation Events

In Global Payroll, the mechanism used to detect online data changes that should result in a system action is called a trigger. Examples of common data changes that might use triggers are the hiring of a new payee, a change in pay rate, and a change in job location. There are three types of triggers: iterative, retroactive, and segmentation.

Before you can use a trigger to process a payee, perform segmentation, or perform retroactive processing, you must set up a trigger definition. The definition indicates that when a particular change to the database occurs, the system should generate the desired trigger. You define trigger event IDs on the Trigger Definition page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions) in the Global Payroll core application.

The following table lists records with triggers for Global Payroll for Switzerland.

Record	Type	Trigger Event ID	Retro Event Definition ID
ADDRESSES	Iterative		
COMPENSATION	Iterative		
COMPENSATION	Retro	COMPENSATI	CHE RETRO
CONTRACT_DATA	Iterative		
EMPLOYMENT	Iterative		

Record	Type	Trigger Event ID	Retro Event Definition ID
GPCH_AB_MATERN	Iterative		
GPCH_AB_MATERN	Retro	CH AB MATE	CHE RETRO
GPCH_AL_EMPLMT	Iterative		
GPCH_AL_EMPLMT	Retro	CH AL EMPL	CHE RETRO
GPCH_CA_DATA1	Iterative		
GPCH_CA_DATA1	Retro	CH CA DAT1	CHE RETRO
GPCH_CA_DATA2	Iterative		
GPCH_CA_DATA2	Retro	CH CA DAT2	CHE RETRO
GPCH_EO_NOR_VW	Iterative		
GPCH_EO_NOR_VW	Retro	CH EO CALC	CHE RETRO
GPCH_EO_RTO_VW	Iterative		
GPCH_EO_RTO_VW	Retro	CH EO RTO	CHE RETRO
GPCH_GR_DAT1_VW	Iterative		
GPCH_GR_DAT1_VW	Retro	CH GR DATA	CHE RETRO
GPCH_GR_DAT2_VW	Iterative		
GPCH_GR_DAT2_VW	Retro	CH GR DAT2	CHE RETRO
GPCH_PK_DAT_DTL	Iterative		
GPCH_PK_DAT_DTL	Retro	CH PK DTL	CHE RETRO
GPCH_SI_DATA	Iterative		
GPCH_SI_DATA	Retro	CH SI DATA	CHE RETRO

Record	Type	Trigger Event ID	Retro Event Definition ID
GPCH_TX_DATA	Iterative		
GPCH_TX_DATA	Retro	CH TX DATA	CHE RETRO
GPCH_TX_LAWDATA	Iterative		
GPCH_TX_LAWDATA	Retro	CH TX DATA	CHE RETRO
GP_ABS_EVENT	Iterative		
GP_ABS_EVENT	Retro	GPABSEVENT	CHE RETRO
GP_ABS_OVRD	Iterative		
GP_ABS_OVRD	Retro	GPABSOVRD	CHE RETRO
GP_PI_MNL_DATA	Iterative		
GP_PI_MNL_DATA	Retro	GPPIMNLDAT	CHE RETRO
GP_PI_MNL_SOVR	Iterative		
GP_PI_MNL_SOVR	Retro	GPPIMNLSOV	CHE RETRO
GP_PYE_OVRD	Iterative		
GP_PYE_OVRD	Retro	GPPYEOVRD	CHE RETRO
GP_PYE_OVR_SOVR	Iterative		
GP_PYE_OVR_SOVR	Retro	GPPYEOVRSO	CHE RETRO
GP_PYE_SECT_DTL	Iterative		
GP_PYE_SECT_DTL	Retro	GPPYESECTD	CHE RETRO
GP_RTO_TRGR	Iterative		
GP_SEG_TRGR	Iterative		

Record	Type	Trigger Event ID	Retro Event Definition ID
JOB	Iterative		
JOB	Retro	JOB	CHE RETRO
JOB	Segmentation		
JOB	Segmentation		
JOB_JR	Iterative		
PERSON	Iterative		
PERS_DATA_EFFDT	Iterative		
SCH_ASSIGN	Iterative		
SCH_ASSIGN	Retro	SCHASSIGN	CHE RETRO
SCH_MNG_SCH_TBL	Iterative		
TL_PAYABLE_TIME	Iterative		
WKF_CNT_TYPE	Iterative		

Note: Global Payroll for Switzerland is designed to have a retroactive limit as of January 01 of the current year.

The following table lists segmentation events for Global Payroll for Switzerland:

Name	Description	Segment Type
COMPRATE	Comp Rate Segmentation	Element
JOB	Job Segmentation	Period

Adjusting Trigger Effective Dates

When you define retro triggers on the Trigger Definitions-Field Values page, you can enter a positive or negative number in the Offset Days field to increase or decrease the retro trigger effective date in relation to the date of a field value change. For example, if you enter -1 in the Offset Days field for one of the values listed in the Field Values group box, and you retroactively enter that value into the database with an effective date of October 1, 2014, the system automatically adjusts the trigger effective date to

September 30, 2014 (one day earlier). The system then processes pay periods going back to September 2014 rather than October 2014.

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

Trigger Definitions-Field Values page showing JOB actions that trigger retroactive termination processing for Switzerland

Note that the offset for termination triggers is -1.

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

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

Related Links

"Understanding Triggers" (PeopleSoft Global Payroll)

Identifying Proration Rules

In addition to the 16 proration rules supplied for all countries, Global Payroll for Switzerland includes one additional rule: pseudo proration. CH_AB_PSUEDO uses CH_AB_COUNT_ALL as the numerator, and the variable CH_AB_ONE as the denominator.

Identifying Pin Categories

For GP Switzerland 8 active categories are available.

Category	Description	Assigned To	Use
FAK	FAK_CAF manual entries	Earning	E/D assignment: makes Dependent mandatory
GR1	Garnishment Amount	Deduction	E/D assignment: Fields for Type 1
GR2	Garnishment Min Pay	Deduction	E/D assignment: Fields for Type 2
GR3	Garnishment Net Amount	Deduction	E/D assignment: Fields for Type 3
IASC	Imp. a la source les artistes	Earning	E/D assignment: Fields for Source Tax
LA6	Tax Statment 2006	Accumulator	Category for Element Contribution list
LAW	Accumulators for LAW	n/a	n/a
LE	SalaryStatistic LSE_ESS	n/a	n/a
LSE	Salary Statistic (LSE)	Accumulator	Category for Element Contribution list

Category	Description	Assigned To	Use
QST	Source Tax	Accumulator	Category for Element Contribution list

Identifying Rounding Rules

In addition to the 61 rounding rules supplied for all countries, Global Payroll for Switzerland includes 6 additional rules.

Name	Description	Type	Size	Rule
CH AL 5RAP	5 Rappen.	Increment	0.05	Round Up If >= 0.025 Else Round Down.
CH AB RND UP 0.5	Round up to 0.5 decimal.	Increment	0.5	Round Up.
CH 00 FULL CHF	Round to full franks.	Rounding	0.0	Round Up If >= .5 Else Round Down.
CH 00 10RAP	Round to 10 Rappen.	Rounding	0.1	Round Up If >= .05 Else Round Down.
CH 00 RUP CHF	Round up to full CHF.	Rounding	0.0	Round Up.
CH 00 5DEC	Round to 5 decimals.	Rounding	0.000005	Round Up If >=. 000005 Else Down.

Setting Up Pay Entities and Pay Groups

Before setting up Swiss options, you need to define the pay entity and pay group on the Pay Entities and Pay Groups pages. The simplest setup is to keep company and pay entity as a one-to-one relationship, where the keys are identical. However, the pay entity can also be designated as a legal entity.

A company with the features of the legal entity must exist. If you have several companies combined into one legal entity, than you can associate additional companies with the Bracket element (CH_00_BLENTTY) of the legal entity (select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets).

These companies obtain their payroll features from the leading legal entity. The system only displays these associated companies on selected reports for the purposes of sorting, selecting or for stating the related company.

Since companies and legal entities do not need to have a one-to-one relationship, you may set up the companies and legal entities within your organization using a matrix that could look something like this:

Company	Legal Entity
1	1
2	1
3	1
4	A
5	A
6	6
7	B

Setting Up Pay Entities and Pay Groups

Related Links

"Defining Pay Entities" (PeopleSoft Global Payroll)
"Defining Pay Groups" (PeopleSoft Global Payroll)

Assigning and Viewing Print Classes

For multiple reports the layout and contents is determined by a print class. You can select a specific print class on the run control page before running a report. Print Classes are defined using the GP Core List Set feature. You can use the delivered list sets or build your own print classes.

See "Understanding Applications and List Sets" (PeopleSoft Global Payroll).

This table displays that delivered list sets that work best with the reports displayed in the right hand column:

List Set	Report
CH_GPCHDM12	Payslip (GPCHAL10)
CH_GPCHDM21	Pay Balance (GPCHTX06)
	Pay Element Summary (GPCHAL08)
	Element Contribution (GPCHAL07)
CH_GPCHSI03	Personal Statement (GCHPSI03)

To make changes to the delivered print class, access the Element Group Attributes page (select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Define List Set. Then click the Element Group Details icon).

This table describes how to use the fields on the Element Group Attributes page for the CH_GPCHDM12 and CH_GPCHDM21 list set:

Print Class	Notation of Print Class
Element Name	Displays the element for which print properties get setup here.
Default Sort	Displays the default as assigned in the element group. This has no impact for the Swiss payroll reports.
Override	Override the assignment of earnings and deductions for mobile payslips. If you select Override, the system shows an earning under deductions and a deduction under earnings. For more information, see the documentation for the "Payment Summary Page" (PeopleSoft ePay).
Print Group	Assign the group in which the type of salary should be printed on the report.
Print Sequence	Assign the sequence in which the type of salary should be printed on the report.
Print Calc	Select this check box if you want the result amount printed.
Print Base	Select this check box if you want the base amount printed.
Print Rate	Select this check box if you want the rate value printed.

Print Class	Notation of Print Class
Print Units	Select this check box if you want the unit value printed.
Print Percent	Select this check box if you want the percent value printed.
Print Sum Amount	Select this check box if you want the amount printed in bold and moved one column to the right.
Override Value	If you want to reverse the algebraic sign of the salary type, enter –1.

Note: Not all columns are used for every report. For the payslip report the system defines all components in one line. Thus, under element names only earnings and deductions and the selected columns correspond to the required component. For legal reports a dedicated line is required. This means that you will only see one column checked. This selection needs to match the defining component.
For example, if the Auto Assignment component base (CH_AH_D11_Base) is selected, then Print Base needs to be selected as well. For the Personal Statement report the system supports only Print Group 1 and Print Group 2. In Print Group 1, assignments appear under the Base Salary chapter. In Print Group 2, assignments appear under the Insurance Deductions chapter.

To use components for legal reports you need to first allow assignment of components in the list set by selecting *GP_ENT_EGELN_VW* in the Entry Prompt ID field on the Entry Type Prompts page (select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Entry Type Prompts).

This table describes how to use the fields on the Element Group Attributes page for the CH_GPCHSI03 list set:

Print Class	Notation of Print Class
Element Name	Displays the element for which print properties get setup here.
Override	Not supported.
Print Group	Assign the group in which the type of salary should be printed on the report. For the Personal Statement report the system supports only Print Group 1 and Print Group 2. In Print Group 1, assignments appear under the Base Salary chapter. In Print Group 2, assignments appear under the Insurance Deductions chapter.
Print Sequence	Assign the sequence in which the type of salary should be printed on the report.

See "Selecting Entry Types and Displaying Record.Field Combinations" (PeopleSoft Global Payroll).

Defining Swiss Online Processing Options

To define Swiss online processing options, use the Online Processing Setup CHE (GPCH_EG_ONL_SETUP) component. This topic discusses how to define Swiss Online Processing Options.

Page Used to Define Swiss Online Processing Options

Page Name	Definition Name	Usage
Online Processing Setup CHE Page	GPCH_EG_NM_VAL_PRS	Define parameter to create, validate and send XML files through dashboard

Online Processing Setup CHE Page

Use the Online Processing Setup CHE page (GPCH_EG_NM_VAL_PRS) to define parameter to create, validate and send XML files through dashboard.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Processing** > **Online Processing Setup CHE** > **Online Processing Setup**

Online Processing Setup CHE page

Note: Before you use the dashboard in Global Payroll for Switzerland, you need to specify the parameters that are explained here.

The Java architecture requires the ELM Transmit process be setup in advance. These properties are delivered with the PeopleSoft application. You can modify the property setup as needed.

Here is a brief description of the properties for the ELMTransmit process:

Property	Description
Certificate Alias	The alias name for the certificate that is used needs to be specified. The default certificate delivered has the alias of *test*.
Certificate Alias Password	The certificate Alias Password is needed to secure the certificate The default password delivered is as ' ' (blank). Use the **Is Password** checkbox to encrypt the password.

Property	Description
Certificate Location	This property allows the user to specify the location of the certificate used for signing the XML file. The default value is *transmitter.jks,* which is the default jks certificate delivered to the customer.
Certificate Password	The password for the certificate that is used needs to be specified. The default certificate is delivered as ' ' (blank). Use the **Is Password** checkbox to encrypt the password.
Certificate Type	This property specifies the type of the certificate used by the Java process. The default certificate is .jks.
EncryptCertificate Alias	This is the alias name for the certificate used for encryption. The default certificate delivered has the alias of test.
EncryptCertificate Alias Password	The certificate Alias Password for encryption certificate. The default password delivered is as ' ' (blank). Use the **Is Password** checkbox to encrypt the password.
Encrypt Certificate Location	This property allows the user to specify the location of the certificate used for encrypt the XML file. The default value is transmitter.jks which is the default jks certificate delivered to the customer.
Encrypt Certificate Password	The password for the certificate that is used needs to be specified. The default certificate is delivered as ' ' (blank). Use the **Is Password** checkbox to encrypt the password.
Encrypt Certificate Type	This property specifies the type of the certificate used by the Java process. The default certificate is of the type jks.
Class Path Directory	This property specifies the path where the additional classes required by the Java process will be unzipped. These additional classes are delivered in the PeopleSoft Application as gpchEGlibs.jar. The default path for the Classpath directory is <PS_SERVDIR>/files/classpath_dir
JVM	This property specifies the path of the JVM that needs to be used by the Java process. The JVM path normally points to the People tools JDK. The default value for this is <PS_HOME>/jre/bin/java.exe. For Unix platform the path needs to be modified as <PS_HOME>/jre/bin/java.
Log File	This property specifies the path for the log files for Java messages to be generated. The default value is <PS_SERVDIR>/files/classpath_dir/elm.log

Property	Description
Log Level	The property specifies the level of logging to be used. The Log levels are: 1- Warnings and Errors, 2- Informational, and 3- Debug. The default Log Level is set to 2.
Proxy Host URL	This property specifies the Internet proxy to be used. The default value is www-proxy.us.oracle.com. You will have to change this property to your Internet proxy.
Proxy Port	This property specifies the Internet Proxy Port to be used . The Default value is 80. The customer will have to change this property to his Internet Proxy Port.
Service URL	The Swissdec Webservice endpoint to which the XML is delivered (change to https for SSL) The default value is set to: http://tst.itserve.ch/itserve/lohnstandard/piv/receiver/channel001/services/SalaryDeclaration
XSD File	This property specifies the path to the elm.properties file which is delivered as a part of the gpchEGlibs.jar . The elm.properties property file in the classpath that links schema files to namespaces. The default value for this property is <PS_SERVDIR>/files/classpath_dir/elm.properties.

PeopleSoft provides the data with defaults that point to the Swissdec test receivers. You need to adjust these values, according to their IT environment and then send the data to the Swissdec production receiver.

Parameter	Production	Test
Certificate Alias	Request from PeopleSoft	test
Certificate Alias Password	Request from PeopleSoft	' ' (Blank)
Certificate Location	ORACLE PEOPLESOFT ENTERPRISE Global Payroll Country Extension Switzerland.jks	transmitter.jks
Certificate Password	Default	' ' (Blank)
Certificate Type	JKS	jks
Certificate Alias	Request from PeopleSoft	test
Certificate Alias Password	Request from PeopleSoft	' ' (Blank)

Parameter	Production	Test
Certificate Location	ORACLE PEOPLESOFT ENTERPRISE Global Payroll Country Extension Switzerland.jks	transmitter.jks
Certificate Password	Default	' ' (Blank)
Certificate Type	JKS	jks
Service URL	https://distributor.Swissdec. ch/services/elm-pucs-puns/ SalaryDeclaration/20130514/	https://distributor.Swissdec.ch/services/ elm/SalaryDeclaration/20130514
Proxy Host URL	Your proxy (for example, www.proxy.us. oracle.com)	Your proxy (for example, www.proxy.us. oracle.com)
Proxy Port	Your proxy port (for example, 80)	Your proxy port (for example, 80)

You can find more information about the meaning of these fields in the Swissdec guidelines and the Swissdec tech doc that describes the full ELM XML.

Parameters: ISO

The online processing parameters further support management of invalid characters in ISO 20022 GP Switzerland identifies invalid characters against values given in paremeter ValidCharacters and replaces characters not included by:

1. If dedicated replace value given in ReplaceInvalidCharacters, by this value

2. Otherwise, if dedicated value for Default given in ReplaceInvalidCharacters, by this Default replacement

3. Otherwise, by Default = '-'

This example illustrates the fields and controls on the Online Processing Setup CHE page-1.

Note: Any character not included in the list given for ValidCharacters gets replaced by default with '-' (Hyphen). The list of valid characters is delivered by GP Switzerland and gets updated in case ISO requirements will change. In case client prefers a more dedicated replacement he may provide replacement for any invalid character in parameter ReplaceInvalidCharacters.

Parameter: SecureDomain

Additional access restrictions for dashboard XML files. This got actually requested for ISO 20022 but supports any dashboard domain.

This example illustrates the Online Setup for Swiss window.

We provide now customer control on file management. In Online Processing Setup CHE client can qualify a domain for restricted access.

Process Name(proposed) = SecurityX(where X = 1 character translate for provider type)

Property Name (mandatory) = SecureDomain

Property Long Value = X;yyy where

X =one character translate for provider type and

yyy = target path for save

Once the setup is in place the save will directly go the given target and no longer grant access to the end user.

This example illustrates the Save button.
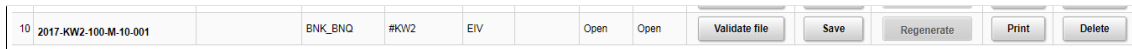
Click Save

This example illustrates the Confirmation Window.
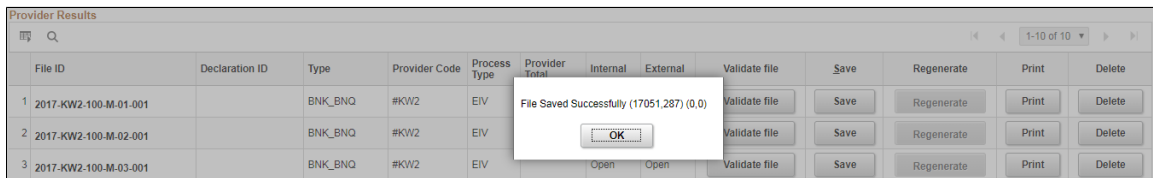
See Swissdec Definitions/Standards

Defining Swiss Installation Options

To define Swiss installation options, use the Installation Options CHE (GPCH_AL_INSTALL) component.

This topic discusses how to define Swiss installation options.

Before you print reports in Global Payroll for Switzerland, you need to specify default choices for names, addresses, phone, and email. For example, you might want to print a payee's primary name and home address on a payslip.

Page Used to Define Swiss Install Options

Page Name	Definition Name	Usage
Installation Options CHE Page	GPCH_AL_INSTALL	Define default name, address, phone, and email types for reporting.

Installation Options CHE Page

Use the Installation Options CHE page (GPCH_AL_INSTALL) to define default name, address, and email types for reporting.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Processing** > **Installation Options CHE** > **Installation Options CHE**

Installation Options CHE page

Field or Control	Description
Report Security	Select this option to enforce report security on the Personal Statement (GPCHSI03), Payslip (GPCHAL10), Payroll Register (GPCHTX04) and Pay Balance (GCHTX06) reports. Report security limits the users than can view report results.

Upload Files CHE

For GP Switzerland, as there are various external files, a generic tool is provided for uploading:

- Source Tax Rates

- Bank Definitions

- Postal Codes

- Municipality Codes

- ViewGen Printing Tools

This section discusses how to upload and review the various file types.

Access Load Files CHE page (Setup HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Load Files CHE).
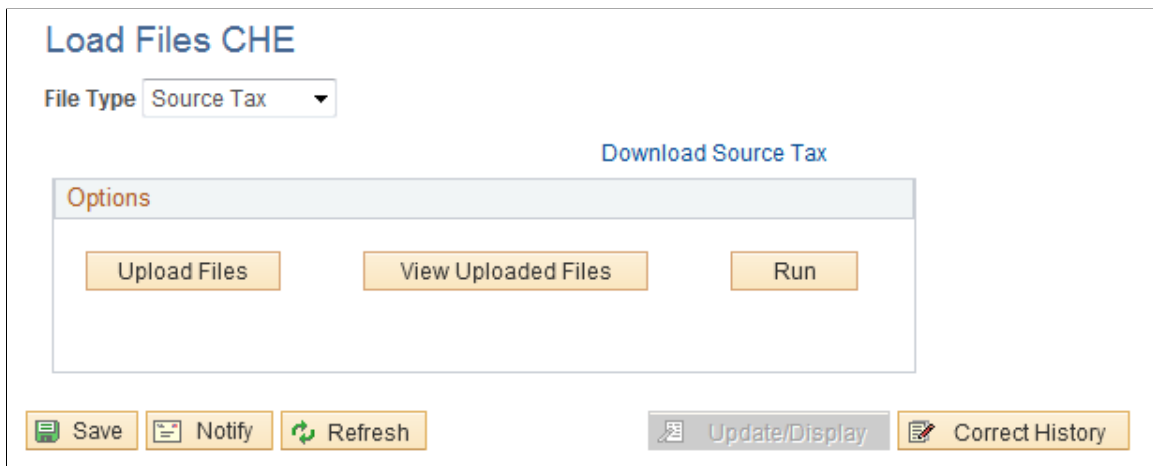
Load Files CHE page

This example illustrates the fields and controls on the Load Files CHE page_Postal Codes.
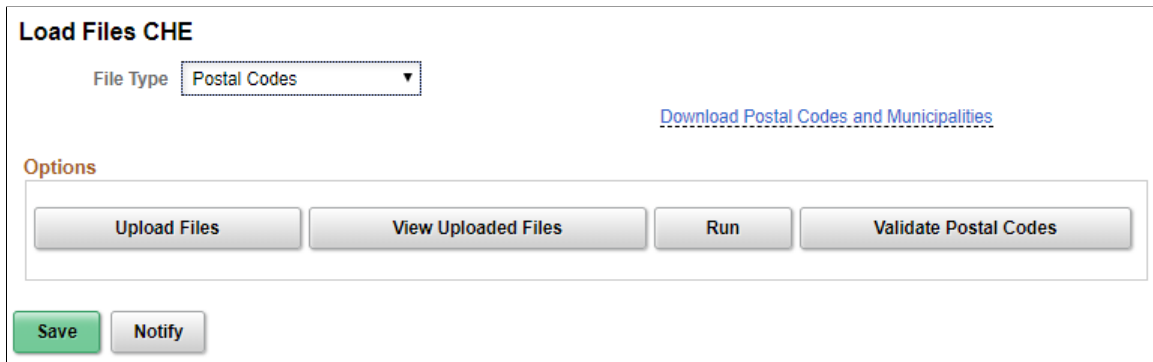
Field or Control	Description
File Type	Supported File Types are: • Source Tax • Postal Codes (including Municipality Codes) • Bank File • ViewGen
Download xxxx	Provides link to the related source in the Web. See**PeopleTools** >**Utilities** >**Administration** >**URLs**
Upload Files	All types are uploaded initially. Selecting Upload will open the following Popup, where you enter the path of your file.

Upload File Attachment - Load Files CHE
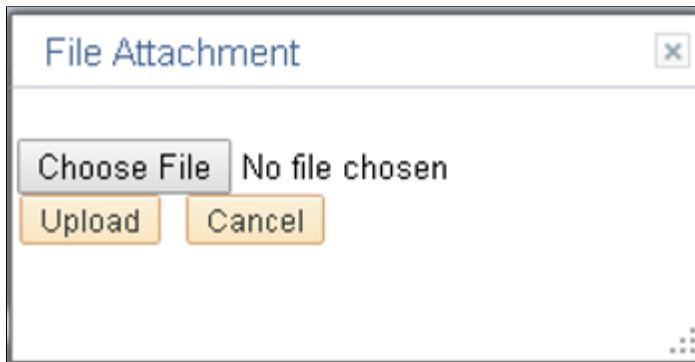
File attachments can be uploaded for:

Field or Control	Description
Source Tax	TXT file per canton, ZIP file with multiple TXT files or ZIP file with multiple ZIP files; once uploaded select RUN and fill the required data.
Postal Codes (including Municipality codes)	CSV file, which you create from the BFS_OFS xls; once uploaded select RUN and fill just the required as of date. For this type the button 'Validate Postal Codes' is active.
Bank File	TXT file as provided by SIX Interbank; no further processing. For this type the button 'Validate Bank file is active.
ViewGen	ZIP file; no further processing.

Field or Control	Description
View Uploaded Files	User may review any attachment — attachments uploaded using the above dialog as well any other attachments created using any other GP Switzerland process, e.g. using the dashboard

To ease viewing existing files the system provides the following filters Provide the following filters – multiple criteria are considered as 'and':

•   Company

•   Domain

•   Year

•   Month (if monthly applies for the selected domain = QST _IS and FAK_CAF)

•   Type (DeclareSalary/GetStatus/GetResult/other) |

This example illustrates the fields and controls on the Uploaded Files window.
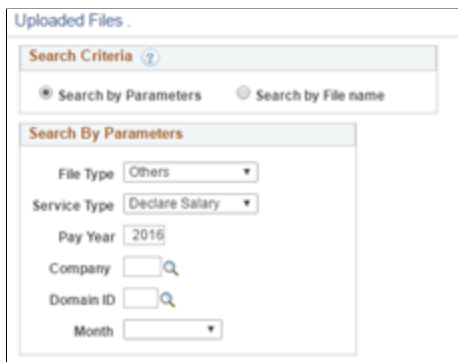
Further one can search by filename instead of given filters.

Field or Control	Description
RUN	Only applicable for Source Tax and Postal Codes.

Setting Up Postal Codes

This section provides an overview of Swiss postal code maintenance and discusses how to update postal codes.

Understanding Postal and Municipality Code Maintenance

Global Payroll for Switzerland is delivered with Swiss postal codes. The system uses the postal codes to validate and prompt for municipality codes. You can view the contents of the Postal Code table and load updates from the Swiss Post website.

For GP Switzerland users, the menu (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Postal/Municipality Codes CHE) for updating Postal and Municipality Codes has changed.

Prepare Input File

GP Switzerland customers are provided features to load the Postal Codes & Municipality Codes by downloading the Ortschaftenverzeichnis der Schweiz Excel Sheet (do-t-09.02-gwr-37), which is available from the Swiss Federal Statistical Office Website

To install the update, the user has to download the data from folder Ortschaftenverz.-Rép. Localités, save this folder as .csv and then upload this .csv by using Load Files CHE, file type Postal Codes.

User may consider as well to upload the enhanced files provided by Oracle along with regular announcements of legal changes. For more information please see Global Payroll for Switzerland Position Statement 2017 (Doc ID 2216589.1)

Upload Data

Load Postal and Municipality Codes CHE

After uploading the file and selecting Run, the following page is displayed.

This example illustrates the fields and controls on the Postal Data page.

The user have to fill in just the current year.

Once data got loaded user can review orphan Postal Code and Municipality Code by using the button 'Validate Postal Codes'. This returns a list of active assignments for expired Codes. See HCM 92 PI 25 GP Swiss Report samples.

Manage Postal Codes and Municipality Codes

The Municipality Codes CHE page now maintains data from POSTAL_CD_CHE (formerly GPCH_TX_VILLAGE) and is displayed as:

Municipality Codes CHE page

Maintaining Swiss Payroll Salary Bases

Calculations for salary bases are contained in the standard version of the application. You can, however, add or change salary bases in some cases. Intern bases, which are maintained only by the producer, are not discussed here.

For the recommended accumulators buildup, use the normal types of salary via CH_00_0. For all standard accumulators we provide a custom entry, which is already a member of the standard accumulator.

The naming convention for the custom entry is CH_XX_CYY, where XX stands for positions 4 to 5 and YY stands for the positions 8. For example, CH_00_C0 is the custom entry for CH_00_0.

This enables you can add customer earnings to custom accumulators to avoid any overlap with any additional delivery of standard accumulators. For example, if you had a customer earning called Cust_Salary, which contributes to all legal bases, then you would add this earning to accumulator CH_00_C0, which is the custom entry for standard accumulator CH_00_0.

Refer to the illustration below for a graphical representation of how accumulators are used in the Global Payroll for Switzerland application:

Illustration showing how accumulators are used in the Global Payroll for Switzerland application
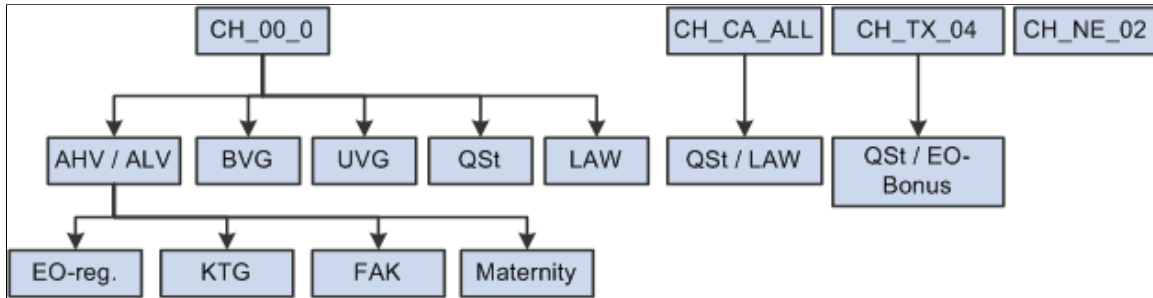
Global Payroll for Switzerland Accumulators provides an overview by functional category of the accumulators that you need to maintain.

The list of accumulators for these functional categories are:

• Subtotals

• Social Insurances

• Source Tax

• Tax Statement 2006 (and later)

• Statistics

• Source Tax Reporting

• Other Reporting Controls

The salary bases delivered in the standard version of the application are sufficient in most cases. You, however, can further define salary bases and their respective accumulators to meet your own needs.

See also Understanding Global Payroll for Switzerland Accumulators

Chapter 4

Setting Up Family Allowances

Understanding Family Allowances

Global Payroll for Switzerland enables you to define and manage data for an employee's dependents and family as well as process available family allowances for each payee.

Viewing Delivered Elements

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

Related Links

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

Defining and Entering Family Allowances

This topic discusses how to define and enter family allowances.

Note: Since January 1, 2009 the setup parameters on the Family Allowance Data page are no longer supported. The values on the Child Allowance Data page are still used, although the **Adoption Allowance Amount** and **Birth Allowance % Method** fields are no longer supported.

Pages Used to Define and Enter Family Allowances

Page Name	Definition Name	Usage
Family Allowance Data Page	GPCH_CA_STAT_SET01	Set up family allowance data. The system delivers company CA1 as an example of a government-approved setup.
Child Allowance Data Page	GPCH_CA_STAT_SET02	Set up child allowance data.
Define Family Allow Data CHE Page	GPCH_CA_DATA	Enter the family allowance payment data for individual employees.

Entering Dependent Data in PeopleSoft HCM

Enter dependent's name, address, and personal information on the Dependents Data component in PeopleSoft HCM.

Related Links
"Tracking Dependent and Beneficiary Data" (PeopleSoft Human Resources Administer Workforce)

Family Allowance Data Page

Use the Family Allowance Data page (GPCH_CA_STAT_SET01) to set up family allowance data.

The system delivers company CA1 as an example of a government-approved setup.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Addl Rates > Ceilings > Values > Family Allowance Rates CHE > Family Allowance Data

Family Allowance Data page

Note: The Family Allowance Data and Child Allowance Data pages reflect rules that are designed to protect child and education allowances. These rules vary from canton to canton. Consequently, they are not irrevocably installed in Global Payroll and can be defined dynamically.

Field or Control	Description
Household Amount - Canton Jura	Not active currently.

Full Time, Part-Time, and Single Parent Part-Time Rule

In granting family allowances, the cantons distinguish between full-time employment, part-time employment, and part-time employment for single-parent families. Different sets of rules are applied accordingly. You can view the appropriate rule for the applicable fields *Full Time Rule, Part Time Rule,* and *Single Parent Part Time Rule.*

Fields beneath the Part Time Rule apply to employees who are not specified as single parents. Fields beneath the Single Parent Part Time Rule apply to employees who are specified as single parents. You can identify a person as a single parent on the Family Allowance page.

Field or Control	Description
Minimum Hours Limit	The lower limit or minimum number of hours allowed to qualify for receiving the family allowance.
Maximum Limit/Factor	For information only. The hourly rate or divisor determines the upper limit.
Hourly Rate or Divisor	For part-time employees, the allowance is calculated as follows: Allowance * STD HOURS * 4.3333 / Divisor. For hourly paid employees, the calculation is: Allowance * ACTUAL HOURS / Divisor.

Child Allowance Data Page

Use the Child Allowance Data page (GPCH_CA_STAT_SET02) to set up child allowance data.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Addl Rates** > **Ceilings** > **Values** > **Family Allowance Rates CHE** > **Child Allowance Data**

Child Allowance Data page

Statutory Family Allowance Data

Field or Control	Description
Birth Allowance Amount	The amount granted at the birth of a child.
Adoption Allowance Amount	Not supported.
Birth Allowance % Method (birth allowance percent method)	Not supported.
CA Age Maximum 1 (child allowance age maximum 1)	Enter the age until which the amount in Child Allowance 1 is paid. For example, in Zurich 170 CHF is paid until the age of 12. PeopleSoft maintains this amount.
CA Age Maximum 2 (child allowance age maximum 2)	Enter the age until which the amount in Child Allowance 2 is paid. For example, in Zurich 195 CHF is paid until the age of 16. PeopleSoft maintains this amount.
Disabled Age Maximum	Indicates the maximum age for which allowances are paid for disabled children.
Education Age Maximum	Indicates the maximum age for which education allowances are payable.

Rates

Field or Control	Description
SeqNum (sequence number)	Shows the sequence of user input of dependent data in the HR pages; for example, spouse = 1, child 1 = 2.
Child Allowance 1	The numeric amount to be granted for children with an age <= CA Age Maximum 1.
Child Allowance 2	The numeric amount to be granted for children with an age <= CA Age Maximum 2.
Education Allowance	The numeric amount to be granted as the education allowance.
Currency	The currency code for the education allowance. **Note:** The system only supports the CHF currency.

Logical Order of the Child Allowance Process

When processing the child allowance, the system applies the following processing logic involving age, education, and disability considerations:

Logical Order of the Child Allowance Process
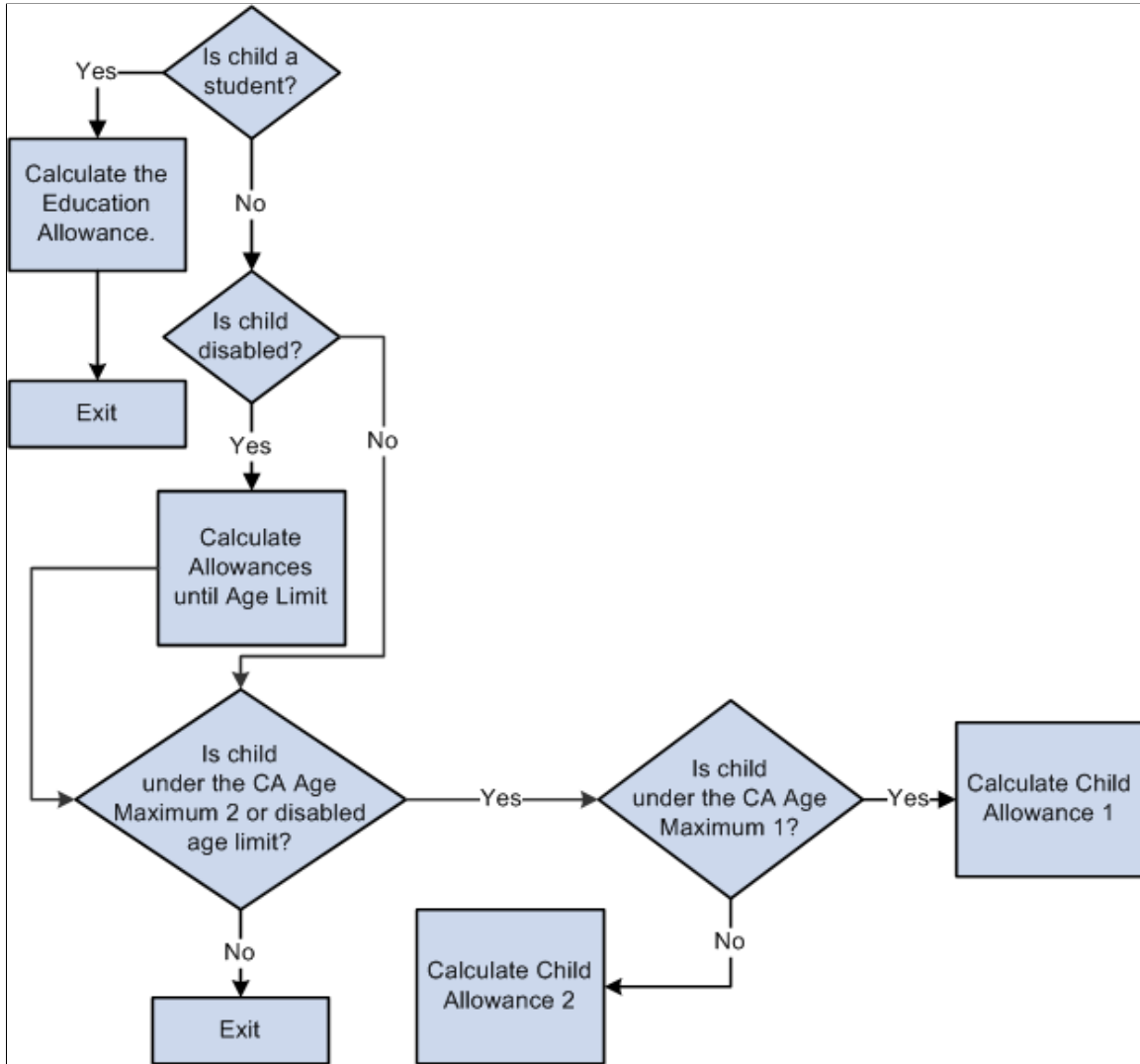
Define Family Allow Data CHE Page

Use the Define Family Allow Data CHE (Define Family Allowance Data CHE) page
(GPCH_CA_DATA) to enter the family allowance payment data for individual employees.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Define Family Allow Data CHE** > **Define Family
Allow Data CHE**

Define Family Allow Data CHE page - Standard Data (1 of 3)

Define Family Allow Data CHE page - Additional Data (2 of 3)

Define Family Allowance Data CHE page RaFam (3 of 3)

Clicking the RaFam button displays the RaFam Details page.

Family Allowance Details

Field or Control	Description
Canton of Employment	Displays the canton for the employee.
Override	Select to override the employee's canton. If the work location is located in a different canton than the canton that pays the allowance.
Single Parent	Not supported since January 01, 2009, however used for XML TAG *Particulars/SingleParent*.
Reduced HH All (reduced household allowance)	Not supported since January 01, 2009.

Children

The employee's dependents or beneficiaries who are already registered appear in this group box.

Field or Control	Description
Dep/Benef Name	The current number (internal) and name of the dependent or beneficiary (dependent/beneficiary name).

Field or Control	Description
FamRel	Family relation is derived from Relationship to Employee and Gender of Employee (in brackets Standard code).

Female Employee	Male Employee	Child	Entry in HCM
Mother (10)	Father (20)	Kind	C Child
Stepmother (11)	Stepfather (21)	Stepchild	SC Stepchild
Fostermother (12)	Fosterfather (22)	Fosterchild	FC Foster Child
Grandmother (14)	Grandfather (24)	Grandchild	GC Grandchild
Sister (13)	Brother (23)	Sibling	SB Sibling

Field or Control	Description
Disabled	Select if the dependent or beneficiary is disabled.
Student	Select if the dependent or beneficiary is a student.
Diff Allowance	Difference Allowance (see NonResident).
Acquired Right	Child allowance. The acquired right will apply to all families with at least three children under 16 years of age on 31 December 2021, provided the number of children and the type of allowances remain the same.
Numerous	Qualifies a child for numerous allowance (child# >= 3)
Non Resident	Defines whether Difference Allowance is national or international.
Birthdate	Displays the birth date of the child. Field is masked if masking for National ID is active.
Legal End Date	The date for when benefits are scheduled to end.

Field or Control	Description
Reduced Begin Date	The date for when benefits starts. Only required in case of mid month eligibility which does not go along with the hire date. Child allowance gets prorated in case this date is not the last day of a month. Allowance doesn't get prorated for mid period LOA if the begin date is first day of the processed month.
Reduced End Date	The date for when benefits are scheduled to end in individual cases. This entry is required for students. Child allowance gets prorated in case this date is not the last day of a month. Allowance doesn't get prorated for mid period RFL if the end date is last day of the processed month.
Adoption Date	If date is filled and falls into processed month, then payroll generates Earning CH_CA_02 (Adoption allowance). In case adoption gets calculated, there is no creation of birth allowance CH_CA_01
Birth Allowance Factor	The default value is 1. In the case of multiple births (such as twins) enter a factor for each child, according to the rules of the canton.
SplitAll 99.999%	This % is applied to the standard amount. May be used to create birth allowance only (%=0.001) in case of a death borne child.
Eligible	Select if the dependent or beneficiary has a child allowance. Used only for additional children or rows on this page; otherwise, leave this field deselected.
National ID	Child's National ID
View Central Register	Link to Central Register for child allowances.

RaFam

RAFAM (eAHV) -XML creation follows the current online data. Any change in online data is reflected with next XML creation, regardless of whether payroll ran in between or not.

Field or Control	Description
Allowance Type	This override value is used for eAHV XML creation.

Field or Control	Description
Begin Date	This override value is used for eAHV XML creation.
End Date	This override value is used for eAHV XML creation.
Pay Year	If this value is filled and is same as the processing year, the system adds this child information to the XML even if there is no calculation for the parent in the reporting year at all (This triggers XML correction for previous year, although the emplid is not calculated in the current year at all).
Exclude Value	XML for child gets excluded from current XML file.
Storno Value	The current XML gets reported with Storno attribute.
RaFam	Clicking this button shows the XML data history and (if available) data ready to be sent next.

RaFam Details Page

This page displays the most recent XML data sent to RAFAM (= completed) and (if already processed) the XML for this child that will get reported with the next sending.

Field or Control	Description
Last sent to RaFam	Details the most recent data sent to RaFam It includes Allowance details (Ref#, Storno, Type, DateFrom, DateUntil, Amount, PeriodFrom, Period Until, Amount), Child details (childAHVN13, childSurname, childFirsName, childDateOfBirth, childGender, childFamilyRelation) and Benificiary details (beneficiaryAHVN13, beneficiarySurname beneficiaryFirstname, beneficiaryDateOfBirth, beneficiaryGender, beneficiaryStartDateEmployment, beneficiaryEndDateEmployment).
Ready for sending to RaFam	Details of most recent XML ready for sending to RaFam for the same allowance details as described above.

Earnings Generated for Various Entries

Earnings Generated for Various Entries

			Age	Student	Disabled	Diff. Amount	Adoption Date	Non Resident	Comment
	01	CH_CA_01							Birthdate in calculated period
	02	CH_CA_02					x		Adoption date in calculated period
	10	CH_CA_10	x						
	11	CH_CA_11	x						>= 3 (sorted by birthdate), VD only
	12	CH_CA_12	x		x				
	13	CH_CA_13	x		x				>= 3 (sorted by birthdate), VD only
	20	CH_CA_20		x					
	21	CH_CA_21		x					>= 3 (sorted by birthdate), VD only
	22	CH_CA_22	x	x					Age <16, but Student, VD only
	23	CH_CA_23	x	x					>= 3 (sorted by birthdate), VD only
	30	CH_CA_30				x			
	31	CH_CA_31				x		x	

Where the codes 01 to 31 follow the official XML Codes (= Allowance Types).

Earning Codes

```
Gibt die Art der Zulage an.
01 = Geburtszulage
02 = Adoptionszulage
03 = Differenzzulage bei Geburt
04 = Differenzzulage bei Adoption
10 = Kinderzulage
11 = Kinderzulage mit Zuschuss für eine kin-
      derreiche Familie
12 = Kinderzulage für ein Kind, das erwerbsun-
      fähig ist (bis 20 Jahre)

13 = Falls auf beide Zulagen 11 und 12 An-
      spruch besteht
20 = Ausbildungszulage
21 = Ausbildungszulage mit Zuschuss für eine
      kinderreiche Familie
22 = Zulage mit Zuschuss für eine vorgezoge-
      ne Ausbildung
23 = Falls auf beide Zulagen 21 und 22 An-
      spruch besteht
30 = Differenzzulage
31 = Internationale Differenzzulage

32 = IVG
```

Additional Manual Earnings

Additional Manual Earnings

Type	PIN_NM	Descr	Short	DriverAccu	BIR	CHI	EDU	BKOR	CKOR	EKOR	10	30	AK	CANB	CANB_R	CANC	CANC_R	CANE	CANE_R	02	CAGE_YTD	15006	CH_OD_54
		Earnings								Accu											GE only (just as a base)		
															CH_LW	CH_LS_	CH_MC				CH_TX_	CH_LW_	
	from PI or E-/D assignment																						
01	CH_CA_M01	Birth Allowance C	MB 01					+			-	+	+	+	+								
02	CH_CA_M02	Adoption Allowance C	MA 02					+			-	+	+	+	+								
03	CH_CA_M03	Diff. Birth All. C	MB 03					+			-	+	+	+	+								
04	CH_CA_M04	Diff. Adoption All. C	MA 04					+			-	+	+	+	+								
10	CH_CA_M10	Child Allowance C	MC 10						+							+	+						
11	CH_CA_M11	Child All. Numerous C	MC 11						+							+	+						
12	CH_CA_M12	Child All. Disabled C	MC 12						+							+	+						
13	CH_CA_M13	Child All. 11 + 12 C	MC 13						+							+	+						
20	CH_CA_M20	Education Allowance C	ME 20							+									+	+				
21	CH_CA_M21	Educ. All. Numerous C	ME 21							+									+	+				
22	CH_CA_M22	Educ. All. Under 16 C	ME 22							+									+	+				
23	CH_CA_M23	Educ. All. 21 + 22 C	ME 23							+									+	+				
30	CH_CA_M30	Diff. All. National C	MD 30						+							+	+						
31	CH_CA_M31	Diff. All. International C	MD 31						+							+	+						
32	CH_CA_M32	Child All. IVG C	MD 32						+							+	+						

Chapter 5

Setting Up FAKs

Understanding FAKs

An FAK is a family allowance agency that pays monthly contributions towards family allowances, such as child allowances and maternity benefits.

Employers must be affiliated with an FAK unless they have special dispensation. The FAK is generally the same agency that is used to deduct AHV/ALV contributions. Employers are entitled to special dispensation when belonging to an FAK provided that they have a recognized contract of employment.

FAK benefits depend on the canton in which an employer is located. If an employer is affiliated with an FAK, they must transfer a certain percentage of an employee's total contribution to AHV to the FAK.

FAK Processing Structure

The system processes FAK data in three parts: initialization, calculation, and refund administration.

Initialization

During the initialization step, the system determines which canton rules to apply for a payee. Section CH_FK_INIT performs these actions:

- Reads Canton from the Location table (GP_LOCATION_TBL).

- Reads the tax location from the Swiss Location table (PS_LOCATION_CHE).

- Reads Canton from the Child Allowance Data table (PS_GPCH_CA_DATA1).

- Decides which Canton value to apply to FAK calculation using the FAK/CA Canton EE override formula (CH_FK_FO002).

- Prepares the FAK Canton information using the initiate read of FK_FAK_STX for FAK formula (CH_FK_AR004_IN_FK).

Calculation

During the calculation step, the system computes the following earning, accumulators, and deductions:

Element	Element Type	Description	Calculation Rule
CH_FK_02	Accumulator	FAK Base	AHV Wage (CH_AH_D11 _BASE) + Customer Entry (CH_FK_C02) + FAK Base Correction (CH_FK_M02).

Element	Element Type	Description	Calculation Rule
CH_FK_M02	Deduction	FAK Base Correction	Base (Payee Level) * Percent (100).
CH_FK_D10	Deduction	FAK Contribution EE	Base (Accumulator CH_FK_02) * Percent (0.3).
CH_FK_D11	Deduction	FAK Contribution	Base (Accumulator CH_FK_02) * Percent (CH_FK_PCT).
CH_FK_D00	Accumulator	FAK Debt	Family Allowance Total (CH_CA_ALL) + Custom Entry (CH_FK_CD00) — FAK Contribution (CH_FK_D11).
CH_RP_FKD00	Earning	FAK Saldo (copy of CH_FK_D00)	Amount (Accumulator CH_FK_D00).
CH_FK_D12	Deduction	FAK Compensation	Base (Accumulator CH_FK_02) * Percent (0.01).
CH_FK_D13	Deduction	FAK Additional VS	Base (Accumulator CH_FK_02) * Percent (0.015).

Refund Administration

During this step, the system determines calculation amounts. Section CH_TX_S4000 performs these actions:

1. Applies additional employer FAK contributions for payees in Neuenburg and Zug by using deduction CH_FK_D21.

2. Prepares the source tax canton information using formula CH_FK_AR004_IN_TX.

3. Places the FAK default data and source tax refund percentages into array CH_FK_AR001.

4. Calculates the tax refund for administrators (accumulator CH_TX_D11).

Viewing Delivered Elements

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

Related Links

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

Entering FAK Data

This topic discusses how to enter FAK data.

Page Used to Enter FAK Data

Page Name	Definition Name	Usage
Entering FAK Data	GPCH_TX_FAK_STAX	Enter the company-specific FAK and source tax data that is allocated to your company by the cantons.

Entering FAK Data

Use the FAK/Source Tax (Company) CHE page (GPCH_TX_FAK_STAX) to enter the company-specific FAK and source tax data that is allocated to your company by the cantons.

Navigation:

Set Up HCM >**Product Related** >**Global Payroll & Absence Mgmt** >**Taxes** >**FAK/Source Tax (Company) CHE** >**FAK/Source Tax (Company) CHE**

Note: The fields on this page enable you to combine the XML for various cantons into one provider - FAK (FAK Provider) - LAW (LAW Provider).

FAK/Source Tax (Company) CHE page (1 of 2)

FAK/Source Tax (Company) CHE page (2 of 2)

Use this page to record FAK and source tax data, which including source tax and FAK numbers, which are allocated to your company by the cantons. These fields enable you to combine the XML for various cantons into one provider – FAK (FAK Provider) - LAW (LAW Provider).

Source Tax Data

Field or Control	*Description*
Tax Nbr (tax number)	Enter the number assigned to your company by your canton's tax office.
Tax Method	Select another canton method, if calculation shall not follow the default method for this canton. More details about methods see 'Managing Source Tax' chapter.
Source Tax Language	Select a language for the canton source tax report. This option allows you to print the tax report for each canton in a different language. If there is no value in this field all the reports will print in the default language. The available options are: *German, French,* and *Italian.*
FAK Number	Enter the number that has been assigned to your company by the FAK. For XML Global Payroll for Switzerland uses the FAK Number from the CHE Company. **Note:** The system uses the language for the canton. This is important if you run reports for several cantons at once, where the language selection on the run control is not sufficient.

Field or Control	Description
FAK % Total	Enter the current contribution rate that employers must make to the FAK for each canton, expressed as a percentage. For cantons with employee portion, this shall include the employee portion. **Note:** If there is no value in this field, the system doesn't support payments to the FAK in that canton.
LAW Provider	Select the company which generates the taxes.
FAK Provider.	Select the agency that is paying the monthly contributions towards family allowances, such as child allowances and maternity benefits.
FAK % EE	Some cantons defines employee portion as well for FAK contribution. For these cantons, enter employee (included in Total).
Tax Month and Tax Quarter	Select to enable monthly and/or quarterly source tax report generation for a canton.

Note: PeopleSoft doesn't maintain the data on this page, because it contains information about the tax ID and FAK number, which the government assigns to your company.

Running the FAK Contributions Report

This topic discusses how to run the FAK contributions report.

Page Used to Run the FAK Contributions Report

Page Name	Definition Name	Usage
Running the FAK Contributions Report	GPCH_RC_AL04	This report generates using the base elements—housing, maternity, child, and training allowances (for both full-time and part-time employees)—that are predefined in the database.

Running the FAK Contributions Report

Use the FAK Contributions Report CHE page to generate a report using the base elements—housing, maternity, child, and training allowances (for both full-time and part-time employees)—that are predefined in the database.

Note: The recommended way to manage FAK Contribution Reporting is to report through Swissdec. The classic reporting described here may be still used for internal purpose only.

Navigation:

Global Payroll & Absence Mgmt > **Authority Correspondence** > **FAK Monthly Contributions CHE** > **FAK Contributions Report CHE**

FAK Contributions Report CHE page

Run the FAK Contributions Report each month to list employee and employer FAK contributions.

This report is generated using the base elements—housing, maternity, child, and training allowances (for both full-time and part-time employees)—that are predefined in the database.

Field or Control	Description
Apply context language	Print the report in the employee's language
Canton	Select a canton (optional).
Revision List	This version of the list displays all details needed for FAK review.

Field or Control	Description
Delivery List	This version of the list eliminates some details that don't need to be reported to the Ausgleichskasse, such as employees without children. The AHV-Lohn for employees appears as zero.

Chapter 6

Setting Up Swiss Absence Rules

Understanding Swiss Absence Rules

In Global Payroll for Switzerland, an entitlement plan is a record of all absence entitlements that are required, such as the number of days of vacation and the number of paid sick days.

The number of vacation days to which employees are entitled may be linked to weekly working hours, age, length of service, a specific function, canton of employment, or other factors.

The entitlement plan that you create here can be assigned directly to an employee. If you do not assign a specific plan, the system uses the default entitlement plan from the Tariff Factors component, since every employee is normally assigned to a tariff, tariff area, and employee category. You can make individual assignments and overrides at the employee level using supporting element overrides (SOVRs), by assigning the relevant entitlement plan to the element CH_AB_EE_ENTL_PLAN.

Related Links

"Entering Maintaining and Approving Absence Events" (PeopleSoft Absence Management)

Viewing Delivered Elements

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

Related Links

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

Absence Setup Steps for Switzerland

Before you can enter and process absences, you must complete various setup steps. The general setup steps are described with the Absence Set-Up and Management Tasks in the *PeopleSoft Global Payroll PeopleBook.* Following are the specific steps applicable to Global Payroll for Switzerland.

To prepare Global Payroll for Switzerland for absence processing:

1. Define work schedules and assign a schedule to each payee.

   Instructions for creating a assigning work schedules are in the Using Schedules section of the *PeopleSoft Global Payroll PeopleBook.*

2. Define holiday schedules.

Instructions for creating a assigning work schedules are in the Using Schedules section of the *PeopleSoft Global Payroll PeopleBook.*

3. Define or modify entitlement and take elements.

    Use the predefined absence entitlement and absence take elements delivered with Global Payroll for Switzerland, modify some attributes of these elements, or create your own absence elements. This chapter lists the delivered absence elements and describe the attributes you can change.

4. Create entitlement plans.

    Entitlement plans provide a convenient way to define the amount of paid time off to which payees are entitled for vacation, sickness, accidents, or other reasons that you define. You can base entitlement on weekly work days, age, length of service, or other factors. When you run the absence process, the system retrieves the entitlement plan associated with the payee to determine the entitlement that is appropriate for the absence that is being processed.

5. Assign entitlement plans to payees.

    After you define your entitlement plans, associate them with pay entity, pay group, or payees using supporting element overrides.

6. Assign absence elements to payees and process lists.

    As with all primary elements, you must assign absence entitlement and take elements to payees and include them in the process lists that you use when you run the absence processes. (This step is not necessary for per-absence entitlement elements.)

    The system delivers predefined sections and process lists for absence processing. Use these, modify them, or create your own.

Delivered Absence Rules

The following table lists the absence take elements that included with Global Payroll for Switzerland and identifies the units in which the absence take is calculated (hours or days).

The Earning Units Paid and Earning Units Unpaid columns identify the formulas that populate the units paid and units unpaid values used by the earning calculation. The columns show only the suffix of the formula name. The full name of each formula is CH_AB_COUNT followed by the unique suffix.

If a count formula appears in the Earning Units Unpaid column, but not in the Earning Units Paid column, the absence is always unpaid. If a formula appears in both columns, the absence is unpaid only when the entitlement balance is zero or less.

The Priority column shows the relative priority of the absence when a payee has more than one absence event for the same date. Lower number outrank higher numbers.

Absence Reason	Take Element	Units	Earning Units Paid	Earning Units Unpaid	Priority
Full Day Vacation.	CH_AB_U010	D1	D1B	D1U	300
Unpaid Vacation.	CH_AB_U090			D3	300
Sickness.	CH_AB_U100	D3	D3B	D3U	100
Accident.	CH_AB_U200	D3	D3B	D3U	100
Sickness with Military Service.	CH_AB_U300		D3		100
Accident with Military Service.	CH_AB_U400		D3		100
Maternity.	CH_AB_U500		D3		100
Maternity Insurance.	CH_AB_U510				100
Vacation Swiss Holiday Participation.	CH_AB_U600		D1		500
Vacation Army Discharge.	CH_AB_U601		D1		500
Vacation — Marriage.	CH_AB_U602		D1		400
Vacation — Marriage other.	CH_AB_U603		D1		400
Vacation — Spouse Childbirth.	CH_AB_U604		D1		400
Vacation — Household Death.	CH_AB_U605		D1		400
Vacation — Parent/Child Death.	CH_AB_U606		D1		400
Vacation — Relative Death.	CH_AB_U607		D1		400

Absence Reason	Take Element	Units	Earning Units Paid	Earning Units Unpaid	Priority
Vacation — Removal.	CH_AB_U608		D1		400
Vacation — Room Change.	CH_AB_U609		D1		400
Vacation — Inspection.	CH_AB_U610		D1		400
Treatment.	CH_AB_U611		D1		400
Vacation — Minors.	CH_AB_U612		D1		400
Sabbatical.	CH_AB_U700		D1		500
Military Service WK.	CH_AB_U800		D3		200
Military Service RS.	CH_AB_U810		D3		200
Military Career.	CH_AB_U820		D3		200
Military Management Training.	CH_AB_U830		D3		200
Civilian Protection Service.	CH_AB_U840		D3		200
J&S Management Training.	CH_AB_U850		D3		400
Civilian Service WK.	CH_AB_U860		D3		200
Civilian Service RS.	CH_AB_U870		D3		200
Shooting Training Minors.	CH_AB_U880		D3		800
Internal Training.	CH_AB_U900		D1		500

Absence Reason	Take Element	Units	Earning Units Paid	Earning Units Unpaid	Priority
External Training.	CH_AB_U910		D1		500

Delivered Entitlement Elements

Global Payroll for Switzerland delivers three entitlements:

• CH_AB_VACA: vacation.

• CH_AB_SICK: sick entitlement.

• CH_AB_VACA_A: additional vacation entitlement.

Entitlements for vacations and additional vacations are frequency-based; entitlement for sickness is defined per absence.

Related Links
"Absence Takes - Priority Page" (PeopleSoft Global Payroll)

Modification of Take Elements

You can elements delivered with Global Payroll for Switzerland and most of the count formulas and earning elements that these take elements use with the exception of the PeopleSoft-maintained elements described below.

Changing Count Formulas

The take elements delivered with Global Payroll for Switzerland use predefined formulas to calculate the day count and to calculate the number of units the system uses to generate positive input for earnings. You can select a different formula for the day count or for the calculation of positive input.

The suffix for each absence count formula is unique and can provide information about the count formula; for example, it can tell you how the formula interprets absences that are less than one day as explained in the following table:

Suffix Description	Meaning
B or U included in suffix B = paid U = unpaid	These count formulas can be used only when an entitlement element is associated with the take element (for example, work accidents). If the entitlement balance covers only part of a day's absence, the system generates the correct number of units for paid earnings and unpaid earnings for the same day.

Suffix Description	Meaning
BAL	Use these formulas as day count formulas. The formula CH_AB_COUNT_HOLRED is used by these count formulas to reduce units for public holidays.

The table below lists the count formulas included in the system. An *X* in the Day Count column indicates that the formula is an appropriate selection for the Day Count field on a take element's Day Formula page. An *X* in the Earning Units column indicates that the formula is appropriate for the Element Name — Unit field in the Units tab of the Day Formula page. Use the Formula View page to view a formula.

Description	Day Count	Earning Unit	Formula Name
Count workdays: Count scheduled days including holidays.	X	X	CH_AB_COUNT_D1
Count workdays paid: Counts scheduled days including holidays. Can be used if earning code is for a paid absence. Considers system element PIN DAY COUNT PD.		X	CH_AB_COUNT_D1B
Balance count schedule days: Counts scheduled days including holidays, then uses the formula CH_AB_COUNT_HOLRED to reduce units for public holidays.	X		CH_AB_COUNT_D1BAL
Count workdays unpaid: Counts scheduled days including holidays. Can be used if earning code is for an unpaid absence. Considers system element PIN DAY COUNT UNP.		X	CH_AB_COUNT_D1U
Count work days without public holiday: Counts scheduled days excluding holidays. (Counts holiday if Holiday Type = space.)	X	X	CH_AB_COUNT_D2

Description	Day Count	Earning Unit	Formula Name
Count work days without public holiday paid: Counts scheduled days excluding holidays. (Counts holiday if Holiday Type = space.) Can be used if earning code is for a paid absence. Considers system element PIN DAY COUNT UNP.		X	CH_AB_COUNT_D2B
Count work days without public holiday unpaid: Scheduled days without holidays. (Counts holiday if Holiday Type = space.) Can be used if earning code is for an unpaid absence. Considers system element PIN DAY COUNT UNP.		X	CH_AB_COUNT_D2U
Calendar days.	X	X	CH_AB_COUNT_D3
Calendar days + reduction of holiday: Calendar days reduced by the units for public holiday with formula CH_AB _COUNT_HOLRED.	X		CH_AB_COUNT_D3BAL
Scheduled hours: Scheduled hours with holiday (ignores holiday type).	X	X	CH_AB_COUNT_H1
Scheduled hours + reduction of holiday: Scheduled hours with holiday (ignores holiday type) reduced by the units for public holiday with formula CH_AB_COUNT_HOLRED.	X		CH_AB_COUNT_H1BAL
Scheduled hours paid: Scheduled hours with holiday (ignores holiday type). Can be used if earning code is for a paid absence.		X	CH_AB_COUNT_H1B

Description	Day Count	Earning Unit	Formula Name
Scheduled hours unpaid: Scheduled hours with holiday (ignores holiday type). Can be used if earning code is for a unpaid absence.		X	CH_AB_COUNT_H1U
Scheduled hours without public holiday: Scheduled hours without holiday (counts if holiday type = space).	X	X	CH_AB_COUNT_H2
Scheduled hours without public holiday paid: Scheduled hours without holiday (counts if holiday type = space). Can be used if earning code is for a paid absence.		X	CH_AB_COUNT_H2B
Scheduled hours without public holiday unpaid: Scheduled hours without holiday (counts if holiday type = space). Can be used if earning code is for an unpaid absence.		X	CH_AB_COUNT_H2U

Two conditions can cause a formula to count an absence as a half day: Select the Half Day check box when you enter the absence on the Absence Entry page or enter a number of hours that is less than the payee's scheduled hours.

Example of Count Formula CH_AB_COUNT_H1B (Scheduled Hours Paid)

The scheduled hours paid formula works as follows:

```
IF SCHED HRS > 0
  THEN
   IF PARTIAL HOURS > 0
    THEN
     PARTIAL HOURS * (DAY COUNT PD / DAY COUNT) to formula
    ELSE
     SCHED HRS * (DAY COUTN PD / DAY COUNT) to formula
   ENDIF
ENDIF
```

Entitlement Calculation for Paid Vacation

You can use formula CH_AB_VAC_ENTCALC1 to calculate entitlement paid vacation. The formula calculates entitlement monthly and prorates entitlement when a payee works less than a full month. It automatically increases entitlement for new hires and grants entitlement annually for existing employees.

The formula does the following:

1. Calculates entitlement for the current month, taking calendar segmentation into account. It prorates entitlement based on calendar days and stores the result in the month-to-date accumulator CH_AB_VAC_ENTMONTH.

2. Calculates entitlement for the remaining months of the calendar year and stores the result in the variable element CH_AB_TEMP2.

3. For the last slice or segment in the calendar, the formula does the following:

   • Calculates the new annual entitlement by taking the entitlement for the current month (CH_AB_VAC_ENTMONTH) and adding to it the entitlement for the previous month (stored in the year-to-date accumulator CH_AB_VAC_MONSUM) and entitlement for the remaining months of the year, until year-end or the payee's termination date (CH_AB_TEMP2).

   • Determines whether the calculated annual entitlement represents a new entitlement (January or a new hire) or an adjustment to the previous month's calculation.

Setting Up Absence Entitlement Plans

To set up absence entitlement plans, use the Absence Entitlement Plans CHE (GPCH_AB_ENTITLEMNT) component.

This topic discusses how to set up absence entitlement details.

An entitlement plan specifies the number of paid absence units to which payees are entitled for variety of absence reasons, such as vacation time, sickness, and accidents. For each entitlement reason, you can enter the number of entitlement units that should be granted based on the number of workdays per week, the payee's age, years of service, and/or job function. Absence entitlement plans provide a convenient method of grouping a set of entitlement rules into a single plan.

Assigning Entitlement Plans to Tariffs

The absence entitlement plan is automatically set to the Tariff Table. The default plan will set vacation entitlement to 22 (as calculated by the formula CH_AB_VAC_ENTFORM).

Individual assignments and overrides at the employee level are possible with supporting element overrides by assigning the relevant entitlement plan to the element CH_AB_EE_ENTL_PLAN.

See <u>Understanding Swiss Tariffs</u>.

Assigning Entitlement Plans to Payees

Assign an entitlement plan on the pay entity, pay group, or payee level using the Supporting Overrides page.

You can assign an entitlement plan directly to a payee by using the variable CH_AB_EE_ENTL_PLAN on the Supporting Element Overrides page. Otherwise, the system will use the default entitlement plan from the tariff factor table.

Note: When you assign an entitlement plan to a payee, you must still associate the individual entitlement elements that are within the plan to payees. The entitlement plan simply specifies the number of entitlement units to which the payee is entitled. It does not specify that the payee is eligible to receive the entitlement.

To override a payee's default entitlement plan:

1. Access the Payee Supporting Element Overrides page for the payee.

2. On the Elements/Dates tab, enter the following values. In the Element Type field, select *Variable.* In the Element Name field, select CH_AB_EE_ENTL_PLAN.

3. On the Values tab, enter the name of the entitlement plan that you want to assign to the payee.

Adjusting a Payee's Number of Workdays per Week

The system refers to the payee's number of workdays per week to retrieve the correct row from the entitlement plan table.

The number of workdays per week comes from the Tariff Factor Table. You can use the variable element CH_AB_EE_DAYS_WEEK to override this number for individual payees. Use the Supporting Element Overrides page to enter the override amount for the variable.

Pages Used to Set Up Absence Entitlement Plans

Page Name	Definition Name	Usage
Entitlement Plan Page	GPCH_AB_ENTITLEMNT	Assign a description to the absence entitlement plan.
Entitlement Details Page	GPCH_AB_ENTITLEDE	Specify the number of vacation days to be awarded to employees based on age, length of service, or other entitlement.

Entitlement Plan Page

Use the Entitlement Plan page (GPCH_AB_ENTITLEMNT) to assign a description to the absence entitlement plan.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Absence Elements** > **Absence Entitlement Plans CHE** > **Entitlement Plan**

Entitlement Plan page

Field or Control	*Description*
Description and Short Description	Enter both a long description and a short description for the absence entitlement plan that you are setting up. The system uses the entries on this page to display the name of plan on other pages.

Entitlement Details Page

Use the Entitlement Details page (GPCH_AB_ENTITLEDE) to specify the number of vacation days to be awarded to employees based on age, length of service, or other entitlement.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Absence Elements** > **Absence Entitlement Plans CHE** > **Entitlement Details**

Entitlement Details page

Element

Field or Control	Description
Entitlement	Select the entitlement to assign to your entitlement plan.
Formula	Select the formula to assign to your entitlement plan.

Absence Entitlement Plan Details

Field or Control	Description
Days/Week	If entitlements in your plan vary according to the number of weekly workdays, enter the number of workdays for which an employee is eligible.
Between Age and **and Age**	If entitlements in your plan vary according to age, enter the range in which an employee is eligible.
Between Service Years and **and Service Years**	If entitlements in your plan vary according to length of service, enter the minimum and maximum number of years of service required for this entitlement.
Job Function Code	Enter a department code to specify the vacation entitlement for a specific department.

Field or Control	*Description*
Entitlement	Enter the number of days to which the employee is entitled.
Additional Entitlement	Enter details of any other entitlement for which the employee is eligible.

Performing Background Processing

At the beginning of the Absence process, the system retrieves the following information:

- Tariff, tariff area, and employment category for the payee.

- Entitlement plan and workdays associated with the Tariff table.

- Entitlement plan and workdays for payees, if different from the Tariff table.

- Disability data.

- Entitlement from entitlement plan.

Absence Process List and Sections

Use the absence process list (CH AB ABSENCE) delivered with Global Payroll for Switzerland, modify this process list, or build your own.

The sections within CH AB ABSENCE are as follows:

- CH_AB_INIT: Initializes sections. Executes multiple counts in preparation for absence calculations. For example, the system counts scheduled days, scheduled hours, and public holidays (days and hours).

- CH_AB_ENTITLEMENT: Calculates entitlement.

- CH_AB_TAKE: Calculates take.

- CH_AB_TERM_SECT: Calculates vacation payoff for terminated payees.

- CH_AB_GEN_PI: Generates positive input for earnings and deductions.

Setting Up Scale Codes

This topic discusses how to view and set up canton scale codes.

The Scale Codes component contains the Canton Scale Codes CHE and Salary Continuance pages. The Canton Scale Codes CHE page lists all the cantons that belong to a selected scale. The Salary Continuance page shows the pay continuance, in weeks, that is assigned to a scale depending on the employee's length of service.

When it is necessary to calculate a salary continuance due to accident, sickness, military/civilian service, or maternity, consider the following:

*   If salary continuance isn't provided for in a general work agreement or cross-company regulation, under certain circumstances the employee may be entitled to salary continuance for at least three weeks, possibly longer, depending on length of service.

*   When determining the duration of the salary continuance, individual cantons apply the Basel, the Bern, or the Zurich scale. The scales have been developed on the basis of case histories and legal decisions. Employee and employer are free to agree on the scale to be applied. If no individual agreement is reached, the scales assigned to the respective cantons as reflected in the Canton Scale Code CHE page are applied.

Pages Used to Set Up Scale Codes

Page Name	Definition Name	Usage
Canton Scale Codes CHE Page	GPCH_SI_SCALE_CT	View the cantons that belong to a selected scale.
Salary Continuance Page	GPCH_SI_SCL_SICK	View the pay continuance in weeks to be assigned to a scale (depending on an employee's length of service).

Canton Scale Codes CHE Page

Use the Canton Scale Codes CHE page (GPCH_SI_SCALE_CT) to view the cantons that belong to a selected scale.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Scale Codes CHE** > **Canton Scale Codes CHE**

Note: PeopleSoft delivers and maintains the data on the Scale Codes component.

Canton Scale Codes CHE page

Use this page to view the members of a scale code. The system includes the three scale codes: Basel, Bern, and Zurich.

Salary Continuance Page

Use the Salary Continuance page (GPCH_SI_SCL_SICK) to view the pay continuance in weeks to be assigned to a scale (depending on an employee's length of service).

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Scale Codes CHE** > **Salary Continuance**

Note: PeopleSoft delivers and maintains the data on the Scale Codes component.

Salary Continuance page

Field or Control	*Description*
Service Years	Displays the number of years an employee has been employed with a company.
Salary Continuance in Weeks	Displays the number of weeks during which an employee's salary can be paid if salary continuance isn't provided for in a general work agreement or cross-company regulation.

Chapter 7

Setting Up Tariffs

Understanding Swiss Tariffs

A tariff is a contract between employees' unions and employers' associations that defines labor agreements on issues such as standard working hours, income, and vacation. Global Payroll for Switzerland delivers tariffs in the system as Translate Table values.

You can apply additional labor agreement terms, such as salary plans or employee reviews, based on the tariff area, which is usually defined by region or location.

Viewing Delivered Elements

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

Related Links
"Understanding How to View Delivered Elements" (PeopleSoft Global Payroll)

Defining Tariffs

To define tariffs, use the E0 Allowance Values CHE (GPCH_EO_SETUP) and Overtime CHE (GPCH_ER_TUEBANS) components.

This topic lists common elements and discusses how to define tariffs.

Pages Used to Define Tariffs

Page Name	Definition Name	Usage
Tariff Area Page	TARIFF_AREA_GER	Establish a tariff area.
Base Information Page	GPCH_ER_TRF_FCTR2	Enter information for capital accumulation benefits (Vermogenswirksame Leistungen), vacation pay percentage, sick pay, and bank fees.
Bonus Payment Page	GPCH_ER_TRF_FCTR3	Enter data for the thirteenth month income.

Page Name	Definition Name	Usage
Calculation Details Page	GPCH_ER_TRF_FCTR4	Define the percentages and amounts for certain types of premiums.
Working Time CHE Page	GPCH_ER_TRF_FCTR1	Define working time details, such as hours per day and hours per week, for a company.
Overtime CHE Page	GPCH_ER_TUEBANS	Define overtime pay rates for your company.

Common Elements Used to Define Tariffs

Field or Control	Description
Employee Category	Select the employee category for which you want to enter information. Valid values are *Apprentice, Award, CompPens, Doctorant, Half Orpha, Hired Help, No Status, Retiree, Retrainee, Salary, Student, Trainee, Wages,* and *Wid/Orph.* You select the employee category only once in the Base Information page. After that, the value that you select automatically appears on the other pages in the Tariff Factors component.
Element Entry Type	Select the element entry type for the thirteenth month income. Valid values are *Abs Entitl* (absence entitlement), *Abs Take* (absence take), *Accumulatr* (accumulator), *Array, Auto Assgn* (auto assigned), *Bracket, Deduction, Earnings, Formula, System Element,* and *Variable.*

Tariff Area Page

Use the Tariff Area page (TARIFF_AREA_GER) to establish a tariff area.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Labor Administration** > **Tariff Area** > **Tariff Area**

Tariff Area page

Creating a tariff area on this page inserts a new row on the Tariff Area table (TARIFF_AREA_GER). You will need to add more information on the Tariff Factors CHE Component.

Base Information Page

Use the Base Information page (GPCH_ER_TRF_FCTR2) to enter information for capital accumulation benefits (Vermogenswirksame Leistungen), vacation pay percentage, sick pay, and bank fees.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Organizational** > **Tariff Factors CHE** > **Base Information**

Base Information page

Bonus Payment Page

Use the Bonus Payment page (GPCH_ER_TRF_FCTR3) to enter data for the thirteenth month income.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** >
Organizational > **Tariff Factors CHE** > **Bonus Payment**

Bonus Payment page

Calculation Details Page

Use the Calculation Details page (GPCH_ER_TRF_FCTR4) to define the percentages and amounts for
certain types of premiums.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** >
Organizational > **Tariff Factors CHE** > **Calculation Details**

Calculation Details page

Working Time CHE Page

Use the Working Time CHE page (GPCH_ER_TRF_FCTR1) to define working time details, such as
hours per day and hours per week, for a company.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Organizational** > **Working Time CHE** > **Working Time CHE**

Working Time CHE page

Overtime CHE Page

Use the Overtime CHE page (GPCH_ER_TUEBANS) to define overtime pay rates for your company.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Addl Rates** > **Ceilings** > **Values** > **Overtime CHE** > **Overtime CHE**

Overtime CHE page

Chapter 8

Setting Up Maternity Leave

Understanding Swiss Maternity Leave

In Global Payroll for Switzerland, you enter maternity leave data on a single page. The page generates absence take elements that work with the core application's absence process to correctly process maternity leave during a payroll run.

The system determines the amount of paid maternity leave to which an employee is entitled based on years of service and the canton of residence. After the birth of the child, it recalculates the entitlement based on the Swiss legal requirement of eight weeks' leave after the child's actual birth. To accomplish this, the PeopleSoft system uses the maternity code list set (CH_MATERNITY) to process maternity absence.

See "Understanding Applications and List Sets" (PeopleSoft Global Payroll).

Maternity Leave Setup

To set up maternity leave:

1. View or set up absence take elements on the Absence Take page in the Global Payroll core application.

2. View or set up maternity absence entry elements on the self−service Absence Entry Elements page.

3. (Geneva Canton) Set up maternity insurance percentages on the Maternity Insurance Code CHE page.

Maternity Leave Processing

To process maternity leave:

1. Enter the expected date of birth and last work day on the Maternity Leave page to generate the appropriate absence take elements in the core application.

2. Enter the child's actual date of birth on the Maternity Leave page to generate additional absence take elements if this birth date affects maternity leave entitlement in the core application.

Global Payroll for Switzerland processes maternity leave during regular payroll runs.

Maternity Insurance

All employees and employers must participate in the maternity insurance program and pay contributions.

Related Links
"Understanding Absence Setup and Management Tasks" (PeopleSoft Global Payroll)
"Understanding Absence Element Setup" (PeopleSoft Global Payroll)

Viewing Delivered Elements

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

Related Links

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

Setting Up Maternity Insurance

This topic discusses how to set up maternity insurance.

Page Used to Set Up Maternity Insurance

Page Name	Definition Name	Usage
Maternity Insurance Code CHE Page	GPCH_SI_MI_SCL	Define the number of salary continuation weeks and deduction percentages for the canton.
Maternity Leave CHE Page		Maintain Swiss maternity leave records.

Maternity Insurance Code CHE Page

Access the Maternity Insurance Code CHE page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Maternity Insurance Code CHE, Maternity Insurance Code CHE).

Maternity Insurance Code CHE

Field or Control	Description
Service Years	These are the employee's years of service.
Salary Continuance in Weeks	For Geneva this value is 16 weeks. For all other cantons the value is 14 weeks.
EE Percent (employee percent)	This is the employee paid portion of the premium.
Maternity Minimum	This field is valid for the Geneva canton only. Enter the minimum guaranteed maternity payment for this canton. **Note:** Currently, for Geneva, the minimum guaranteed maternity payment is 54 CHF per day.
Maternity Maximum	Enter the maximum guaranteed maternity payment for this canton. **Note:** Currently, for Geneva, the maximum guaranteed maternity payment is 237.40 CHF per day whereas for other cantons the maximum per day is 172.00 CHF.
Maternity Refund	Specify the percentage of the gross used to calculate maternity payments within the minimum and maximum limits for all of the cantons. For example, assume that the following is true: • The maternity refund percentage is 80%. • The minimum and maximum maternity refund for Geneva are 54 CHF and 237.40 CHF respectively. • The maximum maternity refund for other cantons is 172 CHF. If we assume that a woman's regular earnings are 50 CHF per day, the maternity refund would be 54 CHF in Geneva, as 80% x 50 CHF (= 40) is below the 54 CHF minimum for Geneva. In other cantons, however, the refund would be 40 CHF. And if we assume that the woman's regular earnings are 300 CHF per day, the maternity refund in Geneva would be 237.40 CHF, as 80% x 300 CHF (= 240) is greater than the 237.40 CHF maximum for Geneva. In other cantons, however, the maternity refund would be 172 CHF, as 80% x 300 CHF (= 240) exceeds the 172 CHF maximum for other cantons.

Map Internal (Hard Coded Codes) With Absence Take

Access the List set page (CH_Maternity).

Navigation:

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

This example illustrates the fields and controls on the Define List Set.

This example illustrates the fields and controls on the Maternity Insurance Code CHE page. You can find definitions for the fields and controls later on this page.

Element Name	Customer Absence Take
Internal Codes	Codes used in Maternity page. Values are: CH_MT_UNB, CH_MT_LFZ, CH_MT_VERS

Maternity Leave CHE Page

Use the Maternity Leave CHE page to maintain Swiss maternity leave records.

Navigation:

Product Related > **Global Payroll & Absence Mgmt** > **Elements** > **Payee Data** > **Maintain Absences** > **Maternity Leave CHE**

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

Maternity paid	Calculates internal code CH_MT_LFZ on Expected Date of Birth and Last Work Day and creates Absence take (here CH_AB_U500) as of list set CH_Maternity considering the maternity scale
Maternity insurance	Calculates internal code CH_MT_VERS on and Last Work Day and Birth Date and creates Absence take (here CH_AB_U510) as of list set CH_Maternity considering the maternity scale
Maternity unpaid	Calculates internal code CH_MT_UNB on and Last Work Day and Birth Date and creates Absence take (here CH_AB_U090) as of list set CH_Maternity considering the maternity scale

Chapter 9

Setting Up Reports

Setting Up Payslips

This topic provides an overview on payslip customizations.

Understanding Payslip Customizations

Global Payroll for Switzerland enables you to generate and adapt payslips to meet your needs. You can also print a message on the payslip of an individual payee or on payslips belonging to designated pay groups, locations, or departments.

To support your archiving and specific layout and printing needs the design of the standard payslip separates the storing of data and from data presentation. In a first step you can create an XML file and store it in the GPCH_RP_AL10ONL record. Then you can view or print this file in your browser using the standard XSL style sheet (GPCH_STYLE_KW1).

Here is a graphical representation of process for customizing payslips:

Graphic showing process for customizing payslips
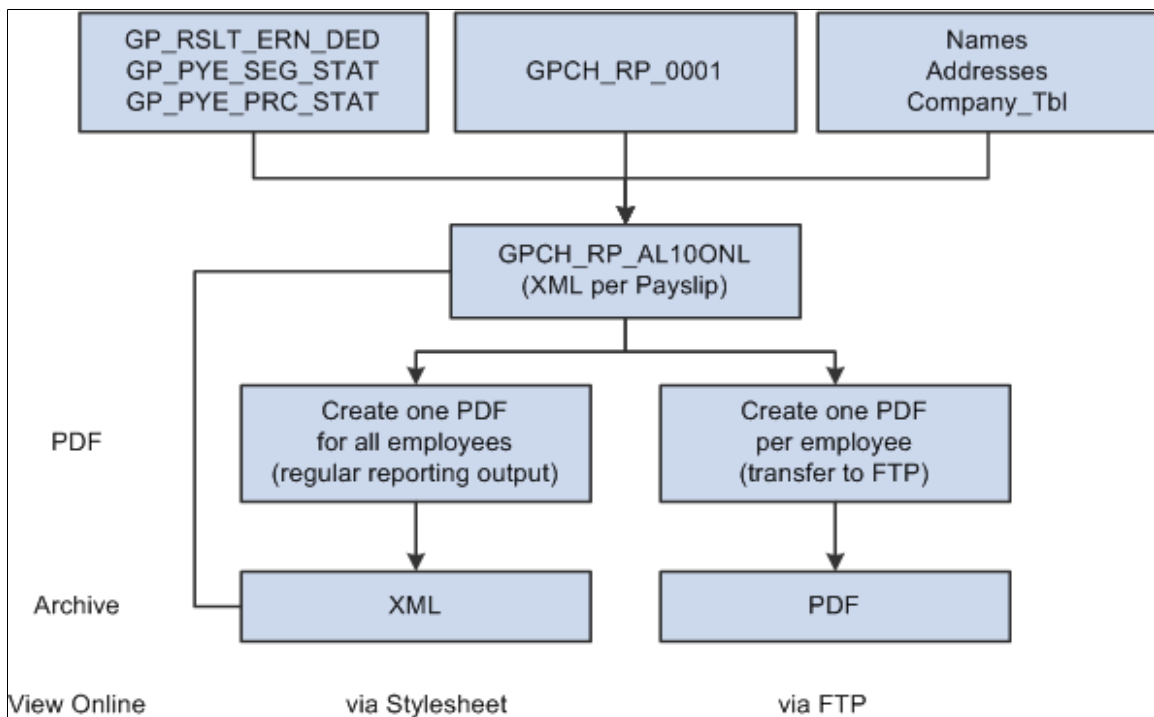
You can decide to customize the existing style sheet, create another style sheet, or choose a completely different presentation procedure. The standard, however, is to create PDF files out of XML. If you want to customize this setup, you can change the SQR or use any other tool or procedure. To define the path

to your logo for the Online Payslip, use the URL Maintenance page (select People Tools, Utilities, Administration, URLs).

GP Switzerland URL for Payslip Logo is GPCH_ONLINE_PAYSLIP.

In addition, you can use payslips to:

- Freeze XML after final print.

- Print or view various selections (pay entity, pay group, location, department, employee ID)

- Create messages on various organization levels.

- Sort reports by various criteria (company, pay group, location, department, employee ID, name, and canton).

- Create interfaces only.

- Recreate reports only for new calculations (for example, time stamp compares).

- Print payslips for selected subsets.

Please refer to your PeopleTools documentation for procedures on how to customize style sheets and printing procedures.

PeopleTools: Application Designer Developer's Guide

Pages Used to Set Up Payslips

Page Name	Definition Name	Usage
Payslip Page	GPCH_SI_COMPANY6	Enter the payslip style that you want to use to pay workers.
Messages CHE Page Add Payslip Messages CHE Page	GPCH_AL_01_MSG	Include messages on payslips for payees being paid for a specific pay end date.

Payslip Page

Use the Payslip page (GPCH_SI_COMPANY6) to enter the payslip style that you want to use to pay workers.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Company SI Contributions CHE** > **Payslip**

Payslip page

PeopleSoft enables you to print payslips for monthly salaries and bonuses. Because the format of payslips varies greatly from one organization to another, we provide one format as an example. We also provide a template that enables you to customize the format to accommodate the payslip style your organization uses. You can also print a message on the payslip to an individual payee or groups of payees.

See Setting Up Payslips.

Messages CHE Page

Use the Messages CHE page (GPCH_AL_01_MSG) to include messages on payslips for payees being paid for a specific pay end date.

Navigation:

- **Set Up HCM** > **Product Related** > **Global Payroll & Absence Mgmt** > **Payslips** > **Messages CHE** > **Messages CHE**

- **Global Payroll & Absence Mgmt** > **Payslips** > **Add Payslip Messages CHE** > **Add Payslip Messages CHE**

Messages CHE page
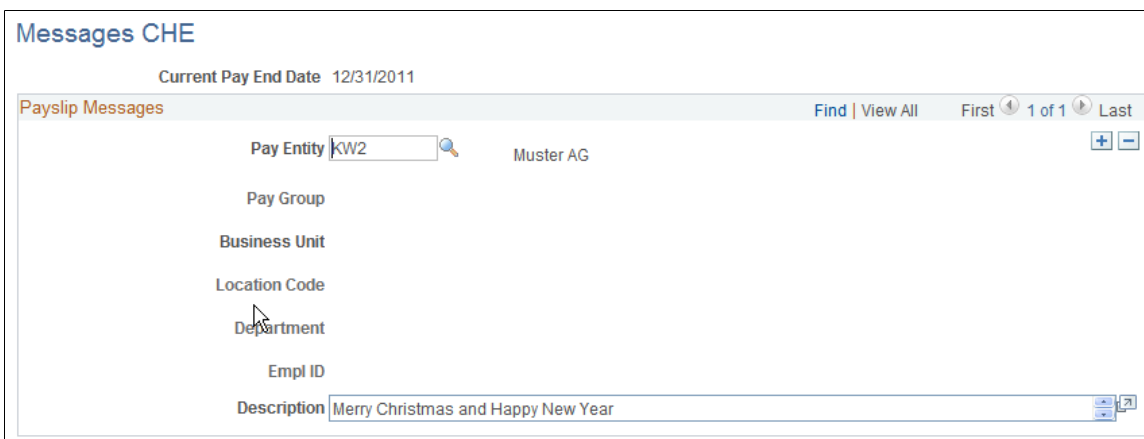
You may designate that a message should appear on the payslips for all payees belonging to a pay entity, or for only those payees belonging to the pay entity that are also members of a specific pay group, location, or department. You may also designate that a message appears for only a specific payee.

Note: *Current Pay End Date* and *Description* are required fields. Additionally, you can select one of the following four fields: *Pay Group, Location, Department,* or *EmplID.*

Field or Control	Description
Current Pay End Date	Select the pay end date for which you want the message to appear on the payslip.
Pay Entity	Select the pay entity for the organization issuing the payslip.
Pay Group, Location, Department, and **EmplID** (employee ID)	If you want to include only those payees belonging to a certain pay group, location, department, or employee ID, then enter the ID.
Description	Enter the message to appear on the payslip.

Example 1

Suppose that you want to issue the message "Have a nice holiday," on the payslips of all payees belonging to a particular pay group. First, you select the appropriate current pay end date. Next, you select the pay entity issuing the payslip. Then you enter the ID for the appropriate pay group. Finally, you enter the message in the Description field.

When the payslips are generated, all payslips generated for payees belonging to the designated pay group display "Have a nice holiday."

Example 2

Suppose that you want to issue the message "We don't have your current address on file," on the payslip of a specific payee. First, you select the appropriate current pay end date. Next, you select the pay entity issuing the payslip. Then you enter the employee ID for the payee. Finally, you enter the message in the Description field.

When the payslips are generated, the payslip for the designated payee displays "We don't have your current address on file."

Setting Up BESTA Reports

Global Payroll for Switzerland supports the quarterly printing of BESTA reports for the statistics office To run the BESTA report you need to:

1. Create the BFS_OFS provider (select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Providers CHE).

2. Fill in the Swiss company location table with the BUR (Betriebs-und Unternehmensregisternumer; the location ID assigned by the statistics office) and building numbers (select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Company Location CHE, Company Location CHE).

3. Define active employees and apprentices using the Bracket Data page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Data).

Note: The BESTA report considers employees designated as apprentice on the Bracket Data page where the values for *APPRENTICE* match the grade of the employee and the values for *INCLUDE* match the employee status.

Related Links
Defining Insurance Providers
"Defining Bracket Elements" (PeopleSoft Global Payroll)

Setting Up the Salary Structure Analysis (LSE) Report

This topic provides an overview on XML file preparation.

Understanding XML File Preparation

Global Payroll for Switzerland supports the creation of the salary structure report as an XML file through the dashboard. These reports are required biannually.

To prepare the XML file, you need to setup the cross references that match the various personal attributes with the official values. On the company level the contract type, BUR number and UID need to be provided.

Accumulators for the various required amounts need to be setup As with all other dashboard processing you may also needs to setup the BFS_OFS provider type, which can be the same as the one you set up for BESTA.

Related Links
Statistics - LSE
Generating and Managing Dashboard XML

Pages Used to Set Up the Salary Structure Analysis (LSE) Report

Page Name	Definition Name	Usage
Providers Page	GPCH_SI_PROVDR	Define insurance providers.
Rates Page	GPCH_SI_COMPANY1	Define contract type.

Page Name	Definition Name	Usage
LAW 2006 Page	GPCH_SI_COMPANY4	Define UID and BUR numbers.
Company Location CHE Page	GPCH_AL_COMPLOC	Define attributes of Location.
Accumulators Page	GP_ACCUMULATOR	Map customer earnings to standard accumulators.
Nationality Page	GPCH_RP_LSENM	Define attribute mappings on the Nationality page.
B Educat. of Empl. (education of employee) Page	GPCH_RP_LSCF	Define attribute mappings on the B Educat. of Empl. page.
C Profile of Pos. (profile of position) Page	GPCH_RP_LSPS	Define attribute mappings on the C Profile of Pos. page.
G Contract Type Page	GPCH_RP_LSCT	Define attribute mappings on the G Contract Type page.
Agricultural Page	GPCH_RP_LSAG	Define attribute mappings on the Agricultural page.

Providers Page

Use the Providers page (GPCH_SI_PROVDR) to define insurance providers.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security/Insurance** > **Providers CHE** > **Providers**

For more information on defining insurance providers refer to the chapter on Managing Social Insurance for Switzerland.

Related Links
Defining Insurance Providers

Rates Page

Use the Rates page (GPCH_SI_COMPANY1) to define Pay Agreement.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security/Insurance** > **Company Location CHE** > **Rates**

Rates page

For more information on defining the contract type refer to the chapter on Managing Social Insurance for Switzerland.

Related Links

Rates Page

LAW 2006 Page

Use the LAW 2006 page (GPCH_SI_COMPANY4) to define UID and Trading Register numbers.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security/Insurance** > **Company SI Contribution** > **LAW 2006**

For more information on defining UID and BUR numbers refer to the chapter on Managing Social Insurance for Switzerland.

Related Links

LAW 2006 Page

Company Location CHE Page

Use the Company Location CHE page (GPCH_AL_COMPLOC) to define:

• Municipality of Location.

• BUR numbers (or individual identifier for location).

• Weekly Hours and Lessons.

Navigation:

Set Up HCM >**Product Related** >**Global Payroll & Absence Mgmt** >**Social Security/ Insurance** >**Company Location Table CHE**

For more information on defining BUR numbers refer to the chapter on Managing Social Insurance for Switzerland.

Related Links

Company Location Table CHE Page

Accumulators Page

Use the Accumulator Name page (GP_ACCUMULATOR) to map customer earnings to standard accumulators.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Accumulators** > **Accumulator Name**

The Accumulators page maps customer earnings to standard accumulators. This table lists the accumulators for the Salary Structure Analysis (LSE) report for the Global Payroll for Switzerland application:

Accumulator	Description	Custom Entry	Comment - Swissdec GER / FRA
CH_LE_JF1	TotalHoursOfWork Year	see October	Swissdec: F1
CH_LE_JF2	TotalLessonsOfWork Year	see October	Swissdec: F2
CH_LE_JI	Gross Earnings Year	see October	Swissdec: I
CH_LE_JJ	Allowances Year	see October	Swissdec: J
CH_LE_JK	FamIncSupplement Year	see October	Swissdec: K
CH_LE_JL	Social Contributions Year	see October	Swissdec: L
CH_LE_JM	BVG-LPP-RegularContr Year	see October	Swissdec: M
CH_LE_JO	Earnings13th	CH_LE_CJO	Swissdec: O
CH_LE_JP	Overtime	CH_LE_CJP	Swissdec: P
CH_LE_JQ	SporadicBenefits	CH_LE_CJQ	Swissdec: Q

Accumulator	*Description*	*Custom Entry*	*Comment - Swissdec GER / FRA*
CH_LE_JR	FringeBenefits	CH_LE_CJR	Swissdec: R
CH_LE_JS	CapitalPayment	CH_LE_CJS	Swissdec: S
CH_LE_JT	OtherBenefits	CH_LE_CJT	Swissdec: T
CH_LE_JY	PaymentsByThird Year	see October	Swissdec: Y
CH_LE_JZ	BVG-LPP-PurchaseContr	CH_LE_CJZ	Swissdec: Z
CH_LE_OF1	TotalHoursOfWork October	CH_LE_COF1	Swissdec: F1
CH_LE_OF2	TotalLessonsOfWork October	CH_LE_COF2	Swissdec: F2
CH_LE_OI	GrossEarnings October	CH_LE_COI	Swissdec: I
CH_LE_OJ	Allowances October	CH_LE_COJ	Swissdec: J
CH_LE_OK	FamIncSupplement October	CH_LE_COK	Swissdec: K
CH_LE_OL	SocialContributions October	CH_LE_COL	Swissdec: L
CH_LE_OM	BVG-LPP-RegContr October	CH_LE_COM	Swissdec: M
CH_LE_OY	PaymentsByThird October	CH_LE_COY	Swissdec: Y

Related Links

"Defining Accumulators" (PeopleSoft Global Payroll)

Nationality Page

Use the Nationality page (GPCH_RP_LSENM) to define attribute mappings on the Nationality page.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Reports** > **Setup Cross Reference CHE** > **Nationality**

These attributes need to be mapped:

• Visa Permit Data / Visa Permit Type

• Biographical Details / Highest Education Level

- Salary Plan / Grade

- Contract Type Clauses / Contract Type

This table displays the page, the object name of the page, the source and target values on the page that may need to be mapped, the record where the validation takes place, and page and field where these data resides on employee level.

Page	Object Name	Source Values	Target Values					Employee
		Prompt	*PS*	*BFS_OFS (INFO only)*			*Swissdec 4.0*	*Page - Field*
Nationality	GPCH_RP_LSENM	Space	1	1	Schweizer			Visa/Permit Data -Type
		L	2	2	Kurzaufenthalter		shortTerm	
		B	3	3	Aufenthalter		annual	
		C	4	4	Niedergelassene		settled	
		G	5	5	Grenzgänger		crossBorder	
		N	7	6	Andere		asylumSeeker	
		S	8	6	Andere		needForProtection	
		xxx	6	6	Andere		othersNotSwiss	
		Visa_Permit_Tbl		Form 2010, Column 6 *1)			TAG ResidenceCategory	
B Educat. of Empl.	GPCH_RP_LSECF	Customer setup		A	B			Biographical Details - Highest Education Level
			11	1	UNI, ETH	2	Master	universityMaster	
			12	1	UNI, ETH	3	Bachelor	universityBachelor	
			21	2	FH, PH	2	Master	higherEducationMaster	
			22	2	FH, PH	3	Bachelor	higherEducationBachelor	

Page	Object Name	Source Values	Target Values						Employee
			30	3	Höhere BA			higherVocEducation	
			40	4	Lehrer			teacherCertificate	
			50	5	Matura			universityEntranceCertificate	
			60	6	BerufsAb			vocEducationCompl	
			70	7	Intern			enterpriseEducation	
			80	8	Obligatorische			mandatorySchoolOnly	
			91			1	Doktorat	Doctorate	
		Translates	Form 2012, Column A, B					TAG Education	
D Function Skill	GPCH /RP_ LSESK		1	1	Oberes Kader			highestCadre	Salary Plan - Grade
			2	2	Mittleres kader			middleCadre	
			3	3	Unteres kader			lowerCadre	
			4	4	Unterstes Kader			lowestCadre	
			5	5	Ohne Kader			noCadre	
		Sal_ Grade_ Tbl	Form 2012, Column C					TAG Position	
G Contract Type	GPCH _RP_ LSECT	Customer setup	41	1	UnbM			indefiniteSalaryMth	Contract Type/ Clauses - Contract Type
			42	2	UnbM&J			indefiniteSalaryMthAWT	
			43	3	UnbStd			indefiniteSalaryHrs	
			44	4	BefM			fixedSalaryMth	
			45	5	BefStd			fixedSalaryHrs	

Page	Object Name	Source Values	Target Values				Employee
			46	6	LehrV	apprentice	
			47	7	Praktikum	internshipContract	
			48			indefiniteSalaryNoTimeConstraint	
			49			fixedSalaryNoTimeConstraint	
		Pers_ Cntrct_ Typ			Form 2012, Column D	TAG Contract	
Agricultural	GPCH _RP_ LSEAG	Customer setup				Empty TAG	Salary Plan - Grade
		Sal_ Grade_ Tbl			n/a	TAG AgriculturalEmployee	

Note: *1) defined under Particulars, thus required for all domains.

Use the steps below to generate the LSE interface files (Swissdec standard)

Step	Action	Navigation
1	Create a new provider for BFS_OFS	**Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/ Insurance >Providers CHE**
2	Add the new provider you created in step 1 to a company.	**Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/ Insurance >Company SI Contributions CHE**
3	Create a new domain for BFS_OFS or add BFS_OFS to a common Swissdec domain	**Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/ Insurance >ELM Domain Setup CHE**

Step	Action	Navigation
4	Assign all required statistic attributes to employees.	**Global Payroll & Absence Mgmt** >**Payee Data** >**Taxes** >**Maintain Source Tax Data CHE**
	Map customer specific attributes to official values	**Set Up HCM** >**Product Related** >**Global Payroll & Reports** >**Setup Cross Reference CHE**
	Add BUR number for each location	**Set Up HCM** >**Product Related** >**Global Payroll & Absence Mgmt** >**Social Security/ Insurance** >**ELM Company Location CHE**
	Map BFS_OFS Accumulators	**Set Up HCM** >**Product Related** >**Global Payroll & Absence Mgmt** >**Elements** >**Supporting Elements** >**Accumulators** >**Accumulator Name**
5	Run the payroll for the company.	**Global Payroll & Absence Mgmt** >**Absence and Payroll Processing** >**Calculate Absence and Payroll**
6	Prepare Dashboard for BFS_OFS (or multiple types) domain.	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Prepare Files**
7	Click Run. Then check the Process Monitor to make sure the process runs to success.	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Prepare Files**
8	Validate the created file.	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Process Files**
9	Review validation results.	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Review Files**
10	Send file direct (PIV) or save file to a directory of your choice (EIV).	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Process Files** See also Robust File Management

Step	Action	Navigation
11	Check Response from Swissdec distributor and complete if applicable In case of PIV: review dashboard	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Process Files**
	In case of EIV: review response EIV Portal	Swissdec distributor Portal

Setting Up Tax Statements

This topic discusses how to set up tax statements.

Pages Used to Set Up Tax Statements

Page Name	Definition Name	Usage
Providers Page	GPCH_SI_PROVDR	Define insurance providers.
Report Messages Page	GPCH_AL_MSG_CAT	Review messages and add individual ones (optional).
Sender Details Page	GPCH_SI_COMPANY7	Override sender information (optional).
Company Location Table CHE Page	GPCH_AL_COMPLOC	Define default or override for the G Canteen field for specified company locations.
Accumulator Name Page	GP_ACCUMULATOR	Map customer earnings to standard accumulators.
Form Definition CHE Page	GPCH_FM_DEF	Upload PDF forms.

Providers Page

Use the Providers page (GPCH_SI_PROVDR) to define insurance providers.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security/Insurance** > **Providers CHE** > **Providers**

For more information on defining insurance providers refer to the chapter on Managing Social Insurance for Switzerland.

Related Links

Defining Insurance Providers

Report Messages Page

Use the Report Messages page (GPCH_AL_MSG_CAT) to review messages and add individual ones (optional).

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Reports** > **Report Messages CHE** > **Report Messages CHE**

Report Messages page

Field or Control	Description
Concatenate Amount	Select this check box to append amount of the accumulator.
Always Generate	Select this check box to generate messages for every employee according to the message assignment in the Company SI Contributions CHE (GPCH_SI_COMPANY) component.
Payee Level Override Indicator	Select this check box to override text for this message on the employee level.

Field or Control	Description
Message Number and **Message Text**	For each message, the system displays a unique message identifier (number) and message text for standard messages as defined by tax administration. Do not change the message number and message text for these messages: • 1 = Expense regulations by canton. • 2 = Conditions of Rz 52 covered. • 3 = Control display of FTE in line 15 • 4 = Control display of Work locations in line 15 • 5 = Share granted by other company. • 6 = Child Allowance per AHV-AVS. • 7 = Relocation costs. • 8 = Company Car regulations by canton. • 9 = Company Car regulations individual. • 10 = Market value by canton. • 11 = Stock Options. • 12 = Vesting Period>10. • 13= Not Price When Offered. • 14= Not Traded or Restricted. • 15 = GE: Source taxed employee may request. Other: Source taxed employees who lodge an appeal. • 16 = Employee pays (at least) 0.8% per Month private share of company car. • 17 = Auxiliary service for families CHF. • 9000 = Eff expenses expat. • 9001 = StaffShareWithoutTaxableIncome.
Entry Type	This field should always be set to *Accumulator*.
Element Name	Displays the accumulator name.
Explanation	Provides additional information about this message. --- **Note:** Standard message include the path in the official XML.

Field or Control	Description
Reserved ranges for messages	1 – 19 certified standard 20 – 49 Oracle intern, line 15 50 – 99 Customer, line 15 100 – 8999 Customer, line 14 9000 – 9999 Oracle intern (technical)

Sender Details Page

Use the Sender Details page (GPCH_SI_COMPANY7) to override sender information (optional).

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security/Insurance** > **Company SI Contributions CHE** > **Sender Details**

If you enter a description in the **Description** field on the Sender Details page for the Tax Statement 2006 (GPCHTX07) report, the system overrides the default information from the HCM Company table and the Swiss Domain Set for the sender data in the lower right hand corner of the tax statement.

This tables displays the line number, default field from the Company table or the Swiss Domain Set, and the field that are overridden on the tax statement.

Line	Default	Sender Override Fields
1	Company_Tbl.Descr	Description
2	Company_Tbl.Address1	Address Line 1
3	Company_Tbl.Address2	Address Line 2
4	GPCH_EG_STD.Signature	Signature
5	GPCH_EG_STD.Phone	Telephone

The default city and date come from the HCM Company table and Swiss Domain Set for the Field I in the lower left hand corner of the tax statement as shown in this table:

Field I	Default	Override	Override in Run Conrol
Ort	Company_Tbl.City	City	n/a

Field I	Default	Override	Override in Run Conrol
Datum	CurrDate as of save of dashboard	City	Append to City (internal print only)

Note: The Sender Detail override applies when the **Description** field is populated. In this case all fields get overridden, including those that did not get filled in. For printing the system populates the proposed date using the date entered in the **Issue Date** field on the run control page.

Related Links

Sender Details Page

Company Location Table CHE Page

Use the Company Location Table CHE page (GPCH_AL_COMPLOC) to define default or override for the G Canteen field for specified company locations.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Company Location Table CHE** > **Company Location Table CHE**

Company Location Table CHE page

Field or Control	Description
Canteen G	In the tax statement form there is a **G** check box. This indicates if the person receives canteen benefits, with a portion paid by the employer, or if the person receives a tax free meal allowance. Select one of these values to indicate how you want the system to process canteen benefits for the company location that is displayed: • *Default* • *Always Check* • *Never Check* • *Follow Accumulator*

Control FTE and Work Location Display in Line 15

Creation of FTE% - Postion and Worklocation - Message is controlled by activating the message in company-/message mapping

Control FTE and Work Location Display

Comments and Observations

Accumulator Name Page

Use the Accumulator Name page (GP_ACCUMULATOR) to map customer earnings to standard accumulators.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Accumulators** > **Accumulator Name**

The Accumulators page maps customer earnings to standard accumulators. This table lists the accumulators for the LAW 2006 Tax Statement report for the Global Payroll for Switzerland application:

Accumulator	*Description*	*Custom Entry*	*Comment*
CH_LW_10	LAW 2006, line 1	CH_LW_C10	Do not change unless employees do not contribute through the Taxable (AHV, ALV,UV,Tax) segment accumulator (CH_00_0) or if income needs to be reversed as they contribute through CH_00_0.
CH_LW_101	LAW 2006, line 10.1	CH_LW_C101	
CH_LW_102	LAW 2006, line 10.2	CH_LW_C102	
CH_LW_120	LAW 2006, line 12	CH_LW_C120	Only use for deductions that are not included in CH_TX_10. The default is CH_TX_10.
CH_LW_1311	LAW 2006, line 13.1.1	CH_LW_C1311	
CH_LW_1311A	LAW 2006, line 13.1.1 Check box	CH_LW_C1311A	
CH_LW_1312	LAW 2006, line 13.1.2	CH_LW_C1312	
CH_LW_1321	LAW 2006, line 13.2.1	CH_LW_C1321	
CH_LW_1322	LAW 2006, line 13.2.2	CH_LW_C1322	
CH_LW_1323	LAW 2006, line 13.2.3	CH_LW_C1323	
CH_LW_133	LAW 2006, line 13.3	CH_LW_C133	
CH_LW_140	LAW 2006, line 14		

Accumulator	Description	Custom Entry	Comment
CH_LW_15xxx	LAW 2006, line 15	CH_LW_C15xxx	Triggers a corresponding message.
CH_LW_21	LAW 2006, line 2.1	CH_LW_C21	
CH_LW_22	LAW 2006, line 2.2	CH_LW_C22	
CH_LW_23	LAW 2006, line 2.3	CH_LW_C23	
CH_LW_30	LAW 2006, line 3	CH_LW_C30	
CH_LW_40	LAW 2006, line 4	CH_LW_C40	
CH_LW_50	LAW 2006, line 5	CH_LW_C50	
CH_LW_60	LAW 2006, line 6	CH_LW_C60	
CH_LW_70	LAW 2006, line 7	CH_LW_C70	
CH_LW_90	LAW 2006, line 9	CH_LW_C90	
CH_LW_F	LAW 2006, check box F	CH_LW_CF	
CH_LW_G	LAW 2006, check box G	CH_LW_CG	

Related Links

"Defining Accumulators" (PeopleSoft Global Payroll)

Form Definition CHE Page

Use the Form Definition CHE page (GPCH_FM_DEF) to upload PDF forms.

Note: The recommended way to manage Tax Statement is to report through Swissdec and use ViewGen to print. The classic reporting described here may be still used for internal purpose only.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Reports** > **Upload Form Definition CHE** > **Upload Form Definition CHE**

Form Definition CHE page

For each of the five forms delivered with the application, click the **Delete** button, then click **Add** to upload the corresponding form from your environment. By default you'll find these forms inside your SQR directory.

Note: Never use the **-/+** to change lines, then you'll lose the setup and need to reload tables GPCH_FM_FORMOPT and GPCH_FM_FLD and do not introduce new Effdt for new forms.

This table lists the forms the are delivered with the Global Payroll for Switzerland application for the LAW 2006 Tax Statement:

Form ID	Description	Comment	PDF
LAW-C1	Law Statement - Customer Form	Customer Form (optional)	beteiligungen.pdf
LAW-P1	LAW Statement - Part 1	LAW Statement – Standard Page	_11lohna_3-dfi_25-08-06.pdf
LAW-P1B	LAW Statement - Part 1	LAW Statement – Form for Pensioners.	_11lohna_3-dfi_25-08-06b. pdf
LAW-P1EDIT	Edit Tax Statement	Edit Tax Statement – Edit Page	_11lohna_3-dfi_250806_edit. pdf
LAW-P2	LAW Statement - Part 2	LAW Statement (2nd page if messages don't fit in first page)	_11lohna_3-dfi_25-08-06_x. pdf

Setting Up Source Tax Reports

This topic discusses how to set up source tax reports.

Global Payroll for Switzerland supports the legal source tax reporting requirements for all cantons. You need to manage the following setup to adjust the reporting to the local requirements.

Pages Used to Set Up Source Tax Reports

Page Name	Definition Name	Usage
Providers Page	GPCH_SI_PROVDR	Define provider for the GE and VD cantons only. See also Generating and Managing Dashboard XML.
FAK/Source Tax (System) CHE Page	GPCH_TX_FAK	Review values entered in the **Withholding Tax on Commission** field.
FAK/Source Tax (Company) CHE Page	GPCH_TX_FAK_STAX	Define **Tax Nbr, Use Premium separate,** and **Source Tax Language** fields for monthly and quarterly reporting.
Accumulator Name Page	GP_ACCUMULATOR	Review accumulators and add customer earnings and deductions to the accumulators.

Providers Page

Use the Providers page (GPCH_SI_PROVDR) to define provider for the GE and VD cantons only. See also Generating and Managing Dashboard XML.

Navigation:

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Providers CHE

For more information on defining insurance providers refer to the chapter on Managing Social Insurance for Switzerland.

Related Links
Defining Insurance Providers

FAK/Source Tax (System) CHE Page

Use the FAK/Source Tax (System) CHE page (GPCH_TX_FAK) to review values entered in the Withholding Tax on Commission field.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > FAK/Source Tax (System) CHE > FAK/Source Tax (System) CHE

Use this page to review values entered in the Withholding Tax on Commission field. For additional information on reviewing source tax percentages, refer to the Managing Source Tax chapter.

Related Links
FAK/Source Tax (System) CHE Page

FAK/Source Tax (Company) CHE Page

Use the FAK/Source Tax (Company) CHE page (GPCH_TX_FAK_STAX) to define Tax Nbr, Use Premium separate, and Source Tax Language fields for monthly and quarterly reporting.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Taxes** > **FAK/Source Tax (Company) CHE** > **FAK/Source Tax (Company) CHE**

FAK/Source Tax (Company) CHE page

Field or Control	Description
Tax Nbr (tax number)	Enter Tax assigned to your company by tax administration.
Tax Method	Override tax method (e.g. for VS company may use VD method).
Use Premium separate	Reports earnings/deductions assigned to accumulator CH_TX_06 in separate column.
Source Tax Language	Select the language that you want to use for the canton. If the language on the run control page is blank, you need to select languages for specific cantons on this page, especially if you run one report that contains several cantons with different languages. Supported languages include English, French, German and Italian.

Field or Control	Description
Tax Month and Tax Quarter	When running the report for several cantons in monthly or quarterly mode, the system includes only those cantons that qualify for monthly or quarterly mode. You can, however, select both modes, then the system will include the canton in both reports.

Related Links

Entering FAK Data

Accumulator Name Page

Use the Accumulator Name page (GP_ACCUMULATOR) to review accumulators and add customer earnings and deductions to the accumulators.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Accumulators** > **Accumulator Name**

Yearly Source Tax Report (GPCHTX01) – Cross Boarder Mode

Accumulator	Description	Custom Entry	Comment
CH_TX_GG1B	Tax Gross Cross Boarder FRA	CH_TX_CGG1B	Only used when employees do not contribute through CH_00_0 or if the reported gross needs to be reversed as they contribute through CH_00_0.

Defines the reported gross. This accumulator is calculated in payroll and stored in the GPCH_RP_0001 table. This is where the system gets the value from for the report.

Yearly Source Tax Report (GPCHTX01) – Geneva

Accumulator	Description	Custom Entry	Comment
CH_TX_GE31_YTD	GE days worked	CH_TX_CGE31	
CH_TX_GE34_YTD	GE indemnities depart	CH_TX_CGE38	
CH_TX_GE37	AQ GE prestations en capital	CH_TX_CGE37	
CH_TX_GE38	AQ GE indemnities pour frais	CH_TX_CGE38	

Accumulator	Description	Custom Entry	Comment
CH_TX_GE39	Unpaid days attestation quit.	CH_TX_CGE39	

These accumulators are calculated only within the report and saved into the XML file. Values are not stored in the GP_RSLT_ACUM table or in a write array.

Yearly Source Tax Report (GPCHTX01) – Ticinio

Accumulator	Description	Custom Entry	Comment
CH_TX_TI22	Source Tax TI unpaid days	CH_TX_TI22	

This accumulator is calculated within the payroll and stored in the GPCH_RP_0001 table. This is where the system gets the value from for the report.

Monthy/Quarterly Source Tax Report (GPCHTX02) – AI, AR, VD, ZH

Accumulator	Description	Custom Entry	Comment
CH_TX_06	QS Additional Premium (s. 2i)	CH_TX_C06	Used with cantons other than AI, AR, GL, SG, VD, and ZH.
CH_TX_06AI	Source Tax Premium AI	CH_TX_C06AI	
CH_TX_06AR	Source Tax Premium AR	CH_TX_C06AR	Also used for GL and SG.
CH_TX_06VD	Source Tax Premium VD	CH_TX_C06VD	
CH_TX_06ZH	Source Tax Premium ZH	CH_TX_C06ZH	

These accumulators are used to show bonus payments separately if the Use Premium flag for the canton is selected. The system calculates accumulators within the payroll. The value shown in the report is stored in the GPCH_RP_0001 table. This is where the system gets the value from for the report.

Related Links
"Defining Accumulators" (PeopleSoft Global Payroll)
Generating and Managing Dashboard XML

Setting Up FAK_CAF Reports

This topic discusses how to set up FAK_CAF reports.

Global Payroll for Switzerland supports the legal FAK_CAF reporting requirements for all cantons. You may need to manage the following setup pages to adjust the reporting to your local requirements.

Pages Used to Set Up FAK_CAF Reports

Page Name	Definition Name	Usage
Providers Page	GPCH_SI_PROVDR	Define provider for the GE and VD cantons only. See also Generating and Managing Dashboard XML.
Rates Page	GPCH_SI_COMPANY1	Use the **FAK Default Pct** check box to indicate whether contribution rates shall be taken from the system level or the company level. If **FAK Default Pct** check box is selected, then the contribution percentage comes from the system.
FAK/Source Tax (System) CHE Page	GPCH_TX_FAK	This page is maintained by Oracle. If there are no special conditions for your company, you might use the rates that are displayed. If the **FAK Default Pct** check box is selected on the Rates page, then the contribution percentage comes from this page.
FAK/Source Tax (Company) CHE Page	GPCH_TX_FAK_STAX	Use this page to enter the FAK_CAF account assigned to your company by the FAK_CAF administration. If the **FAK Default Pct** check box is not selected on the Rates page, then the contribution percentages come from this page. If the language on the run control page is blank, you need to select languages for specific cantons on this page, especially if you run one report that contains several cantons with different languages. Supported languages include English, French, German and Italian.
Viewing Accumulators	GP_PIN	This page is used for informational purposes only. The standard setup should cover all your requirements.

Providers Page

Use the Providers page (GPCH_SI_PROVDR) to define provider for the GE and VD cantons only (see also dashboard).

Navigation:

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Providers CHE

For information on defining insurance providers refer to the chapter on Managing Social Insurance for Switzerland.

Related Links
Defining Insurance Providers

Rates Page

Use the Rates page (GPCH_SI_COMPANY1) to use the FAK Default Pct check box to indicate whether contribution rates shall be taken from the system level or the company level.

If FAK Default Pct check box is selected, then the contribution percentage comes from the system.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security/Insurance** > **Company SI Contributions CHE** > **Rates**

For information on defining FAK default percentages, refer to the chapter on Managing Social Insurance for Switzerland.

Related Links
Rates Page

FAK/Source Tax (System) CHE Page

Use the FAK/Source Tax (System) CHE page (GPCH_TX_FAK) to this page is maintained by Oracle.

If there are no special conditions for your company, you might use the rates that are displayed. If the FAK Default Pct check box is selected on the Rates page, then the contribution percentage comes from this page.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Taxes** > **FAK/Source Tax (System) CHE** > **FAK/Source Tax (System) CHE**

FAK/Source Tax (System) CHE page

This table is maintained by Oracle. If there are no special conditions for your organization, you can use these rates. If the FAK Default Pct check box is selected on the Rates page, the system uses the contribution percentages entered here.

FAK/Source Tax (Company) CHE Page

Use the FAK/Source Tax (Company) CHE page (GPCH_TX_FAK_STAX) to use this page to enter the FAK_CAF account assigned to your company by the FAK_CAF administration.

If the FAK Default Pct check box is not selected on the Rates page, then the contribution percentages come from this page. If the language on the run control page is blank, you need to select languages for specific cantons on this page, especially if you run one report that contains several cantons with different languages. Supported languages include English, French, German and Italian.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Taxes** > **FAK/Source Tax(Company) CHE** > **FAK/Source Tax (Company) CHE**

FAK/Source Tax (Company) CHE page (1 of 2)

FAK/Source Tax (Company) CHE page (2 of 2)

Field or Control	Description
FAK Nbr	Enter the FAK_CAF account as assigned to your company by the FAK_CAF administration.
FAK% Total	If the FAK Default Pct is deselected on the Rates page, the system uses the contribution percentages entered here.
FAK Language	If you run one report for several canton with different languages, select the language for the canton. The system supports these languages: English, French, German and Italian.
FAK Provider	Assign FAK_CAF provider for cantons, where you want to create AK Banken and AK Versicherungen XML. This is the provider that gets mapped in Company Provider mapping.
FAK Month, FAK Quarter, and **FAK Year**	Not currently supported.

Viewing Accumulators

Use the Accumulators page (GP_PIN) to this page is used for informational purposes only.

The standard setup should cover all your requirements.

Navigation:

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators

Here are the accumulators the system uses for the Tax Statement (LAW_CDS):

Line 1	Line 3
+ CH_CA_ALL - CH_CA_BIR - CH_CA_BKOR	+ CH_CA_BIR + CH_CA_BKOR

Here is a graphical representation of how information flows from the payslip to the FAK_CAF report:

Graphical representation of how information flows from the payslip to the FAK_CAF report
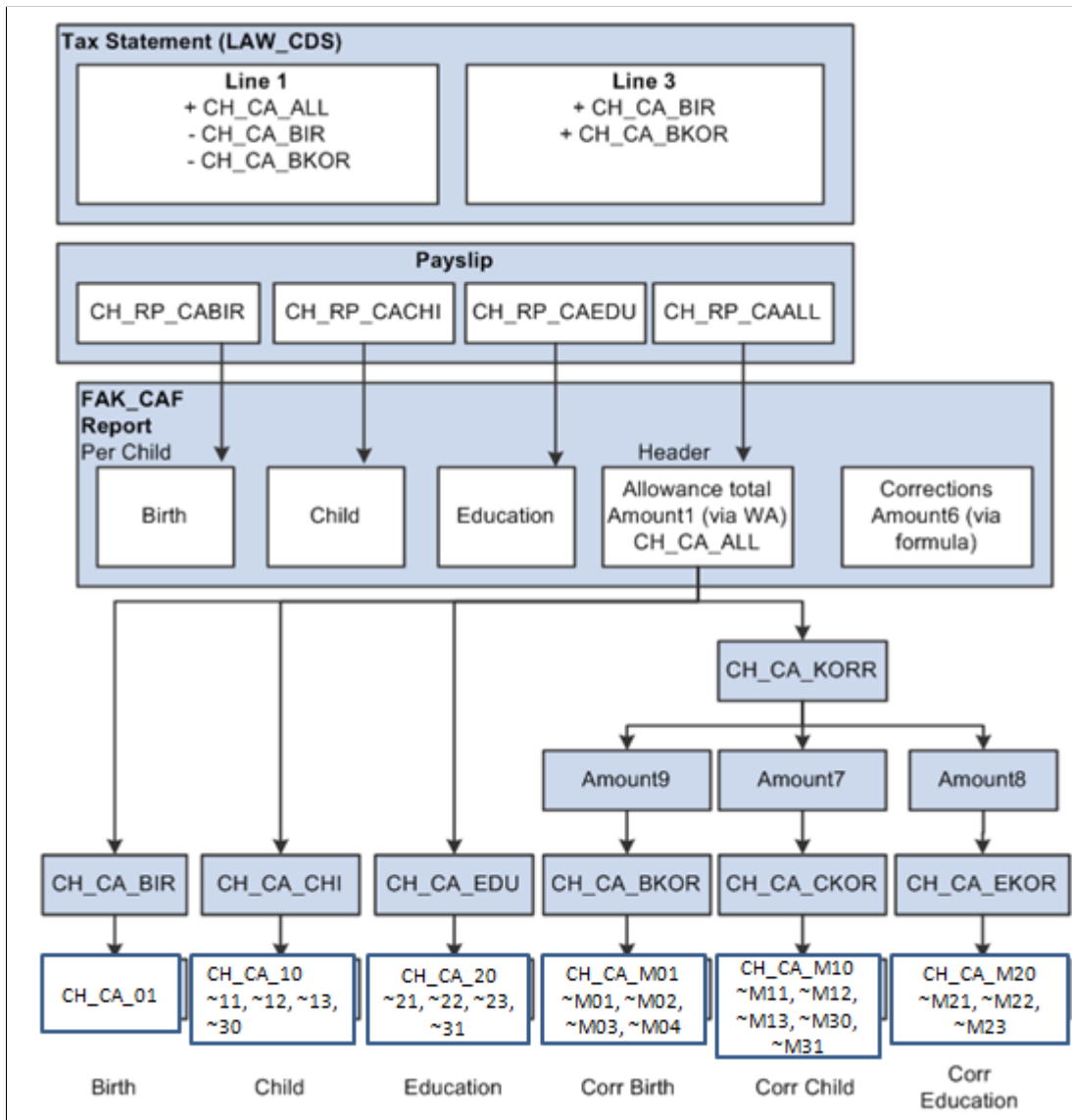
Note: Since child allowance reporting is controlled by existing accumulators, we do not expect that you will have to make changes to child allowance accumulators.

Use the steps below to generate the FAK_CAF interface files by dashboard (AKB and eAHV):

Step	Action	Navigation
1	Create a new provider for FAK_CAF	**Set Up HCM** >**Product Related** >**Global Payroll & Absence Mgmt** >**Social Security/ Insurance** >**Providers CHE**
2	Add the new provider you created in step 1 to a company.	**Set Up HCM** >**Product Related** >**Global Payroll & Absence Mgmt** >**Social Security/ Insurance** >**Company SI Contributions CHE**
3	Create a new domain for FAK_CAF AKB = FAK_CAF mode AKB eAHV = FAK_CAF mode eAHV	**Set Up HCM** >**Product Related** >**Global Payroll & Absence Mgmt** >**Social Security/ Insurance** >**ELM Domain Setup CHE** This needs to be a domain with a single Provider Type FAK_CAF. This XML cannot coexist with any other Provider Type in same domain.
	AKB user needs to map required cantons in FAK/Source Tax(Company) CHE page	**Set Up HCM** >**Product Related** >**Global Payroll & Absence Mgmt** >**Taxes** >**FAK/Source Tax (Company) CHE**
4	Assign child data to employees.	**Global Payroll & Absence Mgmt** >**Payee Data** >**Family Allowances CHE**
5	Run the payroll for the company.	**Global Payroll & Absence Mgmt** >**Absence and Payroll Processing** >**Calculate Absence and Payroll**
6	Prepare Dashboard for FAK_CAF domain. At the bottom of the Dashboard page (Prepare Files) make sure the monthly value appears in the drop-down menu list for the Report Period field.	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Prepare Files**
7	Click Run. Then check the Process Monitor to make sure the process runs to success.	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Prepare Files**
8	Validate the created file.	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Process Files**

Step	Action	Navigation
9	Review validation results.	**Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Review Files**
10	Save file to a directory of your choice.	**Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Process Files** See Also Robust File Management
11	Upload file to AK Portal	

Related Links

Generating and Managing Dashboard XML

Setting Up Pay Balances

This section provides an overview on pay balance adjustments.

Pages Used to Set Up Pay Balances

Page Name	Definition Name	Usage
Define List Set Page	GP_ELN_SET	Define print classes.
Accumulator Name Page	GP_ACCUMULATOR	Map customer earnings to standard accumulators.

Understanding Pay Balance Adjustments

To adjust pay balances to your needs you can choose a specific print class and define earnings and deductions that should display even if the result is zero. You can also define what earnings and deductions should appear with 4 decimals instead of the normal 2 decimal setup.

Define List Set Page

Use the Define List Set page (GP_ELN_SET) to assign and view print classes.

Navigation:

Set Up HCM >Product Related > Global Payroll & Absence Mgmt > Elements > Define List Set > Define List Set

This table displays that delivered list set that work best with the reports displayed in the right hand column:

List Set	Report
CH_GPCHDM21	Pay Balance (GPCHTX06) Pay Element Summary (GPCHAL08) Element Contribution (GPCHAL07)

Related Links
"Selecting Entry Types and Displaying Record.Field Combinations" (PeopleSoft Global Payroll)

Accumulator Name Page

Use the Accumulator Name page (GP_ACCUMULATOR) to review accumulators and assign customer earnings and deductions.

Navigation:

Set Up HCM >**Product Related** >**Global Payroll & Absence Mgmt** >**Elements** >**Supporting Elements** >**Accumulators** >**Accumulator Name**

Note: The CH_RP_ZERO accumulator is only supported for elements that get stored if the value is equal to zero.

This table lists the accumulators that affect pay balances on reports for the Global Payroll for Switzerland application:

Accumulator	Description	Custom Entry	Comment
CH_RP_2DEC	Shows if value has 3 decimals.	CH_RP_DEC2	Stores earnings and deductions that have 4 decimals.
CH_RP_ZERO	Shows if value is equal to zero (0).	CH_RP_ZERO	Stores earnings and deductions that have a value of zero (0).

Related Links
"Defining Accumulators" (PeopleSoft Global Payroll)

Setting Up the Dashboard

This topic provides an overview of the dashboard setup.

Understanding Dashboard Setup

Global Payroll for Switzerland supports the XML generation as certified by Swissdec. In addition, you can create XML files for:

*   Year end source tax for the Geneva canton.

*   Quarterly source tax reporting for the Vaud canton(Passerelle).

*   FAK_CAF reporting, monthly as defined by Ausgleichskasse Banken AKB and Ausgleichskasse Versicherungen.

*   Year to date as defined by eAHV.

All required processes can run in one job. You can manage all these activities through the dashboard:

*   Run processes.

*   Review files via XML publisher.

*   Review files via ViewGen (for Swissdec domains)

*   Send files to the Swissdec distributor.

*   Manage files via robust file management. See also Robust File Management.

*   Archive files.

To prepare the dashboard processing, you need to prepare the system by following the instructions in this section.

See *PeopleTools: BI Publisher for PeopleSoft PeopleBook*

Pages Used to Set Up the Dashboard

Page Name	*Definition Name*	*Usage*
Online Processing Setup CHE Page	GPCH_EG_NM_VAL_PRS	Define parameters to create, validate and send XML files through the dashboard.
ELM Domain Setup CHE Page	GPCH_EG_DOMAIN	Define ELM domains.
Providers CHE Page	GPCH_SI_PROVDR	Define insurance providers.
Provider Page	GPCH_SI_COMPANY2	Map providers.
FAK/Source Tax (Company) CHE Page	GPCH_TX_FAK_STAX	Map providers for Ausgleichskasse Banken #AKB.
LAW 2006 Page	GPCH_SI_COMPANY4	Maintain UID and BUR numbers.

Online Processing Setup CHE Page

Use the Online Processing Setup CHE page (GPCH_EG_NM_VAL_PRS) to define parameters to create, validate and send XML files through the dashboard.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Processing** > **Online Processing Setup CHE** > **Define Online Processing Setup** > **Online Processing Setup CHE**

For more information on defining online properties refer to the chapter on Defining Country Data.

Related Links
Defining Swiss Online Processing Options

ELM Domain Setup CHE Page

Use the ELM Domain Setup CHE page (GPCH_EG_DOMAIN) to define ELM domains.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security/Insurance** > **ELM Domain Setup CHE** > **ELM Domain Setup CHE**

ELM Domain Setup CHE page

The system builds the domain package that you can run using the dashboard in one process. Depending on your requirements, you can combine all Swissdec domains or create several packages. For Source Tax and FAK_CAF AKB and FAK_CAF eAHV (all monthly and not Swissdec domains) you need dedicated domains.

Use the ELM Domain Setup CHE page to enter a set of values that you use on the Dashboard page to run the various legally required reports for the Swiss eGovernment.

You can save these values and reuse them whenever you have to run government required reports.

Field or Control	Description
Effective Date	Enter or select the date the ELM domain becomes effective.
Swissdec Version	Only 4.0 available.
Description	Enter an appropriate description for the domain
Monitor ID	Enter the monitor ID that you want to use to communicate with your Swissdec distributor. The default is *peoplesoft*.
Outbound File Directory	Displays the directory path for the outbound files that the system creates.
Contact Person, Email ID, Phone and Comment	Enter the names of the person responsible for the reports and how they can be contacted.
Create File If Applicable	Select this check box if you want the system to create a file.
Validate File If Applicable	Select this check box if you want the system to validate the file.
Sign File If Applicable	Select this check box if you want the system to sign the file.
Encrypt File If Applicable	Select this check box if you want the system to sign the file.
Compress File If Applicable	Not currently supported.
Domains	For domains of type monthly (and GE ISEL) the grid allows only 1 domain type. User may however combine yearly (except GE ISEL) domains to create the XML in one run. 1. XML Month - Domains of type in in ('A','C','E','I') or (GPCH_SI_PROV_TYPE = '5' and GPCH_TX_MODE <> '0') or (GPCH_SI_PROV_TYPE = '7' and GPCH_TX_MODE <> '0') 2. 2. XML Year - other than 1)
Provider Type and Description	Select a provider type (for example UVG-LAA, KTG-AMC, UVGZ-LAAC and so on) for which you want to run reports. The description appears in the next field. Abbreviations for Provider Types — See Abbreviations for Swiss Domains Element Naming Conventions

Field or Control	Description
Mode	Modes are: • Swissdec; standard ELM Yearly mode (required for FAK_CAF and QST_IS via Swissdec). • Swissdec: AHV E(M)A to report impromptu Hire/Termination • eAHV; YearToDate, e.g. accepted by AHV Pools Globaz and IGAKIS. • AKB; monthly, required by AK Banken and AK Versicherungen (AHV Pool Inside).

You can find more information about the meaning of these fields in the Swissdec guidelines and the Swissdec tech doc that describes the full ELM XML process.

Providers CHE Page

Use the Providers CHE page (GPCH_SI_PROVDR) to define insurance providers.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security/Insurance** > **Providers CHE** > **Providers CHE**

For more information on defining insurance providers refer to the chapter on Managing Social Insurance for Switzerland.

Related Links
Defining Insurance Providers

Provider Page

Use the Provider page (GPCH_SI_COMPANY2) to map providers.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security/Insurance** > **Company SI Contributions CHE** > **Provider**

For more information on mapping providers refer to the chapter on Managing Social Insurance for Switzerland.

Related Links
Provider Page

FAK/Source Tax (Company) CHE Page

Use the FAK/Source Tax (Company) CHE page (GPCH_TX_FAK_STAX) to map providers for Ausgleichskasse Banken#AKB.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Taxes** > **FAK/Source Tax (Company) CHE** > **FAK/Source Tax (Company) CHE**

FAK/Source Tax (Company) CHE page

Field or Control	Description
FAK Provider	Enter provider #AKB for those cantons where you want to create the FAK_CAF monthly XML file.

LAW 2006 Page

Use the LAW 2006 page (GPCH_SI_COMPANY4) to maintain UID and BUR numbers.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security/Insurance** > **Company SI Contributions CHE** > **LAW 2006**

Access the LAW 2006 page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Company SI Contributions CHE, LAW 2006).

For more information on mapping providers refer to the chapter on Managing Social Insurance for Switzerland.

Related Links
LAW 2006 Page

Chapter 10

Managing Overtime Requests

Understanding the Overtime Request Process

Global Payroll for Switzerland includes transactions that manage overtime requests. Overtime self-service options differ for employees, managers, and Human Resources administrators.

Role	*Overtime Self-Service Options*
Employee	Submit an overtime request. Resubmit an overtime request when the overtime request is sent back with the reason: rework required. Edit an existing overtime request. Cancel a submitted or approved overtime request. View overtime requests and approval status.
Manager	Approve or deny overtime requests originated by direct or indirect reports. Send back an overtime request with the reason: rework required. View a list of overtime requests from direct or indirect reports. Edit existing overtime requests for direct or indirect reports. Request overtime for direct or indirect reports. Cancel a submitted or approved overtime request previously submitted for a direct or indirect report.
Human Resources Administrator	Approve or deny overtime requests assigned to the Human Resources administrator. Send back an overtime request with the reason: rework required. View a list of overtime requests for reports. Edit existing overtime requests for reports, including requests that have already been approved. Enter an overtime request for a report. Cancel a previously entered overtime request for a report.

Overtime requests generated by the overtime self-service application are ultimately translated into positive input and inserted into the Global Payroll positive input tables. This happens in a two-step process.

1. The overtime self-service application manages the overtime requests.

2. A background process (the Generate Overtime run control page) generates the positive input, which inserts the overtime positive input data into the appropriate tables.

Note: Managers and Human Resources administrators can only access the overtime request data belonging to their direct and indirect reports. The relationship between a manager or Human Resources administrator and reports can be defined in multiple ways. To set up access to direct and indirect reports, select **Set Up HCM** > **Common Definitions** > **Self Service** > **Direct Reports Setup.** Human Resources administrators can only access overtime requests awaiting their approval.

Prerequisites

Before you can manage overtime requests using the self-service application, you must set up certain list-display criteria, overtime entry elements, and default information.

To set up for self-service overtime requests:

1. Enter the criteria that define the display of overtime requests on the Overtime Duration CHE page.

2. Enter the overtime element and default information on the Overtime Elements CHE page.

Common Elements Used in This Chapter

Field or Control	Description
Request Date	Click a link to access the Request Overtime - Overtime Request Details (view) page, in display-only mode, where you can view details of the selected overtime request.
Edit	Click to access the Request Overtime - Overtime Request Details (add) page, where you can modify and submit the selected overtime request. For employees and managers, the **Edit** button is only visible if you are the originator of the overtime request and the status of the request is *Saved* or *Rework required.* For Human Resources administrators, the **Edit** button is only visible if you are the originator of the overtime request or the status of the request is *Approved, Approved with Change, Processed,* or *Processed with Change.* This enables you to modify any overtime request that you have created or already approved and any request that has already been processed.

Field or Control	Description
Cancel	Click to cancel an overtime request and access the Cancel Confirmation page. For employees and managers, the **Cancel** button is only visible if you are the originator of the request and the status is not *Processed* or *Processed with Change.* Employees can cancel all overtime requests that they created and that are not yet processed. The system removes canceled overtime requests from the database. Managers accessing this page to view overtime requests for an employee can click the **Return to Select Employee** link at the bottom of the page to return to the Select Employee page.
Show more overtime requests	Click this link to access the View Overtime Request Status - Overtime Requests page, which contains an extended list of overtime results.
Add	Click to open the Request Overtime - Overtime Request Details page (add) page, where you can request a new overtime. Human Resource administrators can click the **Add** button to add an overtime request without requiring further approval.

Viewing Delivered Elements

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

Related Links
"Understanding How to View Delivered Elements" (PeopleSoft Global Payroll)

Creating Overtime Requests (Employee)

This section discusses how to create overtime requests.

- View the approval status on your latest overtime requests.

- Submit an overtime request following your company rules.

- Create an overtime request without submitting it.

- Submit an overtime request again, following your company's rules, when this overtime request is sent back with the reason: rework required.

- Edit an overtime request that was saved for later.

- Cancel a submitted or approved request.

Employees can only access their own overtime request data.

To view, add, edit, or cancel an overtime request, employees must perform the following steps:

1. Access the Request Overtime page.

   If you have multiple jobs, the Select Job Title page appears. Select the job for which you want to request overtime. The Request Overtime - Latest Overtime Requests page appears. (If you only have one job, the Request Overtime - Latest Overtime Requests page appears.) Use this page to view existing requests, add a new overtime request, edit an existing request (if you are the originator of the request and the status is *Saved* or *Rework required*), or cancel a request (if you are the originator of the request and the status is not *Processed* or *Processed with Change*).

2. Click the **Show more overtime requests** link if you don't see an existing overtime request on the Request Overtime - Latest Overtime Requests page.

   The extended list View Overtime Request Status - Overtime Requests page appears. You can view, add, edit, or cancel a request on this page just as you would on the Request Overtime - Latest Overtime Requests page.

3. Click the **Add** or **Edit** button to add or edit an existing request.

   The Request Overtime - Overtime Request Details (add) page appears. Enter the details of your overtime request on this page. If you cancel an overtime request, the Cancel Confirmation page appears.

4. Click the corresponding date link in the **Request Date** column on either the Request Overtime - Latest Overtime Requests page or the View Overtime Request Status - Overtime Requests page to access the Request Overtime - Overtime Request Detail (view) page where you can view overtime request information and details about the approval status.

Related Links

Request Overtime - Latest Overtime Requests Page
View Overtime Request Status - Overtime Requests Page
Request Overtime - Cancel Confirmation Page
Request Overtime - Overtime Request Detail (view) Page

Viewing Overtime Requests (Employee)

This section discusses how to view the overtime request status.

This transaction enables employees to view their latest overtime requests and approval status. Employees can only access their overtime request data.

To view the latest overtime requests, an employee performs these steps:

1. Access the Overtime Request Status page.

If you have multiple jobs, the Select Job Title page appears. Select the job for which you want to request overtime. The Request Overtime - Latest Overtime Requests page appears. If you only have one job, the Request Overtime - Latest Overtime Requests page is the first page to appear.

2. View your latest existing requests on the Request Overtime - Latest Overtime Requests page.

3. Click the **Show more overtime requests** link to display the extended list View Overtime Request Status - Overtime Requests page when an existing overtime request does not appear on the Request Overtime - Latest Overtime Requests page.

4. Click the corresponding date link in the **Request Date** column on either the Request Overtime - Latest Overtime Requests page or the View Overtime Request Status - Overtime Requests page to access the Request Overtime - Overtime Request Detail page. You can view the overtime request information and details about the approval status in display-only mode.

Related Links

Request Overtime - Latest Overtime Requests Page
View Overtime Request Status - Overtime Requests Page
Request Overtime - Overtime Request Detail (view) Page

Creating Overtime Requests (Manager)

This section discusses how to create overtime requests.

This transaction enables you to:

• View the latest overtime requests of one of your direct or indirect reports along with their approval status.

• Submit an overtime request for one of your direct or indirect reports according to your company's rules.

• Create an overtime request for one of your direct or indirect reports without submitting it.

• Submit an overtime request for one of your direct or indirect reports again, according to your company's rules, when the overtime request was created but sent back to you with the reason: rework required.

• Edit an overtime request for one of your direct or indirect reports that you created.

• Cancel a submitted or approved request for one of your direct or indirect reports that you created.

To view, add, edit, or cancel an employee's overtime request, managers perform these steps:

1. Access the Request Employee Overtime (Select Employee) page.

2. Select the employee on the Select Employee page.

   The Request Overtime - Latest Overtime Requests page appears for the selected employee.

3. Click the **Show more overtime requests** link when an existing overtime request does not appear on the Request Overtime - Latest Overtime Requests page.

   The extended list View Overtime Request Status - Overtime Requests page for the selected employee appears. You can view, add, edit, or cancel a request on the on this page just as you would on the Request Overtime - Latest Overtime Requests page.

4. Click the **Add** or **Edit** button to add a new request or edit an existing request.

   The Request Overtime - Overtime Request Details (add) page appears. Enter the details of the employee overtime request on this page. If you cancel an overtime request, the Cancel Confirmation page appears.

5. Click the corresponding date link in the Request Date column on either the Request Overtime - Latest Overtime Requests page or the View Overtime Request Status - Overtime Requests page to view the details of an existing overtime request.

   The Request Overtime - Overtime Request Detail page appears where you can view the overtime request information and details about approval status.

Related Links

Request Overtime - Latest Overtime Requests Page
View Overtime Request Status - Overtime Requests Page
Request Overtime - Cancel Confirmation Page
Request Overtime - Overtime Request Detail (view) Page
Creating Overtime Requests (Employee)
Request Overtime - Overtime Request Details (add) Page

Viewing Overtime Requests (Manager)

This section discusses how to view overtime requests.

This transaction enables you to view the latest overtime requests of your direct or indirect reports along with their approval status.

This transaction is display-only. You cannot add, modify, or cancel any overtime requests of your direct and indirect reports.

To view the status of an employee's overtime request, managers follow these steps:

1. Access the Overtime Request Status (Select Employee) page.

2. Select the employee on the Select Employee page.

   The Request Overtime - Latest Overtime Requests page appears for the selected employee.

3. Click the **Show more overtime requests** link when an existing overtime request does not appear on the Request Overtime - Latest Overtime Requests page.

   The extended list View Overtime Request Status - Overtime Requests page for the selected employee appears.

4. Click the corresponding date link in the **Request Date** column on either the Request Overtime -
    Latest Overtime Requests page or the View Overtime Request Status - Overtime Requests page to
    view the details of an existing overtime request.

    The Approve Employee Details - Overtime Request Detail page appears where you can view the
    overtime request information and details about approval status in display-only mode.

Related Links

Request Overtime - Latest Overtime Requests Page
View Overtime Request Status - Overtime Requests Page
Request Overtime - Overtime Request Detail (view) Page

Approving Employee Overtime (Manager and Human Resources Administrator)

This section discusses how to approve employee overtime.

This transaction enables you to:

*   Approve or deny an overtime request.

*   Send back an overtime request with the reason: rework required.

To approve or deny employee overtime, managers and Human Resources administrators follow these
steps:

1. Access the Approve Employee Overtime - Select a Transaction page.

2. Select the overtime request to search for approval.

    The Approve Employee Overtime - Overtime Request Details (approve) page appears for that request.

    Note: You can also view a history of overtime requests for the employee prior to approving the
    request.

3. Approve, deny, or send back the overtime request for rework.

    The Request Overtime - Submit Confirmation page appears.

Related Links

Request Overtime - Overtime Request Detail (view) Page
Request Overtime - Overtime Request Details (approve) Page

Managing Employee Overtime (Human Resources Administrator)

This section discusses how to manage employee overtime.

This transaction enables you to:

- View a list of overtime requests for your reports.

- Enter an overtime request for your reports.

- Cancel an overtime request that you have previously entered for one of your reports.

- Modify overtime requests that are already approved.

To manage employee overtime requests, Human Resources administrators follow these steps:

1. Access the Employee Overtime (Select Employee) page.

2. Select the employee on the Select Employee page.

   The Request Overtime - Latest Overtime Requests page appears for the selected employee.

3. Click the **Show more overtime requests** link when an existing overtime request does not appear on the Request Overtime - Latest Overtime Requests page, and you want to display the extended list View Overtime Request Status - Overtime Requests page for the selected employee.

   You can view, add, edit, or cancel a request on the View Overtime Request Status - Overtime Requests page just as you would on the Request Overtime - Latest Overtime Requests page.

   If you add a new overtime request, the Request Overtime - Overtime Request Details (add) page appears.

   If you edit an existing overtime request, the Request Overtime - Overtime Request Details (add) page appears. Select Change Existing Data to make changes.

   If you cancel an overtime request, the Cancel Confirmation page appears.

4. Click the corresponding date link in the **Request Date** column on either the Request Overtime - Latest Overtime Requests page or the View Overtime Request Status - Overtime Requests page to view the details of an existing overtime request.

   The Overtime Request Detail page appears where you can view the overtime request information and details about approval status.

Related Links

Request Overtime - Latest Overtime Requests Page
View Overtime Request Status - Overtime Requests Page
Request Overtime - Cancel Confirmation Page
Request Overtime - Overtime Request Detail (view) Page

Generating Overtime Requests

To generate overtime requests, use the Overtime Duration CHE (GPCH_OT_SETUP) and Overtime Elements CHE (GPCH_OT_ENTRY) components.

The overtime self-service application runs separately from the core Global Payroll process. In order to generate the overtime data that will then be used during regular payroll processing, run the Generate Overtime process that creates positive input data in the core Global Payroll tables.

Global Payroll for Switzerland uses many of the pages required to manage the overtime process multiple times at various stages. In addition, different roles (employee, manager, and Human Resources administrator) access these pages. Each page is documented once and variations of the page are indicated.

This topic discusses how to generate overtime requests.

Pages Used to Generate Overtime Requests

Page Name	Definition Name	Usage
Overtime Duration CHE Page	GPCH_DURATIONS	Set up overtime duration data. Set up display criteria for the list of latest overtime requests and the extended list of overtime requests used throughout the overtime self-service application.
Overtime Elements CHE Page	GPCH_OT_ENTRY	Set up overtime entry elements.
Request Overtime - Latest Overtime Requests Page View Overtime Request Status - Latest Overtime Requests Page	GPCH_OT_EVENTS	View additional overtime requests.
View Overtime Request Status - Overtime Requests Page	GPCH_OT_EVENTS2	View an extended list of overtime requests.
Request Overtime - Overtime Request Details (add) Page	GPCH_OT_RQST	Add and modify overtime requests.
Request Overtime - Submit Confirmation Page	GPCH_OT_SUB_CONF	View details of a submitted overtime request. Depending on the action that transfers you to this page, its name can be either Save Confirmation or Submit Confirmation.
Request Overtime - Overtime Request Detail (view) Page	GPCH_OT_RQST_DTL	View overtime request details.
Request Overtime - Cancel Confirmation Page	GPCH_OT_CANCEL	Cancel an overtime request.
Request Employee Overtime - Select Employee Page View Overtime Request Status - Select Employee Page	OPRROWS	Request or view overtime for direct reports.

Page Name	Definition Name	Usage
Approve Employee Overtime - Select a Transaction Page	GPCH_OT_MNGR_L	Select employee overtime for approval.
Request Overtime - Overtime Request Details (approve) Page	GPCH_OT_APPR	Approve an employee overtime request.
Overtime Request History Page	GPCH_OT_RQST_SEC	View an extended list of overtime requests.
Generate Overtimes Page	GPCH_OT_RUNCTL	Generate overtime requests.

Related Links

Generating Overtime Requests

"Understanding Positive Input" (PeopleSoft Global Payroll)

Overtime Duration CHE Page

Use the Overtime Duration CHE page (GPCH_DURATIONS) to set up overtime duration data.

Set up display criteria for the list of latest overtime requests and the extended list of overtime requests used throughout the overtime self-service application.

Navigation:

Set Up HCM > **Product Related** > **ePay** > **Overtime Duration CHE** > **Overtime Duration CHE**

Overtime Duration CHE page

Field or Control	Description
Maximum entries in lists	Select *By Days* or *By Number of Rows.*

Field or Control	Description
First List Entries (Rows)	Enter the number of days or rows to appear in the list of latest overtime requests depending on what you entered in the **Maximum entries in lists** field.
Second List Entries (Rows)	Enter the number of days or rows to appear in the extended list of overtime requests depending on what you entered in the **Maximum entries in lists** field. **Note:** If you enter *0* for either list, the list contains all overtime requests for a specific job.
Type of Overtime by Default	Select the type of overtime that will be the default when a user requests overtime.

Overtime Elements CHE Page

Use the Overtime Elements CHE page (GPCH_OT_ENTRY) to set up overtime entry elements.

Navigation:

Set Up HCM > **Product Related** > **ePay** > **Overtime Elements CHE** > **Overtime Elements CHE**

Overtime Elements CHE page

When employees request overtime, they can only select overtime types that are defined on this page.

Field or Control	*Description*
Type of Overtime	Displays overtime type code.
Element Name	Enter the name of the corresponding overtime element.
Hours/Amount	Select *Hours* to enable users to enter hours when requesting an overtime of this type. Select *Amount* to enable users to enter an amount and currency when requesting an overtime of this type. Select *Both* to enable users to enter both hours and an amount of currency when requesting an overtime of this type.
Overtime Default Hours	Enter the default number of hours for users requesting an overtime of this type.

Request Overtime - Latest Overtime Requests Page

Use the Request Overtime - Latest Overtime Requests, page (GPCH_OT_EVENTS) to view additional overtime requests.

Navigation:

- **Self Service** > **Payroll and Compensation** > **Request Overtime CHE** > **Request Overtime - Latest Overtime Requests**

- **Self Service** > **Payroll and Compensation** > **View Overtime CHE** > **View Overtime Request Status - Latest Overtime Requests**

Request Overtime - Latest Overtime Requests page

This page displays a grid with an employee's latest overtime requests for a specific job. The number of overtime requests that appear in the grid depends on the setup on the Overtime Duration CHE page.

Note: If you access this page using the **Overtime CHE** link, then you can't add, edit, or cancel overtime requests. The **Overtime CHE** link appears on the Enter Overtime CHE page. The navigation path is Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Enter Overtime CHE.

View Overtime Request Status - Overtime Requests Page

Use the View Overtime Request Status - Overtime Requests page (GPCH_OT_EVENTS2) to view an extended list of overtime requests.

Navigation:

Click the **Show more overtime requests** link on the Request Overtime - Latest Overtime Request page.

View Overtime Request Status - Overtime Requests page

This page displays a grid with an extended list of an employee's overtime requests for a specific job. The number of overtime requests that appear in the grid depends on the setup on the Overtime Duration CHE page.

Field or Control	Description
View by Status	Select the status of the overtime requests you want to view.

Note: If you access this page using the **Overtime CHE** link, then you can't add, edit, or cancel overtime requests. The **Overtime CHE** link appears on the Enter Overtime CHE page. The navigation path is Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Enter Overtime CHE.

Request Overtime - Overtime Request Details (add) Page

Use the Request Overtime - Overtime Request Details (add) page (GPCH_OT_RQST) to add and modify overtime requests.

Navigation:

Click the **Add** or **Edit** buttons on the View Overtime Request Status - Overtime Requests page.

Request Overtime - Overtime Request Details (add) page

The system transfers you to this page if you click:

- The **Add** button on the Request Overtime - Latest Overtime Requests page or the View Overtime Request Status - Overtime Requests page.

- The **Edit** button for an existing overtime request on the Request Overtime - Latest Overtime Requests page or the View Overtime Request Status - Overtime Requests page.

Use this page to add, modify, save, and submit an overtime request.

Overtime Information

Field or Control	Description
Type of Overtime	Select the type of overtime. The default type is defined on the Overtime Duration CHE page.
Amount	Enter an amount and select the currency type.

Note: Whether you can enter hours, an amount, or both on this page depends on the setup definition on the Overtime Elements CHE page.

Comment

Field or Control	Description
Submit	Click to submit the overtime request. When the request is submitted, the system triggers the workflow for approval processing and transfers you to the Request Overtime - Submit Confirmation page.
Save for Later	Click to save the overtime request without submitting it and transfer to the Save Confirmation page.
Return to list of requests	Click to cancel the transaction without saving it and return to the previous page.

For Employees

An overtime request by an employee requires approval from both a manager and a Human Resources administrator. A worklist or email is sent to the appropriate people.

For Human Resources Administrators

If you add an overtime request, it is automatically approved.

If you are editing an existing overtime request, select **Change Existing Data** to modify the overtime request; enter a reason in the **Comment** field.

If you modify an existing overtime request, the status becomes *Approved with Change.*

Request Overtime - Submit Confirmation Page

Use the Request Overtime - Submit Confirmation page (GPCH_OT_SUB_CONF) to view details of a submitted overtime request.

Navigation:

Click the **Submit** button after entering an overtime on the Request Overtime - Overtime Request Details (add) page or any button on the Request Overtime - Overtime Request Details (approve) page.

Request Overtime - Submit Confirmation page

This page lists the roles that must approve the overtime request and the corresponding workflow action.

Request Overtime - Overtime Request Detail (view) Page

Use the Request Overtime - Overtime Request Detail (view) page (GPCH_OT_RQST_DTL) to view overtime request details.

Navigation:

Click the **Request Date** link on the Request Overtime - Latest Overtime Requests page.

Request Overtime - Overtime Request Detail (view) page

Request Overtime CHE

Overtime Request Detail

Betty Locherty

Director-Finance

Overtime Information	
Type of Overtime	Overtime 125 %
Overtime Begin Date	01/10/2013
Overtime End Date	01/10/2013
Number of Overtime Hours	3.00
Status	Submitted

Approval Details	Personalize | Find | 🔲 | 🔳	First ◀ 1-9 of 9 ▶ Last	
Name	Workflow Action	Transaction Date	Comment
Betty Locherty	Submitted	01/10/2013	

This page displays overtime request information and approval details.

Field or Control	*Description*
Return to list of requests	Click to return to the previous page (Request Overtime - Latest Overtime Requests page or View Overtime Request Status - Overtime Requests page).
	Note: The system displays this link at the bottom of the page (not shown here).

Request Overtime - Cancel Confirmation Page

Use the Request Overtime - Cancel Confirmation page (GPCH_OT_CANCEL) to cancel an overtime request.

Navigation:

Click the **Cancel** button on the Request Overtime - Latest Overtime Requests page.

Request Overtime - Cancel Confirmation page

Field or Control	Description
Yes - Cancel	Click to complete the cancellation of the request, delete it from the database, and transfer to the Request Overtime - Latest Overtime Requests page.
No - Do Not Cancel	Click to stop the cancellation and transfer to the Request Overtime - Latest Overtime Requests page.

Request Employee Overtime - Select Employee Page

Use the Request Employee Overtime - Select Employee page (OPRROWS) to request or view overtime for direct reports.

Navigation:

- **Manager Self Service** > **Compensation and Stock** > **Request Employee Overtime CHE** > **Request Employee Overtime - Select Employee**

- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Prepare Payroll** > **Enter Overtime CHE** > **Request Employee Overtime - Select Employee**

- **Manager Self Service** > **Compensation and Stock** > **View Overtime Status CHE** > **View Overtime Request Status - Select Employee**

Request Employee Overtime - Select Employee page

Managers or Human Resources administrators can select an employee in three ways:

• Click the employee's name link in the **Name** column.

• Click the **Chart** button to find an indirect report (not shown).

• Click the **Search for an employee** button to search for an employee.

Once you select an employee, you are transferred to the Request Overtime - Latest Overtime Requests page for that employee.

Approve Employee Overtime - Select a Transaction Page

Use the Approve Employee Overtime - Select a Transaction page (GPCH_OT_MNGR_L) to select employee overtime for approval.

Navigation:

Manager Self Service > **Compensation and Stock** > **Approve Employee Overtime CHE** > **Approve Employee Overtime - Select a Transaction**

Approve Employee Overtime - Select a Transaction page

This page contains a list of overtime requests awaiting a manager's or Human Resources administrator's approval.

A manager or Human Resources administrator can click the employee name to process the approval and transfer to the Approve Employee Overtime - Overtime Request Details page.

Request Overtime - Overtime Request Details (approve) Page

Use the Request Overtime - Overtime Request Details (approve) page (GPCH_OT_APPR) to approve an employee overtime request.

Navigation:

Click an employee name on the Approve Employee Overtime - Select a Transaction page.

Approve Employee Overtime - Overtime Request Details (approve) page (1 of 2)

Approve Employee Overtime

Overtime Request Details

Hans Ott

Manager-Customer Services   Show History

Overtime Information

Type of Overtime	Overtime 125 %
Overtime Begin Date	01/04/2013
Overtime End Date	01/04/2013
Number of Overtime Hours	300.00
Amount	7500.000 Swiss Franc
Status	Submitted

Approval Details

Role Name	Name	Workflow Action	Transaction Date	Comment
Originator	Hans Ott	Submitted	02/24/2013	Data Retrieval Project.

Approve Employee Overtime - Overtime Request Details (approve) page (2 of 2)

Comment

Name	Maria Santos
Comment	Reduce hours by 15 percent.

[Approve]   [Rework Required]   [Deny]   Return to list of requests

An overtime request by a manager requires approval only from a Human Resources administrator. A worklist or email is sent to the appropriate Human Resources administrator and the employee is notified by email that an overtime request was submitted.

Field or Control	Description
Approve	Click this button to approve the overtime request. The system triggers the workflow to notify the next approver, if any. If this is the final approver, then the workflow notifies the human resources department to process the overtime request.
Rework Required	Click this button to send the request back to the originator for rework.
Deny	Click this button to deny the overtime request. The system triggers the workflow to notify the originator.
Return to list of requests	Click this link to access the Approve Employee Overtime - Select a Transaction page.
Show History	Click this link to display an extended list of overtime requests on the Overtime Request History page.

When you click **Approve, Rework Required,** or **Deny,** the system transfers you to the Request Overtime - Submit Confirmation page.

Generate Overtimes Page

Use the Generate Overtimes page (GPCH_OT_RUNCTL) to generate overtime requests.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Prepare Payroll** > **Process Overtime CHE** > **Generate Overtimes**

Use this page to generate positive input for the overtime data. The overtime data, in the form of positive input, can then be taken into consideration when running payroll.

Related Links
"Understanding Positive Input" (PeopleSoft Global Payroll)

Chapter 11

Managing Social Insurance for Switzerland

Understanding Swiss Social Insurance

Before setting up and processing social insurance contributions, you should understand the terms and procedures Global Payroll for Switzerland uses for social insurance.

Common Social Insurance Terms

Here's a list of common abbreviations used on the social insurance components in Global Payroll for Switzerland.

Abbreviation	*German*	*English*
AHV	Alters- und Hinterlassenenversicherung.	Retirement and survivors' pension insurance.
ALV	Arbeitslosenversicherung.	Unemployment insurance.
ALVZ (ALV2)	Zusätzliche Arbeitslosenversicherung	Additional Unemployment insurance.
BU	Berufsunfall-Versicherung.	Work-related accident/injury insurance.
EE	Arbeitnehmer.	Employee.
EO	Erwerbsersatzordnung für Dienstleistende in Armee und Zivilschutz.	Military and civil service pay supplements.
ER	Arbeitgeber.	Employer.
FAK	Familienausgleichskasse.	Employer contribution to fund family benefits.
IV	Invalidenversicherung.	Disability insurance.
NBU	Nichtberufsunfall-Versicherung.	Non work-related accident/injury insurance.
PK	Pensionskasse.	Pension fund.

Abbreviation	German	English
SUVA	Schweizerische Unfallversicherungsanstalt.	Swiss Accident Insurance Institute (the largest insurance provider in Switzerland).
UV	Unfallversicherung.	Accident insurance.

Social Insurance Overview

Contributory membership in national social insurance funds (such as AHV, IV, and EO) is mandatory for employers. You deduct social insurance contributions for those domestic and foreign employees with mandatory insurance coverage and transfer them to compensation funds in accordance with statutory requirements.

You specify the applicable prorated percentage rates for both the employer and the employee. When a new employee is hired, record his or her Social Insurance number.

At the end of prescribed pay periods, calculate the contribution amount, if the insurance provider hasn't already calculated it. Then transfer the amount to the respective provider.

The same procedure applies to unemployment insurance (ALV). For both types of insurance, deduct the employees' insurance percentage rate from their pay.

At the end of the year, total the paid earnings and then submit a complete list of employees with mandatory insurance coverage to the insurance providers. This list must include every employee's AHV number, total gross earnings, and the length of employment with the company.

If your company has a statutory requirement to make payments to a family allowance agency (FAK), transfer, depending on the canton, family allowances to employees along with their pay. Transfer the agreed percentage of the earnings subject to AHV to the FAK.

Deduct pension contributions in accordance with federal statutes governing pension funds (BVG) and, in some cases, transfer these contributions to a supplementary pension fund.

In accordance with federal statutes governing accident insurance (UVG), you must insure your employees against accidents with the SUVA or another accident insurance provider. Calculate the mandatory insurance contributions and transfer them to the insurance provider. If your company pays all or part of an employee's non-employer liability insurance premiums (NBU premiums), calculate no employee deductions, or only prorated deductions, depending on the program.

When you perform the respective calculations for these procedures, you create the prescribed reports and route them to the employee or to the responsible authorities.

You can enter tax and social insurance data after the following information is set up:

• System tables and social insurance tables.

• FAK data and percentages.

• Source Tax tables and data.

- Child Allowance table.

- Municipality table.

- Insurance providers.

- Scale codes for continued payments.

Default Hierarchy for Social Insurance

This section explains the override options for social insurance. Global Payroll for Switzerland enables you to view the percentage and/or status of AHV/ALV, UV, PK, and FAK at three levels:

- First level—the social insurance system. The PeopleSoft system delivers a social insurance setup, which you can't edit because it's statutory.

- Second level—the company. You must set this level when you implement Global Payroll for Switzerland. It's an editable field that you can override.

- Third level—the employee. This is also editable.

You can override some values, such as eligibility status, at company or employee level. The following table displays whether information is available at each level.

Note: An *X* indicates that information is available at that level, and a dash (--) means that information is not available.

Level	*AHV / ALV Status*	*Percentage of AHV / ALV*	*Status / Percentage of UV*	*Limits*	*PK*	*FAK*
SI Setup	X	X	--	X	--	--
Company	X	--	X through provider	--	X	X
EE - Add Employment	--	--	--	--	X	--
EE − SI	X	--	Status, no percentage	--	--	--

Viewing Delivered Elements

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

Related Links

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

Common Elements Used with Social Insurance

Field or Control	Description
ALV Status	Select or view who pays the ALV contributions: • *ER/EE* (default): Employer and employee each pay 50% of the contributions. • *NONE:* No contributions are paid. • *EMPLOYER:* Employer pays all contributions.
AHV Status	Select or view who pays the AHV contributions: • *ER/EE* (default): Employer and employee each pay 50% of the contributions. • *NONE:* No contributions are paid. • *EMPLOYER:* Employer pays all contributions.
Risk Group	Select the classification for your company. Insurance providers and employers decide which employees belong to which group. Possible entries are *A* to *Z.*
UV Status (accident insurance status)	Select who pays accident insurance contributions. Valid values are *0 None, 1 NBU/EE, 2 NBU/EMPLOYER,* and *3 BU only.*
EE Contr AHV (employee contribution AHV)	Displays the employee AHV contribution expressed as a percentage.
Total Contribution AHV	Displays the AHV contribution rate as a percentage for the employee and the employer together. Shows the (fixed) total contribution percentages for employer and employees.
Employee Contribution ALV	Displays the employee contribution to the ALV percentage.
Total Contribution ALV	Displays the total contribution to ALV percentage paid by the employee and the employer together.
Employee Contribution ALVZ	Displays the employee contribution to the ALVZ percentage.
Total Contribution ALVZ	Displays the total contribution to ALVZ percentage paid by the employee and employer.

Viewing Social Insurance Data

This topic discusses how to view social insurance data.

Pages Used to View Social Insurance Data

Page Name	Definition Name	Usage
Social Insurance System Page	GPCH_SI_SYSTEM1	View contribution limit data for Swiss social insurance. This page displays the standard values that apply throughout Switzerland, although there are extra fields for the canton of Schaffhausen.
Social Insurance Details Page	GPCH_SI_SYSTEM2	View contribution limits for ALV and accident insurance.

Social Insurance System Page

Use the Social Insurance System page (GPCH_SI_SYSTEM1) to view contribution limit data for Swiss social insurance.

This page displays the standard values that apply throughout Switzerland, although there are extra fields for the canton of Schaffhausen.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Social Insurance CHE** > **Social Insurance System**

Note: The PeopleSoft system delivers and maintains the data on the display-only Social Insurance component.

Social Insurance System page
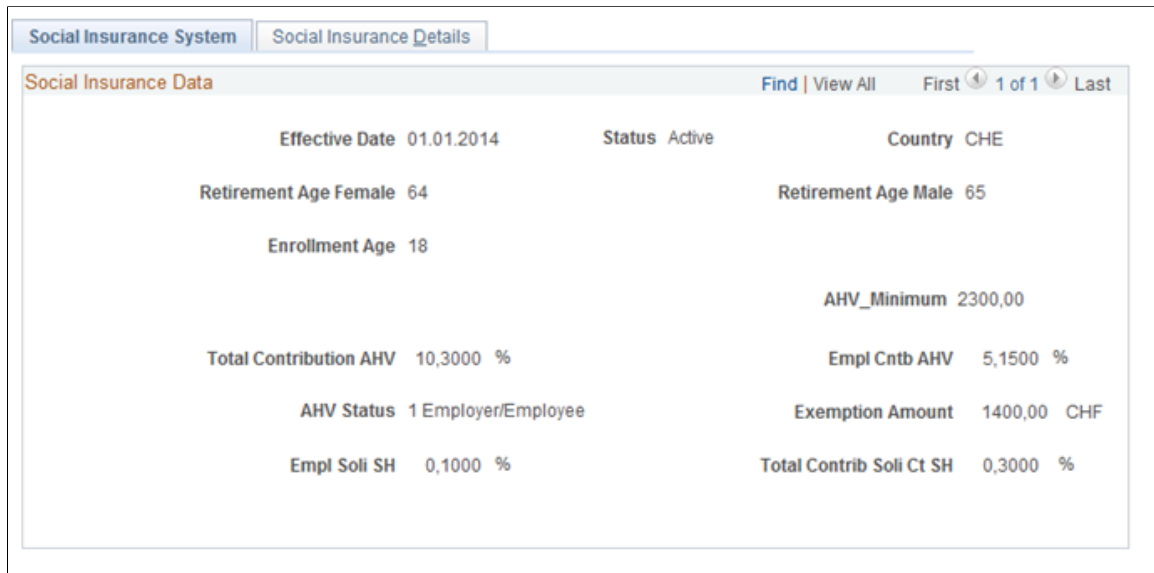
Field or Control	Description
Retirement Age Female	Displays the age at which women may retire and therefore draw a pension.
Retirement Age Male	Displays the age at which men may retire and therefore draw a pension.
Enrollment Age	Displays the age from which retirement and survivors' pension insurance (AHV) contributions are paid.
AHV_Minimum	AHV_AVS Salaries below this amount are (optional) exempted from AHV_AVS.
Exemption Amount	Displays the monthly amount below which no AHV contributions are required for pensioners.
EE Soli SH (employee solidarity, canton Schaffhausen)	Displays the employee contribution as a percentage for solidarity tax, which is deducted only in the canton of Schaffhausen.
Total Contrib Soli Ct SH (total contributions solidarity, canton Schaffhausen)	Displays the combined employee and employer contributions as a percentage for solidarity tax, which is deducted only in the canton of Schaffhausen.

Social Insurance Details Page

Use the Social Insurance Details page (GPCH_SI_SYSTEM2) to view contribution limits for ALV and accident insurance.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Social Insurance CHE** > **Social Insurance Details**

Social Insurance Details page

Field or Control	Description
Statutory Limit ALV1	Displays the statutory limit of insurance for ALV.
Statutory Limit ALV2	Displays the statutory limit of insurance for ALVZ.
ALV Status	To set the default value for a company here, you should override it at the company level.
Asylum Contribution	Displays the deduction for the asylum fund. Asylum contributions are basically source taxes for asylum seekers, expressed as a percentage of gross earnings. This deduction must be made every month and deposited in an account as ordered by the Federal Ministry for Refugees. GP Switzerland provides the deduction **CH_AS_D10** which can be keyed in Earnings-/Deduction- assignments a/o Positive Input. The deduction is of type Base * %, where Base = AHV_ AVS salary = CH_AH_D11_Base and % = CH_AS_PCT as maintained in this page.
Minimum Work Hours per Week	Displays the lowest number of working hours per week for liability insurance.
Statutory Limit UV (statutory limit accident insurance)	Displays the maximum monthly gross salary that can be insured.

Defining Insurance Providers

To define insurance providers, use the Providers CHE (GPCH_SI_PROVDR) component.

Define the names of insurance providers and their associated provider codes on the Insurance Providers component, which consists of two pages: Insurance Providers and Contributions Rates. This topic discusses how to define insurance providers.

Pages Used to Define Insurance Providers

Page Name	Definition Name	Usage
Providers Page	GPCH_SI_PROVDR	Enter names and codes of insurance providers.
Contribution Rates Page	GPCH_SI_UV_PCT	Enter accident insurance data.

Providers Page

Use the Providers page (GPCH_SI_PROVDR) to enter names and codes of insurance providers.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Providers CHE** > **Providers**

Providers page (1 of 2)

Providers page (2 of 2)

Note: This setup is required. It is your responsibility to complete data entry according to the Swissdec certification requirements for sending files.

Field or Control	Description
Provider Code	Enter a provider ID for this insurance provider. **Note:** Due to Swissdec naming conventions the provider code needs to start with the # sign.
Provider Name	Enter official provider name (Info only).
Description	Enter internal description (Info only).
Contact Name	Enter the name of your contact at the insurance provider.
Provider Nbr	Enter the name or number of the insurance provider as of Swissdec receiver list. **Note:** For Provider Type 'I', Payroll Unit, Sign and Encrypt are hidden. Use distributor - and label Source Bank ID shows instead of Provider Nbr and prompts for Source Banks

Field or Control	Description
Sign file	If you select the Sign file check box, the XML for this provider is electronically signed by certificate. This is only valid for Swissdec providers, where the Swissdec certificate can be applied.
Encrypt File	For source tax (GE, VD) and FAK monthly (AKB) and FAK YearToDate (eAHV) you must NOT select this check box. Selecting this check box triggers the encryption of the XML. For Swissdec 4.0, encryption is mandatory.
Transmission Mode	Select either *EIV* or *PIV* as the transmission mode.
Use Distributor to	If you send the XML through Swissdec and not directly to the provider, you need to select this check box; otherwise the distributor will reject the file.
Phone Information, Email Information, URL Information, Insurance Status, and Insurance Plans	Use these groups boxes to add information about the insurance provider. Email and URL address information are for information purposes only, not for transmission.

Contribution Rates Page

Use the Contribution Rates page (GPCH_SI_UV_PCT) to enter accident insurance data.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Providers CHE** > **Contribution Rates**

Contribution Rates page

Field or Control	Description
Employer Contribution BU % (employer contribution percentage for BU)	Enter the employer's contribution for employer liability insurance (BU).
Total Contribution NBU % (total contribution percentage for NBU)	Enter the total contributions for accident insurance not covered by employer liability (NBU) as a percentage.
Employee Contribution NBU	If the contribution is shared between employer and employee, enter the percent the employer would get paid by the employee. For example, if both pay half for Risk Group A with Total 1.46 %, you would enter 0.73 for Employee. In the screen described above, the employee pays the full contribution.

Defining Company Social Insurance Contributions

This topic provides an overview on Company SI Contributions and Legal Daily Payment Calculations.

Pages Used to Define Company Social Insurance Contributions

Page Name	Definition Name	Usage
Rates Page	GPCH_SI_COMPANY1	Set up social insurance data for old age and survivors' insurance (AHV) and unemployment insurance (ALV).
Provider Page	GPCH_SI_COMPANY2	Set up provider information for social insurance programs, including retirement and survivors' pension insurance, unemployment insurance, fund family benefits, and accident insurance.
PK Data Page	GPCH_SI_COMPANY8	Set up pension fund data that the company is providing to workers.
LAW 2006 Page	GPCH_SI_COMPANY4	Set up tax data for social insurance programs that are being provided by the organization since the year 2006. Before 2006 the system provided a different tax statement.
LAW Messages Page	GPCH_SI_COMPANY5	Set up message information that will appear on the tax reports for workers from individual cantons or all cantons.

Page Name	Definition Name	Usage
Payslip Page	GPCH_SI_COMPANY6	Enter the payslip style that you want to use to pay workers.
Sender Details Page	GPCH_SI_COMPANY7	Enter details regarding the organization sending report information to different legal entities in different countries. You can use this page to enter different information according to the language that is being used by the organization to which you are sending the information.
Maintain Social Ins Data CHE Page	GPCH_SI_DATA	Display and change social insurance data for individual employees. You can view and change retirement and survivors' pension insurance data (AHV) and unemployment insurance data (ALV).

Understanding Company SI Contributions

Use the Company SI Contributions CHE (GPCH_SI_COMPANY) component to define company social insurance contributions and data specific to your company. This component enables you to manage AHV and ALV data as well as accident insurance and daily accident benefits insurance.

Note: You must maintain both Company SI 1 and Company SI 2 tables.

Implementing Legal Daily Payment Calculations

PeopleSoft supports daily payments for unemployment insurance, accident insurance, child allowance, and source tax. To accommodate these payments, PeopleSoft added the **Daily Limit** and **Avg Work Days** fields to the Rates page within the Swiss Company SI Contribution component.

In addition to entering the appropriate information in the **Daily Limit** and **Avg Work Days** fields, you must change an employee's compensation frequency to *(D)* Daily on the Compensation page (select Workforce Administration, Job Information, Job Data, Compensation).

Rates Page

Use the Rates page (GPCH_SI_COMPANY1) to set up social insurance data for old age and survivors' insurance (AHV) and unemployment insurance (ALV).

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Company Social Insurance CHE** > **Rates**

Rates page

Field or Control	Description
Pay Agreement	Select the Pay Agreement associated with the company social insurance contributions. Values are: • CLA-Association. • CLA-BusinessOrGovernment. • collectiveContractOutside-CLA. • individualContract.
Weekly Hours	Enter the number of hours employees generally work per week.
Daily Limit	Enter the ALV and UVG limit, which matches the number of average working days. For example, if the average working days for social insurance is 30, the daily limit should be 350; otherwise the amount needs to be agreed to by the provider.
Weekly Lessons	Enter the number of lessons. For some employees working time is counted in lessons (for example: teachers). In this case, enter the number of weekly lessons that employees usually work. Weekly lessons are entered as an integer (for example, .00).
Avg Work Days	Enter the average number of days an individual works in a week.

Field or Control	Description
AHV Status	Select one of the these values to indicate the status of the retirement and survivors' pension insurance being offered by the organization: • *0 NONE:* No contribution. • *1 ER/EE:* Employer/employee distribution. • *2 ER:* Employer pays all.
AHV Admin Cost Contribution (AHV administration cost contribution)	Enter the administrative clearing costs of the AHV agency, expressed as a percentage.
Employee Contribution AHV	Displays the percentage the employee contributes to retirement and survivors' pension insurance.
Total Contribution AHV	Displays the combined percentage the employee and employer contributes to retirement and survivors' pension insurance.
ALV Status	Select one of the these values to indicate the status of the unemployment insurance being offered by the organization: • *0 NONE:* No contribution. • *1 ER/EE:* Employer/employee distribution. • *2 ER:* Employer pays all.
Employee Contribution ALV1	Displays the percentage the employee contributes to (ALV) unemployment insurance.
Total Contribution ALV1	Displays the combined percentage the employee and employers contributes to (ALV) unemployment insurance.
Employee Contribution ALV2	Displays the percentage the employee contributes to (ALVZ) unemployment insurance.
Total Contribution ALV2	Displays the combined percentage the employee and employers contributes to (ALVZ) unemployment insurance.
Default Value	Click to import the values defined at installation from the Social Insurance system tables.

Field or Control	Description
Solidarity Status	Select the Solidarity tax distribution for the company. Values are: and • *0 NONE:* No contribution. • *1 ER/EE:* Employer/employee distribution. • *2 ER:* Employer pays all.
FAK Min Salary Avg/Year	Minimum Salary per month to be eligible for Child Allowances
FAK Min Salary Avg/Month	Minimum Salary per year to be eligible for Child Allowances
AHV_AVS Apply Minimum	Check if in your company, AHV_AVS Salaries below minimum (defined in SI System data) are exempted from AHV_AVS.
FAK Default PCT (Familienausgleichskasse default percentage)	Select this check box if you want the system to use the default percentage for employer contribution to fund family benefits.
AHV Exempt YTD (Alters-und Hinterlassenenversicherung exempt year-to-date)	Select this check box if you want the system to exempt retirement and survivors' pension insurance for the year-to-date period.

Note: You can override the ALV and AHV status on the Maintain Social Ins Data CHE page.

Provider Page

Use the Provider page (GPCH_SI_COMPANY2) to set up provider information for social insurance programs, including retirement and survivors' pension insurance, unemployment insurance, fund family benefits, and accident insurance.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Company Social Insurance CHE** > **Provider**

Provider page

Field or Control	Description
Subject to FAK (subject to Familienausgleichskasse)	Select either *Yes* or *No* to indicate if the provider is required to make contributions to fund family benefits.
Provider Type	Select the type of insurance being offered by provider you are entering (for example AHV-AVS, BFS-OFS, FAK-CAF, and so on). Abbreviations for Provider Types see Element Naming Conventions
Provider and **Description**	Select the name of the provider offering the insurance. The name of the provider appears in the **Description** field. **Note:** Depending on the provider type (and Run Mode), it is possible to display or hide fields Insurance ID, SubID/ Contract, Risk Group, UV Status, Primary Provider, All Cantons, Canton. Only Customer ID for provider type AHV _AVS is declared mandatory. For others it's customer's responsibility to fill the editable fields.
Customer ID	Enter account assigned to you by your provider.
Sub ID / Contract	Enter the sub ID or contract number assigned to you by your provider..
Risk Group	Default Risk Group (Betriebsteil) for UVG_LAA
UV Status	Default Status for UVG_LAA

Field or Control	Description
Primary Provider	Select this check box if the provider is primary for the company.
All Cantons	Select this check box if all cantons are covered by the provider.
Canton	Select the specific canton that the provider is covering if they are not covering all cantons.

PK Data Page

Use the PK Data page (GPCH_SI_COMPANY8) to set up pension fund data that the company is providing to workers.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Company Social Insurance CHE** > **PK Data**

PK Data page

Provider Information

Field or Control	Description
PK Status	Select either *Calculate, Eligible,* or *Non Elig* to indicate the provider's eligibility to provide pension fund data
Provider Code and **Description**	Select the code of the provider processing pension fund data. The name of the provider appears in the **Description** field.

Field or Control	Description
Lower Age, Upper Age for Man, and **Upper Age for Woman**	Enter the correct ages in these fields. This information is required for both internal and external BVG (pension fund) calculations.

LAW 2006 Page

Use the LAW 2006 page (GPCH_SI_COMPANY4) to set up tax data for social insurance programs that are being provided by the organization since the year 2006.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Company Social Insurance CHE** > **LAW 2006**

LAW 2006 page

Field or Control	Description
Trading Register ID	ID assigned by trading Register.
UniqueCompanyID (UnternehmensIdentifikation)	The unique company ID assigned by the statistics office
BUR (Betriebs- und Unternehmensregisternumer)	The location ID assigned by the statistics office. Here the BUR is just for information. For Swissdec reporting, the BUR from Company Location CHE is used instead.

Field or Control	Description
Free Transportation F	In the tax statement form there is an **F** check box. This indicates if the person benefits for free transportation. On this page the system displays the default.
Canteen G	In the tax statement form there is a **G** check box. This indicates if the person receives canteen benefits, with a portion paid by the employer, or if the person receives a tax free meal allowance. On this page the system displays the default.
Expenses 13.1.1	The system displays the default, whether that field on tax statement applies or not.
Eff. expenses expat 13.1.2	The system displays the default, whether that field on tax statement applies or not.

LAW Messages Page

Use the LAW Messages page (GPCH_SI_COMPANY5) to set up message information that will appear on the tax reports for workers from individual cantons or all cantons.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Company Social Insurance CHE** > **LAW Messages**

LAW Messages page

Note: Use this page to define messages that are valid for the company in general or for specific cantons of the company. During message generation the system applies additional logic to decide whether this is a valid message for the dedicated employee. The system, however, only considers messages and cantons as declared here.

See Setting Up Tax Statements.

Field or Control	*Description*
Message Number and **Message Text**	Select the message that you want to appear on the tax reports for an individual canton or all cantons. The text of the message appears in the **Message Text** field.
Canton	Select a canton. The system prints the message you selected on the tax reports for the particular canton indicated in the field.
All Cantons	Select this check box if you want the system to print the message you selected on the tax reports for the all cantons.
From Dt (from date)	Select the date from which you want the message to appear.
Amount 1 and **Company**	Some messages are reported with a fixed amount (for example, reallocation cost of CHF 2000.00). If the message in question is declared as *generate always,* then the amount from this page is reported. More see as well in chapter 19 Generating and reviewing See Creating, Viewing, and Updating Online Tax Statements.

Payslip Page

Use the Payslip page (GPCH_SI_COMPANY6) to enter the payslip style that you want to use to pay workers.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Company Social Insurance CHE** > **Payslip**

Payslip page

PeopleSoft enables you to print payslips for monthly salaries and bonuses. Because the format of payslips varies greatly from one organization to another, we provide one format as an example. We also provide

a template that enables you to customize the format to accommodate the payslip style your organization uses. You can also print a message on the payslip to an individual payee or groups of payees.

See Assigning and Viewing Print Classes.

Sender Details Page

Use the Sender Details page (GPCH_SI_COMPANY7) to enter details regarding the organization sending report information to different legal entities in different countries.

You can use this page to enter different information according to the language that is being used by the organization to which you are sending the information.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Company Social Insurance CHE** > **Sender Details**

Sender Details page

Field or Control	Description
Language Code	Select the language in which you want the information sent.
Report Name	Select the report you are sending.
Sub Report	Select the name of the sub report you are sending. This field is optional.
Description	Enter a description for the report.
Address Line 1, Address Line 2, Address Line 3, and Address Line 4	Use these fields to enter address information for the company that is sending the information.
City, Postal Code, Post Box, Telephone, Email ID, and Signature	Use these fields to enter identifying information for the company that is sending the information.

In case the user selects the setup for banking report (GPCHBK01), the layout will change as below:

Company SI Contributions CHE page - Sender Details

Field or Control	Description
Transfer Purpose Line 1	Fills the Transfer Purpose 1 in DTA file for Banking
Transfer Purpose Line 2	Fills the Transfer Purpose 2 in DTA file for Banking

Field or Control	Description
Transfer Purpose Line 3	Fills the Transfer Purpose 3 in DTA file for Banking
Transfer Purpose Line 4	Not supported.

Maintain Social Ins Data CHE Page

Use the Maintain Social Ins Data CHE page (GPCH_SI_DATA) to display and change social insurance data for individual employees.

You can view and change retirement and survivors' pension insurance data (AHV) and unemployment insurance data (ALV).

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Social Security/Insurance** > **Payee Social Insurance CHE** > **Payee Social Insurance CHE**

Maintain Social Ins Data CHE page

Field or Control	Description
End Date	Enter an end date if you want to display data for a restricted period of time.
AHV Status	Stati are: 0 = not eligible, 1 = shared payment, 2 = paid by employer (2 triggers automatically a NetToGross calculation)
ALV Status	Stati are: 0 = not eligible, 1 = shared payment, 2 = paid by employer
Apply Yearly limits	Overrides Default value from Company

Field or Control	Description
Apply AHV_AVS Minimum	Overrides Default value from Company

Accident Insurance Data CHE Page

Use the Accident Insurance Data CHE page (GPCH_SI_ACC_INS) to enter accident insurance data.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Social Security/Insurance** > **Accident Insurance Data CHE**

Accident Insurance Data CHE page

Field or Control	Description
Provider	Select the provider that is overriding the employee's accident insurance.
Accident Insurance	Select one of the these values to override the default company status of the accident insurance: **Status** • 0 None: Not eligible. • 1 NBU/EE: Payment shared between employer and employee (as of setup). • 2 NBU/ER: Paid by employer only. • 3 BU Only: only eligible for BU (professional insurance).

Field or Control	Description
Risk Group	Select the classification for your company. Insurance providers and employers decide which employees belong to which group. Possible entries are A, B, and Z.
Total Contr EmployeeTotal Contr NBU (total contributions NBU)	Displays the total contributions for accident insurance covered by employee Displays the total contributions for accident insurance liability (NBU) as a percentage.
ER Contr BU (employer contributions BU)	Displays the employer's contribution for employer liability insurance (BU).

Managing Additional Insurance

To manage additional insurance, use the Addtl Insurance Provider CHE (GPCH_SI_ADDITIONAL_GBL) component.

This topic discusses how to manage additional insurance.

Note: Some companies may provide employees with additional insurance packages, depending on their position in the company or their salary grade. For example, some employees may be eligible for additional health insurance in addition to the mandatory insurance packages that are available. Global Payroll for Switzerland enables you to create voluntary combinations of insurance packages. These are presented to employees, who choose one from the selections. You can use Global Payroll's functionality as a basis for additional calculations and other features that you add when you install Global Payroll for Switzerland. You create the insurance packages on the Addtl Insurance Provider CHE page, and assign them to an employee on the Additional Insurance Data page.

Pages Used to Manage Additional Insurance

Page Name	Definition Name	Usage
Additional Provider CHE Page	GPCH_SI_TYPE	Set up additional insurance packages for an employee.
Additional Insurance Data Page	GPCH_SI_VARIANT	Enter additional insurance data for an employee.

Additional Provider CHE Page

Use the Additional Provider CHE page (GPCH_SI_TYPE) to set up additional insurance packages for an employee.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security /
Insurance** > **Additional Provider CHE** > **Additional Provider CHE**

Addtl Insurance Provider CHE page
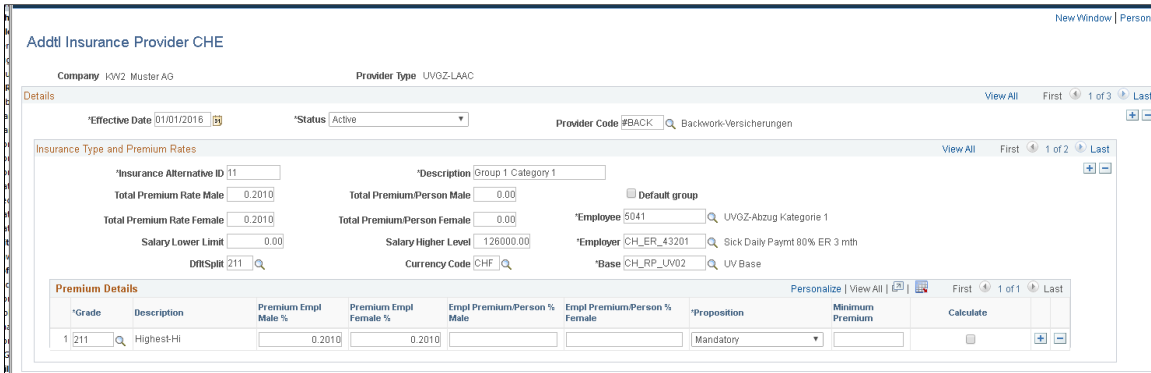
Insurance Type and Premium Rates

Field or Control	Description
Provider Code	Provider for this insurance definition.
Insurance Alternative ID	Assign any 2 digit code which complies with Swissdec format on insurance codes for KTG_AMC and UVGZ_LAAC ([A-Z0-9]{2}.)
Description	Fill in description of insurance as of Swissdec insurance profile.
Default Group	If default is checked, this insurance applies for all employees, which are not explicitly exempted from this group.
Total Premium Rate Male, Total Premium/Person Male, Total Premium Rate Female, and **Total Premium/Person Female**	Enter these values as specified by the insurance provider.
Salary Lower Limit and **Salary Higher Level**	Enter the limits to entitlement for this type of insurance.
Employee and **Employer**	Enter the earning or deduction code for each.
BASE	Enter base earning for this insurance.
DflSplit	Enter default Grade for split, in case there are no dedicated splits per salary grade.

Field or Control	Description
Currency	Fix CHF
Element Name	Accumulator which serves as base for this insurance.

Premium Details

Field or Control	Description
Premium Empl(oyee) Male %, Premium Empl(oyee) Female %, EE Premium/Person % Male, and EE Premium/Person % Female	Enter employee percent of contribution. For example, if full rate is 1% and it is paid half by employer and half by employee, then enter 0.5%.
Proposition	Select how the insurance should be generated. Valid values are *Automatically* and *Mandatory*.
Minimum Premium	Enter the value specified by the insurance provider.
Calculate	Select to have Global Payroll for Switzerland process the insurance. If the insurance information is for information only, deselect the check box.

Additional Insurance Data Page

Use the Additional Insurance Data page (GPCH_SI_VARIANT) to enter additional insurance data for an employee.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Social Security/Insurance** > **Add Other Insurances Data CHE** > **Additional Insurance Data**

Additional Insurance Data page

Field or Control	Description
Annual Rate	Displays the annual rate that applies to an employee.
Provider Type	Select the provider type. Valid values are *3 = KTG_AMC* and *2 = UVGZ_LAAC*.
Insurance Alternative ID	Prompts for values from setup.

Reporting on Social Insurance

This topic discusses how to view and run social insurance reports.

The Element Contribution report defines all contributions and deductions, and the SI Company Setup report lists all employee contributions for AHV, ALV, ALVZ, and UV and other company setting.

Pages Used to Report on Social Insurance

Page Name	Definition Name	Usage
Element Contribution List CHE Page	GPCH_RC_AL07	Create a report that documents the calculation process by defining all contributions and deductions. A plus sign (+) in the report indicates that the amount is added. A minus sign (-) indicates that the amount is deducted. When there is no symbol, the value is not included in the calculation.

Page Name	Definition Name	Usage
Company Setup Information CHE Page	GPCH_RC_SI06	Lists the company ID and all it's payroll relevant attributes.
Payroll Register Options Page	GPCH_RC_TX04_1	Monitors the associated accumulators and displays the payroll register.
Payroll Register Element View Page	GPCH_RC_TX04_2	View payroll register elements.
Pay Balance CHE Page	GPCH_RC_TX03	Lists the employee ID, date of birth, hire and termination dates, and AHV number for each employee.
Personal Statement CHE Page	GPCH_RC_SI03	Lists the employee ID and all it's payroll relevant attributes.

Element Contribution List CHE Page

Use the Element Contribution List CHE page (GPCH_RC_AL07) to create a report that documents the calculation process by defining all contributions and deductions.

A plus sign (+) in the report indicates that the amount is added. A minus sign (-) indicates that the amount is deducted. When there is no symbol, the value is not included in the calculation.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Reports** > **Element Contribution List CHE** > **Element Contribution List CHE**

Element Contribution List CHE page (Detail Mode)

You can run the report in 2 modes:

- Overview

    Based on the print class and accumulators that you select on the run control page, the Overview mode displays a list of elements vertically and the list of accumulators horizontally.

- Detail

    If running in Detail mode, the system displays one page for each earning and deduction that was selected. The report provides information about the fixed set of accumulators (CH_AH_02, ~UV_02, ~BV_02, ~TX_02, ~NE_02, ~00_80, ~00_50, ~00_52, ~00_54, ~NE_02) 1), accumulators that were specified on the run control page, and accumulators identified by the entries in the Category field (LAW or LA6 / BS for release 8.9 and up)

Field or Control	Description
From Date and To Date	Lists all contribution changes between the dates specified.
Print Detail Report	Select this check if you want to enter specific pay entity, print class and language information. If you select this check box, the system displays the **Pay Entity, Details** and **Language** group boxes to the right.
Print Class	Select a print class. The PeopleSoft system delivers two standard print classes, but you can create your own. The print class determines the set of selected contributing elements.

Field or Control	Description
Only Elements in Print Class	Select to report only elements specified in the selected print class.
Non Elements in Print Class	Select to report on all existing elements.

Assignment per column

Field or Control	Description
Element Name	Select accumulators whose contributing components should be reported. The element name determines the set of elements contributed to and is mandatory.
Override	Select to optionally override the description of the selected element. You can display up to ten columns in your report and can configure the level of detail that you want to display.
Sequence	Enter a mandatory sequence number for the selected element's column. If you want to have the AHV/ALV contributions as the second column in your report, for example, enter sequence number*2*.

Assignment per line

Field or Control	Description
Category	Select the categories that you want the system to display on the report.
Override	Select to optionally override the description of the selected category.
Sequence	Enter a mandatory sequence number for the selected category. If you want to have the LAW category as the second line in your report, for example, enter sequence number*2*.

Note: Special feature for BVG_LPP

Assign accumulators in Provider Page under Insurance Plans.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security /
Insurance** > **Providers CHE, Providers**

Assign Accumulators in Provider page

Assign contributing earnings / deductions with %.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting
Elements** >**Accumulators** > **Contribution** > **Members**

For example, if the earning gets paid 13 times per year, then % = 13. If payment gets paid 12 times per
year then % = 12.

Assign contributing earnings / deductions with %

This will trigger the following specific presentation in Element contribution list.

Presentation in Element contribution list

Company Setup Information CHE Page

Use the Company Setup Information CHE page (GPCH_RC_SI06) to lists the company ID and all it's payroll relevant attributes.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Company Setup Information CHE** > **Company Setup Information CHE**

Company SI Contrib Rpt CHE page

Field or Control	Description
From Date and **To Date**	Enter the dates for which you want to run the report.
	Note: If there is any change between the **From Date** and **To Date,** the report creates a version for each period of data.
Company	Select the company for which you want to view payroll relevant attributes.

Payroll Register Options Page

Use the Payr. Reg. Options (payroll register options) page (GPCH_RC_TX04_1) to monitors the associated accumulators and displays the payroll register.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Reports** > **Payroll Results Register CHE** > **Payr. Reg. Options**

Payr. Reg. Options (payroll registration options) page

The run control for the payroll register is a two-page component, consisting of the Report Options page and the Pay Element View page. In addition to gross pay, the columns of the report might provide information about base amounts (calculation bases) for UV pay, UV base, AHV gross, AHV base, amount not subject to AHV, ALV pay and ALVZ pay, as well as the resulting payment. You define the required information on the Payroll Register Element View page.

Field or Control	Description
Pay Year	Enter the reporting year.
Pay Entity	Select the pay entity that you want the system to use to run the report.
Pay Group	Select the pay group that you want the system to use to run the report.
Set ID	Select a set ID only if you want to select a department or location.
Department	Select the department that you want the system to use to run the report.
Location Code	Select the location that you want the system to use to run the report.

Payroll Register Element View Page

Use the Payr.R. Elem. View (payroll register element view) page (GPCH_RC_TX04_2) to view payroll register elements.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Reports** > **Payroll Results Register CHE** > **Payr.R. Elem. View**

Payr. R. Elem. View (payroll register elements view) page

Field or Control	Description
Element Name	Select the year-to-date accumulator to report.
Override Indicator	Select to override the description of the selected element. You can display up to ten columns in your report.
Element Heading	Enter a new heading name (a new description of the element) if you select the Override Indicator for an element.
Sequence	Enter a sequence number for the selected element's column. If you want to have the AHV/ALV contributions as the second column in your report, for example, enter sequence number *2*.

Pay Balance CHE Page

Use the Pay Balance CHE page (GPCH_RC_TX03) to lists the employee ID, date of birth, hire and termination dates, and AHV number for each employee.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Reports** > **Pay Balance CHE** > **Pay Balance CHE**

Balance CHE page (Print Yearly Report Selected)

This report:

- Summarizes employee contributions, which are grouped and sorted according to the specified calendar month.

- Summarizes employee data for the employer on the final page.

- Can be printed in two versions, one that shows all retro pay in detail and one that shows only accumulated amounts, including retro.

Field or Control	Description
Print Yearly Report	If you select this check box, the system displays the **Pay Year** field. Use this to create the report for the selected year. If you deselect this check box, the system displays the **From Date** and **To Date** fields. Use these fields to run reports for a quarter or fiscal year if the dates are different from the calendar year. The from date and to date can span a maximum of 12 months, but it can also report across years (for example, from 06/01/2008 to 05/31/2009).
Print Pay Entity Report	Select to print only those pages that display the annual and monthly totals for a pay entity, and not all of the retro pay data for all employees that the report lists.
Print Detail Report	Select to print a detailed presentation of the retro results.

Field or Control	Description
Print Class	Select the print class you require. The PeopleSoft system delivers two standard print classes, although you can create your own. Print classes for this report must not assign more than one component per selected element. Otherwise the report will have duplicates and fail. To show amounts and units of an earning, do the following on the Print Classes page: Enter the earning and select the **Print Sum Amounts** check box for that earning and then enter the Auto Assign element (xx_unit) and select the **Print Units** check box.

Personal Statement CHE Page

Use the Personal Statement CHE page (GPCH_RC_SI03) to list the employee ID and all it's payroll relevant attributes.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Reports** > **Personal Statement CHE** > **Personal Statement**

Personal Statement CHE page
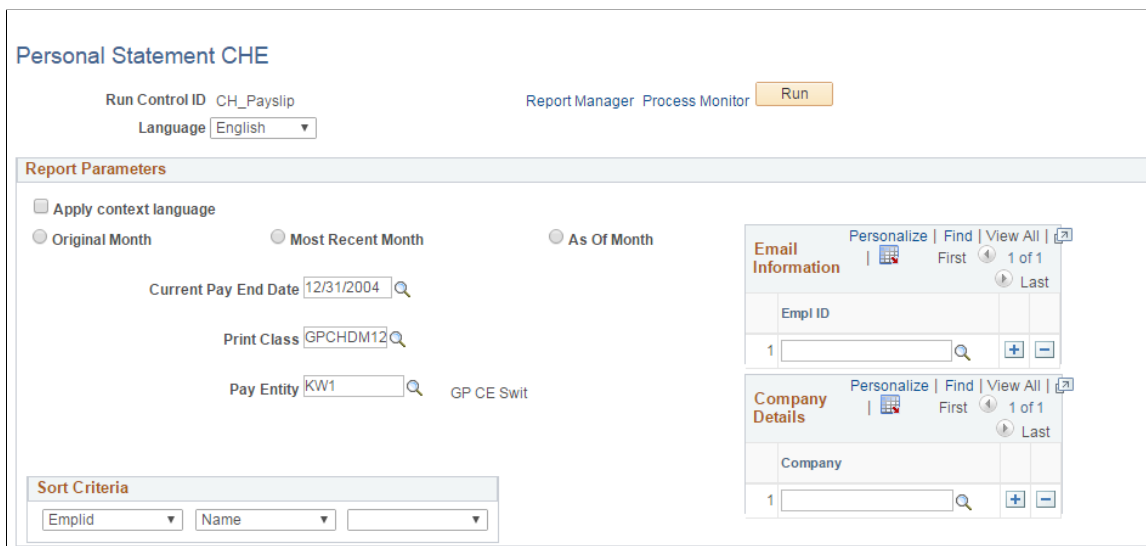
Field or Control	Description
Language	The Personal Statement supports the these languages: English, French, German and Italian. For languages that are not supported, the system uses the base language.

Report Parameters

Field or Control	Description
Apply Context Language	The statement is printed in the language of the employee.
Original Month, Most Recent Month, and **As Of Month**	Select one of these radio buttons to indicate the month you want the system to use to run the report. If you select **As of Month,** the system displays a second date field that you can use to indicate the required calculation month. The system displays data as of the selected generation period. The personal attributes get saved for each payroll run in case there were changes in the past. By selecting one of these options, you can track the history of data changes. For example: The date is October 2008 and you want to see data from June. There was a retro calculation in July and September for the person you selected. Their work location in June was BE originally. In July it was changed to ZH in reto with a June date. In October it was changed again in retro mode to TG. If you select June as the original month, you will see BE. If you select the most recent month, you will see TG. If you select July, August, or September as the As of Month you will see ZH.
Current Pay End Date	Period for the which data get retrieved
Print Class	Selects the earnings and deductions that display under insurance payments and base salary.

Chapter 12

Managing Source Tax

Understanding Source Tax

Switzerland is a confederation of 26 cantons with approximately 3,000 municipalities. Accordingly, it has an extremely complex taxation system, with taxes imposed at federal, cantonal, and communal levels. Tax rates can vary from one canton to another.

Source tax applies to specific categories of foreign employees. It is calculated according to the canton in which a worker is employed, and employers take source tax deductions directly from the earnings of these foreign nationals residing in Switzerland. Employers must withhold the tax due and pay this source tax to the cantonal tax administration. Source tax, levied at the source, pays off federal, cantonal, and communal tax liabilities.

Calculating Source Tax

Data inputs for the source tax calculation are generally the same for all Swiss cantons. The employee's work location is read from the job records, and other source tax information is read from the employee Tax Data page along with stored tax rates for each canton, which together provide the raw data to be used in the calculation.

Not all cantons use the same mode for the regular calculation method to arrive at the source tax. For example, the regular calculation mode in cantons GE, FR, TI, and VD differs from the mode that applies in the 22 other cantons. User can decide (after agreed by canton) to apply one of the 4 different canton methods as well for any other canton. For example, in some cases the canton VD method is also used for other cantons. Then the user just needs to maintain the tax method override in FAK/Source Tax (Company) CHE page. In addition, the different selections on the employee Tax Data page determine what method applies to different employees (all methods are applicable to all cantons).

Note: The different calculation modes for the regular method are described in greater detail later in this chapter.

Note: There is special tax treatment for French Cross-Border workers in the following eight cantons: BE, BL, BS, JU, NE, SO, VD, and VS. Working in one of these 8 cantons, having a home address country equal to *France,* and having no assignment for source tax qualifies employees for this type of taxation. Cross-border employees are reported with their taxable gross on the Cross-Border Report for France. The employer then provides the list of employees to the tax administration which reports the gross to the location of residence. Thus the employees have their Swiss earnings taxed in France.

Note: With Swissdec 4.0, French Cross-Border workers for these 8 Cantons get reported as well in the standard source tax XML with TAG 'specialAgreement'.

Calculation Methods

This section discusses:

• Primary tax calculation methods.

• Exceptions to the regular method.

Primary Calculation Methods (determined by selection on employee's Tax Data page)

There are four primary methods used to calculate an employee's monthly source tax deduction, which are managed on the Tax Data page. These methods are summarized as follows:

Method Name	Description
Regular	A rate is selected from the tax table of the employee's tariff based on the applicable calculation mode. The system uses this rate to calculate the tax based on the employee's actual earnings.
Fixed Percentage	A rate is entered in the employee's Tax Data page. The system uses this rate to calculate the tax based on the employee's actual earnings.
Fixed Deduction	An amount is entered in the employee's Tax Data page. This amount is withheld monthly as the source tax deduction.
Fixed Base	An amount is entered in the employee's Tax Data page. Depending on the tax tariff, this amount determines the source tax rate. The system uses this rate to calculate the tax based on the employee's actual earnings.

Calculation Modes for Regular and Fixed Base Methods (determined by assigned canton)

Within the regular source tax calculation method there are exceptions for cantons GE, FR, TI, and VD. Instead of calculating the tax on a monthly earning base, these cantons calculate source tax as explained in the following table(by maintaining tax method override in FAK/Source Tax (Company) CHE page, user can decide to apply these methods as well to any other canton):

Canton	*Mode*
GE	An annual adjustment is made in the December payroll for employees who meet the following conditions: full-time (FTE = 100%) for the entire year, employed in GE the entire year, with the same tariff for the full year. For other employees the tax is calculated using the monthly mode as is done in the 22 other cantons.
FR	Each month the rate is calculated on the estimated yearly income, which is equal to: (actual regular earnings / actual months * 12) + actual bonus payments. Depending on the tax tariff, this amount determines the source tax rate. With this rate the tax is calculated using the employee's actual earnings (see CH_TX_07_YTD) within the tariff(s). Then the amount of tax paid is subtracted and the remaining amount is the source tax for the month.
TI	Each month the rate is calculated on the monthly salary. In case of the following events, a tax adjustment is made: December payroll or termination, or departure from the TI canton. For the TI canton, the rate is calculated on the estimated yearly income, which is equal to: (actual regular earnings / actual months * 12) + actual bonus payments. Depending on the tax tariff, this amount determines the source tax rate. With this rate the tax is calculated using the employee's prorata actual annual earnings within the tariff(s) (by days within the tariff—see CH _TX_08_YTD). Then the amount of tax paid is subtracted and the remaining amount is the source tax adjustment.

Canton	Mode
VD	Each month the rate is calculated on the estimated yearly income, which is equal to: (actual regular earnings / actual months * 12) + actual bonus payments. Depending on the tax tariff, this amount determines the source tax rate. With this rate the tax is calculated using the employee's actual earnings (see CH_TX_07_YTD) within the tariff(s). Then the amount of tax paid is subtracted and the remaining amount is the source tax for the month. Besides the regular tariffs, in Canton Vaud there is a special source tax tariff for artists. You may have employees that should be taxed by this special tariff. After you implement the changes regarding the source tax tariff for artists, assign earnings specific to artists (standard earning 1012). Then check to see if the tax is calculating correctly and being reported on the Earnings and Deductions page (select Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Earnings and Deductions). • Earnings = 1012 (Premium Artists and Sportsmen). • Deduction = CH_TX_D10 (Artists and Sportsmen). Tax deductions: • 10% for daily profits until 200 CHF. • 15% for daily profits until 1000 CHF. • 20% for daily profits until 3000 CHF. • 25% for daily profits higher than 3001 CHF. Users can view and print the official forms by clicking the View button from the Source Tax Month run control page (the system calls BI Publisher when you click the View button).

Override Source Tax Method

Override Source Tax Method

Overview on Generating a Source Tax XML for Swissdec

In addition to supporting the generation of PDF files to report source tax calculations (which we no longer 'actively' support, Global Payroll for Switzerland supports primarily the generation of a Swissdec ELM file to be sent to the authorities via SOAP messaging. The resulting XML file can be validated, viewed and transmitted to the authorities using the Dashboard architecture (see Swissdec WebService Call – Page Process files).

See Generating and Managing Dashboard XML.

Use these steps to generate the source tax interface files:

Step	Action	Navigation path
1	Create a new provider for each canto for reporting source tax. !! Naming convention is #XX, where XX stands for the standard 2 digit Canton abbreviation.	**Set Up HCM** >**Product Related** > **Global Payroll & Absence Mgmt** >**Social Security/ Insurance** >**Providers CHE**
2	Add the new provider(s) you created in step 1 to a company and check for each canton box and map to the canton = XX.	**Set Up HCM** >**Product Related** > **Global Payroll & Absence Mgmt** >**Social Security/ Insurance** >**Company SI Contributions CHE**
3	Create a new domain for the source tax with mode = 'Swissdec'.	**Set Up HCM** >**Product Related** > **Global Payroll & Absence Mgmt** >**Social Security/ Insurance** >**ELM Domain Setup CHE**
4	Assign the source tax to employees.	**Global Payroll & Absence Mgmt** >**Payee Data** >**Taxes** >**Maintain Source Tax Data CHE**

Step	Action	Navigation path
5	Run the payroll for the company.	**Global Payroll & Absence Mgmt** >**Absence and Payroll Processing** >**Calculate Absence and Payroll**
6	For a Swissdec source tax domain, the monthly mode and the first month of the selected year are default.	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Prepare Files**
7	Click Run. Then check the Process Monitor to make sure the process runs to success.	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Prepare Files**
8	Validate the created file.	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Process Files**
9	Review validation results.	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Review Files**
10	Send the file using send&Request button.	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Process Files** See Robust File Management
11	Run GetStatus using send&Request button.	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Process Files**
12	Run GetResult using send&Request button.	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Process Files**

Related Links
Generating and Managing Dashboard XML

Calculation Elements

The following tables contain the delivered elements used for source tax calculations:

Customer Maintained Accumulators	Description
CH_TX_02	Source Tax Base. Captures all taxable earnings, as well as ones that need to go into CH_TX_03 or CH_TX_04.

Customer Maintained Accumulators	Description
CH_TX_03	Includes earnings considered to be *regular* for annual estimation, but not prorated in case of mid month hire or termination.
CH_TX_04	Includes earnings considered to be bonus payments for annual estimation.
CH_TX_05TI	Lump Expenses TI. Up to an annual limit of 12, 000, only half of the payment is taxed.
CH_TX_12	Earnings in this accumulator contribute to the lookup amount that determines the rate. The following 2 scenarios can be addressed using this accumulator: • Earning adds to CH_TX_02 and subtracts from CH_TX_12 (earning is taxed, but is not taken into account to determine the tax rate). • Earning adds only to CH_TX_12 (earning is not taxed, but is taken into account to determine the tax rate). Functional requirement for other possible combinations are not known.

System Maintained Accumulators	Description
CH_TX_07_YTD	Taxable Gross in Tariff YTD. Used in calculation mode for VD and FR to split the actual yearly salary in case of tariff changes.
CH_TX_08_YTD	Taxable Days in Tariff YTD. Used in calculation mode for TI to split the actual yearly salary in case of tariff changes.
CH_TX_10	Source tax per month. Sum of all different source tax deductions (see Source Tax Deductions).

Source Tax Deductions	Description
CH_TX_D10	Premium artists and sportsmen. Source tax artists and sportsmen.
CH_TX_D12	Regular or fixed base method: Source tax contribution (except VD and FR).

Source Tax Deductions	Description
CH_TX_D31	Regular or fixed base method: Source tax contribution VD and FR.
CH_TX_D51	Regular method: Yearly adjustment GE and TI.
CH_TX_M00	Manual entry of deduction via positive input (manual corrections) all cantons.
CH_TX_M01	Fixed percent method: Source tax contribution all cantons.
CH_TX_ M02	Fixed amount method: Source tax contribution all cantons.

Viewing Delivered Elements

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

Related Links
"Understanding How to View Delivered Elements" (PeopleSoft Global Payroll)

Generating Source Tax Reports

This topic discusses how to generate source tax reports.

Pages Used to Run Source Tax Data Reports

Page Name	Definition Name	Usage
	GPCH_RC_AL07	Create a report that documents the calculation process by defining all contributions and deductions. A plus sign (+) in the report indicates that the amount is added. A minus sign (-) indicates that the amount is deducted. When there is no symbol, the value is not included in the calculation.
	GPCH_QST_EMA_Proposed	View Source Tax EMA proposals
	ViewGen	View Authority Response

Page Name	Definition Name	Usage
Source Tax Year Report CHE Page	GPCH_RC_TX01	Run the Source Tax Year report (GPCHTX01), which displays net salary as well as employee source tax contributions. For the cantons of Geneva and Waadt, the report prints on an official form and is normally required once a year.
Source Tax Month Report CHE Page	GPCH_RC_TX02	Run the Source Tax Month report.

Element Contribution List CHE Page

Use the Element Contribution List CHE page (GPCH_RC_AL07) to create a report that documents the calculation process by defining all contributions and deductions.

A plus sign (+) in the report indicates that the amount is added. A minus sign (-) indicates that the amount is deducted. When there is no symbol, the value is not included in the calculation.

Navigation:

Global Payroll & Absence Mgmt >Absence and Payroll Processing >Reports >Element Contribution List CHE >Element Contribution List CHE

This example illustrates the fields and controls on the Element Contribution List CHE page. You can find definitions for the fields and controls later on this page.

Define Category 'QST' under categories and this will create an overview of Source Tax assignments as shown here (other parameters see Chapter 11 Managing Social Insurance for Switzerland CHE Page)

Source Tax assignments

Source Tax Events – proposed

Use the PSQuery GPCH_QST_EMA_Proposed to view EMA proposals.

Navigation:

Reporting Tools >**Query** >**Query Viewer**

PSQuery

Source Tax – Get Result (ViewGen)

Use ViewGen to review Authority response (Get Result)

Navigation:

Global Payroll & Absence Mgmt   >Authority Correspondence   >XML based reporting CHE   >Monthly XML CHE

Monthly XML CHE / Processing page

Transmit Options

PrintView on GetResult will create these PDFs shown below.

Recap-mode (all cantons besides VD (and GE from 2019))

"Inhaltliche Rückmeldung" (VD (and GE from 2019))

Source Tax Year Report CHE Page

Important! The following report got replaced by the Swissdec XML and may be now used only for internal purpose. Oracle will no longer support changes to this report.

Use the Source Tax Year Report CHE page (GPCH_RC_TX01) to run the Source Tax Year report (GPCHTX01), which displays net salary as well as employee source tax contributions.

Both reports got replaced by the Swissdec XML and may be now used only for internal purpose. Oracle will no longer support changes to these reports.

Navigation:

Global Payroll & Absence Mgmt > **Taxes** > **Source Tax Year Report CHE** > **Source Tax Year Report CHE**

Source Tax Year Report CHE page

Field or Control	Description
Cross Border France	Select to include French border workers in the report.
Print Village Total	Select this check box if you want to print totals for the tax administration refund and the consolidated tax debt for each village; otherwise that total will only show per canton. This is required for cantons where you send the tax report directly to the village rather than to the canton office.
Canton	Select a canton to run the report for that canton only. If there is a required report for that canton, it will also be created. For example, if you choose the canton of Geneva, the system creates the Attestation Quittance report in French. And if you choose the canton of Tessin, the system creates the Attestato-Ricevuta report in Italian. If you do not select a canton, the report is printed for all cantons along with the required reports.
Issued Date	Date that shows as issue date on the statements per person (FR, TI) and the XML (GE, VD).
Formalix Output Path	Not supported as of 2009.

Source Tax Month Report CHE Page

Important! The following report got replaced by the Swissdec XML and may be now used only for internal purpose. Oracle will no longer support changes to this report.

Use the Source Tax Month Report CHE page (GPCH_RC_TX02) to run the Source Tax Month report.

Navigation:

Global Payroll & Absence Mgmt > **Taxes** > **Source Tax Month Report CHE** > **Source Tax Month Report CHE**

Source Tax Month Report CHE page: Quarterly Report check box selected

Source Tax Month Report CHE page: Quarterly Report check box deselected

Field or Control	Description
Quarterly Report, Quarter and **Current Pay End Period**	If you select the **Quarterly Report** check box, the system displays the **Quarter** field. You can then select the quarter for which you want to include data on the report. If you want to run monthly source tax reporting, do not select the **Quarterly Report** check box. The system displays the **Current Pay End Period** field. The system then requires that you enter a current pay end date. **Note:** If you don't select a canton, the system creates a monthly report for all cantons, which have the **FAK Month** check box selected on the Canton (FAK/Source Tax) page. To access this page, select Setup HCM, Product Related, Global Payroll & Absence Management, Taxes, FAK/Source Tax (Company) CHE. If you select a canton, the system generates a monthly report regardless of the settings on the Canton (FAK/Source Tax) page.

Field or Control	Description
Print Village Total	Select this check box if you want to print totals for the tax administration refund and the consolidated tax debt for each village; otherwise that total will only show per canton. This is required for cantons where you send the tax report directly to the village rather than to the canton office
Print Earlier Xml	Select this check box to launch an BI Publisher report for a special source tax type. Currently, this feature is only used with Source Tax for artists.
Canton	Select a canton to run the report for that canton only. The system creates Canton-specific appendixes for yearly tax reporting only.
Domain ID	Select a domain ID when you are launching a BI Publisher report for a special source tax type. This ID is needed to merge the domain setup into BI Publisher. Currently, this feature is only used with Source Tax for artists.
View	Click this button to view and print the official report for the quarter after you run the process. This will show the most recent XML, means in case of manual override the values of the override. Currently, this feature is only used with Source Tax for artists.

Viewing and Maintaining Source Tax Data

To view and maintain source tax data, use the FAK/SourceTax (Company) CHE (GPCH_TX_FAK_STAX) component.

This topic discusses how to view and maintain source tax data.

There are four steps to viewing and maintaining source tax data in Global Payroll for Switzerland.

1. Upload and view / update municipality code information for each canton.

2. Upload and view source tax data for each canton, to determine source tax rates that apply to foreign nationals in the individual Swiss canton.

3. Enter source tax data for foreign residents in Switzerland.

4. Update and view source tax percentage data, including withholding commission percentages.

Pages Used to View and Maintain Source Tax Data

Page Name	Definition Name	Usage
Load Files CHE Page	GPCH_LOAD_FILES	Load Postal/Municipality Codes. Load Tax Rates.
Municipality Codes CHE Page	GPCH_TX_VILLAGE	View and update municipality codes and their descriptions for a selected canton. User uploads the Municipality Code table, but you can modify the data if necessary.
Source Tax CHE Page	GPCH_TX_SETUP	View source tax details such as source tax tariffs and basis, amounts and percentages. User uploads the Source Tax table, but you can modify the data if necessary.
Tax Data Page	GPCH_TX_DATA	Enter source tax data for a foreign employee.
FAK/Source Tax (System) CHE Page	GPCH_TX_FAK	View source tax details such as source tax tariffs and basis, amounts, and percentages.
FAK/Source Tax (Company) CHE Page	GPCH_TX_FAK_STAX	View and edit source tax settings such as source tax language and source tax report frequency.

Load Files CHE Page

Use the Load Files CHE page (GPCH_LOAD_FILES) to insert data into the Source Tax Rates table.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Processing** > **Load Files CHE**

Load Files CHE page

Field or Control	Description
Download Source Tax	Link to legal site for tax rates download.
Upload File	Will open a popup to determine the source of your file.
View Uploaded File	Provides an overview of uploaded files.
Run	Triggers further processing for files that need further processing (Source Tax and Postal Codes).

When Source Tax file has been uploaded, the Run button will open the following subpage.

Load Source Tax Rates CHE page

Source tax rates are maintained by Oracle. However, you can load these rates directly into your application. As the cantons sometimes publish the new rates later than you might want them, you can use this feature to retrieve the rates in time for your current payroll.

To manage the upload you need to download the files from the internet and unzip them into a directory where the application has access to the files (usually a directory on the same machine as the application server).

See Swiss Federal Tax Administration Website.

Field or Control	Description
Year	Enter the year for which you need to upload the rates
Refresh Nbr Rows for this year	Click to display the number of rows that already exist in the database under the **Nbr Rows** column in the grid.
Insert into Source Tax Rates Table	Select if you want to update the final data; otherwise the process will only populate temp tables to allow a test run.

Field or Control	Description
Prefix	This is always *TARxx,* where *xx* is the current year.
File extension	Always enter *TXT* as the file extension.
Directory	The directory from where you load the data.
Replace filename?	Click to populate filename entries in the **Filename** column in the grid.
Select	Select the cantons that you need to upload.
Canton	Displays a list of all 26 cantons with 2 character abbreviations.
Description	Displays the names of the 26 cantons.
Filename	The entries in this column are automatically created based on your previous entries.
Nbr of Rows	Displays the number of existing rows, if you clicked the **Refresh Nbr Rows for this year** button.

Municipality Codes CHE Page

Use the Municipality Codes CHE page (GPCH_TX_VILLAGE) to view and update municipality codes and their descriptions for a selected canton.

Municipality Codes get loaded along with Postal Code, but you can modify the data if necessary.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Taxes** > **Municipality Codes CHE** > **Municipality Codes CHE**

Warning! Postal Code load fills Municipality Codes. When modifying this data if necessary, you should carefully consider the impact of these changes.

Source Tax CHE Page

Use the Source Tax CHE page (GPCH_TX_SETUP) to view source tax details such as source tax tariffs and basis, amounts and percentages.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Taxes** > **Source Tax CHE** > **Source Tax CHE**

Source Tax CHE page
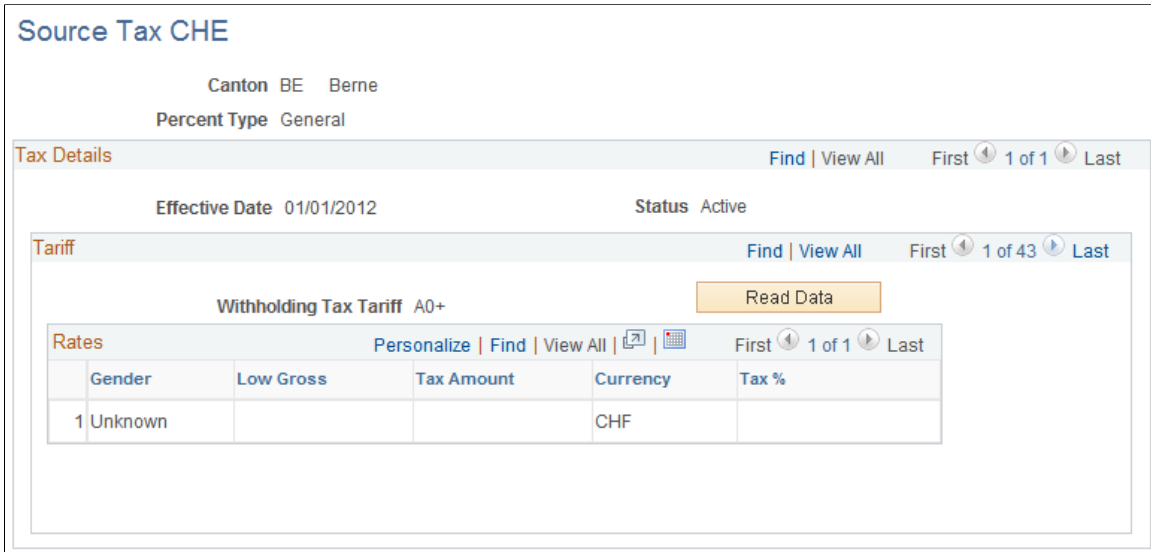
Tariff

Field or Control	Description
Withholding Tax Tariff	Displays the Withholding Tax Tariff code.
Read Data	Click to display details about the rates for source tax.

Rates

Field or Control	Description
Gender	Since 2014, there are no separate rates for Male or Female. Thus you will always see 'unknown' here.
Low Gross	Displays the lower limit for the tax increment.
Tax Amount	Displays the amount of source tax that is deducted.
Tax % (tax percentage)	Displays the percentage of source tax deducted.

Tax Data Page

Use the Tax Data CHE page (GPCH_TX_DATA) to assign, update and view employee source tax details such as source tax tariffs, mutations, spouse and children data.

Navigation:

Global Payroll & Absence Mgmt >**Payee Data** >**Taxes** >**Maintain Source Tax Data CHE**

This example illustrates the fields and controls on the Tax Data page.
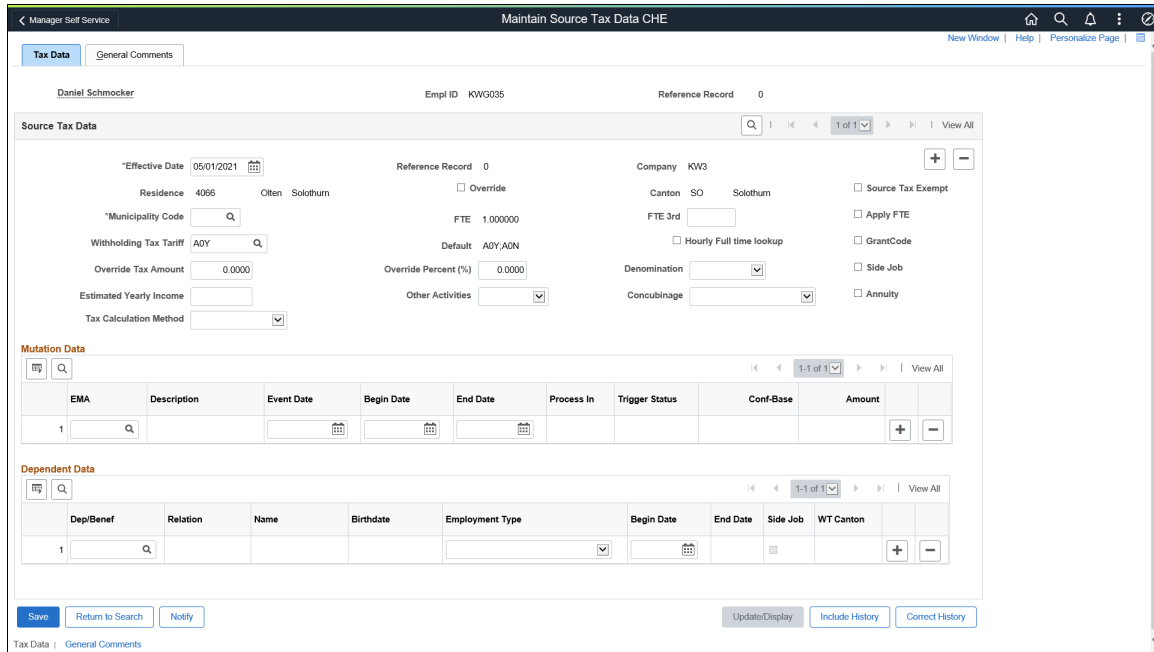
Field or Control	Description
Residence or **Work Location**	If the address of the employee is in Switzerland, the system displays the **Residence** field label. If the address of the employee is not in Switzerland, the system changes the field label to **Work Location** and displays the corresponding Postal, City and Canton.
Municipality Code	Select the code of the municipality in which the employee lives. Prompt values are the municipality codes that correspond to the canton.

Field or Control	Description
Withholding Tax Tariff and **Default**	Select a tariff from the list of valid tariffs for the canton. This tariff is used to calculate the source tax under the regular or standard method. The system defaults source tax tariff codes based on civil status, number of children, and work permission. This information is usually available in HCM. PeopleSoft, however, provides a default tariff code and an override option in its Global Payroll for Switzerland application. For example if the default list shows the tariff code B0Y and B0N in the Default field, and both codes are also available in the prompt list, the system displays B0Y in the edit box. **Note:** If the tax tariff code is not present in the prompt list when you click the **Lookup** button, the system displays an error message and the page cannot be saved. If you enter a tariff code that is not in the default list but is present in the prompt list, the system also displays a warning message. You can, however, save the page because the tariff code is present in the prompt list.
Override Tax Amount	Use this field to override the selected tariff and apply the source tax using a *fixed deduction*.
Estimated Yearly Income	Enter an amount to override the annual income used in the regular source tax calculation. This amount is used to calculate the source tax under the *fixed base* method.
Tax Calculation Method	Select the required source tax calculation method. Possible values are: • ZH [Monthly] • VD [Annual]
Override	Select to override the canton. The **Canton** field becomes available, in which you can select a canton.
FTE	Displays the data stored in Job Data records.
Override Percent (%)	Use this field to override the selected tariff and calculate the source tax using a *fixed percentage*.

Field or Control	*Description*
Other Activities	Other activities. Possible values are: • CH. • abroad. • abroadAndCH.
FTE 3rd	FTE in the external company to calculate the source tax. This field is applicable in multi employment scenarios. For Canton VD user defines whether for an employee with FTE < 1 tax look up considers FTE or not. **Note:** The field is read by array CH_TX_AR100 and the formula CH_TX_FO110 is taken into account the Apply FTE flag (DB field: FTE_INDICATOR, variable:CH_TX_APPLY_FTE). The excerpt from the formula shows that the field is not tied to any canton except for the rounding.
Hourly Full time lookup	Select the checkbox, if the employees work hours will be grossed upto 180 hours. This field determines the tax rate for hourly paid employees who have more than 50 hours in one employment and have multiple employments then the hours should be grossed up to 180 hours.
Denomination	Religion Values are: • Roman Catholic. • Christian Catholic. • Reformed Evangelical. • Jewish Community. • OtherOrNone.
Concubinage	Employee life is in a state of concubinat; values are: • Yes. • No. • Unknown.

For more details on the following fields, see Swissdec guidelines, Source Tax chapter.

Field or Control	Description
Source Tax Exempt	Select if the employee is exempt from source tax.
Apply FTE	For Canton VD user defines whether for an employee with FTE < 1 tax look up considers FTE or not.
Grant Code	Check box Canton assigned a special tariff.
Side Job	Check box Part Time Job.
Annuity	Check box Pension
Mutation Data	
EMA	Events, that cause a tariff change E = Start, M = Change, A = End, values are: • 11 — E:Company. • 12 — E:cantonChange. • 13 — E:others. • 21 — M:civilstate. • 22 — M:partnerWork. • 23 — M:sideline. • 24 — M:partnerWorkIT. • 25 — M:residence. • 26 — M:childrenDeduction. • 27 — M:churchTax. • 28 — M:activityRate. • 29 — M:others. • 31 — T:Company. • 32 — T:naturalization. • 33 — T:settled-C. • 34 — T:temporary. • 35 — T:cantonChange. • 36 — T:others. • CC – Correction Confirmed

Field or Control	Description
Description	Description of the event.
Event Date	Date of the event. Defaults to Effdt.
Begin Date	First day of the month for reporting this event (last day of month). Defaults to last day of Event Date.
End Date	last day of month for reporting this event (last day of month). Defaults for events 11,12 and 13 to Next open payroll. For other events to last day of Event Date.
Process In	Next open payroll.
Trigger Status	Status of the event. Values are open or processed.
Conf-Base and Amount	These two fields are enabled if the EMA is CC – Correction Confirmed. These fields are used to manage correction responses from the Canton authorities. Note: Currently, Canton do not send back the confirmed correction information hence user can ignore it. These are needed for future certifications.
Dependent Data	
Dep/Benef	Dependent ID. Prompts only for existing Dependents.
Relation	Dependent Relation, for source tax we use C and SP.
Name	Name of the dependent.
Birthdate	Birthdate of dependent.

Field or Control	Description
Employment Type	Spouse Employment. The values in the list are • WorkOrCmpensatory: Salary or compensatory salary (only). • WrkCmpAndAnnuity: Salary or compensatory salary and Pension. • Annuity: Pension only.
Begin Date	Begin of counting for tax reporting.
End Date	End of counting for tax reporting.
SideJob (unchecked = Full)	Full-/Part Time
WT Canton (26 Cantons + EX)	Work Location (26 Cantons + EX)

Oracle terminology and the corresponding Swissdec terminology

Oracle	Swissdec
Employment Type • WorkOrCmpensatory • WrkCmpAndAnnuity • Annuity	Spouse employment • Salary or compensatory salary (only) • Salary or compensatory salary + Pension • Pension only
SideJob (unchecked = Full)	Full/Part Time
WT Canton (26 Cantons + EX)	Work Location (26 Cantons + EX)

The following fields are visible, mandatory or hidden depending on Relation and employment type. See the synopsis below:

Synopsis

| B	C	D	E	F	G
	further dependencies on				
Relation	WrkCmpAnn	Begin Date	End Date	SideJob	WT Canton
Spouse	blank	Grey/empty	Grey/empty	Grey/empty	Grey/empty
	WorkOrCompensatory	Grey/effdt	Edit / optional/no default(processed = for ever)	edit/optional/no default(processed = N)	edit/mandatory
	WorkOrCompensatoryAndAnnuity	Grey/effdt	Edit / optional/no default(processed = for ever)	edit/optional/no default(processed = N)	edit/mandatory
	Annuity	Grey/empty	Grey/empty	Grey/empty	Grey/empty
Child	Grey/empty	Grey/effdt	Edit / optional	Grey/empty	Grey/empty

FAK/Source Tax (System) CHE Page

Use the FAK/Source Tax (System) CHE page (GPCH_TX_FAK) to view source tax details such as source tax tariffs and basis, amounts, and percentages.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Taxes** > **FAK/Source Tax (System) CHE** > **FAK/Source Tax (System) CHE**

FAK/SourceTax(System) CHE page

Field or Control	Description
Withholding Tax on Commission	Enter a percentage, between 2% and 4%, that the employer deducts from paid taxes for administrative work involved in supporting source tax. See Entering FAK Data. Loading Source Tax Rates updates this percentage as well (creates a new Effdt along with the rates upload).

Chapter 13

Defining EO Payments for Switzerland

Understanding EO Payments

EO payments refer to the payment of salary during military and civilian service. The EO is an ordinance on military pay supplements and governs the earnings of military and civil defense personnel. According to the EO's provisions, people on active military duty (including members of the Women's Armed Forces and the Red Cross) or in civilian service are entitled to receive earning compensation for every paid or accredited day of service.

If this compensation is equal to 80 percent of an employee's salary, the employer does not need to make any additional payments. However, if this EO compensation replaces less than 80 percent of the effective earning, the employer is obliged to make up the difference to 80 percent of the salary for a limited period. This time period is defined according to the Basel, Bern, and Zurich scales.

When the limited period has expired, the employer is exonerated of further salary payments, and the employee may then only claim EO compensation. General work contracts or individual agreements may help to secure more favorable compensation for the employee.

Related Links
Setting Up Scale Codes

Viewing Delivered Elements

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

Related Links
"Understanding How to View Delivered Elements" (PeopleSoft Global Payroll)

Defining EO Payments and Corrections

This topic provides an overview of EO payments and corrections.

Pages Used to Define EO Payments and Corrections

Page Name	Definition Name	Usage
Define EO Payment CHE Page	GPCH_EO_CALC	Record an employee's military and civilian service data. You use this data to put forward your claims from the EO compensation office.
Define EO Payment CHE Page	GPCH_EO_RETRO	Enter data required for EO correction calculations for closed periods.
EO Pay Card Page	GPCH_RC_EO01	Lists each employee's insurance number, full name, and employee ID in ascending order. The report also displays the employee's military service type, the duration of this service, yearly salary, how many children the employee has, and the total amount of EO compensation that the employee has received. The page creates a printed report and an interface file that can be sent electronically to the AHV provider.

Understanding EO Payments and Corrections

EO payments are calculated in the current month. The system uses the annual salary and the number of children as of the first day of the military service period for the whole duration of the service, even if the service spans multiple months.

There is a separate page for entering standard EO data and correction (retroactive) EO data. The correction page has fields for manually overriding annual salary and the number of children. The same 3 dates are used in both the standard and the correction EO page.

Define EO Payment CHE Page

Use the Define EO Payment CHE page (GPCH_EO_CALC) to record an employee's military and civilian service data.

You use this data to put forward your claims from the EO compensation office.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Define EO Payment CHE** > **Define EO Payment CHE**

Define EO Payment CHE page

Field or Control	Description
National ID	The system automatically populates this field, which comes from the PERSNID table.
Action Date	Displays the date when you entered the data into the system.
Service Type	Select the type of service in which the employee was involved. Valid values are *Military − Regular, Military Recruit, Military Promotion, Civil Service, Trainer, Alternative Service,* and *AlternService (Recruit).*
Card Type	Select the card type that proves that an employee has done their military service. Valid values are *EO Card, EO Replacement Card, Corrected Payback,* and *Corrected Claim.*
From Date	Select the date when military service began within the month.
End Date	Select the date when the employee's military service ended within the month.
To Date	Enter the end date of military service if the service runs for more than 1 month and the final service date falls outside of the month indicated in the **From Date** and **End Date** fields. This date is particularly important when legal rates of military payment change during the service. In this case, rates are taken as of the "final end date" specified in the **To Date** field.
Days Difference	Enter the number of days that the employee was involved in military service. This field displays the difference in days between the **Effective Date** and the **End Date,** and is required to calculate the earning requirement.

Field or Control	Description
Reference Number	The system assigns a unique ReferenceNumber for each reporting. **Note:** The unique reference number is used to secure, that we report only new entries and do not report any changes for earlier reported services.
Override	Select to override the values from the employee record for the **Country, Canton,** and **Marital Status** fields.
Default Value	Click this button to reset the **Country, Canton,** and **Marital Status** to the default values if an override has been entered.

Note: As we skip retro for any service, a retro change for an already reported service will trigger a retro payroll, but will not be reflecting in the monthly EO reporting. This may cause difference between current payroll amounts and current EO reporting.

Define EO Payment CHE Page

Use the Define EO Payment CHE page (GPCH_EO_RETRO) to enter data required for EO correction calculations for closed periods.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Define EO Payment CHE** > **Define EO Payment CHE**

Define EO Payment Ovrd CHE page

The fields on this page are the same as the fields on the EO Statement page, with the following additions:

Field or Control	Description
Annual Amt (annual amount)	You can manually override the amount of annual salary.
Daily Rate	Enter the new daily rate. This value is written to the writable array for the EO interface.
DepBen Cnt (dependents' benefits count)	Enter the number of children that the employee has.
	Note: As we skip retro for any service, that got already reported. This page is only used to report services first time, that happened previous year.

Use these steps to generate the EO_APG interface files:

Step	Action	Navigation
1	Create a new provider for EO_APG	**Set Up HCM** >**Product Related** >**Global Payroll & Absence Mgmt** >**Social Security/ Insurance** >**Providers CHE**
2	Add the new provider you created in step 1 to a company.	**Set Up HCM** >**Product Related** >**Global Payroll & Absence Mgmt** >**Social Security/ Insurance** >**Company SI Contributions CHE**
3	Create a new domain for EO_APG	**Set Up HCM** >**Product Related** >**Global Payroll & Absence Mgmt** >**Social Security/ Insurance** >**ELM Domain Setup CHE**
4	Assign EO_APG services to employees.	**Global Payroll & Absence Mgmt** >**Payee Data** >**Taxes** >**Maintain Source Tax Data CHE**
5	Run the payroll for the company.	**Global Payroll & Absence Mgmt** >**Absence and Payroll Processing** >**Calculate Absence and Payroll**
6	Prepare Dashboard for EO_APG domain. At the bottom of the Dashboard page (Prepare Files) make sure the value, monthly appear in the drop-down menu list for the Report Period field.	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Prepare Files**

Step	Action	Navigation
7	Click Run. Then check the Process Monitor to make sure the process runs to success.	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Prepare Files**
8	Validate the created file.	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Process Files**
9	Review validation results.	**Global Payroll & Absence Mgmt** >**Year End Processing** >**Year End Process CHE** >**Review Files** See Also Robust File Management
10	Save file to a directory of your choice.	
11	Upload file to AK Portal	

Related Links
Generating and Managing Dashboard XML

Chapter 14

Managing BVG Deductions

Understanding BVG Calculations

Global Payroll for Switzerland provides you with two ways of calculating BVG deductions, externally and internally. Both methods require you to maintain PK data within the payroll system.

External Calculations

The Global Payroll for Switzerland BVG calculation feature enables you to interface using swiss dec BVG Interface. = external calculation. To prepare exchange with the Pension fund (PEKA) user needs to run the required payrolls and dashboard for domain BVG_LPP.

For more details how to run dashboard:Generating and Managing Dashboard XML

Internal Calculations

To calculate BVG deductions internally, you must complete these steps:

1. Indicate that the BVG deductions will be calculated internally by selecting *Calculate* or *Eligible* in the **PK Status** field on both the PK Data page and the Pension Fund Data CHE page.

2. Set up your specific rules, valid rates and provider in brackets CH_PI_BR001 and CH_PI_BR002.

3. Run a payroll.

   Included in the delivered payroll process is section CH_PI_S1000, which will calculate the BVG deductions.

   Note: The system will only calculated BVG deductions for employees included in this pay run.

Viewing Delivered Elements

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

Related Links
"Understanding How to View Delivered Elements" (PeopleSoft Global Payroll)

Managing PK Data

To manage PK data, use the BVG Limits CHE (GPCH_PK_LIMIT) component.

This topic provides an overview of PK data.

Pages Used to Manage PK Data

Page Name	Definition Name	Usage
Providers Page	GPCH_SI_PROVDR	Set up insurance plans and insurance status for a provider.
PK Data Page	GPCH_SI_COMPANY4	Select the PK calculation method for the company. Set up age requirements.
Pension Fund Data CHE Page	GPCH_PK_DATA	Select the PK calculation method for an employee. Maintain employee pension fund data.
BVG Limits CHE Page	GPCH_PK_LIMIT	Define BVG limits.
Bracket Data Page	GP_BRACKET_DATA	Maintain the PK provider contribution amounts in bracket CH_PI_BR001. Maintain the relationship between pension provider and Global Payroll elements in bracket CH_PK_BR005.

PK Data Management

Whether interfacing with PEKA or calculating BVG deductions internally, you must maintain the PK within your payroll system. You'll need to check the information set up in the system to determine which employees are eligible for BVG deductions, and if those deductions will be calculated outside of the global payroll system.

To do this you will:

1. Use the Provider CHE page to set up PK insurance plans, and PK insurance status.

2. Use the PK Data page to make the company eligible for external BVG calculations or internal calculations, select the company's PK providers, and establish age limits and download file options.

3. Use the Pension Fund Data CHE page to make an employee eligible for external BVG calculations or internal calculations, and to select the employee's PK provider, insurance plan, and insurance status.

   Note: To be eligible for external BVG calculations, the PK status for the company and the employee must be set to *eligible*.

If you will be calculating BVG deductions internally, you must also:

• Set up deduction limits on the BVG Limits CHE page.

- Maintain the PK provider contribution amounts in bracket CH_PI_BR001 using the Bracket Data page.

If you will be calculating BVG deductions externally (Swissdec), you must also map the pension provider and Global Payroll elements using the Convert PK code to PS code bracket (CH_PK_BR005).

Providers Page

Use the Providers page (GPCH_SI_PROVDR) to set up insurance plans and insurance status for a provider.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Providers CHE** > **Providers**

Providers page (1 of 2)

Providers page (2 of 2)

Field or Control	Description
Sign File	Mandatory for all Swissdec .

Field or Control	Description
Encrypt File	Mandatory for Swissdec 4.0.
Transmission Mode	Select either *EIV* or *PIV* as the transmission mode.
Use Distributor	Select this check box for all Swissdec XML.
PK Insurance Status and Description	Enter a 1 digit number or character to represent the status of the PK insurance plan. Then enter a description in the **Description** field.
PK Insurance Plan and Description	Enter a 1 or 2 digit number or character to represent the status of the PK insurance plan. Then enter a description in the **Description** field.
History	Enter the BVG_LPP accumulator for history earnings contributing to the calculated base.
Future	Enter the BVG_LPP accumulator for forecast earnings contributing to the calculated base.

PK Data Page

Use the PK Data page (GPCH_SI_COMPANY4) to select the PK calculation method for the company.

Set up age requirements.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Company SI Contributions CHE** > **PK Data**

PK Data page - Provider Information tab

The **Lower Age, Upper Age for Man,** and **Upper Age for Woman** fields are required for both internal and external BVG calculations.

Pension Fund Data CHE Page

Use the Pension Fund Data CHE page (GPCH_PK_DATA) to select the PK calculation method for an employee.

Maintain employee pension fund data.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Pension Information** > **Pension Fund Data CHE** > **Pension Fund Data CHE**

Pension Fund Data CHE page

Field or Control	Description
Valid as of	Serves as PK Entry Date, is filled by first Effdt and can be overridden if a different entry date applies.
PK Insurance ID	Enter an insurance ID or accept the default if you selected PK Insurance ID from EMPLID on the PK Data page.
PK Alternate ID	Enter a numeric ID to use when interfacing with PEKA. The system will populate this field with the Person ID if that field is numeric and less than ten digits.

Field or Control	Description
PK Salary	Enter to override the yearly salary amount used to calculate the BVG contribution.

BVG Limits CHE Page

Use the BVG Limits CHE page (GPCH_PK_LIMIT) to define BVG limits.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Pensions** > **BVG Limits CHE** > **BVG Limits CHE**

BVG Limits CHE page

Field or Control	Description
PK Offset Periods	The number of months of employment required for salaried employees to enroll in PK.
PK Hourly Offset Weeks	The number of weeks of employment required for hourly employees to enroll in PK.

Exchanging Pension Data with PEKA

This topic discusses how to exchange pension data with PEKA.

Pages Used to Exchange Pension Data with PEKA

Page Name	Definition Name	Usage
Year End Processing CHE — Downloading BVG Page	GPCH_RC_EGOVT	Send & Request Data for: • Synchronize • Salary
Year End processing CHE — Uploading BVG Data Page	GPCH_RC_EGOVT	Receive Data: • Synchronize • Salary
Bracket Data Page	GP_BRACKET_DATA	Maintain the relationship between pension provider and Global Payroll elements in bracket CH_PK_BR005.

Year End Processing CHE — Downloading BVG Page

Use the Year End Processing CHE — Transmit Options page (GPCH_RC_EGOVT) for downloading BVG Data.

Navigation:

Global Payroll & Absence Mgmt > **Year-End Processing** > **Year End Process CHE** > **Process Files** >**Send & Request**

Year End processing CHE page — Downloading BVG Data

Select required process:

Field or Control	Description
Send	Data for Salary / Synchronize.
Get Status	Request End receiver Status.
Get Result	Request Contributions / Synchronize Response.

Related Links

Generating and Managing Dashboard XML

Year End processing CHE — Uploading BVG Data Page

Use the Year End processing CHE — Transmit Options page (GPCH_RC_EGOVT) for uploading BVG Data.

Navigation:

Global Payroll & Absence Mgmt > **Year-End Processing** > **Year End Process CHE** > **Process Files** >**Send & Request**

Year End processing CHE page — Transmit Options page Compare / Import

Field or Control	Description
Declare Salary	
Get Result / Compare	Compares BVG_LPP Response with BVG_LPP Data in current DB and launches a compare report via BI Publisher.
Get Result / Import	Import BVG_LPP deductions received from BVG_LPP provider as Earning-/Deduction Assignment. The earning mappings follows the bracket CH_PK_BR005.
Sychronize Contract (only BVG_LPP)	
Get Result / Compare	Compares BVG_LPP Response with BVG_LPP Data in current DB and launches a compare report via BI Publisher.

For more details see Generating and Managing Dashboard XML

BVG Data

Antwort Gesamt-Lohnmeldung gültig für 2011-01-01

Muster AG	Versicherer	PensionskasseOldsoft		
Bahnhofstrasse 1	Vertrags-Nr.	4500-0	Datum	10/12/2010
6002 Luzern	Buchungskreis	Filiale Bern	Seite	1 / 4

Inhalt	Rückmeldung	Lohnbuchhaltung	Aktion
Name und Vorname	Andrey Melanie		
Zivilstand	ledig		
Status	Missing		
Warnung			
Information			
BVG-Code	11		
Bemerkung			
Gültig ab			
Arbeitnehmer-Beiträge			
Arbeitgeber-Beiträge			
Beiträge von Dritten			
Name und Vorname	Bosshard Peter	Bosshard Peter	
Zivilstand	ledig	verheiratet	
Status	Identified		
Warnung	3105 Unterschiedlicher Zivistand		
Information			
BVG-Code	11		
Bemerkung	mappingFrom=""		
Gültig ab	2011-01-01		
Arbeitnehmer-Beiträge	CHF 2080 pro Monat		
Arbeitgeber-Beiträge	CHF 4160 pro Monat		
Beiträge von Dritten	CHF 1000 pro Monat		
Name und Vorname	Casanova Renato	Casanova Renato	
Zivilstand			
Status	Identified	Austritt erfasst per 08.01.2011	
Warnung			
Information			
BVG-Code	11	21	

For more details how to run dashboard, see Generating and Managing Dashboard XML

Chapter 15

Managing Maternity Leave

Understanding Maternity Leave

In Global Payroll for Switzerland you enter maternity leave data on a single page. The page generates absence take elements that work with the core application's absence process to correctly process maternity leave during a payroll run.

The system determines the amount of paid maternity leave to which an employee is entitled based on years of service and the canton of residence. After the birth of child, it recalculates entitlement based on the Swiss legal requirement of eight weeks' leave after the child's actual birth. To accomplish this, the PeopleSoft system uses the maternity code list set (CH_MATERNITY) to process maternity absence.

Related Links
"Understanding Applications and List Sets" (PeopleSoft Global Payroll)
"Absence Management Features" (PeopleSoft Global Payroll)
"Understanding Absence Element Setup" (PeopleSoft Global Payroll)

Tracking Maternity Leave

This topic discusses how to enter maternity leave data and provides a maternity leave example.

Global Payroll for Switzerland enables you to enter all maternity data on one page and then stores this data on the GP_ABS_EVENT table that the core application uses to process payroll.

Page Used to Track Maternity Leave

Page Name	*Definition Name*	*Usage*
Maternity Leave CHE Page	GPCH_AB_EE_MATERN	Track employee maternity absence data.

Maternity Leave CHE Page

Use the Maternity Leave CHE page (GPCH_AB_EE_MATERN).

Navigation:

Global Payroll & Absence Mgmt >**Payee Data** >**Maintain Absences** >**Maternity Leave CHE** >**Maternity Leave CHE**

Maternity Leave CHE page

Field or Control	Description
Last Work Day	Enter the last day the employee worked before maternity leave.
Day of Birth	Enter the child's actual date of birth.

Maternity Paid

The system automatically calculates this data based on your entry in the **Last Work Day** field.

Field or Control	Description
From	Displays the date following the last worked day.
To	Displays the last day eligible for paid maternity leave. This is based on canton rules and years of service derived from the Scale Codes and Job Data − Employment Information (Company Seniority Date field) pages.
Absence Take	Displays the core application absence take element you linked to the absence type CH_MT_LFZ (paid maternity) on the self-service Absence Entries page.

Maternity Insurance

The system automatically calculates this data based on your entry in the Date of Birth field. This group box only appears for employees working in Geneva.

Field or Control	Description
From	Child's birthdate.
To	End of the maximum period established in the setup table. For example, 16 weeks after the child's birthdate.
Absence Take	Displays the core application take element you linked to the absence type CH_MT_VERS.

Maternity Unpaid

The system automatically calculates this data based on your entry in the **Date of Birth** field. If eight weeks after the date of birth is before the **Maternity Paid To** date, no unpaid maternity is necessary.

Field or Control	Description
From	Displays the date following the **Maternity Paid To** date.
To	Displays the date eight weeks from the child's date of birth.
Absence Take	Displays the core application absence take element you linked to the absence type CH_MT_UNB (unpaid maternity) on the self-service Absence Entries page.

Letter Details

Provides optional fields for generating maternity leave letters.

Maternity Leave Example

Beate Ulrich has four years of service with her company and resides in Zurich; she is therefore entitled to ten weeks paid maternity leave. Her expected date of birth is 10 October 2001 and her last worked day is 26 September 2001. The system generates the following:

Field or Control	Description
Maternity Paid From	27 September 2001.
Maternity Paid To	5 December 2001.
Maternity Unpaid From	None.

Field or Control	Description
Maternity Unpaid To	None.

The child's actual birth date is 15 October 2001. This entry generates a second absence take and the following unpaid dates:

Field or Control	Description
Maternity Unpaid From	6 December 2001.
Maternity Unpaid To	9 December 2001.

Viewing Delivered Maternity Leave Elements

This section contains information on the rules that Global Payroll for Switzerland provides to process maternity leave, including:

- Maternity deductions.

- Maternity earnings.

- Maternity process lists.

Maternity Deductions

The following is a list of maternity deductions delivered with Global Payroll for Switzerland.

Deduction	Description
Absence Code CH_AB_U500 Deduction CH_AB_1000	Maternity Paid.
Absence Code CH_AB_U090 Deduction CH_AB_2000	Unpaid Vacation.
CH_MI_D10	Employee contribution to maternity insurance.
CH_MI_D11	Total contribution to maternity insurance.

Maternity Earnings

The following is a list of maternity earnings delivered with Global Payroll for Switzerland.

Earning	Description
CH_MI_02	Maternity base. Technically, this is not an earning, but the calculation base for generating the maternity earning.
CH_MI_B02	Manual correction for maternity base CH_MI_02.
CH_ER_48000	Calculated based on CH_AB_U500, payment according to official scale.
CH_ER_48010	Calculated based on CH_AB_U510, payment according to additional maternity insurance.
CH_ER_48020 and CH_ER_48030	Generated for the period of CH_AB_U510 that is not overlapping with the standard scale pay. These earnings are generated so that your organization can decide to pay or not pay salary in this period.

Maternity Process Lists

The following is a list of maternity process lists delivered with Global Payroll for Switzerland.

Process List	Description
CH_AB_ABSENCE Section CH_AB_TAKE CH_AB_U090 CH_AB_U500	Absence Process List. Absence Take.
CH_AL_CH01 Section CH_ER_S2000 CH_AB_1000 CH_AB_2000	Calc Process List. Earnings from Absence Time.

The maternity calculation is done in section CH_MI_S1000. This section is used by two process lists, one for absences and one for payroll. The absence process list uses the maternity section to calculate the take. The payroll process lists uses the maternity section to calculate the payment.

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

Related Links

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

Chapter 16

Managing Banking

Setting Up Swiss Banking

The banking feature in Global Payroll for Switzerland uses pages in PeopleSoft HCM, the Global Payroll core application, and Global Payroll for Switzerland.

To define banking for Switzerland:

1. Upload your banks through Load files CHE for Swiss banks. Foreign country banks you define on the Bank Table page, which you can access from the Global Payroll core application.

   Note: The pages for defining banks are common to all PeopleSoft HCM applications and are documented in the *PeopleSoft HCM Application Fundamentals PeopleBook.*
   ---

2. Define the organization level for your source bank on the Source Bank Link page in the Pay Entity component of the Global Payroll core application.

3. You do the necessary dashboard setup and may apply additional logic to assign source banks, if the GP Core way to assign these does not cover the needs of your organization. Specify additional information that gets transferred along with the payment itself (TAG <UStrg>)

4. Define bank account information for payees on the Bank Account Information page in the Global Payroll core application.

5. Run the Payment Prep process CHE on the Banking Run Control page in the Global Payroll core

6. Create payment files (ISO 20022) and reports in Global Payroll for Switzerland.

Note: For GP Switzerland Bank transfer of all types IBAN is mandatory.

This example illustrates the overview of Swiss Payment Transfer.
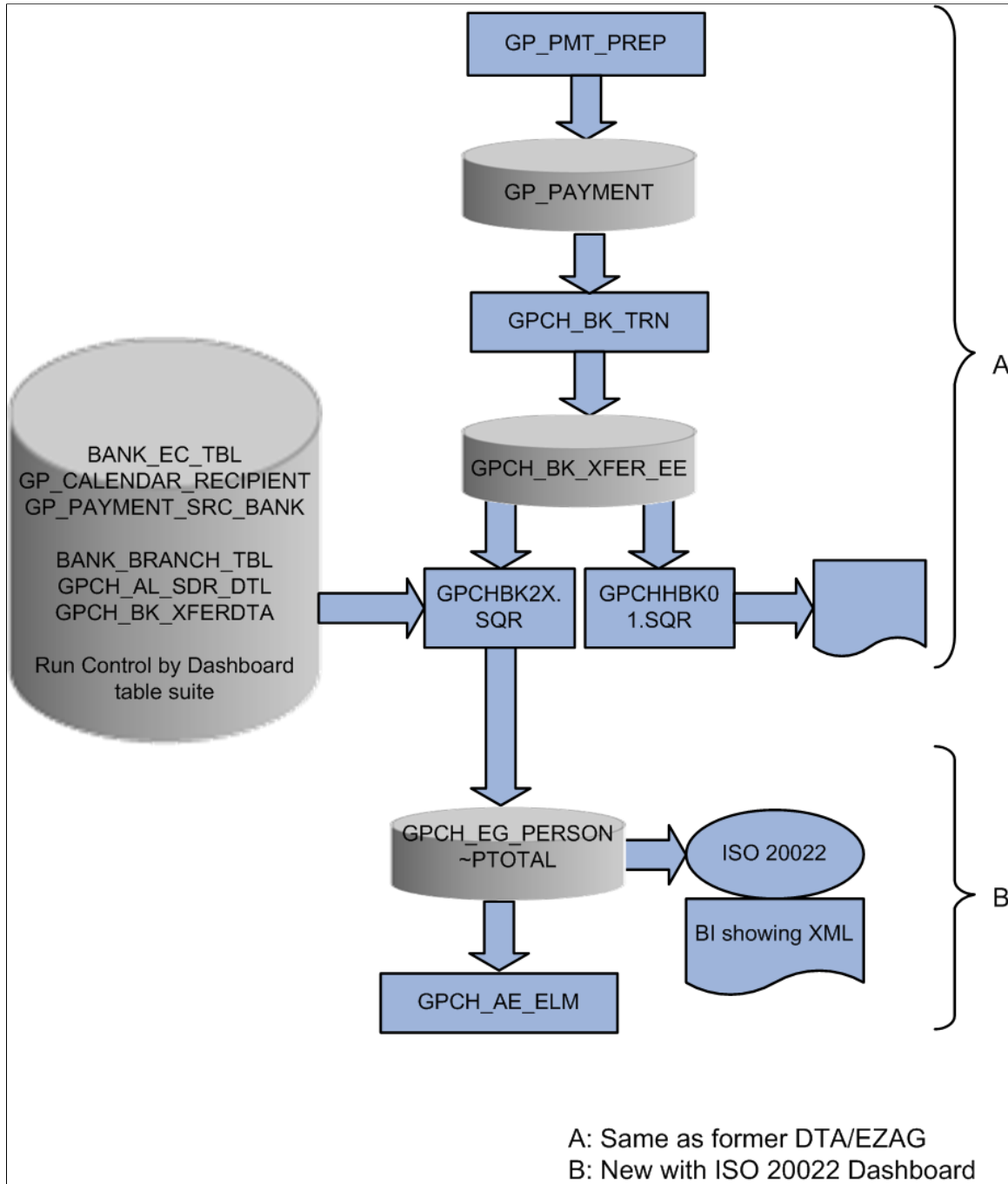
Related Links
"Setting Up Banks and Bank Branches" (Application Fundamentals)
"Understanding Banking" (PeopleSoft Global Payroll)
Setting Up the Dashboard

Downloading Bank Definitions

This topic provides an overview of bank definitions and discusses how to Load Files.

Pages Used to Download Bank Definitions

Page Name	Definition Name	Usage
Load Files CHE Page	GPCH_LOAD_FILES	Load bank file.

Understanding Bank Definitions

Updated bank and branch information is available on the Swiss Interbank Clearing (SIC) website. To add this information to your system, you must do the following:

Use Load files CHE Page to load the swiss banks: You manually download the file from the SIC website and attach it to your network. Specify the network path on the Load files CHE page.

Load Files CHE Page

Use the Load Files CHE page (GPCH_LOAD_FILES) to load the bank definition file from the SIC website.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Processing** > **Load Files CHE**

Load Files CHE page

Select the file to upload from the local directory where you saved the file downloaded manually from the SIC Website (The link Download Banks points to this site).

Upload File Attachment - Load Files CHE
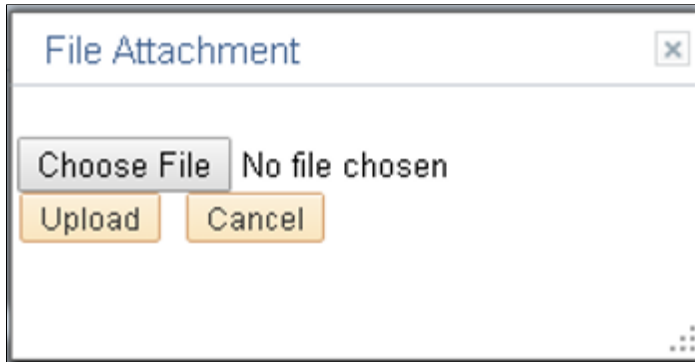
Once the file got uploaded click the Run button to load data into BANK_EC_TBL.

Afterwards, you may check whether there are any employees with Bank Accounts, which are no longer valid. Click Validate Bank Accounts button, select the Year where you just uploaded the bank data and review the list..

Bank Data
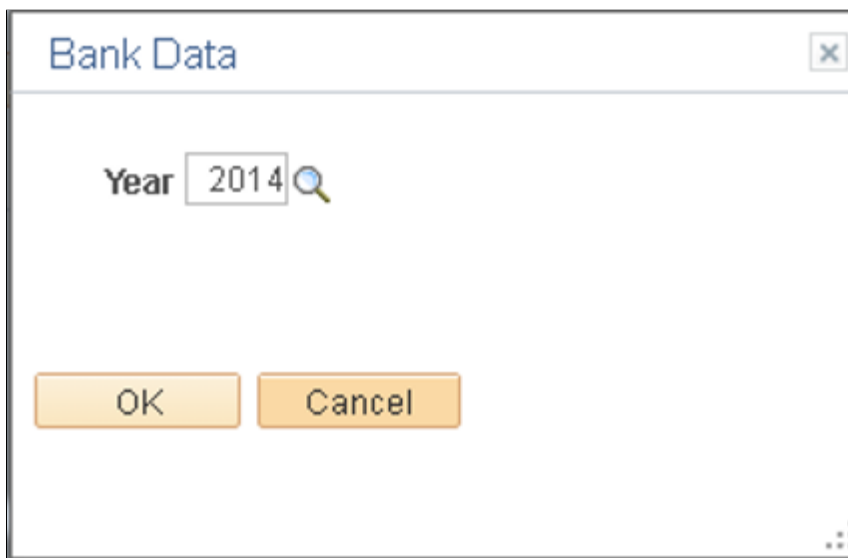
Review the result

Bank Data validation Report

Related Links
Report Samples

Setting Up Defaults for Source Banks

This topic discusses how to set up source bank defaults at the pay entity level.

Page Used to Set Up Defaults for Source Banks

Page Name	Definition Name	Usage
Pay Entities - Source Bank Link Page	GP_PE_SBANK_LNK	Enter information about source bank and payment type at the pay entity level.

Pay Entities - Source Bank Link Page

Use the Pay Entities - Source Bank Link page (GP_PE_SBANK_LNK).

Navigation:

Set Up HCM > **Product Related** >**Global Payroll & Absence Mgmt** >**Framework** >**Organizational** >**Pay Entities** > **Source Bank Link**

Source Bank Link page

Note: The pay entity automatically populates from the core application. On this page, enter information about the source bank ID and the payment type.

Field or Control	Description
Load All Organizational Units	Select this option to load all valid entries for the link options. These valid entries must be active as of the effective date.
Source Bank ID	Select the source bank ID that you require. Source banks are the money sources from which payroll disbursements are drawn.

Defining Further information in Global payroll for Switzerland

Global Payroll Switzerland has long experience in preparation and communication of XML files for legal authorities. Thus GP Switzerland uses the existing framework (Swiss XML dashboard) to create Swiss ISO 20022 XML. User can map deductions for Transfer types 8 and 9.Further user can add more information to the transfer (transfer purpose) on company and transfer level.

Understanding ISO 20022 in XML dashboard

GP Switzerland dashboard manages all XML based reporting with the same framework. The following graphics shows how ISO 20022 is embedded in the framework. User just needs to understand that he will run the monthly process for a domain of type banking (BNK_BNQ)

ISO 20022 in XML Dashboard
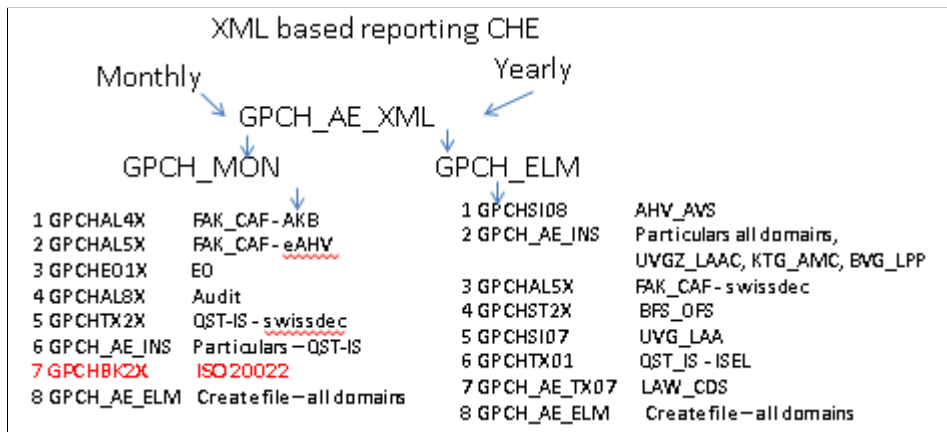
Follow the steps below for setting up dashboard framework for Swiss payment transfer.

Step	Action	Navigation
1	Create a new provider for each Source Bank	**Set Up HCMProduct Related Global Payroll & Absence MgmtSocial Security/InsuranceProviders CHE**
2	Add the new provider(s) created in step 1 to a company.	**Set Up HCMProduct Related Global Payroll & Absence MgmtSocial Security/InsuranceCompany SI Contributions CHE**
3	Create a new domain for each source bank	**Set Up HCMProduct Related Global Payroll & Absence MgmtSocial Security/InsuranceELM Domain Setup CHE**

Pages Used to set up dashboard for ISO 20022

Page Name	Definition Name	Usage
Providers CHE Page	GPCH_SI_Providr	Define Swiss providers.
Company SI Contributions CHE / Providers Page	GPCH_SI_COMPANY2	Map Swiss providers.
ELM Domain Setup CHE Page	GPCH_EG_DOMAIN	Define Swiss Domains.

Providers CHE Page

Use the Providers CHE page (GPCH_SI_Providr) to map source banks to the dashboard for ISO 20022 XML creation.

Navigation:

Set Up HCMProduct Related Global Payroll & Absence MgmtSocial Security/InsuranceProviders CHE

Providers CHE page.

Field or Control	Description
Source Bank ID	Map the source bank for dashboard processing.

Related Links
Providers CHE Page
Understanding Dashboard Processing

Company SI Contributions CHE /Providers Page

Use the Providers page (GPCH_SI_COMPANY2) to map source banks to the company for the dashboard for ISO 20022 XML creation.

Navigation:

Set Up HCMProduct Related Global Payroll & Absence MgmtSocial Security/InsuranceCompany Social Insurance CHE Company SI Contributions CHE

Company SI Contributions CHE /Providers page.

Field or Control	Description
Provider Type	Select provider type BNK_BNQ
provider	Select the provider/ Source Bank

ELM Domain Setup CHE Page

Use the ELM Domain Setup CHE page (GPCH_EG_DOMAIN) the anchor key for the dashboard for ISO 20022 XML creation.

Navigation:

Set Up HCM >Product Related > Global Payroll & Absence Mgmt >Social Security/ Insurance >ELM Domain Setup CHE

ELM Domain Setup CHE page.

Field or Control	Description
Provider Type	Select provider type I = BNK_BNQ
Other fields	For information purpose only.

Defining Payment Types

GP Switzerland supports the following transfer types:

• Type 1: Salary

• Type 8: Garnishments

• Type 9: External Transfer

Pages Used to Define Payment Types

Page Name	Definition Name	Usage
Payments Types CHE Page	GPCH_BK_BNKTRN	To view the accumulators that are assigned to payment types.
Accumulator Members Page	GP_Accumulator3	To view and maintain deductions for payment types.

Payments Types CHE Page

Use the Payment Types page to View the accumulators that are assigned to payment types.

Navigation:

Set up HCM > Product Related > Global Payroll & Absence Mgmt >Banking/Payment Types CHE

This example illustrates the fields and controls on the Payment Types page.
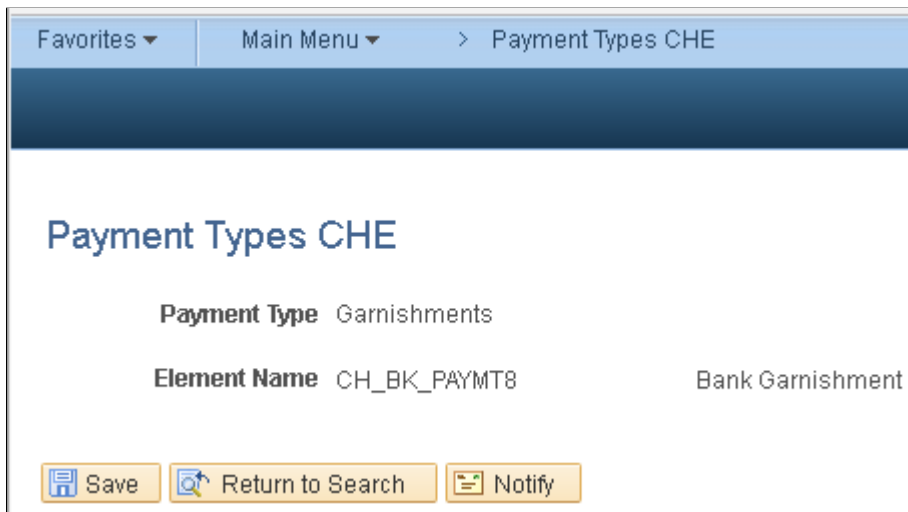
Field or Control	Description
Payment Types CHE	Garnishments or external transfer.
Element Name	Accumulator name, where deductions for this transfer type get assigned.

Accumulator Members Page

Use Accumulator Members page to assign deductions to payment type 8 and type 9.

Navigation:

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

This example illustrates the fields and controls on the Accumulators Members page.

Note: For GP Switzerland Bank transfer, only member accumulator is resolved till level custom exit (here, CH_BK_CPAYMENT8); that is custom exit accumulator must have members of type accumulator.

Related Links
[Accumulator - Member Page](#)

Defining Additional Information for Payment Types

For GP Switzerland ISO 20022 payment transfers, you can provide additional information on TAG <UStrg> for:

• Type 1 (salary) – on company level or using prepared hard coded purpose

• Type 8 (garnishment) – on E-/D- assignment level

• Type 9 (external. transfer) - along with recipient information

Pages Used to Define Additional Information for Payment Types

Page Name	*Definition Name*	*Usage*
Sender Details Page	GPCH_COMPANY7	Define additional Info for TAG <UStrg> per company for Type 1.
E-/D-Assignments – category GR1 Page	GP_ED_PYE_DTL_SEC	Define garnishment with additional Swiss configured fields. (contents gets transferred to TAG <UStrg> – Type 8)
Add Deduction Recipients Page	GP_RCP_PYE	Define recipient for Type 8 and Type 9. For Type 9, purpose 1 and 2 get transferred to TAG <UStrg>.

Note: For Type 1, user can either go with prepared, hard coded value or define individual language sensitive message in Swiss company setup. Hard coded value is available in GPCH_BK_XFER_EE. Alternately, user can provide additional information by setup.

Additional Information for Type 1

For Type 1, user can either go with prepared, hard coded value or define individual language sensitive message in Swiss company Setup.

Hard coded value is available in GPCH_BK_XFER_EE..

Additional Information for Type 1

Sender Details Page

Use the Sender Details page (GPCH_COMPANY7) to override the transfer purpose in ISO 20022 XML.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt >Social Security/Insurance / Company SI Contributions / Sender Details

This example illustrates the fields and controls on the Sender Details page.

Field or Control	Description
Report Name	this feature gets activated for Report Type = GPCHBK02.
TransferPurpose Line1 to Line3	Purpose 1 to 3 will fill <Ustrd> TAG in ISO 20022 XML.

Additional Information for Type 8 - garnishments

For Type 8 user shall fill the Swiss configured fields in E-/D-Assignment page for garnishment. That info gets transferred to the TAG <USTRG>

E-/D-Assignments – category GR1 Page

Use the Swiss configured E-/D-assignment page to transfer garnishment details in ISO 20022 XML, TAG <UStrg>

Navigation:

Global Payroll & Absence Mgmt >Payee Data >Assign Earnings and Deductions >Element Assignment by Payee

This example illustrates the fields and controls on the Element Assignment by Payee/Element Detail Page.

Field or Control	Description
Court Name	filled into TAG USTRG
Doc ID	filled into TAG USTRG
Regular Earning	limit (depends on garnishment type)
Special Earning	limit (depends on garnishment type)
Fund Code — Chartfield	Info for GL only

Additional Information for Type 9 – external transfer

For Type 9 can fill the fields Purpose 1 and Purpose 2, which get transferred to the TAG <USTRG>

Add Deduction Recipients Page

Use Add Deduction Recipients page to transfer details on external transfer in ISO 20022 XML, TAG <UStrg>.

Navigation:

Global Payroll & Absence Mgmt >**Payee Data** >**Assign Earnings and Deductions** >**Element Assignment by Payee** >**Deduction Recipients**

This example illustrates the fields and controls on the Add Deduction Recipients Page.

Note: Create deduction recipient with ID > 0.

Field or Control	Description
Recipient ID	Enter the recipient ID.
Recipient Name and Deposit Schedule	Currently, this functionality is not supported in GP Switzerland.
Purpose 1 and Purpose 2	Transferred to TAG Ustrd

Understanding Custom Exit to Assign Source Banks

Custom exit formula is useful in cases, if GP standard methods for assignment of different source banks may not sufficient for separation of source banks.

Tthe custom exit formula for Swiss bank is defined by using Formula Name page.

Formula Name Page

Use Formula Name page to define Custom Exit Formula.

Navigation:

Set Up HCM >**Product Related** >**Global Payroll & Absence Mgmt** >**Elements, Supporting Elements** >**Formulas**

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

Note: PeopleSoft delivers the custom exit empty.

Proposal for Customer Formula

```
0 >> FM[CH_BK_CFO001]
IF … = …   Then
'XXX' >>
>> VR[CH_BK_POST_RECEIVE]
End If
```

Note: In case an employee has multiple accounts, all accounts need to be transferred from the same source banks.

Application Engine GPCH_BK_TRN.GPCHBK12.Step01

```
UPDATE PS_GPCH_BK_XFER_EE
  SET SRC_BANK_ID = ( SELECT R.CHAR_PIN_VAL
  FROM PS_GP_RSLT_PIN R
  , PS_GP_PIN P
 WHERE P.PIN_NM = 'CH_BK_POST_RECEIVE'
   AND P.PIN_NUM = R.PIN_NUM
   AND PS_GPCH_BK_XFER_EE.CAL_RUN_ID = R.CAL_RUN_ID
   AND PS_GPCH_BK_XFER_EE.CAL_ID = R.CAL_ID
   AND PS_GPCH_BK_XFER_EE.GP_PAYGROUP = R.GP_PAYGROUP
   AND PS_GPCH_BK_XFER_EE.EMPLID = R.EMPLID
   AND PS_GPCH_BK_XFER_EE.EMPL_RCD = R.EMPL_RCD)
WHERE PS_GPCH_BK_XFER_EE.CAL_RUN_ID = %Bind(CAL_RUN_ID)
   AND PS_GPCH_BK_XFER_EE.PAY_ENTITY = %Bind(PAY_ENTITY)
   AND PS_GPCH_BK_XFER_EE.EMPLID BETWEEN %Bind(EMPLID_FROM) AND %Bind(EMPLID_TO)
   AND ( EXISTS (
 SELECT 'X'
  FROM PS_GP_RSLT_PIN R
  , PS_GP_PIN P
 WHERE P.PIN_NM = 'CH_BK_POST_RECEIVE'
   AND P.PIN_NUM = R.PIN_NUM
   AND PS_GPCH_BK_XFER_EE.CAL_RUN_ID = R.CAL_RUN_ID
   AND PS_GPCH_BK_XFER_EE.CAL_ID = R.CAL_ID
   AND PS_GPCH_BK_XFER_EE.GP_PAYGROUP = R.GP_PAYGROUP
   AND PS_GPCH_BK_XFER_EE.EMPLID = R.EMPLID
   AND PS_GPCH_BK_XFER_EE.EMPL_RCD = R.EMPL_RCD)
```

Defining Payment Transfer Information for Payees

IBAN is mandatory for all GP Switzerland payment transfers.

Transfer credentials are assigned for the following payment types:

• Type 1 in GP Core Bank accounts and Net Pay Election page.

• Type 8 in Swiss configured E/D-assignments for garnishments/recipients.

• Type 9 in GP Core E/D-assignments / Recipients.

Pages Used to Define Payment Transfer Information for Payees

Page Name	Definition Name	Usage
Type 1 — Bank Accounts Page	PYE_BANKACCT	Define bank account for salary – Type 1.

Page Name	Definition Name	Usage
Specify Net Pay Elections Page	GP_NET_DIST	Define net pay election for Type 1.
Type 8 – Garnishments Swiss configured E/D-assignments Page & Recipient Page	GP_ED_PYE_DTL_SEC	Define garnishment with additional Swiss configured fields (contents gets transferred).
Recipient page	GP_RCP_PYE	Define recipient – Type 8 and 9 For type 9, purpose 1 and 2 get transferred to TAG <UStrg>.

Type 1 — Bank Accounts Page

Use Maintain Bank Accounts page (PYE_BANKACCT) to assign accounts for the employee.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Net Pay/Recipient Elections** >**Maintain Bank Accounts**

This example illustrates the fields and cntrols on the Maintain Bank Accounts page.

Field or Control	Description
Type	Follows the GP Core management of types GP Swiss processing ignore the type same as "tries to transfers any" (if along with valid other transfer information).
IBAN	IBAN is mandatory for GP Swiss accounts.

Related Links

"Maintain Bank Accounts Page" (PeopleSoft Human Resources Administer Workforce)

Specify Net Pay Elections Page

Use Net Pay Elections Page (GP_NET_DIST) to assign net pay to accounts.

Navigation:

Global Payroll & Absence Mgmt, Payee Date >Net Pay/Recipient Elections >Net Pay Elections

This example illustrates the fields and controls on the Specify Net Pay Elections Page.

Field or Control	Description
Effective Date	Fill the effdt for net pay distribution.If (first) effdt is > Sysdate - e.g. in case of future hire- GP Core sets GP_Employment. Instance to 0 and GP Switzerland does not create payment for this month. Enter the effective date for net pay distribution. If effective date is greater than system date, for example, in case of future hire- GP Core sets GP_Employment.Instance to 0 and GP Switzerland does not create payment for this month.

Related Links

"Defining Payee Net Pay Elections" (PeopleSoft Global Payroll)

Type 8 – Garnishments Swiss configured E/D-assignments Page & Recipient Page

Use Swiss configured E/D-assignments page (GP_ED_PYE_DTL_SEC) for garnishments/recipients.

Navigation:

Global Payroll & Absence Mgmt >Payee Data >Assign Earnings and Deductions >Element Assignment by Payee >Link Deduction Recipients

This example illustrates the fields and controls on the Add Deduction Recipients Page.

Enter the Recipient ID. Rest of the fields are not supported in GP Switzerland.

For type 8 GP Switzerland puts

• recipient credentials in <CdtTrfTxInf> (instead of Employees bank account data).

• fills Purpose 1 and Purpose 2 in <Ustrd>.

This example illustrates the fields and controls on the Element Assignment by Payee / Element Detail page.

Field or Control	Description
Recipient TAG	Recipient tage must be greater than zero.
Calculation Information (all)	This feature is not supported for GPCH Garnishments.
Court Name	filled into TAG USTRG.
Doc ID	filled into TAG USTRG.
Regular Earning	limit (depends on garnishment type).
Special Earning	limit(depends on garnishment type).
Fund Code – Chartfield	Info for GL only.

Type 9 – External Standard E/D - Assignments Page and Recipient Page

Use Swiss configured E/D-assignments for garnishments/recipients.

Navigation:

Global Payroll & Absence Mgmt >**Payee Data** >**Assign Earnings and Deductions** >**Element Assignment by Payee** >**Deduction Recipients link**

This example illustrates the fields and controls on the Add Deduction Recipients page.

Note: create deduction recipient with ID > 0.

Field or Control	Description
Recipient ID	Enter recipient ID.
Recipient Name and Deposit Schedule	These features are not supported for GP Switzerland.
Purpose 1 and Purpose 2	Transferred to TAG Ustrd

For type 9 GP Switzerland puts

• recipient credentials in <CdtTrfTxInf> (instead of Employees bank account data)

• fills Purpose 1 and Purpose 2 in <Ustrd>

This example illustrates the fields and controls on the Element Assignment by Payee / Element Detail page.

Field or Control	Description
Recipient TAG	Recipient tag value should be greater than zero.
Calculation Information (all)	follows GP Core.

Invalid ISO 20022 characters

Use the Online Processing Setup CHE parameters of type ISO to manage invalid characters, which may come in through Address, Account Name a/o external transfer attributes. See Chapter 3 Defining Country Data / Define Swiss Online Processing Option.

Restricted Access to XML files

Use the Online Processing Setup CHE parameters of type Security to manage restricted access to XML files. See Chapter 3 Defining Country Data / Define Swiss Online Processing Option.

Running the Payment Prep Process CHE

This topic discusses how to run local country and international bank processing. To generate banking data for Switzerland, start by running the Payment Prep Process on the Run Payment Prep Process CHE page. This process creates a flattened table (GPCH_BK_XFER_EE) with data needed to produce payment files and payment reports including the Bank List CHE.

Pages Used to Create ISO 20022 XML (Domestic and International)

Page Name	Definition Name	Usage
Run Payment Prep Process CHE Page	GPCH_BANK_POPULATE	Run the Payment Prep Process for Switzerland.
Create Bank List CHE Page	GPCH_RC_BK01	Create a report that provides information on all payments that have been made to employees through a financial institution such as a bank or the post office. This report is mainly used internally for accounting purposes. **Note:** You must run the Payment Prep Process in Global Payroll for Switzerland before printing this report.

Related Links

"Understanding Banking" (PeopleSoft Global Payroll)

Run Payment Prep Process CHE Page

Use the Run Payment Prep Process CHE (Run Payment Preparation Process CHE) page (GPCH_BANK_POPULATE) to run the Payment Prep Process for Switzerland.

Navigation:

Global Payroll & Absence Mgmt > **Payment Processing** > **Run Payment Prep Process CHE** >**Run Payment Prep Process CHE**

This example illustrates the fields and controls on the Run Payment Prep Process CHE Page.

Field or Control	Description
Calendar Group	Select the calendar group on which to run the process. The system processes any items (segments) that are approved or finalized by the payroll process.
Stream Number	If the Process Streams check box is selected and you select Calculate in the Processing Phases and Options group box, you must select the stream number to process. Each stream number represents a predefined range of payees.
Process Streams	The Process Streams check box is selected automatically if you selected the stream processing option when defining the calendar group.

Processing Phases and Options

Field or Control	Description
Calculate	Select to have the system create the payment file by matching the finalized results from the payroll process with information you defined in banking setup. You can run the Calculate step repeatedly until you finalize the banking process.
Update Statistics	Select to have the banking system generate statistics to help the data administrator fine-tune system performance.
Finalize	After everything is calculated, select Finalize. (If you used stream processing for the Calculate phase, the system finalizes all streams for the calendar group simultaneously.) **Note:** Note: If you're not using streams, you can select Calculate and Finalize at the same time.

Calendar List

After you run the Calculate phase, this group box displays information for each calendar in the calendar run.

Streams

After you run the Calculate phase, this group box displays information for each calendar in the calendar run.

Create Bank List CHE Page

Use the Create Bank List CHE page to provide an overview of transfer data, before creation of final ISO 20022 file (for auditing purposes for example).

Navigation:

Global Payroll & Absence Mgmt >**Payment Processing** >**Create Bank List CHE**

This example illustrates the fields and controls on the Create Bank List CHE Page.

Field or Control	Description
Current Pay End Date	Target Pay End Date. This field is mandatory.
Pay Entity	Target Pay Entity (= Company) - This field is mandatory.
Pay Group	Target Pay Group. This field is optional.
Source Bank ID	Target Source Bank. This field is optional.

Creating Payment Files (ISO 20022) and Reports in Global Payroll for Switzerland

Within the Swiss payroll application, employee payment information gets transferred – beginning 01/2018 (Post Finance) and 07/2018 (other receiving banks) - using the Swiss derivative of ISO 20022. ISO 20022 replaces former DTA (data exchange by file) and the EPO (electronic payment order) format.

GP Switzerland supports the following payment types:

- Type 3 = domestic (EUR/CHF) (incl. Garnishments and ext. Transfers)

- Type 4 = domestic (<> EUR/CHF)

- Type 5 = foreign EUR (=SEPA)

- Type 6 = foreign (<> EUR)

Global Payroll Switzerland has long experience in preparation and communication of XML files for legal authorities. Thus GP Switzerland uses the existing framework (Swiss XML dashboard) to create Swiss ISO 20022 XML.

The required setup for dashboard is (almost) the same as for any other XML created by dashboard. For the setup, follow the steps below.

Note: This step is run once the CHE banking process runs successfully.

Step	Action	Navigation Path
1	Prepare Dashboard for Swissdec standard domain.	**Global Payroll & Absence Mgmt, >Authority Correspondence, >Month, >Prepare Files**
2	Click Run. Then check the Process Monitor to make sure the process runs to success.	**Global Payroll & Absence Mgmt, >Authority Correspondence, >Month, >Prepare Files**
3	Validate the created file.	**Global Payroll & Absence Mgmt, >Authority Correspondence, >Month, >Prepare Files**
4	Review results.	**Global Payroll & Absence Mgmt, >Authority correspondence, >Month, >Print View (select BI Publisher)**
5	Use the Save button. Save file to a directory of your choice and upload to your source bank portal.	**Global Payroll & Absence Mgmt, >Authority correspondence, >Month** See also <u>Robust File Management</u>.

Pages Used to Create ISO 20022 XML (Domestic and International)

Page Name	Definition Name	Usage
<u>Prepare Files Page</u>	GPCH_EG_RSTATUS	Prepare ISO 20022 XML.
<u>Process Files Page</u>	GPCH_EG_FSTATUS	Validate, review and download ISO 20022 XML.

Prepare Files Page

Use the Prepare Files CHE page (GPCH_EG_RSATUS) to prepare the ISO 20022 XML.

Navigation:

Global Payroll & Absence Mgmt,   >Authority Correspondence,   >XML based reporting CHE, >Monthly

This example illustrates the fields and controls on the Prepare Files page.

Field or Control	Description
Domain ID	For Monthly Processing, this will prompt only for monthly domains.
Report Period	For Monthly Processing, this is always monthly.
Current Pay End Date	Defaults to the earliest open End date in the selected year. You can only save, if payment pre CHE ran for this period.
Run	Starts Job GPCH_AE_XML which launches for monthly menu Job GPCH_MONTH.
ISO-Prty	The values fills TAG TP/PRTY. If empty TAG doesn't get created.

This example illustrates the fields and controls on the Process Detail page.
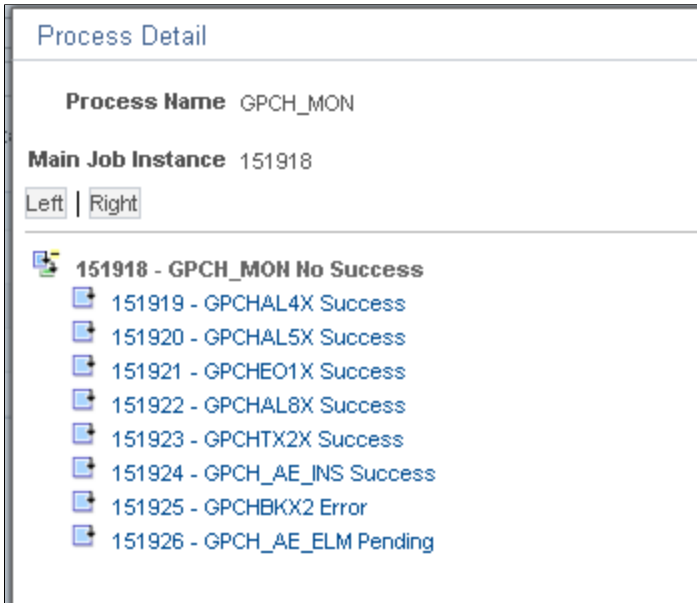
Process Files Page

Use the Process Files CHE page (GPCH_EG_FSATUS) validate, review and save the ISO 20022 XML.

Navigation:

**Global Payroll & Absence Mgmt,   >Authority Correspondence,   >XML based reporting CHE,
 >Monthly**

This example illustrates the fields and controls on the Process Files page.
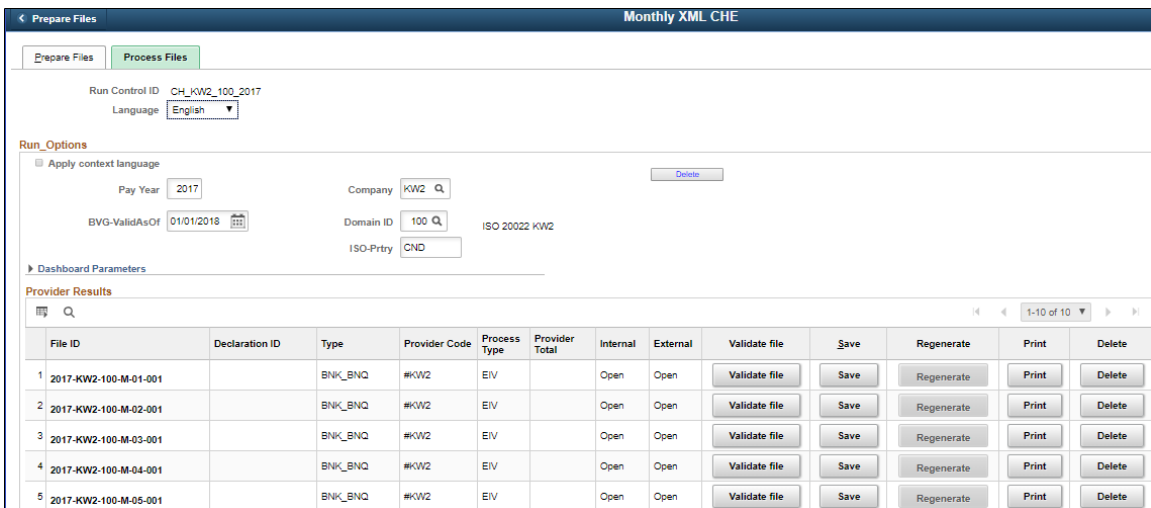
Field or Control	Description
Validate	Validates the XML vs. most recent ISO 20022 schema (currently pain.001.001.03.ch.02.xsd).

Field or Control	Description
Save	Saves the file to your target directory other than for all other domains save navigates directly to the robust file management page.
Print	Print contents of XML via BI Publisher.
Delete	Delete the row for this month.

Reporting

A BI PUBLISHER report (GPCH_ISO20022) is delivered to print payment information. The data source of this report is the ISO 20022 XML.

BI Publisher ViewGen Parameters
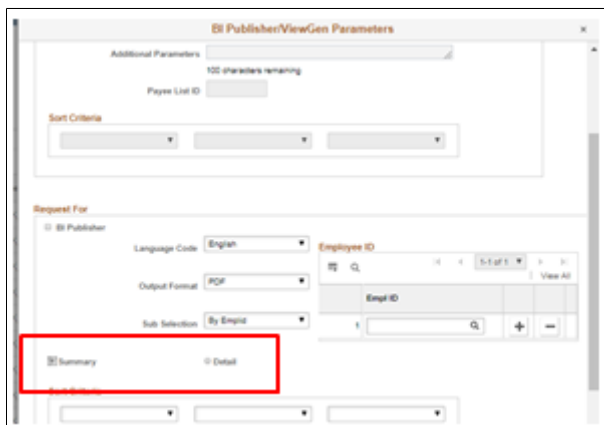
This example illustrates the fields and controls on the BI PUBLISHER report (GPCH_ISO20022) for mode Summar (= used for approval = 1 page) .

This example illustrates the fields and controls on the BI PUBLISHER report (GPCH_ISO20022) for mode Detail (= used for detail review = 1 cover page + n detail pages) .

Related Links

Understanding ELM and eGovernment for Global Payroll for Switzerland

Running International Bank Processing (SEPA – via FG)

The SEPA solution delivered for Switzerland is based on Global Payroll Core SEPA solution, but includes some additional setup in the Banking Preparation Definition and a specific BI PUBLISHER report. This solution manages only pure SEPA payments in Euros (those defined as type 5 payments in the ISO 20022 Payments) and on top of the local ISO 20022 solution it processes the feedback as of PAIN.002. Especially international clients or clients using PeopleSoft Finance may consider to use the GP based solution via Financial Gateway.

Pages Used to Run International Bank Processing

Page Name	Definition Name	Usage
Banking Country Setup Page	GP_APP_PKG_SETUP	The Banking Country Setup for Switzerland is managed using the CORE _BANK Application Package and the Application Class SQL delivered in Global Payroll Core.
Banking Preparation Definition Page	GP_SQL_SETUP	The Banking Preparation Definition Setup for Switzerland has two sequences to generate different SQL statements for each recipients.

Banking Country Setup Page

The Banking Country Setup (GP_APP_PKG_SETUP) for Switzerland is managed using the CORE_BANK Application Package and the Application Class SQL delivered in Global Payroll Core.

Navigation:

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

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

Banking Preparation Definition Page

The Banking Preparation Definition Setup (GP_SQL_SETUP) for Switzerland has two sequences to generate different SQL statements for each of the following types of Recipients:

• Employees using SEPA payment

• Individual Recipients using SEPA payment

Navigation:

Set Up HCM >**Product Related** >**Global Payroll & Absence Mgmt** >**Banking** >**Banking Preparation Definition**

This example illustrates the fields and controls on the Banking Preparation Definition page.

Related Links
"Country-Specific Processing" (PeopleSoft Global Payroll)

Reporting

A new BI PUBLISHER report (GPCH_FG_DTL) is delivered to print payment information. The data source of this report is the GP_FG_RPT_QRY Query, which is a Query from Global Payroll Core. This report can be run from the new Payment File Generation Page.

This example illustrates the fields and controls on the New Banking Report for Switzerland report.

Related Links
"Country-Specific Processing" (PeopleSoft Global Payroll)

Chapter 17

Managing Off-Cycle Payments for Switzerland

Understanding Off-Cycle Processing

This section discusses:

- The off-cycle process.

- Types of off-cycle transactions.

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:

1. Manual payments.

   Manual payments enable you to enter payments that you have calculated and paid outside 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. Unscheduled 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 enable you to pay payees before their normally scheduled pay run. Examples include salary due on termination.

5. 13th month payments

It is standard for 13th month wages to be paid out in situations where there is a termination or in the December payroll.

Recording Manual Payments in Switzerland

This section provides an overview of recording manual payments and provides examples of how to use the manual payment functionality with the Swiss delivered rules.

Manual Payments

When entering manual payments for Swiss payees, it is recommended that all calculations be mutually calculated outside the system and then entered. The following areas need to be considered when entering manual payments:

- Selecting *Period (Calendar) Paid* and *Payment Date* on the Period Calendar tab of the Manual Payments page.

  The selection of the period paid and the payment date need to be considered carefully. When selecting the period paid, it is recommended that you select the previous finalized calendar or the current open calendar. 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.

- Selecting processing controls on the Manual Payments page.

  The *Period Begin Date* and *Period End Date* should default after selecting the *Period (Calendar) Paid.* It is recommended that these dates not be changes as the delivered Swiss rules have been designed to calculate using whole periods, and may not automatically segment if a partial period is entered.

  The run type defaults from the *Period (Calendar) Paid* and it is recommended that the defaults 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.

  Stop Regular Resolution enables you to stop the resolution of all elements on the process list except that elements entered into the manual payment. If you decide to allow regular resolution, an analysis would need to be performed to understand the impact on your supporting elements.

  If using the Limited Element Set, you need to ensure that all elements calculate independently of pre- or post-processing formulas, as these do not resolve during off-cycle processing.

Note: Manual payments are used to record monetary values only, absence accumulators will not be updated using this method.

Entering Corrections for Switzerland

This section provides an overview of corrections and provides examples of how to make corrections using Swiss delivered rules.

Corrections

The Corrections page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) is used when you need to change finalized results, usually due to a user error. This method uses period-to-date logic built into the Swiss 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.

Making Unscheduled Payments for Switzerland

The Unscheduled Payments page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) is used to make one-time payments that are processed outside of the on-cycle payroll. Examples include bonuses and expense reimbursements. This method uses period-to-date logic build into Swiss delivered statutory rules when calculating.

The following areas need to be considered when entering unscheduled 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.

Advancing Payrolls for Switzerland

The Advance Payrolls page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) is used when you would like to pay an employee before their normal on-cycle pay run. For example, an employee is terminating employment with your organization and the termination payments need to be paid immediately and not in the next on-cycle pay run. The following is recommended when making advance payments:

• Always select the next open calendar, as skipping calendars may update accumulators incorrectly.

• Absence accumulators will calculate automatically for the calendar group selected.

Chapter 18

Managing Multiple Contracts

Understanding Multiple Contracts

This section discusses:

- Multiple contract support.

- Creation and identification of employee records.

- Assignment of Accident Insurance Providers for Employees with Multiple Contracts

- Steps for setting up and entering multiple contracts for an employee.

- Use cases.

Multiple Contract Support

PeopleSoft Global Payroll for Switzerland supports both payroll calculation and legal reporting requirements for employees with multiple contracts by using standard employee record functionality in PeopleSoft HCM. In PeopleSoft HCM, each job held by an employee is represented by a separate record in the Job Data table and is identified by a distinct employee record number. Global Payroll for Switzerland makes use of this functionality to define and track data for multi-contract employees by creating one record in the Job Data table with a unique employee record number for the *legal* definition of the employee, and multiple additional records with their own record numbers to drive separate payroll calculations for each concurrent job or contract. No matter how many different contracts an employee has, there can be only one *legal* record per employee in the same multi-contract company (as the employee must be presented to the official government bodies as a unified individual); however, an employee can have as many additional records as he or she has jobs. In other words, in a multi-contract company, each record in the Job Data table is identified as:

- Job data for a single contract (if only one contract exists within the company for the employee).

    or

- Job data to define the employee as a legal entity (also known as *receiving* contract data).

    and

- Job data for each concurrent contract (also known as *sending* contract data).

To summarize, in a multi-contract company, the possible scenarios are:

- One single contract record in Job Data.

    or

• One legal or *receiving* contract record + n *sending* contract records.

Note: In a non multi-contract company, each job represents a single contract. The same is true in a multi-contract company for employees with only one job or contract.

Creation and Identification of Employee Records

When you hire an employee into a job in a multi-contract company, you do not need to add a job data row for the receiving contract; you only need to enter job data for the sending contracts, and the system automatically creates the corresponding legal record. In addition, the system automatically identifies which record (job data row) for an employee is the legal or receiving record, and which records are sending records used to drive internal payroll calculations.

The system identifies the different records as follows: when you enable multi-contract functionality for a company on the MC Company Setup CHE page, the system assigns the first available legal record number to that company starting with the number 999. For any employee with multiple contracts in the company, this number becomes the default number of the legal or receiving record in the Job Data table. You can view this record and any other job records for the employee on the Review Multiple Contracts CHE page. This page identifies the function or role of each record (*sending, receiving,* or *single* contract) and displays the record number for receiving contracts assigned to company employees.

This can be illustrated as follows:

1. When you select **Enable Multi Contract** on the MC Company Setup CHE page, the system generates a legal record number for all employees with multiple contracts in the company. This number (998 in the example below) is displayed in the **Legal Rcd#** field:

MC Company Setup CHE page

2. After assigning multiple contracts to an employee, you can view the legal record generated by the system as well as the job record (single or sending) for each concurrent job on the Review Multiple Contracts CHE page:

Review Multiple Contracts CHE page

The **Empl Rcd#** field in the **Legal Contract** group box displays the legal record number generated for all employees of the company for which you have enabled multiple contracts.

In addition, the numbers of single and sending records appear in the **Empl Rcd#** field in the **Contract** group box, and detailed information about each record appears on the **Action and Status, Job Information,** and **Compensation** tabs at the bottom of the page.

Assignment of Accident Insurance Providers for Employees with Multiple Contracts

In cases where employees have multiple contracts, you may want to assign various accident insurance providers per contract (for example SUVA and HELSANA) In a normal situation you would assign the legal attributes of the insurer (source tax code, children, social insurance, and garnishments) on the legal level. In this situation, however, you would assign accident insurance on the job level (employee record).

If you assign various accident insurance providers for an employee with multiple contracts at the company level, payee level, and payee override level (accident insurance), the providers at the payee override level are considered the highest override level for SI data calculation. The system considers the payee level the next highest level for overriding SI data. The company level is considered the lowest.

The system uses the information in the Global Payroll Results Calendar component (GP_RSLT_CAL_RUN) to select the SI rates from the accident insurance page. This system of overriding insurance data supports organizations that have employees with multiple employment contracts and insurance providers.

Steps for Setting Up and Entering Multiple Contracts for an Employee

To set up multiple contracts for an employee, complete these steps:

1. Select the **Enable Multi Contract** check box on the MC Company Setup CHE page for the company into which you are hiring the employee.

2. Hire the employee in the company for which you have enabled multiple contracts (step 1) and add a job assignment using the Add a Person (PERSONAL_DATA) and Job Data (JOB_DATA) components.

   We discuss these components in the *PeopleSoft HR PeopleBook: Administer Workforce.*

   See "Adding a Person" (PeopleSoft Human Resources Administer Workforce), "Understanding Job Data" (PeopleSoft Human Resources Administer Workforce).

3. Add a concurrent assignment for the employee. To do this, click the **Create New Contract** button on the Review Multiple Contracts CHE page. This takes you to the New Employment Instance (JOB_DATA_EMP) component, where you can enter information for the new assignment.

   When you enter an additional job record for a muli-contract employee and save your work, the system automatically creates the corresponding legal record.

   Note: In addition to using the Review Multiple Contracts CHE page to add concurrent assignments, you can use it to view existing records for a multi-contract employee and to update, maintain, or terminate job records (see step 4).

   ---

4. To update and maintain job records or to terminate a contract, access the Review Multiple Contracts CHE page and click the **Edit** button. This takes you to the Job Data (JOB_DATA) component, where you can view, enter, and modify an employee's job information.

   Note: When you terminate the legal job record for a multi-contract employee, the system automatically terminates all of the associated sending records so that you do not need to terminate each one manually.

   See Use Cases.

5. After adding job records, terminating records, or modifying existing job data, access the Review MC Exceptions CHE page, which displays any contract changes that the system was unable to process or resolve. If there are unresolved changes, you will need to enter them into the system manually.

   For example, if you add an additional job for a multiple contract employee and this job is the second sending contract, the system creates—via a component interface—a new job with the legal (receiving) record number for the company. If the component interface fails to create the legal record, this information will appear on the Review MC Exceptions CHE component, and you can access the Add Additional Assignment (JOB_DATA_CONCUR) component and manually create a job record with the legal record number for the employee's company.

Use Cases

This section presents several use cases to illustrate how the system updates job data records for multiple contract employees in different situations, including termination.

Example 1: Hiring When an Employee Has Multi-Contract Management in One Company and Non Multi-Contract Management in Another

In this scenario, the employee has multiple contracts enabled in company KW1 and multiple contracts disabled in company KW2.

Assume that the legal record number for the employee's company—as displayed on the MC Company Setup CHE page—is 998.

Assume that you complete the following actions:

1. Hire the employee in company KW1 (employee record number = 0).

2. Add an additional job in company KW2 (employee record number = 1).

After completing these steps, there are two rows of data in Job Data:

Employee Record	*Company*	*Role*
0	KW1	Single Contract
1	KW2	Single Contract

Now, assume that you add an additional job for the employee in company KW1 (employee record number = 2). After completing this step, there are four job data records in the system:

Employee Record	*Company*	*Role*
0	KW1	Sending
1	KW2	Single Contract
2	*KW1*	*Sending*
998	*KW1*	*Legal*

Now, suppose that you add another job for the employee in company KW2 (employee record number = 3). Because this company is not enabled for multiple contracts, the system inserts the new job as an additional single contract:

Employee Record	*Company*	*Role*
0	KW1	Sending
1	KW2	Single Contract

Employee Record	Company	Role
2	KW1	Sending
3	KW2	Single Contract
998	KW1	Legal

Finally, suppose that you add one more job in company KW1 (employee record number = 4). Because a legal (receiving) record already exists for the employee in company KW1, the system inserts only the new job (there can be only one legal definition of the employee per company):

Employee Record	Company	Role
0	KW1	Sending
1	KW2	Single Contract
2	KW1	Sending
3	KW2	Single Contract
4	KW1	Sending
998	KW1	Legal

Example 2: Terminating One Multi-Contract Job

In this scenario, assume that you begin with the six employee records that are in the system at the end of the previous example. In addition, assume that you terminate the employee record with record number = 0.

After terminating record 0, there are 5 active records in the system:

Employee Record	Company	Role	Status
0	KW1	Sending	Terminated
1	KW2	Single Contract	
2	KW1	Sending	

Employee Record	Company	Role	Status
3	KW2	Single Contract	
4	KW1	Sending	
998	KW1	Legal	

Example 3: Terminating All Multiple Contracts at One Time

In this scenario, assume that you begin with the following records in the Job Data table for companies KW1 and KW2:

Employee Record	Company	Role
0	KW1	Sending
1	KW2	Single Contract
2	KW1	Sending
3	KW2	Single Contract
4	KW1	Sending
998	KW1	Legal

If you want to terminate—in one step—all of the multiple contracts in company KW1, all you need to do is terminate the legal (receiving) record (record number = 998). The system then automatically terminates all of the sending records associated with that legal record:

Employee Record	Company	Role	Status
0	*KW1*	*Sending*	*Terminated*
1	KW2	Single Contract	
2	*KW1*	*Sending*	*Terminated*
3	KW2	Single Contract	

Employee Record	Company	Role	Status
4	KW1	Sending	Terminated
998	KW1	Legal	Terminated

Note: After making changes to job data records such as the ones described in this section, access the Review MC Exceptions component to determine if the system has correctly updated the records.

Prerequisites

PeopleSoft Global Payroll for Switzerland uses routings and handlers in the WORKFORCE_SYNC and GPCH_MC_SYNC service operations to automatically create legal (receiving) job records for multi-contract employees and to terminate these records when concurrent contracts are removed. The same routings and handlers synchronize the data between sending contracts and legal contracts in case of hires, company changes, or termination of multiple contracts.

To enables these operations, set up PeopleSoft Integration Broker and activate messaging using the following objects:

- Node: PSFT_HR.

- Messages: WORKFORCE_SYNC and GPCH_MC_SYNC.

- Queues: PERSON_DATA and GPCH_MC.

- Services: WORKFORCE_SYNC and GPCH_MC_SYNC.

- Service Operations: WORKFORCE_SYNC and GPCH_MC_SYNC.

- Service Operation Handlers: GPCH_Sync_Legal_Job for service operation WORKFORCE_SYNC and Sync_GP_NET_DIST for service operation GPCH_MC_SYNC.

- Service Operation Routings: all with Directions = Local and Sender.

- Node and Receiver Node = PSFT_HR for the above service operations.

Note: PeopleSoft provides detailed information on how to configure Integration Broker and set up routings and handlers in the *PeopleTools: Integration Broker PeopleBook*.

Setting Up and Entering Multiple Contracts for an Employee

To set up and enter multiple contracts for an employee, use the MC Company Setup CHE (GPCH_MC_COMPANY), Review Multiple Contracts CHE (GPCH_MC_JOB_DATA), and Review MC Exceptions CHE (GPCH_MC_EXCEPTIONS) components.

This topic discusses how to set up and enter multiple contracts for an employee.

Pages Used to Set Up and Enter Multiple Contracts for an Employee

Page Name	Definition Name	Usage
Multiple Contracts Company Setup CHE Page	GPCH_MC_COMPANY	• Enable multiple contracts for a company. • Generate the record number used to identify the legal (receiving) record for employees with multiple contracts.
Multi Contract Exceptions CHE Page	GPCH_MC_JOB_DATA	• Add a concurrent assignment for an employee in a multi-contract company. • View all job data rows for a multi-contract employee. • Maintain job data rows for multi-contract employees. • View the role of each job data record for a multi-contract employee (either *Single, Sending,* or *Receiving*). This component functions as an interface to the New Employment Instance (JOB_DATA_EMP) and Job Data (JOB_DATA) components, enabling you to access, edit, and enter new rows of job data from a single location.
Review MC Exceptions CHE Page	GPCH_MC_EXCEPT	Review contract changes that the system is unable to resolve or process. You may need to enter these changes manually.

Multiple Contracts Company Setup CHE Page

Use the MC Company Setup CHE (Multiple Contracts Company Setup CHE) page (GPCH_MC_COMPANY) to enable multi-contract for a Company.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Organizational** > **MC Company Setup CHE** > **MC Company Setup CHE**

MC Company Setup CHE page

Field or Control	Description
Enable Multi Contract	Select to enable multiple contract functionality for a company.
Legal Rcd# (legal record number)	Displays the record number used to identify the legal (receiving) record for employees with multiple contracts in the company shown at the top of the page.

Multi Contract Exceptions CHE Page

Use the Multi Contract Exceptions CHE page (GPCH_MC_JOB_DATA) to enter and maintain job data for a multi-contract employee.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Multi Contract Exceptions CHE** > **Multi Contract Exceptions CHE**

Review Multiple Contracts CHE page

This page provides access the New Employment Instance (JOB_DATA_EMP) and Job Data (JOB_DATA) components, enabling you to modify existing job information, create new job records, or terminate job records from a single location. The data displayed on the page is drawn from the Job Data table and can be refreshed after you make changes to an employee's work location, payroll information, salary and compensation data, or other job information, so that you can maintain accurate records and manage your employees based on current job data.

Field or Control	Description
Company	Displays the company of the employee.

Legal Contract

Field or Control	Description
Empl Record	Displays the legal or *receiving* record number for a group of concurrent jobs when there are multiple contracts for an employee. The legal record number is generated automatically for multi-contract employees when you select **Enable Multi Contract** on the MC Company Setup CHE page. See Multiple Contracts Company Setup CHE Page.

Contract

Field or Control	Description
Empl Record	Displays the *single* or *sending* record number for each job assigned to a multi-contract employee. **Note:** The role of an employee's job record in a multi-contract company is defined as *single* if he/she has only one job and no concurrent assignments. *Sending* and *legal* roles apply only when the employee has multiple assignments.

Job Data - Action and Status Tab

Select the **Action and Status** tab.

This tab displays information about the sending and single contract records belonging to a multi-contract employee.

Field or Control	Description
Effective Date and **Sequence**	Displays the effective date and sequence of the job data record with the action and status displayed on the **Action and Status** tab.
Action	Displays the action value associated with the job data record. For example, the job data record created when an employee is hired displays the value *Hire*.
Payroll Status	Displays a status of *Active* or *Inactive*.

Field or Control	Description
Standard Hours, Work Period, and **FTE** (full time equivalency)	These fields display the standard hours, work period, and full time equivalency from the Job Data table for each record.
Record Role	Displays the role of each record you are viewing: either *Single* or *Sending.*

Job Data - Job Information Tab

Select the **Job Information** tab.

This tab displays information about the sending and single contract records assigned to a multi-contract employee.

Review Multiple Contracts CHE page – Job Information tab

Field or Control	Description
Business Unit	Displays the business unit associated with the employee's job record in the Job Data table.
Job Title	Displays the job title associated with the employee's job record in the Job Data table.
Department	Displays the department associated with the employee's job record in the Job Data table.
Location	Displays the location associated with the employee's job record in the Job Data table.
Full/Part Time	Displays the full or part time status associated with the employee's job record in the Job Data table.

Job Data - Compensation tab

Select the **Compensation** tab.

This tab displays information about the sending and single contract records belonging to a multi-contract employee.

Review Multiple Contracts CHE page – Compensation tab

Field or Control	Description
Pay Group	Displays the pay group associated with the employee's job record in the Job Data table.
	Important! The multiple contract functionality discussed in this chapter assumes that the *Pay Groups* and *Calendars* are the same across all job records (contracts) for the same employee, whether they are sending records or legal records.
Short Description	Displays the short description of the pay group associated with the employee's job record in the Job Data table.
Frequency	Displays the frequency of the components of pay associated with the employee's job record in the Job Data table.
Compensation Rate	Displays the compensation rate associated with the employee's job record in the Job Data table.
Description	Displays the currency associated with the compensation rate.

Edit

Click the **Edit** button to access the Job Data (JOB_DATA) component where you can modify the information in an employee's job record or terminate jobs.

Exceptions

Click the **Exceptions** button to access the Review MC Exceptions CHE (GPCH_MC_EXCEPTIONS) component, where you can review contract changes that the system is unable to resolve or process.

Create New Contract

Click the **Create New Contract** button to access the New Employment Instance (JOB_DATA_EMP) component, where you can add a concurrent assignment for the payee.

Note: When you create a new employment instance that results in multiple contracts for an employee, the system automatically creates a job record with the legal record number for the employee's company.

Refresh

Click the **Refresh** button to populate the Review Multiple Contracts CHE page with current job data from the Job Data table.

Review MC Exceptions CHE Page

Use the Review MC Exceptions CHE page (GPCH_MC_EXCEPT) to review contract changes that the system is unable to resolve or process.

You may need to enter these changes manually.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Review MC Exceptions CHE** > **Review MC Exceptions CHE**

The system generates error and warning messages in response to contract data changes that it cannot process or resolve. Use this page to view these error and warning messages. You may need to correct these errors manually.

Setting Up and Running the General Ledger (GL) Process for Multi-Contract Employees

To set up and run the General Ledger process for Switzerland, use the GL Migrating MC Elements CHE (GPCH_GL_MIGR), Accumulators (GP_ACCUMULATOR), and Send Costs to GL CHE (GPCH_GL_PREPARE) components.

This topic provides an overview of the General Ledger process for Switzerland.

Pages Used to Set Up and Run the General Ledger (GL) Process for Multi-Contract Employees

Page Name	Definition Name	Usage
General Ledger Migrating Multiple Contracts Elements CHE Page	GPCH_GL_MIGR_LST	Select segment accumulators to transfer to a target record where they can be picked up by the GL process.
Level Page	GP_ACCUMULATOR_1	Specify the variables storing the record number and company to which you want to transfer segment accumulator results. We discuss this page in the *PeopleSoft Global Payroll PeopleBook.*

Page Name	Definition Name	Usage
Send Costs to GL CHE Page	GP_GL_PREPARE	Send costs to PeopleSoft General Ledger. When you run the General Ledger process from this page, the system transfers accumulator results to the target record and company stored in the variables specified on the segment accumulator Level page and then sends the results to PeopleSoft General Ledger. If you are using the multiple contracts functionality for Switzerland, follow all General Ledger setup steps described in the Global Payroll core application PeopleBook, with one exception: do not use the standard Send Costs to GL page to transfer cost data to General Ledger. Use the General Ledger Run Control page for Switzerland to do this instead. If you are not using this functionality, follow all General Ledger processing steps described in the core application PeopleBook.

Understanding the General Ledger Process for Switzerland

The standard General Ledger process for Global Payroll uses segment accumulator results to calculate and distribute costs. However, in the case of multiple contracts, each sending record generates accumulator results for one contract only, and consequently provides incomplete cost data, whereas the single *receiving* record sums up all of the data for the employee (each sending contract calculates the gross for one contract, whereas the legal contract calculates all legal earnings and deductions on accumulated salaries). For legal and reporting reasons, it is precisely this record that is of interest to General Ledger. However, because General Ledger is not set up to process segment accumulator results for the legal record, Global Payroll for Switzerland delivers a General Ledger process (GPCH_GL_RC) that you can run to *transfer* the segment accumulators from the last record calculated—the legal or receiving record, which has the highest number and is therefore processed after the others—to a target record and company specified in the User Key fields of the same segment accumulators. The General Ledger process can then pick up the accumulator results from the record and company identified in the User Key fields and use them for cost distribution.

Before running this process, you must access the GL Migrating MC Elements CHE page and list the segment accumulators to migrate from the legal record to the target record and company specified in the segment accumulators' User Key fields.

The steps for setting up and running the General Ledger process can be summarized as follows:

1. Select the segment accumulators to transfer to the target record where they can be picked up and processed by General Ledger.

   To do this, use the GL Migrating MC Elements CHE page.

2. Specify the variables storing the record number and company to which you want to transfer segment accumulator results in the accumulators' User Key fields.

Do this on the Level page of the Accumulators (GP_ACCUMULATOR) component in the core application.

3. Send the accumulator results to PeopleSoft General Ledger.

Do this on the General Ledger Run Control page.

Important! For a segment accumulator to be migrated across record number results, it must have both the target record number and company indicated in its USER_KEY fields and it must be listed in an effective dated migration list for the processed pay entity.

General Ledger Migrating Multiple Contracts Elements CHE Page

Use the GL Migrating MC Elements CHE (General Ledger Migrating Multiple Contracts Elements CHE) page (GPCH_GL_MIGR_LST) to select segment accumulators to transfer to a target record where they can be picked up by the GL process.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Integration** > **GL Multi Contract Elements CHE** > **GL Migrating MC Elements CHE**

GL Migrating MC Elements CHE page

Field or Control	Description
Entry Type	Select *Seg. Accm* (segment accumulator).

Field or Control	Description
Element Name	List the segment accumulators to transfer from the legal *(receiving)* record to the target record for GL processing.

Level Page

Use the Level page (GP_ACCUMULATOR_1) to specify the variables storing the record number and company to which you want to transfer segment accumulator results.

We discuss this page in the PeopleSoft Global Payroll PeopleBook.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Accumulators** > **Level**

Level page

In the **User Key Type** fields, select *Variable,* and then enter the variable element CH_MC_RCVR_CMPNY (MC Receiver Company) in combination with the variable CH_MC_RCVR_RCD (MC Receiver) in the **Key Element** fields. These variables are set up to hold the company and the number of the target record to which you are transferring the segment accumulator results.

Note: We discuss this page in detail in the *PeopleSoft Global Payroll PeopleBook.*

See "Defining Accumulators" (PeopleSoft Global Payroll).

Send Costs to GL CHE Page

Use the Send Costs to GL CHE page (GP_GL_PREPARE) to send costs to PeopleSoft General Ledger.

When you run the General Ledger process from this page, the system transfers accumulator results to the target record and company stored in the variables specified on the segment accumulator Level page and then sends the results to PeopleSoft General Ledger.

Navigation:

Global Payroll & Absence Mgmt > **Time and Labor / GL Costs** > **Send General Ledger Costs CHE** > **Send General Ledger Costs CHE**

Send Costs to GL CHE page

The fields on the General Ledger Run Control page for Switzerland are identical to those on the Send Costs to GL page in the Global Payroll core application.

See "Running the General Ledger Process and Sending Data" (PeopleSoft Global Payroll).

Managing Swiss Legal Attribute Records

This section discusses:

• Handling of Legal Attributes in Non-MC and MC Environments

• Legal Attributes with New Levels

Handling of Legal Attributes in Non-MC and MC Environments

PeopleSoft Global Payroll for Switzerland supports handling of employees for payroll calculations in two modes — Non-MC Environments and MC Environments.

In Non-MC Environments:

• Individual employee records are considered as a single legal entity

• Reference record and employee record have an one-to-one relationship

• Swiss attributes are assigned to a dedicated employee record

• Independent Payroll is generated for this legal entity per employee record

In MC Environments:

- There can be multiple employment records for a single employee / legal entity spanning several companies, and canton of work locations

- Unlimited number of employee records can be added

- Multiple employment records are mapped to a single reference record

- Reference Record and employee records have a one-to-many relationship

- The reference record acts as the unified single legal entity

- Swiss attributes are assigned to this unified single legal entity

- Payroll and ceilings are applied to the single legal entity

- Reference records are identified by the system and this controls prompting and defaults

Legal Attributes with New Levels

Page Name	Definition Name	Usage
Define Family Allow Data CHE Page	GPCH_CA_DATA	• Reference record in Level 0 indicates the most recent record and is displayed for information purposes only. • Reference record in Level 1 indicates reference record 'as of effective date'. • This determines prompting and defaults.
Maintain Source Tax Data CHE Page	GPCH_TX_DATA	• Reference record in Level 0 indicates the most recent record and is displayed for information purposes only. • Reference record in Level 1 indicates reference record 'as of effective date'. • This determines prompting and defaults.

Page Name	Definition Name	Usage
Maintain Social Insurance Data CHE Page	GPCH_SI_DATA	• Reference record in Level 0 indicates the most recent record and is displayed for information purposes only. • Reference record in Level 1 indicates reference record 'as of effective date'. • This determines prompting and defaults.
Accident Insurance Data CHE Page	GPCH_UV_DATA	Employee Record is assigned to each dedicated record in both MC and Non-MC Environments.
Add Other Insurance Data CHE Page	GPCH_SI_VARIANT	• Reference record in Level 0 indicates the most recent record and is displayed for information purposes only. • Reference record in Level 1 indicates reference record 'as of effective date'. • This determines prompting and defaults.
Pension Fund Data CHE Page	GPCH_PK_DATA	Employee Record is assigned to each dedicated record in both MC and Non-MC Environments
Maintain LAW Data CHE Page	GPCH_TX_LAW_DATA	• Reference record in Level 0 indicates the most recent record and is displayed for information purposes only. • Reference record in Level 1 indicates reference record 'as of effective date'. • This determines prompting and defaults.
Override Tax Statement CHE Page	GPCH_IF_TX07	Reference record in Level 0 indicates the most recent record and is displayed for information purposes only.

Page Name	*Definition Name*	*Usage*
Define EO Payment CHE Page	GPCH_EO_CALC	• Reference record in Level 0 indicates the most recent record and is displayed for information purposes only. • Reference record in Level 1 indicates reference record 'as of effective date'. • This determines prompting and defaults.
Define EO Payment Override CHE Page	GPCH_EO_RETRO	• Reference record in Level 0 indicates the most recent record and is displayed for information purposes only. • Reference record in Level 1 indicates reference record 'as of effective date'. • This determines prompting and defaults.
Maternity Leave CHE Page	GPCH_AB_EE_MATERN	• Reference record in Level 0 indicates the most recent record and is displayed for information purposes only. • Reference record in Level 1 indicates reference record 'as of effective date'. • This determines prompting and defaults.
Define Payee Data CHE Page	GPCH_AL_EMPLMNT	• Reference record in Level 0 indicates the most recent record and is displayed for information purposes only. • Reference record in Level 1 indicates reference record 'as of effective date'. • This determines prompting and defaults.

Chapter 19

Processing Swissdec by Dashboard

Understanding ELM and eGovernment for Global Payroll for Switzerland

This section discusses:

- eGovernment Overview

- eGovernment Reporting

- Additional XML Reporting

- Managing Governmental Data

eGovernment Overview

Swiss eGovernment, or ELM (einheitliches Lohnmeldeverfahren), is the secure electronic transmission of salary declaration for social insurance, taxation and statistical reporting.

Increasing demand for electronically submitted data is currently spreading across Europe. Approximately 300,000 companies operating in Switzerland report information relating to social insurance registration, taxation, and statistical data to government agencies and insurance providers. An estimated 90 percent of all salary-related information is already in electronic form. In Switzerland SUVA, Swissdec, and other Swiss social insurance and software providers have been working together to define an XML-based electronic submission standard under the umbrella project initiative called Lohnstandard-CH.

eGovernment Reporting

Delivered eGovernment functionality enables you to run year end and monthly legal reporting using a single dashboard, simplifying the process. Governmental data is taken from the existing set of legal reports and stored in separate XML records.

eGovernment creates the ELM records using the following reports:

- GPCHSI07 - UV Yearly.

- GPCHSI08 - AHV Year and NON AHV/ALV.

- GPCHSI8X – AHV E(M)A

- GPCH_AE_TX07 - Tax Statement.

- GPCHAL5X - FAK Yearly.

- GPCH_AE_INS - BVG Pension, KTG Health, and UVGZ Additional Accident insurance.

- GPCHST2X – BFS Salary Statistics

- GPCHTX2X – Source Tax.

Additional XML Reporting

Besides the year end and monthly processes that create the XML according to the ELM Swissdec format, we included these XML reports that can also be processed using the dashboard:

- GPCHTX01 - Source Tax Year for GE.

- GPCHAL4X – FAK_CAF monthly for Ausgleichskasse Banken and Ausgleichskasse Versicherungen (Pool Inside).

- GPCHAL5X – FAK_CAF YearToDate as of eAHV format (e.g. Pools Globaz and IGAKIS).

- GPCHEOX1 – EO_APG Military service for Ausgleichskasse Banken and Ausgleichskasse Versicherungen (Pool Inside).

- GPCHAL8X – XML Audit

- GPCHB2X – Bank Transfer format ISO 20022

Managing Governmental Data

By selectively processing eGovernment reports you can breakup data reporting and submission in discrete parts as necessary. For example, consider an organization with four entities of varying sizes: one large and three smaller entities. You may choose to process data from the large entity separately from the other three, which may then be processed together as a group. The data for all four entities may then be sent to the government in two transmissions.

Managing Governmental Data
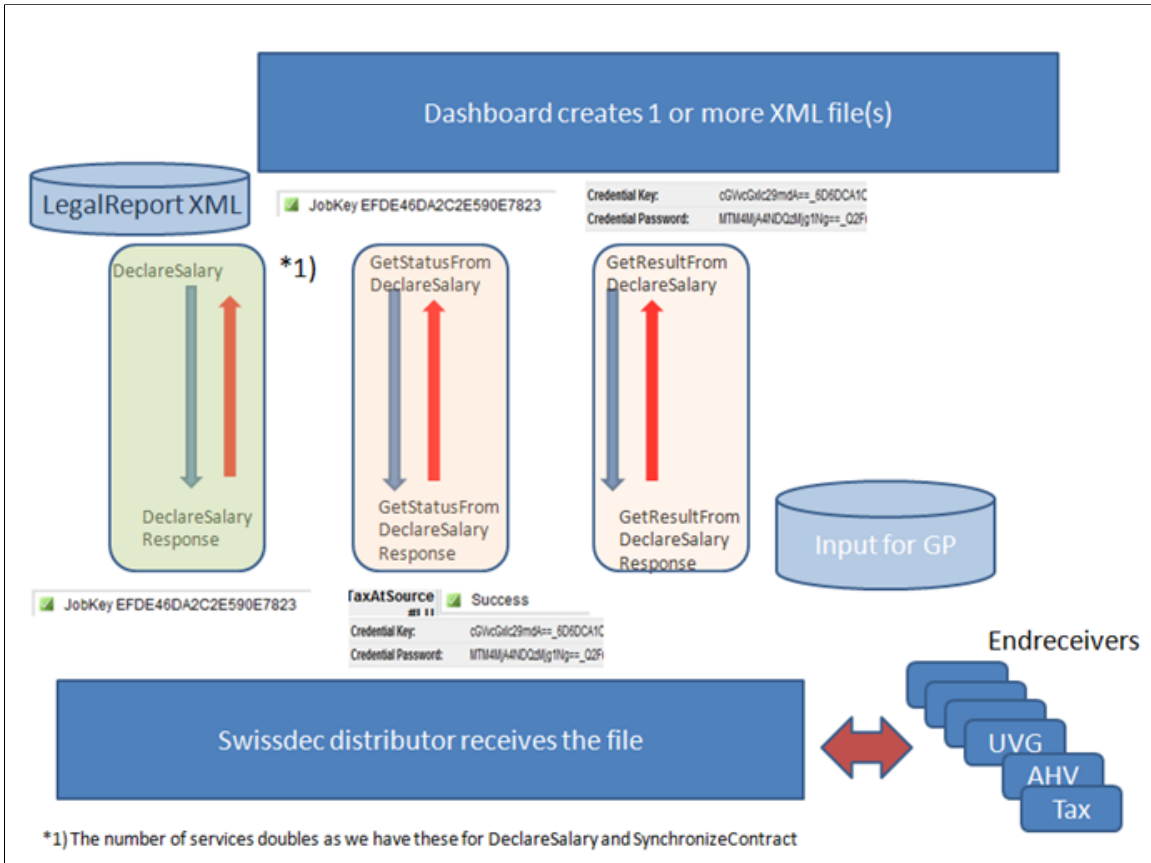
ELM Year End processes (AHV_AVS, BFS_OFS, FAK_CAF, UVG_LAA, UVGZ_LAAC, KTG_AMC, LAW_CDS, BVG_LPP) can be run as single domain or combined. Yearly process for Source Tax GE (ISEL) and all monthly processes (incl. source tax Swissdec) need to run in a single domain. The dashboard includes a group of pages called Prepare Files and Process Files. This is where you can select a previously defined domain set to run the defined reports all at the same time for domains defined in the selected domain set and only for providers within the domains, which are mapped on the company level.

Generating and Managing Dashboard XML

This topic provides an overview on dashboard processing.

Pages Used to Generate and Manage Dashboard XML

Page Name	Definition Name	Usage
Prepare Files Page	GPCH_EG_RSTATUS	Run a set of reports based on a previously defined domain. The system generate XML only for providers within the domain, which are mapped on the company level.

Page Name	Definition Name	Usage
Process Files Page	GPCH_EG_FSTATUS	View the files that were processed in the run. From this page you can also validate, save, or ping the receiver's WebServer and send the file.
Transmit Options Page	GPCH_EG_SEND_OPTN	Select the options that you want to use to transmit or save the file.
Ping/Interop Details Page	GPCH_EG_PING_INTER	Send an XML message to the distributor.
BI PUBLISHER/ViewGen Parameters Page	GPCH_EG_BI_PUBLISHER	Select the parameters that you want to use to run the report. You can also select the criteria by which you want the system to sort the information.
File Management Options Page	GPCH_FILE_PROCESS	Upload, Save, Delete and View Files. Optional as well further Process and Print by BI Publisher. See also Robust File Management.

Understanding Dashboard Processing

From a central dashboard, eGovernment allows you to control the year end and monthly reporting process. Using the dashboard you can Create and manage the XML, which is finally sent to the authorities.

Here is a graphical representation of how the system processes information from the dashboard:

GP Switzerland dashboard manages all XML based reporting with one framework. The following graphics provides an overviewon for all monthly and yearly XML created by dashboard. User starts Job GPCH_AE_XML which launches - depending on navigation (monthly or yearly) – in the backend jobs GPCH_MON or GPCH_ELM.

This example illustrates XML based reporting CHE.
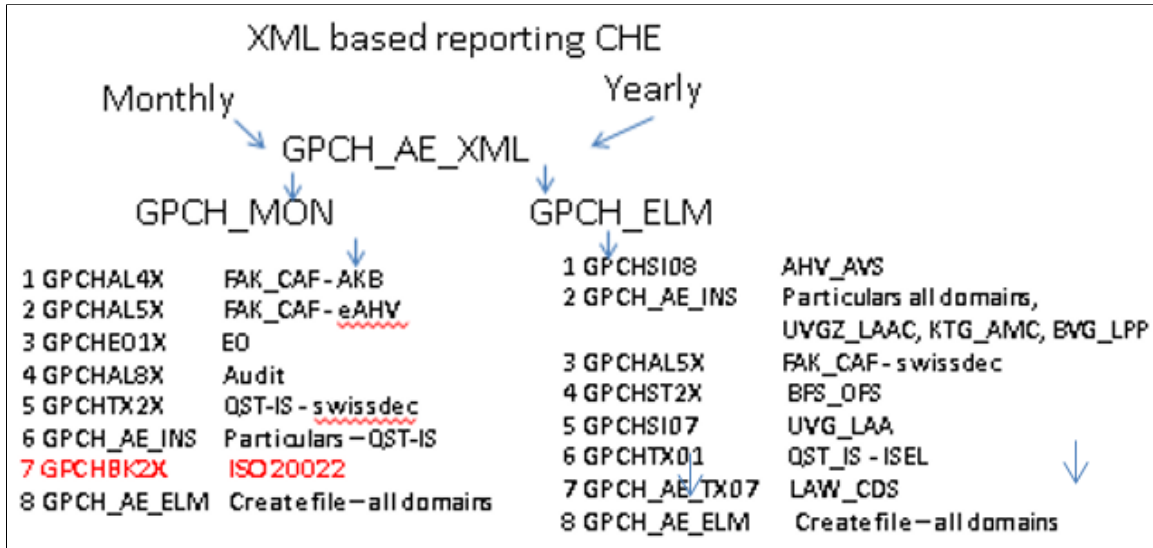
Graphical representation of how the system processes information from the dashboard
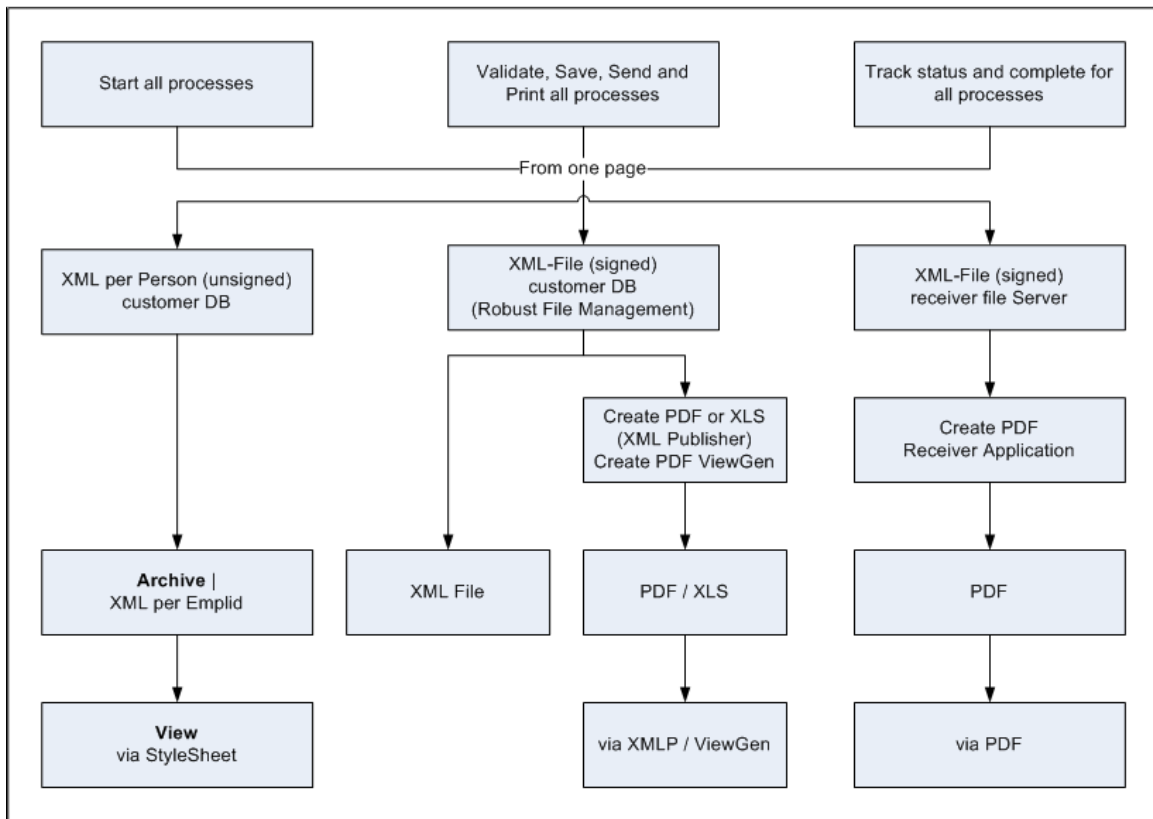
Prepare Files Page

Use the Prepare Files page (GPCH_EG_RSTATUS) to run a set of reports based on a previously defined domain.

The system generates XML only for providers within the domain, which are mapped on the company level.

Navigation:

Global Payroll & Absence Mgmt > **Authority Correspondence** >**XML based reporting CHE** > **Year End XML CHE** > **Prepare Files**

Navigation:

Global Payroll & Absence Mgmt > **Authority Correspondence** >**XML based reporting CHE** > **Monthly XML CHE** > **Prepare Files**

Prepare Files page (1 of 2)

Prepare Files page (2 of 2)

Prepare files page (when the Navigation is Monthly)

Field or Control	Description
Apply context language	Print the report in the employee's language.
Pay Year	Enter the year for which you want to run the reports.
Company	Select the company for which you want to run the reports.
BVG Valid asOfDate	The system populates this field with the first day of the pay year +1 that you entered. It is used for the control of individual BVG_LPP processing.
Domain ID	Select the domain ID that you set up on the ELM Domain Setup CHE page. The system populates the values that you entered on the ELM Domain Setup CHE page in the fields below. **Note:** Prompt will only show domains of type 'Yearly'.
Delete	To delete this information, click the Delete button, then save and then enter domain ID again (same or other). **Note:** Delete will clean up all entries, whether the data was already sent to the authorities or not. By default, the delete button is not active. If inactive, delete button is hidden (till Image 17 just grey). You can activate it by setting the PowerUser parameter to 'Y' in the **Online Processing CHE page**.
Print Class	Only submitted for Monthly audit (see Chapter 31).
Dashboard Parameters	These fields describe the various parameters used to create the current file. This information is entered on the ELM Domain Setup CHE page and is populated when you select the domain ID (this entry is mandatory for GE ISEL).
Run	Dashboard processing follows the logic of payroll processing (starting with Image 17). It allows to run again as long as the file was not sent. Thus send will play the same role as finalize does in payroll processing. The Run button is greyed out if the file is sent (that isa Declaration ID has been filled in the second folder).

Report Sub Selection (when the Navigation selected is Yearly)

Using the fields in this group box selects only a subset of information, which means the entities need to be included in the processed domain.

Field or Control	Description
Provider Type	Select the type of provider for whom you want to create the XML Mandatory for ISO20022, if more than 1 homebank per company.
Provider Code	Select the provider for whom you want to create the XML. Mandatory for ISO20022, if more than 1 homebank per company.
EmplID (employee ID)	Select the ID(s) of the employee(s) for whom you want to create the XML
Company	Select the Company (only for GE ISEL XML, see Yearly).
Group List ID	Select a group for which you want to create XML. You create group lists on the Group List page (select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payee Groups, Group Lists, Group List). See also "Creating Group Lists" (PeopleSoft Absence Management).
Select Processes	
Type	Domains selected for this domain Always included: Identify and Write File Others depend on set definition
Report Status	The system displays the status of the report after the job has been run to completion.
Report Period	For Navigation Yearly it's always blank (display only)

Note: Once a user saves the page, the system creates a table suite for the dashboard. Setup information, like company address, domain attributes, and so on, have already been saved in XML format. When starting the job the process invokes all included legal processes, but only executes processes that are included in that domain set. The last step is an Application Engine process (GPCH_AE_ELM), which creates the final XML file. The system stores XML snippets for each person on the employee ID and domain level (GPCH_EG_PERSON). The system also stores provider totals as well as ready to go XML snippets on the provider and year level. All further viewing and reporting inside the dashboard uses the XML file as a source.

Report Sub Selection (when the Navigation selected is Monthly)

There are subtle differences to the filed when the Navigation is Monthly. The field descriptions for the Report Sub section when the Navigation is Monthly is given below:

Field or Control	Description
Provider Type	Select the type of provider for whom you want to create the XML Mandatory for ISO20022, if more than 1 homebank per company.
Provider Code	Select the provider for whom you want to create the XML. Mandatory for ISO20022, if more than 1 homebank per company.
EmplID (employee ID)	Select the ID(s) of the employee(s) for whom you want to create the XML
Company	Select the Company (only for GE ISEL XML, see Yearly).
Group List ID	Select a group for which you want to create XML. You create group lists on the Group List page (select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payee Groups, Group Lists, Group List). See also "Creating Group Lists" (PeopleSoft Absence Management).
Select Processes	
Type	Domains selected for this domain Always included: Identify and Write File Others depend on set definition
Report Status	The system displays the status of the report after the job has been run to completion.
Report Period	For Navigation Yearly it's always blank (display only)
Current Pay End Date	Defaults to the most recent open month end in the current year. Users can edit this field.

Field or Control	Description
New Period Run	This field is available, if the current period got finalized. Click to open the next period in this year. Validates for ISO20022 for existing Payment Prep and for others against Payr Run for this months

Note: Once a user saves the page, the system creates a table suite for the dashboard. Setup information, like company address, domain attributes, and so on, have already been saved in XML format. When starting the job the process invokes all included legal processes, but only executes processes that are included in that domain set. The last step is an Application Engine process (GPCH_AE_ELM), which creates the final XML file. The system stores XML snippets for each person on the employee ID and domain level (GPCH_EG_PERSON). The system also stores provider totals as well as ready to go XML snippets on the provider and year level. All further viewing and reporting inside the dashboard uses the XML file as a source.

Process Files Page

Use the Process Files page (GPCH_EG_FSTATUS) to view the files that were processed in the run.

From this page you can also validate, save, or ping the receiver's WebServer and send the file.

Navigation:

Global Payroll & Absence Mgmt > **Authority Correspondence** >**XML based reporting CHE** > **Year End XML CHE** > **Process Files**

Or

Navigation:

Global Payroll & Absence Mgmt > **Authority Correspondence** >**XML based reporting CHE** > **Monthly XML CHE** > **Process Files**

Process Files page
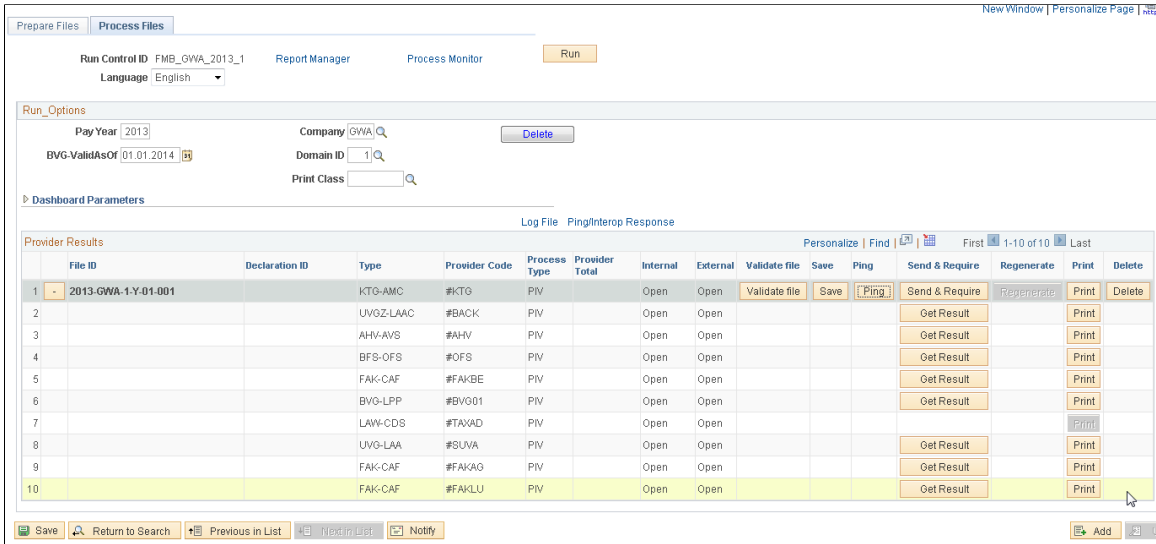
From this page you can validate, print, save, or send the file. Further you can print (via ViewGen a/o BI Publisher) , or ping the receiver's WebServer

Field or Control	Description
Log File	Link to internal log – only available after validation.
Ping/Interop Response	Link to Ping/Inter Response – only available after Ping/ Interop.
+/-	Explode or collapse receiver list for this file.
File ID	File ID created as combination of Year-Company-DomainSet-PeriodOption-Period-SerialNumber. In the XML we additionally append the time stamp to File ID.
Declaration ID	The Swissdec distributor returns the Declaration ID. Once the file is sent, the Declaration ID will be shown here.
Type	Lists the domain type of receivers addressed by this domain set.
Provider Code	Lists the receivers addressed by this domain set.
Process Type	Shows the assigned Process type (EIV or PIV). For Swissdec, PIV is mandatory (will set distributor to true).
Provider Total	Currently not supported.

Field or Control	Description
Internal	Displays status of the Internal processing (status of creation and validation).
External	Displays status of the external processing (status of send & response).
Validate File	Click to identify any validation errors (against the related XSD provided by authorities). The system displays a message that tells you if the XML file validates (JAVA validation on XSD) and lists all validation errors, if any.
Save	The Save button will guide you to the Transmit Options page in Saving mode. The sub page File Management option gives you the options to save the data in test mode, as a signed file and or as encrypted file. For ISO 20022 Transmit Options page is skipped and it directly navigates to File management options. For all domains (but requested for ISO 20022): For restricted access to XML see Parameter "Security" in Online Processing Options CHE. **Note:** By default, Test option is inactive and Encrypt is active. Sign option follows the setup default. To override this option, set the PowerUser parameter to 'Y' in the Online Processing Setup CHE page.
Ping	Click the Ping button to confirm that connection to the Swissdec distributor is active and Interop button to perform an operability check. The system displays the Ping / Interop details page where you can choose either **Ping** or **Interoperability.**
Send&Request	If you selected the PIV (Prozess Integriertes Verfahren) transmission method on the Providers page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Providers CHE, Providers), the system displays the Send&Request button. The Send&Request button will guide you to the Transmit Options page in Transmission mode. The sub page gives you the options to send the data in test mode, as a signed file and or as an encrypted file.

Field or Control	*Description*
Regenerate	If the files were sent already with success, click the Complete Flag in the 'Review files' folder. This will grey out the Send button and activate the Regenerate button. Click this button to regenerate the file. This creates new generations of the files, appending the ID numbers with sequence numbers (_n) to identify the generation. You can now send the files again. Internally, the files will have new request IDs and the request IDs that preceded them. Using this information, the receiver can identify the files as replacements for the files that were sent previously. Per Definition this feature is only available for PIV mode.
Print	Click to view the file you generated. In this page, you can compare 2 XML files using XSLT processing. The system displays the information in a separate browser window using the BI Publisher or Swissdec ViewGen. ViewGen is available for all Swissdec domains (except BVG_LPP). BI Publisher provides output for internal usage for all domains.
Delete	Will delete this file, but not the other files for this domain set.

Transmit Options Page

Use the Transmit Options page (GPCH_EG_SEND_OPTN) to select the options that you want to use to transmit or save the file.

To view the internal and external log files and response from the receiver's Web Service.

To compare or import data included in responses from the receiver's WebService.

Process flow DeclareSalary - GetStatus - GetResult
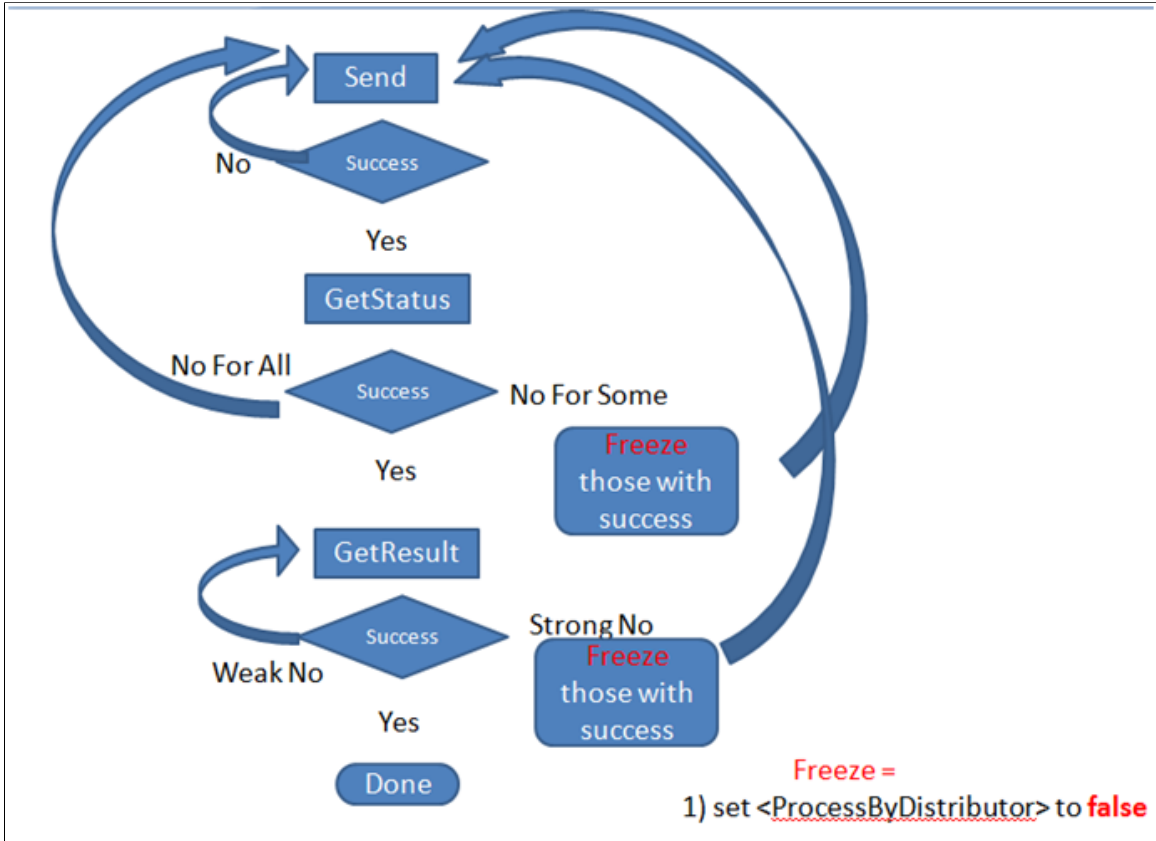
Navigation:

Click the **Send & Require** or the **Save** button on the Process Files page.

Transmit Options page

Field or Control	Description
Company	Current Company.
Pay Year	Current Year.
Domain ID	Current Domain Set.
File ID	Current File ID.
Provider Code	Current Provider.
Jobkey	Jobkey returned by distributor for DeclareSalary and Synchronize Contract.
Provider Type	Type of current Provider.
Declaration ID	Declaration ID returned by distributor.

Field or Control	*Description*
Sign File	By default the system makes this check box unavailable for use. If the *PowerUser* parameter is set to *Yes* in the online properties, the system enables this check box. Deselect this check box to create an unsigned file. For Swissdec, it's mandatory to sign. For non Swissdec XML, uncheck the sign.
Compress File	Currently, this feature is not supported.
Encrypt File	Select this check box encrypt the file. Selecting this option will cause the encrypt mode to be different from the standard setting for the provider.
Test Mode	By default the system makes this check box unavailable for the user. If the *PowerUser* parameter is set to *Yes* in the online properties, the system enables this check box. Selecting this check box creates the XML with a Test Tag that informs the receiver that this file is only sent for testing purposes.
Request For	
Send line	
Check box	If checked, the OK will save or send (depending on entry mode) the file = Service DeclareSalary / Synchronize Contract.. After file has been sent, the response will automatically popup as PDF via BI Publisher.
Text	Status of send (open, error, success).
ELM Request	Link to unsigned source XML (via File management subpage).
ELM Response	Link to decrypted response XML (via File management subpage).
Printview	Displays decrypted response as PDF via BI Publisher – same as the one that automatically pops up after send.
GetStatus line*(Only available for PIV)*	
Check box	If checked, the OK will send the GetStatus Request . After file has been sent, the response will automatically popup as PDF via BI Publisher.
Text	Status of send (open, error, success).

Field or Control	Description
ELM Request	Link to unsigned source XML (via File management subpage).
ELM Response	Link to decrypted response XML (via File management subpage).
Printview	Displays decrypted response as PDF via BI Publisher – same as the one that automatically pops up after send GetStatus.
Complete	Active, if completion possible or required.
Text	Status of Completion.
GetResult line*(Only available for PIV)*	
Check box	If checked, the OK will send the GetResult Request . After file has been sent, the response will automatically popup as PDF via BI Publisher.
Text	Status of send (open, error, success).
ELM Request	Link to unsigned source XML (via File management subpage).
ELM Response	Link to decrypted response XML (via File management subpage).
Printview	Displays decrypted response as PDF via BI Publisher – same as the one that automatically pops up after send GetResult.
Compare	Only for BVG_LPP. Compares response data with the data in current DB and shows the result in a PDF automatically called via BI Publisher.
Import	Only BVG_LPP and Source tax. Supports import of BVG_LPP deductions and Source tax changes.
Automated Completion	Only for BVG_LPP SynchronizeContctcomplete automatically.
Transmission Config File	Link to the config file with transmission parameters.
Internal Log File	Link to internal log.
External Log File	Link to external log.

Ping/Interop Details Page

Use the Ping/Interop details page (GPCH_EG_PING_INTER) to send an XML message to the distributor.

Navigation:

Click the **Ping** button on the Process Files page.

Ping/Interop details page

Field or Control	Description
Ping	Select this option to send a standard XML message to the distributor. If the connection is set up properly, you will receive the same message.
Interoperability	Select this option to send various test strings to the distributor so they can evaluate the response.

BI PUBLISHER/ViewGen Parameters Page

Use the BI PUBLISHER/ViewGen Parameters page (GPCH_EG_BI_PUBLISHER) to select the parameters that you want to use to run the report.

You can also select the criteria by which you want the system to sort the information.

ViewGen is a reporting Tool provided by Swissdec, which supports PDF creation, validation and some conversion on XML. This tool is embedded in GPCH dashboard and the recommended way to create legal reports the Swissdec certified domains. User needs to get hold of the Swissdec ViewGen zip and upload the same in Load Files CHE.

Plugin	Oracle Support
AhvFreeReport	Yes
AhvReport	Yes
FakReport	No
FakDetailedReport	Yes
KtgReport	Yes
Barcode	No
TaxAccountingReport	Yes
UvgReport	Yes
UvgzReport	Yes
Anonymizer	Yes
Validator	Yes
AhvProofOfInsuranceReport	Yes
StatisticReport.	Yes
QstReport	Yes
QstResultReport	Yes

Navigation:

Click the **View** button on the Process Files page.

BI Publisher/ViewGen Parameters page

Field or Control	*Description*
ViewGen	Select if you want to create output by ViewGen. Following ViewGen parameters are only active, if ViewGen is checked.
Run in Batch	Check in case creation of output will exceed time limit for online transactions (standard setting = 5 minutes). When run in batch mode a message will inform the user, that run got scheduled.

Field or Control	Description
Plugin Override	ViewGen supports more than 10 different plugins (see ViewGenReadMe.txt). The system fills the plugin by default. User can override the Plugin (e.g. for AHV Free Report, Validation only or to anonymize the XML)
Additional Parameters	Enter additional parameters. The following parameters get filled by default language: -l DE|FR|IT (default as of processing language) canton (for Source Tax only): -c XX (default as of processed canton) Beyond most used parameters are for ViewGen reports are: specimen: -w Creates wartermarked report Additionally for Tax Statement: Position of Address: -i LEFT|RIGHT (default is RIGHT) Third language English instead of Italian: -n (full list see ViewGen Readme)
Payee List ID	Select a Payee List to create an output for a subset of the generated XML. **Note:** Print by Payee List will restrict the XML itself to the selection. Thus user may take a backup of the full XML and restore the same after selective print.
Sort Criteria	ViewGen supports sort for Emplid, First Name, Language, Last Name and Residence Canton for 1 to 3 sort levels. **Note:** Print by Payee List will restrict the XML itself to the selection. Thus user may take a backup of the full XML and restore the same after selective print.
BI Publisher	Select if you want to create output by BI Publisher.
Language Code	Select the language that you wan to use for the reports. Supported languages are English, French, German, and Italian.
Output Format	Select either *PDF* or *XLS.*
Sub Selection	Select the sub selection mode that you want the system to use; either *By Emplid* or *By Group List.*
Empl ID and **Group List**	Depending on the option you selected in the Sub Section field, the system displays one or both group boxes.

Field or Control	Description
Sort Criteria	Select the preferred method in which you want the system to sort the data. Sort options include: *AHV-Nbr, Birthdate, Empl ID, Last Name,* and *First Name.*
AHV Report and ALV Report	These options are only available for the AHV_AVS report. Here you can choose, whether you want to the AHV_AVS yearly report or the AHV_AVS exempted report.
XSLT Processing	
XML Files	Select XML files you want to compare. Standard supports comparison of FAK_CAF YearToDate files.
XSLT Name	Select HTML object, which contains the XSLT to process the files assigned under the XML files. Standard provides the XSLT GPCH_XSLT_Compare.
XSLT Result	Link to File management Option Page to manage the result created by XSLT processing. See also <u>Robust File Management</u>.

Use these steps to generate the Swissdec standard domain XML (AHV_AVS, FAK_CAF, UVG_LAA, UVGZ_LAAC, KTG_AMC, BFS_OFS, LAW_CDS, Source Tax):

Step	Action	Navigation Path
1	Create a new provider for each Swissdec standard domain. Provider for Source Tax need to named like this #XX. Where XX is the 2 character Canton Code, e.g. #BE, #ZH etc.	**Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/ Insurance >Providers CHE**
2	Add the new provider you created in step 1 to a company.	**Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/ Insurance >Company SI Contributions CHE**
3	Create a new domain for Swissdec standard domain (1 for all or tailored to your company needs).	**Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/Insurance >ELM Domain Setup CHE**
4	Assign Swissdec standard domain attributes to employees.	**Global Payroll & Absence Mgmt >Payee Data >Taxes >Maintain Source Tax Data CHE**
5	Run the payroll for the company.	**Global Payroll & Absence Mgmt >Absence and Payroll Processing >Calculate Absence and Payroll**

Step	Action	Navigation Path
6	Prepare Dashboard for Swissdec standard domain.	**Global Payroll & Absence Mgmt** >**Authority Correspondence** >**XML based reporting CHE** >**Year End XML CHE (or Monthly XML CHE)** >**Prepare Files**
7	Click Run. Then check the Process Monitor to make sure the process runs to success.	**Global Payroll & Absence Mgmt** >**Authority Correspondence** >**XML based reporting CHE** >**Year End XML CHE (or Monthly XML CHE)**
8	Validate the created file.	**Global Payroll & Absence Mgmt** >**Authority Correspondence** >**XML based reporting CHE** >**Year End XML CHE (or Monthly XML CHE)**
9	Review results.	**Global Payroll & Absence Mgmt** >**Authority Correspondence** >**XML based reporting CHE** >**Year End XML CHE (or Monthly XML CHE)** >**Process Files** Print View (for all Swissdec domains besides BVG_LPP and BFS_OFS preferred usage is ViewGen).
10	Send File to Swissdec distributor. For PIV: use Send button For EIV: use Save button Save file to a directory of your choice and Upload to Swissdec distributor using EIV Portal	**Global Payroll & Absence Mgmt** >**Authority Correspondence** >**XML based reporting CHE** >**Yearly or Monthly** >**Process Files** See also <u>Robust File Management</u>.
11a	Review Response, for EIV.	Swissdec EIV Portal.
11b	Review Response and Complete for PIV.	**Global Payroll & Absence Mgmt** >**Authority Correspondence** >**XML Based Reporting CHE** >**Yearly or Monthly** >**Process Files** Send GetStatus Complete (if applicable) Send GetResult

Prepare FAK_CAF Setup for Verbandsausgleichskassen

In case a company reports to a "Verbandsausgleichskasse", it reports all cantons to this institution We support XML creation for multiple cantons with the same customer account. See Swissdec guidelines chapter 3.17.4 We use the XML creation with the ‚normal' setup (= 1 Provider for each canton) Now we identify the Mode 'Verbandausgleichskasse' by the existence of the Canton-/Provider Mapping in Canton The following setup triggers the creation of XML for Verbandsausgleichskassen.

Navigation:

Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Taxes >FAK/ SourceTax(Company) CHE >FAK/SourceTax(Company) CHE

FAK/SourceTax (Company) CHE page

Field or Control	Description
FAK Provider	Dummy Provider for 'Verbandsausgleichskasse' – not mapped in Company-Provider page.

Preparing XML File for FAK_CAF Monthly Processing (AK Banken and AK Versicherung)

Use the Prepare Files page (GPCH_EG_RSTATUS) for preparing XML file for FAK_CAF Monthly Processing (AK Banken and AK Versicherung).

Processed cantons get identified by the existence of the Canton-/Provider Mapping similar to the creation of XML for Verbandsausgleichskassen.

Navigation:

Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Taxes >FAK/ SourceTax(Company) CHE >FAK/SourceTax(Company) CHE

This example illustrates the fields and controls on the FAK/SourceTax (Company) CHE Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
FAK Provider	AKB Provider and this is the only mapped provider in Company-Provider page.

This example illustrates the fields and controls on the Provider Page.

Navigation:

Global Payroll & Absence Mgmt >Authority Correspondence >XML based reporting CHE >Monthly >Process Files

Process Files Page

XML for Ausgleichskasse Banken and AK Versicherungen needs to be created in a single domain. In this domain, FAK_CAF mode AKB was selected. This mode does not provide a certificate, therefore you need to deselect the **Sign** check box on the provider level. You need to create the file in EIV mode, as there is no integrated sending. Therefore, you must save the file to a directory of your choice and upload the file from there to the website provided by Ausgleichskasse Banken or Ausgleichskasse Versicherungenthe.

Note: Once you save the page, the system makes the period display only. If you run the process for a specific month, you can either rerun the process for the month or run the process for the next month. For both scenarios you need to select the **New Month Run** check box. The system provides a new field that you can use to enter a new date. If you select a new month, the system keeps the old data and switches to the next month. If you select the same date again, the system asks you to delete the current period before you continue. Once you run the process for a particular month, you can view history for the months from the Process Files page. Children without National ID are included in the resulting XML the TAG SV-AS-Number is filled like this "000.CHILD:KWG109" where KWG109 is the EMPLID.

See also Setting Up FAK_CAF Reports

Preparing XML File for FAK_CAF YearToDate Processing (eAHV)

Use the Prepare Files page (GPCH_EG_RSTATUS) for preparing XML File for FAK_CAF YearToDate Processing (eAHV).

Navigation:

Global Payroll & Absence Mgmt >Authority Correspondence > XML based reporting CHE >Monthly XML CHE >Prepare Files

Prepare Files

XML for eAHV needs to be created in a single domain. In this domain FAK_CAF mode eAHV is elected. It cannot run in a package with other processes. This mode does not provide a certificate, therefore you need to deselect the Sign check box on the provider level. You need to create the file in EIV mode, as there is no integrated sending. Therefore, you must save the file to a directory of your choice and upload the file from there to the website provided by the proposed receiver.

Further we need this provider as the only FAK_CAF provider in Company mapping with attribute 'All cantons'.

Provider Page

Note: Once you save the page, the system makes the period display only. If you run the process for a specific month, you can either rerun the process for the month or run the process for the next month. The New Month Run check box is only available after the current month got 'completed'.

Transmit Options

Completion is done in subpage Transmit Options by click the complete flag on line 'GetStatus'

This example illustrates the fields and controls on the Process Files page.

Once complete is executed the New Period flag will be active and time stamp of completion is filled under 'Declaration ID'. The system provides a new field that you can use to enter a new date. If you select a new month, the system keeps the old data and switches to the next month. If you select the same date again, the system asks you to delete the current period before you can continue. Once you run the process for a particular month, you can view history for the month from the Process Files page. Children without National ID are not included in the resulting XML and user finds a notification for such cases in the log file.

See also Setting Up FAK_CAF Reports

Preparing Source Tax XML Geneva (yearly = ISEL) — only supported until 31.12.2014

Use the Prepare Files page (GPCH_EG_RSTATUS) for preparing Source Tax XML Geneva.

Navigation:

Global Payroll & Absence Mgmt >**Authority Correspondence** > **XML based reporting CHE** >**Year End XML CHE** >**Prepare Files**

Access the Prepare Files page (Global Payroll & Absence Mgmt, Authority Correspondence, XML based reporting CHE, Year End XML CHE, Process Files).

Prepare Files page

Creating Yearly XML (GE Only)

Field or Control	Description
Provider Type and **Provider Code**	Select provider type QST-IS and the provider #GE to create the XML. These fields are mandatory.
Report Period	Defaults to Yearly (display only)

Note: The source tax XML needs to be created in a single domain. It cannot run in a package with other processes. The GE tax administrations does not provide a certificate, therefore you need to deselect the **Sign** check box on the provider level. You also need to create the file in EIV mode, as there is no integrated sending. Therefore, you must save the file to a directory of your choice and upload the file from there to the website provided by the Geneva (ISEL) tax administration.

Preparing XML ISO 20022

Use the Prepare Files page (GPCH_EG_RSTATUS) for preparing XML File for ISO 20022.

Preparing XML Audit

Use the Prepare Files page (GPCH_EG_RSTATUS) for preparing XML Audit.

Preparing XML EO for AKB

Use the Prepare Files page (GPCH_EG_RSTATUS) for preparing XML EO for AKB.

Related Links

Setting Up Swiss Banking
Year End Audit
Defining EO Payments and Corrections

Chapter 20

Generating Payslips and General Payroll Reports

Generating Payslips and General Reports

This topic provides an overview of payslips.

Pages Used to Generate Payslips and General Reports

Page Name	Definition Name	Usage
Payslip Options Page	GPCH_RC_AL01_1	Run the Payslip report for Global Payroll Switzerland.
Payslip Elem. View (payslip elements view) Page	GPCH_RC_AL01_2	Specify additional currencies used to print special earnings.
View Online Payslip CHE Page	GPCH_RP_INQ_PYSLIP	View the Swiss version of the online payslip.
"Self Service Payslip Options Page" (PeopleSoft ePay)	GP_SS_PSLP_OPTIONS	Enable online payslip printing using the View Payslip self-service transaction, and enable mobile payslip access.
"Define List Set Page" (PeopleSoft Global Payroll)	GP_ELN_SET	Define elements and components, and sort order. For more information, see Assigning and Viewing Print Classes.
BESTA Employment Statistic CHE Page	GPCH_RC_ST01	Run the BESTA Employment Statistics report (GPCHST01.SQR). The Federal Office for Statistics requires all enterprises that employ people in Switzerland to indicate quarterly the employment numbers and a business outlook. This report satisfies that requirement. The SQR generates both a printed report and a file for electronic transfer.
Reconciliation Report CHE Page	GPCH_RC_AL02	Reconcile values from Payroll, Bank Transfer and GL Interface

Page Name	Definition Name	Usage
Pay Element Summary Month Page	GPCH_RC_AL08	Records the payroll process by defining all earnings and deductions for a specific month and the current year to date.

Understanding Payslips

Global Payroll for Switzerland enables you to generate and adapt payslips to meet your needs. You can also send a message (printed on the payslip) to an individual payee or to payees belonging to designated pay groups, locations, or departments.

The system generates an additional row per earning marked with an asterisk for the total of the retro results. Employee and pay summary data for the given month are printed in the header. This includes date of birth, starting date with the organization, location, department, religion, bank account details, currency in which the earnings are to be paid, and holiday entitlement for the remainder of the year. The run control for the payslip is a two-page component consisting of the Payslip Options page and the Payslip Element View page.

Global Payroll for Switzerland enables you to generate and adapt payslips to meet your needs. To support archiving and specific layout and printing needs, the design of the standard payslip supports the separation of data storage and data presentation.

In the first step the system creates an XML file and stores it in the GPCH_RP_AL10ONL record. A user can then view the XML file in their browser using the standard Stylesheet (XSL) GPCH_STYLE_KW1. Users can also create a PDF file from the XML and then print it.

Related Links
Global Payroll for Switzerland Reports: A to Z

Payslip Options Page

Use the Payslip Options page (GPCH_RC_AL01_1) to run the Payslip report for Global Payroll Switzerland.

Navigation:

Global Payroll & Absence Mgmt > **Payslips** > **Create/Print Payslips CHE** > **Payslip Options**

Payslip Options page

Note: Define the elements that you want to display in multiple currencies on your payslip. You may want to see the values of some elements (gross and net, for example) in a different currency. This is especially useful for organizations in countries participating in the EMU—you can display key amounts in both the local currency and the Euro.

Field or Control	Description
Language	Payslip supports these languages: English, French, German, and Italian. For languages that are not supported, the system automatically uses the base language.
Apply Context Language	The payslip is printed in the language of the employee.
Multiple Payslips	Select to print payslips for more than one month in a single request. When you select this option, all fields on the page except **Print Class, Pay Entity, From Date, Current Pay End Date** and **EmplID** are hidden. Enter the from date and the current pay end date and select the employees for whom you want to print the payslips. **Note:** When you select this option you cannot create new payslips. You can only print payslips that have been previously generated.

Field or Control	Description
Print Class	Select a print class. The system includes two standard print classes, although you can create your own.
Currency Code	Select the currency in which to print the payslip. The system performs a currency conversion in case the processing currency isn't the specified currency.
Sort Criteria	Select sort criteria. Values include *Canton, Company, Deptid* (department ID), *Empid* (employee ID), *Location, Name,* and *PayGroup.*
Print Only, Interface Only, and **Print & Interface**	The **Print Only** option always uses the interface record as its source. Select the **Print Only** option if the report has already been run with either the **Interface Only** or the **Interface & Print** option selected. The **Print Option** creates PDF output. The **Interface Only** option creates only an interface record that stores the data as XML
Regenerate Interface	Select to regenerate the interface. When you run the payslip with the **Interface Option** selected, the process compares timestamps of the payroll (GP_PYE _SEG_STAT) and the Interface record. If the timestamps are identical, the system does not generate a new version. If you need a new version due to a change on the setup for earning description or message generation, you can force the regeneration, even if no payroll happened in between (as long as the period isn't finalized).
Final	Select to finalize the pay period. Once the period is finalized, you cannot change it any longer. The payslip is frozen.
Print Vacation Details	Select to print vacation details in the upper right corner of the payslip.
Print Time Stamp	Select to print the timestamp of the generation in the footer of the payslip.

To create the Swiss version of the online payslip follow these steps:

1. Click Run.

   The system displays the Process Scheduler Request page.

2. Select the **Payslip Delta** check box.

3. Click OK.

Note: Selecting the Online Payslip CHE job check box on the Process Scheduler Request page creates the same PDF as PDF Delta SQR. The system, however, uses a GP Core process to create the online payslip and the mobile payslip (if both were enabled during ePay setup) and then makes it available for self service and mobile access.

This is an example of how to set up the Self Service Payslip Options for Global Payroll for Switzerland

The default URL to determine the location of the PDF (FTP or attachment) is set to *GP_SS_PSLP_ATTACH* to store the generated PDF files as an attachment in the database.

For more information, see the product documentation for the "Self Service Payslip Options Page" (PeopleSoft ePay).

View Online Payslip CHE Page

Use the View Online Payslip CHE page (GPCH_RP_INQ_PYSLIP) to view the Swiss version of the online payslip.

Navigation:

Global Payroll & Absence Mgmt > **Payslips** > **View Online Payslip CHE** > **View Online Payslip CHE**

View Online Payslip CHE

View Online Payslip CHE

Mr
Bosshard, Peter
Bahnhofplatz 2
6002 Luzern   Telephone
                                              Telefax

KWG101-0

Pay Slip : January 2008

	Factor/Base	Unit/%	Amount	Sum
Monthly Salary			23'333.33	
Gross				**23'333.33**
AHV-Contribution EE	23'333.33	5.0500	1'178.35-	
ALV-Contribution EE	19'200.00	1.0000	192.00-	
Legal Deductions				**1'370.35-**
Legal Net				**21'962.98**
KTG-Abzug Kategorie 2			158.20-	
Transfer amount			21'804.78	
Transfer amount				**21'804.78**

Related Links

"Global Payroll Overview" (PeopleSoft Global Payroll)

BESTA Employment Statistic CHE Page

Use the BESTA Employment Statistic CHE page (GPCH_RC_ST01) to run the BESTA Employment Statistics report (GPCHST01).

SQR). The Federal Office for Statistics requires all enterprises that employ people in Switzerland to indicate quarterly the employment numbers and a business outlook. This report satisfies that requirement. The SQR generates both a printed report and a file for electronic transfer.

Navigation:

Global Payroll & Absence Mgmt > **Authority Correspondence** > **BESTA Employment Statistic CHE** > **BESTA Employment Statistic CHE**

BESTA Employment Statistic CHE page

Field or Control	Description
Employment Supply/Demand	For each category of labor (Skilled, Trained, Unskilled) select the best description of the forecast of availability of employees in the next quarter. • *Demand:* This category requires more headcount. • *Balanced:* This category has enough headcount. • *Supply:* This category has extra headcount.
Employment Forecast	Select the best description of the employment prospect for the next three months.
Vacant positions	Enter the number of vacant positions.
Clerk	Enter the name of the person to be contacted by the Federal Office for Statistic.

Field or Control	Description
Phone	Enter the contact phone number of the person designated as clerk.
Branch of Company	Enter the branch that the contact person works in.
Latest Return Date	Enter the required return date as defined by the Federal Office for Statistic.

Note: The report will also include the BUR number from the Company Location CHE page.

Related Links
Rates Page

Reconciliation Report CHE Page

Use the Calc Reconciliation Report CHE page (GPCH_RC_AL02) to run the Calc Reconciliation Report.

Navigation:

Global Payroll & Absence Mgmt > **Absence & Payroll Processing** > **Reports** > **Reconciliation Report CHE**

Calc Reconciliation Report CHE page

Field or Control	Description
Run Parameter	Select either *Calendar Group* or *Pay Entity* (if you want to run the report for a single pay entity).

Field or Control	Description
Net Amount Retro Delta	Select the accumulator assigned in the process list as net payment.
Current Pay End Date	Enter the pay end date for reconciliation.
Calendar Group ID and Pay Entity	Depending on run parameter that you select, enter either the calendar group or the pay entity that you want to use to run the report.
Include Banking Compare	Select if you want to include the banking amounts.
Include GL Compare	Select if you want the GL amounts included. If you select this check box, select either *Compare by Account* or *Compare by PIN.*
Map PIN Num and Map Account	Depending on the mode you selected in the **Include GL Compare** field, the system displays either the **Map PIN Num** group box or the **Map Account** group box. Enter the PIN or the account that you want to use for the report. You can add multiple PINs or accounts by adding additional rows.
Reverse Sign	Select to compare amounts that need to be reversed. This process depends on the way the targeted interface handles credits and debits.

Pay Element Summary Month Page

Use the Pay El. Sum. Month (pay element summary month) page (GPCH_RC_AL08) to records the payroll process by defining all earnings and deductions for a specific month and the current year to date.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Reports** > **Pay Element Summary CHE** > **Pay El. Sum. Month**

Generating Payslips and General Payroll Reports   Chapter 20

Pay El. Sum. Month (pay element summary month) page

Note: To provide more detailed information about the reporting unit, select the Address tab. If any address is displayed on this page, the system displays it in the header of the report.

Field or Control	Description
Print Class	Select the print class that you want to use for your report
Current Pay End Date	Select the date to which you want to run the report within the year.
Pay Entity	Select the pay entity that you want to use for the report.
Set ID	if you want to select a department or location, you must first select a set ID.
Department	Select a department. If you use this field, you must also select a set ID.
Print Detail Report	Select this check box if you want the retro value displayed per retro month on the report.
Company	If you use pay entity as a legal entity, select the subset for the company

Creating General Ledger Reports

This topic discusses how to create general ledger reports.

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Pages Used to Create General Ledger Reports

Page Name	Definition Name	Usage
Create Accounting Voucher CHE Page	GPCH_RC_GL01	Lists General Ledger results by ChartField. You must run the pay run and GL processes from the Global Payroll core application before printing this report.
Create Reconciliation List CHE Page	GPCH_RC_GL02	Summarizes and groups General Ledger results per account.
Overpayment List CHE Page	GPCH_RC_AL06	Create a report that lists the overpayments that an employer has made to an employee. The term overpayments refers to payments made in addition to normal salary. The Overpayment List report displays employee ID, name, month and year that the overpayment was made, the amount, and the total overpayments. You must first have defined a pay entity.
Query Viewer Page	QUERY_VIEWER_SRCH	Query GL Interface data as of Global Payroll General Ledger data (GP_GL_DATA).

Create Accounting Voucher CHE Page

Use the Create Accounting Voucher CHE page (GPCH_RC_GL01) to lists General Ledger results by ChartField.

You must run the pay run and GL processes from the Global Payroll core application before printing this report.

Navigation:

Global Payroll & Absence Mgmt > **Time and Labor / GL Costs** > **Create Accounting Voucher CHE** > **Create Accounting Voucher CHE**

Create Accounting Voucher CHE

Field or Control	Description
Accounting Date	Enter the date that you want the system to use to list general ledger results by ChartField.
Pay Entity	Select the pay entity that you want the system to use to list general ledger results by ChartField.
Journal Template	Select the journal template that you want the system to use to list general ledger results by ChartField.
Business Unit	Select the business unit that you want the system to use to list general ledger results by ChartField.
General Ledger Unit	Select the general ledger unit that you want the system to use to list general ledger results by ChartField.

Create Reconciliation List CHE Page

Use the Create Reconciliation List CHE page (GPCH_RC_GL02) to summarizes and groups General Ledger results per account.

Navigation:

Global Payroll & Absence Mgmt > **Time and Labor / GL Costs** > **Create Reconciliation List CHE** > **Create Reconciliation List CHE**

Create Reconciliation List CHE page

Field or Control	Description
Accounting Date	Enter the date that you want the system to use to summarizes and group general ledger results.
Pay Entity	Select the pay entity that you want the system to use to summarizes and group general ledger results.
Journal Template	Select the journal template that you want the system to use to summarizes and group general ledger results.
Business Unit	Select the business unit that you want the system to use to summarizes and group general ledger results.
General Ledger Unit	Select the general ledger unit that you want the system to use to summarizes and group general ledger results.

Overpayment List CHE Page

Use the Overpayment List CHE page (GPCH_RC_AL06) to create a report that lists the overpayments that an employer has made to an employee.

The term overpayments refers to payments made in addition to normal salary. The Overpayment List report displays employee ID, name, month and year that the overpayment was made, the amount, and the total overpayments. You must first have defined a pay entity.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Reports** > **Overpayment List CHE** > **Overpayment List CHE**

Overpayment List CHE page

Field or Control	Description
As Of Date	Enter the period for which you want to generate an overpayment list.
Pay Entity	Select the pay entity for which you want to generate an overpayment list.

Query Viewer Page

Use the Query Viewer page (QUERY_VIEWER_SRCH) to query GL Interface data as of Global Payroll General Ledger data (GP_GL_DATA).

Navigation:

Reporting Tools > **Query** > **Query Viewer** > **Query Viewer**

In addition to running these reports, you can run these queries on GP_GL_DATA.

Query Name	Description	Usage (Mapping)	E1 / All
GPCH_CC_MAPPING	Map cost center to department.	Cost centers and departments.	E1
GPCH_ED_ACCOUNTS	Map earnings and deductions to account.	Earnings, deductions, and accounts.	All
GPCH_EE_MAP	Employee and cost center.	Employee, cost center, department.	E1 / All
GPCH_GL_ACC_DTL	Details per account.	Account details.	E1
GPCH_GL_E1CMP	E1 company balance.	Company totals (similar to Reconciliation List CHE).	E1
GPCH_GL_EMPLID	Employee details	Employee details.	E1

Query Name	Description	Usage (Mapping)	E1 / All
GPCH_GL_ERROR	Error for these employee IDs.	Employee IDs in error (either not in balance or not mapped to a cost center).	E1
GPCH_GL_LOHNART	Employee wage mapping.	Details for employee and earnings and deductions.	E1

Note: E1 = Using Interface to PeopleSoft One Financials.

Creating, Viewing, and Updating Online Tax Statements

This topic discusses how to create, view and update online tax statements.

Pages Used to Create, View and Update Online Tax Statements

Page Name	Definition Name	Usage
Tax Statement CHE Page	GPCH_RC_TX07	Create PDF files for tax statements (when the XML file was created through the dashboard).
	GPCH_LAW_DATA	Set attributes for LAW creation
Override Tax Statement CHE Page	GPCH_IF_TX07	View tax statements online.

Tax Statement CHE Page

Use the Tax Statement CHE page (GPCH_RC_TX07) to create PDF files for tax statements (when the XML file was created through the dashboard).

Navigation:

Global Payroll & Absence Mgmt > **Taxes** > **Tax Statement 2006 CHE** > **Tax Statement 2006 CHE**

Tax Statement 2006 CHE page

Field or Control	Description
Apply context language	Print in the employee's language.
Date Option	The regular mode is *Yearly Report.* You can, however, choose *Date Range.* This option is not supported for Print Only mode, however. If you select *Yearly Report,* the system displays the **Pay Year** field. If you select *Date Range,* the system displays the **From Date** ad **To Date** fields.
Pay Year	Enter the pay year.
From Date and **To Date**	Enter the date range for which you want to create a tax statement.
Pay Entity	Select the pay entity for which you want to create a tax statement.
Domain ID	Select the domain ID for which the XML was created.
SetID	Select a set ID if you only want to print statements for a certain department.

Field or Control	Description
Department	Select a department if you only want to print statements for a certain department. In this case you need to also select a set ID.
Issued Date	If you want to override the creation date in the Form field *I Ort Datum*, enter a date in this field. To do this should have already selected overrides in Sender Details on the company level. If you don't want to override, leave this field blank.
Run Type	Select *Print* (recommended). The *Interface* run type is used for testing purposes and the creation of special tax statement scenarios.
Split	This option is not supported for the *Print* run type. Depending on the expat status, the tax statement can be split by expat status periods. This option is used primarily for testing purposes and the creation of special tax statement scenarios.
Include Pending Calculations	This option is not supported for the *Print* run type. In Interface mode selecting this option would include pending calculations, not finalized periods. This option is primarily available to support testing.
Sort Criteria	Select the fields that you want the system to use to sort the data.
Company, Canton, and Empl ID	Select the company, canton, and employee IDs for the statement that you want to print.

Selecting the Print run type creates a PDF file using the current official form. The system retrieves data from the XML as created through the dashboard. A barcode is enabled. In case the text in lines 2.3, 4, 7, 13.1.2, 13.2.3, 14 or 15 exceeds the size of the form, the system creates an additional page, which displays unlimited text. The second page is confirmed by the tax administration as well.

Note: Use this run control only for the Print run type. The creation of Interface files must be done through the dashboard before you use the Print run control. You can also create the PDF using the Swissdec tool called *Viewgen* and ignore this mass print. You can select subsets here. To print and view single employee IDs, use the online view and update feature.

Override Tax Statement CHE Page

Use the Override Tax Statement CHE page (GPCH_IF_TX07) to view tax statements online.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Taxes** > **Override Tax Statement CHE** > **Override Tax Statement CHE**

Override Tax Statement CHE page

Peter Bosshard					Empl ID	KWG101			Reference Record	0

Tax Statements — Personalize | Find | | | First 1 of 1 Last

Begin Date	End Date	Company	Domain ID	Version	Status	Source Indicator	Details	View	Edit	
01/01/2011	12/31/2011	KW2		1	1 Open	System	Details	View	Edit	+ −

Click View.

The system displays the PDF file in your browser.

Maintain LAW Data 2006 CHE Page

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Taxes >Maintain LAW DATA 2006 CHE

Maintain LAW Data 2006 CHE page 1 of 3

Data	Messages	Expatriate

Peter Bosshard		Empl ID	KWG101	Reference Record	0

Definition — 1 of 1 — View All

Effective Date	01/01/2018	Reference Record	0	*Company	KW2	+ −
Canteen G	Always Check	Free Transportation F	Always Check			
Expenses 13.1.1	Default	Eff expenses expat 13.1.2	Always Check			
Canton		Statement A/B	Default			
Address Type	HOME	Print options	Print Always			
Remarks						

Field or Control	Description
Canteen G	Override Check box G. Values are: • Always • Default • Follow Accumulator • Never

Field or Control	Description
Free Transportation F	Override Check box F. Values are: • Always • Default • Follow Accumulator • Never
Expenses 13.1.1	Override Check box 13.1.1. Values are: • Always • Default • Follow Accumulator • Never
Expenses 13.1.2	Override Check box 13.1.2. Values are: • Always • Default • Follow Accumulator • Never
Canton	Override canton of residence
Statement A/B	Override tax statement / Pension Statement (default 'Tax'). Values are: • A • B • Default
Address type	Override source of address (default 'HOME')
Print Option	Override Check box G, Values are: • Always • Never • If not zero (default value)
Remarks	Track reason of override (not transferred to XML)

Maintain LAW Data 2006 CHE page 2 of 3

Field or Control	Description
Action	Add, suppress or update generated messages. Values are: • Additional • Do not process • override
Message Nbr	Prompts for existing messages (1 to 9001)
Message Text	Defaults to setup text, overwritable as of setup
Canton	Fills canton in message (e.g.in message 1)
From Date	Fills from date in message (e.g. in message 1)
Amount 1	Fills amount in message (e.g. in message 7)
Company	Fills company in message (e.g. in message 5)

Maintain LAW Data 2006 CHE page 3 of 3

Field or Control	Description
From date	Begin of Period to consider Status
To date	End of Period to consider Status
Status	Defines whether period is ignored or split. Values are: • Ignore • Split

Override Tax Statement CHE Page — Updating Tax Statements Online

Use the Override Tax Statement CHE page (GPCH_IF_TX07) to update Tax Statements online.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Taxes** > **Override Tax Statement CHE** > **Override Tax Statement CHE**

Override Tax Statement CHE page

To update the tax statement online:

1. Access the Override Tax Statement CHE page.

2. Select the **Add a new row** (+) button.

    The page should now have an additional row.

3. Click View and save the PDF file.

4. Click Edit.

    The system displays the Tax Statement Lump page (GPCH_IF_TX07_1). Use this page to change the
    Form ID that the system is using to create the PDF.

5. Click OK.

6. Click Edit.

    The PDF file displays as a form.

7. Update any values that you want to change.

8. Click Save.

Chapter 21

Performing Gross Calculations

Channels for Gross Input

This section discusses:

- Pages used to setup and use gross calculations.

- Types of earnings and proposed entry points.

Pages Used to Setup and Use Gross Calculations

Use these pages to setup gross calculations and use standard gross calculations.

Page Name	Object Name	Navigation	Usage
Compensation	Job_Data3	**Workforce Administration >Job Information >Job Data >Compensation**	Assign compensation
Element Assignment by Payee	GP_ED_PYE	**Global Payroll & Absence Mgmt >Payee Data >Assign Earnings and Deductions >Element Assignment By Payee**	Assign earnings and deductions for multiple periods.
One Time (Positive Input)	GP_PI_MNL_ERNDED	**Global Payroll & Absence Mgmt >Payee Data >Assign Earnings and Deductions >One Time (Positive Input)**	Assign the per calculation period.
Pension Interface Upload CHE	GPCH_RC_PK02	**Global Payroll & Absence Mgmt >Pension >Pension Interface Upload CHE**	Upload pension fund payments.
Request Overtime CHE	GPCH_OT_EVENTS	**Self Service >Payroll & Compensation >Request Overtime CHE**	Assign per Self Service
Absence Event Entry	GP_ABS_EVENT	**Global Payroll & Absence Management >Payee Data >Maintain Absences >Absence Event**	Enter payments coming from absences.

Page Name	Object Name	Navigation	Usage
Define Family Allow Data CHE	GPCH_CA_DATA	**Global Payroll & Absence Management** >**Payee Data** >**Define Family Allow Data CHE**	Enter family allowance payment data for individual employees.
Maintain Source Tax Data CHE	GPCH_TX_DATA	**Global Payroll & Absence Mgmt** >**Payee Data** >**Taxes** >**Maintain Source Tax Data CHE**	Enter and maintain source tax deduction information.

Types of Earnings and Proposed Entry Points

This table describes the different types of earnings that are used for gross inputs and the sample elements with which they are associated:

Earnings Types	Sample Elements
Assign Compensation	
Annual salary Monthly salary Appendage hourly salary	CH_ER_01000 ; 1000; C10000 CH_ER_13600
Assign From and To	
Meal compensation Representation expenses	CH_ER_40000 or CH_ER_40005
Assign Per Period	
Paid hours Gratification Children allowance manually	Payroll element CH_ER_14100 (Grati Gross) Payroll element CH_ER_14500 (Grati Net) Payroll element CH_ER_12500
Assign Per Self Service	
Absences full time worker Overtime monthly salary	Absences (see GP Core) CH_ER_13620 - Overtime 125 % (example, begin and end dates)

Earnings Types	Sample Elements
Interface from Absences	
Unpaid vacation Salary shortage in days	CH_AB_U090 CH_AB_U010 Vacation whole day CH_AB_U500 Maternity
Interface from Pension	
	CH_PK_D10, CH_PK_D20 CH_PK_D30
Auto Generated	
Child allowances Source tax EO-Compensation All Social Insurance deductions	CH_CA_B00 CH_CA_C00 CH_CA_E00 CH_TX_D11 CH_TX_D12 CH_TX_D31

13th Month Payments

This section discusses:

• Earnings codes.

• Eligibility, pay out events, and calculation.

Earnings Codes

13th month payments can be configured yearly or half-yearly. In cases where there is a termination or mid-year hire, the system automatically prorates the earnings amount. The calculation is based on an accumulator. In addition, the system provides a monthly earnings code, which can be used to charge the arrears to your general ledger.

Here are the two new earnings codes:

Earnings	Code	Description
13th month arrears	1200A	Used for general ledger
13th month salary	1200B	Money to the employee

Eligibility, Pay Out Events, and Calculation

The calculation of 13th month payment might be very specific for each branch and company within your organization. Therefore this feature is designed to be very flexible. It enables you to add your own logic in the customer exists that are provided. You can benefit from the framework and add your own logic without increasing the maintenance effort.

Eligibility

The system defines the eligibility to earn 13th month base pay per month in formula CH_ER_FOGCMTH. It is standard that all active employees are eligible for 13th month wages. To adjust eligibility, you can modify the custom exit formula CH_ER_CFOGCMTH.

Pay Out Events

The system defines the pay out event in formula CH_ER_FOGCPAY. It is standard for 13th month wages to be paid out in situations where there is a termination or in the December payroll. To adjust eligibility, you can modify the custom exit formula CH_ER_CFOGCPAY.

Calculation

The CH_ER_13B accumulator defines the earnings that contribute to the 13th month base pay. You can, however, add an employee's earnings to this accumulator. The 13th month wage amount is subject to social contributions and the source tax.

Hourly Payments

This section discusses:

- Overview of earnings for overtime payments.

- Earnings that use the rate from compensation for code C13600.

- Earnings that use the rate from the job hourly rate.

- Earnings that use rate in the customer maintained overtime table.

- Earnings automatically derived for hourly payments

- Other hourly payments.

Overview of Earnings for Overtime Payments

We recommend that customers use the earnings that are described in this section for overtime payments. Swiss payroll provides samples that take the rate from the compensation, job or overtime setup. Furthermore, these earnings were setup to automatically create the mandatory additional earnings that compensate hourly workers for holidays and vacation. To adjust these earnings to the your needs, update the table with overtime pay rates and the two brackets that provide the percentage for holiday and vacation compensation.

Hourly payments chart for overtime pay rates, holiday compensation, and vacation compensation

Earnings that Use the Rate from Compensation for Code C13600

This section discusses:

- CH_ER_13600 – Hourly payment 1.

- CH_ER_13610 – Hourly payment 2.

- CH_ER_13601 – Hourly payment previous year

CH_ER_13600 – Hourly Payment 1

This table shows the earning, rate type, value, unit type, and value used for the CH_ER_13600 earnings:

Earning	Rate Type	Value	Unit Type	Value
CH_ER_13600 Rate * Unit	Rate Code	CH_ER_C13600 = HR: C13600	Earning/Deduction assignment	Manual entry

1. Calculation

   CH_ER_13600 is the standard earning to calculate hourly payments. The rate can be selected as Net-Rate or Gross-Rate. According to the options that you select, the percentages in the setup table need to be maintained as a rate that includes payment for vacation and holidays. Earnings CH_ER_14010 and CH_ER_14020 are calculated automatically. You can then add them to the salary or just generate them for informational purposes.

2. Source of value

    Hours come from units that are entered manually. The rate comes from rate code C13600 as provided
    in compensation on the employee level. You can override this rate manually.

3. Specifics

    By virtue of a court act from 2004, a person that is paid on an hourly basis can claim payments for
    vacation and holidays. By contract it is mandatory that these payments are specified. In case it's
    not obvious from the contract, the employee can claim these payments on top of the hourly rate.
    Therefore, it is necessary to display the components that are dedicated to this task. In the delivered
    DEMO version, the earnings and percentages are shown as net payments, which means they are added
    to the regular salary (accumulator CH_00_0).

CH_ER_13610 – Hourly Payment 2

This table shows the earning, rate type, value, unit type, and value used for the CH_ER_13610 earning:

Earning	Rate Type	Value	Unit Type	Value
CH_ER_13610 Rate * Unit	Rate Code	CH_ER_C13600 = HR: C13600	Positive input	Manual entry

Similar to CH_ER_13600, the CH_ER_13610 earning code can be used for exceptions and is managed
using positive input. CH_ER_13610 may also be used for a regular number of hours for each month and
for assignment on earnings and deductions.

CH_ER_13601 – Hourly Payment Previous Year

This table shows the earning, rate type, value, unit type, and value used for the CH_ER_13601 earning:

Earning	Rate Type	Value	Unit Type	Value
CH_ER_13601 Rate * Unit	Rate Code	CH_ER_C13600 = HR: C13600	Positive input	Manual entry

1. Calculation

    The standard earning to calculate hourly payments for the previous year. The rate can be selected as
    Net-Rate or Gross-Rate. According to the options you select, the percentages in the setup table need
    to be maintained as a rate that includes payment for vacation and holidays. Earnings CH_ER_14011
    and CH_ER_14021 are calculated automatically. You can then add them to the salary or just generate
    them for informational purposes.

2. Source of value

    Hours come from units that are entered manually. The rate comes from rate code C13600 as provided
    in compensation on the employee level. You can override this rate manually.

3. Specifics

See earning CH_ER_13600.

Earnings that use the Rate from the Job Hourly Rate

This section discuses these earnings:

- CH_ER_13620 – overtime 100 percent.

- CH_ER_13622 – overtime 125 percent.

- CH_ER_13624 – overtime 150 percent.

CH_ER_13620 – Overtime 100 Percent

This table shows the earning, rate type, value, unit type, and value used for the CH_ER_13620 earning:

Earning	Rate Type	Value	Unit Type	Value
CH_ER_13620 Rate * Unit	Formal	CH_ER_FO100 = SY. Hourly RT	Positive input	Manual entry

The rate uses the Hourly RT Global Payroll system element.

CH_ER_13622 – Overtime 125 Percent

This table shows the earning, rate type, value, unit type, and value used for the CH_ER_13622 earning:

Earning	Rate Type	Value	Unit Type	Value
CH_ER_13622 Rate * Unit	Variable	CH_ER_FO100 = SY. Hourly RT	Positive input	Manual entry

The rate uses the Hourly RT Global Payroll system element multiplied by 1.25 percent.

CH_ER_13624 – Overtime 150 Percent

This table shows the earning, rate type, value, unit type, and value used for the CH_ER_13624 earning:

Earning	Rate Type	Value	Unit Type	Value
CH_ER_13624 Rate * Unit	Variable	CH_ER_FO100 = SY. Hourly RT	Positive input	Manual entry

The rate uses the Hourly RT Global Payroll system element multiplied by 1.50 percent.

Earnings that use Rate in the Customer Maintained Overtime Table

This section discuses these earnings for vacation and holiday compensation:

- CH_ER_14010 – hourly vacation compensation.

- CH_ER_14011 – hourly vacation compensation (previous year).

- CH_ER_14020 – hourly holiday compensation.

- CH_ER_14021 – hourly holiday compensation (previous year).

CH_ER_14010 – Hourly Vacation Compensation

This table shows the earning, rate type, value, unit type, and value used for the CH_ER_14010 earning:

Earning	Rate Type	Value	Unit Type	Value
CH_ER_14010 Basis * %	Accumulator	CH_ER_8010	Formula	As of bracket.

1. Calculation

   Vacation compensation for hourly paid employees.

2. Source of value

   Base is accumulator CH_ER_8010, which accumulates hourly earnings. The standard uses CH_ER_13600 and CH_ER_13610. The percentage uses CH_ER_FO010, which provides a value based on age and the value in the standard bracket CH_ER_BR001. You can override these earnings and use a real vacation plan, however.

3. Specifics

   There is one vacation payment generated based on the sum of hourly earnings within the specified month.

CH_ER_14011 – Hourly Vacation Compensation (Previous Year)

This table shows the earning, rate type, value, unit type, and value used for the CH_ER_14011 earning:

Earning	Rate Type	Value	Unit Type	Value
CH_ER_14011 Basis * %	Accumulator	CH_ER_8010	Formula	As of bracket.

1. Calculation

   Vacation compensation for the previous year for hourly paid employees.

2. Source of value

The base uses accumulator CH_ER_8011, which accumulates hourly earnings for the previous year. The standard uses CH_ER_13601. The percentage uses CH_ER_FO011 which provides a value based on the previous year's age and the value in the standard bracket CH_ER_BR001. You can override these earnings and use a real vacation plan, however.

3. Specifics

    There is one vacation payment generated for the previous year based on the sum of hourly earnings for the previous year within the specified month.

Note: Depending on age (for previous year plus 1 year) the system assigns vacation entitlements of 20, 25 or 30 days. You can override this in the corresponding customer exit. You can also adjust percentages in cases where the compensation is paid additionally or already included in the payment for overtime earnings.

To make changes, access the Data page by selecting Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Data. Then select the CH_ER_BR001 element name (hourly vacation component)

CH_ER_14020 – Hourly Holiday Compensation

This table shows the earning, rate type, value, unit type, and value used for the CH_ER_14020 earning:

Earning	*Rate Type*	*Value*	*Unit Type*	*Value*
CH_ER_14020 Basis * %	Accumulator	CH_ER_8010	Formula	As of bracket.

1. Calculation

    Holiday compensation for hourly paid employees.

2. Source of value

    The base uses accumulator CH_ER_8010, which accumulates hourly earnings. The standard uses CH_ER_13600 and CH_ER_13610. The percentage uses CH_ER_FO022, which provides value based on the value in bracket CH_ER_BR002. You can override this by using a percentage for the real holiday schedule.

3. Specifics

    There is one holiday payment generated based on the sum of hourly earnings within the specified month.

CH_ER_14021 – Hourly Holiday Compensation (Previous Year)

This table shows the earning, rate type, value, unit type, and value used for the CH_ER_14021 earning:

Earning	Rate Type	Value	Unit Type	Value
CH_ER_14021 Basis * %	Accumulator	CH_ER_8010	Formula	As of bracket.

1. Calculation

   Holiday compensation for the previous year for hourly paid employees.

2. Source of value

   The base uses accumulator CH_ER_8011, which accumulates hourly earnings for the previous year. The standard uses CH_ER_13601. The percentage uses CH_ER_FO022 which provides a value based on the value in bracket CH_ER_BR002. You can override this by using a percentage for the real holiday schedule.

3. Specifics

   There is one holiday payment for the previous year that is generated based on the sum of hourly earnings for the previous year within the specified month

To make changes, access the Data page by selecting Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Data. Then select the CH_ER_BR002 element name (holiday premium hourly payment).

Earnings Automatically Derived for Hourly Payments

This section discusses the CH_ER_22000 earning which is used for certain overtime payments.

CH_ER_22000 – Overtime 125 % (GAV)

This table shows the earning, rate type, value, unit type, and value used for the CH_ER_22000 earning:

Earning	Rate Type	Value	Unit Type	Value
CH_ER_22000 Rate * Unit * %	Variable	CH_ER_FO030 = Overtime Pay Rate (Annual RT)	Positive input	Manual entry

The rate equals the overtime pay rate that appears on the Overtime CHE page, where the bracket entry (Annual Salary) equals the Annual RT Global Payroll system element.

Other Hourly Payments

There are more earnings provided that you can use to enter hourly payments. This earnings are in the range between 1000 and 9999 and are provided due to the Swissdec certification. Use these earnings to manually input data. They do not create any corresponding compensation, however.

Swissdec Earnings

All earnings as defined in the Swissdec guidelines are available within Global Payroll for Switzerland. Earnings are maintained according to the guidelines. You can use them for production without making any changes.

See also Beispiel eines Lohnartenstamms.

Net to Gross (Gross Up)

Global Payroll for Switzerland supports gross up calculations. It is not an iterative approach. It follows the formulas as provided by the former SUVA (document 1922.d).

Here are the pages you would access to make adjustments for gross up calculations:

Pages Used to make adjustments for gross up calculations

Page Name	Object Name	Usage
Payee Social Ins Data CHE Page	GPCH_SI_DATA	Set AHV and ALV status to 2.
Accumulator - Member Page	GP_ACCUMULATOR_3	Assign net earnings to accumulator CH_NE_02

Payee Social Ins Data CHE Page

Gross up for all earnings is triggered by assigning AHV and ALV a status of 2 – employer pays all on employees social insurance data. Then all contribution for AHV, ALV and UVG are grossed up. Gross up happens by default and the gross up amount is shown in generated earnings CH_NE_XXX.

Use the Maintain Social Ins Data CHE page (GPCH_SI_DATA) to Set AHV and ALV status to 2.

See the example here:

Navigation:

Global Payroll & Absence Mgmt >**Payee Data** >**Social Security/Insurance** >**Payee Social Insurance CHE** >**Payee Social Insurance CHE**

Maintain Social Ins Data CHE page

Accumulator - Member Page

Gross up for dedicated earnings is managed by assigning earnings to the CH_NE_02 accumulator. For testing you might just use the sample earnings CH_ER_15000 and CH_ER_14500. Based on the Swissdec certification of this module we provide the standard Gratuity earnings (1201) as a gross up earning. A limitation of using this earning is that it does not include source tax in the gross up.

Use the Accumulator - Member page (GP_ACCUMULATOR_3) to assign net earnings to accumulator CH_NE_02.

See example here:

Navigation:

Set Up HCM >**Product Related** >**Global Payroll & Absence Mgmt** >**Elements** >**Supporting Elements** >**Accumulators** >**Members**

Accumulator - Member page

Chapter 22

Employee Report Center

Understanding Employee Report Center

This section provides an overview of the Employee Report Center and discusses:

- Unemployment Reports

- Future Options

Note: Currently, the employee report center lists only the Unemployment Report.

More reports will be added for single employees. Future options consists of reports such as:

- Any Swissdec domain XML

- Pay Slip

- Pay Balance

- Tax Statement

Employee Report Center CHE Page

Use the Employee Report Center CHE Page (GPCH_UNEMP_DB) to access employee reports.

Navigation:

Global Payroll & Absence Mgmt >**Payee Data** > **Employee Report Center CHE**

Employee Report Center CHE Page
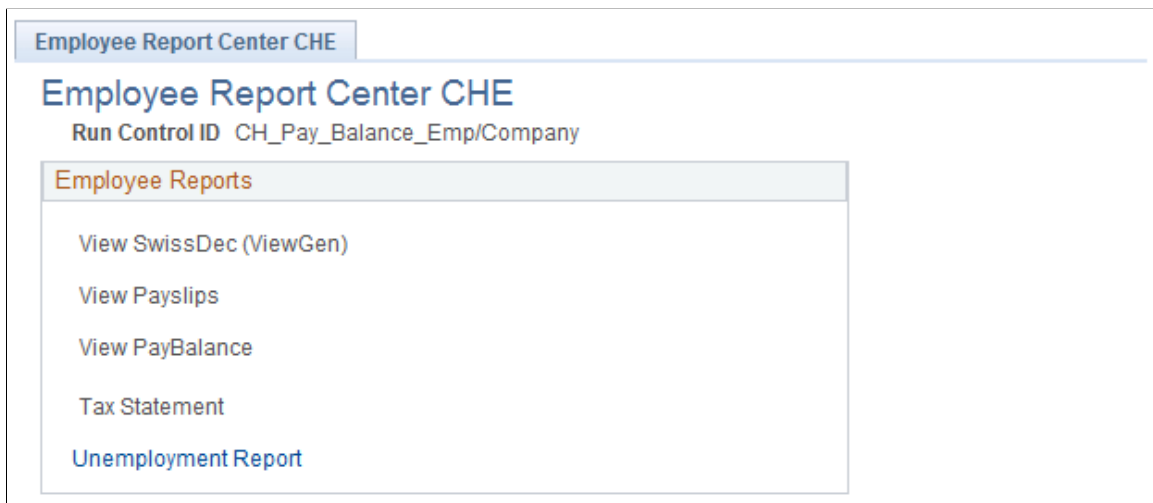
Unemployment Reports

This topic discusses how to setup and generate Unemployment Reports.

Pages Used to Set Up and Generate Unemployment Reports

Page Name	Object Name	Usage
Accumulator Name Page	GP_ACCUMULATOR	Map customer earnings to standard accumulators.
Unemployment Report CHE Page	GPCH_UNEMP_REP	Generate unemployment reports.

Unemployment Report CHE Page

Use the Unemployment Report CHE Page (GPCH_UNEMP_REP) to generate unemployment reports (Form 041 and Form 103).

Navigation:

Global Payroll & Absence Mgmt >**Payee Data** > **Employee Report Center CHE** >**Employee Reports** >**Unemployment Report** >**Unemployment Report CHE**

Unemployment Report CHE Page

The unemployment report is generated in the specified format. You have to manually enter additional data into blank fields.

Note: In order to enter / update additional data into the system generated report , the proposed format is RTF.

Unemployment Report Form 041

For Swissdec earnings, the required accumulator setup is provided. For customer earnings, the customer needs to maintain the required accumulators.

Field or Control	Description
CH_AL_L17_BN	Line17 BN
CH_AL_L17_MS	Line17 MS
CH_AL_L17_13	Line17 13
CH_AL_CODE1	Line19 Code1
CH_AL_CODE2	Line19 Code2
CH_AL_CODE3	Line19 Code3
CH_AL_CODE4	Line19 Code4
CH_AL_CODE5	Line19 Code5

Field or Control	Description
CH_AL_CODE6	Line19 Code6

Chapter 23

Understanding Error Messages

Delivered Error Messages for Switzerland

To assist you in calculating payrolls successfully, Global Payroll for Switzerland delivers predefined error messages that notify you of error conditions and data problems without interrupting the calculation process.

This section discusses:

• General error messages.

• Messages generated with the AHV report.

• Messages generated with other reports.

Note: All delivered messages are in message set 17055.

General Error Messages

This table lists general error messages:

Message Number	Text / Explanation	Type (Error or Warning)	Generated In	Expected Activity
1	No data for previous year available	W	No longer active.	This message is informational.
100	A file has been created for Calendar Group %1. Processed rows: %2.	W	No longer active.	This message is informational.
101	A test run has been executed for Calendar Group %1.	W	No longer active.	This message is informational.
102	A new calculation run has been executed for Calendar Group %1.	W	No longer active.	This message is informational.

Message Number	Text / Explanation	Type (Error or Warning)	Generated In	Expected Activity
103	A cancel run has been executed for Calendar Group %1.	W	No longer active.	This message is informational.
104	The Calendar Group %1 has been Finalized.	W	No longer active.	This message is informational.
105	The Cancel process has been successfully run.	W	No longer active.	This message is informational.
106	The Upload File process has been successfully run.	W	No longer active.	This message is informational.
1001	Earning for sequence %1 not assigned. Sequence number of dependent may be greater than assigned earning number for child allowance (GPCH_CA_EARNINGS). Reorganize the dependent assignment or increase the number of assigned earnings. Or, if sequence = '70', then the CH_TX_D31 is missing.	E	No longer active.	Supported number of children no longer depends on setup and is unlimited now. Assignment of source deduction for canton Vaud now independent of setup as well.

Message Number	Text / Explanation	Type (Error or Warning)	Generated In	Expected Activity
1002	Bank data missing. There is no bank data for the employee assigned.	W	Formula CH_EP_CHK_1002FF	No net pay distribution selection assigned to the employee. Clerk needs to add the net pay information (or inform the employee to add within self-service). Technical: Formula CH_EP_CHK_1002FF calls Array CH_BK_AR001, which checks existence of entries in GP_NET_DIST_DTL.
1003	Print control data missing. There are no print instructions for the Employee assigned. No payslip (and no Lohnausweis) will be printed.	W	No longer active.	Default for payslip print is now 'Print'. Print control of Tax Statement (Lohnausweis) is done through another control field.
1004	Company %1, pay entity %2 , legal entity %3 not in sync. Company, pay entity, and legal entity need to be in sync. Adjust either company or pay group.	W	Formula CH_EP_CHK_1002FF	There is a mismatch between company and pay entity. Clerk needs to assign the employee to a valid company / GP pay group combination. Technical: Company = system element; pay entity = system element; legal entity = variable according to the mapping defined in bracket CH_00_BLENTITY.

Message Number	Text / Explanation	Type (Error or Warning)	Generated In	Expected Activity
1005	FAK canton is missing. There is no FAK canton assigned. Check Location table for assigned Canton.	W	Formula CH_EP_CHK _1002FF	A valid canton for child allowance processing can't be identified. The canton is taken from Location table or from employee override. Clerk needs to assign either a Swiss location or enter an override on the Swiss Child Allowance page. Technical: Location _Tbl.State for the assigned location isn't a Swiss canton and no override on GPCH_ CA_DATA1 has been provided.
1006	TAX Canton missing. Employee is eligible for source tax. No tax canton is calculated. Check assignment in Source Tax Data table (GPCH_TX_DATA).	E	Formula CH_EP_CHK _1002FF	A valid canton for source tax processing can't be identified. The canton is taken from employee's source tax assignments or from the Location table if such an assignment doesn't exist. Clerk needs to assign either a Swiss location or enter an override on the Swiss Tax Data page.

Message Number	Text / Explanation	Type (Error or Warning)	Generated In	Expected Activity
1007	Source tax tariff %2 for canton %1 not found. Employee is eligible for source tax. Tariff code not found in Tariff table. Check assignment in the Source Tax Data table (GPCH_TX_DATA).	E	Formula CH_EP_CHK _1002FF	A source tax tariff assigned to an employee isn't valid for the processed period. Clerk needs to assign a valid source tax tariff. Technical: Payroll reads from table GPCH_ TX and GPCH_TX_ Rates using the tariff and canton assigned to the employee. If there is no entry found, the system generates an error. This happens most often when the canton changes, the valid tariff codes for the year change, and codes for the employee are not adjusted to the new codes.

Message Number	Text / Explanation	Type (Error or Warning)	Generated In	Expected Activity
1008	Seg %1, Per %2, and TER/HIR %3 not in sync. There are segmentation triggers that do not match hire, rehire, or termination triggers for Switzerland. Remove the segmentation triggers.	E	Formula CH_EP_CHK _1002FF	There are payroll segmentation triggers that do not match the three triggers defined for Swiss payroll (full segmentation events of HIR/TER or REH). Clerk needs to delete non-matching segmentation triggers (if the Release. 9 trigger cleanup feature does not remove the triggers). Technical: The only supported full segmentation triggers are Job events with an Action of HIR/TER or REH. Trigger setup needs to be reviewed.

Message Number	Text / Explanation	Type (Error or Warning)	Generated In	Expected Activity
1009	No matching hire date for pay entity %1 found. A hire date for the processed pay entity not found. An EmplID always needs a Job row with the Action HIR for any company / pay entity.	W	Formula CH_AL_HIR_TER	A valid hire within the company (or set of companies = legal entity) can't be identified. Clerk needs to check that the employee has a valid hire date. Technical: If a person moves from one legal entity to another, this needs to be done by means of a Termination and Hire / Rehire (on the same day if there is no gap between the termination and rehire). If such a change is entered with an Action other than Termination and Hire / Rehire, the payroll system will not find a valid hire within the new legal entity and will generate an error message.
1010	Taxable salary (LAW 1B) 0f %1 CHF exceeds limit of 2000 CHF for tariff %2	W	No longer active.	-

Message Number	Text / Explanation	Type (Error or Warning)	Generated In	Expected Activity
1011	Company change and EO entry as of %1 not in sync. In the event of a company change, the EO entry needs to be booked in the beginning of the service period.	W	Formula CH_EO_FO001	An employee was transferred to a new company (legal entity). However there is now an EO (military service) entry for the previous company. Thus the EO refund will go to the new company, which could be incorrect. Clerk needs to review the entry and adjust or substitute a corrective entry. Technical: EO entries are calculated in the period of Effdt (effective date), based on the attributes of the service date. The refund always goes to the company as of the effective dated entry. If a previous company can not be 'reached' by retro calculation (which is limited to a year), adjustments need to be entered manually.

Message Number	Text / Explanation	Type (Error or Warning)	Generated In	Expected Activity
1012	Payment for period %1 after termination as of %2.

There is a payment after termination. Please check to see whether the payment is allowed. | W | Formula CH_EP_CHK _1002FF | There is a payment after termination which may not be allowed.

Clerk needs to review the earnings of the employee and remove them if there is an invalid entry.

Technical: The set of 'invalid' earnings/ deductions after termination is stored in accumulator CH_ 00_90. If an earning/ deduction is included in this accumulator for an inactive employee, the system generates a warning. |
| 1013 | UV Status %2 and STD Hours %1 not in synch.

The UV Status is either '3' and standard hours are > 8 or the hours are < 8 and the status is in (0,1,2,4).

Check to see whether this is correct. | W | Formula CH_EP_CHK _1002FF | Accident insurance (UV) status is at odds with the number of assigned hours.

Clerk needs to check whether the UV status is correct.

Technical: Employees working less than 8 hours per week are not eligible for the standard accident insurance. However, it is a requirement that a clerk verify that employees should be excluded from insurance coverage; therefore, the system generates a warning message rather than changing the UV status. |

Message Number	Text / Explanation	Type (Error or Warning)	Generated In	Expected Activity
1014	Entry for AHV # is missing.

If AHV # is not yet known, you need to save the record with CHE and AHV without AHV number. However, the record itself must exist in the system. | W | Formula CH_EP_CHK _1002FF | There is no National ID assignment.

Clerk needs to verify and enter National ID if it has not been entered, or remind the employee to provide the National ID as soon as possible.

Technical: National ID is maintained in Pers _NID. It is expected that each employee has been assigned a National ID. |

Message Number	Text / Explanation	Type (Error or Warning)	Generated In	Expected Activity
1015	Earning/deduction not valid for canton %1. There is an earning/deduction assigned which is not valid for the indicated canton (for example, manual entries for GE child allowances).	W	Formula CH_EP_CHK1015	There are some legal earnings/deductions that can be granted only in specific cantons. The system generates warnings when these earnings or deductions are assigned to a person who is not in the canton. Technical: The system performs this check in the case of: • Manual corrections to the child allowance earning CH_CA_C%GE, which is valid only for employees who work or live in GE . • Manual corrections to the solidarity funds SH deduction CH_SO_M00, which is valid only for employees working in SH.
1016	Hours entered for previous year. Check child allowance. This month's calculation includes hours for previous year. Please check whether child allowance needs manual adjustment.	W	Formula CH_EP_CHK_1002FF	Earning shows hours for previous year. Clerk needs to check whether child allowances – which are based on worked / reported number of hours – are correct in previous year and in current year.

Message Number	Text / Explanation	Type (Error or Warning)	Generated In	Expected Activity
1017	Daily EO-Payment of %1 exceeds Salary per day of CHF %2. Number of days: %3. 65 % of gross payment * 1.3, which is about 85 %, is less than EO payment. Check whether amounts are correct.	W	Formula CH_EP_EO_CHK	EO payment might be higher than regular payment. Clerk should check whether employee is eligible to receive the delta paid out.
1018	An entry for LAW exists, but not for the current company. Add an entry for current company.	W	Formula CH_TX_FOLAWDATACH_TX_WAF07	There are LAW (old and/or new) overrides for the employee in the current year, but this override is not set for the current processed company. This can occur when there is a company change during the year and the clerk does not maintain the data. Clerk needs to enter an override for the current company.
1019	Sex 'Unknown' cannot be assigned.	E	Formula CH_EP_CHK_1002FF	The gender from PERS_DATA_EFFDT is 'Unknown'. The clerk needs to update the gender of the employee to 'Male' or 'Female'.
1020	Values retro mismatch, CH_00_72 = %1, CH_00_74 = %2, CH_MC_BKTRO = %3	W	Formula CH_BK_FO100	The clerk needs to review results for the employee, because retro mismatch (for example, retro termination or retro mid month change of hire/term) payment credential has been identified.

Message Number	Text / Explanation	Type (Error or Warning)	Generated In	Expected Activity
1021	Family Allowance paid, although last 12 months salary %1 is < CHF %2 and actual salary %3 < CHF %4.	W	Formula CH_EP_CHK _1002FF	The clerk needs to review results for the employee, because family allowance has been paid, although the salary for the past 12 months is less than the yearly limit and the actual salary is also less than the monthly limit.
1022	Old age exemption may apply. Salary is %1 Minimum is %2	W	Formula CH_EP_CHK _1002FF	The clerk needs to review the 'Apply Minimum AHV_AVS' flag for the employee, because old age exemption may apply.

Messages Generated with the AHV Report

This table lists messages generated within the AHV report GPCHS108:

Message Number	Text/Explanation	Type (Error or Warning)	Generated In	Expected Activity
1101	Begin or end date not available. Contribution period for terminated employee cannot be determined.	W	Formula CH_AH_WAF01 used for IK-File according to internal specifications.	There are payments reported for previous year, but there is no calculation history for the previous year. Clerk needs to review the payments. As payroll is already closed, clerk needs to report the AHV-number manually to the provider. Technical: A payment for previous year is supported only if the employee was either calculated in the previous year with this payroll or valid history data (GPCH_RP_SI07, ~SI08) was migrated.
1102	AHV number not valid. AHV number either does not exist or has an invalid format.	W	Interface/Reporting used for IK-File will expire with Swissdec solution.	There is no AHV number assigned. This error should have been reported earlier during the payroll run (see message 1014). Clerk needs to remind the employee to provide the National ID as soon as possible. As payroll is already closed, the clerk needs to report the AHV number manually to the provider.

Message Number	Text/Explanation	Type (Error or Warning)	Generated In	Expected Activity
1103	AHV Gross is negative.	W	Interface/reporting used for IK file will expire with Swissdec solution.	Provides additional information in the IK File that there is a negative payment. Clerk needs to check whether this is correct.
1104	Begin date of contribution period not available.	W	Interface/reporting used for IK file will expire with Swissdec solution.	This is a technical error that needs to be reviewed by customer development team.
1105	End date of contribution period not available.	W	Interface/reporting used for IK file will expire with Swissdec solution.	This is a technical error that needs to be reviewed by customer development team.

Messages Generated with Other Reports

This table lists messages generated with other Global Payroll for Switzerland reports:

Message Number	Text/Explanation	Type (Error or Warning)	Generated In	Expected Activity
1120	LAW Default Field GPCH_RP_AMOUNT40 %1	W	No longer active.	-
1121	LAW Default Field GPCH_RP_AMOUNT41 %1	W	No longer active.	-
1122	LAW Default Field GPCH_RP_AMOUNT42 %1	W	No longer active.	-
1123	LAW Default Field GPCH_RP_AMOUNT43 %1	W	No longer active. Report gpchal03. sqr. Tax Statement (Lohnausweis)	-

Message Number	Text/Explanation	Type (Error or Warning)	Generated In	Expected Activity
1124	LAW Default Field GPCH_RP_AMOUNT44 %1	W	No longer active. Report gpchal03. sqr. Tax Statement (Lohnausweis)	-
1125	LAW Default Field GPCH_RP_AMOUNT45 %1	W	No longer active. Report gpchal03. sqr. Tax Statement (Lohnausweis)	-
1126	LAW Default Field GPCH_RP_AMOUNT46 %1	W	No longer active. Report gpchal03. sqr. Tax Statement (Lohnausweis)	-
1127	LAW Default Field GPCH_RP_AMOUNT47 %1	W	No longer active. Report gpchal03. sqr. Tax Statement (Lohnausweis)	-
1128	LAW Default Field GPCH_RP_AMOUNT48 %11129 M LAW Default Field GPCH_RP_AMOUNT49 %1	W	No longer active. Report gpchal03. sqr. Tax Statement (Lohnausweis)	-
1130	Deleted File %1.	W	At function LoadFile () from application engine GPCH_BK_03.MAIN-Step04 At application engine GPCH_BK_03. MAIN- Step12	This message is informational.

Message Number	Text/Explanation	Type (Error or Warning)	Generated In	Expected Activity
1131	Failed to unzip file %1.	W	Component PeopleCode GPCH_LOAD_FILES.GBL. GPCH_DERIVED. GPCH_AL_LOAD _BTN.FieldChange At function Unzip () from application engine GPCH_BK_ 03 At method UnZip () from application package GPCH_ FILE_ATTACH. AttachmentFile At method CascadeUnzipFiles () from application package GPCH_ FILE_ATTACH. AttachmentFile	This message appears because it is not possible to upzip the bank definition file from the SIC website.
1132	Failed to get file %1 from site %2.	W	Application engine GPCH_BK_03	This message appears because the clerk is not able to download the bank definition file from the SIC website.
1133	File not found: %1.	W	Application engine GPCH_BK_03	This message appears because the bank definition file from the SIC website is not found.
1134	De	W	No longer active. Report GPCHBKX2. SQR	-
1135	ISO Invalid Character Replacement	W	No longer active. Report GPCHBKX2. SQR	-
1136	ISO Valid Characters	W	No longer active.	-

Message Number	Text/Explanation	Type (Error or Warning)	Generated In	Expected Activity
1137	Employee Location %1 not exists in Company Location Table	W	Formula CH FM E 17055 1137	Employee Location not found in the Company Location Table. The clerk needs to review the employee's location.

Chapter 24

Dashboard Reports Versus Classic Reports

Understanding Dashboard Reports Versus Classic Reports

For legal year end processing, Global Payroll for Switzerland provides a dashboard feature. The Swiss dashboard page combines the former legal reports and reports for new features like BVG_LPP, UVGZ_LAAC and KTG_AMC.

You can still run some of those reports using run control pages, however, these reports are no longer updated when changes occur for legal reasons. Therefore, it is our strong recommendation that you run those reports using the dashboard and use Swissdec ViewGen where applicable to create the reports.

To provide you with additional information for the transition phase where both options are still available, refer to the Comparison Table.

Related Links
Comparison Table

Comparison Table

This table displays the reports that are supported by the dashboard and run control pages that were used exclusively in past releases:

Source for all BI- and ViewGen-Dashboard-Reports is the XML, that we finally will send to the authorities. For such cases, where ViewGen-Report exists, only the ViewGen report is Swissdec certified and it's the strong recommendation to use the ViewGen Version only. Classic Reports retrieve the results direct from the database instead. In most cases we use classic reports to create the Input for final XML, which then get build by last AE step – GPCH_AE_ELM.

Program	Report	Classic	Domain Required	Dashboard	ViewGen	BI Publisher	Comments
AHV-AVS	AHV Year	No (> 9.1)	no	yes	yes	yes	*
AHV-AVS	AHV Free	No (> 9.1)	no	yes	yes	yes	
AHV-AVS	ProofOfInsurance	No	yes	yes	yes	no	
BFS-OFS	BESTA	yes	no	no			

Program	Report	Classic	Domain Required	Dashboard	ViewGen	BI Publisher	Comments
BFS-OFS	Salary Structure	no	yes	yes	yes	yes	BI Publisher 'just' a free format listing
BNK-BNQ	Bank ISO 20022	no	yes	yes	no	yes	BI Publisher 'just' a free format listing
BVG-LPP	Berechnungsliste	no	yes	yes	no	yes	
EO-APG	Interface to AKB	no	yes	yes	no	yes	Pool Inside
FAK-CAF	Swissdec	no	yes	yes	yes	yes	
FAK-CAF	AKB	no	yes	yes	no	yes	Pool Inside
FAK-CAF	eAHV	no	yes	yes	no	yes	Pool Globaz, IGAKIS
FAK-CAF	PDF monthly	yes	no	no			All cantons
FAK-CAF	PDF yearly	yes	no	no			All cantons
LAW-CDS	XML	yes	yes	yes			
LAW-CDS	PDF	yes	yes	yes	yes	yes	BI Publisher 'just' a free format listing
QST-IS XML	Swissdec monthly	no	yes	yes	(in progress)	yes	All cantons.
QST-IS XML Result	Swissdec monthly	no	Yes	Yes	yes	yes	All cantons (with Image 22)
QST-IS XML	Year GE (ISEL)	no		yes till 31.12. 2014	no	yes	Dashboard: GE only** BI Publisher 'just' a free format listing

Program	Report	Classic	Domain Required	Dashboard	ViewGen	BI Publisher	Comments
QST-IS XML Result	Swissdec monthly	no	Yes	Yes	yes	yes	All cantons (with Image 22)
QST-IS PDF	Year	yes	no	no			All cantons
QST-IS PDF	Month	yes	no	no			All cantons
QST-IS PDF	Quarter	no		yes	no	yes	See Quarter XML, other cantons
KTG-AMC		no		yes	yes	yes	BI Publisher 'just' a free format listing
UVG-LAA		No (> 9.1)	no	yes	yes	yes	BI Publisher 'just' a free format listing
UVGZ-LAAC		no		yes	yes	yes	BI Publisher 'just' a free format listing

* Classic: Interface no longer supported.

** Other cantons cannot be processed through the dashboard.

Chapter 25

Global Payroll for Switzerland Sarbanes-Oxley Act

Guidelines to Fulfill the Needs of Sarbanes-Oxley Act

In the tables listed in this section the *H* role stands for the Payroll Administrator and the *F* role stands for Finance Administrator.

1. Prepare

This table lists the preparations that you should take to fulfill the needs of the Sarbanes-Oxley act:

Role	Month:	Done	Date	Remarks
H	Prepare – Functional: • Retroactive calculations. • Special cases (including positive input). • 13th month. • New earnings / deductions.			All special cases should be listed with employee ID.

Role	Month:	Done	Date	Remarks
H	Prepare – Define Spot Check: • Employee IDs always in spot check. • Employee IDs with changes. • Special cases for this month. • Source tax. • Bank transfer. • Random selection of additional employee IDs.			
H	Additional Manual Activities: • Remarks on payslip. • Other.			

2. Payroll

This table lists the payroll related activities that you should take to fulfill the needs of the Sarbanes-Oxley act:

Role	Activity	Run #	Approval	Full Check	Spot Check	Navigation
H	Payroll	3376	FMB	Number of employees in log file (Anzahl berechnete Mitarbeiter)	See Payslip	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Calculate Absence and Payroll

Role	Activity	Run #	Approval	Full Check	Spot Check	Navigation
H	Online payroll, errors and warnings			Correct errors. Correct and accept warnings.		Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payee Messages
H	Payslip	3377	FMB	Number of current payslips. Number with retroactive transactions.	As defined under step 1.	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips CHE
H	Pay balance	3378	FMB	Number of current calculations. Number with retroactive transactions.	As defined under step 1.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Balance CHE, Pay Balance CHE
H	Element summary	3379	FMB	All earnings and deductions.	Compare with previous month.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Element Summary CHE

Note: Repeat as often as needed.

3. Prepare Finance Approval

This table lists the activities that you should take to prepare for approval from finance to fulfill the needs of the Sarbanes-Oxley act:

Role	Activity	Run #	Approval	Full Check	Spot Check	Navigation
H	Prepare GL			Log file		Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Send Costs to GL
H	Prepare Bank			Log file		Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process CHE
H	Bank List			Amount = element summary. Number of payments = reconciliation.	As defined under step 1.	Included in Prepare Bank PDF.
H	Calculation Reconciliation (including Bank and GL)			Gross and net payment. Number of payments. GL amounts.	Compare with previous month.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Calc Reconciliation Report CHE
H	GL Queries			Error Company totals compare with reconciliation calculations.		Reporting Tools, Query, Query viewer GPCH_GL_ERROR GPCH_GL_E1CMP

Role	Activity	Run #	Approval	Full Check	Spot Check	Navigation
H	Source Tax			All villages Amounts compare with element summary.	Compare with previous month.	Global Payroll & Absence Mgmt, Taxes, Source Tax Month Report CHE
H	List with all changes (Audit)			Check period of changes.	Compare to list that requests changes.	Workforce Administration, Workforce Reports, Database Audit

Note: Repeat as often as needed

4. Finance Approval

This table lists the activities that you should take to get finance approval to fulfill the needs of the Sarbanes-Oxley act:

Role	Activity	Run #	Approval	Full Check	Spot Check	Navigation
F	Diverse			Changes	Payslips Pay Balance Overtime	PDF
F	Prepare Bank			Log file Don't forget to check calculation.		Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Run Payment Prep Process CHE

Role	Activity	Run #	Approval	Full Check	Spot Check	Navigation
F	Calculation reconciliation, including bank and general ledger.			Gross Net Amounts Number of retroactive transactions General ledger amount	Compare with previous month.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Reconciliation Report CHE
F	GL Queries			Compare company total with reconciliation.	Employee account.	Reporting Tools, Query, Query viewer GPCH_GL_E1CMP GPCH_GL_ACC_DTL
F	Bank list			Compare total with general ledger and reconciliation calculation.	Bank transfer for selected employees.	PDF
F	Source tax			Compare total with general ledger amount.	Source tax for selected employees.	PDF

5. Finalize Payroll

This table lists the activities that you should take to finalize your payroll to fulfill the needs of the Sarbanes-Oxley act:

Role	Activity	Run #	Approval	Full Check	Spot Check	Navigation
H	Finalize Payroll			Log file		Global Payroll & Absence Mgmt, Absence and Payroll Processing, Calculate Absence and Payroll

Note: From this point on changes can only come from retroactive transactions that are processed during the next month.

6. Interfacing to Third Parties

This table lists the activities that you should take to interface with third parties and general ledger to fulfill the needs of the Sarbanes-Oxley act:

Role	Activity	Run #	Approval	Full Check	Spot Check	Navigation
F	Define bank contents.			Setup for various transfer types.	Although it is defined as the current pay end date, is the effective date valid? If so, you only need to set this up once.	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Payment Transfer Content CHE
F	Create DTA.			Compare DTA amount and number of payments with the bank list.		Global Payroll & Absence Mgmt, Payment Processing, Create Bank File CHE
F	Create EPO.			Compare EPO amount and number of payments with the bank list.		Global Payroll & Absence Mgmt, Payment Processing, Create Bank File CHE

Role	Activity	Run #	Approval	Full Check	Spot Check	Navigation
F	Transfer file to bank/post finance.			Compare DTA/ EPO amount and number of payments with the bank list.		Online Banking
F	Source tax.					Send per (yellow) mail
General Ledger Interface – Sample						
F	Send to GL.			Log file Monitor, send, and receive.	n/a	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Finalize Costs for GL
F	Check GL input.			Validate account and cost center.	Totals for cost center and accounts.	Enterprise Enterprise One EBS
F	Accept GL.			Online warnings.		Enterprise Enterprise One EBS

Chapter 26

Additional Certified Earnings and Deductions

Understanding Additional Certified Earnings and Deductions

This section lists additional earnings and deductions where the code and name were not changed to the Swissdec naming conventions. They were used, however, for Swissdec certification. These earnings and deductions are categorized as certified earnings and underlie enterprise maintenance the same way the full Swissdec earnings set does.

Additional Earnings and Deductions Table

This table lists the additional earnings and deductions that underlie enterprise maintenance:

Enterprise Earning / Deduction	Description	Swissdec Earning / Deduction
CH_00_54F	Forward CH_00_54	n/a
CH_00_70	Transfer amount	6600
CH_00_72	Transfer amount	6600
CH_00_74	Negative net	6600
CH_AH_D10	AHV - Contribution EE	5010
CH_AH_D11	AHV - Contribution total	n/a
CH_AH_D12	AHV - Contribution ER	n/a
CH_AH_D31	AHV - Admin Fee	n/a
CH_AL_D10	ALV - Contribution EE	5020
CH_AL_D11	ALV - Contribution Total	n/a
CH_AL_D12	ALV - Contribution ER	n/a

Enterprise Earning / Deduction	Description	Swissdec Earning / Deduction
CH_AL_D20	ALVZ - Contribution EE	5030
CH_AL_D21	ALVZ - Contribution total	n/a
CH_AL_E16	Social Insurance Days	n/a
CH_CA_MB01	Corr Birth Allowance	3032
CH_CA_MC01	Corr Child Allowance	3000
CH_CA_ME01	Corr Education Allowance	3010
CH_CA_MH01	Corr Household Allowance	3031
CH_ER_14010	Vacation Compensation	1160
CH_ER_14020	Holiday Compensation	1161
CH_FK_D10	FAK - Contribution EE	n/a
CH_FK_D11	FAK - Contribution	n/a
CH_FK_D12	FAK - Contribution ER	n/a
CH_FK_D21	FAK Additional	n/a
CH_RP_0004	Legal Deductions	n/a
CH_RP_0050	Gross	5000
CH_RP_0052	Legal Net	n/a
CH_RP_0054	Cash	6500
CH_RP_0080	ER Cost Taxes	n/a
CH_RP_5041L	UVGZ - LAAC Wage Cat1	9041
CH_RP_5042L	UVGZ - LAAC Wage Cat2	9041

Enterprise Earning / Deduction	Description	Swissdec Earning / Deduction
CH_RP_5045L	KTG - AMC Wage Cat1	9051
CH_RP_5046L	KTG - AMC Wage Cat2	9051
CH_RP_AH02	AHV Base	9010
CH_RP_AH04	AHV Exempt Used	n/a
CH_RP_AH50	AHV Exempt	9012
CH_RP_AHD11L	AHV - AVS Wage	9011
CH_RP_AL02	ALV - AC Base	9020
CH_RP_AL50	ALV Exempt	n/a
CH_RP_ALD11L	ALV-AC Wage	9021
CH_RP_ALD21L	ALVZ - LAAC Wage	9022
CH_RP_BV02	BV Base	9060
CH_RP_CAALL	Family Allowance Total	n/a
CH_RP_FKD00	FAK Saldo (copy of CH_FK_D00)	n/a
CH_RP_KK02	KTG Base	9050
CH_RP_UV02	UV Base	9030
CH_RP_UVD11L	UVG - LAA Wage	n/a
CH_RP_UVD21L	NBUV - NPA Wage	9031
CH_RP_UVZ02	UVGZ - LAAC Base	9040
CH_TX_E00	Employment Days Per Month	n/a
CH_UV_D11	BU - Contribution	n/a

Enterprise Earning / Deduction	Description	Swissdec Earning / Deduction
CH_UV_D20	NBU - Contribution EE	5040
CH_UV_D21	NBU - Contribution Total	n/a
CH_UV_D22	NBU - Contribution ER	n/a
CH_UV_E16	UV days	n/a

Additional Earnings for Child Allowance

This table lists the additional earnings for child allowance (to cover the requirements of the Central Allowance Register) that underlie enterprise maintenance:

Enterprise Earning / Deduction	Description	Swissdec Earning / Deduction
Generated Earnings		
CH_CA_01	01 Birth Allowance	3032
CH_CA_02	02 Adoption Allowance	3032
CH_CA_10	10 Child Allowance	3000
CH_CA_11	11 Child All. Numerous	3000
CH_CA_12	12 Child All. Disabled	3000
CH_CA_13	13 Child All. 11 + 12	3000
CH_CA_20	20 Education Allowance	3010
CH_CA_21	21 Educ. All. Numerous	3010
CH_CA_22	22 Educ. All. Under 16	3010
CH_CA_23	23 Educ. All. 21 + 22	3010
CH_CA_30	30 Diff. All. National	n/a

Enterprise Earning / Deduction	Description	Swissdec Earning / Deduction
CH_CA_31	31 Diff. All. International	n/a
Manual Entries		
CH_CA_M01	01 Birth Allowance C	3032
CH_CA_M02	02 Adoption Allowance C	3032
CH_CA_M03	03 Diff. Birth All. C	3032
CH_CA_M04	04 Diff. Adoption All. C	3032
CH_CA_M10	10 Child Allowance C	3000
CH_CA_M11	11 Child All. Numerous C	3000
CH_CA_M12	12 Child All. Disabled C	3000
CH_CA_M13	13 Child All. 11 + 12 C	3000
CH_CA_M20	20 Education Allowance C	3010
CH_CA_M21	21 Educ. All. Numerous C	3010
CH_CA_M22	22 Educ. All. Under 16 C	3010
CH_CA_M23	23 Educ. All. 21 + 22 C	3010
CH_CA_M30	30 Diff. All. National C	n/a
CH_CA_M31	31 Diff. All. International C	n/a
CH_CA_M32	32 Child All. IVG C	n/a

Chapter 27

Global Payroll for Switzerland Accumulators

Understanding Global Payroll for Switzerland Accumulators

This section provides an overview of Global Payroll for Switzerland accumulators, which you may periodically need to maintain.

The various accumulators are:

- Subtotals

- Others

- Social Insurances

- Source Tax

- 2006 Tax Statement (and later)

- Statistics - LSE

- French Cross-Border Reporting Tax

- Geneva (GE) Source Tax Reporting

- Ticino (TI) Source Tax Reporting

- Source Tax Reporting (Various Cantons)

- Unemployment Reporting

- Reporting (Others)

Subtotals

This table lists the accumulators, description, custom entries, and any relevant comments associated with the sub total categories:

Accumulator	Description	Custom Entry	Comments
CH_00_0	Taxable (AHV,ALV,UV,Tax)	CH_00_C0	Regular earnings that are taxable and paid to the employee. The earnings automatically contribute to AHV, ALV, UV and taxes.
CH_00_04	Legal Deductions	CH_00_C04	Subtotal for legal social insurance deductions.
CH_00_50	Gross	CH_00_C50	Gross payments, especially those that do not contribute through CH_00_0.
CH_00_52	Legal Net	CH_00_C52	Subtotal for legal net pay, especially before the UVGZ and KTG source tax deductions. Net payments that contribute to legal net (only those that do not contribute through CH_00_0).
CH_00_54	Cash	CH_00_C54	Final payout coming from current month. For example CH_00_52 – Source Tax (UVGZ and KTG etc.).
CH_00_80 ER	Cost Taxes	CH_00_C80	Subtotal for employer cost.

Others

This table lists the accumulators, description, custom entries, and any relevant comments associated with other categories:

Accumulator	Description	Custom Entry	Comments
CH_00_90	Not allowed after termination.	CH_00_C90	Entry of these earnings for terminated employees triggers a payroll warning.
CH_BK_PAYMT8	Bank garnishment.		
CH_BK_PAYMT9	Bank external transfers.		

Accumulator	Description	Custom Entry	Comments
CH_ER_8010	Base vacation and holiday premium.	CH_ER_C8010	Collect units for calculation for hourly paid employees for: - vacation substitute - holiday substitute
CH_ER_8011	Base hourly premium previous year.	CH_ER_C8011	Collect units of hours entered for previous year for calculation for hourly paid employees for: - vacation substitute - holiday substitute
CH_GR_00	Garnishment available.	CH_GR_C00	Net for garnishment calculation. Only use for deductions that are not included in legal net, but determine garnishable net (for example, source tax)
CH_GR_04	Net garnishment bonus.	CH_GR_C04	Earnings considered as bonus payments for garnishment methods with additional deduction option for bonus payments.
CH_UP_02	Base to reduce salary.	CH_UP_C02	

Social Insurances

This table lists the accumulators, description, custom entries, and any relevant comments associated with the social insurances functional category:

Accumulator	Description	Custom Entry	Comments
CH_AH_02	AHV-base	CH_AH_C02	AHV Gross. Only use in cases that do not contribute through CH_00_0.
CH_AL_02	ALV-base	CH_AL_C02	ALV Gross. Only use in cases that do not contribute through CH_00_0.
CH_AL_10	AHV/ALV unpaid days	CH_AL_C10	Unpaid days.

Accumulator	Description	Custom Entry	Comments
CH_BV_02	BVG-base	CH_BV_C02	BVG Gross. Only use in cases that do not contribute through CH_00_0.
CH_CA_ALL	Family allowance total	CH_CA_CALL	All family allowances. Only use in cases that are not assigned by standard.
CH_KK_02	EO base	CH_EO_C02	Only to be used if running base from the Job record.
CH_EO_02	EO new base regular pay	CH_EO_C02	Only use for earnings that are EO- but not AHV-eligible and vice verse. By default = CH_AH_02.
CH_EO_02N	EO base bonus payments	CH_EO_C04	Earnings to be handled as bonus payments for lookup-calculation. Such earnings need to contribute to CH_EO_02 (most through CH_AH_02) and to CH_EO_04. Only use for earnings that are EO- but not bonus payments in the sense of taxes and vice verse. By default = CH_TX_04.
CH_EO_04	Worked hours for hourly paid employees	CH_ER_C8000	Collect units for calculation for hourly paid employees for child allowance hourly driven calculations.
CH_ER_8000	FAK-Base	CH_FK_C02	Only use for earnings that are FAK- but not AHV-eligible and vice verse. By default = CH_AH_D11_BASE = AHV-salary.
CH_FK_02	Sick payment base	CH_KK_C02	Only use for earnings that are KTG- but not AHV-eligible and vice versa. By default = CH_AH_02
CH_MI_02	GE maternity insurance base	CH_MI_C02	Only use for earnings that are maternity- but not AHV-eligible and vice versa. By default = CH_AH_D11_BASE = AHV-Salary.

Accumulator	Description	Custom Entry	Comments
CH_MI_10	GE maternity insurance refund	CH_MI_C10	
CH_NE_02	Net to gross base	CH_NE_C02	Assign earnings that get paid net for gross.
CH_PI_01	PK taxable amount annual rate	CH_PI_C01	Only in cases where PI contributions are calculated by payroll. For gross reported to AGB see CH_PK_02/04. Only if Annual rate from Job is not the appropriate value. Default = Annual rate.
CH_PI_02	PK internal time	CH_PI_C02	Worked hours for hourly paid employees.
CH_PK_02	Yearly salary for PK	CH_PK_C02	Reported to AGB interface.
CH_PK_04	Bonus salary for PK	CH_PK_C04	Reported to AGB interface.
CH_SI_100	UV conf.	CH_SI_C100	Base for UV conform in additional insurances.
CH_SI_200	Additional Insurance 050	CH_SI_C200	
CH_SI_210	Additional Insurance 060	CH_SI_C210	
CH_SI_220	Additional Insurance 070/080	CH_SI_C220	
CH_SI_230	Additional Insurance	CH_SI_C230	
CH_UV_02	UV-Base		Only in cases where employees do not contribute through CH_00_0 or need to be reversed as they contribute through CH_00_0.

Source Tax

This table lists the accumulators, description, custom entries, and any relevant comments associated with the source tax functional category:

Accumulator	Description	Custom Entry	Comments
CH_TX_02	Source tax-base.	CH_TX_C02	Only in cases that do not contribute through CH_00_ 0 or through CH_CA_ALL or need to be reversed as they contribute through CH_00_0.
CH_TX_03	Tax regular payments not prorated.	CH_TX_C03	Only earnings that need to be forecasted for the year but not for the month in case of mid period hire or termination.
CH_TX_04	Tax bonus.	CH_TX_C04	Earnings to be handled as bonus payments for lookup calculation. Such earnings need to contribute to CH_TX _02 (most through CH_00_0) and to CH_TX_04. All such earnings need to be assigned here.
CH_TX_05TI	Lump expenses TI.	CH_TX_C05TI	
CH_TX_10	Source tax per month source.	CH_TX_C10	Only use for additional customer source tax deductions.
CH_TX_12	Tax rates adjustment.	CH_TX_C12	

Swiwsdec 4.0

This table lists the Swiwsdec 4.0 accumulators:

Accumulator	Description	Custom Entry	Comments
CH_QS_C	C-QST Church Tax GE.	CH_QS_CC	
CH_QS_D	D-QST TerminationPay.	CH_QS_CD	
CH_QS_E	E-QST Sporadic Benefits.	CH_QS_CE	
CH_QS_F	F-QST OwnershipRight.	CH_QS_CF	
CH_QS_G	G-QST BoardDirectors.	CH_QS_CG	
CH_QS_H	H-QST FamilyIncome.	CH_QS_CH	

Accumulator	Description	Custom Entry	Comments
CH_QS_I	I-QST ChargesEffective.	CH_QS_CI	
CH_QS_J	J-QST ChargesLumpSum	CH_QS_CJ	
CH_TX_AWDINCH	Workdays Switzerland.	CH_TX_CADWINCH	

2006 Tax Statement (and later)

This table lists the accumulators, description, custom entries, and any relevant comments associated with the 2006 tax statement (and later) functional category:

Accumulator	Description	Custom Entry	Comments
CH_LW_10	LAW 2006, line 1	CH_LW_C10	Only in cases that do not contribute through CH_00_0 or need to be reversed as they contribute through CH_00_0.
CH_LW_101	LAW 2006, line 10.1	CH_LW_C101	
CH_LW_102	LAW 2006, line 10.2	CH_LW_C102	
CH_LW_120	LAW 2006, line 12	CH_LW_C120	Only use for deductions that are not included in CH_TX_10. Default = CH_TX_10.
CH_LW_1311	LAW 2006, line 13.1.1	CH_LW_C1311	
CH_LW_1311A	LAW 2006, line 13.1.1 Check box	CH_LW_C1311A	
CH_LW_1312	LAW 2006, line 13.1.2	CH_LW_C1312	
CH_LW_1321	LAW 2006, line 13.2.1	CH_LW_C1321	
CH_LW_1322	LAW 2006, line 13.2.2	CH_LW_C1322	
CH_LW_1323	LAW 2006, line 13.2.3	CH_LW_C1323	
CH_LW_133	LAW 2006, line 13.3	CH_LW_C133	

Accumulator	Description	Custom Entry	Comments
CH_LW_140	LAW 2006, line 14		
CH_LW_15xxx	LAW 2006, line 15	CH_LW_C15xxx	Trigger corresponding message.
CH_LW_21	LAW 2006, line 2.1	CH_LW_C21	
CH_LW_22	LAW 2006, line 2.2	CH_LW_C22	
CH_LW_23	LAW 2006, line 2.3	CH_LW_C23	
CH_LW_30	LAW 2006, line 3	CH_LW_C30	
CH_LW_40	LAW 2006, line 4	CH_LW_C40	
CH_LW_50	LAW 2006, line 5	CH_LW_C50	
CH_LW_60	LAW 2006, line 6	CH_LW_C60	
CH_LW_70	LAW 2006, line 7	CH_LW_C70	
CH_LW_90	LAW 2006, line 9	CH_LW_C90	
CH_LW_F	LAW 2006, check box F	CH_LW_CF	
CH_LW_G	LAW 2006, check box G	CH_LW_CG	

Statistics - LSE

Accumulators, description, custom entries, and any relevant comments associated with Statistics — LSE — Swissdec 4.0

Accumulator	Description	Custom Entry	Comments
CH_LE_JF1	TotalHoursOfWork Year		
CH_LE_JF2	TotalLessonsOfWork Year		
CH_LE_JI	Gross Earnings Year		

Accumulator	Description	Custom Entry	Comments
CH_LE_JJ	Allowances Year		
CH_LE_JK	FamIncSupplement Year		
CH_LE_JL	Social Contributions Year		
CH_LE_JM	BVG-LPP-RegularContr Year		
CH_LE_JO	Earnings13th	CH_LE_CJO	
CH_LE_JP	Overtime	CH_LE_CJP	
CH_LE_JQ	SporadicBenefits	CH_LE_CJQ	
CH_LE_JR	FringeBenefits	CH_LE_CJR	
CH_LE_JS	CapitalPayment	CH_LE_CJS	
CH_LE_JT	OtherBenefits	CH_LE_CJT	
CH_LE_JY	PaymentsByThird Year		
CH_LE_JZ	BVG-LPP-PurchaseContr	CH_LE_CJZ	
CH_LE_OF1	TotalHoursOfWork October	CH_LE_COF1	
CH_LE_OF2	TotalLessonsOfWork October	CH_LE_COF2	
CH_LE_OI	GrossEarnings October	CH_LE_COI	
CH_LE_OJ	Allowances October	CH_LE_COJ	
CH_LE_OK	FamIncSupplement October	CH_LE_COK	
CH_LE_OL	SocialContributions October	CH_LE_COL	
CH_LE_OM	BVG-LPP-RegContr October	CH_LE_COM	
CH_LE_OY	PaymentsByThird October	CH_LE_COY	

French Cross-Border Reporting Tax

This table lists the accumulators, description, custom entries, and any relevant comments associated with the functional category for the French cross-boarder reporting tax:

Accumulator	Description	Custom Entry	Comments
CH_TX_GG1B	Tax Gross Cross Boarder France	CH_TX_CGG1B	Only in cases that do not contribute through CH_00_0 or need to be reversed as they contribute through CH_00_0.

Geneva (GE) Source Tax Reporting (will expire on 31.12.2014)

This table lists the accumulators, description, custom entries, and any relevant comments associated with the functional category for Geneva (GE) source tax reporting:

Accumulator	Description	Custom Entry	Comments
CH_TX_GE31_YTD	GE Days worked.	CH_TX_CGE31	
CH_TX_GE34_YTD	GE indemnities Department.	CH_TX_CGE38	
CH_TX_GE37	AQ GE Prestations en capital.	CH_TX_CGE37	
CH_TX_GE38	AQ GE Indemnities pour frais.	CH_TX_CGE38	
CH_TX_GE39	Unpaid days attestation quit.	CH_TX_CGE39	

Ticino (TI) Source Tax Reporting

This table lists the accumulators, description, custom entries, and any relevant comments associated with the functional category for Ticino (TI) source tax reporting:

Accumulator	Description	Custom Entry	Comments
CH_TX_TI21	Source Tax TI expenses	CH_TX_CTI21	
CH_TX_TI22	Source Tax TI unpaid days	CH_TX_TI22	

Source Tax Reporting (Various Cantons)

This table lists the accumulators, description, custom entries, and any relevant comments associated with the functional category for source tax reporting for various cantons:

Accumulator	Description	Custom Entry	Comments
CH_TX_06	QS additional Premium (s. 2i)	CH_TX_C06	
CH_TX_06AI	Source Tax Premium AI	CH_TX_C06AI	
CH_TX_06AR	Source Tax Premium AR	CH_TX_C06AR	
CH_TX_06VD	Source Tax Premium VD	CH_TX_C06VD	
CH_TX_06ZH	Source Tax Premium ZH	CH_TX_C06ZH	

Unemployment Reporting

This table lists the accumulators, description, custom entries, and any relevant comments associated with the functional category for Unemployment report.

Accumulator	Description	Custom Entry	Comments
CH_AL_L17_BN	Line 17 BN	CH_AL_CL17_BN	
CH_AL_L1_MS	Line 17 MS	CH_AL_CL17_MS	
CH_AL_L17_13	Line 17 13	CH_AL_CL17_13	
CH_AL_CODE1	Line 19 Code1	CH_AL_CCODE1	
CH_AL_CODE2	Line 19 Code2	CH_AL_CCODE2	
CH_AL_CODE3	Line 19 Code3	CH_AL_CCODE3	
CH_AL_CODE4	Line 19 Code4	CH_AL_CCODE4	
CH_AL_CODE5	Line 19 Code5	CH_AL_CCODE5	
CH_AL_CODE6	Line 19 Code6	CH_AL_CCODE6	

Reporting (Others)

This table lists the accumulators, description, custom entries, and any relevant comments associated with other reporting situations:

Accumulator	Description	Custom Entry	Comments
CH_RP_2DEC	Show 2 decimals.	CH_RP_C2DEC	
CH_RP_ZERO	Show if zero.	CH_RP_CZERO	

Chapter 28

Using Customer Exits

Understanding Customer Exits

The Global Payroll for Switzerland application offers multiple customer exits that allow you to adjust the logic of the application without loosing the benefit of existing functionality. Besides the customer exits for accumulators, the Global Payroll for Switzerland application offers exits within formulas. These empty formulas are positioned in the standard formula at a point, where they allow you to adjust values or exit the full logic. Those formulas are normally not changed by when we update the application.

Related Links

Understanding Global Payroll for Switzerland Accumulators

Formula Table for Overriding Exits

This table lists the formulas, exits and examples of customer overrides:

Formula	*Description*	*Exit*	*Examples of customer overrides*
CH_00_SYS_RES	Resolve system elements.	CH_00_CHOURLY	Override pay frequency. Default is D = Daily; H = Hourly; W = Weekly
CH_EP_CHK_1002_FF	Check 1002 ff.	CH_BK_CFO001	Bank ID for post finance. Default is 9000.
CH_CA_FO002	Allowance amount.	CH_CA_CFO002	Customer logic for child allowance, that is covered as an exception by the FAK_CAF provider.
CH_CA_FO003	CA row processing.	CH_CA_CFO003	Full override of child allowance calculation.
CH_CA_FO003	CA row processing.	CH_CA_CFO003B	Override for canton GE, if covered by the FAK_CAF provider as an exception.

Formula	Description	Exit	Examples of customer overrides
CH_CA_FO003	CA row processing.	CH_CA_CFO003C	Adjustments to child allowance, if covered by the FAK_CAF provider as an exception.
CH_EO_FO100	EO select method for base.	CH_EO_CFO100	Customer can switch from monthly average to 12 month average as required by law.
CH_ER_FOGCMTH	13th month arrears eligibility.	CH_ER_CFOGCMTH	Adjust eligibility for 13th month. Default is Empl_ Status = A.
CH_ER_FOGCPAY	13th month pay eligibility frequency.	CH_ER_CFOGCPAY	Adjust pay out events. Default is Termination or December.
CH_ER_FO012	Hourly in hundred base.	CH_ER_CFO012	Override vacation entitlement. Default is bracket CH_ER_ BR001.
CH_ER_FO022	Holiday premium hourly payment.	CH_ER_CFO022	Override holiday entitlement. Default is bracket CH_ER_ BR002.
CH_ER_FO1000	Active employee.	CH_ER_CFO1000	Define active employees. Default is Empl_Status = A.
CH_ER_FO1301	13th month pre-processing	CH_ER_CFO1301	Override if multiple pay out periods are for 13th month.
CH_ER_FO1331	13th month post processing.	CH_ER_CFO1331	Override if multiple pay out periods are for 13th month.
CH_MC_FOINPUT	Generate MC input.	CH_MC_CFOINPUT	Adjust input logic for multiple contracts. For example, in case of additional MC companies or additional MC channels.
CH_MC_FOOUTPUT	MC prepare output.	CH_MC_CFOOUTPUT	Adjust output logic for multiple contracts. For example, in case of additional MC companies or additional MC channels.

Formula	Description	Exit	Examples of customer overrides
CH_MT_FO001	Maternity - Geneva 80 percent refund.	CH_MT_CFO001	Adjustments to maternity payments, if covered by the maternity insurance as an exception.
CH_PI_FO001	PK eligibility.	CH_PI_CFO001	Complete override of pension fund eligibility.
CH_PI_FO002	PK calculate contribution.	CH_PI_CFO002	Complete override of pension fund amounts.
CH_PI_FO010	PK contribution hourly.	CH_PI_CFO010	Adjust pension fund eligibility.
CH_PI_FO012	PK calculation contribution monthly.	CH_PI_CFO012	Adjust pension fund amounts.
CH_RP_FO001	Variables for reporting.	CH_RP_CFO001	Create additional print only elements
CH_SI_AR210_PROC	Positive set of additional insurances detail.	CH_SI_CAR210_PROC	Adjust logic for additional insurances.
CH_SI_EE_OVRD	SI employee override.	CH_SI_CEE_OVRD	Adjust logic for employee's accident insurance.
CH_SI_FO200	Additional insurance process.	CH_SI_CFO200	Adjust logic for additional insurances.
CH_TX_FO050	Yearly (period) tax adjustment.	CH_TX_CFO050	Adjust logic for source tax lookup. For example, to handle negative gross according to the companies agreements.
CH_TX_FO060	Cross boarder.	CH_TX_CFO060	Adjust logic to identify Source Tax Cross border. Default is employee with address outside Switzerland if not already identified by source tax tariff.
CH_TX_FO110	Tax calculation lookup.	CH_TX_CFO110	Adjust logic for source tax lookup.

Formula	*Description*	*Exit*	*Examples of customer overrides*
CH_TX_WAF07	Prepare WA for LAW 2006.	CH_LW_CFO001	Override status of pensioner for tax statement. Default is A = Tax Statement.
CH_TX_WAF07	Prepare WA for LAW 2006.	CH_TX_CWAF07	Update for all attributes, before write array gets saved.
CH_UV_FO010	UV Calculation percent.	CH_UV_CFO010	Adjust logic for employee's accident insurance.
CH_ZV_FO001	Additional insurances.	CH_ZV_CFO001	Adjust logic for additional insurances.

Understanding Custom Exit to Assign Source Banks

Custom exit formula is useful in cases, if GP standard methods for assignment of different source banks may not sufficient for separation of source banks.

Tthe custom exit formula for Swiss bank is defined by using Formula Name page.

Formula Name Page

Use Formula Name page to define Custom Exit Formula.

Navigation:

Set Up HCM >**Product Related** >**Global Payroll & Absence Mgmt** >**Elements, Supporting Elements** >**Formulas**

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

Note: PeopleSoft delivers the custom exit empty.

Proposal for Customer Formula

```
0 >> FM[CH_BK_CFO001]
IF … = …   Then
'XXX' >>
>> VR[CH_BK_POST_RECEIVE]
End If
```

Note: In case an employee has multiple accounts, all accounts need to be transferred from the same source banks.

Application Engine GPCH_BK_TRN.GPCHBK12.Step01

```
UPDATE PS_GPCH_BK_XFER_EE
  SET SRC_BANK_ID = ( SELECT R.CHAR_PIN_VAL
  FROM PS_GP_RSLT_PIN R
  , PS_GP_PIN P
 WHERE P.PIN_NM = 'CH_BK_POST_RECEIVE'
   AND P.PIN_NUM = R.PIN_NUM
   AND PS_GPCH_BK_XFER_EE.CAL_RUN_ID = R.CAL_RUN_ID
   AND PS_GPCH_BK_XFER_EE.CAL_ID = R.CAL_ID
   AND PS_GPCH_BK_XFER_EE.GP_PAYGROUP = R.GP_PAYGROUP
   AND PS_GPCH_BK_XFER_EE.EMPLID = R.EMPLID
   AND PS_GPCH_BK_XFER_EE.EMPL_RCD = R.EMPL_RCD)
WHERE PS_GPCH_BK_XFER_EE.CAL_RUN_ID = %Bind(CAL_RUN_ID)
   AND PS_GPCH_BK_XFER_EE.PAY_ENTITY = %Bind(PAY_ENTITY)
   AND PS_GPCH_BK_XFER_EE.EMPLID BETWEEN %Bind(EMPLID_FROM) AND %Bind(EMPLID_TO)
   AND ( EXISTS (
 SELECT 'X'
  FROM PS_GP_RSLT_PIN R
  , PS_GP_PIN P
 WHERE P.PIN_NM = 'CH_BK_POST_RECEIVE'
   AND P.PIN_NUM = R.PIN_NUM
   AND PS_GPCH_BK_XFER_EE.CAL_RUN_ID = R.CAL_RUN_ID
```

```
AND PS_GPCH_BK_XFER_EE.CAL_ID = R.CAL_ID
AND PS_GPCH_BK_XFER_EE.GP_PAYGROUP = R.GP_PAYGROUP
AND PS_GPCH_BK_XFER_EE.EMPLID = R.EMPLID
AND PS_GPCH_BK_XFER_EE.EMPL_RCD = R.EMPL_RCD)
```

Chapter 29

Robust File Management

Robust File Management

In Global Payroll for Switzerland environment, all files are stored as attachments. In most cases, a link first navigates to a standard sub-page, which allows required action on any XML file. For all files, actions such as **Upload, Save, Delete** and **View Files** are active.

File Management Options page
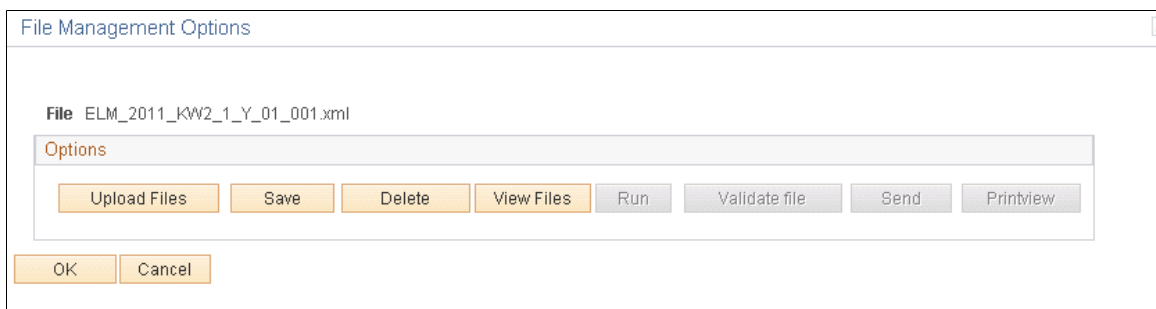
For some files, further options are available. They are:

*   Run

*   Validate

*   Send

*   Printview

The following graphic gives an overview of files and supported actions:

Files and Supported Actions

			Upload	Save	Delete	View(native)	Call Engine	Send	Validate	XMLP
External Log file										
	swissdec										
		EIV	Y	Y	Y	Y	N	N	N	N
		PIV	N	Y	N	Y	N	N	N	N
	FAK_CAF										
		eAHV	Y	Y	Y	Y	N	N	N	N
		AKB	Y	Y	Y	Y	N	N	N	N
		others	Y	Y	Y	Y	N	N	N	N
	Source Tax										
		ISEL	Y	Y	Y	Y	N	N	N	N
		Passerell	Y	Y	Y	Y	N	N	N	N
		Others	Y	Y	Y	Y	N	N	N	N
ELM file		*1)								
	swissdec										
		EIV	N	Y	N	Y	N	N	N	N
		PIV	N	Y	N	Y	N	N	N	N
	FAK_CAF										
		eAHV	N	Y	N	Y	N	N	N	N
		AKB	N	Y	N	Y	N	N	N	N
		others	N	Y	N	Y	N	N	N	N
	Source Tax										
		ISEL	N	Y	N	Y	N	N	N	N
		Passerell	N	Y	N	Y	N	N	N	N
		Others	N	Y	N	Y	N	N	N	N
	*1) should be already always there										
Response XML										
	swissdec										
		EIV	Y	Y	Y	Y	N	N	N	N
		PIV	N	Y	N	Y	N	N	N	N
	FAK_CAF										
		eAHV	Y	Y	Y	Y	N	N	N	N
		AKB	Y	Y	Y	Y	N	N	N	N
		others	Y	Y	Y	Y	N	N	N	N
	Source Tax										
		ISEL	Y	Y	Y	Y	N	N	N	N
		Passerell	Y	Y	Y	Y	Y *2)	N	Y	Y
		Others	Y	Y	Y	Y	N	N	N	N
	*2) = Call upload TaxID as reported by Canton as remote response										
			Upload	Save	Delete	View(native)	Call Engine	Send	Validate	XMLP
Internal Log file / ELM File Generated										
		ALL	Y	Y	Y	Y	N	N	N	N

Chapter 30

Year End Audit

Year End Audit

PeopleSoft provides a flexible framework to audit all Swissdec XML in 3 'dimensions':

* Synchronous Audit (Earnings/Deductions with corresponding TAGs).

* Integrity

    - Internal (Earnings/Dedcutions Top to Down)

    - External (XML details with XML Totals)

To enable a XML evaluation with XML adequate tools (XSLT), the dashboard processing is enhanced to create former GPCHAL08 output as XML file with results per emplid.

Navigation:

Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE

Prepare Files - Year End Audit

An Audit Step is defined in an Audit Module.

Navigation:

Global Payroll & Absence Mgmt >Year End Processing >Audit Modules CHE

Audit XML Modules CHE page

Oracle provides 44 modules as system data.

Audit Modules get combined into Audit Sets (e.g. Audit for AHV_AVS or the full Audit across all Swissdec domains).

Navigation:

Global Payroll & Absence Mgmt >Year End Processing >Audit Set of Modules CHE

Audit XML Set of Modules CHE page

Oracle provides 1 Audit Set with all 44 Audit modules as system data.

Finally, the Audit Set gets mapped to a set of internal and external XML and the user launches the audit process.

Navigation:

Global Payroll & Absence Mgmt >**Year End Processing** >**Manage Audit CHE**
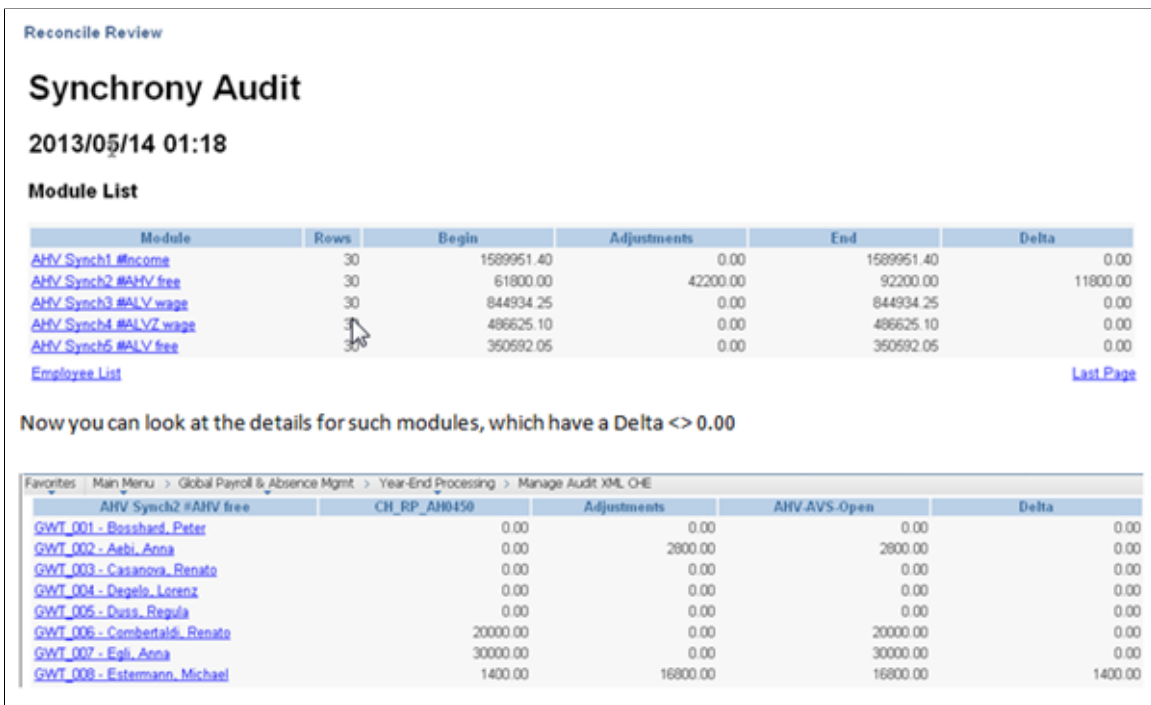
Manage Audit XML CHE page

You can also schedule batch process by means of Audit Schedule Details modal window.

Audit Schedule Details Modal Window
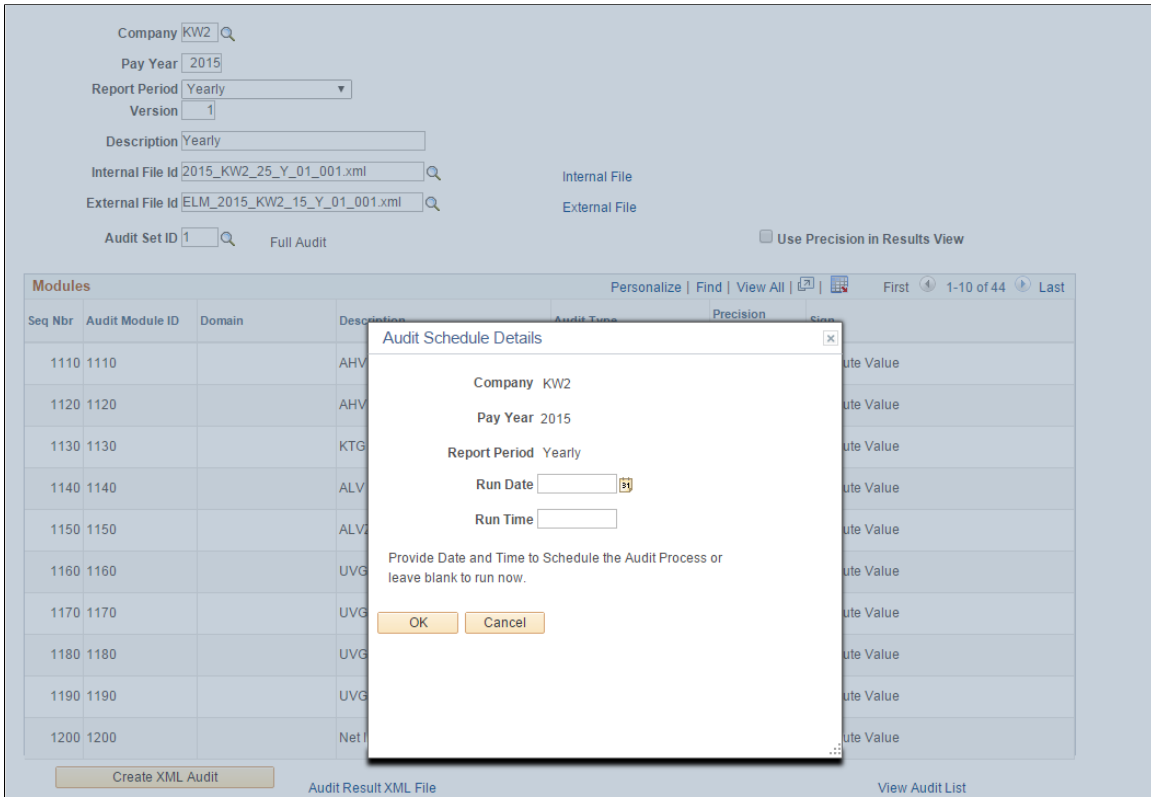
Schedule the audit date and time with the Create XML Audit button. The results of Audit can be reviewed online for result sets < 3 MB.

Synchrony Audit page

If you run bigger volumes, use the link 'Audit Result XML File', this will guide you to the Robust File Management subpage and there you fill the BI Publisher Template GPCH_AU_RSLT and click Printview.

Navigation:

Global Payroll & Absence Mgmt >**Year End Processing** >**Manage Audit XML CHE**

Manage Audit XML CHE - File Management Options page

A list with all details is displayed. In future releases, this step will be enhanced to consider thresholds, if set by 'use precision in Results View'.

Synchrony Detail page

Chapter 31

Global Payroll for Switzerland Reports

Global Payroll for Switzerland Reports: A to Z

These tables list all Global Payroll for Switzerland reports, sorted by report ID. If you need more information on a report, refer to the report details at the end of this chapter. These reports are divided into two categories:

• Swissdec-certified reports.

• Additional reports.

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.

Note: The Swissdec, founded by the largest Swiss insurance provider, SUVA (Schweizerische Unfallversicherungsanstalt), and other providers and governmental bodies, has certified the reports listed in the Swissdec-Certified Reports section. Global payroll for Switzerland offers additional, non-Swissdec certified reports. These reports are compliant with auditors' requirements for reports from employers at the end of the month or year, as necessary. They contain detailed information about employer and employee data, contributions, and so on.

Related Links
Comparison Table
Generating and Managing Dashboard XML

Swissdec-Certified Reports

Report ID and Report Name	Description	Navigation	Run Control Page
GPCH_AE_INS BVG Yearly Report.	Lists employee BVG salary. (BI Publisher)	• **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Prepare Files (to create)** • **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Process Files (to view)**	GPCH_EG_ RSTATUS GPCH_EG_FSTATUS
GPCH_AE_INS KTG Yearly Report.	Lists employee KTG salary. (ViewGen)	• **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Prepare Files (to create)** • **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Process Files (to view)**	GPCH_EG_ RSTATUS GPCH_EG_ FSTATUS
GPCH_AE_INS UVGZ Yearly Report	Lists employee UVGZ salary. (ViewGen)	• **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Prepare Files (to create)** • **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Process Files (to view)**	GPCH_EG_ RSTATUS GPCH_EG_ FSTATUS
GPCHAL5X FAK Contributions Year	Lists employee FAK Salary and child allowances. (ViewGen)	• **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Prepare Files (to create)** • **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Process Files (to view)**	GPCH_EG_ RSTATUS GPCH_EG_ FSTATUS
GPCHAL07 Elem. Contr. List (element contribution list)	Lists all contributions and deductions. (SQR)	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **Element Contribution List CHE** > **Elem. Contr. List**	GPCH_RC_AL07

Report ID and Report Name	Description	Navigation	Run Control Page
GPCHAL08 Pay El. Sum. Month (pay element summary month)	Records the payroll process by defining all earnings and deductions for a specific month and the current year to date. (SQR)	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **Pay Element Summary CHE** > **Pay El. Sum. Month**	GPCH_RC_AL08
GPCHAL10 Payslip	Summarizes an employee's pay elements according to pay month. (SQR)	**Global Payroll & Absence Mgmt** > **Payslips** > **Create/ Print Payslips CHE** > **Payslip Options**	GPCH_RC_AL01_1
GPCHGL01 Accounting Voucher	Lists General Ledger results by ChartField. (SQR)	**Global Payroll & Absence Mgmt** > **Time and Labor / GL Costs** > **Create Accounting Voucher CHE** > **Accounting Voucher**	GPCH_RC_ GL01
GPCHSI03 Personal Statement	Lists primary data and social insurance information for individual employees. (SQR)	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **Personal Statement CHE** > **Personal Statement**	GPCH_RC_SI03
GPCHSI06 SI Company Setup	Summarizes social insurance data relevant to all employees. (SQR)	**Set Up HCM** > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Company Setup Information CHE** > **Company Setup Information CHE**	GPCH_RC_SI06
GPCHSI07 UV Year	Lists employee Gross, UVG Base and UVG Salary. (ViewGen)	• **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Prepare Files (to create)** • **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Process Files (to view)**	GPCH_EG_ RSTATUS GPCH_EG_ FSTATUS

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
GPCHSI08 AHV Year	Lists AHV and ALV contributions for an organization over a specific calendar year. (ViewGen)	• **Global Payroll & Absence Mgmt > Year End Process CHE > Prepare Files (to create)** • **Global Payroll & Absence Mgmt > Year End Process CHE > Process Files (to view)**	GPCH_EG_ RSTATUS GPCH_EG_ FSTATUS
GPCHSI08 Non AHV/ALV	Lists employees who do not have to pay AHV contributions (employees younger than 18 years or those with special dispensation). (ViewGen)	• **Global Payroll & Absence Mgmt > Year End Process CHE > Prepare Files (to create)** • **Global Payroll & Absence Mgmt > Year End Process CHE > Process Files (to view)**	GPCH_EG_ RSTATUS GPCH_EG_ FSTATUS
GPCHST8x AHV_AVS E(M)A Swissdec 4.0	Provides XML AHV-AVS E(M)A as of Swissdec. (BI Publisher)	• Global Payroll & Absence Mgmt > Year End Process CHE > Prepare Files (to create) • Global Payroll & Absence Mgmt > Year End Process CHE > Process Files (to view)	GPCH_EG_ RSTATUS GPCH_EG_ FSTATUS
GPCHST02 Salary Structure Analysis (Lohnstrukturerhebung) Swissdec 3.0	Provides XML as of Swissdec. (BI Publisher)	• **Global Payroll & Absence Mgmt > Year End Process CHE > Prepare Files (to create)** • **Global Payroll & Absence Mgmt > Year End Process CHE > Process Files (to view)**	GPCH_EG_ RSTATUS GPCH_EG_ FSTATUS
GPCHST2X Salary Structure Analysis (Lohnstrukturerhebung) Swissdec 4.0	Provides XML as of Swissdec. (BI Publisher)	• **Global Payroll & Absence Mgmt > Year End Process CHE > Prepare Files (to create)** • **Global Payroll & Absence Mgmt > Year End Process CHE > Process Files (to view)**	GPCH_EG_ RSTATUS GPCH_EG_ FSTATUS

Report ID and Report Name	Description	Navigation	Run Control Page
GPCHTX04 Payroll Register	Monitors the associated accumulators and displays the payroll register. (SQR)	**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Payroll Results Register CHE > Payroll Register**	GPCH_RC_TX04_1
GPCHTX06 Pay Balance	Lists the employee ID, date of birth, hire and termination dates, and AHV number for each employee. (SQR)	**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Pay Balance CHE > Pay Balance**	GPCH_RC_TX03
GPCH-AE_TX07 Tax Statement	Creates the XML, which is sent to Swissdec and from where the internal print takes the data. (ViewGen)	**Global Payroll & Absence Mgmt >Year End Process CHE >Prepare Files** (to create)	GPCH_EG_ RSTATUS
GPCHTX2X Source Tax Swissdec	Monthly XML for all employees who underlay Source tax.	• **Global Payroll & Absence Mgmt > Year End Process CHE > Prepare Files (to create)** • **Global Payroll & Absence Mgmt > Year End Process CHE > Process Files (to view)**	GPCH_EG_ RSTATUS GPCH_EG_ FSTATUS

Additional Reports

Report ID and Report Name	Description	Navigation	Run Control Page
GPCH-AE_TX07 Tax Statement (for print only)	Lists employee name, employment dates, and pay element totals. (External)	**Global Payroll & Absence Mgmt >Taxes >Tax Statement Report CHE >Tax Statement**	GPCH_RC_ AL03
GPCHAL02 Reconciliation Report	Prepares data for reconciliation. (SQR)	**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Reconciliation Report CHE > Reconciliation Report**	GPCH_RC_AL02

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
GPCHAL04 FAK PDF month	Lists employee allowances and employer FAK contributions. Monthly. (SQR)	**Global Payroll & Absence Mgmt** > **Authority Correspondence** > **FAK Contributions Report CHE** >**FAK Contributions**	GPCH_RC_AL04
GPCHAL05 FAK PDF Year	Lists employee allowances and employer FAK contributions. Yearly. (SQR)	**Global Payroll & Absence Mgmt** > **Authority Correspondence** > **FAK Monthly Contributions CHE** >**FAK Monthly Contributions**	GPCH_RC_AL04
GPCHAL4X FAK XML AKB	Lists employee allowances. Monthly. Creates XML for AKB. Print for internal usage by BI Publisher.	• **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Prepare Files (to create)** • **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Process Files (to view)**	GPCH_EG_ RSTATUS GPCH_EG_ FSTATUS
GPCHAL5X FAK XML eAHV	Lists employee allowances. YeartoDate Creates XML for eAHV. Print for internal usage by BI Publisher.	• **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Prepare Files (to create)** • **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Process Files (to view)**	GPCH_EG_ RSTATUS GPCH_EG_ FSTATUS
GPCHAL8X Pay El. Sum. Month (pay element summary month)	Creates XML as of GPCHAL08 by EMPLID as base for Year End Audit.	• **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Prepare Files (to create)** • **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Process Files (to view)**	GPCH_EG_ RSTATUS GPCH_EG_ FSTATUS
GPCHAL06 Overpayment List	Lists all payees who have negative balances as of the last pay run. (SQR)	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **Overpayment List CHE** > **Overpayment List**	GPCH_RC_AL06

Report ID and Report Name	Description	Navigation	Run Control Page
GPCHBK01 Bank/Postal List	Provides information on all payments that have been made to employees through a financial institution such as a bank or the post office; mainly used internally for accounting purposes. (SQR)	**Global Payroll & Absence Mgmt** > **Payment Processing** > **Create Bank List CHE** > **Bank/Postal List**	GPCH_RC_BK01
GPCHBK02 Bank Transfer Disk	Creates one or several files containing all data records in their required format. (SQR)	**Global Payroll & Absence Mgmt** > **Payment Processing** > **Create Bank File CHE** > **Bank Transfer Disk**	GPCH_RC_BK02
GPCHEOX1 XML Military Service	Provides information on military services and expected refunds. Creates XML to send to AKB.	• **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Prepare Files (to create)** • **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Process Files (to view)**	GPCH_EG_ RSTATUS GPCH_EG_ FSTATUS
GPCHST01 ASCII (Profiling)	Creates ASCII file for Profiling	**Global Payroll & Absence Mgmt** > **Authority Correspondence** >**BESTA Employment Statistic**	GPCH_RC_ST01
GPCHST01 PDF (BESTA)	Creates ASCII file for Profiling and PDF for BESTA.	**Global Payroll & Absence Mgmt** > **Authority Correspondence** >**BESTA Employment Statistic**	GPCH_RC_ST01
GPCHTX01 Source Tax PDF Year – all cantons	Year list for all payees who underlay source tax.	**Global Payroll & Absence Mgmt** > **Taxes** >**Source Tax Year Report CHE**	GPCH_RC_TX01
GPCHTX01 Source Tax PDF Year – FR	Creates yearly statement for all payees who underlay source tax in canton FR.	**Global Payroll & Absence Mgmt** > **Taxes** >**Source Tax Year Report CHE**	GPCH_RC_TX01
GPCHTX01 Source Tax PDF Year – TI	Creates yearly statement for all payees who underlay source tax in canton TI.	**Global Payroll & Absence Mgmt** > **Taxes** >**Source Tax Year Report CHE**	GPCH_RC_TX01

Report ID and Report Name	Description	Navigation	Run Control Page
GPCHTX01 Source Tax PDF Cross border France	Creates yearly list for all payees who underlay the French cross border rules	**Global Payroll & Absence Mgmt** > **Taxes** >**Source Tax Year Report CHE**	GPCH_RC_TX01
GPCHTX01 Source Tax PDF Month – all cantons	Month list for all payees who underlay source tax.	**Global Payroll & Absence Mgmt** > **Taxes** >**Source Tax Month Report CHE**	GPCH_RC_TX02
GPCHTX01 Source Tax XML Year (GE)	Yearly XML for all employees who underlay Source tax in Canton Geneva.	• **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Prepare Files (to create)** • **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Process Files (to view)**	GPCH_EG_ RSTATUS GPCH_EG_ FSTATUS
GPCHTX02 Source Tax XML Quarter (VD)	Quarterly XML for all employees who underlay Source tax in Canton Vaud.	• **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Prepare Files (to create)** • **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Process Files (to view)**	GPCH_EG_ RSTATUS GPCH_EG_ FSTATUS
GPCHTX02 Source Tax XML Quarter all cantons other than GE / VD	Quarterly XML for all employees who underlay Source tax in Cantons other than Geneva or Vaud.	• **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Prepare Files (to create)** • **Global Payroll & Absence Mgmt** > **Year End Process CHE** > **Process Files (to view)**	GPCH_EG_ RSTATUS GPCH_EG_ FSTATUS
GP_PMT	SEPA XML	**Global Payroll & Absence Mgmt** > **Run Payment Prep Process**	GP_PMT_PREPARE
Unemployment Report CHE Page	Unemployment forms 041 and 103	**Global Payroll & Absence Mgmt** > **Payee Data** >**Employment Report Center CHE**	GPCH_UNEMP_DB

Chapter 32

Managing payments for Previous Year Terminated Employees

Understanding Payments for Previous Year Terminated Employees

In case of termination, GP Switzerland creates a set of CP (Custom Period) accumulators to support payments after termination in future year(s).

PIN_NM	Description	BGN_DT
CH_AH_02_CP	AHV Gross as of termination	01. Jan 98
CH_AH_02_CPE	AHV Gross PE as of termination	01. Jan 98
CH_AH_03_CP	AHV exempted as of termination	01. Jan 98
CH_AH_05_CP	AHV paid as of termination	01. Jan 98
CH_AL_02_CP	ALV Gross as of termination	01. Jan 98
CH_AL_03_CP	ALV Limit as of termination	01. Jan 98
CH_AL_04_CP	ALVZ limit as of termination	01. Jan 98
CH_AL_05_CP	ALV paid as of termination	01. Jan 98
CH_AL_06_CP	ALVZ paid as of termination	01. Jan 98
CH_AL_07_CP	ALV days as of termination	01. Jan 98
CH_UV_02_CP	UV Base as of termination	01. Jan 98
CH_UV_02_CPB	BUV Base as of termination	01. Jan 98
CH_UV_03_CP	BUV Limit as of termination	01. Jan 98

PIN_NM	Description	BGN_DT
CH_UV_04_CP	NBUV limit as of termination	01. Jan 98
CH_UV_05_CP	BUV Paid as of termination	01. Jan 98
CH_UV_06_CP	NBUV paid as of termination	01. Jan 98
CH_UV_07_CP	UV days as of termination	01. Jan 98
CH_ZV_02_CP	ZV Base as of termination	01. Jan 04
CH_ZV_03_CP	ZV lower limit as of term	01. Jan 04
CH_ZV_04_CP	ZV upper limit as of term	01. Jan 04
CH_ZV_05_CP	ZV paid as of term	01. Jan 04

Understanding Accumulator Adjustments in Case of Late Termination

Global Payroll for Switzerland does not have retro calculation for previous year(s). Thus in case of „late termination of an employee (i.e Termination was on or before 31.12.YYYY and is keyed in after last month of year is already finalized) we miss the automated creation of the CP-accumulator set. If there is a **payment next year(s)** for such an inactive employee, the payroll does not have sufficient information to calculate legal deduction correct in all scenarios. To fix this situation, user needs to fill the missing set of CP-Accumulators.. under ../ Adjust Balances / Accumulators

Navigation:

Global Payroll & Absence Mgmt, **Payee Data**, **Adjust balances**, Accumulators.

Accumulators

select the CP Accumulators (1) shown under **Understanding payments for previous year terminated employees**

one by one as of the most recent Calendar Group ID for previous year.

Field or Control	Description
Accumulator	Choose the appropriate accumulator from the list in Understanding Payments for Previous Year Terminated Employees
From Date	fix: CH_ZV_xxx = 01-Jan-2004 / others: 01-Jan-1998
User Key 1	CH_Ax_xxx = Termination Date / others: Hire Date
User key 2	• CH_Ax_xx = Y or N (eligible as of termination) • CH_UV_xxx = empty • CH_ZV_xxx = 3 or 4 (3 for KTG_AMC, 4 for UVGZ_LAAC)
User key 3	• CH_ZV_xxx = (K00 for KTG_AMC, U00 for UVGZ_LAAC) • Others=Empty

Field or Control	Description
User Key 4	• CH_ZV_xxx = Insurance Group as of setup (01, A1, etc.) • Others=Empty
Amount	Payroll result as of termination. Value is available in corresponding YTD accumulator (see Reference table below)

Note: User Key 1 to User Key 2 are character fields. Thus the date needs to be filled in the format YYYY-MM-DD, independent of the user selected date format.

CP Accumulator	DESCR	Reference YTD
CH_AH_02_CP	AHV Gross as of termination	CH_AH_D11_YTDB
CH_AH_02_CPE	AHV Gross PE as of termination	CH_AH_D11_YTDB
CH_AH_03_CP	AHV exempted as of termination	n/a
CH_AH_05_CP	AHV paid as of termination	CH_AH_D11_YTDB
CH_AL_02_CP	ALV Gross as of termination	CH_AL_D11_YTDB
CH_AL_03_CP	ALV Limit as of termination	n/a
CH_AL_04_CP	ALVZ limit as of termination	n/a
CH_AL_05_CP	ALV paid as of termination	CH_AL_D11_YTDB
CH_AL_06_CP	ALVZ paid as of termination	CH_AL_D21_YTDB
CH_AL_07_CP	ALV days as of termination	CH_AH_E16_YTD
CH_UV_02_CP	UV Base as of termination	CH_UV_D11_YTDB
CH_UV_02_CPB	BUV Base as of termination	CH_UV_D11_YTDB
CH_UV_03_CP	BUV Limit as of termination	UVG-limit
CH_UV_04_CP	NBUV limit as of termination	UVG-limit
CH_UV_05_CP	BUV Paid as of termination	CH_UV_D11_YTDB

CP Accumulator	DESCR	Reference YTD
CH_UV_06_CP	NBUV paid as of termination	CH_UV_D11_YTDB
CH_UV_07_CP	UV days as of termination	n/a
CH_ZV_02_CP	ZV Base as of termination	TBD
CH_ZV_03_CP	ZV lower limit as of term	TBD
CH_ZV_04_CP	ZV upper limit as of term	TBD
CH_ZV_05_CP	ZV paid as of term	TBD

Here is a sample Accumulator

A Sample Accumulato