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# PeopleSoft HCM 9.2: PeopleSoft Human Resources Administer Company Cars

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May 2024

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# Contents

- Preface: Preface..... v**
  - Understanding the PeopleSoft Online Help and PeopleBooks..... v
  - Hosted PeopleSoft Online Help..... v
  - Locally Installed PeopleSoft Online Help..... v
  - Downloadable PeopleBook PDF Files..... v
  - Common Help Documentation..... v
  - Field and Control Definitions..... vi
  - Typographical Conventions..... vi
  - ISO Country and Currency Codes..... vii
  - Region and Industry Identifiers..... vii
  - Translations and Embedded Help..... viii
  - Using and Managing the PeopleSoft Online Help..... viii
  - PeopleSoft HCM Related Links..... viii
  - Contact Us..... viii
  - Follow Us..... ix
- Chapter 1: Getting Started with Administer Company Cars..... 11**
  - Administer Company Cars Overview..... 11
  - Administer Company Cars Business Processes..... 11
  - Administer Company Cars Integrations..... 12
  - Administer Company Cars Implementation..... 12
- Chapter 2: Setting Up Administer Company Cars..... 13**
  - Setting Up the Company Car Benefit Plan..... 13
    - Pages Used to Set Up the Company Car Benefit Plan..... 13
    - Benefit Plan Table Page..... 13
    - Company Car Plan Table Page..... 14
    - Adding the Company Car Benefit Plan to Benefit Programs..... 16
  - Setting Up Company Car Fleet Information..... 16
    - Pages Used to Set Up Company Car Fleet Information..... 16
    - Common Element Used to Set Up Company Car Fleet Information..... 17
    - Car Model Table Page..... 17
    - Car Management Location Page..... 19
    - Car Data Page..... 19
    - Allocation Page..... 21
    - Maintenance Page..... 22
- Chapter 3: Administering Company Cars for a Workforce..... 25**
  - Allocating Company Cars..... 25
    - Pages Used to Allocate Company Cars..... 25
    - Select Type of Benefits Page..... 25
    - Assign Type of Car/Dates Page..... 28
  - (GBR) Tracking Company Cars and Vehicle Incidents..... 31
    - Pages Used to Track Company Cars and Vehicle Incidents..... 31
    - Understanding Tracking Functionality..... 31
    - Calculate P11D Information Page..... 32
    - Verify P11D Information Page..... 33
  - Running Company Car Reports..... 35
    - Pages Used to Run Company Car Reports..... 35

**Chapter 4: (GBR) Defining Tax Percentages and Engine Types..... 37**  
    Understanding Emissions Taxes..... 37  
    Defining Tax Percentages and Engine Types..... 37  
        Pages Used to Define Tax Percentages and Engine Types..... 37  
        Define Emissions Data Page..... 37  
        Define Engine Type or Setup Engine Types Page..... 38

# Preface

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## Understanding the PeopleSoft Online Help and PeopleBooks

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

### Hosted PeopleSoft Online Help

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

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

### Locally Installed PeopleSoft Online Help

If you're setting up an on-premises 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. Installable PeopleSoft Online Help is made available with selected PeopleSoft Update Images and with PeopleTools releases for on-premises installations, through the [Oracle Software Delivery Cloud](#).

Your installation documentation includes a chapter with instructions for how to install the online help for your business environment, and the documentation zip file may contain a README.txt file with additional installation instructions. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help."

To configure the context-sensitive help for your PeopleSoft applications to use a locally installed online help website, see [Configuring Context-Sensitive Help Using a Locally Installed Online Help Website](#).

### Downloadable PeopleBook PDF Files

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

### Common Help Documentation

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

- Application Fundamentals

- Using PeopleSoft Applications

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

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

## Field and Control Definitions

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

## Typographical Conventions

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

<b><i>Typographical Convention</i></b>	<b><i>Description</i></b>
<b>Key+Key</b>	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 <b>Alt+W</b> , hold down the <b>Alt</b> key while you press the <b>W</b> 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.

<b>Typographical Convention</b>	<b>Description</b>
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

## ISO Country and Currency Codes

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

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

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

## Region and Industry Identifiers

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

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

### Region Identifiers

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

- Asia Pacific
- Europe
- Latin America
- North America

### Industry Identifiers

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

- USF (U.S. Federal)

- E&G (Education and Government)

## Translations and Embedded Help

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

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## Using and Managing the PeopleSoft Online Help

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

- Using the PeopleSoft Online Help.
- Managing hosted Online Help.
- Managing locally installed PeopleSoft Online Help.

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## PeopleSoft HCM Related Links

[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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## Contact Us

Send your suggestions to [pssoft-infodev\\_us@oracle.com](mailto:pssoft-infodev_us@oracle.com).

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



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<i>Icon</i>	<i>Link</i>
	<a href="#"><u>Watch PeopleSoft on YouTube</u></a>
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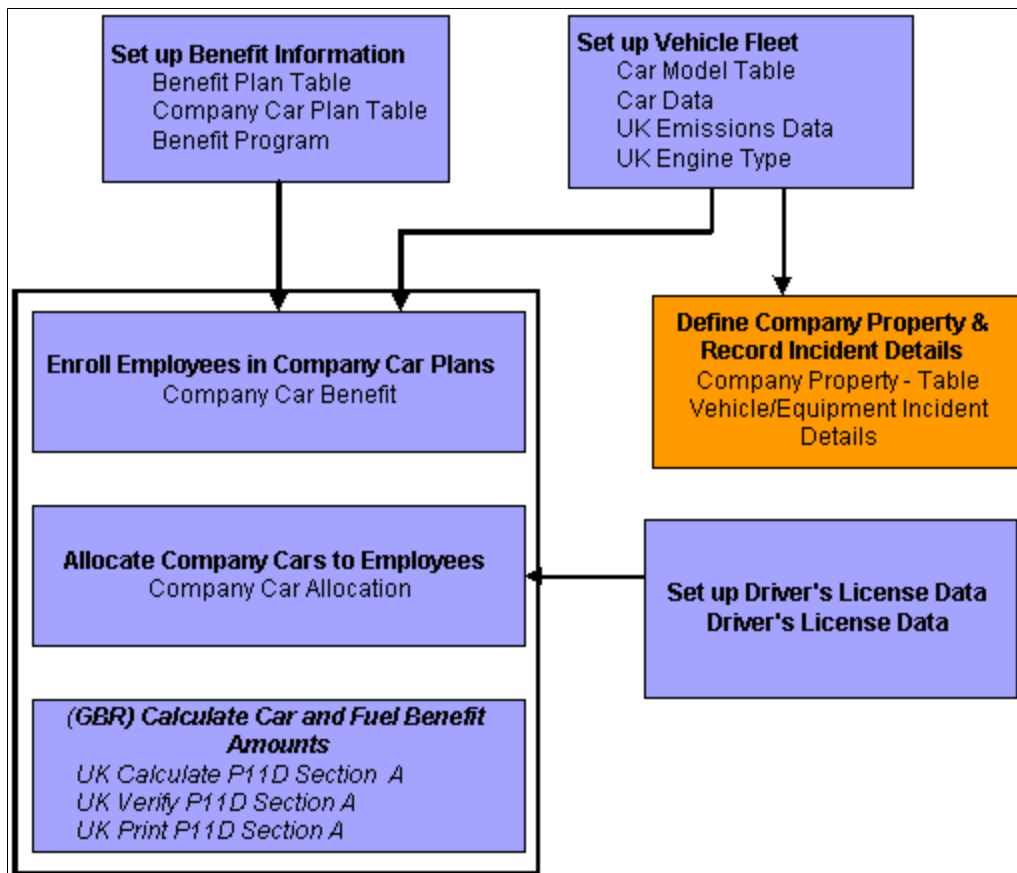


# Getting Started with Administer Company Cars

## Administer Company Cars Overview

Administer Company Cars enables you to set up and administer company cars for an organization. Setup tasks include defining company car benefit plans and fleet data. Administration tasks include allocating and tracking company cars and defining tax percentages and engine types.

This diagram illustrates the Administer Company Cars business process, from setting up benefit information and the vehicle fleet to calculating car and fuel benefit amounts:



## Administer Company Cars Business Processes

Administer Company Cars provides these business processes:

- Set up company car benefit plans and car fleet data.
- Allocate and track company cars.
- (GBR) Define tax percentages and engine types.

We cover these business processes in the business process topics in this product documentation.

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## Administer Company Cars Integrations

Administer Company Cars integrates with these PeopleSoft applications:

- PeopleSoft HCM applications.
- Other PeopleSoft applications.
- Third-party applications.

We cover integration considerations in the implementation topics in this product documentation.

Supplemental information about third-party application integrations is located on the [My Oracle Support](#) website.

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## Administer Company Cars 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 product documentation.

### Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation documentation, 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 Also *PeopleTools: Setup Manager*

### Related Links

Application Fundamentals

## Chapter 2

# Setting Up Administer Company Cars

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## Setting Up the Company Car Benefit Plan

To set up the company car benefit plan, use the Benefit Plan Table (BENEFIT\_PLAN\_TABLE) and Company Car Plan Table (CAR\_PLAN\_TABLE) components.

This topic discusses how to set up the company car benefit plan.

---

**Note:** This topic is required. To implement Administer Company Cars, you must complete the tasks discussed in this topic.

PeopleSoft considers a company car a benefit; therefore, some of the standard benefit plan codes and tables define the company car benefit.

Use the Benefit Plan Table to set up all types of benefits, not just company cars.

---

## Pages Used to Set Up the Company Car Benefit Plan

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Benefit Plan Table Page</u>	BENEFIT_PLAN_TABLE	Create and name company car benefit plans.
<u>Company Car Plan Table Page</u>	CAR_PLAN_TABLE	Enter company car benefit information that is specific to each company car benefit plan.

## Benefit Plan Table Page

Use the Benefit Plan Table page (BENEFIT\_PLAN\_TABLE) to create and name company car benefit plans.

Navigation:

**Set Up HCM > Product Related > Workforce Administration > Company Cars > Benefit Plan Table > Benefit Plan Table**

This example illustrates the fields and controls on the Benefit Plan Table page.

The screenshot shows the 'Benefit Plan Table' interface. At the top, it displays 'Plan Type 5A' and 'Company Car' on the left, and 'Benefit Plan KNCAR' on the right. Below this is a 'Benefit Plans' section with a search bar and navigation controls (First, 1 of 1, Last). The main form contains several fields:
 

- \*Effective Date: 01/01/1980
- \*Description: Standard Car Scheme
- Short Description: Car
- Set ID: NLD01
- Vendor ID: (empty)
- SPD URL ID: (empty)
- Group Number: (empty)
- Default Deduction Code: KN5A01
- Company Car: (selected)
- Self-Service Plan Description: (empty)

 Below the main form is an 'Internal Administrative Contacts' section with a 'Personalize' button and navigation controls. It includes a table with columns for \*Contact Type, \*Contact ID, and Contact Description, and a '+' button to add new contacts.

<i>Field or Control</i>	<i>Description</i>
<b>Plan Type and Benefit Plan</b>	Displays the plan type and benefit plan that you entered. Leave the remaining fields blank.

**Related Links**

“Defining Benefit Plans” (PeopleSoft Human Resources Manage Base Benefits)

**Company Car Plan Table Page**

Use the Company Car Plan Table page (CAR\_PLAN\_TABLE) to enter company car benefit information that is specific to each company car benefit plan.

Navigation:

**Set Up HCM > Product Related > Workforce Administration > Company Cars > Company Car Plan Table > Company Car Plan Table**

This example illustrates the fields and controls on the Company Car Plan Table page.

### Company Car Plan Table

Plan Type 5A      Company Car

Benefit Plan HGCAR

Data
Find | View All    First 1 of 1 Last

\*Effective Date

Qualifying Period  Months ▼

Allowance Amount

**Price Range**

	Minimum	Maximum
Purchase	<input type="text" value="7,000.00"/>	<input type="text" value="55,000.00"/>
Lease	<input type="text" value="500.00"/>	<input type="text" value="1,000.00"/>
Contract Hire	<input type="text" value="500.00"/>	<input type="text" value="1,000.00"/>

<b>Field or Control</b>	<b>Description</b>
<b>Qualifying Period</b>	Enter the waiting or qualifying period for participating in this plan, if applicable. Select a unit by which to measure time and enter the number of those units.
<b>Allowance Amount</b>	If you offer an allowance amount instead of a car, enter the amount and the currency code for that amount. The currency code appears by default from the base currency code defined in the Installation table. If you change the currency code here, the new code applies to the other currency-related fields on this page.

### Price Range

Use the fields in this group box to define the price range of a car. For example, a worker enrolled in the HGCAR benefit plan might have a car with a minimum list price of 7,000 and a maximum price of 55,000.

<b>Field or Control</b>	<b>Description</b>
<b>Purchase</b>	List the minimum and maximum amount of purchase. Specify the currency of these amounts by entering a currency code next to <b>Allowance Amount</b> . This code controls all amount fields on this page.

<i>Field or Control</i>	<i>Description</i>
<b>Lease and Contract Hire</b>	List minimum and maximum amount of lease or contract hire. Specify the currency of these amounts by entering a currency code to the right of the <b>Allowance Amount</b> field. This code controls all amount fields on this page.

## Adding the Company Car Benefit Plan to Benefit Programs

To enable workers to use the car benefit plan, assign the plan to benefit programs and then assign benefit programs to workers.

To add the company car benefit plan to one of the organization's benefit and deduction programs, use the Benefit/Deduction Program Table pages. Select **Set Up HCM > Product Related > Workforce Administration > Company Cars > Ben/Ded Program Tbl**. Use these same pages to define Benefit/Deduction Programs in the Benefit Program table.

### Related Links

“Building Benefit Programs” (PeopleSoft Human Resources Manage Base Benefits)

## Setting Up Company Car Fleet Information

To set up company car fleet information, use the Car Model Table (CAR\_MODEL\_TABLE), Car Management Location (CAR\_MG\_LOC\_TBL) , and Car Data (CAR\_DATA) components.

This topic discusses how to set up company car fleet information.

Setting up car fleet information involves entering information about the cars, car models, car pool information, and vehicle maintenance. This information enables you to administer the allocation and tracking of company cars.

**Note:** This topic is required. To implement Administer Company Cars, you must complete the tasks discussed in this topic.

## Pages Used to Set Up Company Car Fleet Information

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Car Model Table Page</u>	CAR_MODEL_DATA	Track company cars.
<u>Car Management Location Page</u>	CAR_MG_LOC_TBL	Enter location information detailing where car maintenance, leasing, and management occurs.



<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Car Data Page</u>	CAR_DATA1	Enter details such as a profile of the car and accessories information.
<u>Allocation Page</u>	CAR_DATA2	View allocation information, track car pool information, and enter comments about the car.
<u>Maintenance Page</u>	CAR_MAINT	Record a company car's car pool and maintenance history.

### Common Element Used to Set Up Company Car Fleet Information

<i>Field or Control</i>	<i>Description</i>
<b>Car ID</b>	<p>Displays an identification code for a specific vehicle.</p> <hr/> <p><b>Note:</b> To prevent numbering errors, always assign a number or let the system assign one automatically.</p> <hr/>

### Car Model Table Page

Use the Car Model Table page (CAR\_MODEL\_DATA) to track company cars.

Navigation:

**Set Up HCM > Product Related > Workforce Administration > Company Cars > Car Model Table > Car Model Table**

This example illustrates the fields and controls on the Car Model Table page.

### Car Model Table

**Manufacturer** BMW

**Model** 323i SE

**Engine Type** PET

**Data** Find | View All    First 1 of 1 Last

\*Effective Date  + -

\*Status Active

\*Engine Capacity  Cubic Centimeters

High Insurance Risk

CO2 Emissions

**Costs**

List Cost  GBP

Lease Cost  Frequency Monthly

Contract Hire Cost

Description

<b>Field or Control</b>	<b>Description</b>
<b>Model</b>	Displays the manufacturer and model of the car.
<b>Engine Type</b>	Displays the engine type.
<b>Engine Capacity</b>	Enter the engine capacity for the model.
<b>High Insurance Risk</b>	Select this check box if this is a high-insurance car.
<b>CO2 Emissions g/km</b> (carbon dioxide emissions in grams per kilometer)	In the U.K., vehicle tax is based on carbon dioxide emissions. Enter the grams per kilometer emissions provided by the manufacturer in accordance with government guidelines.
<b>List Cost</b>	Enter the list cost. This is a required field that the system uses for tax purposes when performing P11D calculations. The currency code field next to the <b>List Cost</b> field applies to all amount fields on the page.
<b>Lease Cost</b>	For lease costs, select <i>Daily</i> , <i>Weekly</i> , <i>Monthly</i> , or <i>Yearly</i> .
<b>Contract Hire Cost</b>	For contract hire costs, enter the amount in the field.

## Car Management Location Page

Use the Car Management Location page (CAR\_MG\_LOC\_TBL) to enter location information detailing where car maintenance, leasing, and management occurs.

Navigation:

**Set Up HCM > Product Related > Workforce Administration > Company Cars > Car Management Location > Car Management Location**

This example illustrates the fields and controls on the Car Management Location page.

### Car Management Location

Location ABC Motor Group

---

Location Type Garage ▼

Country GBR United Kingdom

Address 55 Turnpike Road  
Shipham  
Somerset BS251TX Edit Address

Telephone

Description

<b>Field or Control</b>	<b>Description</b>
<b>Location Type</b>	Values include:  <i>Garage:</i> Select for a car maintenance facility.  <i>Internal Management Center:</i> Select for a location within the company that manages a car.  <i>Lease Company:</i> Select for a company from which you lease cars for use in the program.

## Car Data Page

Use the Car Data page (CAR\_DATA1) to enter details such as a profile of the car and accessories information.

Navigation:

**Set Up HCM > Product Related > Workforce Administration > Company Cars > Car Data > Car Data**

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

### Car Data

Car ID 000010

**Car Profile** Find | View All    First 1 of 1 Last

**Car Details**

\*Effective Date

Registration Nbr

\*Make

Registration Date

Provision Method

Management Location

Country  United Kingdom

County  Berkshire

\*Status

VIN

Model

Color

Cost  Currency Code

**United Kingdom**

Tax Renewal Date  Age of Car 15  Classic Car

**Netherlands**

Contract Begin Date  Contract End Date  Fiscal Value

**Accessories** Find    First 1 of 1 Last

*Description	Cost	Currency	Installed	Removed
Kenwood Stereo	210.00	GBP	06/16/1999	

<b>Field or Control</b>	<b>Description</b>
<b>Registration Nbr</b> (registration number) and <b>VIN</b> (vehicle identification number)	Enter the vehicle's registration number and VIN.
<b>Make and Model</b>	Provide information in these required fields. Define values for make in the Translate table, and define values for model in the Car Model table.
<b>Registration Date</b> and <b>Color</b>	Enter the car's registration date and select a color.
<b>Provision Method</b> and <b>Cost</b>	Select a provision method using the purchase, lease, and contract hire costs that you defined in the Car Model table. The system displays the car's cost in the appropriate currency based on the provision method that you select. You can override these amounts.
<b>Management Location</b>	Select a management location for this vehicle. This field is optional. Car management locations are stored on the Car Management Locations page.

**(GBR) United Kingdom**

<i>Field or Control</i>	<i>Description</i>
<b>Tax Renewal Date</b>	Enter a date. The date that you enter is for informational purposes only.
<b>Age of Car</b>	Displays the car's age calculated from the registration date that you entered on the Car Data page.
<b>Classic Car</b>	Select for cars that are 15 years or older.

**(NLD) Netherlands**

<i>Field or Control</i>	<i>Description</i>
<b>Contract Begin Date</b> and <b>Contract End Date</b>	Enter the contracted dates for the use of the vehicle.
<b>Fiscal Value</b>	Identify the worth of value incurred for this vehicle, such as the catalog price of a newly purchased car and the value of additional accessories.

**Accessories**

For each accessory, complete the fields in this group box.

**Allocation Page**

Use the Allocation page (CAR\_DATA2) to view allocation information, track car pool information, and enter comments about the car.

Navigation:

**Set Up HCM > Product Related > Workforce Administration > Company Cars > Car Pool and Maintenance > Allocation**

This example illustrates the fields and controls on the Allocation page.

Allocation
Maintenance

Car ID 0000010      Registration Nbr T451 RBI      VIN 1997745 AX 8821

Currently Allocated to KG0002      Dewi Hopkins

Car Pool
Personalize | Find | View All | | 
First ◀ 1 of 1 ▶ Last

	Start Date	End Date	Empl ID	Name
1	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	

<i>Field or Control</i>	<i>Description</i>
<b>Registration No. and VIN</b>	Displays the registration number and VIN that you entered on the Car Data page.
<b>Currently Allocated To</b>	Displays the ID and name of an individual if the car is assigned to a worker on the Company Car Allocation table.

### Car Pool

Enter the start date and the end date of the car pool, and then enter the EmplID of the person who is responsible for the company car.

## Maintenance Page

Use the Maintenance page (CAR\_MAINT) to record a company car's car pool and maintenance history.

Navigation:

**Set Up HCM > Product Related > Workforce Administration > Company Cars > Car Pool and Maintenance > Maintenance**

This example illustrates the fields and controls on the Maintenance page.

<b>Field or Control</b>	<b>Description</b>
<b>Maintenance Date</b>	Enter the date when the car was serviced.
<b>Location</b>	Select a location from the list of locations that you defined on the Car Management Location table. <i>Garage</i> is the only location type that appears here.
<b>Action Code</b>	Select a value from the available options.
<b>Present Distance</b>	Enter the car's odometer reading as of the service date. Select <i>Miles</i> or <i>Kms</i> (kilometers).
<b>Next Service</b>	If you selected <i>Full Service</i> as the action code, enter the distance and date for the car's next service. To enter additional car maintenance and service events, insert a new data row and enter a new maintenance date, if appropriate.

### (MEX) Mexico

Because of high pollution levels in Mexico, there are legal requirements for car inspections.

<b>Field or Control</b>	<b>Description</b>
<b>Inspection Type</b>	Values include:  <i>Multiple Stop Day (2), New Cars (00), No Stop Day (0), and One Stop Day (1).</i>  For example, if a car has an inspection type of <i>One Stop</i> , the car must not be used one day of the week.
<b>Stop Day</b>	Depending on the result of the inspection, you may need to specify a stop day when the car cannot be in use.  Values include:  <i>Monday, Tuesday, Wednesday, Thursday, and Friday.</i>



## Chapter 3

# Administering Company Cars for a Workforce

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## Allocating Company Cars

To allocate company cars, use the Select Type of Benefits (CAR\_PLAN) and Assign Type of Car/Dates (CAR\_ALLOCATION) components.

This topic discusses how to allocate company cars.

Before allocating cars to employees, enroll them in the benefit plan.

## Pages Used to Allocate Company Cars

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Select Type of Benefits Page</u>	CAR_PLAN	Enroll workers in the car benefit plan.
<u>Assign Type of Car/Dates Page</u>	CAR_ALLOCATION	Allocate company cars to workers.

## Select Type of Benefits Page

Use the Select Type of Benefits page (CAR\_PLAN) to enroll workers in the car benefit plan.

Navigation:

**Benefits > Provide Company Cars > Select Type of Benefits > Select Type of Benefits**

This example illustrates the fields and controls on the Select Type of Benefits page.

**Select Type of Benefits**  
 Jeroen van de Berg Employee ID KN0001 Benefit Record Number 0  
 Plan Type 5A Company Car  
 Coverage Details: \*Date 01/01/2012  
 Coverage Election:  Elect,  Waive,  Terminate. \*Elect Date 01/01/2012  
 Benefit Plan: KNCAR Standard Car Scheme  
 Allowance Taken  
 Amount: Currency: Status: Active  
 Description: Netherlands Base Benefits  
 Currency: EUR  
 Netherlands  
 Lease Amount: 1100.00 Frequency: Monthly  
 Employee Contribution: 110.00 Excessive Contribution: 0.00  
 Fiscal Value: 43542.04 Fiscal Percentage: 25.00  
 Taxable Amount: 907.13 No Tax on Car: [dropdown]

<b>Field or Control</b>	<b>Description</b>
<b>Plan Type</b>	Displays the default value of <i>Company Car</i> .
<b>Coverage Begin Date</b>	Enter the start date for the worker's coverage under this plan.
<b>Coverage Election</b>	Indicate whether the worker chooses to <b>Elect</b> , <b>Waive</b> , or <b>Terminate</b> their coverage.
<b>Elect Date</b>	Enter the date on which the worker elected this coverage.
<b>Benefit Plan</b>	Enter a benefit plan from the plans that you set up in the Benefit Plan Table page. Only benefit plans that are in this worker's benefit program are available here.
<b>Allowance Taken</b>	Select if this worker chooses an allowance instead of a car.
<b>Amount</b>	Displays the allowance amount from the Company Car Plan page. You can override the amount, the currency, or both. Workers who choose the allowance can't have company cars allocated in the Assign Type of Car/Dates page.

**(NLD) Netherlands**

<b>Field or Control</b>	<b>Description</b>
<b>Lease Amount</b>	Enter the lease amount paid each period to the lease company.
<b>Frequency</b>	Displays the compensation frequency from the worker's job data and applies to the lease amount.
<b>Employee Contribution</b>	Enter the contribution amount made by the employee. This can be a fixed amount or a percentage of the lease amount.
<b>Excessive Contribution</b>	Identify any excess above the employee's lease budget. This amount will be considered an additional monthly contribution toward the employee's private use. The budget is typically determine by the job family or position level.
<b>Fiscal Value</b>	Record the catalog price of a newly purchased car, including additional accessories.
<b>Fiscal Percentage</b>	Indicate the tax rate, which depends on the CO2 emission and the date of the registration of the vehicle.
<b>Taxable Amount</b>	<p>Displays the taxable amount, which is derived from the amounts entered for <b>Fiscal Value</b>, the <b>Fiscal Percentage</b>, and the factor related to the <b>Frequency</b> (e.g. Monthly = 1/12).</p> <p>For example, if the fiscal value is equal to 20,000, the fiscal percentage is 25, and the frequency is monthly, then system would calculate the taxable amount accordingly:</p> $20,000 * 25/100 * 1/12 = 416.67$ <p>When you change either the <b>Fiscal Value</b> or <b>Fiscal Percentage</b> values, the system re-calculates the <b>Taxable Amount</b> value. You can override the calculated amount, however, if you set the value to zero (0) include the reason for not having a tax on the company car in the <b>No Tax on Car</b> field..</p>

<b>Field or Control</b>	<b>Description</b>
<b>No Tax on Car</b>	<p>Select the reason for being exempt of paying tax for the use of a company car. For example, you might select <i>No CO2 Emission</i> for an electric car. Valid values include:</p> <ul style="list-style-type: none"> <li>• <i>Alternately use Company Van</i></li> <li>• <i>Employer Arrangement</i></li> <li>• <i>No CO2 Emission</i></li> <li>• <i>Other Evidence</i></li> <li>• <i>Personal Arrangement</i></li> </ul>

### Related Links

[Setting Up the Company Car Benefit Plan](#)

## Assign Type of Car/Dates Page

Use the Assign Type of Car/Dates page (CAR\_ALLOCATION) to allocate company cars to workers.

Navigation:

**Benefits > Provide Company Cars > Assign Type of Car/Dates > Assign Type of Car/Dates**

This example illustrates the fields and controls on the Assign Type of Car/Dates page.

**Assign Type of Car/Dates**

**Martin Pipe** Employee **Empl ID** KGG105 **Empl Record** 0

**Data** Find | View All First 1 of 1 Last

**Benefit Plan** KGCAR Company Car Plan - UK  
**Effective Date** 01/01/2001

**Allocation** Find | View All First 1 of 2 Last

\*Car Identification 0000014 T871 GHD Vauxhall Corsa CDX  
Start Date 04/08/2017 Car Type Other  
End Date 04/08/2018

**United Kingdom**

Capital Contribution 10000.000  Fuel Provided  Fuel Cost Reimbursed  
 P46 Submitted  
Date Free Fuel Provided 10/01/2016 Date Free Fuel Withdrawn 10/01/2017  
Cash Equivalent of Car  Cash Equivalent of Fuel

**Payments Towards Private Use** Find First 1 of 1 Last

Payment Date	Amount	Currency	Frequency Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Annual <input type="radio"/> Quarterly <input checked="" type="radio"/> Monthly <input type="radio"/> Weekly

**Unavailability** Find First 1 of 1 Last

Start Date	End Date	Reason
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Annualized Business Mileage** Find First 1 of 1 Last

Tax Year End	Mileage	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Field or Control</b>	<b>Description</b>
<b>Car Identification</b>	Enter the code of the car that you want to allocate to the worker. Define values for this field in the Car Data table. Only cars that aren't already allocated or assigned to carpools as of the effective date are available.
<b>Start Date</b>	Enter the start date of the allocation.
<b>Car Type</b>	Select from these values:  <i>Primary Car, Replacement Car, Secondary Car, or Other.</i>  The car type is used in the P46 (Car) report that is provided with Global Payroll for the U.K.
<b>End Date</b>	Enter a date when the worker is scheduled to (or does) return the car.

## (GBR) United Kingdom

This information is required for the P46 (Car) report that is provided in PeopleSoft Global Payroll for the U.K.

<b>Field or Control</b>	<b>Description</b>
<b>Capital Contribution</b>	Enter the amount and the currency code if the worker makes any capital contributions toward the car.
<b>Fuel Provided</b>	Select if you supply fuel to the worker for private use.
<b>Fuel Cost Reimbursed</b>	Select if the worker reimburses the total cost.
<b>P46 Submitted</b>	Select if you've submitted the P46 (Car) report to the Inland Revenue. If you have Global Payroll for the U.K., you can generate this report automatically.
<b>Date Free Fuel Provided</b>	Select the date from which free fuel was provided to the worker for private use.
<b>Date Free Fuel Withdrawn</b>	Select the date one which free fuel is withdrawn.
<b>Cash Equivalent of Car</b>	Enter the amount equivalent to the car. Click the Display In Other Currency button to access the Display In Other Currency page, where you change the currency.
<b>Cash Equivalent of Fuel</b>	Enter the amount equivalent to the fuel. Click the Display In Other Currency button to access the Display In Other Currency page, where you change the currency.

## Payments Towards Private Use

Complete this group box if the worker makes any payments for private use of the car.

<b>Field or Control</b>	<b>Description</b>
<b>Payment Date and Amount</b>	Enter the date on which the worker started making payments and enter the amount of each payment.
<b>Frequency Type</b>	Select the frequency of the worker's payments.

## Unavailability

Indicate any period when the car is unavailable.

## Annualized Business Mileage

Track the distance that the car is driven on business. Only mileage ranges are required for tax purposes.

<i>Field or Control</i>	<i>Description</i>
<b>Tax Year End and Mileage</b>	To identify the mileage for a particular tax year, select the <b>Tax Year End</b> value and the range of business mileage
<b>Type</b>	<p>Values are:</p> <p><i>Actual:</i> Select at the end of the tax year when a more accurate value is available.</p> <p><i>Expected:</i> Select to enter an estimate for the current tax year.</p>

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## (GBR) Tracking Company Cars and Vehicle Incidents

This topic discusses how to track company cars and vehicle incidents.

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**Note:** To track company cars and vehicle incidents, use the Calculate P11D Information (CALC\_P11D\_SEC\_A) and Verify P11D Information (VIEW\_P11D\_SEC\_A) components.

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## Pages Used to Track Company Cars and Vehicle Incidents

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Calculate P11D Information Page</u>	RUNCTL_COMPCAR001	To calculate the P11D Information amounts, run the CAR001 process. You can run the report for one worker at a time or for all eligible workers.
<u>Verify P11D Information Page</u>	P11D_SEC_A_UK	Verify P11D Information calculation results online.
Process Notes Page	P11D_NOTES_UK	View benefit calculation details.

## Understanding Tracking Functionality

To use the PeopleSoft HR Monitor Health and Safety application to track vehicle incidents related to company cars, you must define each car as an item of company property. Do this on the Company

Property Table Setup page. Once you define a car as company property, use the Incident Data and Vehicle/Equipment Detail pages to record details of any incidents involving the employee and the car, or use the Monitor Health and Safety menus.

You can allocate a company car, without transfer of property, to a director or worker earning more than the statutory threshold. This car is then also available to the worker or director for private use.

There are various tax implications when you allocate a company car to a worker. Companies pay tax in the form of Class 1A National Insurance Contributions (NICs). Workers pay income tax based on their tax codes, which is adjusted to take into account the taxable benefit of the car. In both cases, the taxable benefit is based on the list price, business mileage, age, and periods of unavailability of the car. To find out more about legal requirements, contact the Inland Revenue.

**Related Links**

“Entering Health and Safety Incident Details” (PeopleSoft Human Resources Monitor Health and Safety) [Setting Up the Company Car Benefit Plan](#)

**Calculate P11D Information Page**

Use the Calculate P11D Information page (RUNCTL\_COMPCAR001) to calculate the P11D Information amounts, run the CAR001 process.

You can run the report for one worker at a time or for all eligible workers.

Navigation:

**Benefits > Provide Company Cars > Calculate P11D Information > Calculate P11D Information**

This example illustrates the fields and controls on the Calculate P11D Information page.

The screenshot shows the 'Calculate P11D Information' page. At the top, there are navigation links: 'Run Control ID TS', 'Report Manager', and 'Process Monitor', along with a 'Run' button. Below this is a section titled 'Report Request Parameters' containing three input fields: '\*Tax Year End' with the value '2010', 'Empl ID', and 'Employment Record Number'. Each input field has a magnifying glass icon next to it.

<i>Field or Control</i>	<i>Description</i>
<b>Run Control ID</b>	Displays the run control ID that you entered.
<b>Tax Year End</b>	Define values on the Translate table



<b>Field or Control</b>	<b>Description</b>
<b>Empl ID</b> (employee identification)	Leave this field blank to run the report for all eligible workers, or enter an ID to run the report for only one worker.
<b>Employment Record Number</b>	Leave this field blank to run the report for all worker records, or enter an employment record number to run the report for only one worker record.
<b>Run</b>	Click this button to calculate P11D Information.

## Verify P11D Information Page

Use the Verify P11D Information page (P11D\_SEC\_A\_UK) to verify P11D Information calculation results online.

Navigation:

**Benefits > Provide Company Cars > Verify P11D Information > Verify P11D Information**

This example illustrates the fields and controls on the Verify P11D Information page.

The screenshot shows the 'Verify P11D Information' page with the following details:

- Verify P11D Information** | [Process Notes](#)
- ID: KG0002 | Empl Record: 0
- P11D Section A (UK)** | Find | View All | First 1 of 1 Last
- Tax Year End: 1999
- Make and Model: Ford Mondeo 1.8 GLX | Car ID: 0000010
- Registration Date: 03/01/1999
- Car available from: 01/11/1990 | To: [ ]
- CO2 Emissions g/km: 000 | Tax Percentage: 00
- Business Mileage**
  - 2,499 or less
  - 2,500 - 17,999
  - 18,000 or more
- Payment received - private use: 0.00
- List Price: 17,000.00
- Accessories-before car avail: 0.00
- Total = car + accessories: 17,000.00
- Accessories-after car avail: 0.00
- Capital Contribution: 0.00
- Car Benefit Charge: 1,983.33
- Fuel**
  - Fuel provided for private use
  - Full cost of fuel reimbursed
  - Engine Type: Petrol
    - 1400cc or less
    - 1401cc - 2000cc
    - over 2000cc
  - Fuel Benefit Charge: 0.00

Each data row relates to a car for the worker per tax year. If a worker had two cars during the tax year, there are two data rows for that worker. If a worker had the same car for two tax years, there are also two rows of data. Use the scroll arrows to move between rows.

If you find errors in the display-only fields on the page, update the core data and rerun CAR001.

<b>Field or Control</b>	<b>Description</b>
<b>Tax Year End, Car available from and Payment received - private use</b>	Display values that you defined on the Assign Type of Car/ Dates page.
<b>Make and Model and Registration Date</b>	Display values that you defined on the Car Data page.
<b>CO2 Emissions g/km</b> (carbon dioxide emissions in grams per kilometer) and <b>Tax Percentage</b>	Displays value that you defined on the Emissions Data UK page.
<b>Business Mileage</b>	Select from: <i>2,499 or less</i> , <i>2,500 – 17,999</i> , or <i>18,000 or more</i> .
<b>List Price</b>	Displays the value that you defined on the Car Model page.
<b>Accessories-before car avail., Total = car + accessories, and Accessories-after car avail.</b>	Displays values that you defined on the Car Data page.
<b>Capital Contribution</b>	Display values that you defined on the Assign Type of Car/ Dates page.
<b>Car Benefit Charge</b>	Adjust benefit charge amounts that require complex manual calculations.

## Fuel

<b>Field or Control</b>	<b>Description</b>
<b>Fuel provided for private use and Full cost of fuel reimbursed</b>	Display values that you defined on the Assign Type of Car/ Dates page.
<b>Engine Type and Engine Size</b>	Displays values that you defined on the Car Model page.  Values are: <i>1400cc or less</i> , <i>1401cc – 2000cc</i> , and <i>over 2000cc</i>
<b>Fuel Benefit Charge</b>	Adjust benefit charge amounts that require complex manual calculations.

## Related Links

“Entering Incident Data for Vehicles and Equipment” (PeopleSoft Human Resources Monitor Health and Safety)

## Running Company Car Reports

This topic discusses how to run company car reports.

### Pages Used to Run Company Car Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Car List Page	PRCSRUNCNTL	Run the Car List report (CAR003) that produces a list of cars in the company's fleet and list basic information.
Print P11D Information Page	RUNCTL_COMPCAR001	Run the Print P11D Information report (CAR002) to print the results from the CAR001 process in a format similar to the UK government form P11D. You can run the report for a selected employee or all eligible employees in a given tax year.  Before using this page, you must have run the CAR001 report process.



## Chapter 4

# (GBR) Defining Tax Percentages and Engine Types

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## Understanding Emissions Taxes

In the United Kingdom, the government bases the automobile tax charge on a percentage of the car price graduated according to the level of the car's carbon dioxide (CO<sub>2</sub>) emissions. See the CO<sub>2</sub> Emissions Tax Table on the Inland Revenue site for appropriate charges.

Use the emissions data table to add new rates or adjust the values of rates that are already defined in the system.

The system also contains predetermined data for engine types and the associated discounts. Use the Define Engine Type (or Setup Engine Types) table to add new engine types and discounts or adjust the values already defined in the system.

These discounts apply only to cars that were first registered on January 1, 1998 or later.

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## Defining Tax Percentages and Engine Types

To define tax percentages and engine types, use the Define Emissions Data (EMISSIONS\_DATA) and Define Engine Type or Setup Engine Types (ENGINE\_TYPE) components.

This topic discusses how to define tax percentages and engine types.

## Pages Used to Define Tax Percentages and Engine Types

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<a href="#">Define Emissions Data Page</a>	EMISSIONS_DATA_UK	Define tax percentages by year and gram per kilometer emissions per regulations.
<a href="#">Define Engine Type or Setup Engine Types Page</a>	ENGINE_TYPE_UK	Define engine types and determine the associated tax discounts per regulations.

## Define Emissions Data Page

Use the Define Emissions Data page (EMISSIONS\_DATA\_UK) to define tax percentages by year and gram per kilometer emissions per regulations.

Navigation:

**Benefits > Provide Company Cars > Define Emissions Data > Define Emissions Data**

This example illustrates the fields and controls on the Define Emissions Data page.

The screenshot shows the 'Define Emissions Data' page. At the top, there is a title 'Define Emissions Data'. Below it, there is a 'Tax Percentage' field with the value '16'. Underneath is a section titled 'Emissions Information' which includes a search bar with 'Find | View All', navigation buttons for 'First', '1 of 1', and 'Last', and a '+ -' zoom control. The 'Tax Year End' field is set to '2010' with a magnifying glass icon and the text 'Year Ending 5th of April 2010'. The 'CO2 Emissions g/km' field is set to '170'.

<i>Field or Control</i>	<i>Description</i>
<b>Tax Percentage</b>	Displays the tax percentage that you entered to access the page.
<b>Tax Year End</b>	Enter the tax year that defines the taxation rate.
<b>CO2 Emissions g/km</b>	Enter the associated carbon dioxide emissions as grams per kilometer.

## Define Engine Type or Setup Engine Types Page

Use the Define Engine Type or Setup Engine Types page (ENGINE\_TYPE\_UK) to define engine types and determine the associated tax discounts per regulations.

Navigation:

- **Benefits > Provide Company Cars > Define Engine Type > Define Engine Type**
- **Set Up HCM > Product Related > Workforce Administration > Setup Engine Types > Setup Engine Types**

This example illustrates the fields and controls on the Define Engine Type page.

### Define Engine Type

\*Engine Type

\*Engine Type Long Description

\*Engine Type Short Description

Base Discount %

Supplement %

Emissions Discount %

Emissions Discount gms

<i>Field or Control</i>	<i>Description</i>
<b>Engine Type</b>	Displays the engine type that you entered to access the page.
<b>Base Discount %</b> (base discount percentage)	Enter the base discount that is associated with this engine type.
<b>Emissions Discount %</b> (emissions discount percentage)	Enter an additional emissions discount if one is applicable.
<b>Emissions Discount gms</b> (emissions discount grams)	For hybrid-electric vehicles, enter an additional discount. The discount calculates as 1 percent of the price for each full 20g/km by which the CO <sub>2</sub> emissions figure is below the qualifying level for the minimum charge for the year.

