

---

# PeopleSoft HCM 9.2: PeopleSoft Global Payroll for Brazil

---

September 2024

PeopleSoft HCM 9.2: PeopleSoft Global Payroll for Brazil  
Copyright © 1988, 2024, Oracle and/or its affiliates.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software, software documentation, data (as defined in the Federal Acquisition Regulation), or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software," "commercial computer software documentation," or "limited rights data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle®, Java, MySQL, and NetSuite are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

## **Documentation Accessibility**

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <https://docs.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

## **Access to Oracle Support**

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit <https://docs.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <https://docs.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

# Contents

<b>Preface: Preface.....</b>	<b>xv</b>
Understanding the PeopleSoft Online Help and PeopleBooks.....	xv
Hosted PeopleSoft Online Help.....	xv
Locally Installed PeopleSoft Online Help.....	xv
Downloadable PeopleBook PDF Files.....	xv
Common Help Documentation.....	xv
Field and Control Definitions.....	xvi
Typographical Conventions.....	xvi
ISO Country and Currency Codes.....	xvii
Region and Industry Identifiers.....	xvii
Translations and Embedded Help.....	xviii
Using and Managing the PeopleSoft Online Help.....	xviii
PeopleSoft HCM Related Links.....	xviii
Contact Us.....	xviii
Follow Us.....	xix
<b>Chapter 1: Getting Started with Global Payroll for Brazil.....</b>	<b>21</b>
Global Payroll for Brazil Overview.....	21
Global Payroll for Brazil Business Processes.....	21
Global Payroll for Brazil Integrations.....	22
Global Payroll for Brazil Implementation.....	22
<b>Chapter 2: Understanding Global Payroll for Brazil.....</b>	<b>23</b>
Global Payroll for Brazil.....	23
Global Payroll for Brazil Business Processes.....	23
Delivered Elements for Brazil.....	25
Creation of Delivered Elements.....	25
Element Ownership and Maintenance.....	26
Naming Convention for Delivered Elements.....	27
Element Names.....	27
Functional Area Codes.....	35
Element Type Codes (PIN_TYPE).....	36
Data Archiving for Global Payroll for Brazil.....	37
How to View Delivered Elements.....	37
<b>Chapter 3: Defining Country Data.....</b>	<b>39</b>
Setting Up Utilities in Global Payroll for Brazil.....	39
Pages Used to Set Up Utilities in Global Payroll for Brazil.....	39
Understanding Element Mapping.....	39
Define Variable Attributes BRA Page.....	40
Map Elms to Comp/Rcd BRA Page.....	41
Viewing Delivered Elements.....	42
Selecting Report Elements and Defining Payslip Sort Order.....	42
Pages Used to Select Report Elements and Define Payslip Sort Order.....	42
Element Lists BRA Page.....	43
Sort IDs BRA Page.....	44
Defining Service Takers.....	45
Page Used to Define Service Taker Data.....	46
Service Takers BRA Page.....	46

Defining Union Parameters.....	48
Pages Used to Define Union Parameters.....	48
General Parameters Page.....	49
Setting Up Payee Data.....	53
Pages Used to Define Payee Data for Brazil.....	53
Labor Reform Update.....	54
Maintain Payee-Union Data BRA Page.....	54
Payee Parameters Page.....	55
Termination Parameters Page.....	59
FGTS and Stability Page.....	63
Employee Other Annual Amt BRA Page.....	64
Defining Unhealthy and Hazardous Indicators for Job Codes and Positions.....	66
Page Used to Define Indicators.....	66
Position/JobCd Parameters BRA Page.....	66
Defining SEFIP Parameters.....	67
Pages Used to Define SEFIP Parameters.....	67
SEFIP Parameters BRA Page.....	68
SEFIP Absence Table BRA Page.....	69
SEFIP Absence Parameters BRA Page.....	69
Service Taker Transactions BRA Page.....	70
Service Taker Data BRA Page.....	71
SEFIP Autonomous Review BRA Page.....	73
Legal Movement Codes BRA Page.....	73
Using Core Functionality in Brazil.....	74
Defining Retroactivity in Brazil.....	75
Using Accumulators in Brazil.....	76
Using Segmentation in Brazil.....	76
Using Triggers in Brazil.....	76
Using Rounding Rules in Brazil.....	78
Using Rate Codes in Brazil.....	78
Viewing Delivered Process Lists.....	78
<b>Chapter 4: Setting Up the 13th Salary.....</b>	<b>81</b>
Understanding the 13th Salary.....	81
Viewing Delivered Elements.....	81
Setup Considerations.....	82
Viewing Delivered 13th Salary Elements.....	82
Viewing Delivered 13th Salary Earnings.....	82
Viewing Delivered 13th Salary Deductions.....	84
Viewing Delivered Accumulators.....	84
Viewing Delivered Sections.....	84
<b>Chapter 5: Setting Up Vacation Pay.....</b>	<b>87</b>
Understanding Vacation Setup.....	87
Core Application Setup.....	87
Global Payroll for Brazil Setup.....	88
Viewing Delivered Elements.....	88
Defining Vacation Parameters for Brazil.....	88
Pages Used to Define Vacation Parameters.....	89
Understanding Vacation Parameters.....	89
Vacation Parameters BRA Page.....	90
Closing and Continuing Entitlement Balances.....	97
Vacation Calendars BRA Page.....	98

<b>Chapter 6: Defining Average Salary Rules.....</b>	<b>101</b>
Understanding Average Salary Calculations.....	101
Prerequisites.....	101
Viewing Delivered Elements.....	102
Understanding Average Salary Setup.....	102
Example: Average Setup with Retroactive Processing.....	102
Example: Maternity Average Setup.....	105
Example: Vacation and Paid Vacation Average Setup.....	106
Defining Average Salary Rules.....	107
Pages Used to Define Average Salary Rules.....	107
Average Version BRA Page.....	107
Averages Page.....	113
Generating the Averages Report.....	114
Page Used to Generate the Averages Report.....	114
Averages Report BRA Page.....	114
<b>Chapter 7: Setting Up Termination Pay.....</b>	<b>117</b>
Understanding Terminations.....	117
DSR Compensated Saturday and Indemnities Earnings.....	119
Viewing Delivered Elements.....	120
Setting Up Termination Versions.....	120
Pages Used to Define Termination Versions.....	120
Understanding Termination Versions.....	120
Termination Versions Page.....	122
Earnings/Deductions Page.....	125
<b>Chapter 8: Defining Earnings.....</b>	<b>127</b>
Calculating Earnings.....	127
Calculating Base Compensation.....	127
Calculating Bonuses and Premiums.....	128
Calculating Additional Earnings.....	129
Calculating Overtime.....	131
Defining Salary Advances.....	132
Salary Advances and Taxation.....	133
Loading Batch Positive Input.....	133
Page Used for Loading Batch Positive Input.....	134
Manage Pos Input via Batch BRA Page.....	134
<b>Chapter 9: Understanding Deductions.....</b>	<b>139</b>
Understanding Deduction Types.....	139
Using Batch Positive Input.....	139
Creating Deduction Elements.....	139
Viewing Delivered Deduction Elements.....	140
General Deductions.....	140
Process Lists with Deductions.....	142
<b>Chapter 10: Creating Payslips.....</b>	<b>143</b>
Understanding the Payslip Definition Process.....	143
Viewing Delivered Elements.....	143
Viewing Payslips.....	144
Running the Payslip Report.....	144
Page Used to Run the Payslip Report.....	144
Create/Print Payslips BRA Page.....	144
<b>Chapter 11: Managing Off-Cycle Payments for Brazil.....</b>	<b>147</b>
Understanding Off-Cycle Processing.....	147

The Off-Cycle Process.....	147
Types of Off-Cycle Transactions.....	147
Viewing Delivered Elements.....	148
Recording Manual Payments for Brazil.....	148
Entering Manual Payments.....	148
Entering or Reversing Payroll Results for Brazil.....	149
Corrections.....	149
Making Unscheduled Payments for Brazil.....	149
Issuing Advance Payments for Brazil.....	149
<b>Chapter 12: Processing Banking.....</b>	<b>151</b>
Understanding the Banking Process for Brazil.....	151
Viewing Delivered Elements.....	151
Defining Recipients.....	151
Pages Used to Define Recipients.....	152
Recipient Information Page.....	152
Define Deduction Recipients Page.....	153
Recipient Deposit Schedule Page.....	154
Creating Bank Reporting Formats.....	154
Pages Used to Create Bank Reporting Formats.....	154
Layout Definition Page.....	154
Layout Criteria Page.....	155
Field Definition Page.....	157
Characters Replacement Page.....	159
Centralization Data BRA Page.....	160
Defining the Banking Process.....	161
Pages Used to Define Banking in Brazil.....	162
Understanding the Banking Process.....	162
Run Payment Prep Process BRA Page.....	162
Create EFT Payment File BRA Page.....	163
<b>Chapter 13: Processing Alimony.....</b>	<b>165</b>
Understanding Alimony Deductions.....	165
Entering Alimony Information.....	165
<b>Chapter 14: Working with eSocial.....</b>	<b>173</b>
Understanding eSocial.....	173
Delivered eSocial Enhancements in Global Payroll for Brazil.....	174
Events and File Layouts.....	174
eSocial Implementation.....	175
Setting Up eSocial.....	177
Pages Used to Set Up eSocial.....	177
Understanding SetID and Company Mapping.....	180
Understanding Action and Reason Setup.....	182
Setting Up eSocial.....	182
eSocial Parameters BRA Page.....	184
eSocial Register Number BRA Page.....	185
ASO Exam Procedure Page.....	185
Import Historical Data BRA Page.....	187
XML Batch Group Definition Page.....	192
Events Setup Page.....	193
Events Activation Page.....	196
Basic Table Events Page.....	198
Non Periodic Events Page.....	199

Periodic Events Page.....	200
Company Parameters Page.....	200
SetID Group Page.....	203
XML Options Page.....	205
Software Providers Page.....	206
Address Type Page.....	207
Address Format Page.....	208
Timecard Type Page.....	210
Dependents Page.....	210
Ethnic Groups Page.....	212
Education Level Page.....	212
Marital Status Page.....	213
Visa and Permits Page.....	214
Labor Category Legal Codes Page.....	215
Labor Regime Page.....	216
Termination Legal Codes Page.....	217
Hire Action/Reason Page.....	218
Termination Action/Reason Page.....	219
Other Action/Reason Page.....	221
Absence Legal Codes Page.....	222
Absence Take and Reason Page.....	223
Country and Nationality Cd Bra Page.....	224
INSS Tax Incidence Code Page.....	225
Income Tax Incidence Code Page.....	226
Wage Type Code Page.....	226
Wage Types Table Page.....	227
Run Types Page.....	231
Alimony Data Page.....	233
Health Data Page.....	233
Complementary Pension Fund Page.....	236
Exemption Proceedings Page.....	236
eSocial Diagnostic Procedures Page.....	241
Hazard Agent Code BRA Page.....	241
Hazard Factor Table Page.....	242
Special Activities Page.....	244
Revenue Code Page.....	244
Understanding Events.....	245
Understanding Initial Data Loading.....	245
Understanding Reporting of Ongoing Transactions and Event Categories.....	247
Driver and Cross-Reference Tables.....	249
Splitting of Events for Multiple Impacted Companies.....	250
Mapping Process.....	251
Loading Staging Tables.....	251
Processing Phases and Options.....	252
HCM Transaction Data Retrieved For eSocial Events.....	255
Understanding Pre-Hiring Events.....	274
Identifying Events.....	275
Pages Used to Identify Events.....	275
eSocial Basic Initial Page.....	276
eSocial Employee Initial Page.....	278
eSocial Basic Table Event Page.....	281

eSocial Non Periodic Event Page.....	283
eSocial Pre-Hiring Event Page.....	286
eSocial Pre-Hiring Monitor Page.....	289
eSocial Pre-Hiring Monitor - Details Page.....	293
eSocial Termination Events Page.....	294
eSocial Processed Calendars - eSocial Termination Events Page.....	297
eSocial Processed Employees - eSocial Termination Events Page.....	297
eSocial Payroll Tax Exempt BRA Page.....	298
eSocial Employer Union Contrib Page.....	300
eSocial Payroll Events Page.....	302
eSocial Processed Calendars - eSocial Payroll Events Page.....	306
eSocial Processed Employees - eSocial Payroll Events Page.....	307
eSocial Period Controls Page.....	308
Company Without Movement Page.....	310
eSocial Hire Exclusion Page.....	311
Creating XML Outputs for Events.....	313
Page Used to Create XML Outputs For Submission.....	313
Understanding XML Output Generation.....	313
eSocial Recreate XML Files Page.....	315
Submitting XML Outputs and Requesting Results.....	317
Pages Used to Submit XML Outputs and Request Submission Results.....	317
Understanding eSocial Data Transmission Between PeopleSoft and eSocial Systems.....	318
Delivered Services.....	318
Send Batch Process Page.....	320
Get Events Results Process Page.....	322
Monitoring eSocial Events.....	323
Pages Used to Monitor eSocial Events.....	323
Understanding eSocial Event Monitoring.....	324
eSocial Error Catalog Page.....	324
eSocial Events Monitor Page.....	326
eSocial Events Monitor - Details Page.....	331
Event Details Page.....	335
eSocial Monitor XML Preview Page.....	336
Employee Event History Page.....	337
Generating CAT Forms.....	340
Page Used to Generate CAT Forms.....	340
Understanding eSocial CAT Forms.....	340
CAT Form Page.....	340
<b>Chapter 15: Working with Labor Proceedings.....</b>	<b>343</b>
Entering Labor Proceeding Information.....	343
Pages Used to Enter Labor Proceeding Information.....	343
Proceeding Information Page.....	344
Employment Contract Page.....	347
Additional Contract Info Page.....	350
Payments Page.....	356
Labor Proceeding Tax BRA Page.....	361
Labor Court Decision Page.....	362
RRA Page.....	367
Complementary Information Page.....	370
Suspended Deductions BRA Page.....	372
<b>Chapter 16: Calculating Social Security Contributions.....</b>	<b>375</b>



Understanding INSS Contributions.....	375
Viewing Delivered Elements.....	375
Entering GPS Establishment Information.....	375
Determining Social Security Contributions.....	376
Determining Company Social Security Contributions.....	376
Determining Third-Party Social Security Contributions.....	377
Determining Contribution to SAT (Workers' Accident Insurance).....	377
Determining Employee Social Security Contributions.....	377
Determining Maternity Allowance Contributions.....	378
Determining Family Allowance Contributions.....	378
Determining Contributions For Contracting Independent Workers.....	378
Determining Contributions for Compensation Paid to Businessmen.....	378
Calculating Social Security (INSS) Payments.....	378
Calculating INSS with IN BR PCT INSS Bracket Data.....	378
Calculating INSS - Salary for Contribution.....	379
Calculating INSS.....	380
Calculating INSS for Income Tax.....	380
Calculating INSS for Special Retirement.....	380
Running the GPS Report.....	381
Page Used to Run the GPS Report.....	381
GPS Report BRA Page.....	381
<b>Chapter 17: Withholding Income Tax (IRRF).....</b>	<b>383</b>
Understanding Income Tax Withholding.....	383
Income Tax Rates and Amounts.....	383
Allowable Tax Deductions.....	384
Income Tax Calculation.....	385
Special Tax Withholding Situations.....	386
Viewing Delivered Elements.....	386
Viewing Dependents.....	387
Page Used to View Dependents.....	387
Review Dependent Data BRA Page.....	387
Running the Income Tax Report.....	388
Pages Used to Run the Income Tax Report.....	388
Generating Declaration of Withholding Tax (DIRF) Reports.....	388
Pages Used to Produce DIRF Reports.....	389
Understanding DIRF Reporting.....	389
DIRF Parameters BRA Page.....	390
Monthly DIRF Report BRA Page.....	394
DIRF Report BRA Page.....	396
Income & Taxes Page.....	397
Health Service Page.....	398
Generating Document for the Collection of Federal Revenues (DARF) Reports.....	400
Pages Used to Produce DARF Reports.....	400
Understanding DARF Reporting.....	400
DARF Parameters BRA Page.....	400
DARF Report BRA Page.....	402
Generating the Statement of Income and Withholding Tax (IREN) Report.....	405
Pages Used to Produce the IREN Report.....	405
Understanding the IREN Reporting Process.....	405
Recpnt/Benef Relationship BRA Page.....	405
IREN Parameters BRA Page.....	406

IREN Report BRA Page.....	408
Viewing Delivered Income Tax Elements.....	409
Deductions for Income Tax.....	410
Earnings for Income Tax.....	410
Income Tax Sections.....	410
<b>Chapter 18: Generating MANAD Reports.....</b>	<b>413</b>
Understanding MANAD Reports.....	413
Setting Up MANAD Reports.....	413
Defining MANAD Report Parameters.....	414
Pages Used to Define MANAD Report Parameters.....	414
MANAD Parameters BRA Page.....	414
Responsible Data Page.....	416
Accountant Data Page.....	417
Generating the MANAD Report.....	418
Page Used to Generate the MANAD Report.....	419
MANAD File Process BRA Page.....	419
<b>Chapter 19: Managing Social Integration Program Payments.....</b>	<b>421</b>
Understanding PIS Payment Processing.....	421
Defining Parameters for Processing PIS Payments.....	421
Pages Used to Define Parameters for PIS Payments.....	421
Understanding Setup Steps for PIS Payments.....	422
PIS Parameters BRA Page.....	422
Override PIS Param Page.....	423
Additional Info - Brazil Page.....	424
Centralization Data Page.....	424
PIS Parameters Page.....	425
PIS Assignment BRA Page.....	425
Processing PIS Payments.....	426
Page Used to Run PIS Processes.....	426
Understanding PIS Payment Processing.....	426
Prerequisites.....	428
PIS Processing BRA Page.....	429
<b>Chapter 20: Calculating Legal Provisions.....</b>	<b>431</b>
Understanding Legal Provisions.....	431
Provision Calculations.....	431
Provision Reporting.....	431
Prerequisites for Calculating Provisions.....	432
Viewing Delivered Elements for Provisions.....	432
Delivered Earning Elements for Provisions.....	432
Delivered Deduction Elements for Provisions.....	434
Delivered Process List for Provisions.....	434
<b>Chapter 21: Entering Absences.....</b>	<b>437</b>
Understanding Absence Entry in Brazil.....	437
Absence Setup Tasks.....	437
Understanding Absence Take Elements in Brazil.....	438
Viewing Delivered Elements.....	440
Understanding Absence Take Types in Brazil.....	440
Entering Absences and Forecasting Results.....	441
Pages Used to Enter Absences and Run the Absence Forecasting Process.....	441
Running the Absence Forecasting Process.....	442
Absence Entry Page.....	442

Forecast Messages Page.....	447
Absence Forecast Results Page.....	448
Entering Contracts and Absences for Trainees.....	449
Pages Used to Enter Absences for Trainees.....	449
Understanding Absences for Trainees.....	449
Trainee Contract Page.....	451
Contract Details Page.....	452
Trainee Recess BRA Page.....	454
Viewing Delivered Absences Elements for Brazil.....	455
Absence Earnings.....	456
Absence Deductions.....	456
Absence Takes.....	457
Absence Entitlements.....	458
Absence Process Lists.....	458
<b>Chapter 22: Managing Vacation Data.....</b>	<b>459</b>
Entering Vacation Data and Updating Entitlement.....	459
Pages Used to Enter Vacation Data and Update Entitlement.....	459
Understanding How to Enter Vacation Data.....	459
Understanding How to Update Vacation Entitlement.....	460
Prerequisites.....	460
Splitting of Vacation Leaves.....	461
Vacation Acquis Prd-Sched BRA Page.....	461
Creating Mass Vacation Takes.....	466
Page Used to Generate Mass Vacation Takes.....	466
Understanding Mass Vacation Takes.....	466
Prerequisites.....	466
Mass Vacation Programming BRA Page.....	467
Generating the Vacation Payslip.....	469
Pages Used to Generate the Vacation Payslip.....	470
Understanding the Vacation Payslip.....	470
Create/Print Payslips BRA Page.....	470
Running the Vacation Receipt and Vacation Notice Reports.....	471
Page Used to Run the Vacation Receipt and Vacation Notice Reports.....	471
Understanding the Vacation Receipt and Vacation Notice Reports.....	471
Vacation Receipt/Notice BRA Page.....	471
Viewing Delivered Vacation Elements.....	473
Vacation Entitlements.....	474
Vacation Takes.....	474
Vacation Process Lists.....	474
<b>Chapter 23: Tracking Loans.....</b>	<b>475</b>
Understanding Loans in Brazil.....	475
Viewing Delivered Elements.....	475
Defining Loans in Brazil.....	475
Page Used to Define Loans in Brazil.....	475
Request Loans BRA Page.....	476
Creating Deduction Assignments for Loan Schedules.....	478
Calculating Loan Payments.....	478
Adjusting Loan Payments.....	479
<b>Chapter 24: Running Mass Termination Simulations.....</b>	<b>481</b>
Understanding Mass Termination Simulation.....	481
Setting Up Mass Termination Simulation Process.....	481

Defining the Mass Termination Simulation Process.....	482
Pages Used to Define the Mass Termination Simulation Process.....	482
Mass Term Simulation Data Page.....	482
Payee Detail Page.....	483
Off Cycle On Demand Page.....	486
<b>Chapter 25: Processing Termination Pay.....</b>	<b>489</b>
Understanding Termination Payments.....	489
Viewing Delivered Elements.....	489
Prerequisites.....	489
Running the Employment Contract Termination Report.....	490
Page Used to Run the Employment Contract Termination Report.....	490
Understanding the Employment Contract Termination Report.....	490
Legal Codes by Process Type BRA Page.....	491
Legal Codes by Action Reason BRA Page.....	491
Termination Contract Rpt BRA Page.....	492
Running the Unemployment Insurance Request Report.....	494
Page Used to Run the Unemployment Insurance Request Report.....	494
Understanding the Unemployment Insurance Request Report.....	494
Unemployment Insurance Rpt BRA Page.....	495
Viewing Delivered Termination Elements.....	496
Termination Earnings.....	497
Termination Deductions.....	498
Termination Process Lists and Sections.....	498
<b>Chapter 26: Processing Mass Termination and Complementary Termination Payroll.....</b>	<b>501</b>
Understanding Mass Termination and Complementary Termination Payroll.....	501
Setting Up Mass Termination and Complementary Termination Processing.....	501
Defining Mass Termination and Complementary Termination Processing.....	503
Pages Used to Define Mass Termination and Complementary Termination Processing.....	503
Mass Term & Comp Data Page.....	503
Payee Detail Page.....	505
Off Cycle On Demand Page.....	509
<b>Chapter 27: Managing Year-End Reporting.....</b>	<b>511</b>
Understanding RAIS Reporting.....	511
Prerequisites.....	511
Defining Company Parameters for the RAIS Report.....	511
Pages Used to Define a Company's RAIS Parameters.....	512
RAIS Parameters Page.....	512
RAIS Values Page.....	513
RAIS Absence Parameter Page.....	516
Generating the RAIS Report.....	517
Page Used to Generate the RAIS Report.....	517
RAIS Report BRA Page.....	517
Reviewing the Log File and Resolving Errors.....	518
<b>Chapter 28: Using the General Ledger Interface.....</b>	<b>521</b>
Running the General Ledger Interface Process.....	521
Page Used to Run the General Ledger Interface Process.....	521
Understanding the General Ledger Interface Process.....	521
Send Costs to GL BRA Page.....	521
<b>Chapter 29: Global Payroll for Brazil Reports.....</b>	<b>523</b>
Global Payroll for Brazil Reports: A to Z.....	523
Global Payroll for Brazil eSocial Event Layouts.....	529

Event Inactivation..... 531

S-1000 - Employer Data..... 532

S-1005 - Establishment and Building Site Table..... 535

S-1010 - Wage Types Table..... 535

S-1020 - Tax Location Table..... 538

S-1030 - Job Code Table..... 538

S-1050 - Work Shift and Time Labor Table..... 538

S-1060 - Workplace Table..... 539

S-1070 - Administrative and Legal Proceedings..... 541

S-1200 - Compensation..... 544

S-1210 - Miscellaneous Payments..... 546

S-1280 - Complementary Information to Periodic Events..... 547

S-1295 - Request for Totalization for Contingent Payment..... 549

S-1298 - Reopening Periodic Events..... 549

S-1299 - Closing Periodic Events..... 549

S-1300 - Employer Union Contribution..... 551

S-2190 - Pre-Hiring Event..... 552

S-2200 - Employees Initial Loading and Hiring..... 552

S-2205 - Personal Data Changes..... 554

S-2206 - Employment Contract Changes..... 557

S-2210 - Accident at Work Communication (CAT)..... 561

S-2220 - Worker Health Monitoring – ASO..... 563

S-2221 - Toxicological Exam for Professional Drivers..... 565

S-2230 - Temporary Absence..... 566

S-2240 - Environmental Working Conditions..... 567

S-2250 - Termination Previous Notification..... 570

S-2298 - Employee Reinstatement..... 571

S-2299 - Termination..... 572

S-2300 - Workers who have no employment relationship - Begin..... 575

S-2306 - Workers who have no employment relationship - Changes..... 576

S-2399 - Workers who have no employment relationship - End..... 577

S-2500 Labor Proceedings..... 577

S-2501 Labor Proceeding Tax..... 577

S-3000 - Event Exclusion..... 578

S-3500 Exclusion Event - Labor Proceeding..... 579

S-5001 - Social Contributions by Employee..... 579

S-5002 - Income Tax Withholding by Employee..... 579

S-5003 - FGTS Employee..... 580

S-5011 - Social Contributions by Employer..... 580

S-5012 - IRRF Information Consolidated by Employer..... 580

S-5013 - FGTS by Company..... 581

S-5501 Tax Amts of Labor Proceedings..... 581

S-5503 FGTS Amts of Labor Proceedings..... 581



# 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 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.

---

## Using and Managing the PeopleSoft Online Help

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

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

---

## PeopleSoft HCM 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](#)

---

## 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.

---

## Follow Us

<i>Icon</i>	<i>Link</i>
	<a href="#"><u>Watch PeopleSoft on YouTube</u></a>
	<a href="#"><u>Follow @PeopleSoft_Info on X.</u></a>
	<a href="#"><u>Read PeopleSoft Blogs</u></a>
	<a href="#"><u>Connect with PeopleSoft on LinkedIn</u></a>



## Chapter 1

# Getting Started with Global Payroll for Brazil

---

## Global Payroll for Brazil Overview

Global Payroll for Brazil delivers elements, rules, pages, processes, and reports that work with the PeopleSoft Global Payroll core application to form a complete payroll package for Brazil.

Global Payroll for Brazil delivers earnings for hourly and salaried employees, as well as overtime, bonuses, commissions, and cost allowances and travel expenses. Global Payroll for Brazil also delivers many common deductions, such as those for union monthly fees, alimony, and dependent deductions. The system enables you to calculate and withhold income tax using the graduated tax rate for monthly payroll, 13th salary, and vacation payments. You can set up personal loans for employees. You can track absences and vacations for employees. With Global Payroll for Brazil, you can calculate termination pay for an employee. You can set up and run the banking process and process paychecks. With Global Payroll for Brazil, you can generate payslips.

### Related Links

[Global Payroll for Brazil Business Processes](#)

---

## Global Payroll for Brazil Business Processes

The business processes for Global Payroll for Brazil are:

- Banking
- 13th Salary
- Vacations
- Average Salary
- Termination Pay
- Payslips
- Social Security
- Income Tax
- Absences
- Loans

- Provisions

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

---

## Global Payroll for Brazil Integrations

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

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

We discuss integration considerations in the *PeopleSoft HCM: Global Payroll* product documentation.

### Related Links

“Understanding Payee Data” (PeopleSoft Global Payroll)

“Understanding How to Compensate Employees in Global Payroll for Time Reported Through Time and Labor” (PeopleSoft Global Payroll)

“Understanding the General Ledger Interface” (PeopleSoft Global Payroll)

---

## Global Payroll for Brazil 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 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 Also *PeopleTools: Setup Manager* and *PeopleTools: Component Interfaces*

### Related Links

Application Fundamentals

# Understanding Global Payroll for Brazil

---

## Global Payroll for Brazil

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

---

## Global Payroll for Brazil Business Processes

Global Payroll for Brazil supports the following business processes:

- 13th Salary

Global Payroll for Brazil enables you to make 13th salary (Christmas bonus) payments to your payees. The system provides 13th salary parameters to define possible variations in 13th salary payment. The system also enables you to decide when to pay the 13th Salary first installment.

- Vacations

Global Payroll for Brazil enables you to record and track vacations. You can generate vacation entitlements, create mass vacation takes, handle negative entitlement balances, track accrued vacation premiums for financial reporting, process vacation pay, and generate a vacation payslip.

- Average Salary

Global Payroll for Brazil supports the addition of an allowance (based on the employee's average variable pay) to vacation, termination, 13th salary, or maternity pay for employees who receive variable compensation. To determine which employees are eligible for average salary calculations, you set up the eligibility rules, based on union rules and the Consolidated Labor Laws (CLT). Before calculating average salary, you can specify the period of time to consider and whether you want the average salary calculations to be adjusted for inflation.

- Termination Pay

You can calculate the final check amount for terminated employees. The system enables you to define different termination legal versions and which earnings/deductions are considered in each version. You can also define which termination versions are linked with each job/action reason.

- Payslips

Global Payroll for Brazil enables you to print payslips for weekly and monthly salaries, 13th salaries, and vacations. Because the format of payslips varies greatly from one company to another, an example of a payroll payslip and a vacation payslip are provided as a reference when creating your own payslips. You can define the criteria for printing payslips, so that they display exactly the

information you require. You can prioritize the sort criteria and select the earnings, deductions, and calculation bases you want to include in the payslip.

- **Banking**

Using this optional business process, you can pay employees using electronic transfers. The system enables you to set up different bank layouts for file transfers. After you run a payroll, Global Payroll for Brazil generates an EFT flat file that instructs the bank how to distribute the funds you send to them. The process also generates a printed report of payment details. Global Payroll for Brazil supports the Itaú bank reporting format.

- **Social Security**

Global Payroll for Brazil provides variables, formulas, deductions, and other rules to calculate and track all aspects of social security contributions. Both employers and employees must make a monthly contribution to social security through the INSS using their own resources to finance the benefits payable to employees. Calculation is in accordance with Institute's table, which is published monthly by INSS. The system calculates how companies, third parties, and employees should contribute to social security.

- **Income Tax**

Global Payroll for Brazil provides rules and elements to calculate and deduct withholding of income tax using the graduated tax rate for monthly payroll, 13th salary, and vacation payments. The system also tracks the following allowable deductions: alimony, qualifying dependents, social security contributions, pension and retirement contributions, and retirement and pension income. There is also a report that shows the details of the employee's dependent data used for calculating income tax.

- **Absences**

You can use the system's predefined rules for processing absences. You may modify some of the absence rules and create new ones to reflect your organization's policies. You can also assess the impact of an absence using the Absence Forecasting process.

- **Loans**

It is a common practice for Brazilian companies to grant personal loans or pay for assets and services on behalf of their employees. Global Payroll for Brazil enables you to maintain these loans, create payback schedules and modify the deduction of such values previously loaned to employees. You can adjust the loan by any rate and change the value of the deduction. On termination, the outstanding balance must be deducted. The loan may be deducted from normal payroll, vacation, 13th salary or termination.

- **Provisions**

Global Payroll for Brazil provides elements to calculate provisions for vacations and 13th salary. After the system calculates the provisions, you can generate a provisions report.

## **Related Links**

[Understanding the Banking Process for Brazil](#)

[Understanding the 13th Salary](#)

[Entering Vacation Data and Updating Entitlement](#)

[Understanding Average Salary Calculations](#)



[Understanding the Payslip Definition Process](#)

[Understanding INSS Contributions](#)

[Understanding Income Tax Withholding](#)

[Understanding Absence Entry in Brazil](#)

[Understanding Loans in Brazil](#)

[Understanding Legal Provisions](#)

---

## Delivered Elements for Brazil

This section discusses:

- Creation of delivered elements.
- Element ownership and maintenance.

### Creation of Delivered Elements

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

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

The core application has the following characteristics:

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

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

- It provides a payroll processing framework—a flexible way to define and run 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).

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the *PeopleSoft HCM: Global Payroll* product documentation.

### Related Links

“Understanding How to View Delivered Elements” (PeopleSoft Global Payroll)

## Element Ownership and Maintenance

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

### Element Ownership in PeopleSoft Global Payroll

There are five categories of element ownership in Global Payroll.

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

### Element Ownership in Global Payroll for Brazil

Of the five ownership categories listed here, only the following two are used to define Brazilian elements: PS Delivered/Maintained and PS Delivered/Not Maintained. Although Global Payroll for Brazil delivers some elements as PS Delivered/Maintained, the large majority of elements are designated PS Delivered/

Not Maintained. This enables you to modify, update, and reconfigure the delivered elements to meet needs that are specific to your organization.

---

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

---

### Related Links

“Defining Element Names” (PeopleSoft Global Payroll)

---

## Naming Convention for Delivered Elements

This section discusses:

- Element names.
- Functional area codes.
- Element type codes (PIN\_TYPE).

### Element Names

One of the keys to understanding how delivered payroll elements function in the system is to understand their names. 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 element, a component of a primary element, or a supporting element, one of the following naming conventions applies.

#### Supporting Elements

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

- FF: Functional Area Code (see Functional Area Codes for more information).
- TT: Type of Supporting Element (see List of Element Type Codes for more information).
- NAME: The name is based on a term in Portuguese and provides a further means of identifying the element.

For example, in the tax array MD VR SUMA MED, MD represents the functional area, VR represents the element type, and SUMA MED (Soma a Médias) provides a further means of identifying the element.

---

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

---

## Primary Elements

Primary elements, such as earnings, deductions, accumulators, absence take, and absence entitlement elements generally do not contain functional area codes or element type codes in their names. This is because primary elements have names, based on Brazilian terms, that identify their function and element type without the use of additional codes. For example, the name of the earning element SALARIO MENS clearly identifies this element as an earning, and more specifically, as a base salary element.

## Other Elements

Although there is no fixed naming convention for sections and element groups, Global Payroll for Brazil commonly uses the following naming convention: FF NAME.

- FF: Functional Area Code (see Functional Area Codes for more information).
- NAME: The name is based on a term in Portuguese and provides a further means of identifying the element.

For example, a section in a process list for Brazil might be named KR VENCIMENTOS, where KR is an identifier and VENCIMENTOS provides a means of uniquely identifying the element.

## Additional Clues to the Use of Brazilian Elements

Many Brazilian elements contain abbreviations that provide clues (beyond those provided by the functional area codes or element type codes) to their use in the system. For example, consider the duration element FE DR DIAS AFA PER. While the functional area code FE indicates that this element is used for vacations, and the element type code DR identifies them as duration elements, the abbreviations AFA and PER provide additional clues to how the element is used. In this example, AFA stands for Afastamento (absences) and PER stands for Período (period). As you become more familiar with the payroll rules created for Brazil, these abbreviations will help you to further identify and understand the role played by each element.

The following table lists the most common abbreviations used in the names of Brazilian elements:

<b><i>Abbreviations Used in Global Payroll for Brazil</i></b>	<b><i>Portuguese</i></b>	<b><i>English</i></b>
NUM or QTD	Número	Number
%, PERC	Porcentagem	Percentage
ATU	Atual	Current
ACUM	Acumulado	Balances

<b>Abbreviations Used in Global Payroll for Brazil</b>	<b>Portuguese</b>	<b>English</b>
13, 13°, 13S, 13 SAL	Décimo Terceiro Salário	Christmas Bonus
INVE	Investimentos	Savings
ALIM	Alimenticia	Alimony
ANTIG	Antiguidade	Seniority
ANU	Anual	Annual
ANV or ANIV	Aniversário	Anniversary
ASSO	Associar	Assign
ASST	Assistência	Assistance
CAL, CALEN	Calendário	Calendar
CALC	Cálculo	Calculation Process
EMP, CIA	Empresa ou Companhia	Company
COMP	Compensar	Compensate
CRE or CRED	Crédito	Credit
QUO, QUT	Quota	Quote or Fee
DED, DE	Dedução	Deduction
DES, DESP	Desconto e Despesas	Discount, Food, or Rest and Expenses
ALIM	Alimento	Food
DEV	Devolução	Return

<b>Abbreviations Used in Global Payroll for Brazil</b>	<b>Portuguese</b>	<b>English</b>
DF, DIF	Diferença	Difference
DOBR	Dobro	Doubles
DOM or DOMIN	Domingo	Sunday
\$\$	Dinheiro	Cash
ESP	Especial	Special
EX, EXTR	Extra	Non Taxable or Over
EXC or EXCE	Excedente	In Excess
ISEN	Isento	Non Taxable
FAT, FATOR	Fator	Factor
FED	Federal	Federal
FEST	Dia Festivo ou Feriado	Holiday
FIC or FICT	Fictício	Fictitious
FIX	Fixo	Fix
FRE or FREQ	Frequência	Frequency
TRIBUT, TRIB	Tributável	Taxable
HOR	Hora, Horista	Hours
IMP, IR	Imposto ou Imposto de Renda	Tax or Amount
INC or INCAP	Incapacidade	Disability
VEN	Vencimentos	Earnings

<b>Abbreviations Used in Global Payroll for Brazil</b>	<b>Portuguese</b>	<b>English</b>
LIM	Limite	Limit or Boundary
QUIT, RESC	Liquidação	Lay off
MIN	Mínimo	Minimum
NEG	Negativo	Negative
PER	Período	Period
VENC	Vencimentos	Earnings
PREM	Prêmio	Premium
EMPR	Empréstimo	Loan
ME	Média	Average
PROD	Produzidas	Produced
PROP	Proporção ou Proporcional	Proportion or Proportional
PROV	Provisão	Provision
PROJ	Projetado	Projected
RETID	Retido	Withheld
RETRO	Retroativo	Retroactive
INT, INTER	Intervalo	Rank
RIS, RISC	Risco	Risk
SAL	Salário	Salary
SEGM	Segmento	Segment

<b>Abbreviations Used in Global Payroll for Brazil</b>	<b>Portuguese</b>	<b>English</b>
SUB	Subsidio	Subsidy
SUP	Superior	Top Limit
TET	Teto, topo	Cap
TOT	Total	Total
TRA or TRAB	Trabalhado	Worked
TRIP, TRIPL	Triplo	Triple
ULT	Último	Last
UNI or UNID	Unidades	Units
FER , FERIAS	Férias	Vacations
VAL	Vales	Coupons
VAR or VARIÁV	Variável	Variable
/	Por	Per

### Component Names (Suffixes)

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

---

**Note:** To view all the suffixes defined for your country, use the Element Suffixes page in the core Global Payroll application.

---

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

$$\text{EARN1} = \text{Rate} \times \text{Unit}$$



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.

As you can see, the system creates suffixes to name the components of the element (\_RATE and \_UNIT). In Global Payroll all suffixes fall into one of the following types:

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

In Global Payroll for Brazil, the following suffixes are pre-delivered.

### Separator

The separator is defined as: \_ (underscore)

### Component Suffixes

The following table lists the component suffixes delivered for Brazil:

<b>Component</b>	<b>Suffix</b>
Base	BASE
Percentage	PERC
Rate	VRREF
Unit	UNID

### Accumulator Suffixes

The following table lists the accumulator suffixes delivered for Brazil:

<b>Accumulator</b>	<b>Suffix - Calendar Period: Amount</b>	<b>Suffix - Calendar Period: Unit</b>	<b>Suffix - Fiscal Period: Amount</b>	<b>Suffix - Calendar Period: Unit</b>
Calendar Period to Date	VRPER	UNPER	VRPEF	UNPEF
Month to Date	VRMEN	UNMEN	VRMEF	UNMEF

<b>Accumulator</b>	<b>Suffix - Calendar Period: Amount</b>	<b>Suffix - Calendar Period: Unit</b>	<b>Suffix - Fiscal Period: Amount</b>	<b>Suffix - Calendar Period: Unit</b>
Quarter to Date	VRTRI	UNTRI	VRTRF	UNTRF
Year to Date	VRANU	UNANU	VRANF	UNANF

### Deduction Arrears Component Suffixes

The following table lists the deduction arrears component suffixes delivered for Brazil:

<b>Deduction Arrears Component</b>	<b>Suffix</b>
Payback	DEVOL
Amount not Taken	NDES
Add to Arrears	ACINS
Arrears Accumulator	INSUF

### Absence Entitlements Suffixes

The following table lists the absence entitlement suffixes delivered for Brazil:

<b>Absence Entitlement</b>	<b>Component/Accumulator</b>	<b>Suffix</b>
Separator		-
Component	Unit Paid	UNPAG
	Unit Adjustment	UNAJU
Accumulator	Balance	SALDO
	Adjustment	AJUST
	Entitlement	DIR
	Take	AUSEN

## Related Links

“Defining Suffixes” (PeopleSoft Global Payroll)

## Functional Area Codes

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

<b>Functional Area</b>	<b>Description</b>
FP	General (Folha de Pago)
RE	Earnings (Remunerações)
FA	Absences (Faltas, Atrazos, Afastamentos e Licenças)
MD	Average salaries (Médias)
RC	Terminations (Rescisão Contratual)
FE	Vacations (Férias)
13	13th salary (13o. Salário)
CS	Union contributions (Contribuições a Sindicatos)
IN	Social security (INSS)
PA	Alimony (Pensão Alimentícia)
IR	Income tax (Imposto de Renda)
EP	Loans (Empréstimos)
VT	Transportation tickets (Vale Transporte)
AD	Advance Payment (Adiantamento)
SF	Family Allowance (Salário Família)
FG	FGTS (Fundo de Garantia por Tempo de Serviço)

## Element Type Codes (PIN\_TYPE)

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

<b><i>Element Type</i></b>	<b><i>Description</i></b>
AE	Absence Entitlement
AT	Absence Take
AC	Accumulator
AR	Array
AA	Auto Assigned
BR	Bracket
CT	Count
DT	Date
DD	Deduction
DR	Duration
ER	Earnings
EG	Element Group
EM	Error Message
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HR	Historical Rule
PR	Process List

<b><i>Element Type</i></b>	<b><i>Description</i></b>
PO	Proration Rule
RC	Rate Code
RR	Rounding Rule
SE	Section
SY	System Element
VR	Variable
WA	Writable Array

---

## Data Archiving for Global Payroll for Brazil

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

---

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

---

See “Archiving Global Payroll Data” (PeopleSoft Global Payroll).

---

## How to View Delivered Elements

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

### Related Links

“Understanding How to View Delivered Elements” (PeopleSoft Global Payroll)



## Chapter 3

# Defining Country Data

---

## Setting Up Utilities in Global Payroll for Brazil

To set up utilities in Global Payroll for Brazil, use the Define Variable Attributes BRA (GPBR\_COMP\_VARS) and the Map Elements to Component BRA (GPBR\_ELEM\_MAP) components.

This topic provides an overview of element mapping and discusses how to set up utilities in Global Payroll for Brazil.

---

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

---

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

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Define Variable Attributes BRA Page</u>	GPBR_COMP_VARS	Define the variables for components to be used on the Map Elems to Comp/Rcd BRA page to define the variable type.
<u>Map Elems to Comp/Rcd BRA Page</u> (map elements to component/record BRA page)	GPBR_ELEM_MAP	Set up the mapping to the fields and variables of an element which are used during development in the components interface objects.

## Understanding Element Mapping

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

PIN numbers are used in PeopleCode, component interfaces, and reports to refer to global elements. The PIN number is a consecutive number so it can change between databases or releases; therefore, there is a need to create a utility during development so that the PIN number is not hard-coded. Using the utility also ensures consistency between the PIN number changes.

There are two ways to map an element:

- By record
- By component

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

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

If you select to map an element by component, you may want to define your component variables on the Define Variable Attributes BRA page before you define your element mapping.

### PeopleCode Function Example

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

```
Declare Function Get_Pin_Num PeopleCode GPBR_DERIVED_EM.PIN_NUM FieldFormula;
&Record_Name = "GPBR_LOAN";
&Date_Pin_Num = Get_Pin_Num ("R", &Record_Name, "DATE");
```

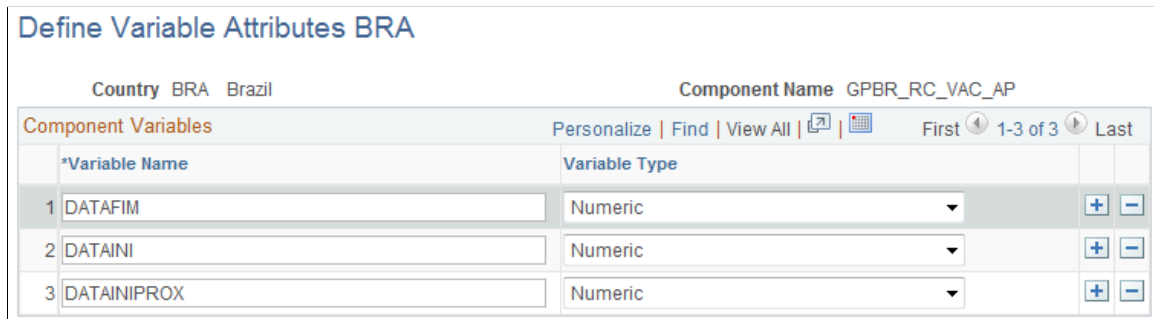
### Define Variable Attributes BRA Page

Use the Define Variable Attributes BRA page (GPBR\_COMP\_VARS) to define the variables for components to be used on the Map Elems to Comp/Rcd BRA page to define the variable type.

Navigation:

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

This example illustrates the fields and controls on the Define Variable Attributes BRA page.



<b>Field or Control</b>	<b>Description</b>
<b>Variable Name</b>	Enter the name of the variable. This can be any name you want to use during PeopleCode development.
<b>Variable Type</b>	Select the variable type. Values include <i>Character, Date, Date Time, Image, Long Char, Numeric, Signed Number</i> and <i>Time</i> .  <b>Note:</b> Once you have defined your component variables, you can map your elements on the Map Elems to Comp/Rcd BRA page.



## Map Elems to Comp/Rcd BRA Page

Use the Map Elems to Comp/Rcd BRA (map elements to component/record) page (GPBR\_ELEM\_MAP) to set up the mapping to the fields and variables of an element which are used during development in the components interface objects.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Map Elements to Component BRA > Map Elems to Comp/Rcd BRA**

This example illustrates the fields and controls on the Map Elems to Comp/Rcd BRA page.

**Map Elems to Comp/Rcd BRA**

Country **BRA** Brazil

Key Name **GPBR\_PAYEE\_PARM** Key Type **Record**

Element Overrides Personalize | Find | View All | [Print] [Grid] First 1-7 of 11 Last

Type	Map Value	Entry Type	Name		
1 Field	GPBR_ADVANCE_OPT	VR2	AD VR OPCA0	+	-
2 Field	GPBR_ADVANCE_PCT	VR2	AD VR PCT ADTO	+	-
3 Field	GPBR_FGTS_DT	VR3	FG VR FGTS DATA	+	-
4 Field	GPBR_FGTS_OPTION	VR2	FP VR OPC FGTS	+	-
5 Field	GPBR_IR_DISCOUNT	VR2	IR VR IND APO	+	-
6 Field	GPBR_RISK_IND	VR1	FP VR OPC PERIC	+	-
7 Field	GPBR_SEFIP_RIS_LVL	VR1	IN VR OC SEFIP GPS	+	-

If you choose to map your elements by component, you may want to define your component variables before you map your elements.

<b>Field or Control</b>	<b>Description</b>
<b>Type</b>	The key type that your mapping applies to appears here. Values include <i>Other</i> and <i>Field</i> .
<b>Map Value</b>	Select the field or value to which you want to map. If you selected Record as the key type, you can select the record fields. If you selected Component as the key type, then you can select the variables defined for the component.

<b>Field or Control</b>	<b>Description</b>
<b>Entry Type</b>	<p>Select the element type on which you want to transform your field or variable. Values are <i>Accumulator</i>, <i>Bracket - Numeric</i>, <i>Count</i>, <i>Deduction</i>, <i>Earnings</i>, <i>Formula - Numeric</i>, <i>Rate Code</i>, <i>Rate Code - Amount</i>, <i>Hrly+Amt</i>, <i>Variable - Numeric</i>, <i>Variable - Pointer</i>, and <i>Variable - Dec+Char+Date+Ptr</i>. The values available depend on the map value type. For example, if you select a character map value, then you can select only character values.</p> <hr/> <p><b>Note:</b> Although you can see <i>System Element - Numeric</i> as a value, you cannot select it. The entry type cannot be a system element or a constant.</p> <hr/>
<b>Name</b>	Select the name of the element.

## Viewing Delivered Elements

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

### Related Links

“Understanding How to View Delivered Elements” (PeopleSoft Global Payroll)

## Selecting Report Elements and Defining Payslip Sort Order

To select report elements and define the sort order for payslips, use the Element Lists BRA (GPBR\_PAYSLIP\_FORMA) component and the Sort IDs BRA (GPBR\_SORTID) component.

This topic discusses how to select report elements and define payslip sort order.

## Pages Used to Select Report Elements and Define Payslip Sort Order

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#"><u>Element Lists BRA Page</u></a>	GPBR_PAYSLIP_FORMA	Select earnings, deductions, and calculation bases eligible for printing for multiple reports, including payslips and payroll results register.
<a href="#"><u>Sort IDs BRA Page</u></a>	GPBR_SORTID	Define the printing order selection for the payslip.

## Element Lists BRA Page

Use the Element Lists BRA page (GPBR\_PAYSLIP\_FORMA) to select earnings, deductions, and calculation bases eligible for printing for multiple reports, including payslips and payroll results register.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > Element Lists BRA > Element Lists BRA**

This example illustrates the fields and controls on the Element Lists BRA page (1 of 2).

**Element Lists BRA**  
Format ID KR 1A13SAL

---

**Earning and Deduction Eligible Print** 1 of 1 | View All

\*Effective Date: 01/01/2002 \*Status: Active

\*Description: 13th Salary - 1st Installment Short Description: 13th 1st

\*Total Earnings: TOTAL PROVENTOS N Legal Code:

\*Total Deductions: TOTAL DESCONTOS N Legal Code:

\*Net Pay: LIQUIDO Legal Code:

**Earnings**  
 Include  Exclude Populate Total Earnings Mbrs

**Parameters**

*Sequence	Legal Code	Earnings	Description
1		13 SAL-1PARC	Advance Payment 13th Salary

This example illustrates the fields and controls on the Element Lists BRA page (2 of 2).

**Deductions**  
 Include  Exclude Populate Total Deductions Mbrs

**Parameters**

*Sequence	Legal Code	Deduction	Description
1			

**Accumulator**

**Parameters**

*Sequence	*Accumulator Name	Description
1	10 FGTS - DEP TOTAL	FGTS Total Amount

**Note:** The Element Lists BRA page is used in the financial register and payroll results register reports, as well as payslip generation.

<b>Field or Control</b>	<b>Description</b>
<b>Total Earnings</b>	Select the accumulator that contains the earnings total. The value of this accumulator prints as the total earnings on the report or payslip.
<b>Total Deductions</b>	Select the accumulator that contains the deductions total. The value of this accumulator prints as the total deductions on the report or payslip.
<b>Net Pay</b>	Select the accumulator that contains the net payment. The value of this accumulator prints as the difference between total earnings and total deductions on the report or payslip.
<b>Legal Code</b>	Enter the corresponding 4-digit legal code that you want to see printed on the Termination Contract report.

### **Earnings, Deductions, and Accumulator**

In these group boxes, indicate whether you want to include or exclude the earning or deduction elements you list. It is up to you to decide if it is easier to define the elements by inclusion or exclusion.

Enter the accumulators you want to appear as informative data on the report or payslip.

### **Sort IDs BRA Page**

Use the Sort IDs BRA page (GPBR\_SORTID) to define the printing order selection for the payslip.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Sort IDs BRA > Sort IDs BRA**

This example illustrates the fields and controls on the Sort IDs BRA page.

**Sort IDs BRA**

Sort ID KR SORT

---

**Sort** 1 of 1 | View All

\*Effective Date        \*Status

\*Description

Short Description

Sort by         In descending order

Then by         In descending order

Then by         In descending order

Then by         In descending order

Then by         In descending order

<i><b>Field or Control</b></i>	<i><b>Description</b></i>
<b>Sort by and Then by</b>	Enter the criteria you want the payslip to sort by first in the <b>Sort by</b> field. Enter additional criteria, in the order you want to sort by, using the <b>Then by</b> fields. Values include <i>Company, Department, Employee ID, Employee Name, Employee Type, Establishment, Location, Pay Entity, Pay Group, and Supervisor Code</i> .  The order in which you define your sort criteria determines the order in which information is printed on the payslip.
<b>In descending order</b>	Select if you want the sort order to be in descending order. The default sort order is in ascending order.

## Defining Service Takers

To set up service takers, use the Service Takers BRA (GPBR\_SERVICE\_TAKER) component.

This topic discusses how to set up service takers.

Service takers are companies that buy services from your company. For example, if your company is a consulting company, all the different companies where your employees work during a defined period of time are considered to be service takers.

## Page Used to Define Service Taker Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Service Takers BRA Page	GPBR_SERVICE_TAKER	Set up service takers to use for data entry purposes. The SEFIP report uses service taker information.

## Service Takers BRA Page

Use the Service Takers BRA page (GPBR\_SERVICE\_TAKER) to set up service takers to use for data entry purposes.

Both SEFIP and eSocial reports use service taker information.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Service Takers BRA > Service Takers**

This example illustrates the fields and controls on the Service Takers BRA page.

### Service Takers BRA

Service Taker GR1

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

\*Effective Date   \*Status

\*Description

Short Name

\*Inscription Type  \*Inscription Number

Construction Industry

**Address Data**

Country   Brazil

Address

**Establishments List**

Establishments <span style="float: right;">Personalize   Find   View All   <input type="button" value="Q"/> <input type="button" value="P"/> First 1-3 of 3 Last</span>						
	*Establishment ID	Description	*Service Taker Tp	*Contract Begin Date	*CNO Owner	CNPJ Owner
1	<input type="text" value="GRC1-1"/> <input type="button" value="Q"/>	Matriz São Paulo	<input type="text" value="Legal Entity"/>	<input type="text" value="01/01/2002"/> <input type="button" value="BY"/>	<input type="text" value="Not Applicable"/>	<input type="text" value=""/>
2	<input type="text" value="GRC1-2"/> <input type="button" value="Q"/>	Filial Porto Alegre	<input type="text" value="Legal Entity"/>	<input type="text" value="01/01/2002"/> <input type="button" value="BY"/>	<input type="text" value="Not Applicable"/>	<input type="text" value=""/>
3	<input type="text" value="GRC1-3"/> <input type="button" value="Q"/>	Filial Rio de Janeiro	<input type="text" value="Legal Entity"/>	<input type="text" value="01/01/2002"/> <input type="button" value="BY"/>	<input type="text" value="Not Applicable"/>	<input type="text" value=""/>

## Location

<i>Field or Control</i>	<i>Description</i>
<b>Inscription Type</b>	Select the type of ID that identifies the service taker. Values are <i>CEI</i> and <i>CNPJ</i> .
<b>Inscription Number</b>	Enter the ID that identifies the service taker.

## Establishments List

<i>Field or Control</i>	<i>Description</i>
<b>All Establishments</b>	Click this button to add all of the valid establishments for a service taker. The <b>Establishments</b> region enables you to define the relationship between service takers and establishments.

## Establishments

<i>Field or Control</i>	<i>Description</i>
<b>Service Taker Tp</b> (service taker type)	Select the type of service contracted by the establishment, which is <i>legal entity</i> , according to eSocial requirements.
<b>Contract Begin Date</b>	<p>Enter the date when the contract between the establishment and the service taker began.</p> <p>By default, the system populates this field with the service taker's effective date (currently displayed on the page), or the earliest effective date of the establishment, whichever is the latest.</p> <p>This information is used in eSocial reporting.</p>

<b>Field or Control</b>	<b>Description</b>
<b>CNO Owner</b>	<p>Select the CNO or CEI responsible. Values are:</p> <p><i>Estab</i> (establishment)</p> <p><i>Not Applicable</i></p> <p><i>Other</i></p> <p><i>Service Taker</i></p> <p>If <i>Other</i> is selected, the <b>CNPJ Owner</b> field becomes available for edits.</p> <hr/> <p><b>Note:</b> This field is required only if the service taker is related a construction establishment with <i>partial contract</i>.</p> <hr/>
<b>CNPJ Owner</b>	<p>Enter the CNPJ register number of the CEI responsible. This value is <i>required</i> if <i>Other</i> is selected in the <b>CNO Owner</b> field.</p>

### Related Links

[Service Taker Transactions BRA Page](#)

[Service Taker Data BRA Page](#)

---

## Defining Union Parameters

To set up union parameters, use the Union Parameters BRA (GPBR\_UNION\_PARMS) component.

This topic discusses how to set up union parameters.

### Pages Used to Define Union Parameters

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">General Parameters Page</a>	GPBR_UNION_PARM	Set up union parameters.
<a href="#">Averages Page</a>	GPBR_AVERAGES	Set up average salaries.
Supporting Elements Override Page	GPBR_SOVR_VAL	Override the value of bracket, date, duration, formula, or variable elements that are associated with a specified union parameter setup.



## General Parameters Page

Use the General Parameters page (GPBR\_UNION\_PARM) to set up union parameters.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Union Parameters BRA > General Parameters**

This example illustrates the fields and controls on the General Parameters page (1 of 2).

General Parameters		Averages	Supporting Elements Override
Union Code KR1		Sind. Proc. Dados - São Paulo	
Union Details		Find   View All First 1 of 1 Last	
*Effective Date	01/01/2002	Max Confederate Contribution	30.00
Min Guaranteed Commissionists	300.00	Attendance Contribution Pct	23.65
Union Monthly Contribution Pct	20.97	Max Attendance Contribution	30.00
Max Union Monthly Contribution	30.00	Transport Coupons Pct	6.00
Confederative Contribution Pct	10.47	Days Before Current Date	2
<b>Monthly Proration Methods</b>			
*Hiring Monthly	30 days Monthly Basis	<input type="checkbox"/> Salary with Absence	
<b>DSR Calculation Type</b>			
<input type="radio"/> Worked Days <input checked="" type="radio"/> Entire Month			
<b>13th Salary Parameters</b>			
<input type="checkbox"/> Calc Average First Installment <input type="checkbox"/> Recalc First Installment			
<b>Termination and Stability Parm</b>			
<input checked="" type="checkbox"/> Count Days-13 sal/prior notif <input type="checkbox"/> Allows Term When Stability			
*Work Related Accident	AFAST ACCIDENTE	Accident Leave	

This example illustrates the fields and controls on the General Parameters page (2 of 2).

The screenshot displays a web interface with three main sections:

- Homolognet Averages Definition:** Contains three sub-sections:
  - 13th Salary:** \*Calculation Type dropdown set to CLT.
  - Vacations:** \*Calculation Type dropdown set to CLT.
  - Previous Notification:** \*Calculation Type dropdown set to CLT.
- Salary Base Rate:** A table with columns: \*Process Type, \*Element Name, Description, \*Percentage. It shows one row for 'Vacations' with a percentage of 100. Navigation links include 'Personalize', 'Find', 'View All', and 'First/Last'.
- Union Contract Revision:** A table with columns: \*End Year, \*Process ID, Begin Date, End Date, \*Gathering Attribute, Jurisdiction, Collective Agreement Signature. It shows one row for '05 Collective Dispute'. Navigation links include 'Personalize', 'Find', 'View All', and 'First/Last'.

Union parameters enable you to enter the details of agreements between unions and companies.

The fields on this page are monthly percentages and amounts.

### Union Details

<b>Field or Control</b>	<b>Description</b>
<b>Min Guaranteed Commissionists</b> (minimum guaranteed commissionists)	Enter the minimum guaranteed monthly allowance that an employee receives if the employee is one hundred percent commissioned and has no salary earnings assigned in a given month of work.
<b>Union Monthly Contribution Pct</b> (union monthly contribution percent)	Enter the percentage of the employee's salary to contribute for monthly union dues. To have this contribution made, you must enter the union code in the <b>Alternate Union Code</b> field on the Job Information page.
<b>MaxUnion Monthly Contribution</b> (maximum union monthly contribution)	Enter the maximum amount to contribute for monthly union dues.
<b>Confederative Contribution Pct</b> (confederative contribution percent)	(Optional) Enter the percentage of the employee's salary to contribute as a confederation contribution.
<b>Max Confederate Contribution</b> (maximum confederate contribution)	Enter the maximum amount for a confederation contribution.

<b>Field or Control</b>	<b>Description</b>
<b>Attendance Contribution Pct</b> (attendance contribution percent)	(Optional) Enter the percentage for an attendance contribution. An employee can refuse to pay this contribution.
<b>Max Attendance Contribution</b> (maximum attendance contribution)	Enter the maximum amount for an attendance contribution.
<b>Transport Coupons Pct</b> (transport coupons percent)	Enter the maximum percentage of an employee's salary that can be used for transportation costs. By law, this amount cannot be more than 6 percent, but a union may have an agreement for a lower percentage.

### Monthly Proration Method

<b>Field or Control</b>	<b>Description</b>
<b>Hiring Monthly</b>	<p>Select how to pay the employee's salary, on calendar days or on a 30-day month basis.</p> <p>For example, for an employee hired on February 28, the employee receives payment for:</p> <ul style="list-style-type: none"> <li>• One day if the <i>Calendar Days</i> option is selected.</li> <li>• Three days if the <i>30 days Monthly Basis</i> option is selected.</li> </ul>

### 13th Salary Parameters

<b>Field or Control</b>	<b>Description</b>
<b>Calc Average First Installment</b> (calculate averages on first installment)	Select to have the system base an employee's 13th salary (first partiality) on his or her average salary calculation rather than on the monthly salary.
<b>Recalc First Installment</b> (recalculate first installment)	Select to indicate the system should recalculate the first installment of the 13th salary. Since the 13th salary payment is run in November, salary changes may occur that could cause some employees to receive an extra first installment of the 13th salary. The system needs to recalculate 13th salary to make sure that employees receive any extra payments they are due.

### Termination and Stability Parm (termination and stability parameters)

<b>Field or Control</b>	<b>Description</b>
<b>Count Days-13 sal/prior notif</b> (13th salary/prior notification)	Select to make it required to provide advance notice prior to termination. By law, you must provide at least 30 days notice.
<b>Allows Term. When Stability</b> (allows termination when stability)	Select to allow an employee to be terminated when he or she has tenure.
<b>Work Related Accident</b>	Select the absence take element for work related accidents.

### Salary Base Rate

Use this section to select additional earnings to be considered base salaries, if applicable. Available base salary types include *Vacations*, *13th Salary*, and *Overtime*.

For example, you may select from a number of bonuses to be considered for base vacation rate. The base salary to pay vacations is either monthly salary or trainee monthly salary, which means that if you don't select in the payee parameters any of the bonuses selected in this section, the vacation is paid using the monthly salary or the trainee monthly salary method depending on the employee class.

The rules read these values and store them in new variables during the resolution of the Union Parameters array. The FER REMUN MEN accumulator uses these new variables in that way that each member of the accumulator contributes 100% or 0% according to the value read in the Union Parameters array.

<b>Field or Control</b>	<b>Description</b>
<b>Process Type</b>	Select a process type. Values are <i>13th Salary</i> , <i>Overtime</i> , and <i>Vacations</i> .
<b>Element Type</b>	Select an earning element for the selected process type. Available values include:  <i>QUINQUEN MEN</i> (Lustrum)  <i>PERIC MEN</i> (Hazardous Bonus Monthly)  <i>INSALU MEN</i> (Unhealthy Additional)  <i>GRAT FUN MEN</i> (Bonus of Function)  <i>GRAT SUB MEN</i> (Bonus of Substitution)  <i>SALARIO MENS</i> (Salary)  <i>BOLSA AUX ME</i> (Bolsa Auxilio Estagiario)  <i>ADIC TRA MEN</i> (Additional of Transfer)

<b>Field or Control</b>	<b>Description</b>
<b>Percentage</b>	Enter a percentage number for the associated element to be considered for the associated base salary rate (13th salary, overtime, or vacation). Enter a number from 0 (not to be included as salary) to 100 (to be included entirely as salary).

## Union Contract Revision

Information entered in this section is used in SEFIP 650 reporting as well as eSocial reporting.

<b>Field or Control</b>	<b>Description</b>
<b>Begin Date and End Date</b>	Specify the start and end dates of the contract revision, for example, collective agreement.
<b>Gathering Attribute</b>	Select the applicable collective agreement. Values are:  <i>05 - Collective Dispute</i>  <i>06 - Collective Agreement</i>  <i>07 - Collective Convention</i>  <i>08 - Previous Reconciliation</i>
<b>Collective Agreement Signature</b>	Enter the date the agreement was signed.

---

## Setting Up Payee Data

This topic discusses how to define payee data for Brazil.

### Pages Used to Define Payee Data for Brazil

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Maintain Payee-Union Data BRA Page</u>	GPBR_PYE_UN_DATA	Add, modify, or delete union-related payee information.
<u>Payee Parameters Page</u>	GPBR_PAYEE_PARM	Define payee parameters.
<u>Termination Parameters Page</u>	GPBR_PYEST_PARM	Define termination parameters.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>PIS Parameters Page</u>	GPBR_PYPIS_PARM	Define PIS parameters for an individual payee.
<u>FGTS and Stability Page</u>	GPBR_PYSTB_PARM	Enter FGTS and stability information.
<u>RAIS Parameters Page</u>	GPBR_PYRAIS_PARM	Define an individual's RAIS (Relação Anual das Informações Sociais) parameters, for Brazil's annual social information report.
<u>Employee Other Annual Amt BRA Page</u>	GPBR_OTH_EE_AMT	Add, modify, or delete health care-related payee information.

## Labor Reform Update

On November 11, 2017, a new labor rule on union contribution was implemented as part of the Labor Reform.

Under the new reform, union contribution is no longer mandatory to employees. The deduction of union contribution using the CONTR SIND element only applies to employees who have the CS VR UC APROBACO variable (Union Contribution Approval) set to 1 on the “Supporting Elements Page” (PeopleSoft Global Payroll).

If the variable value is set to 1, it means that the union contribution has been approved to be deducted for the associated employee.

If the variable value is set to 0, or if the variable override is not added, no deduction will occur for the associated employee.

For contributions that are made pertaining to the application of technical knowledge and training of employees, they continue to be recorded manually on the Maintain Payee-Union Data BRA Page as usual; no union contribution deduction will be applied.

## Maintain Payee-Union Data BRA Page

Use the Maintain Payee-Union Data BRA page (GPBR\_PYE\_UN\_DATA) to add, modify, or delete union-related payee information.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Payee Union Contribution BRA > Maintain Payee-Union Data BRA**

This example illustrates the fields and controls on the Maintain Payee-Union Data BRA page.

**Maintain Payee-Union Data BRA**

Employee ID KR0048      Empl Record 0      Name Joao Moreira Silva

---

**Detail** Q | << < 1 of 1 > >> | View All

\*Effective Date  +

Year

Union Code       Sind. Proc. Dados - São Paulo

Auxiliary Union Code

Amount

Calculation Type

The system uses the information that you enter here when it calculates the employee's annual contribution.

<b>Field or Control</b>	<b>Description</b>
<b>Calculation Type</b>	<p>Displays the calculation type of the union contribution entered for the payee. Values are:</p> <p><i>Manual:</i> indicates that this row of information is being added manually to the system, and can be updated or deleted as necessary.</p> <p><i>Calculated:</i> indicates that payroll is finalized, and the union contribution deduction amount (as updated by the CS WA CONTR SIND array) is displayed on this page. <i>Calculated</i> type rows are read-only.</p>

## Payee Parameters Page

Use the Payee Parameters page (GPBR\_PAYEE\_PARM) to define payee parameters.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Define Payee Parameters BRA > Payee Parameters**

This example illustrates the fields and controls on the Payee Parameters page (1 of 2).

<b>Payee Parameters</b>	Termination Parameters	PIS Parameters	FGTS and Stability		
Employee ID	KR0032	Empl Record	0	Name	<u>Marcelo Brotto</u>
<b>Payee Parameters</b> <span>1 of 1</span> <span>View All</span>					
*Begin Date	01/01/2002	End Date		<input type="button" value="+"/> <input type="button" value="-"/>	
*SEFIP Risk Level	Non Exp.Harmful Agent				
*Unhealthy Indicator	Minimum Grade				
*Risk Indicator	Default				
Weekly Hours	<input type="text"/>				
<input type="checkbox"/> IR Ded Retirement					
<input type="checkbox"/> Union Contribution Paid					
Establishment ID	KRC1-1	Matriz São Paulo			
Service Taker	<input type="text"/>				
<b>FGTS Option</b>					
<input checked="" type="checkbox"/> FGTS Option					
FGTS Date	05/31/2002				

This example illustrates the fields and controls on the Payee Parameters page (2 of 2).

<b>Advance Payment Option</b>	
<input type="checkbox"/> Advance Payment Option	
<b>Union Code</b>	
Union Code 1	<input type="text"/>
Union Code 2	<input type="text"/>
Union Code 3	<input type="text"/>

The parameters you enter on this page insert a Supporting Element Override variable field at the payee level.



## Payee Parameters

<b>Field or Control</b>	<b>Description</b>
<b>Begin Date</b>	<p>Enter the effective date for these parameters.</p> <p>The payee's begin date must be greater than the hire date.</p>
<b>End Date</b>	<p>Enter the date these parameters are no longer valid. You must enter an end date before you can add a row with a new set of parameters.</p>
<b>SEFIP Risk Level</b>	<p>Select the appropriate risk level for the employee's activities. The system uses this information to generate the SEFIP report and to determine the employee's retirement deduction.</p> <hr/> <p><b>Note:</b> Setting a value in this field overrides the value specified on the Additional Info - BRA page.</p> <hr/> <p>See <a href="#">Calculating INSS for Special Retirement</a>.</p> <p>See “(BRA) Providing Additional Information for Brazilian Employees” (PeopleSoft Human Resources Administer Workforce).</p>
<b>Unhealthy Indicator</b>	<p>Select the appropriate health risk level for the employee's activities. The system uses this indicator to calculate an earning that compensates for this health risk factor.</p> <p>Values are <i>Default</i>, <i>Maximum Grade</i>, <i>Middle Grade</i>, <i>Minimum Grade</i>, and <i>Not Applicable</i>.</p> <hr/> <p><b>Note:</b> Setting a value in this field overrides the value specified on the Additional Info - BRA page.</p> <hr/> <p>See “(BRA) Providing Additional Information for Brazilian Employees” (PeopleSoft Human Resources Administer Workforce).</p>

<b>Field or Control</b>	<b>Description</b>
<b>Risk Indicator</b>	<p>Select the appropriate hazard level for the employee's activities. The system uses this indicator to calculate an earning that compensates for this hazardous factor.</p> <p>Values are <i>Applicable</i>, <i>Default</i>, and <i>Not Applicable</i>.</p> <hr/> <p><b>Note:</b> Setting a value in this field overrides the value specified on the Additional Info - BRA page.</p> <hr/> <p>See “(BRA) Providing Additional Information for Brazilian Employees” (PeopleSoft Human Resources Administer Workforce).</p>
<b>Weekly Hours</b>	<p>Enter the number of hours the employee works per week.</p> <hr/> <p><b>Note:</b> This information is required. The vacations process uses this information.</p> <hr/>
<b>IR Ded Retirement</b> (income tax retirement deduction)	<p>Select to indicate that the payee is an active retiree and entitled to a retirement deduction.</p>
<b>Union Contribution Paid</b>	<p>Select to indicate that the employee has paid his or her union contribution.</p> <p>Effective November 11, 2017, union contribution is no longer required for employees. This option is enabled by default for newly added rows.</p>
<b>Service Taker</b>	<p>Indicate the Service Taker to which the employee is assigned.</p>

### FGTS Option

<b>Field or Control</b>	<b>Description</b>
<b>FGTS Option</b> (Fundo de Garantia por Tempo de Serviço) and <b>FGTS Date</b>	<p>Select to indicate the employee participates in FGTS, and the date participation began. Used for historical tracking, as FGTS participation is now required.</p>

## Advance Payment Option

<i>Field or Control</i>	<i>Description</i>
<b>Advance Payment Option and Advance Percentage</b>	Select to indicate the employee can receive payments in advance from their regular salary and then enter the percentage of the monthly salary the employee can receive in advance.

## Union Code

<i>Field or Control</i>	<i>Description</i>
<b>Union Code 1, Union Code 2, and Union Code 3</b>	Enter the appropriate union codes for this employee. You can enter up to three union codes for an employee. Since each union may have different mechanisms to determine the averages calculation, the system compares the averages and ensures that the employee receives the maximum value for each earning.  See <a href="#">Averages Page</a> .

## Termination Parameters Page

Use the Termination Parameters page (GPBR\_PYEST\_PARM) to define termination parameters.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Define Payee Parameters BRA > Termination Parameters**

This example illustrates the fields and controls on the Termination Parameters page (1 of 2).

Payee Parameters	<b>Termination Parameters</b>	PIS Parameters	EGTS and Stability
Employee ID	KR0032	Empl Record	0
Name	Marcelo Brotto		
<b>Termination Parameters</b>		1 of 1	View All
Begin Date	01/01/2002	End Date	
<b>▼ Prior Notification</b>			
Notification Date	<input type="text"/>		
<input type="checkbox"/> Worked - Reduction of 2 Hours <input type="checkbox"/> Worked - Reduction of 7 Days <input type="checkbox"/> Worked - Common Agreement <input type="checkbox"/> Excused of Notification Period			
<b>Notice Period Compliance</b>			
<input type="radio"/> Full Compliance <input type="radio"/> Partial Compliance by Employee <input type="radio"/> Partial Compliance by Employer <input type="radio"/> Partial Compliance Oth reasons			

This example illustrates the fields and controls on the Termination Parameters page (2 of 2).

<b>Cancel Prior Notification</b>	
Cancel Date	<input type="text"/>
<input type="checkbox"/> Based on Article 489 of CLT <input type="checkbox"/> Judicial Determination <input type="checkbox"/> Comply with Legal Norm <input type="checkbox"/> Other	
<b>▼ Indicator of Alimony in FGTS</b>	
*Alimony in FGTS	0-There is no Alimony
Deduction Amount	<input type="text"/>
% Deduction	<input type="text"/>
<b>▼ Termination Details and Judicial Decision</b>	
Information	<input type="text"/>
Proceeding Number	<input type="text"/>

## Prior Notification

Select the appropriate prior notification date and option in this section for the employee, if applicable. Information specified here is used in eSocial reporting. Note that if an S-2298 Employee Reinstatement event is submitted to the Government for the reinstatement of an employee, you need to add a new row for the new contractual period. In this scenario, the Prior Notification section appears blank and does not display any values that are carried over from the previous row. Similarly, when you add a new row, any prior notification and cancel prior notification data that is submitted to the Government does not get carried over to the new row.

See Also [S-2298 - Employee Reinstatement](#).

<b>Field or Control</b>	<b>Description</b>
<b>Notification Date</b>	Enter the date you notify the employee of his or her termination.
<b>Worked - Reduction of 2 Hours</b>	Select if the employee worked 2 hours less per day during the prior notification period.
<b>Worked - Reduction of 7 Days</b>	Select if the prior notification period was shortened by 7 days.
<b>Worked - Common Agreement</b>	Select if the employee worked with a common agreement he or she had with the employer (article 484-A, “caput”, CLT).
<b>Excused of Notification Period</b>	Select if the employee was asked to be excused from work during his or her prior notification period.

## Notice Period Compliance

Select the appropriate prior notification compliance option for the employee, if either **Worked - Reduction of 2 Hours** or **Worked - Reduction of 7 Days** option is selected. Available compliance options are **Full Compliance**, **Partial Compliance by Employee**, **Partial Compliance by Employer**, and **Partial Compliance Other reasons**. Information specified here is used in eSocial reporting.

See Also [S-2299 - Termination](#).

This section is not editable if the **Excused of Notification Period** option is selected.

## Cancel Prior Notification

Select the appropriate check box to indicate the reason for canceling the employee’s prior notification, if applicable. Information specified here is used in eSocial reporting.

---

**Note:** Prior notification data (date and one selected option) must be available before you can enter information to cancel the prior notification.

---

<b>Field or Control</b>	<b>Description</b>
<b>Cancel Date</b>	Enter the date the prior notification was canceled. The cancel date must be greater than the specified notification date.
<b>Based on Article 489 of CLT</b>	Select if the cancellation was based on article 489 of CLT.
<b>Judicial Determination</b>	Select if the cancellation was a judicial decision.
<b>Comply with Legal Norm</b>	Select if the cancellation was made in compliance with the legal norm.
<b>Other</b>	Select if the cancellation was made for another reason not mentioned in this section.

### Indicator of Alimony in FGTS

Data entered in this section is used in eSocial reporting for informational purposes.

<b>Field or Control</b>	<b>Description</b>
<b>Alimony in FGTS</b>	Select if and what kind of alimony deduction is applicable to the employee. Values are:  <i>0-There is no Alimony</i> (default value)  <i>1-Percentage of Alimony</i>  <i>2-Amount of Alimony</i>  <i>3-Pct and Amount of Alimony</i>
<b>Deduction Amount</b>	Enter the amount of alimony deduction, if <i>2-Amount of Alimony</i> or <i>3-Pct and Amount of Alimony</i> is selected in the <b>Alimony in FGTS</b> field.
<b>% Deduction</b> (percentage deduction)	Enter the percentage of alimony deduction, if <i>1-Percentage of Alimony</i> or <i>3-Pct and Amount of Alimony</i> is selected in the <b>Alimony in FGTS</b> field.

### Termination Details and Judicial Decision

Data entered in this section is used in eSocial reporting.

<i>Field or Control</i>	<i>Description</i>
<b>Information</b>	Enter any comment regarding termination.
<b>Proceeding Number</b>	Enter, if applicable, the proceeding number of the termination-related judicial decision for this employee.

## FGTS and Stability Page

Use the FGTS and Stability page (GPBR\_PYSTB\_PARM) to enter FGTS and stability information.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Define Payee Parameters BRA > FGTS and Stability**

This example illustrates the fields and controls on the FGTS and Stability page.

## FGTS

<i>Field or Control</i>	<i>Description</i>
<b>FGTS Code</b>	The code of operation for an FGTS employee's account.

<i>Field or Control</i>	<i>Description</i>
<b>Calculate last months FGTS</b>	Select this check box to indicate that FGTS should be calculated for the employee's last month.

### Stability Data

<i>Field or Control</i>	<i>Description</i>
<b>Pregnant Date</b>	Enter the date the employee notifies you that she is pregnant.
<b>Union Member, FGTS Board Member, CIPA's Titleholder/ Substitute, CNPS Board Member, Cooperative Society Mgr (cooperative society manager), and Prev Settlement Committee Memb (previous settlement committee member)</b>	Select the appropriate check boxes to indicate any memberships or positions the employee holds. These options define a tenure status. If the employee has one of these options for a started Begin Date and End Date, the system does not allow termination of the employee, unless that option is enabled on the Union Parameters page.

## Employee Other Annual Amt BRA Page

Use the Employee Other Annual Amt BRA page (GPBR\_OTH\_EE\_AMT) to enter health care amounts for employees and dependents.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > DIRF Health Provider Amt BRA > Employee Other Annual Amt BRA**



This example illustrates the fields and controls on the Employee Other Annual Amt BRA page.

The amount information that is entered on this page for the employee and dependents is displayed in the DIRF report.

### Health Provider Amount

<i>Field or Control</i>	<i>Description</i>
<b>Company</b>	Select the employee’s company.
<b>Health Provider Code</b>	Select the employee’s health provider.  Health provider codes are defined on the “Health Providers Page” (PeopleSoft Human Resources Administer Workforce).
<b>Amount</b>	Enter the employee’s annual health care expense amount.

### Health Provider Dependents Amount

<i>Field or Control</i>	<i>Description</i>
<b>Dependent/Beneficiary ID</b>	Select a dependent of the employee in the system.

<b>Field or Control</b>	<b>Description</b>
<b>Amount and Currency</b>	Enter the annual health care expense amount and corresponding currency for the dependent.

## Defining Unhealthy and Hazardous Indicators for Job Codes and Positions

To set up indicators for job codes and positions, use the Position/JobCd Parameters BRA (GPBR\_MIXED\_PARM) component.

This topic discusses how to define unhealthy and hazardous indicators for job codes and positions.

### Page Used to Define Indicators

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
Position/JobCd Parameters BRA Page (position/job code parameters BRA page)	GPBR_MIXED_PARM	Define unhealthy and hazardous indicators for job codes and positions.

### Position/JobCd Parameters BRA Page

Use the Position/JobCd Parameters BRA (position/job code parameters) page (GPBR\_MIXED\_PARM) to define unhealthy and hazardous indicators for job codes and positions.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Position/JobCd Parameters BRA > Position/JobCd Parameters BRA**

This example illustrates the fields and controls on the Position/JobCd Parameters BRA page.

The screenshot shows the 'Position/JobCd Parameters BRA' page. At the top, there is a 'Parameters' section with an 'Effective Date' of 01/01/2002. Below this is a 'Detail' table with the following data:

Option	Business Unit	Location	Description	Job Code	Description	Unhealthy	SEFIP Risk	Risk
1	Jobcode KR001			570000	Laborer	Minimum C	Not Applic	Applicable
2	Jobcode KR001	KRIRJ	RJ Ind			Not Applic	Not Applic	Applicable
3	Jobcode KR001	KRISP	SP Ind.01			Middle Gra	Not Applic	Not Applic
4	Jobcode KR001	KRISP	SP Ind.01	330020	Coordinato	Maximum C	Not Applic	Applicable

<b>Field or Control</b>	<b>Description</b>
<b>Option</b>	Select whether you are assigning unhealthy/risk indicators to a <i>Jobcode</i> or a <i>Position</i> .
<b>Position, Business Unit, Location, and Job Code</b>	Select the position or job code you are assigning unhealthy/risk indicators to using these fields.
<b>Unhealthy</b>	Select the appropriate health risk level for the activities of the job code, position, or location. The system uses this indicator to calculate an earning that compensates for this health risk factor.
<b>SEFIP Risk</b>	Select the appropriate risk level for the activities of the job code, position, or location. The system uses this information to generate the SEFIP report and to determine the employee's retirement deduction.  See <a href="#">Calculating INSS for Special Retirement</a> .
<b>Risk</b>	Select the appropriate hazard level for the activities of the job code, position, or location. The system uses this indicator to calculate an earning that compensates for this hazardous factor.

## Defining SEFIP Parameters

To define parameters for SEFIP, use the SEFIP Parameters BRA (GPBR\_SEFIP\_PARM), SEFIP Absence Table (GPBR\_SEFIP\_ABS), SEFIP Absence Parameters BRA (GPBR\_SEFIP\_ABSP), Service Takers BRA (GPBR\_SERVICE\_TAKER), and Legal Movement Codes BRA (LEG\_MOV\_COD\_BRA) components.

This topic discusses how to define SEFIP parameters.

## Pages Used to Define SEFIP Parameters

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">SEFIP Parameters BRA Page</a>	GPBR_SEFIP_PARM	Define SEFIP parameters.
<a href="#">SEFIP Absence Table BRA Page</a>	GPBR_SEFIP_PAR_ABS	Map absence codes to SEFIP absence codes.
<a href="#">SEFIP Absence Parameters BRA Page</a>	GPBR_SEFIP_ABSP	Define absence parameters for SEFIP.
<a href="#">Service Taker Transactions BRA Page</a>	GPBR_SERV_T_DTL	Administer service taker transactions.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Service Taker Data BRA Page</u>	GPBR_STAKER_DTA	Define monthly parameters for service takers.
<u>SEFIP Autonomous Review BRA Page</u>	GPBR_SEFIP_AUTO	Enter SEFIP autonomous review information.
<u>Legal Movement Codes BRA Page</u>	LEG_MOV_COD_BRA	Define movement legal codes.

## SEFIP Parameters BRA Page

Use the SEFIP Parameters BRA page (GPBR\_SEFIP\_PARM) to define SEFIP parameters.

Navigation:

**Global Payroll & Absence Mgmt > Social Security/Insurance > SEFIP Parameters BRA**

This example illustrates the fields and controls on the SEFIP Parameters BRA page.

**SEFIP Parameters BRA**

Establishment ID KRC1-1      Matriz São Paulo

---

**Parameters** ⓘ      🔍 | ⏪ | ⏩ | 1 of 1 | View All

\*Year

\*Month

Sport Sponsorship

\*Income Source

Rural Production Physical

Other Information Year

Compensation Start Year

Compensation End Year

INSS Competency Value

Rural Competency Value

Sponsor Competency Value

+ -

Rural Production Juridic

Corrected Compensation

Compensation Start Month

Compensation End Month

Previous Competency Value

Other Comp Rural Prod

Work Cooperatives Pay

---

**Legal Codes**      🔍 | ⏪ | ⏩ | 1 of 1 | View All

\*Year

\*Month

Negative SEFIP Generated

+ -

Some of the information that you enter on this page is included in the SEFIP report for the respective establishment.

## SEFIP Absence Table BRA Page

Use the SEFIP Absence Table BRA page (GPBR\_SEFIP\_PAR\_ABS) to map absence codes to SEFIP absence codes.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > SEFIP Absence Table BRA > SEFIP Absence Table BRA**

This example illustrates the fields and controls on the SEFIP Absence Table BRA page.

### SEFIP Absence Table BRA

**Parameters** 1 of 1 | View All

\*Effective Date:  + -

\*Status:

**Detail** 1-4 of 17 | View All

	*Absence Code	Return Code 1		
1	<input type="text" value="O1"/>	<input type="text" value="Z2"/>	+	-
2	<input type="text" value="O2"/>	<input type="text" value="Z3"/>	+	-
3	<input type="text" value="O3"/>	<input type="text" value="Z6"/>	+	-
4	<input type="text" value="P1"/>	<input type="text" value="Z5"/>	+	-

Use this page to associate absence codes with return codes that are used for SEFIP reporting. For each legal absence, SEFIP has an identification code and return code. This table is a prerequisite for the information on the SEFIP Absences Parameters page.

## SEFIP Absence Parameters BRA Page

Use the SEFIP Absence Parameters BRA page (GPBR\_SEFIP\_ABSP) to define absence parameters for SEFIP.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > SEFIP Absence Parameters BRA > SEFIP Absence Parameters BRA**

This example illustrates the fields and controls on the SEFIP Absence Parameters BRA page.

**SEFIP Absence Parameters BRA**

Absence Take 220244 Maternity Leave  
 Absence Type LCM Maternity Leave  
 Absence Reason 001 Maternity Leave

---

**Parameters** 1 of 1 | View All

\*Effective Date  + -

\*Status  v

Days Before

Multiple Occurrences Indicator

Absence Code  Q

This page maps Global Payroll absence takes to SEFIP absence codes and the corresponding SEFIP absence return code. In order to complete the information on this page you must complete the information on the SEFIP Absence Parameters Page for each absence take.

## Service Taker Transactions BRA Page

Use the Service Taker Transactions BRA page (GPBR\_SERV\_T\_DTL) to administer service taker transactions.

Navigation:

**Global Payroll & Absence Mgmt > Social Security/Insurance > Service Taker Transactions BRA > Service Taker Transactions**

This example illustrates the fields and controls on the Service Taker Transactions BRA page.

**Service Taker Transactions BRA**

Year 2021  
 Month 01 01 - January

---

**Establishment ID** 1 of 1 | View All

\*Establishment ID  + -

**Transactions Detail** 1-2 of 2 | View All

	*Empl ID	Empl Record	Name	*Service Taker	Description	*Hours / Days	Hours	Days	Percentage Contribution		
1	<input type="text" value="KRE0001"/>	<input type="text" value="0"/>	Glauceane Costa Santana	<input type="text" value="GR1"/>	CNPJ Union code BRA GR1	Days <span style="float: right;">v</span>	0	30	<input type="text" value="75"/>	<span style="float: right;">+</span>	<span style="float: right;">-</span>
2	<input type="text" value="KRE0001"/>	<input type="text" value="0"/>	Glauceane Costa Santana	<input type="text" value="GR2"/>	Compania GRM	Days <span style="float: right;">v</span>	0	0	<input type="text" value="25"/>	<span style="float: right;">+</span>	<span style="float: right;">-</span>

Information that you enter on this page is included in the SEFIP report.

<b>Field or Control</b>	<b>Description</b>
<b>Empl ID and Empl Record</b>	Specify the employee ID and the associated employee record. Selecting the employee record enables you to allocate the correct amounts for each employee in the SEFIP report.
<b>Service Taker</b>	Specify the service taker to which the employee is assigned. See Also <a href="#">Service Takers BRA Page</a> .
<b>Hours/Days</b>	Select <i>Days</i> or <i>Hours</i> , and specify the number of days or hours in the corresponding field.
<b>Percentage Contribution</b>	Enter a proration percentage. This percentage value is used to prorate employee amounts for the SEFIP report.  The total percentage contribution allowed for each employee and employee record combination is <i>100</i> .

## Service Taker Data BRA Page

Use the Service Taker Data BRA page (GPBR\_STAKER\_DTA) to define monthly parameters for service takers.

Navigation:

**Global Payroll & Absence Mgmt > /Insurance > Service Taker Data BRA > Service Taker Data**

This example illustrates the fields and controls on the Service Taker Data BRA page.

**Service Taker Data BRA**

Service Taker GR1 CNPJ Union code BRA GR1  
 Year 2016  
 Establishment ID GRC1-1 Matriz São Paulo

---

**Detail** 1 of 1 | View All

\*Month  + -

Retention 9711/98 Law

Compensation Value

Start Year  Start Month

End Year  End Month

Issued Invoices Value

Competency 13 GPS Value

INSS Competency Value

**Previous Competencies**

Payslip INSS Value

Other Entities Value

Information that you enter on this page appears in the SEFIP Process report (GPBRSF01). It is not used in any report calculations.

**Detail**

<i>Field or Control</i>	<i>Description</i>
<b>Month</b>	The month to which the information on Social Security and payment of FGTS applies.
<b>Retention 9711/98 Law</b>	Enter the amount that represents the 11 percent requirement under law 9.711/98.
<b>Compensation Value</b>	Enter the adjusted compensation value to be reported on the GPS (Guia de Previdência Social) form for the reference month.
<b>Issued Invoices Value</b>	Enter the total amount of invoices or bills issued for services during the month.



## Previous Competencies

Use these fields to enter the value of accrued contributions that were not reported on the GPS form in previous months because they did not meet the minimum reportable value. Enter a separate value by type of contribution: INSS or other entity.

## SEFIP Autonomous Review BRA Page

Use the SEFIP Autonomous Review BRA page (GPBR\_SEFIP\_AUTO) to enter SEFIP autonomous review information.

Navigation:

**Global Payroll & Absence Mgmt > Social Security / Insurance > SEFIP Autonomous Review BRA > SEFIP Autonomous Review BRA**

This example illustrates the fields and controls on the SEFIP Autonomous Review BRA page.

**SEFIP Autonomous Review BRA**

Competency Year 2021  
 Competency Month 01  
 Company Inscription 29980596000549  
 Establishment ID KRI1-1 Matriz São Paulo

**Autonomous Data**

🔍 🔍 1-1 of 1 View All

	*Inscription Type	*Service Taker Inscription	*CI/PIS/PASEP	*Contributor Name		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	-

## Legal Movement Codes BRA Page

Use the Legal Movement Codes BRA page to define movement legal codes.

Navigation:

**Set Up HCM > Product Related > Workforce Administration > Legal Movement Codes BRA**

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

**Legal Movement Codes BRA**

Process Type SEFIP Process

---

**Definition** 1 of 1 | View All

\*Effective Date 01/01/2002 + -

**Action Reason - Movement Code Mapping** 1-7 of 12 | View All

	*Action	Short Description	*Reason	Short Description	SEFIP Movement Code		
1	DTA	Data Chg	STC	Status Chg	N1 Payee's Transfer In Company	+..	-
2	HIR	Hire	PIT	Perm IntCp	N3 Payee's From Out w/o Term	+..	-
3	TER	Terminatn	DIS	Dishonesty	I1 Term Employer Decision Unf	+..	-
4	TER	Terminatn	DSC	Discharge	I1 Term Employer Decision Unf	+..	-
5	TER	Terminatn	EFT	End fixed	I3 Contract Termination	+..	-
6	TER	Terminatn	EOD	End Demand	I1 Term Employer Decision Unf	+..	-
7	TER	Terminatn	MUT	Mut Consnt	N3 Payee's From Out w/o Term	+..	-

<b>Field or Control</b>	<b>Description</b>
<b>Action and Reason</b>	Select an action and reason combination for which movement can occur.
<b>SEFIP Movement Code</b>	<p>Select an applicable movement code.</p> <p>For example, according to the labor law, employees are allowed movement of their linked accounts in the FGTS, if their employment ended as a result of mutual agreement between themselves and their employers. In this case, select the <i>I5 - Term by Common Agreement</i> movement code for the <i>termination</i> action and reason combinations that allow movement.</p> <p>This field appears for the <i>SEFIP Process</i> type only.</p>

## Using Core Functionality in Brazil

This topic describes how to use the following core PeopleSoft Global Payroll features in your Brazilian payroll system:

- Retroactivity
- Accumulators
- Segmentation
- Triggers

- Rounding rules
- Rate codes

## Defining Retroactivity in Brazil

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

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

- Corrective
- Forwarding

---

**Note:** In Brazil, all retro is handled with the forwarding method to comply with Brazilian legislation that requires all retroactive payments to be taxed in the current period. This includes both the Default retro method and the On Conflict retro method.

---

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

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

### Changes in the Employee's Data

Changes in employee data include compensation rate-related changes:

- Status.
- Compensation frequency.
- Standard hours.
- Pay system flag.
- Action for retroactive hire.
- Action for retroactive termination.

### Changes in Other Data

Changes in other data include absence take-related changes:

- Positive input
- Pay group

Earnings and deductions are recalculated and a difference results.

---

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

---

## Related Links

“Understanding Retroactive Methods” (PeopleSoft Global Payroll)

## Using Accumulators in Brazil

In Brazil, the following types of accumulators are used:

- Annual accumulators for annual reports and average salary (when average salary is based in the current year).
- Monthly accumulators for tax calculation and social security fees.
- Custom accumulators to store absences that affect the weekly days-off and holidays payments.

## Using Segmentation in Brazil

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

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

---

**Note:** Global Payroll for Brazil does not utilize element segmentation.

---

In Global Payroll for Brazil, the following items produce a period segmentation:

- Changes in eligibility group.
- Changes in pay entity.
- Changes in pay group.
- Hirings and terminations held in the calendar.

Global Payroll for Brazil delivers some segmentation; however, you can alter the delivered segmentation events and add or delete segmentation events depending on your business needs.

## Using Triggers in Brazil

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

Global Payroll provides three types of triggers:

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

---

**Note:** You must first set up an iterative trigger to tell the system when an event occurs, it should perform the desired action. After that, you can use a trigger to process an employee, perform segmentation, or perform retro processing.

---

Global Payroll for Brazil delivers some triggers; however, you can alter the delivered triggers and add or delete trigger setups depending on your business needs.

### Delivered Iterative Triggers

The following table lists the iterative trigger setups that are delivered with Global Payroll for Brazil:

<b>Changes to:</b>	<b>Trigger</b>
Employee's employment record	EMPLOYMENT
Employees job records	JOB and JOB_JR
Employee's compensation record	COMPENSATION
Employee's personal data record	PERSONAL_DATA
Employee's contract data record	CONTRACT_DATA
Employee's positive input records	GP_PI_MNL_DATA
Employee's positive input supporting element override record	GP_PI_MNL_SOVR
Employee's payee override record (earnings and deductions assignments)	GP_PYE_OVRD
Employee's payee element assignment supporting element override record	GP_PYE_OVR_SOVR
Employee's payee section detail record	GP_PYE_SECT_DTL
Employee's personal data effective date record	PERS_DATA_EFFDT
Employee's schedule calendar assignment record	SCH_ASSIGN

<b>Changes to:</b>	<b>Trigger</b>
Employee's workday overrides record	SCH_MNG_SCH_TBL
Employee's workforce contract type record	WKF_CNT_TYPE
Employee's absence records	GP_ABS_EVENT, GP_ABS_OVRD, etc.

### Related Links

“Understanding Triggers” (PeopleSoft Global Payroll)

## Using Rounding Rules in Brazil

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

Global Payroll for Brazil does not deliver country-specific rounding rules.

## Using Rate Codes in Brazil

Global Payroll for Brazil supports the following types of salaries:

- Monthly
- Weekly
- Daily
- Hourly

Global Payroll for Brazil delivers the following HR rate codes to support the listed salaries:

<b>Rate Code</b>	<b>Description</b>
KRH	Hourly
KRM	Monthly

---

## Viewing Delivered Process Lists

The following table lists the delivered process lists for Brazil:

<b><i>Process List</i></b>	<b><i>Description</i></b>
13 SALARIO	13th Salary Calculation
ADIANT QUINZENAL	Advance Payment Process
AUSENCIAS	Absences
FERIAS FOLHA	Vacations Calculation
FERIAS TOMADAS	Vacation Takes
FOLHA PAGAMENTO	Payroll Calculation Process
PROVISOES	Provisions

---

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

---

### **Related Links**

“Understanding How to View Delivered Elements” (PeopleSoft Global Payroll)





## Chapter 4

# Setting Up the 13th Salary

---

## Understanding the 13th Salary

Companies must pay a 13th salary (Christmas Bonus) to their payees. 13th salary is paid in two parts. The first installment corresponds to 50 percent of the total amount for 13th salary. The first installment should be paid by the end of November. Employees can also have their first installments paid in advance as part of their vacation pay. If the first installment was paid as part of vacation pay, the company does not need to pay any 13th salary to the employee in November. In this situation, a company can choose to recalculate the first installment and pay the difference to the employee.

Two parameters on the [General Parameters Page](#) define:

- Whether the company recalculates the first installment (discounting the advanced amount).
- Whether to use averages when recalculating the first installment.

Employees who receive variable compensation, such as overtime or a differential for a night shift, may be entitled to have their 13th salary based on the averages of this variable compensation. Eligibility for the average salary allowance depends on union rules and the Consolidated Labor Laws (CLT).

The entire 13th salary amount must be paid by December 20. This payment discounts the amount of the first installment already paid. To make this payment by December 20, you might need to run an off-cycle payroll.

To run an off-cycle payroll, you need to use one of two delivered special run types:

- KR 1A13SAL (for the first installment of 13th salary)
- KR 13SAL (for 13th salary payment).

Then, usually in December, the 13th salary is recalculated for everyone to ensure that if any difference occurred, the difference is paid to the employee.

## Viewing Delivered Elements

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

### Related Links

“Understanding How to View Delivered Elements” (PeopleSoft Global Payroll)

---

## Setup Considerations

These three fields on two pages directly affect the processing of 13th salary payments:

- **Field: Calc Average First Installment**

Page and usage: [General Parameters Page](#). If you want to calculate the average for the first installment of 13th salary instead of using the daily rate, select this check box. If selected, the system automatically pays 50% of the 13th salary as calculated using average salary.

- **Field: Recalc First Installment**

Page and usage: [General Parameters Page](#). Select to indicate the system should recalculate the first installment 13th salary after it has been paid in advance as part of vacation pay. Since the 13th salary payment is run in November, there may be salary changes that could cause some employees to receive an extra payment of 13th salary.

- **Field: Advance 13th**

Page and usage: [Vacation Acquis Prd-Sched BRA Page](#). Select to have the employee receive the first installment of his or her 13th salary at the time the employee leaves for vacation.

The first installment of 13th salary occurs only once a year. If an employee receives the first installment in advance (at the time of vacation), the employee does not need to receive a 13th salary payment in November.

### Related Links

[General Parameters Page](#)

[Averages Page](#)

[Vacation Parameters BRA Page](#)

[Vacation Acquis Prd-Sched BRA Page](#)

---

## Viewing Delivered 13th Salary Elements

This section discusses how to view the following delivered 13th salary elements:

- Earnings
- Deductions
- Accumulators
- Sections

### Viewing Delivered 13th Salary Earnings

The following earning elements are delivered to calculate 13th salary:

<b><i>Earning Element</i></b>	<b><i>Description</i></b>
13 SALARIO	Calculates 1/12 of the annual salary based on the eligible months during the year. This earning is calculated using the formula 13 FM 13 FIXO.
13 SAL-1PARC	Calculates the first installment of the 13th salary. 50% of the 13 SALARIO. This earning is calculated using the formula 13 FM 13 FIXO.
13 SAL COM	Calculates the average of commissions based on the eligible months earned during the year. This earning is calculated using the formula 13 FM CAL MEDIAS.
13 SAL TAREF	Calculates the average of the Tarefeiros (pieceworkers) units. Tarefeiros are paid based on the number of produced units. This earning is calculated using the formula 13 FM MED TAREFEIR.
13 SAL HOR	Calculates the average of the worked hours. This earning is calculated using the formula 13 FM MED HORISTA.
13 SALARIO INDEN	This is an additional 1/12 that is paid if the employee is terminated without prior notification or with less than 15 days notice. This earning is calculated using the formula RC FM 13 SAL INDE.
13 SAL DIF	Calculates differences between the current 13th salary calculation and the previous calculation (for example, salary changes not entered when calculating 13th salary).
13 SAL MAT	Calculates 1/12 of the annual salary based on the eligible months for employees who are on maternity leave during the year. This earning is calculated using the formula 13 FM SAL MAT UNIT and FP FM SAL MAT TAR for the rate.
13 SAL MAT1P	Calculates the first installment of the 13th salary. 50% of the 13 SAL MAT. This earning is calculated using the formula 13 FM SAL MAT UNIT and FP FM SAL MAT TAR for the rate.
13 SALM IND	This is an additional 1/12 that is paid if the employee on maternity leave is terminated without prior notification or with less than 15 days notice. This earning is calculated using the formula 13 FM SAL MAT UNIT and FP FM SAL MAT TAR for the rate. This element will or will not be calculated based on termination parameters.
13SALMATDIF	Calculates differences between the current maternity 13th salary calculation and the previous calculation (for example, salary changes not entered when calculating the maternity 13th salary).

---

**Note:** There are other earnings used by the vacations and provisions processes related to 13th salary.

---

### **Related Links**

[Understanding Vacation Setup](#)

[Understanding Legal Provisions](#)

## Viewing Delivered 13th Salary Deductions

The following deductions element is delivered to calculate 13th salary:

<i>Deductions Element</i>	<i>Description</i>
DES ADIAN 13	Discounts the advance payment of 13 SAL FIXO, COM, TAREF, and HOR paid.
DESMEDHRS13S	Discounts the advance payment made for Average Hourly earnings.
DESMEDVRS13S	Discounts the advance payment made for Average Amount earnings.

## Viewing Delivered Accumulators

The following accumulator elements are delivered to calculate 13th salary:

<i>Accumulator Element</i>	<i>Description</i>
MESES 13 SALARIO	Accumulates the number of months for which a payee is eligible for 13th salary. If the number of days worked is greater than 15 during a single month, that month is counted toward 13th salary eligibility.
13 SALARIO PAGADO	Accumulates the 13th salary already paid.
ACUM 13 SALARIO	Accumulates the 13th salary base for average salary calculation purposes.
AFAST 13 SAL	Accumulates the absences which reduce the number of worked days, which affects the 13th salary calculation.

## Viewing Delivered Sections

The following section elements are delivered to calculate 13th salary:

<i>Section Element</i>	<i>Description</i>
KR 13° SALARIO	This section is necessary for the pay calculation of 13th salary and can be included in the process list for either a regular payroll run or in a separate calendar run.

**Note:** This PeopleSoft application delivers a query that you can run to view the names of all delivered elements designed for Brazil.

## **Related Links**

“Understanding How to View Delivered Elements” (PeopleSoft Global Payroll)



## Chapter 5

# Setting Up Vacation Pay

---

## Understanding Vacation Setup

This section provides an overview of vacation setup and discusses:

- Core application setup.
- Global Payroll for Brazil setup.

Vacation pay setup for Brazil is a subset of absence setup in general, because every absence—whether for vacation, sickness, or other cause—depends on the definition of absence take and entitlement elements and other absence data in the Global Payroll core application.

In addition to general absence setup, you must define other vacation parameters, such as events per entitlement period, entitled days, and days per take, that define vacation business rules and enable you to integrate Brazilian vacations with core absences.

## Core Application Setup

To prepare Global Payroll for Brazil for absence processing, you must use core application pages to complete the following setup steps:

1. Define work schedules and assign a schedule to each payee.
2. Define holiday schedules.
3. Modify the delivered absence take and absence entitlement elements, and create new absence elements, as needed.

---

**Note:** Global Payroll for Brazil delivers sample values for many of these elements. You may want to replace at least some of these values with data that is specific to your organization.

---

See [Entering Vacation Data and Updating Entitlement](#).

4. 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 the elements in the process lists that you use when you run the absence processes. This step is not necessary for per-absence entitlement elements.

Global Payroll for Brazil delivers predefined sections and process lists for absence processing. Use them, modify them, or create your own.

## Global Payroll for Brazil Setup

In addition to the generic, core application setup steps required for absences, the setup of Brazilian vacation pay involves the following, additional steps using the Vacation Parameters BRA page in Global Payroll for Brazil:

- Define all company policies and legal requirements that are related to vacations using parameters.

Parameters include such information as the number of vacation days an employee can take per entitlement period, the maximum and minimum number of days of vacation that can be taken per leave, and the age above and below which vacations cannot be split into multiple periods.

- Identify the specific take and entitlement elements for which you are defining parameters.

These are the same elements that you will later use to enter and maintain vacation takes on the Vacation Acquisition Prd-Sched (vacation acquisition period-schedule) page. The only absences that you can enter and maintain on the Vacation Acquisition Prd-Sched page are vacation-type absences; takes for other kinds of absences must be entered on the Absence Entry page for Brazil or on the Absence Event Entry page in the core application.

---

**Note:** If you do not specify take and related entitlement elements on the Vacation Parameters BRA page, you cannot enter vacation time by using these elements on the Vacation Acquisition Prd-Sched page.

---



---

**Note:** You must also upload vacation entitlement periods history during implementation. Global Payroll for Brazil does not deliver a process to perform this upload.

---

This section discusses only the Brazil specific steps required to set up vacation leave; the documentation of generic procedures for defining absence elements can be found in your *PeopleSoft HCM: Global Payroll* product documentation.

### Related Links

[Entering Vacation Data and Updating Entitlement](#)

“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 Brazil. Instructions for running the query are provided in the “Understanding How to View Delivered Elements” (PeopleSoft Global Payroll) topic.

---

## Defining Vacation Parameters for Brazil

To set up vacation parameters, use the Vacation Parameters (GPBR\_VACN\_PARM) component and the Vacation Calendars BRA (GPBR\_VAC\_CALENDAR) component.

This topic provides an overview of vacation parameters and discusses how to define vacation parameters.



## Pages Used to Define Vacation Parameters

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Vacation Parameters BRA Page</u>	GPBR_VACN_PARM	Define vacation parameters for Brazil. Also use to close and continue entitlement balances.
<u>Vacation Calendars BRA Page</u>	GPBR_VAC_CALENDAR	Specify which calendars to override for vacation events for a given pay group.

## Understanding Vacation Parameters

In Global Payroll for Brazil, you use parameters to define company policies and legal requirements that are related to vacation takes. You use these parameters to define for example:

- The number of vacation days that an employee can take per entitlement period.
- The number of vacations that an employee can take per entitlement period.
- The maximum and minimum number of days of vacation that can be taken per leave.
- Rules for calculating the value of vacation days that are sold back to the company by the employee.
- Rules for closing or extending an entitlement period when an employee exceeds the maximum number of total absences allowed in a period.

### Labor Reform Update

On November 11, 2017, new labor rules on vacations were implemented as part of the Labor Reform. Under the new reform:

- Employers can configure the system to allow employees to take up to three vacation takes per entitlement period. With the *3-vacation take* model, the length of one vacation take must be at least 14 days long, and other two no less than 5 days each.
- The begin date of any vacation requests needs to at least three days before a holiday or weekend.

The system displays a warning message if this rule is not met, so that the user can adjust the begin date accordingly.

- Part-time employees who were entitled to 18 days of vacation per entitlement period are now entitled to 30 days of vacation.

---

**Important!** To update the vacation day count for part-time employees, make sure to add a new line manually to the FE BR DIREITO PARC element, with the effective date set to November, 11, 2017. In this new line, change the vacation entitlement to *30* days.

---

- Age requirement is no longer enforced on partial vacation.
- For employees who have lost vacation day entitlement due to the number of absence days they took during the acquisitive period, and the reduction causes their new vacation balances to be less than the

stipulated limit (for example, 14 days), they must use up all their remaining vacation balances in one single instance.

See Also [Vacation Parameters BRA Page](#)

## Vacation Parameters BRA Page

Use the Vacation Parameters BRA page (GPBR\_VACN\_PARM) to define vacation parameters for Brazil.

The page is also used to close and continue entitlement balances.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Vacation Parameters BRA > Vacation Parameters BRA**

This example illustrates the fields and controls on the Vacation Parameters BRA page (1 of 2).

### Vacation Parameters BRA

Company KRC Empresa Demonstração Ltda

**Acquisitive &Period**
Find | View All    First 1 of 2 Last

\*Effective Date

**General**

Takes per Acquisitive Period <input type="text" value="3"/>	<input type="checkbox"/> Take - Needs Confirmation
Vacn Days per Acquisitive Prd <input type="text" value="30"/>	<input checked="" type="checkbox"/> Always Allow Vacation Credit
Minimum Period Vacation Days <input type="text" value="14"/>	<input checked="" type="checkbox"/> Allow Negative Balance
*Credit Treatment <input style="width: 150px;" type="text" value="Starting Month"/>	Limit <input type="text" value="30"/>
Minimum Age for Partial Take <input type="text" value="1"/>	
Maximum Age for Partial Take <input type="text" value="99"/>	
Off Cycle Reason <input style="width: 150px;" type="text" value="FERIAS"/>	Vacations

**Per Vacation Take**

Min Days Nbr <input type="text" value="5"/>	
Max Days Nbr <input type="text" value="30"/>	
Absences Take Credit Max % <input type="text" value="33.34"/>	

This example illustrates the fields and controls on the Vacation Parameters BRA page (2 of 2).

**▼ Absence Elements**

\*Vacations   Vacation Take

\*Paid Vacations   Paid Vacations

\*Vacation Entitlement   Vacation Entitlement

\*Vacation Proportional   Monthly Vacations

**▼ Absence Interference on Acquisitive Period** Find | View All

First ⏪ **1 of 1** ⏩ Last

Sequence  Action

Number of Days for Action

**Absence Take Types** Personalize | Find | View All |

First ⏪ **1 of 1** ⏩ Last

*Absence Type	Description		
1 <input type="text" value=""/> <input type="button" value="🔍"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

### General

<i>Field or Control</i>	<i>Description</i>
<b>Takes per Acquisitive Period</b>	<p>Enter the number of separate vacations that employees can take within an entitlement period.</p> <p>For example, an employee may be eligible for 30 days of vacation per entitlement period, and this value indicates how many separate vacations the employee can take with those 30 days.</p> <p>By default, the value is set to 3 vacation takes per entitlement period. According to the labor law, one of these three vacation takes must be at least 14 days long, and each of the other two needs to be at least 5 days long.</p>

<b>Field or Control</b>	<b>Description</b>
<b>Take - Needs Confirmation</b>	<p>Select if vacation needs to be approved prior to being processed by the system.</p> <p>When you enter a vacation event in the Vacation Acquisition Prd-Sched page, you assign the event a leave status of <i>Programmed</i>, <i>Confirmed</i>, and so on. If the leave status is <i>Programmed</i> and you select this check box, then the vacation payroll process does not process the vacation until it is set to <i>Confirmed</i>. If you clear this check box, the vacation payroll process processes vacation events with a leave status of <i>Programmed</i>.</p> <hr/> <p><b>Note:</b> You approve vacation takes on the Vacation Acquisition Prd-Sched page. If you do not select this option, the system processes both planned and confirmed vacation takes.</p> <hr/> <p>See <a href="#">Entering Vacation Data and Updating Entitlement</a>.</p>
<b>Vacn Days Per Acquisitive Prd</b> (vacation days per acquisitive period)	Enter the number of vacation days to which employees are entitled per entitlement period. By default, the value is set to 30 days.
<b>Minimum Period Vacation Days</b>	<p>Enter the minimum number of leave days to take in a single long vacation within an entitlement period.</p> <p>By default, this value is set to 14 days. It is the minimum length for one of the vacation takes (the long one) as required by the Brazilian labor law, if the system is set to allow 3 vacation takes per entitlement period.</p>
<b>Allow Negative Balance</b>	Select to allow negative accrual balances for vacations. This field allows vacation scheduling if an acquisitive period does not have sufficient entitlement. If you select this option, the <b>Limit</b> field appears.

<b>Field or Control</b>	<b>Description</b>
<b>Credit Treatment</b>	<p>Specify the credit treatment for vacation "sell" days. Values are:</p> <p><i>End of Vacations:</i> Select to base the value of any vacation sell days on the employee's salary at the end of the vacation period.</p> <p><i>Proportional Vacation Days:</i> Select if you want the system to calculate the value of unused vacation days by using a factor that is based on the proportion of vacation days actually taken each month (if the vacation spans several months).</p> <p><i>Starting Month:</i> Select to base the value of any vacation sell days on the employee's actual daily salary at the start (the first month) of the vacation period.</p> <p>See <a href="#">Understanding Vacation Parameters</a>.</p>
<b>Limit</b>	<p>Enter the maximum negative entitlement balance allowed. Days that exceed this maximum must be taken as unpaid leave.</p> <hr/> <p><b>Note:</b> This field appears only when you select the <b>Allow Negative Balance</b> check box.</p> <hr/>
<b>Minimum Age for Partial Take</b>	<p>Specify the age under which the division of vacations into separate events is not allowed. This field is not used as age requirement is no longer enforced on partial vacation.</p>
<b>Maximum Age for Partial Take</b>	<p>Specify the age over which the division of vacations into separate events is not allowed. This field is not used as age requirement is no longer enforced on partial vacation.</p>

---

**Note:** Companies that process vacation pay more than once each month can use the Vacation Calendars BRA page.

---

See [Vacation Calendars BRA Page](#).

## Per Vacation Take

<i>Field or Control</i>	<i>Description</i>
<b>Min Days Nbr</b> (minimum days number)	<p>Enter the minimum number of leave days that can be taken as part of a single vacation take.</p> <p>By default, this value is set to 5 days. It is the minimum length for two of the vacation takes (the short ones) as required by the Brazilian labor law, if the system is set to allow 3 vacation takes per entitlement period.</p>
<b>Max Days Nbr</b> (maximum days number)	<p>Enter the maximum number of leave days that can be taken as part of a single vacation take.</p>
<b>Absences Take Credit Max %</b> (absences take credit maximum percentage)	<p>Enter the maximum percentage of vacation allowance that a payee can sell. The Vacation Acquisition Prd-Sched page displays this value when you select the Pay Credit check box.</p>

## Absence Elements

In the Absence Elements group box, you identify the specific absence take and entitlement elements to use when synchronizing the Vacations Entitlement and Takes BRA page with core pages and events. For example, to display the balance for a vacation entitlement period in the Vacations Entitlement and Takes BRA page, the system needs the name of the entitlement element—an element that calculates and stores the vacation balance—to obtain the current balance in the results tables. Similarly, when entering vacation takes, you insert, delete, or update a row in the Absence Entry page by way of a component interface; the system needs the name of the absence take to map vacation events.

<i>Field or Control</i>	<i>Description</i>
<b>Vacations</b>	<p>Specify the absence take element to use for vacation takes. The system uses this element to synchronize vacation takes with core absences.</p>
<b>Paid Vacations</b>	<p>Specify the absence take element to use for vacation credits. The system uses this element to synchronize vacation credits with core absences.</p> <hr/> <p><b>Note:</b> You must define how the system calculates vacation credit—the amount returned to the payee when he or she sells unused vacation days—by specifying a credit treatment option in the <b>Credit Treatment</b> field.</p> <hr/>
<b>Vacation Entitlement</b>	<p>Specify the absence take element for which you want to adjust and display balances.</p>

<b>Field or Control</b>	<b>Description</b>
<b>Vacation Proportional</b>	Select the element that tracks proportional vacations earned in each period (such as vacation acquired in the current acquisitive period during a final payment).

## Absence Interference on Acquisitive Period

Using the fields in the Absence Interference on Acquisitive Period group box, you can close or continue vacation entitlement periods in response to other absences or events that impact vacation entitlement. For example, you can instruct the system to close an entitlement period for a work disability that lasts more than 180 days or for military service. You can also continue an entitlement period that would otherwise be closed or reduced by an absence. For example, you can specify that if an employee takes maternity leave that lasts 60 or more days, 60 additional days should be added to the entitlement period.

See [Understanding Vacation Parameters](#).

<b>Field or Control</b>	<b>Description</b>
<b>Sequence</b>	Enter a sequence number.  The sequence number represents the order in which the system processes the different actions ( <i>Close</i> or <i>Continue</i> ) that you defined.
<b>Action</b>	Enter the action that you want the system to take in response to the absence that you specify in the <b>Absence Type</b> field. Values are:  <i>Close</i> : Select to close an entitlement period in response to the absence types that are specified in the <b>Absence Type</b> field.  <i>Continue</i> : Select to continue an entitlement period in response to the absence types that are specified in the <b>Absence Type</b> field.
<b>Number of Days for Action</b>	Enter the number of days of the absence type or combination of absence types, which are shown in the <b>Absence Type</b> field, that an employee must accumulate before the <i>Close</i> or <i>Continue</i> action can take effect. For example, enter <i>180</i> to indicate that 180 or more days of sick leave (absence type of <i>AFA</i> ) should result in the closure of the entitlement period for your employees.
<b>Absence Type</b>	Enter the type of absence or combination of absence types that should result in the action that is specified in the <b>Action</b> field.

## Selling Vacation Days

In Global Payroll for Brazil, you can credit the employee's account for the sale of unused vacation days. The vacations payroll process calculates the value of these days in one of several different ways based on the value of the **Credit Treatment** field.

Consider the following salary and vacation data for an employee.

Salary Data:

- February Salary = 3000; daily salary is  $3000 \div 30 = 100$ .
- March Salary = 3300; daily salary is  $3300 \div 30 = 110$ .
- April Salary = 3630; daily salary is  $3630 \div 30 = 121$ .

---

**Note:** The system calculates the daily salary by annualizing and reconfiguring using frequency annual factors.

---

Vacation Data:

- The employee is entitled to 30 days of vacation per entitlement period.
- The employee sells 10 days of vacation in the entitlement period.
- The employee takes vacation from March 5 to March 24, 2002 (20 days).
- The employee receives vacation payment two days before he takes leave (on March 3).
- The employee's job record does not contain the March salary information at the time that the employee receives the vacation payment.

Case 1: Credit Treatment is *Starting Month*.

In this case, the amount paid in advance of the vacation is based on the last salary value in the system, which is the February salary (3000). The employee receives pay for 20 days of vacation (2000) plus the value of 10 more days (1000) due to the sale of the unused entitlement.

The total initial payment is calculated as follows:

(Daily Salary)  $\times$  (Number of Days), or  $(100 \times 20) + (100 \times 10)$ , for a total of 3000.

However, because the credit treatment is *Starting Month*, the value of vacation sell days must be recalculated by using the March salary (3300), or rather, the salary in the first month of vacation. The difference between the initial calculated value of the vacation credit and the recalculation is paid to the employee. In this case, the difference is  $(110 \times 10) - (100 \times 10)$ , or 100.

---

**Note:** If the employee's job record contains the March salary information at the time of the vacation payment, the system would use the March daily salary of 110 to calculate the initial vacation payment. No retroactive processing is required in this case.

---

Case 2: Credit Treatment is *End of Vacations*.

As in the previous case, the amount paid in advance of the vacation is based on the last salary value in the system, which is the February salary (3000). The employee receives pay for 20 days of vacation (2000) plus the value of 10 more days (1000) due to the sale of the unused entitlement.



The total initial payment is calculated as:

(Daily Salary) × (Number of Days), or  $100 \times 20$  (2000 for the vacation) +  $100 \times 10$  (1000 for the vacation credit), for a total of 3000.

However, because the credit treatment is *End of Vacations*, the value of the vacation sell days must be recalculated by using the salary in effect at the end of the vacation, on March 25. (The vacation ends on March 24.) But in this example, the vacation credit period crosses two months with two different salaries—it runs from March 25 to April 3, for a total of 10 days, 7 of which are in March, and 3 of which are in April. Thus seven of the days are recalculated by using the March salary (3300), and three are recalculated by using the April salary (3630). The payee receives the difference between the initial calculated value and the recalculated value of the vacation sell days.

Case 3: Credit Treatment is *Proportional Vacation Days*.

To illustrate this case, the vacation period in this example extends from March 26 to April 4, for a total of 10 days. Just as in the previous case, the payee has 10 days of vacation to sell and receives an initial vacation payment for 20 days ((10 vacation days) + (10 sell days)) based on the last salary in the system (February). However, because the credit treatment is *Proportional Vacation Days*, the system recalculates the value of the 10 vacation sell days based on the proportion of vacation days taken in each month. In the current example, six days of the vacation fall within March, and four days within April. Thus, the system recalculates the value of six credit days by using the March salary (3300) and four credit days by using the April salary (3630). The payee receives the difference between the initial calculated value and the recalculated value of the vacation sell days.

## Closing and Continuing Entitlement Balances

On the Vacation Parameters BRA page, you can close or continue vacation entitlement periods in response to other absences or events that impact vacation entitlement. For example, you can instruct the system to close an entitlement period for a work disability that lasts more than 180 days, or for military service. You can also continue an entitlement period. For example, you can specify that if an employee takes maternity leave that lasts 60 or more days, 60 additional days should be added to the entitlement period.

### Closing an Entitlement Period

To close an entitlement period:

1. Enter a sequence number on the Vacation Parameters BRA page for each absence type or combination of types that can cause the closure of an entitlement period.

---

**Note:** Many different absence types or combinations of absence types may cause the closure or continuation of an entitlement period. The sequence number tells the system in what order to process the effect of these different absences on vacation entitlement.

---

2. Enter *Close* in the **Action** field.
3. In the **Absence Type** field, enter the absence type or combination of absence types that will trigger the *Close* action.
4. In the **Vacn Days per Acquisitive Prd** (vacation days per acquisitive period) field, enter the number of days of the absence type or combination of absence types shown in the **Absence Type** field that an employee must accumulate before the *Close* action can take effect.

For example, you could specify that 180 or more days of sick leave (absence type of *AFA*) should result in the closure of the entitlement period for your employees.

---

**Note:** When you close an entitlement period in Global Payroll, you lose all vacation days that accumulated for the period.

---

## Continuing an Entitlement Period

To continue an entitlement period that would otherwise be closed or curtailed:

1. Enter a **Sequence Number** on the Vacation Parameters BRA page for each absence type or combination of types that can cause the continuation of an entitlement period.

---

**Note:** Many different absence types or combinations of absence types may cause the closure or continuation of an entitlement period. The sequence number tells the system in what order to process the effect of these different absences on vacation entitlement.

---

2. Enter *Continue* in the **Action** field.
3. In the **Absence Type** field, enter the absence type or combination of absence types that will trigger the *Continue* action.
4. In the **Vacn Days per Acquisitive Prd** (vacation days per acquisitive period) field, enter the number of days of the absence type or combination of absence types shown in the **Absence Type** field an employee must accumulate before the *Continue* action can take effect.

For example, you could specify that 60 or more days of maternity leave (absence type of *LCM*) should result in the continuation of the entitlement period for the number of days that the payee was absent due to maternity leave during the entitlement period.

---

**Note:** When you extend an entitlement period in Global Payroll for Brazil, you maintain all vacation days that were previously accumulated and accumulate additional entitlement during the continuation period.

---

## Related Links

[Entering Vacation Data and Updating Entitlement](#)

## Vacation Calendars BRA Page

Use the Vacation Calendars BRA page (GPBR\_VAC\_CALENDAR) to for a given pay group, specify which calendars to override for vacation events.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Calendars > Vacation Calendars BRA > Vacation Calendars BRA**

This example illustrates the fields and controls on the Vacation Calendars BRA page.

**Vacation Calendars BRA**

Pay Group KR MENSAL Pagamento Mensalista

Vacation Calendars Find | View All First 1 of 1 Last

\*Effective Date 01/01/2012 Create Off Cycle Request

**Details** Personalize | Find | View All | 1-7 of 12 Last

Pay Dates and Calendar Group ID	Off Cycle		
*Pay Begin Date	*Pay End Date	*Calendar Group ID	Description
01/01/2012	01/31/2012	KR 2012M01 VAC	KR 2012M01 VAC
02/01/2012	02/29/2012	KR 2012M02 VAC	KR 2012M02 VAC
03/01/2012	03/31/2012	KR 2012M03 VAC	KR 2012M03 VAC
04/01/2012	04/30/2012	KR 2012M04 VAC	KR 2012M04 VAC
05/01/2012	05/31/2012	KR 2012M05 VAC	KR 2012M05 VAC
06/01/2012	06/30/2012	KR 2012M06 VAC	KR 2012M06 VAC
07/01/2012	07/31/2012	KR 2012M07 VAC	KR 2012M07 VAC

You can use this page to identify, for a given pay group, the vacation absence calendars and vacation payroll calendars to override when you enter vacation events on the Vacation Acquisition Prd-Sched page.

For example, assume that an employee will be on vacation from January 31 to March 1 and that to comply with the law, you must issue advance payment of the employee's January and February vacation on January 29. When you enter the vacation event on the Vacation Acquisition Prd-Sched page, the system refers to the Vacation Calendars BRA page to determine the calendars for which to create override instructions. It looks for the row that contains January 29 to determine which calendars to override for the vacation days in January and does the same thing for February and March. In this way, the system identifies which calendars to process in advance and creates the corresponding overrides for those calendars.



## Chapter 6

# Defining Average Salary Rules

---

## Understanding Average Salary Calculations

Employees who receive variable compensation, such as overtime or a differential for a night shift, may be entitled to have their vacation, termination, 13th salary, and maternity pay based on their average variable payments. Eligibility for the average salary allowance depends on union rules and the Consolidated Labor Laws (CLT).

To define your organization's rules for calculating the average salary:

1. Use the Average Versions BRA page to identify which earning and deduction elements the system considers for the average salary version.

Use this page to define the average salary calculation parameters for these elements.

2. Use the Averages page of the Union Parameters BRA component to associate, for a given union, the average salary version (identified in Step 1) that the system considers when calculating the average salary for members of that union.

You can select different earning and deduction elements for each run type.

When you run the payroll process, the system looks at the information you defined on the Averages page to determine which earnings and deductions to consider when calculating the employee's average salary. It then looks at the Average Version BRA page for the specific calculation rules.

### The Averages Report

After you run the payroll process, you can generate the Averages report (GPBRME01) to view the detailed calculations the system performed to compute employees' average salary. You can produce the report for selected establishments, departments, employees, or groups.

To produce the Averages report, the payroll process must store detailed results in two writable arrays: MD WA MEDIAS ENC stores header information for the report and MD WA MEDIAS stores details. As delivered, both writable arrays are configured to store payroll results. If you do not want to produce the Averages report, you should set the value of variable MD VR DETALHE MED to false (0) to prevent the system from populating the writable arrays. The variable is set to true (1) by default. Storing results can affect system performance. To generate the Average report, MD VR DETALHE MED must be set to 1 when the payroll process is run.

### Prerequisites

The earnings and deductions that you use to pay average salary must have a calculation rule of Amount, where the amount is calculated by the average salary resolution formula, MD FM VALOR MEDIA.

To define that an Average to be resolved belongs to the 13th salary calculation, use the Supporting Element Overrides page of the Earnings or Deductions component to set variable MD VR MEDIA 13 to 1 (one). This setting enables the system to prorate the amount according to the number of months worked.

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the “Understanding How to View Delivered Elements” (PeopleSoft Global Payroll) topic.

---

## Understanding Average Salary Setup

This topic provides examples of:

- Average setup with retroactive processing.
- Maternity average setup.
- Vacation and paid vacation average setup.

### Example: Average Setup with Retroactive Processing

To set up a salary average with retroactive processing:

1. Specify elements that need retroactive processing on the Average Version BRA Page . In this example, enter setup for the *HORA EX D50* and *HORA REMUNER* elements for the *KRHED50 D* average version.

This example illustrates the salary average setup (HORA EX D50) with retro processing on the Average Versions BRA page.

### Average Versions BRA

Average Version KRHED50 D

\*Description  Short Description

---

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

\*Effective Date

\*Entry Type  \*Element Name

---

**Average Calculation Period**

\*Period Type

\*To Date  \*End Date

---

**Average Type**

\*Average Type

\*Correct

---

**Averages Calculation**

\*Divider

Min Nbr Occurrences

Take n Greater

This example illustrates the salary average setup (HORA REMUNER) with retro processing on the Average Versions BRA page.

### Average Versions BRA

Average Version KRHED50 D

\*Description  Short Description

---

**Parameters** Find | View All First 2 of 2 Last

\*Effective Date

\*Entry Type  \*Element Name

---

**Average Calculation Period**

\*Period Type

---

**Average Type**

\*Average Type

\*Correct

---

**Averages Calculation**

\*Divider  By

Min Nbr Occurrences

Take n Greater

2. Insert HORA EX D50 as earning for the BR RETRO retro process definition on the “Retro Process Overrides Page” (PeopleSoft Global Payroll). Make sure the **Forward** option is selected.

This example illustrates the addition of the HORA EX D50 element to the Retro Process Overrides page.

*Entry Type	*Element Name	Description	*Retro Recalculation Option	Forward
Earnings	BONUS	Bonus	Use Element Definition	<input checked="" type="checkbox"/>
Earnings	HORA EX D50	Overtime Of the day 50 Pct	Use Element Definition	<input checked="" type="checkbox"/>
Earnings	COMISSAO	Commission	Use Element Definition	<input checked="" type="checkbox"/>

3. Insert a positive input for the HORA EX D50 element on the “One Time (Positive Input) Page” (PeopleSoft Global Payroll) for a month (for example, October).

In this example, enter 16 as the unit number (hour) in the Earnings and Deductions: Main Components section.

4. Run the regular payroll for that month. Review the results.

---

**Note:** Access the Calendar Group Results page to verify that the unit value of 16 (entered as positive input) is processed.

---

After the results are verified and they look good, finalize the payroll.

5. Now, modify the positive input that was previously entered to generate the corresponding retro.

This time, change the unit (hours) for HORA EX D50 from 16 (previously entered) to 10 on the “One Time (Positive Input) Page” (PeopleSoft Global Payroll) .

6. Review the retro trigger that exists for that month.

Verify that the retro trigger has been added as a row for the employee on the “Retro Page” (PeopleSoft Global Payroll).

7. Run the payroll for the next month and verify the results.

Suppose that the retro is for the month of October, you need to run the regular payroll for November.

After running the payroll, access the Calendar Group Results page to verify that -6 hours of unit adjustment for HORA EX D50 is processed and has been forwarded to same HORA EX D50 element.

After the results are verified and they all look good, finalize the payroll.

8. Run the payroll for the following month and verify the results.



Suppose that the retro is for the month of October, you need to run the regular payroll for December in this step.

After running the payroll, access the Calendar Group Results page to verify that the MED HED50 13 element has taken into account retro processing for HORAS EX D50 and the amount has been paid.

Here is the summary of the calculation:

October Incidence: 16 hours

November incidence that belongs to October: -6 hours

Calculation With Retroactive Processing

$(\text{October hours} * \text{Hourly RT} * \text{PCT}) + (\text{Retro October hours} * \text{Hourly RT} * \text{PCT}) = \text{Result}$

$(16 * 63.636363 * 150\%) + (-6 * 63.636363 * 150\%) / 12 = 79.54545$

## Example: Maternity Average Setup

To set up maternity salary averages, specify all the elements (for example, HORA EX D50, HORA EXD 100, and so on) that need them on the [Average Version BRA Page](#), as illustrated in this screenshot:

This example illustrates an example of a maternity leave average setup on the Average Versions BRA page.

The screenshot displays the 'Average Versions BRA' configuration page. The 'Average Version' is set to 'KRMATERN' with a description of 'Maternity Leave Avg'. The 'Short Description' is also 'KRMATERN'. The 'Parameters' section includes an 'Effective Date' of '01/01/2002', an 'Entry Type' of 'Earnings', and an 'Element Name' of 'HORA EXD100'. The 'Average Calculation Period' section shows a 'Period Type' of 'Defined Period', a 'From Date' of 'Element Name', a 'To Date' of 'Months', a 'Date From Element' of 'MD DT LIC MAT INI', and a 'Nbr of Months' of '3'. The 'Average Type' section is set to 'Amount' and 'Don't Correct'. The 'Averages Calculation' section has a 'Divider' of 'Worked Months', with 'Min Nbr Occurrences' and 'Take n Greater' fields set to empty.

**Note:** Be sure to select the MD DT LIC MAT INI element (maternity begin date) as the date from element for every element row. The system needs to indicate the maternity begin date from the accumulators and the value must appear in the payroll results.

## Example: Vacation and Paid Vacation Average Setup

To set up a vacation and paid vacation salary average:

1. Enter vacation leave on the Vacation Acquis Prd-Sched BRA Page.

In this example, enter 20 vacation days, and 10 credit days.

2. Verify that *KRCOMISS F* and *KRPREMIO F* average versions are defined on the Average Version BRA Page.
3. Verify that *KRCOMISS F* and *KRPREMIO F* average versions are referenced on the Averages Page (union parameters) for the vacation payroll run type.

This example illustrates the example of adding vacation average versions on the Averages page for unions.

Run Type	Description	Entry Type	Target Element	Average Version
10 GR FERIAS	Calculo de Ferias	Earnings	MED COM FER	KRCOMISS F
11 GR FERIAS	Calculo de Ferias	Earnings	MED PREMIO F	KRPREMIO F
12 GR FERIAS	Calculo de Ferias	Earnings	MEDHE100 DFE	KRHED100F
13 GR FERIAS	Calculo de Ferias	Earnings	MEDHE100 NFE	KRHEN100F

4. Calculate regular payroll for months of January through April, including the COMISSAO element (commissions).

Verify the COMISSAO calculation results:

- January: 3000
- February: 100
- March: 1000
- April: 0

5. Calculate vacation payroll.

Verify the MED ABONO and MED FERIAS calculation results:

COMISSAO: 4100

PREMIO: 27500

MED COM FER:  $4100/12 = 341.67/30*20 = 227.78$

MED PREMIO F:  $27500/5 = 5500 /30*20 = 3666.66$

MEDIA ABONO:  $( 341.67+5500) = 5841.67/30*10=1947.22$

MEDIA FERIAS:  $227.78 + 3666.66 = 3894.44$

## Defining Average Salary Rules

To define average salary rules, use the Average Versions BRA (GPBR\_AVG\_VERSION) component and the Union Parameters BRA (GPBR\_UNION\_PARMS) component.

This topic discusses how to define average salary rules.

### Pages Used to Define Average Salary Rules

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Average Version BRA Page</u>	GPBR_AVG_VERSION	Identify the earning and deduction elements that are used within the average salary calculations. Also, define the average calculation parameters for these elements.
<u>Averages Page</u>	GPBR_AVERAGES	Define the earning and deduction elements considered by the system for average salary calculations for a given union.

### Average Version BRA Page

Use the Average Versions BRA page (GPBR\_AVG\_VERSION) to identify the earning and deduction elements that are used within the average salary calculations.

Also, define the average calculation parameters for these elements.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Average Versions BRA > Average Version BRA**

This example illustrates the fields and controls on the Average Version BRA page.

### Average Versions BRA

Average Version

\*Description       Short Description

---

**Parameters** Find | View All    First 2 of 2 Last

\*Effective Date

\*Entry Type        \*Element Name

---

**Average Calculation Period**

\*Period Type

\*From Date        \*Date From Element

\*To Date        \*End Date

---

**Average Type**

\*Average Type

\*Correct

---

**Averages Calculation**

\*Divider

Min Nbr Occurrences

Take n Greater

<b>Field or Control</b>	<b>Description</b>
<b>Entry Type</b>	Select the type of element to include in the averages, for example, <i>Earnings</i> or <i>Deductions</i> .
<b>Element Name</b>	Select the earning or deduction element that is to be considered in the average salary calculations.

### Average Calculation Period

Identify the period of time to consider for this earning or deduction element when calculating the average salary. The fields that appear in this group box vary depending on your selection in the **Period Type** field.

<b>Field or Control</b>	<b>Description</b>
<b>Period Type</b>	<p>Select the type of period on which to base the average salary calculations. Options are:</p> <p><i>Acquisitive Period:</i> Select to consider amounts that were earned or deducted during the employee's current entitlement period. (The current entitlement period is often based on the employee's service date.)</p> <p>The entitlement period is built during the Vacation process (GPBR_VACN_AP), which includes GP rules and an Application Engine process that updates the entitlement period. The record GPBR_VACN_AP stores entitlement period information and can be viewed on the Vacation Acquisition Prd-Sched page.</p> <p><i>Defined Period:</i> Select to consider amounts that were earned or deducted during the period defined by the <b>From Date</b> and <b>To Date</b> fields.</p> <p><i>Year:</i> Select to consider amounts earned during the current year only. Use the <b>To Date</b> and <b>End Date</b> fields to define what portion of the current year to consider.</p>
<b>From Date</b>	<p>This field appears when you select <i>Defined Period</i> in the <b>Period Type</b> field. Select one of the following options:</p> <p><i>Before:</i> Use values only from the very day before the current period starts (based on the date in the <b>Begin Date</b> field).</p> <p><i>Current:</i> Use values from the current period being processed.</p> <p><i>Defined:</i> Enter a date in the <b>Begin Date</b> field to indicate the start date.</p> <p><i>Element Name:</i> Select an element in the <b>Date From Element</b> field to derive the start date.</p>
<b>Begin Date</b>	<p>This field appears when you select <i>Defined Period</i> in the <b>Period Type</b> field and <i>Defined</i> in the <b>From Date</b> field. Enter the first date to take into account when selecting the amounts to include in the average calculation.</p> <p>A begin date functions like historical rule. The begin date is the first date the system takes into account; the process considers information from this date until the end date.</p> <hr/> <p><b>Note:</b> Make sure that the specified begin date must be greater than (more recent), but not equal to or less than the period end date.</p> <hr/>

<b>Field or Control</b>	<b>Description</b>
<b>Date From Element</b>	<p>This field appears when you select <i>Element Name</i> in the <b>From Date</b> field.</p> <p>Specify the element, such as a variable, formula, or date, to derive the first date to take into account when selecting the amounts to include in the average calculation.</p>
<b>To Date</b>	<p>This field appears when you select <i>Year</i> or <i>Defined Period</i> in the <b>Period Type</b> field. Select one of the following options:</p> <p>Define the last date to be considered. Select one of the following options:</p> <p><i>Defined</i>: Enter a date in the <b>End Date</b> field to indicate the last date.</p> <p><i>Element Name</i>: Select an element in the <b>Date To Element</b> field to derive the last date.</p> <p><i>Months</i>: Enter a number in the <b>Nbr of Months</b> field to derive the last date.</p>
<b>End Date</b>	<p>This field appears when you select <i>Year</i> or <i>Defined Period</i> in the <b>Period Type</b> field and <i>Defined</i> in the <b>To Date</b> field. Enter the last date to take into account when selecting the amounts to include in the average calculation.</p> <p>An end date functions like historical rule. The end date is the last date the system takes into account; the process considers information from the begin date until this date.</p>
<b>Date To Element</b>	<p>This field appears when you select <i>Element Name</i> in the <b>To Date</b> field.</p> <p>Specify the element, such as a variable, formula, or date, to derive the last date to take into account when selecting the amounts to include in the average calculation.</p>
<b>Nbr of Months</b> (number of months)	<p>This field appears when you select <i>Months</i> in the <b>To Date</b> field. Enter the number of months from the begin date that the system is to consider when performing the average salary calculations.</p>

## Average Type

Specify whether the amounts that are eligible for the average salary calculations should be adjusted. The system makes these adjustments when it reads the values for each month. For example, if the system reads

the January results and needs to adjust those values, the new value for that month is the original value times the adjustment factor for the month.

<b>Field or Control</b>	<b>Description</b>
<b>Average Type</b>	Identify which component(s) of the earning or deduction element to adjust, if any. Options are <i>Units</i> , <i>Amount</i> , <i>Percentage</i> , and <i>Units * Percentage</i> .
<b>Correct</b>	<p>Indicate whether amounts should be adjusted for inflation:</p> <p><i>Correct Amount</i>: Select to have the system adjust the amounts.</p> <p><i>Don't Correct</i>: Select if you do not want the system to adjust for inflation.</p> <p><i>Index by Hourly Salary</i>: If you select this option, the system will read the hourly rate as of the payment date of the earning or deduction to consider any changes not taken for the hourly rate.</p> <p><i>Reverse Sign</i>: Select for the system to multiply the amounts by -1 (minus one).</p>
<b>Correct ID</b>	<p>This field appears if you select <i>Correct Amount</i> in the <b>Correct</b> field. Enter the code for the monthly inflation adjustment.</p> <hr/> <p><b>Note:</b> A bracket stores correct IDs and their associated adjustment factors. You must enter the exact correct ID in this field to have the system find and use the correct adjustment factor.</p> <hr/>

## Averages Calculation

<b>Field or Control</b>	<b>Description</b>
<b>Divider</b>	<p>To calculate the average, the system can divide by a fixed number or by the number of periods that you specify. Options are <i>Worked Months</i> and <i>Months</i>.</p> <p><i>Months</i>: Select to have the system divide the total earning or deduction amount that is eligible for the average salary calculation by the number that you enter in the <b>By</b> field.</p> <p><i>Worked Months</i>: Select to have the system divide the total earning or deduction amount only by the number of months in the average period.</p> <p>For example, if the average period is from 12/31 to 01/01 but the employee was hired or terminated during this period of time, then, instead of dividing the result by 12, the system divides by the proportion of months between the hire or termination date.</p>
<b>By</b>	<p>If you selected <i>Months</i> in the <b>Divider</b> field, enter the number you want the system to divide by.</p>
<b>Min Nbr Occurrences</b> (minimum number occurrences)	<p>Specify the number of times during the defined period that this earning or deduction must occur in order for it to be used in the average salary calculation. For example, if you enter 3 in this field and an employee receives a particular earning twice during the period, that earning will not be considered in the average salary calculations.</p> <p>Enter 0 in this field to have the system always consider the earnings and deductions.</p>
<b>Take n Greater</b>	<p>Enter the number of occurrences of the earning or deduction in the defined period that are to be used in the average salary calculations. The system selects the amounts with the highest values (after adjusting for inflation, if you selected <i>Correct Amount</i> in the <b>Correct</b> field). For example, if you enter 5 in this field for an earning element, the system averages the five highest earning amounts that were calculated for this element during the defined period.</p> <p>Enter 0 (zero) in this field if you want the system to consider all earning and deduction amounts for the defined period.</p>

### Related Links

[Entering Vacation Data and Updating Entitlement](#)



## Averages Page

Use the Averages page (GPBR\_AVERAGES) to define the earning and deduction elements considered by the system for average salary calculations for a given union.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Union Parameters BRA > Averages**

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

Run Type	Description	Entry Type	Target Element	*Average Version
1 KR 13SAL	13th Salary Payment	Earnings	13 SAL TAREF	KRTAREF
2 KR 13SAL	13th Salary Payment	Earnings	MED HED50 13	KRHED50 D
3 KR 13SAL	13th Salary Payment	Earnings	MED HED70 13	KRHED70 D
4 KR 13SAL	13th Salary Payment	Earnings	MEDHED100 13	KRHED100D
5 KR 13SAL	13th Salary Payment	Earnings	MED HEN50 13	KRHEN50 D
6 KR 13SAL	13th Salary Payment	Earnings	MED HEN70 13	KRHEN70 D

## Average Calculations

<b>Field or Control</b>	<b>Description</b>
<b>Run Type</b>	<p>Select the type of payroll process for which you want to define the average version of the pay component.</p> <p>For each run type, you can select a different set of earning and deduction elements to calculate using the average salary calculation.</p> <hr/> <p><b>Note:</b> You are not required to enter the same information for different run types. You can override the run type at the calendar level, or any other level, according to your requirements. To enter override instructions, set the value of variable FP VR RUN TYPE to the desired run type.</p>
<b>Entry Type</b>	Select the type of element to consider in the average salary calculations: earnings or deductions.
<b>Target Element</b>	Select the name of the earning or deduction element.
<b>Average Version</b>	Select the name of the set of parameters you defined on the Average Version BRA page.

# Generating the Averages Report

This topic discusses how to run the Averages report.

## Page Used to Generate the Averages Report

Page Name	Definition Name	Usage
Averages Report BRA Page	GPBR_RC_AVG	Report the detailed calculations the system performed to compute the average salary for employees in selected establishments, departments, or groups. You can also generate the report for selected employees.

## Averages Report BRA Page

Use the Averages Report BRA page (GPBR\_RC\_AVG) to report the detailed calculations the system performed to compute the average salary for employees in selected establishments, departments, or groups.

You can also generate the report for selected employees.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Averages Report BRA > Averages Report BRA**

This example illustrates the fields and controls on the Averages Report BRA page.

The screenshot shows the 'Averages Report BRA' interface with the following sections:

- Run Control ID 1** | **Report Manager** | **Process Monitor** | **Run** button
- Generation Options**
  - \*Company: KRC | Empresa Demonstração Ltda
  - \*Run Type Name: K0L13RYPAY | Payroll
  - \*Element List: KR MEDIAS | Averages
  - \*Sort ID: KR SORT | Exemplo de Sort ID
  - Number of Copies: 1
  - Print Element List Description
- Average Calculation Period**
  - \*Begin Date: 01/01/2011
  - \*End Date: 12/31/2011
- Selection Criteria**
  - Select Establishment ID
  - Select Department ID
  - Select Employees
  - Select Group ID
  - Exclude Data
- Establishment Data**
  - Establishment ID: KRC1-1 | Matriz São Paulo
  - Navigation: Find, First, 1 of 1, Last

<b>Field or Control</b>	<b>Description</b>
<b>Run Type Name</b>	Select the payroll run type.
<b>Element List</b>	You can have the report include information for elements that are used in the averages calculation. Use the Element List BRA component to create an element list.
<b>Sort ID</b>	Select a sort ID to specify the order in which information should print on the report. Define sort IDs using the Sort IDs BRA component.
<b>Print Element List Description</b>	If you are using an element list, selecting this option causes the system to print the description of the element list on the report.
<b>Begin Date and End Date</b>	For all calendars that fall within the dates you enter here, the system will print the elements in the selected element list.
<b>Selection Criteria</b>	Choose a method of selecting employees for whom to generate the report.
<b>Exclude Data</b>	Select this check box to exclude data that matches the criteria you enter in the <b>Establishment Data</b> , <b>Department Data</b> , or <b>Employee Data</b> group boxes (the group box that appears depends on the selection you make in the <b>Selection Criteria</b> field).



# Setting Up Termination Pay

## Understanding Terminations

The process used to trigger termination payments in Global Payroll for Brazil is based on the concept of a termination version. A termination version is a collection of actions and reasons that can trigger specific termination earnings and deductions. In Global Payroll for Brazil, both payees and termination earnings and deductions are associated with termination versions. When you define a termination earning or deduction, you link it to a termination version. At the same time, when you terminate a payee, the payee is automatically linked to the termination version that defaults from the termination action and the reason for his termination. In this way, the system can identify and process only those earnings and deductions associated with the same termination version.

### Elements Used in the Termination Process

The following table identifies key elements of the termination process and explains how they work together to trigger termination pay:

<i>Element</i>	<i>Description</i>
RC VR IND PDV	<p>Delivered variable that, when numeric value = 1, indicates the termination occurred through the Voluntary Dismissal Program (PDV).</p> <p>This element will not be calculated automatically. It must be added for the terminated individual as supporting element override (for example, at the payee level) prior to the termination calculation.</p>
RC VR VER RESC EMP	<p>Delivered variable that contains the termination version (representing the termination action and reason) for a terminated payee.</p> <hr/> <p><b>Note:</b> Termination versions are defined on the Termination Versions page.</p> <hr/>
RC VR RAZAO BAIXA	Delivered variable that contains the termination reason.
WORKFORCE_SYNC	Service operation that enables the delivered Global Payroll variables RC VR VER RESC EMP and RC VR RAZAO BAIXA to be inserted in the supporting element override table at the payee level (thus associating a terminated payee with the termination version that applies to his or her termination). The handler and associated application class that inserts these variables is TERMINATION VERSION JOB.

<i>Element</i>	<i>Description</i>
RC GC VER RESCIS	Generation control element that determines whether earnings or deductions should be paid in response to a payee's termination. This element is based on the generation control formula RC FM VER RESCI GC.
RC FM VER RESCI GC	Formula that reads via an array element the earnings and deductions eligible for each termination version based on the setup pages. The system compares the earnings and deductions for the termination version to the processing earning/deduction; if it finds a match, that element (earning or deduction) is calculated for the employee's termination process.

These elements are used to trigger termination pay, as outlined in the following steps:

1. When a payee is terminated or laid off and the appropriate action/reason codes are entered on the Job Data pages in PeopleSoft HR, the system uses the service operation WORKFORCE\_SYNC to insert the Global Payroll variables RC VR VER RESC EMP (containing the termination version) and RC VR RAZAO BAIXA (containing the termination reason) as supporting element overrides at the payee level (**Global Payroll & Absence Mgmt > Payee Data > Create Overrides > Supporting Elements**). The Begin Date and End Date equal the Termination Date to ensure that the system processes termination earnings and deductions only in the correct segment.

In other words, the service operation links the payee to the termination version (the action and reason combination) that applies to his or her specific termination.

---

**Note:** The only actions capable of triggering the service operation used to insert the variables RC VR VER RESC EMP and RC VR RAZAO BAIXA in the supporting element override table at the payee level are TER (termination), LOF (layoff), and COM (completion).

---

2. Just as each terminated payee is linked to a termination version, each termination earning or deduction is linked to a termination version on the Termination Version Setup BRA - Earnings/Deductions page.
3. When a payee is terminated or laid off, Global Payroll for Brazil uses the generation control element RC GC VER RESCIS (in combination with the formula RC FM VER RESCI GC) to include in the employee's final payment only those earnings and deductions that are part of the same termination version associated with the payee in Step 1.

This is done by means of the following comparison:

- When you run a payroll, the generation control element (which is linked to each delivered termination earning or deduction on the Calculation page of the Earning/Deduction Definition component) checks the payee's termination version, as represented by the variables RC VR VER RESC EMP (containing the termination version).
- At the same time, the generation control element checks the termination versions associated with each delivered termination earning and deduction element via an array element that reads the Termination Version Setup BRA - Earnings/Deductions page.

If the payee's termination version (represented by the variables RC VR VER RESC EMP) has associated an earning or deduction than it can be processed.

## DSR Compensated Saturday and Indemnities Earnings

Global Payroll for Brazil provides the ability to process compensated Saturday and indemnified DSR payments using two new earnings:

- DSR SAB COM (compensated Saturday).

This earning pays an extra day of salary if the termination occurs on a Friday, and that Saturday is considered a compensation day in the employee's work schedule.

- DSR INDENIZ (indemnified DSR).

This earning pays an extra day of salary for the weekly rest day that is granted to the employee after a whole week of work (Monday through Friday or Saturday).

To set up DSR SAB COM and DSR INDENIZ for payroll:

1. Add DSR SAB COM and DSR INDENIZ to the corresponding termination versions on the Earnings/ Deductions Page.
2. Update bracket RC BR DSR ABS TYPE (Absences' Types for indem DSR) on the Bracket Data page to specify absence types that are considered not worked and therefore should not be considered for DSR SAB COM and DSR INDENIZ payments. List the absence types and specify *1* as the return value (which stands for true).

Update bracket FP BR DIA COMPENS (Compensated day-off) on the Bracket Data page to include compensated Saturday, so that DSR SAB COM and DSR INDENIZ payments can be processed accordingly. Add *KR SABCOM* and specify *1* as the return value.

3. Add DSR SAB COM and DSR INDENIZ to the corresponding accumulators on the "Members Page" (PeopleSoft Global Payroll).
4. Add DSR SAB COM and DSR INDENIZ to the corresponding element group on the "Element Group Name Page" (PeopleSoft Global Payroll).

As delivered, these earnings are included in the KR EG RESCISA element group. If you use a different element group, add the earnings to it.

5. Add DSR SAB COM and DSR INDENIZ to the corresponding section on the "Definition Page" (PeopleSoft Global Payroll).

As delivered, these earnings are included in the KR RESCISAO PROV section. If you use a different section, add the earnings to it.

### Methods to Calculate DSR SAB COM and DSR INDENIZ Earnings

Two variables are present that can be overridden at many levels to indicate if DSR SAB COM and DSR INDENIZ are to be calculated:

- RC VR CONTA SAB
  - 10 - Pay Saturday (default value)
  - 20 - Do not pay Saturday

- RC VR SET DSR
  - 10 - Pay DSR when termination is on Friday (default value)
  - 20 - Do not pay DSR

By default, these variables are set to process DSR payments. However, if these earnings are not included in the corresponding termination version, they are not going to be calculated.

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the “Understanding How to View Delivered Elements” (PeopleSoft Global Payroll) topic.

---

## Setting Up Termination Versions

To define termination versions, use the Terminations (GPBR\_TERM\_ACTN\_RSN) component.

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

### Pages Used to Define Termination Versions

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<a href="#">Termination Versions Page</a>	GPBR_TERM_ACTN_RSN	Define termination versions and the qualifying actions and reasons for triggering termination pay.
<a href="#">Earnings/Deductions Page</a>	GPBR_TERM_VERSION	Associate earnings and deductions with a corresponding termination version.

## Understanding Termination Versions

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

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

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

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



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

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

## Labor Reform Update

On November 11, 2017, new labor rules on terminations were implemented as part of the Labor Reform. Under the new reform, employment contracts may be terminated at any time by the mutual consent of employers and employees. In the event that a mutually-agreed termination takes place, the employee is subject to reduced prior notice indemnification and FGTS, specifically:

- Half of the prior notice value, if indemnified.
- Half of the indemnification amount on the balance of the FGTS, in case of dismissal by the employer without just cause.
- Full of other labor sums.

With this type of termination, the employee is allowed to move up to 80% of the deposit value of his or her linked account in the FGTS. It does not, however, authorize receipt of unemployment insurance for the employee.

To support terminations by common agreement, Global Payroll for Brazil:

- Delivers a new termination reason (*Termination by Common Agreement*) in the **Termination Reason** drop-down field and a new GRRF code (*Term by Common Agreement*) in the **GRRF CODE** drop-down field for customers to define their own termination versions.

---

**Note:** As a customer, you need to create a new reason for the *TER* (Termination) action on the “Action Reasons Page” (PeopleSoft Human Resources Administer Workforce). Then, create a new or update an existing termination version using these three values to support this termination type.

---

See [Termination Versions Page](#)

- Updates elements and rules for payment of this termination type to be processed correctly.
  - **AVISO PRE IN** - the new value is 50% of the total amount calculated.
  - **IND COM-FGTS** - the new value is 50% of the total amount calculated.

---

**Note:** As a customer, you need to update the RC FM FERIAS PROP formula (which is used to calculate the FERIAS AV IN element) to include the new reason that you created for the termination action. The new reason populates the RC VR RAZAO BAIXA variable when an employee is terminated in the Job Data component.

To update the RC FM FERIAS PROP formula, access the “Field-by-Field Definition Page” (PeopleSoft Global Payroll) and navigate to row 38. From the Field-by-Field Area section, select *Character* in the **Entry Type 2** field, and enter your newly created action reason code in the **Character Value 2** field. Save the changes and click the **Validate** button to validate the formula. Then, access the “Text Definition Page” (PeopleSoft Global Payroll) and view the formula text line by line. Verify that your new action reason code is displayed in line 38.

---

- Updates the Termination Contract (TRCT) report to display appropriate values.  
See [Legal Codes by Process Type BRA Page](#) and [Legal Codes by Action Reason BRA Page](#)
- Updates the CAGED run control page to support the *Termination by Common Agreement* type, and the CAGED report to display the corresponding information, if configured.  
See “CAGED File/Report BRA Page” (PeopleSoft Human Resources Administer Workforce)
- Updates the GRRF report to display appropriate values.
- Updates the SEFIP report to display appropriate values.
- Adds movement legal codes to associate with termination action and reason combinations for use in SEFIP reporting.  
See [Legal Movement Codes BRA Page](#)

## Termination Versions Page

Use the Termination Versions page (GPBR\_TERM\_ACTN\_RSN) to define termination versions and the qualifying actions and reasons for triggering termination pay.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Terminations > Termination Version Setup BRA > Termination Versions**

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

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

<b>Field or Control</b>	<b>Description</b>
<b>Termination Version</b>	Displays the name of the termination version you are defining.

### Version - Action/Reason Definition

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

---

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

---

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>Action</b>	Specify the action that triggers termination pay in combination with a specific reason. Values are:  <i>COM</i> (Completion)  <i>LOF</i> (Layoff)  <i>TER</i> (Termination)  <i>TWB</i> (Terminated with Benefits)  <i>TWP</i> (Terminated with Pay)

<b>Field or Control</b>	<b>Description</b>
<b>Reason</b>	<p>Specify the reason that triggers termination pay in combination with a specified action. Values for each action are:</p> <ul style="list-style-type: none"> <li>• For COM Action: <i>BMC</i> (Board Member Term Completed), <i>DEA</i> (Death), <i>DIS</i> (Disability), <i>EOA</i> (End of Assignment), <i>INV</i> (Involuntary), <i>RED</i> (Staff Reduction), <i>RET</i> (Retirement), <i>UNS</i> (Unsatisfactory Performance), and <i>VOL</i> (Voluntary).</li> <li>• For LOF Action: <i>RED</i> (Staff Reduction), <i>SEA</i> (Seasonal Closure), <i>SLO</i> (Strike/Lock-out), and <i>TMP</i> (Temporary Closure).</li> <li>• For TER Action: <i>ATC</i> (Agreed Term. of Apprent of CDD), <i>ATT</i> (Attendance), <i>BNK</i> (Employer Bankruptcy), <i>CDE</i> (Closing Down of Establishment), <i>CHI</i> (Child/ House Care), <i>CIT</i> (Completion of Int Cpny Trans), <i>CON</i> (Misconduct), <i>DEA</i> (Death), <i>DIS</i> (Dishonesty), <i>DSC</i> (Discharge), <i>EAB</i> (Employer's Anticipated Breach), <i>EAC</i> (End of Apprenticeship Contract), <i>EES</i> (Dissatisfied w/ Fellow Employee), <i>EFT</i> (End of Fixed-Term Contract), <i>ELI</i> (Elimination of Position), <i>EOD</i> (End of Demand), <i>EPP</i> (Employer's End Probation Time), <i>ERT</i> (Early Retirement), <i>FAM</i> (Family Reasons), <i>FRE</i> (End Foreign Employment AUS), <i>GMI</i> (Gross Misconduct), <i>HEA</i> (Health Reasons), <i>HRS</i> (Dissatisfied with Hours), <i>ILL</i> (Illness in Family), <i>INS</i> (Insubordination), <i>JOB</i> (Job Abandonment), <i>LOC</i> (Dissatisfied with Location), <i>LTC</i> (Legal Termination of Contract), <i>LVE</i> (Failure to Return from Leave), <i>MAR</i> (Marriage), <i>MIS</i> (Misstatement on Application), <i>MUT</i> (Mutual Consent), <i>OBS</i> (Become Self-Employed), <i>OTP</i> (Resignation-Other Position), <i>PAB</i> (Payee's Anticipated Breach), <i>PAY</i> (Dissatisfied with Pay), <i>PCD</i> (Premises Closed), <i>PER</i> (Personal Reasons), <i>PIT</i> (Permanent Int Cpny Transfer), <i>POL</i> (Dissatisfied w/Comp. Policies), <i>PPO</i> (Pension Payee Off), <i>PPP</i> (Payee's End Probation Time), <i>PRM</i> (Dissatisfied w/ Promotion Opps), <i>PTD</i> (Partial/Total Disability), <i>RAT</i> (Retired from Affiliate), <i>RED</i> (Staff Reduction), <i>REF</i> (Refused Transfer), <i>REL</i> (Relocation), <i>RES</i> (Resignation), <i>RET</i> (Return to School), <i>RKM</i> (Release Kenmu), <i>RLS</i> (Release), <i>RWU</i> (Receivership or Wind-Up), <i>SUP</i> (Dissatisfied with Supervision), <i>TAF</i> (Transfer to Affiliate), <i>TAR</i> (Tardiness), <i>TMP</i> (End Temporary Employment), <i>TRA</i> (Transportation Problems), <i>TYP</i> (Dissatisfied w/Type of Work), <i>UFC</i> (Unforeseen Circumstances), <i>UNS</i> (Unsatisfactory Performance), <i>VIO</i> (Violation of Rules), <i>VSP</i> (Voluntary Separation Program), and <i>WOR</i> (Dissatisfied w/Work Conditions).</li> </ul>

<b>Field or Control</b>	<b>Description</b>
	<ul style="list-style-type: none"> <li>For TWB Action: <i>TWB</i> (Terminated With Benefits).</li> <li>For TWP Action: <i>TWP</i> (Termination With Pay).</li> </ul>
<b>Termination Reason</b>	Select an applicable termination reason. This information is used in some Brazilian reports (such as GRFC).
<b>GRRF CODE</b>	Select a GRRF code for the specified action and reason combination, if applicable.  Values are:  <i>Contract Termination</i>  <i>Mutual Fault/Force Majeure</i>  <i>Not Applicable</i> (default)  <i>Other Termination Reasons</i>  <i>Term Domestic Payee Unfair</i>  <i>Term Employer Decision Unfair</i>  <i>Term by Common Agreement</i>

## Earnings/Deductions Page

Use the Earnings/Deductions page (GPBR\_TERM\_VERSION) to associate earnings and deductions with a corresponding termination version.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Terminations > Termination Version Setup BRA > Earnings/Deductions**

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

Termination Versions		Earnings / Deductions	
<b>Version Definition</b>			
Termination Version	KR DISPAC	Termination by Common Agreement	
<b>Average Calculations</b>		Personalize   Find   View All     First 1-5 of 5 Last	
*Entry Type	*Element Name	Description	
1 Earnings	FERIAS INDEN	Indemnified Vacations Terminat	
2 Earnings	IND COM-FGTS	Indem. Compensation FGTS.	
3 Earnings	SALARIO	Salary	
4 Earnings	13 SAL INDEN	13th Indemnified Salary	
5 Earnings	AVISO PRE IN	Severance Pay	

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>Entry Type</b>	Select whether you are entering an <i>Earnings</i> or a <i>Deduction</i> element.
<b>Element Name</b>	Select the element to associate with this termination version.

## Chapter 8

# Defining Earnings

---

## Calculating Earnings

Global Payroll for Brazil enables you to calculate:

- Base compensation
- Bonuses and premiums
- Additional earnings
- Overtime

## Calculating Base Compensation

To calculate earnings for employees, the system uses the following earning elements:

### Salary

The amount paid depends upon the employee category and is calculated for the payment period.

This table describes the elements that the system uses to calculate salary:

<i><b>Earning Element</b></i>	<i><b>Description</b></i>
SALARIO MENS	Contains the monthly salary for accumulation monthly rate from Job record.
SALARIO	Used to pay salary for monthly employees.
SALARIO SAFR	Used to pay salary for agricultural workers.
HORASNORMAIS	Used to pay labor hours according to a planned work schedule for hourly employees.
DSR HR NOR	Used to pay rest day hours according to a planned work schedule.

**Note:** Delivered earning elements that include the abbreviation MEN, such as PERIC MEN (hazardous bonus monthly) are used to calculate other earnings or deductions that are based on the monthly amount even though the employee does not receive the entire monthly payment.

---

## Commission

Payment of commissions are required only upon conclusion of the transaction to which they refer. Termination of employment does not halt the payment of a commission. Commissions are payable monthly, or within three months of the settlement agreement. To calculate commissions, the system uses the COMISSAO earning, which is populated by positive input for each employee.

### DSR Commission - Regarding Weekly Rest

For commissions corresponding to Sundays and holidays, the system uses the earning DSR COMISS to pay the estimated commission, and the DSR COMISSAO accumulator and FP FM DSR formula.

### Minimum Guaranteed

The minimum guaranteed salary is either defined by the Labor Collective Agreement and the professional category, or by the minimum wage. The difference between the salary earned and the minimum guaranteed salary must be paid by the organization and not compensated in future payments.

Formula FP FM MIN GAR compares the commission with the minimum guaranteed value specified on the Union Parameters BRA Page. If the commission is less than the minimum the system adjusts earning MIN GARANTID with the value needed to reach the minimum.

### Cost Allowances and Travel Expenses

Cost allowances and travelling expenses may be granted and will be taxed when they exceed 50 percent of the salary value. This table describes earnings for Global Payroll for Brazil:

<i>Earning</i>	<i>Description</i>
DIARIAS VIAG	This earning is used to pay daily amounts in case of trips. Receive days (as units) through Positive Inputs. Formula FP FM DIARIAS checks if the calculated amount is greater than 50% of employee salary. In this case, put zero to this amount and keep the value in variable FP VR DIARIAS>50%. This earning is nontaxable.
DIARIAS>50%	This earning is used to pay daily amounts in case of trips. It receives its value from variable FP VR DIARIAS>50%. This earning is taxable.
AJUDA CUSTO	Earning to pay the cost allowances. This value comes from positive input for each employee.

## Calculating Bonuses and Premiums

Global Payroll for Brazil enables you to create bonuses, replacement bonuses, and position compensation bonuses.

The bonus earning uses the formula FP FM BONUS to calculate its final amount. This formula applies to a percentage based on variable FP VR % BONUS over the employee remuneration and checks the limit value from variable FP VR LIMITE BONUS.



The replacement bonus dummy earning GRAT SUB MEN is populated by positive input for each employee. This element stores the monthly amount and can be used in some accumulators. The earning GRATIF SUBS is used to pay the replacement bonus. This value can be prorated.

The position compensation bonus dummy earning is populated by positive input for each employee. This element stores the monthly amount and can be used in some accumulators. The earning GRATIF FUNC is used to pay the position compensation bonus. This value can be prorated.

The system uses the earning PREMIO to calculate premiums. Its value is determined by positive input for each employee.

## Calculating Additional Earnings

Working under risky conditions can merit extra pay. Percentages may vary according to union and collective agreements. This table lists the allowance types and the formulas and elements used for each:

<i>Type of Allowance</i>	<i>Calculation Formula</i>	<i>Elements Used</i>
Additional Allowance for Hazardous Labor	Calculation Base * 0,30	<p>The system calculates these earnings only for employees with hazard levels specified on the Payee Parameters page:</p> <ul style="list-style-type: none"> <li>• Generation Control FP GC PERICULOS</li> <li>• Dummy Earning PERIC MEN (Calculates and stores the monthly amount. This earning can be used in accumulators.)</li> <li>• Earning PERICULOSIDA (Used to make payments.)</li> <li>• Accumulator PERICULOSIDADE (Calculation base. This value can be prorated.)</li> </ul> <p>Accumulator ACUM PERICULOS (Defines the Calculation Base used to obtain the earnings PERIC MEN and PERICULOSIDA amount.)</p>

<b>Type of Allowance</b>	<b>Calculation Formula</b>	<b>Elements Used</b>
Additional Allowance for Unhealthy Labor	Level 1: Minimum Wage * 0,10 Level 2: Minimum Wage * 0,20 Level 3: Minimum Wage * 0,40	The system calculates these earnings only for employees with unhealthy labor levels specified on the Payee Parameters page: <ul style="list-style-type: none"> <li>• Generation control FP GC INSALUBR</li> <li>• Dummy earning INSALU MEN (Calculates and stores the monthly amount. This earning can be used in accumulators.)</li> <li>• Earning INSALUBRIDAD (Used to make payments. This value can be prorated.)</li> <li>• Variable FP VR MIN NAC (Used to store the national minimum wage.)</li> <li>• Bracket FP BR % INSALUB (Used to convert the Payee Parameter page to a percentage.)</li> </ul>
Night Shift	Night Shift Hours * Hour Value * 0,20	Earning ADIC NOTURNO: (This is a Unit*Rate*Percent earning.) <ul style="list-style-type: none"> <li>• The units should be entered through positive input.</li> <li>• The rate is defined by the hourly rate.</li> <li>• The percent is informed directly in the earning definition</li> </ul>

<b>Type of Allowance</b>	<b>Calculation Formula</b>	<b>Elements Used</b>
Length of Service	<p>Annual: Value of Annuity * Years Worked</p> <p>Biennium: Value of Biennial * (Years Worked/2)</p> <p>Quinquennium: Value of Quinquennium * (Years Worked/5)</p>	<p>Length of service can be calculated in many ways. This payment is optional. The PeopleSoft template includes a quinquennium example.</p> <ul style="list-style-type: none"> <li>• Dummy earning QUINQUEN MEN (Calculates and stores the monthly amount. This earning can be used in accumulators.)</li> <li>• Earning QUINQUENIO (Used for payments. This value can be prorated.)</li> <li>• Formula FP FM QUINQUENIO (Used to obtain the units to be paid. The formula divides the length of service duration element (FP DR TEMPO SERV) by 5.)</li> <li>• Bracket FP BR QUINQUENIO (Used to obtain the percent in the variable FP VR 5 QUINQUENIO according to the Union Code on the Job Data table.)</li> </ul>
Transfer	Calculation Base * Percentage of Transfer	Earning ADIC TRANSF (This is a Base*Percent earning that applies 25% over the accumulator ACUM AD TRANSF.)
Standby Employee	Paid on a percentage basis.	Earning SOBREAVISO (This is a Unit*Rate*Percent earning that receives the units through positive input. The system uses the variable FP VR PCT SOBREAV to apply an hourly rate to the payment 0.)

## Calculating Overtime

The system uses the allowances described in this table to calculate overtime:

<b>Type of Allowance</b>	<b>Calculation Formula</b>	<b>Elements Used</b>
Weekday Overtime	Monthly Calculation Base / Monthly Base Hours * Quantity of Overtime * 1,50	Earnings HORA EX D50%, HORA EX D70%, HORA EXD100%, HORA EX N50%, HORA EX N70%, HORA EXN100% (These earnings are Unit*Rate*Percent earnings. Units are entered through positive input. Rate is defined by the formula FP FM VR HR>HE, which divides the accumulator ACUM HORAS EXT by Standard Hours. Our template uses monthly standard hours. The percent is stored directly in the earning definition.)
Sunday and Holiday Overtime	Monthly Calculation Base / Monthly Base Hours * Quantity of Overtime * 2,00	<ul style="list-style-type: none"> <li>Earning DSR ADC HS (This is a Base*Percent earning.)</li> <li>DSR accumulator</li> <li>Formula FP FM CONTA HORAS (Preprocess formula.)</li> <li>Formula FP FM DSR (Calculates the percentage.)</li> </ul>

## Defining Salary Advances

Salary advance is usually paid at the 10th or 15th of the month. The advance is based on 40 percent of the monthly salary and the number of days worked during the month. The remainder of the monthly salary (the balance) is then paid on the 5th of the following month.

The monthly salary calculation varies by employee type:

- Monthly employees: 40 percent of minimum wage.
- Hourly employees: 40 percent of a 220-hour month at the hourly minimum wage.
- Commission Employees: 40 percent of average commissions.

The system uses the following information when processing salary advances:

- Employee HR information: Name, registration, hire date.
- Time management information: Absences, vacations.

<b>Element Type</b>	<b>Element Name</b>	<b>Description</b>
Process List	KR PR AD QUINZ	Process to advance payment.

<i>Element Type</i>	<i>Element Name</i>	<i>Description</i>
Section	KR SE INIC QUIN	Initialization section for income tax if it is regime de caixa.
Section	KR SE REMUN MEN	Monthly remuneration calculation of the advanced payment calculation base.
Section	KR SE ADIANTAMENTO	Gets the advanced pay amount.
Section	KR SE REC IR	Calculates the income tax if it is a regime de caixa.
Earning	ADIANTAMENTO	Used to make payments. Applies the percent in AD VR % ADTO over the ACUM AD QUINZ.
Deduction	DESC ADTO	In payroll process, this deduction is used to discount the advanced payment.
Accumulator	ACUM AD QUINZ	This is an advanced pay calculation base.
Variable	AD VR OPCAO	Taken from the Payee Parameter page.
Variable	AD VR % ADTO	Accepts the payee override from option in Payee Parameter page.

## Salary Advances and Taxation

If the salary advance and the balance payment are made in the same month, the advance is not subject to any type of tax deduction. The value will be paid in full according to the percentage set forth on the indicated salary. Taxes are deducted from the balance payment made at the end of the month.

If the salary advance and the balance payment are not made in the same month, the company is required to withhold income tax on the advance payment.

### Related Links

[Understanding Income Tax Withholding](#)

---

## Loading Batch Positive Input

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

This topic describes how to load the batch positive input.

## Page Used for Loading Batch Positive Input

Page Name	Definition Name	Usage
<u>Manage Pos Input via Batch BRA Page</u> (manage positive input via batch BRA page)	GPBR_PI_BATCH	Create batch positive input.

## Manage Pos Input via Batch BRA Page

Use the Manage Pos Input via Batch BRA (manage positive input via batch BRA) page (GPBR\_PI\_BATCH) to create batch positive input.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Manage Pos Input via Batch BRA > Manage Pos Input via Batch BRA**

This example illustrates the fields and controls on the Manage Pos Input via Batch BRA page.

**Warning!** This process provides the ability to add, modify or remove a large amount of data in your system. Exercise caution when you manipulate data using this batch process.

<b>Field or Control</b>	<b>Description</b>
<b>Clear Data</b>	<p>Select this check box to delete data that was previously loaded using the selected pay group, calendar ID, and batch code.</p> <hr/> <p><b>Important!</b> You may use this option to delete data that was loaded by mistake. However, do not select this option unless you are certain that the data specified needs to be removed from the system.</p> <hr/>
<b>Pay Group</b>	Select the pay group for the batch process.
<b>Calendar ID</b>	<p>Select the calendar ID (not finalized) for the batch process. Available values are refined by the specified pay group.</p> <p>The system validates the calendar ID, and disables the Run button if the selected calendar ID is finalized.</p>
<b>Action Type</b>	<p>Select the action to be performed. Choose from the following:</p> <p><i>Add</i></p> <p><i>Do Not Process</i></p> <p><i>Override</i></p> <p><i>Resolve To Zero</i></p> <p>This field appears if the <b>Clear Data</b> field is not selected.</p>
<b>Batch Code</b>	<p>Enter the code that is used to identify the set of data to be loaded for this batch run. Enter this value for the batch process when the Clear Data option is not selected.</p> <p>When the batch process is executed, it updates the batch code by appending the word <i>BATCH</i>. For example, if you entered <i>123</i> as the batch code, the new batch code becomes <i>BATCH123</i> after the process is completed. Should you need to delete the data loaded in batch code <i>123</i> in the future, look up the batch from the prompt using the new batch code (<i>BATCH123</i>).</p>
<b>Input Directory</b>	<p>Specify the full location of the flat file containing the batch positive input (flat file directory), including the name of the flat file.</p> <p>This field appears if the <b>Clear Data</b> field is not selected.</p>

<b>Field or Control</b>	<b>Description</b>
<b>Output Directory</b>	<p>Displays the name of the log file for the batch run. The naming convention of the log file is <i>OUTPUT_&lt;batch code&gt;.txt</i>, and it is generated automatically to store any errors found during the batch process. The log file is available for review on the View Log/Trace page (PMN_CDM_INDEX) of the corresponding process detail.</p> <p>This field appears if the <b>Clear Data</b> field is not selected.</p>

### Flat File Layout for Batch Positive Input

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

<b>Field</b>	<b>Initial Position</b>	<b>Length</b>
EMPID	1	11
EMPL_RCD	12	3
PIN_NM	15	18
GP_UNIT	33	20
GP_AMT	53	20
GP_RATE	73	20
GP_PCT	93	11
PC_BASE	104	20
DEPTID	124	10
JOBCODE	134	6

Here is an example:

<b>Field</b>	<b>Example</b>
EMPID	GR0045



<b>Field</b>	<b>Example</b>
EMPL_RCD	0
PIN_NM	COMISIONES
GP_UNIT	12.58
GP_AMT	11.36
GP_RATE	10
GP_PCT	1.3
PC_BASE	25.36
DEPTID	KR000
JOBCODE	KR001

---

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

---

### **Related Links**

“Understanding Positive Input” (PeopleSoft Global Payroll)



## Chapter 9

# Understanding Deductions

---

## Understanding Deduction Types

In Brazil, two types of deductions are available:

- *Before taxes* reduces the net salary and the taxable gross for federal retention, or other taxes based on the accumulators used. Examples are FALTA INJUSTIFICADA and DESC DSR.
- *After taxes* reduces the net salary. Examples are CLUBE, EMPRESTIMO, and FARMACIA.

---

**Note:** You define all deductions for Brazil in the Deductions (GP\_DEDUCTION) component in the core application.

---

### Related Links

[Understanding Income Tax Withholding](#)

“Understanding Earning and Deduction Elements” (PeopleSoft Global Payroll)

---

## Using Batch Positive Input

You can use batch positive input to reduce time-consuming data entry in Global Payroll for Brazil. For example, you could trigger mass deductions. Assume that an employer has an agreement with a cell phone company to provide half the employee population with a 50 percent discount rate on calls. Instead of entering each of the monthly cell phone invoices (deductions) for each employee, the cell phone company could generate a flat file with a layout that loads this invoice information using a batch process.

Setting up the flat file for batch positive input is discussed in "Defining Earnings."

### Related Links

[Calculating Earnings](#)

---

## Creating Deduction Elements

To ensure that new deduction elements you create are used correctly in other calculations, you need to know which accumulators they should contribute to, since the value of the accumulated deductions is critical to these other processes. The accumulator elements to which you will be adding your elements are the same ones that Global Payroll for Brazil has created for the delivered deduction elements. These are listed and described below:

- Any deduction that you want to contribute to the Net Pay should be included in the TOTAL DESCONTOS N accumulator.

---

**Note:** Many deductions are only for demonstration purposes. These dummy deductions should not be included in TOTAL DESCONTOS N.

---

- Any deduction that you want to subtract from the taxable base for federal tax purposes should be included in the IR REN BRUTA accumulator, if it should reduce the calculation base, or in the IR DEDUCOES accumulator, if it is a legal income tax deduction.

Adding your new deductions to the proper accumulators ensures that the new element fits into the existing logic and organization of Global Payroll for Brazil and that it is included in the correct calculations for taxes, social security, and so forth.

### Related Links

“Overrides Available for Supporting Elements” (PeopleSoft Global Payroll)

---

## Viewing Delivered Deduction Elements

This section discusses:

- General deductions.
- Process lists with deductions.

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements that are designed for Brazil. Instructions for running the query are provided in the “Understanding How to View Delivered Elements” (PeopleSoft Global Payroll) topic.

---

**Note:** The majority of the deduction elements for Brazil are defined as PeopleSoft Delivered/Not Maintained. This means that you can modify these elements to fit your needs and, when necessary, create your own earnings using the delivered elements as your guide. You should not modify deduction elements that are defined as PeopleSoft Delivered/Maintained.

---

## General Deductions

The following table lists the general deductions for Brazil:

<i><b>Deductions</b></i>	<i><b>Description</b></i>
EMPRESTIMO	Loan's Portion
VALE TRANSP	Transportation Ticket
IRRF	Income Tax

<b>Deductions</b>	<b>Description</b>
FALTA INJUST	Unpaid Absence
DESC DSR	Lost Weekly Rest
FARMACIA	Drugstore discount (Positive Input, Payee)
ASSMEDICAFUN	Discount of medical attendance
T REFEIÇÃO	Discount of ticket meal
CLUBE	Discount of recreational club
SUPERMERCADO	Supermarket Discount (Positive Input, Payee)
SEG VIDA	Life insurance discount leaves used
1/2 FAL INJ	Half Unpaid Absences
INSS	INSS
CONTR SIND	Union Contribution
CONTR ASSIS	Union Assistance Contribution
CONTR CONF	Union Confederation Contribution
MENS SIND	Monthly Union Contribution
DESC ADTO	Advance Payment - Payback
INDEM40%	Indemn Art. 22
INDE	Severance Pay
INSS 13° SAL	INSS 13° Salary Contribution
DES ADIAN 13	13° Paid in Advance
PENSÃO ALIM	Alimony Total

<b><i>Deductions</i></b>	<b><i>Description</i></b>
DESC INS SLD	Negative Balance Discount
LIQ FERIA	Net Vacation
INSS FER PAG	Paid INSS Vacation
IRRF FER PAG	Paid Vacation IRRF
INSS FE DIF	INSS Vacation Retro
IRRF FE DIF	Vacation IRRF Retro
FER PENS BRU	Paid Alimony

## Process Lists with Deductions

A specific process list for deduction calculations does not exist. All defined process lists contain both deductions and earnings.

The following are the main sections used to calculate deduction elements for Brazil:

- KR ENCARGOS LEGAIS
- KR DESC ADIA QUINZ
- KR IMPOSTO RENDA
- KR AUSENCIAS FOL
- KR PENS ALIMENTIC
- KR OUTROS DESCOTOS

---

**Note:** A list of delivered process lists used to calculate deductions and other elements can be found in the [Viewing Delivered Process Lists](#) topic.

---

### Related Links

“Understanding Processing Elements” (PeopleSoft Global Payroll)

## Chapter 10

# Creating Payslips

---

## Understanding the Payslip Definition Process

In Brazil, companies have to provide a standard payslip that contains information such as the number of worked days and wages. The payslip is delivered to employees depending on the payment frequency (monthly).

---

**Note:** In addition to the payroll payslip, Brazilian companies are required to provide their payees with a vacation payslip. Global Payroll for Brazil is delivered with sample payroll and vacation payslips that you can use as the basis for developing your own payslip formats.

---

You can define the criteria for printing your payslips so that they display exactly the information that you require. You can also prioritize the sort criteria and select the earnings, deductions, and calculation bases you want included in the payslip.

To define payslips:

1. (Optional) Create a group if you want to use Group ID as a criterion for selecting employees when you generate payslips.

Each time you run the payslip process, the Group ID is refreshed.

See “Understanding Group Build” (Application Fundamentals).

2. Define the sort criteria for your payslip on the Sort ID BRA page.
3. Select the earnings, deductions, and calculation bases that you want included on the payslip on the Element Lists BRA page.
4. Generate the payslip from the Payslip Report page.

---

**Note:** The [Sort IDs BRA Page](#) and [Element Lists BRA Page](#) can be used for payslips. The Element Lists BRA page also runs the Payroll Results Register and the Financial Registry Report.

---

### Related Links

[Setting Up Utilities in Global Payroll for Brazil](#)

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the “Understanding How to View Delivered Elements” (PeopleSoft Global Payroll) topic.

## Viewing Payslips

If you licensed PeopleSoft ePay, employees can view their payslips online using the self-service View Payslip transaction. To help resolve questions raised by employees about their payslips, the payroll administrator can view employees' self-service payslips in an online view that replicates the employee's view.

### Related Links

“Viewing Payslips Online” (PeopleSoft ePay)

## Running the Payslip Report

This topic discusses how to generate the payslip report.

### Page Used to Run the Payslip Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<a href="#">Create/Print Payslips BRA Page</a>	GPBR_RC_PAYSLIP	Generate a payslip. Note that you must first define the Group ID to generate a payslip. All groups selected in the <b>Group ID</b> field will automatically be re-created during the payroll run.

### Create/Print Payslips BRA Page

Use the Create/Print Payslips BRA page (GPBR\_RC\_PAYSLIP) to generate a payslip.

Note that you must first define the Group ID to generate a payslip. All groups selected in the Group ID field will automatically be re-created during the payroll run.

Navigation:

**Global Payroll & Absence Mgmt > Payslips > Print Payslips BRA > Create/Print Payslips BRA**



This example illustrates the fields and controls on the Create/Print Payslips BRA page.

<b>Field or Control</b>	<b>Description</b>
<b>Calendar Group ID and Calendar ID</b>	Select the calendar group ID and then select the calendar.
<b>Vacations and Run Type</b>	Select to indicate this is a vacations payslip and then select the run type. When selected, the <b>Calendar ID</b> field becomes the <b>Run Type</b> field.
<b>Format ID</b>	Select the <b>Format ID</b> . This value is defined on the Element Lists BRA page and defines the elements listed in the payslip.
<b>Sort ID</b>	Select the <b>Sort ID</b> . This value is defined on the Sort ID BRA page.
<b>Message</b>	Enter the text for a message that you want to appear on the printed payslips.
<b>Calendar List Option</b>	Select a method for selecting employees for whom to create a payslip.
<b>Establishment ID, Group ID, and EmplID</b>	Based on the selection you make in the <b>Calendar List Option</b> field, one of these fields appears. Enter the criteria that you want to use to select employees.

## Related Links

[Element Lists BRA Page](#)

[Sort IDs BRA Page](#)



# Managing Off-Cycle Payments for Brazil

---

## Understanding Off-Cycle Processing

This section discusses:

- The off-cycle process.
- Types of off-cycle transactions.
- Viewing delivered elements.

## 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 previous payments, enter manual payments, or make early termination payments that cannot 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 of the payroll system. An example is 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. An example is reversing a sick leave payment when workers compensation should have been paid.

### 3. Unscheduled payments

Unscheduled payments enables you to enter one-time payments that fall outside the normal payroll process. Examples include one-time bonuses or expense reimbursement.

### 4. Advances

Advances enables you to pay payees before their normally scheduled pay run. An example is salary due on termination.

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the “Understanding How to View Delivered Elements” (PeopleSoft Global Payroll) topic.

---

## Recording Manual Payments for Brazil

This section discusses how to enter manual payments.

### Entering Manual Payments

When entering manual payments for Brazilian payees, you should manually calculate all calculations outside the system and then enter them. Consider these points when entering manual payments:

- Selecting the *Period (Calendar) Paid* and *Payment Date* values on the Period Calendar tab of the Manual Payments page.

The selection of the period paid and 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* values should appear by default after you select *Period (Calendar) Paid*. You should not change these dates because the delivered Brazil rules were designed to calculate using whole periods, and they may not automatically segment if a partial period is entered.

The run type is provided by default from the *Period (Calendar) Paid* selection, and you should use the default. To ensure that the payee's manual payment is processed by the system, select the *Allow Duplicates* check box for the run type; otherwise, the payee may not be processed again if the system detects that they were already processed in the period.

Selecting *Stop Regular Resolution* enables you to stop the resolution of all elements on the process list except the elements entered into the manual payment. If you decide to allow regular resolution, you would need to perform an analysis to understand the effect on your supporting elements.

If using the Limited Element Set, you must 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 or Reversing Payroll Results for Brazil

This section provides an overview of corrections and provides examples of how to make corrections using the Brazilian 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 Brazilian 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 Brazil

You use the Unscheduled Payments page of the Off-Cycle Requests component (GP\_OFFCYCLE\_SETUP) 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, which is built into the Brazilian-delivered statutory rules, when it calculates.

You should consider these points when entering unscheduled payments:

- All earnings and deductions need to have period-to-date logic applied.
- When selecting the period paid, you should 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.

---

## Issuing Advance Payments for Brazil

You use the Advance Payrolls page of the Off-Cycle Requests component (GP\_OFFCYCLE\_SETUP) when you want to pay an employee before their normal on-cycle pay run. For example, an employee is terminating employment with your organization, and the termination payment needs to be paid immediately and not in the next on-cycle pay run. When you make 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.

---

**Note:** Advance Payroll does not replace Pay in Advance functionality used for Brazilian absences.

---



## Chapter 12

# Processing Banking

---

## Understanding the Banking Process for Brazil

The banking business process in PeopleSoft Global Payroll is optional. If you decide to use the banking business process, start by defining pages in the core application and continue with processing in Global Payroll for Brazil. Before running the banking process for Brazil, you must set up basic banking information in the core application, such as:

- Defining bank addresses.
- Identifying source banks and linking source banks to pay entities.
- Defining recipients.
- Defining payee bank accounts.
- Specifying net pay elections.
- Defining deposit schedules.
- Defining centralization data.

---

**Note:** The information below only discusses the banking process for Global Payroll for Brazil, which occurs after you've set up the banking information in the core application.

---

After running a payroll, funds are sent to the bank, along with instructions for payment. The bank needs to know who is going to be paid, how much they are to be paid, and which bank the wages are paid to. This information is extracted from the core application and stored in the Brazilian payroll files, based on a list of payees corresponding to those in the last payroll run. A file is created with a line for each payee, containing a name, bank account number and amount of money. This file is sent to the bank that then distributes the funds.

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the “Understanding How to View Delivered Elements” (PeopleSoft Global Payroll) topic.

---

## Defining Recipients

To define deduction recipients and to select recipients' deposit schedules, use the Deduction Recipients BRA (GPBR\_RECIPIENT) component.

## Pages Used to Define Recipients

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">Recipient Information Page</a>	GPBR_RECIP_INFO	Enter basic personal information of deduction recipients.
<a href="#">Define Deduction Recipients Page</a>	RECIPIENT	Define general and individual recipients for deductions.
<a href="#">Recipient Deposit Schedule Page</a>	RECIPIENT_DEP_INFO	Select recipients' deposit schedule.

## Recipient Information Page

Use the Recipient Information page (GPBR\_RECIP\_INFO) to enter basic personal information of deduction recipients.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Management > Banking > Deduction Recipients BRA**

This example illustrates the fields and controls on the Recipient Information page.

The screenshot displays the 'Recipient Information' page. At the top, there are three tabs: 'Recipient Information' (selected), 'Define Deduction Recipients', and 'Recipient Deposit Schedule'. Below the tabs, the 'Recipient ID' is KR0024.1. The main section is titled 'Personal Information' and contains the following fields:

- \*Name: Maria José dos Santos
- \*Date of Birth: 01/01/1900

Below the personal information is a 'National ID' section with a table:

*Country	*National ID Type	National ID	Primary ID
BRA	General Registry		<input type="checkbox"/>

## Personal Information

Use this section to enter basic personal information of individuals who receive alimony payment through payroll. Information entered here is used in eSocial reporting.

<b>Field or Control</b>	<b>Description</b>
<b>Name</b>	Enter the full name of the recipient.



<b>Field or Control</b>	<b>Description</b>
<b>Date of Birth</b>	Enter the birth date of the recipient.
<b>National ID Type and National ID</b>	<p>Select a national ID type, and enter the corresponding ID for the selected type.</p> <p>Enter one or more rows of national ID for the recipient. Supported national ID types include:</p> <p><i>CAIXA</i></p> <p><i>CPF - Person Registry (required)</i></p> <p><i>CTPS - Work Card</i></p> <p><i>Civil Registry ID</i></p> <p><i>Foreigner ID</i></p> <p><i>General Registry</i></p> <p><i>Health National Card</i></p> <p><i>Militar Certificate</i></p> <p><i>NIT Number</i></p> <p><i>New Born ID</i></p> <p><i>PASEP or PIS</i></p> <p><i>Voter Registration Card</i></p>
<b>Primary ID</b>	Select to indicate that the corresponding national ID is the primary ID of the recipient.

### Related Links

“Define Deduction Recipients Page” (PeopleSoft Global Payroll)

“Recipient Deposit Schedule Page” (PeopleSoft Global Payroll)

## Define Deduction Recipients Page

Use the Define Deduction Recipients page (RECIPIENT) to define general and individual recipients for deductions.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Management > Banking > Deduction Recipients BRA**

See “Define Deduction Recipients Page” (PeopleSoft Global Payroll).

## Recipient Deposit Schedule Page

Use the Recipient Deposit Schedule page (RECIPIENT\_DEP\_INFO) to define general and individual recipients for deductions.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Management > Banking > Deduction Recipients BRA**

See “Recipient Deposit Schedule Page” (PeopleSoft Global Payroll).

---

## Creating Bank Reporting Formats

This topic discusses how to create bank reporting formats.

### Pages Used to Create Bank Reporting Formats

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Layout Definition Page</u>	GPBR_LAYOUT	Create new bank reporting layouts for different EFTs.
<u>Layout Criteria Page</u>	GPBR_LAYOUT_DEF	Create the structure and hierarchy for bank reporting layouts. You can define headers, details and trails records as well as field positions and length for each record type.
<u>Field Definition Page</u>	GPBR_LAYOUT_SEC	Modify the information in an existing field in a layout definition row.
<u>Characters Replacement Page</u>	GPBR_LAYOUT_REP	Define the characters that need to be replaced in the bank reporting layout.
<u>Centralization Data BRA Page</u>	CENTRALIZATION_BRA	Group establishments to obtain centralized data for supported processes.

### Layout Definition Page

Use the Layout Definition page (GPBR\_LAYOUT) to create new bank reporting layouts for different EFTs.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > Payment File  
Layout BRA > Layout Definition**

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

<b>Layout Definition</b>	<u>L</u> ayout Criteria	<u>C</u> haracters Replacement
Layout ID KRITAU080		
*Description <input type="text" value="Layout for ITAU 80"/>		
Short Description <input type="text" value="Layout for"/>		

<i>Field or Control</i>	<i>Description</i>
<b>Layout ID</b>	Displays the unique identifier for the layout.
<b>Description</b>	Enter a description for the layout.

## Layout Criteria Page

Use the Layout Criteria page (GPBR\_LAYOUT\_DEF) to create the structure and hierarchy for bank reporting layouts.

You can define headers, details and trails records as well as field positions and length for each record type.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > Payment File  
Layout BRA > Layout Criteria**

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

The screenshot shows the 'Layout Criteria' page for layout ID KRITAU080. The 'Rows Definition' section includes fields for \*Row Sequence (1), Row Length (240), \*Description (Header - File), Short Description (Header - F), Query Name (GPBR\_ITAU\_080\_H), and \*Row Type (Header). The 'Fields Definition' section is a table with columns for \*Sequence, Field Name, \*Description, \*Field Type, Start, Length, and Decimals. It lists fields such as TOTALCOUNT, I.ALT\_BANK\_CD, BLOCK CODE HEADER, REC TYPE H, BLANKS 6, LAYOUT VERSION, and B.COMP\_INS\_TYPE\_BRA.

### Rows Definition

<i>Field or Control</i>	<i>Description</i>
<b>Row Sequence</b>	Enter the sequence to process the row during the EFT layout process
<b>Row Length</b>	Enter the number of positions, or characters, that the row contains, based on you bank layout specifications
<b>Calculated Length</b>	Displays the number of positions based on the fields identified in the <b>Fields Definition</b> region. This value is automatically calculated when you save the layout definition, and when you make a change in the <b>Fields Definition</b> region.
<b>Description</b>	Enter a description that identifies this row in the EFT layout.
<b>Times to Reproduce</b>	Enter the number of times you need to repeat the current row in your EFT layout.

<b>Field or Control</b>	<b>Description</b>
<b>Query Name</b>	<p>Enter a query that extracts the required information for the current row.</p> <hr/> <p><b>Note:</b> Most bank layouts in Brazil are very similar, so you should be able to reuse the provided ITAU layout queries.</p> <hr/> <p>See <i>PeopleTools: Query</i></p>
<b>Row Type</b>	<p>Specify whether this is a <i>Header</i>, <i>Detail</i>, or <i>Trail</i> row.</p> <p>Select <i>Header</i> to indicate that the row is a heading row for the EFT.</p> <p>Select <i>Detail</i> to indicate that the row is part of the body of the EFT.</p> <p>Select <i>Trail</i> to indicate that the row is used for totals.</p>
<b>Populate Fields</b>	<p>Click to populate the fields coming from the query. This option automatically fills in the information in the <b>Fields Definition</b> region based on the query definition.</p>

## Fields Definition

Use the fields in this region to enter the detail for each column on an EFT layout. This grid is automatically populated with the selected fields in the query, however you can add user fields.

<b>Field or Control</b>	<b>Description</b>
<b>Sequence</b>	<p>Enter the order to print the field.</p>
<b>Field Name</b>	<p>Click a Field Name link to access the Field Definition page and modify an existing field.</p> <hr/> <p><b>Note:</b> You can also use the <b>Main</b>, <b>Details</b>, and <b>Agent</b> tabs in the <b>Fields Definition</b> region to access the information provided on the Field Definition page.</p> <hr/>
<b>Alignment</b>	<p>Select to align field information to the <i>left</i> or <i>right</i>.</p>

## Field Definition Page

Use the Field Definition page (GPBR\_LAYOUT\_SEC) to modify the information in an existing field in a layout definition row.

Navigation:

Click a field name link on the Layout Criteria page.

**Note:** You can also use the **Main**, **Details**, and **Agent** tabs in the **Fields Definition** region of the Layout Criteria page to access the information provided on the Field Definition page.

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

The screenshot shows a 'Field Definition' dialog box with the following fields and controls:

- Layout ID: KRITAU080
- Row Sequence: 1
- \*Field Sequence: 5
- Field Source: User
- \*Field Name: TOTALCOUNT
- Field Details** section:
  - Start Position: 1
  - Field Length: 0
  - \*Field Type: Character
  - \*Description: Total rows counter
  - Short Description: Total rows
  - Break Data:
- String Properties** section:
  - Pad Char:
  - Strip Chars:
  - Upper Case:
  - Trim Spaces:
- Value** section:
  - \*Source: User Default
  - Default:
  - Agent Count:
  - Agent Sum:
- Buttons: OK, Cancel, Refresh

### Field Details

<i>Field or Control</i>	<i>Description</i>
<b>Start Position</b>	Increments the last defined position by one and displays that value.

<b>Field or Control</b>	<b>Description</b>
<b>Field Length</b>	Enter the number of characters for this field based on the EFT layout definition.
<b>Field Type</b>	Select the field type. Valid values are: <i>Character, Date, Date Time, Image, Long Char, Numeric, Signed Number, and Time.</i>
<b>Break Data</b>	Select to use this field as a break to generate subtotals.

### String Properties

<b>Field or Control</b>	<b>Description</b>
<b>Pad Char</b> (pad characters)	Enter a value to use when the system fills an remaining blank positions.
<b>Upper Case</b>	Select to convert the string in this field to upper case text.
<b>Trim Spaces</b>	Select to remove blank spaces from this field.

### Value

<b>Field or Control</b>	<b>Description</b>
<b>Source</b>	<p>Select the source for your field. Select <i>Agent Value</i> to obtain the value for this field from the sum of a count of other fields. The system displays the <b>Agent</b> and <b>Agent Count</b> fields. Use <b>Agent Count</b> to count the number of occurrences. <b>Agent Sum</b> sums the value of the field.</p> <p>Select <i>Conversion</i> to convert one value to another. You must enter the conversion values.</p> <p>Select <i>Field Data</i> to indicate that the value for this field is obtained from the query.</p> <p>Select <i>User Default</i> to provide a default field value.</p>

## Characters Replacement Page

Use the Characters Replacement page (GPBR\_LAYOUT\_REP) to define the characters that need to be replaced in the bank reporting layout.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > Payment File Layout BRA > Characters Replacement**

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

<b>Field or Control</b>	<b>Description</b>
<b>From Value and To Value</b>	List the values you want to replace in the <b>From Value</b> field and the values you want the system to use in the <b>To Value</b> field.

## Centralization Data BRA Page

Use the Centralization Data BRA page (CENTRALIZATION\_BRA) to group establishments to obtain centralized data for supported processes.

Navigation:

**Set Up HCM > Product Related > Workforce Administration > Centralization Data BRA**

This example illustrates the fields and controls on the Centralization Data BRA page.

<b>Field or Control</b>	<b>Description</b>
<b>Process Type</b>	Displays the type of process that you selected for data centralization. Options include <i>CAGED Process</i> , <i>EFT Bank Layout</i> , <i>MANAD Process</i> , <i>PIS Process</i> and <i>SEFIP Process</i> .



<b>Field or Control</b>	<b>Description</b>
<b>Centralizer</b>	<p>Enter the name of the establishment that creates centralized data for reporting purposes.</p> <p>(For SEFIP process) The centralizer (establishment) and its associated establishments that you select must have <i>CNPJ</i> as the inscription type.</p>

### Centralization Option

<b>Field or Control</b>	<b>Description</b>
<b>Use Centralization</b>	<p>Select to use centralization and generate one single SEFIP report for all establishments listed on this page, which have the same first eight digits of CNPJ as the centralizer.</p> <p>This option is useful for companies with many establishments, which would benefit from generating one centralized SEFIP report rather than many individual reports, one for each establishment.</p>
<b>Use Grouping</b>	Select to use centralization and generate one single SEFIP report for all establishments listed on this page.
<b>Not Using</b>	Select to not use centralization. The process generates a SEFIP report for each listed establishment.

### Centralized Data

<b>Field or Control</b>	<b>Description</b>
<b>Establishment ID</b>	Enter the IDs of all establishments from which the centralizer collects data.

---

## Defining the Banking Process

To define the banking process, use the Banks (BANK\_EC) component.

This topic provides an overview of the banking process and discusses how to define banking in Global Payroll for Brazil.

## Pages Used to Define Banking in Brazil

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
“Branch Table Page” (Application Fundamentals)	BANK_BRANCH_EC	Define bank branch data.
<u>Run Payment Prep Process BRA Page</u> (run payment preparation process BRA page)	GPBR_RC_PAYMENT	Launch the PS Job that populates the GP_PAYMENT and GPBR_PAYMENT records.
<u>Create EFT Payment File BRA Page</u>	GPBR_RC_EFTBANK	Launch the process that builds the flat output file (EFT) and generate a report.

## Understanding the Banking Process

To process banking in Global Payroll for Brazil, you complete these steps:

1. Launch the Payment Preparation BRA process (GPBR\_PMT), a PS Job, from the Run Payment Prep Process BRA page.

The job runs the Global Payment Banking process (GP\_PMT\_PREP) and populates the GPBR\_PAYMENT output table.

2. Launch the process to build the EFT file and generate the banking report on the Payment File Generation page.

An SQR, called GPBRBA01, is run. An EFT file is generated, containing the details of each payment from the payroll run. The EFT file is sent to the bank so that the funds can be transferred to payees' bank accounts. This SQR also generates a report with payment details for validation purposes. You can review and store the payment details.

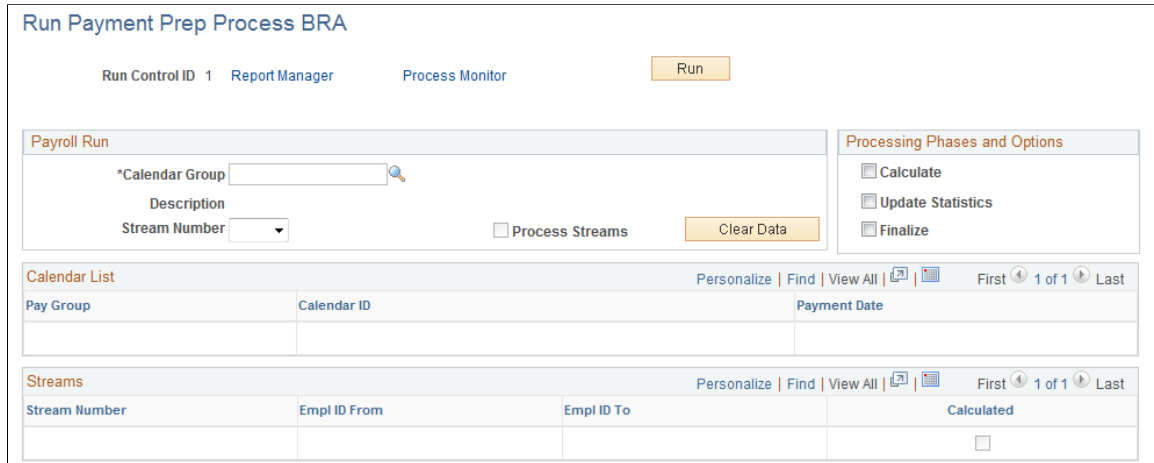
## Run Payment Prep Process BRA Page

Use the Run Payment Prep Process BRA (run payment preparation process BRA) page (GPBR\_RC\_PAYMENT) to launch the PS Job that populates the GP\_PAYMENT and GPBR\_PAYMENT records.

Navigation:

**Global Payroll & Absence Mgmt > Payment Processing > Prepare Payment Process BRA > Run Payment Prep Process BRA**

This example illustrates the fields and controls on the Run Payment Prep Process BRA page.



**Note:** The fields on the Run Payment Prep Process BRA page in Global Payroll for Brazil are the same as on the Run Payment Prep Process page in the core application, except that an additional field (**Clear Data**) appears on the Run Payment Prep Process BRA page. For more information about the Run Payment Prep Process page, refer to the “Run Payment Prep Process Page” (PeopleSoft Global Payroll) topic.

<b>Field or Control</b>	<b>Description</b>
<b>Clear Data</b>	Click when you want to recalculate the Brazilian banking process. If you click this button, you can clear the GPBR PAYMENT output table and fill it again if the calculation changes.
<b>Finalize</b>	Select only if you are absolutely sure that this process is generating the information for all the eligible payees. Selecting this check box turns on an indicator field in the Calendar Group record.

**Related Links**

“Understanding Banking” (PeopleSoft Global Payroll)

**Create EFT Payment File BRA Page**

Use the Create EFT Payment File BRA page (GPBR\_RC\_EFTBANK) to launch the process that builds the flat output file (EFT) and generate a report.

Navigation:

**Global Payroll & Absence Mgmt > Payment Processing > Create Payment File BRA > Create EFT Payment File BRA**

This example illustrates the fields and controls on the Create EFT Payment File BRA page.

### Create EFT Payment File BRA

Run Control ID 1
Report Manager
Process Monitor
Run

**EFT Parameters**

\*Calendar Group ID

Calendar ID

\*Pay Entity

\*Bank Code

Create EFT File

Bank Layout

\*Payment Date

Beneficiary Historic

File Name

<b>Field or Control</b>	<b>Description</b>
<b>Calendar Group ID</b>	Select the calendar group ID for which you want to generate a payment file.
<b>Calendar ID</b>	Select a calendar ID to print only one specific calendar ID, like a vacations or 13th salary calendar, within a calendar group ID.
<b>Pay Entity</b>	Select the pay entity for which you want to generate a payment file.
<b>Bank Code</b>	Select the bank for which you want to generate an EFT file.
<b>Create EFT File</b>	Click to create the EFT file.
<b>Payment Date</b>	Enter the date of the payment.
<b>Beneficiary Historic</b>	Specify the type of transaction being sent to the bank.
<b>File Name</b>	Specify the name of the EFT file.

**Note:** You must populate the GP PAYMENT table and the GPBR PAYMENT table before you can launch this SQR, which generates the flat file for banking along with a printed report of payment details.

### Related Links

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

# Processing Alimony

---

## Understanding Alimony Deductions

In Global Payroll for Brazil, you perform these setup tasks to support the calculation of alimony deductions in payroll: identifying dependents, setting up banking data for payment recipients, linking of dependents and banking information, and assigning alimony elements and relevant element values to employees for payroll calculation. For employees that have the same type of alimony for more than one recipient, the system generates separate rows of deductions in the calculation results, one for each recipient.

---

## Entering Alimony Information

Here is an example of entering alimony information for an employee:

1. Enter personal profile information of the employee's dependents on the "Dependent Information - Personal Profile Page" (PeopleSoft Human Resources Administer Workforce). In this example, the employee has two child dependents.

This example illustrates the fields and controls on the Personal Profile page (1 of 2).

Name
Address
Personal Profile

**Marcelo Brotto**
Person ID KR0032

Personal Profile
Find | View All
First 1 of 2 Last

Dependent/Beneficiary ID 01
Anna Brotto
+
-

Date of Birth  31

Birth Country  Q

Date of Death  31

Medicare Entitled Date  31

Birth Location

UF  Q

Riders/Orders exist

Riders/Orders
Phone Numbers

Personal History
Find | View All
First 1 of 1 Last

\*Effective Date  31
+
-

\*Relationship to Employee  ▼

\*Dependent Beneficiary Type  ▼

\*Gender  ▼

\*Marital Status  ▼

Smoker

As of  31

As of  31

Occupation

Malaysia

---

Argentina

---

Germany

This example illustrates the fields and controls on the Personal Profile page (2 of 2).

Canada

---

Belgium

---

France

---

United Kingdom

---

Brazil

---

China

---

USA

▼ National ID
Personalize | Find | View All | 
First 1 of 1 Last

*Country	*National ID Type	Description	National ID	Primary ID	
<input type="text" value="BRA"/> <small>Q</small>	<input type="text" value="CPF"/> <small>Q</small>	CPF - Person Registry	<input type="text" value="9999999999"/>	<input checked="" type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;">+</span> <span style="border: 1px solid #ccc; padding: 2px;">-</span>

**Note:** Be sure to specify the CPF number for each dependent. It is required for legal reports such as IREN and DIRF reports (collective health plan information).

2. Create one or more deduction recipients as needed. A deduction recipient contains the bank account information for individuals to receive payments, as well as the corresponding deposit schedule. Specify this information on the “Define Deduction Recipients Page” (PeopleSoft Global Payroll) and “Recipient Deposit Schedule Page” (PeopleSoft Global Payroll).

This example illustrates the fields and controls on the Define Deduction Recipients page.

The screenshot shows the 'Define Deduction Recipients' page with the following fields and controls:

- Recipient ID: KR0032A
- \*Description: Ann Brotto
- Status: Active (dropdown menu)
- \*Payment Method: Bank Transfer (dropdown menu)
- Recipient Category:  Individual,  General
- Bank Account Information** section:
  - Bank Details** sub-section:
    - \*Country Code: BRA (Brazil)
    - \*Bank ID: B BRASIL (BANCO DO BRASIL)
    - Bank Branch ID: 7096 (CASTANHEIRAS)
    - \*Account Number: 12345678911
    - Check Digit: 1
    - \*Account Name: Ann Brotto
    - \*Currency Code: BRL (Brazilian Real)
    - Alternative Bank ID: 001

This example illustrates the fields and controls on the Recipient Deposit Schedule page.

The screenshot shows the 'Recipient Deposit Schedule' page with the following fields and controls:

- Recipient ID: KR0032A
- Ann Brotto
- Deposit Schedule: MONTHLY (dropdown menu)
- Monthly Deposit Schedule
- Purpose 1: ALIM
- Purpose 2: (empty field)

- Associate deduction recipients with employee’s dependents on the Recpnt/Benef Relationship BRA Page. A deduction recipient can be linked to one dependent (in a case where the dependent has his or her own bank information) or more dependents (in a case where dependents are children of an employee and the deduction recipient contains bank information of the employee’s ex-spouse who takes care of the children).

This example illustrates the fields and controls on the Recpnt/Benef Relationship BRA page.

The screenshot shows the 'Recpnt/Benef Relationship BRA' page with the following fields and controls:

- Employee ID: KR0032
- Empl Record: 0
- Name: Marcelo Brotto
- Dependents Detail** section:
  - Find | View All | First | 1 of 1 | Last
  - \*Effective Date: 07/20/2015
  - Detail** sub-section:
    - Personalize | Find | View All | [grid icon] | [calendar icon]
    - First | 1-2 of 2 | Last
    - Table with columns: \*Recipient ID, \*Dep/Benef, Name

	*Recipient ID	*Dep/Benef	Name		
1	KR0032A	01	Brotto,Anna	+	-
2	KR0032B	02	Brotto,Fabian	+	-

This information is used in the IREN report.

- Associate alimony deduction elements with deduction recipients on the “Add Deduction Recipients Page” (PeopleSoft Global Payroll). In this example, use *PENS LIQ BAS* and *PEN LIQ BAS2* (Gross-Net Alimony Base) for employee’s two deduction recipients.

This example illustrates the fields and controls on the Add Deduction Recipients page.

**Add Deduction Recipients**

Employee ID KR0032      Empl Record 0      Name **Marcelo Brotto**

**Deductions** Find First 1 of 2 Last

\*Element Name       Recipient Tag  + -

**Enter Recipient ID - OR - Recipient Name and Information** Find | View All First 1 of 1 Last

\*Effective Date  + -

Recipient ID       Ann Brotto

Recipient Name

Deposit Schedule  Monthly Deposit Schedule

Purpose 1

Purpose 2

[Deduction Assignment](#)

This example illustrates the fields and controls on the Add Deduction Recipients page.

**Add Deduction Recipients**

Employee ID KR0032      Empl Record 0      Name **Marcelo Brotto**

**Deductions** Find First 2 of 2 Last

\*Element Name       Recipient Tag  + -

**Enter Recipient ID - OR - Recipient Name and Information** Find | View All First 1 of 1 Last

\*Effective Date  + -

Recipient ID       Fabian Brotto

Recipient Name

Deposit Schedule  Monthly Deposit Schedule

Purpose 1

Purpose 2

[Deduction Assignment](#)

- Select and assign values in each added alimony element for your dependents on the “Element Assignment By Payee Page” (PeopleSoft Global Payroll) and “Element Detail Page” (PeopleSoft Global Payroll).

In this example, select *PENS LIQ BAS* and *PEN LIQ BAS2*.



This example illustrates the fields and controls on the Element Assignment By Payee page.

### Element Assignment By Payee

**Marcelo Brotto** ID KR0032      Empl Record 0

**Selection Criteria**

Category

Entry Type

As of Date

Element Name

**Assignments** Personalize | Find |  |  | First 1-2 of 2 Last

Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance	
PENS LIQ BAS	Gross-Net Alimony Base	<input type="text" value="999"/>	07/20/2015	<input type="text" value=""/> <input type="button" value="📅"/>	<input checked="" type="checkbox"/>	1	<input type="button" value="+"/> <input type="button" value="-"/>
PEN LIQ BAS2	Gross-Net Alimony Base	<input type="text" value="999"/>	07/20/2015	<input type="text" value=""/> <input type="button" value="📅"/>	<input checked="" type="checkbox"/>	1	<input type="button" value="+"/> <input type="button" value="-"/>

[Deduction Recipients](#)

Assign these values on the Element Detail page:

Element Name: *PENS LIQ BAS*

Recipient Tag: *1* (the deduction recipient for the first dependent)

Calculation rule percent: *Numeric*

Calculation rule amount: *25*

Add element *FP VR DEP PENS*, and enter *01* as the character value, which is the ID of the first dependent.

This example illustrates the fields and controls on the Element Assignment By Payee - Element Detail page.

Help

### Element Detail

Employee ID KR0032      Empl Record 0      Name Marcelo Brotto

Element Name PENS LIQ BAS      Gross-Net Alimony Base      Instance 1

#### Assignment Process Detail

Assignment Is Active      Currency Code BRL  Brazilian Real

\*Process Order 999      Recipient Tag 1  Ann Brotto

\*Begin Date 07/20/2015       End Date       Previous End Date Updated in Payroll Run

Allow Batch Update of End Date

#### Calculation Information

Calculation Rule Base\*Pct

Base Type

Base Element

Value

Percent Numeric

Percent Element

Value 25.000

Amount

Amount Element

Amount Value

#### Supporting & Element Overrides

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

Element Name	Description	Character Value	Numeric Value	Date Value		
FP VR DEP PENS <input type="text"/>	Alimony dependent	01 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Additional Overrides

\*Frequency Option Use Element Frequency

Frequency

\*Generation Option Use Element Generation Control

Generation Control

Assign these values for the other element on the Element Detail page:

Element Name: *PEN LIQ BAS2*

Recipient Tag: 2 (the deduction recipient for the second dependent)

Calculation rule percent: *Numeric*

Calculation rule amount: *30*

Add element *FP VR DEP PENS*, and enter *02* as the character value, which is the ID of the second dependent.

This example illustrates the fields and controls on the Element Assignment By Payee - Element Detail page.

Element Assignment By Payee

**Element Detail**

Employee ID KR0032      Empl Record 0      Name Marcelo Brotto

Element Name PEN LIQ BAS2      Gross-Net Alimony Base      Instance 1

**Assignment Process Detail**

Assignment Is Active      Currency Code BRL      Brazilian Real

\*Process Order 999      Recipient Tag 2      Fabian Brotto

\*Begin Date 07/20/2015      End Date      Previous End Date

Allow Batch Update of End Date      Updated in Payroll Run

**Calculation Information**

Calculation Rule Base\*Pct

Base Type

Base Element

Value

Percent Numeric

Percent Element

Value 30.000

Amount

Amount Element

Amount Value

**Supporting & Element Overrides**      Personalize | Find | View All | First 1 of 1 Last

Element Name	Description	Character Value	Numeric Value	Date Value
FP VR DEP PENS	Alimony dependent	02		

**Additional Overrides**

\*Frequency Option Use Element Frequency

Frequency

\*Generation Option Use Element Generation Control

Generation Control

OK    Cancel    Refresh

6. Run the payroll calculation and review the results. Note that separate rows are displayed for the alimony deductions that are calculated, one for each of the employee's dependents.



# Working with eSocial

---

## Understanding eSocial

eSocial is a nationwide program that is led by the Brazilian government to streamline the transmission of HR and payroll-related information from companies to the government in a centralized framework.

Currently, companies doing business in Brazil are required to run and submit multiple reports to different government institutions. These reports capture employment-related data such as employment relationship, hiring, compensation, work hours, absence, terminations, payroll and labor obligations, social security payments and other fiscal impacts. Targeted for different agencies for different purposes, these reports contain duplicate and sometimes dated information.

eSocial is a central system to which all Brazilian businesses are required to report their employment-related and work-related information on a timely manner. It:

- Consolidates companies' labor, social security, and tax information into one single system.

All employment-related and work-related information is stored in a central location, which lowers maintenance costs, increase efficiency and minimizes data discrepancy issues.

- Eliminates report errors and increases productivity.

Employers are obligated to provide timely updates to the eSocial system to avoid penalties. To eliminate potential data entry errors, paper forms are no longer supported. Data transmission is done solely electronically to the central system, allowing only the most current information to be available to government agencies that need it.

- Allows the government to conduct audits more easily.

Because all employment-related and work-related data is transmitted online to the eSocial system, it becomes easier for the government to monitor employers and make sure that they are fulfilling labor and social security obligations, inspect employment records, and conduct audits more frequently.

The eSocial architecture simplifies the processing of employment information for the Brazilian government and businesses. By digitizing data transmission and maintaining data in a centralized system, eSocial is expected to replace a number of reports (for example, CAT, CTPS, SEFIP, RAIS, CAGED, MANAD and so on) that employers otherwise need to run and submit to respective government authorities for compliance. Employers report their payroll, labor, social security, and fiscal information to eSocial as relevant events occur. Government entities have access to information that is relevant to their scope of work and functions, for example:

- Secretaria da Receita Federal do Brasil (RFB) - Brazilian Internal Revenue Service.

Example of information accessible to this entity: Social security contributions and tax withholding.

- Ministério do Trabalho e Emprego (MTE) - Ministry of Labor and Employment.

Example of type of information accessible to this entity: Labor rights and benefits.

- Ministério da Previdência Social - Ministry of Social Security.

Example of type of information accessible to this entity: Employment bonds and contribution bonds.

- Instituto Nacional do Seguro Social (INSS) - Social Security Administration.

Example of type of information accessible to this entity: Employment bonds and contribution bonds.

- Caixa Econômica Federal (CEF) - Federal Bank – Unemployment Insurance Fund Bureau.

Example of type of information accessible to this entity: Guarantee Fund for Length of Service (FGTS).

## Delivered eSocial Enhancements in Global Payroll for Brazil

Global Payroll for Brazil provides these features and functionality to support eSocial reporting:

- New pages and updates to existing pages in Human Resources and Global Payroll to capture all information required by eSocial.
- Identification of transactions in the HCM system that must be reported to eSocial, and the processing of transaction information in preparation for the creation of event-specific files.

See [Understanding Events](#) and [Identifying Events](#)

- Generation of XML report files for identified events based on government-approved event layouts.

See [Creating XML Outputs for Events](#)

- Development of web services to submit reports to eSocial and receive report results from eSocial.

See [Submitting XML Outputs and Requesting Results](#)

- Development of a monitoring tool that keeps track of the progress of submitted events, identify errors that occur during the process cycle and take appropriate actions.

See [Monitoring eSocial Events](#)

## Events and File Layouts

Employers are often required to report to eSocial when certain transactions are saved in eSocial-mapped components in their payroll, HR, or even financial systems. The government has identified a list of events and published layout specifications for them. Event layouts are report templates that are used to generate XML reports for events.

Global Payroll for Brazil supports the reporting of events that are specific to payroll and HR.

Events are grouped into these high-level categories:

- Basic table events. They include the initial loading, as well as ongoing updates of tables that identify the employer, employees, employment relationships and so on.

For example, loading or update of employer data, job codes, establishments, work shifts and time labor, and so on.

- Non-periodic events or labor events.

These are labor-related legal facts between the employer and employees that do not occur on a predefined schedule.

For example, hires, rehires, personal data changes, absence, and so on.

- Periodic events.

These are events that occur on a regular basis.

For example, monthly payroll, 13th salary, social security contribution withholding, and so on.

- Totaling events.

These are PeopleSoft queries that are used to query social security contribution and income tax withholding information of employees and employers that was reported successfully to the government through periodic events.

- Termination events.

They are a subset of non-periodic events, and are used to report information related to terminations of employees and non-employees.

Please refer to the [Understanding Events](#) topic for more information about events that are delivered for eSocial reporting.

## eSocial Implementation

Oracle delivers a quick start guide (in Portuguese) that walks customers through the process of setting up and implementing eSocial. This document is available for download on My Oracle Support (document ID [1526487.1](#)), and will be updated as deemed necessary.

Video: [Image Highlights, PeopleSoft HCM Update Image 18: eSocial Basic Setup and Batch Processes \(1\)](#)

Video: [Image Highlights, PeopleSoft HCM Update Image 19: eSocial Events, Web Services, and Monitoring Tool \(2\)](#)

Video: [Image Highlights, PeopleSoft HCM Update Image 23: eSocial Delivery of Periodic Events \(3\)](#)

Video: [Image Highlights, PeopleSoft HCM Update Image 24: eSocial Events Monitor Enhancements \(4\)](#)

Video: [Image Highlights, PeopleSoft HCM Update Image 29: eSocial Health and Safety Events \(5\)](#)

Video: [Image Highlights, PeopleSoft HCM Update Image 37: eSocial S-1070 Event for Global Payroll Brazil \(6\)](#)

Video: [Image Highlights, PeopleSoft HCM Update Image 38: Simplified eSocial \(S1.0\) \(7\)](#)

## Setup Preparation

Customers perform these tasks to prepare for the implementation of eSocial:

1. eSocial main setup.

This includes setup steps for activating the eSocial functionality in Global Payroll for Brazil, enabling the events that customers wish to report to the Brazilian government through eSocial, as well as identifying companies and establishments to be included in the program.

See [Setting Up eSocial](#)

2. Legal code mappings.

This includes the mappings of various setup codes (for example, country, address, dependent type, ethnic group, and so on) between and the PeopleSoft and eSocial systems.

See [Setting Up eSocial](#)

3. Initial data loading.

This includes the transmission of data about the employer, basic tables, as well active and inactive employees and non-employees. This data must be loaded in the eSocial environment before any labor or periodic events can be submitted.

Initial data is loaded by running a batch process on the eSocial Initial Data Loading page.

See [Identifying Events](#)

## In Production

Upon the implementation of the eSocial functionality, PeopleSoft is responsible for reporting to the Brazilian government any eSocial event that occurs for each company included in the program. These events are mostly labor-related (for example, hiring, rehiring, termination, absence, contract change, and personal data change) and payroll-related (for example, compensation and miscellaneous payment), with a few that are defined for supporting the data transmission process and running queries. The schedules for submitting data are different based on the nature of the events, as regulated by the government.

At a high level, the process to support ongoing eSocial reporting includes these tasks:

1. Record labor and other non-periodic events as they occur. Run batch process to collect and process event information, before it is populated to staging tables.

Run batch processes regularly to record and process periodic events.

See [Identifying Events](#)

2. Run batch process to generate XML outputs based on staging tables.

See [Identifying Events](#)

3. Send XML outputs to the government of Brazil through third-party programs.

See [Submitting XML Outputs and Requesting Results](#)

4. Monitor eSocial events.



See [Monitoring eSocial Events](#)

## Setting Up eSocial

This topic discusses how to set up eSocial in Global Payroll for Brazil.

### Pages Used to Set Up eSocial

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">eSocial Parameters BRA Page</a>	GPBR_ESOCIAL_PARAM	Activate the eSocial functionality on your PeopleSoft system.
<a href="#">eSocial Register Number BRA Page</a>	ES_RC_REGN_BRA	Populate eSocial registration numbers for employees.
<a href="#">ASO Exam Procedure Page</a>	GPBR_ESOC_ASO	Update employee record numbers on ASO exam results.
<a href="#">Import Historical Data BRA Page</a>	GPBR_RC_EVT_HIST	Load data that was accepted by the Government into the PeopleSoft system.
<a href="#">XML Batch Group Definition Page</a>	GPBR_XMLBATCH_GRP	Define XML batch groups and subgroups.
<a href="#">Events Setup Page</a>	GPBR_EVENT_SETUP	Specify basic setup information for event layouts to be included in eSocial reporting.
<a href="#">Events Activation Page</a>	GPBR_EVNT_ACTIVTN	Activate events to be processed by PeopleSoft HCM Global Payroll for Brazil.
<a href="#">Basic Table Events Page</a>	GPBR_EVENT_SEQNO_B	Specify the order in which basic table events are transmitted to eSocial.
<a href="#">Non Periodic Events Page</a>	GPBR_EVENT_SEQNO_N	Specify the order in which non-periodic events are transmitted to eSocial.
<a href="#">Periodic Events Page</a>	GPBR_EVENT_SEQNO_P	Specify the order in which periodic events are transmitted to eSocial.
<a href="#">Company Parameters Page</a>	GPBR_COMP_PARAM	Activate companies for eSocial reporting.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>SetID Group Page</u>	GPBR_SETID_GROUP	Associate companies with setIDs for basic table event processing.
<u>XML Options Page</u>	GPBR_COMP_PARAM2	Specify XML file options for companies.
<u>Software Providers Page</u>	GPBR_SOFTW_PROV	Define software providers and contact information.
<u>Address Type Page</u>	GPBR_ADDR_TYPE	Map PeopleSoft and eSocial address types.
<u>Address Format Page</u>	GPBR_ADDR_FMT	Map PeopleSoft and eSocial address terms.
<u>Timecard Type Page</u>	GPBR_TIMECARD_CODE	Map PeopleSoft and eSocial timecard types.
<u>Dependents Page</u>	GPBR_DEP_INF_CODE	Map PeopleSoft and eSocial dependent types.
<u>Ethnic Groups Page</u>	GPBR_ETHNIC_GROUP	Map PeopleSoft and eSocial ethnic group codes.
<u>Education Level Page</u>	GPBR_EDUCATIO_CODE	Map PeopleSoft and eSocial education levels.
<u>Marital Status Page</u>	GPBR_MARITAL_CODE	Map PeopleSoft and eSocial marital statuses.
<u>Visa and Permits Page</u>	GPBR_VISA_CODE	Map PeopleSoft and eSocial visa or permit types.
<u>Labor Category Legal Codes Page</u>	GPBR_LBR_CAT_CODE	Define labor category legal codes.
<u>Labor Regime Page</u>	GPBR_LABOR_REGIME	Associate employee classifications with labor-specific codes and information.
<u>Termination Legal Codes Page</u>	GPBR_TERM_CODE	Define eSocial termination codes.
<u>Hire Action/Reason Page</u>	GPBR_HIR_ACT_REA	Identify all hiring actions and reasons, and corresponding events to be used to report to the eSocial system.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Termination Action/Reason Page</u>	GPBR_TER_ACT_REA	Identify all termination actions and reasons, and corresponding events to be used to report to the eSocial system.
<u>Other Action/Reason Page</u>	GPBR_OTH_ACT_REA	Identify all actions and reasons related to contract changes that need to be reported to the eSocial system.
<u>Absence Legal Codes Page</u>	GPBR_ABS_CODE	Define eSocial absence codes.
<u>Absence Take and Reason Page</u>	GPBR_ABS_TAKE_REA	Map PeopleSoft and eSocial absence codes.
<u>Country and Nationality Cd Bra Page</u>	ES_COUNTRY_TBL_BRA	Map country codes with RFB and RAIS nationality codes.
<u>INSS Tax Incidence Code Page</u>	GPBR_SOC_PREV_CD	Define INSS tax codes.
<u>Income Tax Incidence Code Page</u>	GPBR_INC_TAX_CD	Define income tax codes.
<u>Wage Type Code Page</u>	GPBR_WAGE_CODE	Define wage type codes.
<u>Wage Types Table Page</u>	GPBR_WAGE_TYPE	Assign wage type as well as other incidence codes to accumulator elements for use in eSocial reporting.
<u>Run Types Page</u>	GPBR_RUN_TYPE	Specify run types, eSocial events, and other needed information for corresponding payroll elements.
<u>Alimony Data Page</u>	GPBR_SPEC_WAGE	Enter information regarding alimony beneficiaries.
<u>Health Data Page</u>	GPBR_HLTH_WAGE	Specify health plan setup for payroll event reporting.
<u>Exemption Proceedings Page</u>	GPBR_PROCEED_DT	Define the wage type proceeding details for companies.
<u>Complementary Pension Fund Page</u>	GPBR_CMP_PENS_FUND	Enter information regarding Complementary Pension Fund.
<u>eSocial Diagnostic Procedures Page</u>	GPBR_ESOC_CODE	Define diagnostic procedure codes.
<u>Hazard Agent Code BRA Page</u>	HAZ_AGENT_TBL_BRA	Define hazard agent codes.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Hazard Factor Table Page</u>	HAZARD_FACTOR_BRA	Define codes.
<u>Special Activities Page</u>	ACTIVITIES_BRA	Define special activity codes.
<u>Revenue Code Page</u>	GPBR_REVENUE_CODE	Define revenue codes.

## Understanding SetID and Company Mapping

**Important!** The setID and company mapping logic is no longer used as a result of the inactivation of S-1030 and S-1050 reports in the current version.

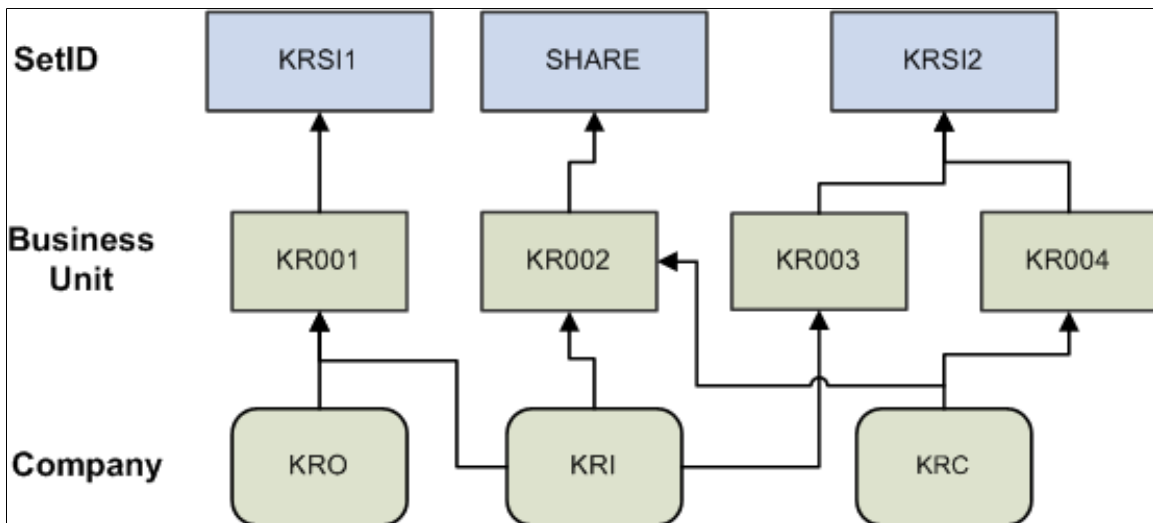
Businesses in Brazil are required to report data to the eSocial system by company. This mechanism works fine with periodic and non-periodic events, but not with events for basic tables (for example, Job Code Table and Work Shift Code), which are keyed by setID in PeopleSoft HCM.

To bridge the gap between setID-based data and the company-based reporting requirement, and ensure that basic table data can be transmitted to eSocial properly, the system provides the SetID Group Page to map between setIDs and companies. When a basic table change occurs, the system uses this mapping information to identify the companies that this change impacts, and generates appropriate events for impacted companies for eSocial processing.

### SetID and Company Mapping Example

This example describes how the PeopleSoft system determines what (and for which companies) data gets submitted to the eSocial environment, when a job code is updated in PeopleSoft.

In this imaginary PeopleSoft HCM system, there are three different setIDs, four business units, and three companies. This diagram illustrates how they are linked together to support business processes of the companies:



Job codes are keyed by setID in the Job Code Table (JOB\_CODE\_TBL); they are available in all three setIDs:

Suppose that job code *1000* is used in all three setIDs to represent different job positions, as illustrated in this table:

SetID	Job Code	Description
SHARE	1000	Manager
KRSI1	1000	Director
KRSI2	1000	President

If a user updates job code 1000, the PeopleSoft system needs to identify to which companies this job code change applies based on the setID, and send the correct job code information to eSocial accordingly.

As an implementer, you establish the association between companies and setIDs on the [SetID Group Page](#). When a setID-keyed basic table data is updated, the system can find out from the mapping on this page a list of companies to which the update pertains.

Back to the job code example, suppose that the mapping is already defined on the SetID Group page based on the setID and company mapping diagram, and a user has updated job code *1000* for the *SHARE* setID. The system accesses the setID and company mapping page and concludes that this job code update needs to be submitted for two companies: *KRI* and *KRC*. When the staging table loading application engine process (GPBR\_ES\_XML) runs, this event is split and loaded to staging tables for both *KRI* and *KRC*.

In the information that is sent to eSocial, the corresponding setID is added to the job code as prefix to avoid duplicate keys, as illustrated in this table:

<b>Company</b>	<b>eSocial Job Code</b>	<b>eSocial Description</b>
KRI	SHARE.1000	Manager I
KRC	SHARE.1000	Manager I

As mentioned earlier in this example, the *KRC* company is associated with two setIDs: *SHARE* and *KRSI2*, each of which is linked to job code 1000 but with different job descriptions. If a change is made to the description of job code 1000 for both setIDs, the corresponding setID is added to the job code as prefix in each data row that is sent to eSocial to avoid duplicate keys, as illustrated in this table:

<b>Company</b>	<b>eSocial Job Code</b>	<b>eSocial Job Description</b>
KRC	SHARE.1000	Manager II
KRC	KRSI2.1000	President II

## Related Links

[SetID Group Page](#)

## Understanding Action and Reason Setup

The Job Data component is where hiring, terminations, and other contract-related updates take place. When the component is saved, a trigger is run to identify information that may have to be reported to eSocial. PeopleSoft provides the eSocial Actions and Reasons component for customers to identify the actions that need to be submitted to eSocial, according to their business processes.

Use this component to provide the specifics for each action, so that the trigger can determine whether a job data change has to be sent to eSocial, or which event to use based on the individual (employee or non-employee) on whom the action performed. For example, when a hiring action is saved, the S-2200 event that is invoked for hiring an employee is different from the one (S-2300) for hiring a non-employee.

Any actions pertaining to hiring, terminations, and contract-related updates must be set up properly in the eSocial Actions and Reasons component to be included for eSocial processing.

## Related Links

[Hire Action/Reason Page](#)

[Termination Action/Reason Page](#)

[Other Action/Reason Page](#)

## Setting Up eSocial

Setting up eSocial includes steps to activate the eSocial functionality, activate events for eSocial reporting, identify companies to be included in the program, and map various PeopleSoft and eSocial legal codes. These steps can be roughly categorized into these groups:

- Installation setup
- One time setup.
- Main setup
- Legal code setup

Use the *HCCPGPBRA* permission list to access the pages for setting up eSocial. This permission list is assigned to the *GP Administrator BRA* role.

## Installation Setup

Activate the eSocial functionality on the [eSocial Parameters BRA Page](#).

Activate the Administrative and Legal Proceedings functionality for S-1070 event reporting on the “Adm/ Legal Proceedings Parameters BRA Page” (PeopleSoft Human Resources Administer Workforce). This is required if you wish to process S-1070 reports in Global Payroll for Brazil.

## One Time Setup

- Populate eSocial registration numbers for employees on the [eSocial Register Number BRA Page](#)

- Update employee record numbers on ASO exam results on the [ASO Exam Procedure Page](#). This is required for S-2220 event reporting.
- Populate legal proceeding information that has already been submitted to the Government on the [Import Historical Data BRA Page](#), before the activation of the S-1070 event in the PeopleSoft system. This is required for S-1070 event reporting.

## Main Setup

1. Define XML batch groups and subgroups on the [XML Batch Group Definition Page](#).
2. Define eSocial events on the [Events Setup Page](#).
3. Activate events to be processed by PeopleSoft HCM Global Payroll for Brazil on the [Events Activation Page](#).
4. Categorize eSocial events and sequence them on the [Basic Table Events Page](#), [Non Periodic Events Page](#), and [Periodic Events Page](#).
5. Activate companies for eSocial reporting and override system-level defaults (if applicable) for companies on the [Company Parameters Page](#).
6. Associate companies with setIDs for basic table event processing on the [SetID Group Page](#).
7. Set up company's XML options on the [XML Options Page](#).
8. Define software providers on the [Software Providers Page](#).

## Legal Code Setup

1. Map PeopleSoft and eSocial address terms on the [Address Type Page](#) and [Address Format Page](#).
2. Map PeopleSoft and eSocial timecard types on the [Timecard Type Page](#).
3. Map PeopleSoft and eSocial dependent types on the [Dependents Page](#).
4. Map PeopleSoft and eSocial ethnic group codes on the [Ethnic Groups Page](#).
5. Map PeopleSoft and eSocial education levels on the [Education Level Page](#).
6. Map PeopleSoft and eSocial marital statuses on the [Marital Status Page](#).
7. Map PeopleSoft and eSocial visa or permit types on the [Visa and Permits Page](#).
8. Define labor category legal codes on the [Labor Category Legal Codes Page](#).
9. Associate employee classifications with labor-specific codes and information on the [Labor Regime Page](#).
10. Define termination legal codes on the [Termination Legal Codes Page](#).
11. Identify all hiring, termination, and other contract-related actions and reasons, and corresponding events to be used to report to the eSocial system on the [Hire Action/Reason Page](#), [Termination Action/Reason Page](#), and [Other Action/Reason Page](#).
12. Define absence legal codes on the [Absence Legal Codes Page](#).

13. Map PeopleSoft and eSocial absence codes on the [Absence Take and Reason Page](#).
14. Map country codes with RFB and RAIS nationality codes on the [Country and Nationality Cd Bra Page](#).
15. Set up wage types tables on the [INSS Tax Incidence Code Page](#), [Income Tax Incidence Code Page](#), [Wage Type Code Page](#), [Wage Types Table Page](#), [Run Types Page](#), [Health Data Page](#), and [Exemption Proceedings Page](#).

## eSocial Parameters BRA Page

Use the eSocial Parameters BRA page (GPBR\_ESOCIAL\_PARAM) to activate the eSocial functionality on your PeopleSoft system.

Navigation:

**Set Up HCM > Install > Country Specific > eSocial Parameters BRA**

This example illustrates the fields and controls on the eSocial Parameters BRA page.

### eSocial Parameters BRA

**eSocial**

Enabled
 \*Environment Type

Production
▼

<i>Field or Control</i>	<i>Description</i>
<b>Enabled</b>	<p>Select to activate the eSocial functionality in your PeopleSoft installation.</p> <p>If selected, eSocial events can be launched in several mapped HCM components. eSocial events will not be launched if this field is not selected.</p>
<b>Environment Type</b>	<p>Select the type (test or production) of environment on which eSocial is running. Values are:</p> <p><i>Production</i></p> <p><i>Restrict Production</i></p> <hr/> <p><b>Important!</b> It is strongly recommended that you use the Production option on production environments.</p> <hr/> <p>The selected environment type is used the value of the &lt;tpAmb&gt; tag, which is required for XML files that are created for eSocial events.</p>



## eSocial Register Number BRA Page

Use the eSocial Register Number BRA page (ES\_RC\_REGN\_BRA) to populate eSocial registration numbers for employees.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > One Time Setup > eSocial Register Number**

This example illustrates the fields and controls on the eSocial Register Number BRA page.

Run the eSocial Register Number BRA application engine (ES\_RNUM\_BRA) to populate eSocial registration numbers for employees on the “(BRA) Additional Information BRA Page” (PeopleSoft Human Resources Administer Workforce) before the initial data loading processes.

<b>Field or Control</b>	<b>Description</b>
<b>Company</b>	Select a company to assign eSocial register numbers to their employees.  <b>Note:</b> Only companies with <i>DRT Number</i> as the selected eSocial number method on the “(BRA) Company Details BRA Page” (Application Fundamentals) are available for selection.
<b>eSocial Number Method</b>	Displays the company’s selected eSocial number method, which is <i>DRT Number</i> .
<b>Start Numbering From</b>	This field is left blank.

## ASO Exam Procedure Page

Use the ASO Exam Procedure page (GPBR\_ESOC\_ASO) to update employee record numbers on ASO exam results.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > One Time Setup > ASO Exam Procedure**

This example illustrates the fields and controls on the ASO Exam Procedure page.

### ASO Exam Procedure

Run Control T1 ID Report Manager Process Monitor

All Companies

---

**Company Active for eSocial** Q | << < 1 of 1 > >>

^Company  Q Adhere to eSocial

---

**Employees**

Active  
 Inactive

Companies use the ASO exam results BRA component to record employees’ medical exam results and track their occupational health. Prior to implementing the S-2220 event in eSocial to report employees’ occupational health information to the Government, you need to run a one-time process to update employee record numbers in exam results as needed, so that the exam information can be processed properly.

The Employee Record process checks to make sure that, for each company that is included on the run control page, each ASO exam result created for the company's employee is associated with the correct employee record number, and update as necessary. If the employee of an ASO exam result has more than one employee record, a duplicate ASO exam result will be created for each of his or her additional employee record number. Suppose that the employee has two employee records and is associated with three exam results. When the process runs, it generates a duplicate for each of the three exam results for the additional employee record, and populates the corresponding employee record number on all six exam results. It is the company’s responsibility to review and clean up these exam result records *before* the go-live date of the health and safety events.

---

**Note:** Run the Employee Record process *only once* for companies that implement the S-2220 event. Nothing happens when you rerun the process for the same company.

---

<b>Field or Control</b>	<b>Description</b>
<b>All Companies or Company</b>	Click to include all companies that are enabled for eSocial reporting on the <a href="#">Company Parameters Page</a> in the employee record process.  Alternatively, you can add one or more companies manually by inserting rows to this page. Only eSocial-enabled companies are available for selection.
<b>Active</b>	Select to include active employees in the process.

<b>Field or Control</b>	<b>Description</b>
<b>Inactive and From</b>	Select to include inactive employees (whose HR status is set to <i>Inactive</i> , for example, terminated employees) in the process.  When selected, specify the date from when employees, who became <i>Inactive</i> , will be included in the process.

**Related Links**

“ASO Exam Results BRA Page” (PeopleSoft Human Resources Monitor Health and Safety)

“Biological Monitor Result BRA Page” (PeopleSoft Human Resources Monitor Health and Safety)

**Import Historical Data BRA Page**

Use the Import Historical Data BRA page (GPBR\_RC\_EVT\_HIST) to load data that was accepted by the Government into the PeopleSoft system.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Import Historical Data BRA > Import Historical Data BRA**

This example illustrates the fields and controls on the Import Historical Data BRA page.

**Running the Load Historical Data Process**

Global Payroll for Brazil delivers support for the S-1070 event (Administrative and Legal Proceedings) after the initial eSocial implementation in PeopleSoft. For customers who wish to switch the reporting of S-1070 events from their current systems over to Global Payroll for Brazil, they need to first import the proceeding information (that is, the *historical* data that was already sent and accepted by the Government in the legacy system) to the PeopleSoft system before activating the S-1070 event.

Run the Load eSocial Event Historical (GPBR\_EVT\_HST) process to load the historical data of companies from text files into the PeopleSoft system. This process inserts rows of Government-accepted

proceeding information to driver and cross-reference tables. After the data import is completed, activate the S-1070 event to begin reporting of administrative and legal proceeding information using the PeopleSoft system.

Load eSocial Event Historical is a two-part process: *Process Data* (prepare and load data into the staging table) and *Finalize* (load final data into the driver and cross-reference tables). Here are the high-level steps for importing historical proceeding data for a company:

1. Select the *Process Data* option and *Add* action on the Import Historical Data BRA page to insert data rows from the specified text file to the staging table for the selected company and the S-1070 event. Run the data import process.
2. Review the process result.

Click the **View Log/Trace** link on the Process Detail page for the process instance to locate the log file. The log shows the total number of processed rows, the numbers of valid and invalid rows identified, and error details pertaining to invalid rows. Correct the issues reported and run the process again. You can select the *Process* option and *Override* action to replace rows of a specific batch code in the staging table. If data rows were added by mistake, use the *Delete* action to remove them.

3. Repeat steps 1 and 2 until all historical data rows are added to the staging table successfully (all batch codes are valid).
4. Select the *Finalize* option for the company and the S-1070 event. Run the process to insert all rows of valid batch codes to the driver and cross-reference tables.
5. After the *Finalize* option is run successfully, the run control page becomes read-only and the data import process is considered done for the company. The system prevents you from running the process again for the same company and event using a new run control ID.

Generated S-1070 events are available for review on the [eSocial Events Monitor Page](#).

Refer to the [S-1070 - Administrative and Legal Proceedings](#) topic for more information about enabling the S-1070 event reporting in PeopleSoft.

### Example of Text File Layout for S-1070 Data Import

The GPBR\_EVT\_HST process loads historical data from a text file to the PeopleSoft system. Enter a row in the text file for each proceeding that the Government already accepted and provided a receipt number. This table lists the required values (and their lengths) that the process expects in a data row:

<b>Required Field Value</b>	<b>Value Length</b>
Proceeding Type	1  (For example, 1 for Administrative, 2 for Judicial, 3 for Benefit Number - INSS, and 4 for FAP – Process before 2019)
Proceeding Number	Up to 21

<b>Required Field Value</b>	<b>Value Length</b>
Action	3  (For example, <i>ADD</i> , <i>UPD</i> , or <i>DEL</i> )
Status	Enter <i>GSUC</i> as the value
Receipt Number	Up to 40
Date	8  (Format: DDMMYYYY)

Here is the format of a historical data row:

X,NNNNNNNNNNNNNNNNNNNNNNNN,ADD,GSUC,NNNNNNNNNNNN,DDMMYYYY

This example demonstrates the format of the text file that is expected from the Import Historical Data process.

```
2,75213645PFBRAZIL,ADD,GSUC,51960,01012017
2,75213645PFBRAZIL,UPD,GSUC,51961,05012017
2,FAP12341567854688,ADD,GSUC,51962,01012017
2,FAP12341567854688,DEL,GSUC,51963,01012017
1,FAP12341567854688,ADD,GSUC,51964,14092015
1,KREMJ456781254684,ADD,GSUC,51695,01092020
1,KREMJ456781254684,ADD,GSUC,51696,01102020
1,KREMJ456781254684,DEL,GSUC,51697,01102020
1,12345698745612358952,ADD,GSUC,51699,01012010
1,12345698745612358952,DEL,GSUC,51699,01012010
```

Considerations for the historical data text file:

- Each row of data (for example, proceeding type, proceeding number, and date) you entered in the text file must match its record on the “Administrative/Legal Proceedings BRA Page” (PeopleSoft Human Resources Administer Workforce) and is the same data that was accepted by the Government.
- Enter rows preferably in chronological order.
- The date should be equal to or later than the eSocial on PeopleSoft date that is specified for the associated company.
- Do not enter more than one row for the same proceeding number with the ADD action in a given year and month period.
- For each row with the DEL action, another row for the same proceeding number and period with either the ADD or UPD action must also exist in the text file.
- Do not enter duplicate rows; they invalidate the data import process.

- Do not enter rows for the same proceeding number and period in multiple text files.

## Parameters

<i>Field or Control</i>	<i>Description</i>
<b>Run</b>	Click to initiate the GPBR_EVT_HST process to prepare or finalize the loading of Government-accepted proceeding data into the PeopleSoft system.
<b>Processing Option</b>	<p>Select what you like to do with your data in batch files.</p> <p>Values are:</p> <p><i>Finalize</i>: Select to load data of valid batch codes from the staging table into driver and cross-reference tables. The system checks to make sure that all batch codes are in fact valid before finalizing the process. If invalid batch codes are identified for the selected company and event, the data import process cannot run until the batch files are fixed and validated.</p> <hr/> <p><b>Note:</b> After the <i>Finalize</i> option has completed successfully, the data import process cannot be run again for the same company and event.</p> <hr/> <p><i>Process Data</i>: Select to process data of the specified batch code with the selected action type.</p>
<b>Action Type</b>	<p>Select the process action. This field appears if the selected processing option is <i>Process Data</i>.</p> <p>Values are:</p> <p><i>Add</i>: Select to add rows from the text file to the staging table. When selected, enter a batch code to be used to identify the group of rows to be added.</p> <p><i>Delete</i>: Select to remove previously uploaded rows from the staging table. When selected, specify a batch code in the Batch Code field to identify the group of rows to be removed.</p> <p><i>Override</i>: Select to replace previously uploaded rows in the staging table with rows from the text file. When selected, specify a batch code in the Batch Code field to identify the rows to be replaced with the rows in the uploaded text file. Use this option if you fixed issues reported in the previous run and want to import updated data.</p>

<b>Field or Control</b>	<b>Description</b>
<b>Company</b>	<p>Select the company for which historical data will be loaded into the PeopleSoft system.</p> <p>After all batch codes of a company and event code have been finalized successfully, you can no longer select the same company and event code combination in a new run control.</p>
<b>Event Code</b>	<p>Select the S-1070 event, which is currently the only event enabled for the data import process.</p> <p>Only events that have the <b>Import Historical Data</b> option selected on the <a href="#">Events Setup Page</a> are available for selection.</p> <p>After all batch codes of a company and event code have been finalized successfully, you can no longer select the same company and event code combination in a new run control.</p>
<b>Load Status</b>	<p>Displays the data loading status of the specified batch code. The field appears when the specified action type is <i>Override</i> or <i>Delete</i>.</p>
<b>Batch Code</b>	<p>This field appears if the selected processing option is <i>Process Data</i>.</p> <p>(For the <i>Add</i> action) Enter a code (maximum of 15 characters) that will be used to identify the batch of historical data to be added to the PeopleSoft system.</p> <p>(For the <i>Override</i> or <i>Delete</i> action) Specify the code to identify the batch of historical data to be overridden or removed.</p> <p>Deleted batch codes can be reused.</p>
<b>Select File and File Name</b>	<p>Click the <b>Select File</b> button to select and upload a text file that includes rows of historical data to be loaded into the system. The file extension must be <i>.txt</i>.</p> <p>The name of the uploaded file is displayed in the <b>File Name</b> field.</p> <p>Both fields appear if the selected action type is <i>Add</i> or <i>Override</i>.</p>

## Batch Codes to Finalize

This section appears if the processing option is set to *Finalize*, and at least one batch file has been processed. It lists the batch codes that are associated with the specified company and event code, and their data load information.

<b>Field or Control</b>	<b>Description</b>
<b>Batch Code</b>	A company can have multiple batch codes if it has a large quantity of historical data and prefers to manage the import in batches.
<b>Load Status</b>	Displays the data load status of the corresponding batch code.  Values are:  <i>Valid</i> : all rows of the batch code were loaded into the staging table, and were validated successfully.  <i>Invalid</i> : all rows of the batch code were loaded into the staging table, but at least one row failed the validation.  <i>Finalized</i> : all rows of the batch code were loaded into the driver and cross-reference tables successfully.
<b>Total Rows Valid and Total Rows Invalid</b>	Displays the total counts of rows that passed and failed the validation.

## XML Batch Group Definition Page

Use the XML Batch Group Definition page (GPBR\_XMLBATCH\_GRP) to define XML batch groups and subgroups.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Main Setup > XML Batch Group Definition**



This example illustrates the fields and controls on the XML Batch Group Definition page.

**XML Batch Group Definition**

**XML Batch Group**

☰ 🔍 1-3 of 3

	XML Batch Group	XML Batch Subgroup	Description		
1	Initial and Basic Table Events		Initial and Basic Table Events	+	-
2	Non-Periodic Events		Non-Periodic Events	+	-
3	Periodic Events		Periodic Events	+	-

Use this page to define subgroups for XML batch groups that are provided by the PeopleSoft system. Each event is associated with an XML batch group and subgroup for delivery purposes.

## Events Setup Page

Use the Events Setup page (GPBR\_EVENT\_SETUP) to specify basic setup information for event layouts to be included in eSocial reporting.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Main Setup > Events Setup**

This example illustrates the fields and controls on the Events Setup page.

**Events Setup**

Event Code S-1000

**Events Data**
Q | < | > | 1 of 1 | View All

\*Effective Date

\*Description

\*Version

\*Category

\*Override Level

\*Effective Status  + -

Initial Event

Allowed after period closed

**XML Framework Data**

\*XML Set

\*Template Type

**XML Batch Options**

XML Batch Group

XML Batch Subgroup

The Brazilian government has published a set of event layouts for use in eSocial reporting. These event layouts are delivered and grouped into four categories on this page. In addition to category grouping and the override level allowed, some of these layouts are selected to be included in the initial data loading process. The event setup also contains parameters to be used for generating XML outputs in the XML Report Framework, and packaging them for delivery.

### Events Data

<i><b>Field or Control</b></i>	<i><b>Description</b></i>
<b>Event Code</b>	Displays the code of the event layout.
<b>Effective Date</b>	<p>Displays the effective date of the event.</p> <p>In the future, if the government makes updates to an event, for example, inactivate an event or change the release version, PeopleSoft delivers the update with a new effective-dated row for the corresponding event.</p>

<b>Field or Control</b>	<b>Description</b>
<b>Effective Status</b>	<p>Select the effective status for the event layout. Most PeopleSoft-delivered events are set as <i>Active</i>.</p> <p>Only <i>active</i> events are available for further setup on the <a href="#">Events Activation Page</a>.</p>
<b>Version</b>	<p>Enter the version for the event. This value is used in XML as a namespace.</p>
<b>Category</b>	<p>Select the category to which this event layout belongs. Values are:</p> <p><i>Basic Table</i></p> <p><i>Non Periodic</i></p> <p><i>Periodic</i></p> <p><i>Termination</i></p> <p><i>Totaling</i></p>
<b>Override Level</b>	<p>Select the override level supported by this event setup.</p> <p>Values are <i>Company</i> and <i>Establishment</i>.</p> <p>Events can be configured further at the company or establishment level on the <a href="#">Company Parameters Page</a>.</p>
<b>Initial Event</b>	<p>Select to classify this event as an initial event and include it in the initial data loading process.</p>
<b>Allowed after period closed</b>	<p>Select to allow the transmission of data that is identified by this event to the government even after the pertinent period has been closed (which is indicated by the submission of the <a href="#">S-1299 - Closing Periodic Events</a> event).</p>
<b>Import Historical Data</b>	<p>Select to allow driver history to be loaded for the corresponding event on the <a href="#">Import Historical Data BRA Page</a>, <i>before</i> the activation of the event.</p> <hr/> <p><b>Note:</b> This option is currently applicable to the S-1070 event only. It appears when the event status is set to <i>Inactive</i>.</p> <hr/>

## XML Framework Data

<b>Field or Control</b>	<b>Description</b>
<b>XML Set</b>	Enter the name of the XML set table in the XML Report Framework for this event layout version.
<b>Template Type</b>	Enter the template that is used to fill out the layout in the XML Report Framework.
<b>Exclusion Template Type</b>	Enter the template that is used to generate exclusions for this event layout. This field appears if the selected event category is <i>Periodic</i> .

## XML Batch Options

Use this section to link the event with a batch group and subgroup. When XML outputs are generated, PeopleSoft packages them in batches and deliver them to the third-party system using web services. A batch can contain up to 50 (predefined by the government) XML outputs of the same group type for any given company.

<b>Field or Control</b>	<b>Description</b>
<b>XML Batch Group</b>	Select a batch group type for the event. Values are:  <i>Initial and Basic Tables Events</i>  <i>Non-Periodic Events</i>  <i>Periodic Events</i>
<b>XML Batch Subgroup</b>	Specify a batch subgroup for the event.  Subgroups for XML batch groups are defined on the <a href="#">XML Batch Group Definition Page</a> .

## Related Links

[Company Parameters Page](#)

## Events Activation Page

Use the Events Activation page (GPBR\_EVNT\_ACTIVTN) to activate events to be processed by PeopleSoft HCM Global Payroll for Brazil.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Main Setup > Events Activation**

This example illustrates the fields and controls on the Events Activation page.

**Events Activation**

---

**Events Activation Definition**

| < < 1 of 1 > > | [View All](#)

\*Effective Date

**Events Activation Status**

| < < 1-15 of 31 > > | [View All](#)

	*Event Code	Description	*Event Status		
1	<input type="text" value="S-1000"/> <input type="button" value="🔍"/>	Employer Data	<input type="text" value="Active"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="S-1005"/> <input type="button" value="🔍"/>	Establishment and Building Site Table	<input type="text" value="Active"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="text" value="S-1010"/> <input type="button" value="🔍"/>	Wage Types Table	<input type="text" value="Active"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="text" value="S-1020"/> <input type="button" value="🔍"/>	Tax Location Table	<input type="text" value="Active"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Customers may choose to process eSocial events using more than one system, for example, sending employer data from an ERP Financials system, and Payroll-related information from various Payroll systems. Use this page to activate events to be submitted to the eSocial environment through PeopleSoft HCM Global Payroll for Brazil.

The system prepopulates on this page all active events that are defined on the [Events Setup Page](#). You can update the information as necessary. Events and statuses specified here are system-level defaults for all companies that are enabled for eSocial; you can override them at the company-level for individual companies on the [Company Parameters Page](#).

---

**Important!** It is the customer’s responsibility to add an effective-dated row for the new version and remove eSocial events that are no longer supported from the Events Activation page.

---

<b>Field or Control</b>	<b>Description</b>
<b>Event Code and Description</b>	Enter the code of an event to be activated. Active events that are defined on the Events Setup page are available for selection.  The corresponding event description is displayed after an event code is selected.
<b>Event Status</b>	Select <i>Active</i> to include the event in eSocial reporting using PeopleSoft.  Select <i>Inactive</i> to exclude it from eSocial reporting using PeopleSoft.

## Basic Table Events Page

Use the Basic Table Events page (GPBR\_EVENT\_SEQNO\_B) to specify the order in which basic table events are transmitted to eSocial.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Main Setup > Events Sequence by Category**

This example illustrates the fields and controls on the Basic Table Events page.

### Event Sequence by Category

**Basic Table Events**
Non Periodic Events
Periodic Events

---

**Event Sequence Data**

< < 1-8 of 8 > >

[View All](#)

	Event Code	Description	Sequence Number		
1	S-1000 <input type="text"/>	Employer Data	<input type="text" value="10"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	S-1005 <input type="text"/>	Establishment and Building Site Table	<input type="text" value="20"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	S-1010 <input type="text"/>	Wage Types Table	<input type="text" value="30"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

**Note:** Events are submitted to the eSocial system by category in this order: *Basic Table*, *Non Periodic*, and *Periodic*. For each category, events are assigned a sequence number to indicate the order in which they are sent. If there are two events to be submitted in the same batch, the event with a smaller sequence number has to be sent before the event with a larger number.

The system prepopulates on this page all basic table events that are defined on the [Events Setup Page](#). You can update the information as necessary.

<b>Field or Control</b>	<b>Description</b>
<b>Event Code and Description</b>	Enter the code of an event to be included in the <i>Basic Table</i> category. Active events that belong to the <i>Basic Table</i> category are available for selection.  The corresponding event description is displayed after an event code is selected.
<b>Sequence Number</b>	Enter the sequence number for the event, which is used in the batch processing logic. The smaller the number, the higher priority the event has in the event submission sequence within its category.

## Non Periodic Events Page

Use the Non Periodic Events page (GPBR\_EVENT\_SEQNO\_N) to specify the order in which non-periodic events are transmitted to eSocial.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Main Setup > Events Sequence by Category**

This example illustrates the fields and controls on the Non Periodic Events page.

Event Sequence by Category					
Basic Table Events		<b>Non Periodic Events</b>		Periodic Events	
<b>Event Sequence Data</b>					
<input type="checkbox"/> <input type="text" value="Q"/>		<< < 1-10 of 16 > >>   <a href="#">View All</a>			
	Event Code	Description	Sequence Number		
1	S-2190 <input type="text" value="Q"/>	Preliminary Hiring	<input type="text" value="20"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	S-2200 <input type="text" value="Q"/>	Employees Initial Loading and Hiring	<input type="text" value="30"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	S-2205 <input type="text" value="Q"/>	Personal Data Changes	<input type="text" value="40"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4	S-2206 <input type="text" value="Q"/>	Employment Contract Changes	<input type="text" value="50"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

*Non Periodic* is the second category to be submitted to eSocial.

The system prepopulates on this page all non-periodic events that are defined on the [Events Setup Page](#). You can update the information as necessary.

<b>Field or Control</b>	<b>Description</b>
<b>Event Code and Description</b>	Enter the code of an event to be included in the <i>Non Periodic</i> category. Active events that belong to the <i>Non Periodic</i> or <i>Termination</i> category are available for selection.  The corresponding event description is displayed after an event code is selected.
<b>Sequence Number</b>	Enter the sequence number for the event, which is used in the batch processing logic. The smaller the number, the higher priority the event has in the event submission sequence within its category.

## Periodic Events Page

Use the Periodic Events page (GPBR\_EVENT\_SEQNO\_P) to specify the order in which periodic events are transmitted to eSocial.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Main Setup > Events Sequence by Category**

This example illustrates the fields and controls on the Periodic Events page.

Event Sequence by Category					
<u>B</u> asic Table Events		<u>N</u> on Periodic Events		<b>P</b> eriodic Events	
<b>Event Sequence Data</b>					
<input type="checkbox"/> <input type="checkbox"/>		<input type="text" value="1-6 of 6"/>		<input type="button" value="View All"/>	
	Event Code	Description	*Sequence Number		
1	S-1200 <input type="text"/>	Compensation	<input type="text" value="10"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	S-1210 <input type="text"/>	Miscellaneous Payments	<input type="text" value="20"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	S-1280 <input type="text"/>	Complementary Information to Periodic Events	<input type="text" value="30"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4	S-1298 <input type="text"/>	Reopening Periodic Events	<input type="text" value="40"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

*Periodic* is the third category to be submitted to eSocial.

The system prepopulates on this page all periodic events that are defined on the Events Setup Page. You can update the information as necessary.

Field or Control	Description
<b>Event Code and Description</b>	<p>Enter the code of an event to be included in the <i>Periodic</i> category. Active events that belong to the <i>Periodic</i> category are available for selection.</p> <p>The corresponding event description is displayed after an event code is selected.</p>
<b>Sequence Number</b>	<p>Enter the sequence number for the event, which is used in the batch processing logic. The smaller the number, the higher priority the event has in the event submission sequence within its category.</p>

## Company Parameters Page

Use the Company Parameters page (GPBR\_COMP\_PARAM) to activate companies for eSocial reporting.



Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Main Setup > Company Parameters**

This example illustrates the fields and controls on the Company Parameters page (1 of 2).

This example illustrates the fields and controls on the Company Parameters page (2 of 2).

Use this page to activate all companies that have to report data to the eSocial environment. If a company takes the default setup that is defined on the [Events Activation Page](#), you only need to set the company status to *Enabled* and specify both **eSocial on PeopleSoft** and **Adhere to eSocial** dates.

**Note:** In addition to the company setup performed in the Company Parameters component, be sure to also verify that only one establishment is selected as the headquarters unit for each company that is enabled for eSocial reporting.

See Also “Establishment Address Page” (Application Fundamentals)

<b>Field or Control</b>	<b>Description</b>
<b>Company</b>	Displays the company to which the eSocial dates and event rules applies.
<b>eSocial on PeopleSoft</b>	<p>Enter the date the company began to report data to eSocial using PeopleSoft.</p> <p>This date cannot be updated after the initial data loading process has run.</p> <p>The implementation of eSocial is done in phases. The <b>eSocial on PeopleSoft</b> date is also used as the go-live date for basic table events, which is set to January 1, 2018 as delivered.</p> <hr/> <p><b>Note:</b> The <b>eSocial on PeopleSoft</b> date and <b>Adhere to eSocial</b> date are the same for customers who implement eSocial reporting on their existing PeopleSoft HCM Global Payroll for Brazil system. For new customers, these dates can be different. The eSocial on PeopleSoft date is the date when eSocial processing begins and events are being reported. It is an important date as it is used to control the eSocial historical data regarding rectification events.</p>
<b>Adhere to eSocial</b>	<p>Enter the date the company is required to report data to eSocial (using PeopleSoft or not). This date is either earlier than or equal to the eSocial on PeopleSoft date.</p> <p>This date cannot be updated after the initial data loading process has run.</p>
<b>Non Periodic Go Live Date</b>	<p>Enter the date that the company begins the creation and submission of non-periodic events to the government.</p> <p>The implementation of eSocial is done in phases. The current go-live date for non-periodic events is set to March 1, 2018.</p>
<b>Periodic Go Live Date</b>	<p>Enter the date that the company begins the creation and submission of periodic events to the government.</p> <p>The implementation of eSocial is done in phases. The current go live date for periodic events is set to May 1, 2018.</p>

<b>Field or Control</b>	<b>Description</b>
<b>Health/Safety Go Live Date</b>	<p>Enter the date that the company begins the creation and submission of health and safety events to the government. These events are currently not supported in Global Payroll for Brazil; they are scheduled to be released in future images.</p> <p>The implementation of eSocial is done in phases. The proposed go-live date for health and safety events is set to July 1, 2019.</p>

## Company Event Rules

<b>Field or Control</b>	<b>Description</b>
<b>Effective Date and Company Status</b>	<p>Enter the effective date of the company status that is selected on the <b>Company Status</b> field. The default value for the effective date is today's date. The effective date should be earlier than the eSocial on PeopleSoft date and the Adhere to eSocial date.</p>

## Overrides by Company

Use this section to enter, if available, any event exceptions for the company listed. For example, if the company decides to not use the PeopleSoft HCM system to submit employer data (which is currently an active event at the system level), enter the S-1000 Employer Data event here and set its status to *Inactive*.

If the company takes the system-level defaults that are specified on the [Events Activation Page](#) without exceptions, do not fill out this section.

## Overrides by Establishment

Use this section to enter, if available, any event exceptions for the establishment listed. For example, the company may use the PeopleSoft HCM system to submit wage type data for most of its establishments, and a legacy system for a couple other establishments from previous acquisitions. In this case, add a row for each establishment with the exception. Enter the S-1010 Wage Types Table event here and set its status to *Inactive*. Furthermore, if the company has an establishment that does not use the PeopleSoft HCM system for eSocial reporting, add a row for this establishment and disable it in this section.

If all company establishments take the system-level defaults that are specified on the [Events Activation Page](#) without exceptions, do not fill out this section.

Note that establishment overrides do not apply to all events. For example, they are not applicable to S-1280, S-1298, and S-1299 events, which are company-based.

## SetID Group Page

Use the SetID Group page (GPBR\_SETID\_GROUP) to associate companies with setIDs for basic table event processing.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Main Setup > Company Parameters**

This example illustrates the fields and controls on the SetID Group page.

**Important!** This page is not used. The setID and company mapping is no longer required as a result of the inactivation of S-1030 and S-1050 reports in the current version.

Use this page to associate companies with setIDs. The mapping is needed when PeopleSoft submits basic table data to eSocial, some of which is keyed by SetID.

Information entered on the SetID Group page pertains to *basic table* events only.

<b>Field or Control</b>	<b>Description</b>
<b>Record Group ID</b>	Enter the record group ID for the basic table data that is keyed by SetID. A record group is a set of control tables and views for a given setup data, for example, job codes and work shift codes.

### SetID Data

Use this section to specify the setIDs with which the company associates to access the basic table data specified in the **Record Group ID** field.

## Related Links

[Understanding SetID and Company Mapping](#)

## XML Options Page

Use the XML Options page (GPBR\_COMP\_PARAM2) to specify XML file options for companies.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Main Setup > Company Parameters**

This example illustrates the fields and controls on the XML Options page.

## File Type Options

<b>Field or Control</b>	<b>Description</b>
<b>Output Type</b>	<p>Select the output type of XML files (for archiving in a database or specific directory).</p> <p>If <i>String</i> is selected, XML output (in the form of string) is generated and inserted into the XMLGF_STRNG_TBL record.</p> <p>If <i>File</i> is selected, XML output (in the form of file) is generated and stored in the specified file output directory.</p>

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>File Output</b>	Specify the directory where generated XML files are stored. This directory needs to have the right permission for file storage, and is required if the selected output type is <i>File</i> .  This directory path needs to end with either “\” or “/”.

## Batch Options

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>Max Events per Batch ID</b> (maximum events per batch ID)	Enter the maximum number of XML outputs that can be included in a batch to be delivered to the eSocial system. Based on the document provided by the government, this number is <i>50</i> . You can modify this limit to anything under 50 if necessary.

## Software Providers Page

Use the Software Providers page (GPBR\_SOFTW\_PROV) to define eSocial software providers and contact information.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Main Setup > Software Providers**

This example illustrates the fields and controls on the Software Providers page.

**Software Providers**

Software Provider 005

---

**Software Providers Data** Q | << < 1 of 1 > >> | View All

\*Effective Date   Effective Status

\*Description

\*CNPJ Number

Contact Name

Telephone

Email ID

---

**Company Data**

<< < 1-1 of 1 > >> | View All

	*Company	Description		
1	<input type="text" value=""/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Use this page to enter the contact information of your eSocial software vendors, in case they need to be contacted, for example, as a result of eSocial event layout changes from the government.

<b>Field or Control</b>	<b>Description</b>
<b>Software Provider</b>	Displays the 3-digit code for the software provider.
<b>Description</b>	Enter the software provider name.
<b>CNPJ Number</b>	Enter the CNPJ (national ID) for the software provider.
<b>Contact Name, Telephone, and Email ID</b>	Enter the name, phone number and email address of the contact person for the software provider.

## Company Data

Use this section to enter all companies that use products of the software provider.

## Address Type Page

Use the Address Type page (GPBR\_ADDR\_TYPE) to map PeopleSoft and eSocial address types.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Address Type**

This example illustrates the fields and controls on the Address Type page.

<b>Address Type</b>					
Country BRA Brazil					
<b>Address Type Parameters</b>					
☰		🔍		1-10 of 179	
				View 100	
	-Location Type	-eSocial Location Type	eSocial Code		
1	Airport 🔍	Airport 🔍	AER	+	-
2	Promade 🔍	Promade 🔍	AL	+	-
3	Area 🔍	Area 🔍	A	+	-
4	Avenue 🔍	Avenue 🔍	AV	+	-
5	Field 🔍	Field 🔍	CPO	+	-
6	Farmstead 🔍	Farmstead 🔍	CH	+	-
7	Colony 🔍	Colony 🔍	COL	+	-
8	Condominium 🔍	Condominium 🔍	CON	+	-
9	Residential Complex 🔍	Residential Complex 🔍	CJ	+	-
10	District 🔍	District 🔍	DT	+	-

## Address Format Page

Use the Address Format page (GPBR\_ADDR\_FMT) to map PeopleSoft and eSocial address terms.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Address Format**



This example illustrates the fields and controls on the Address Format page.

### Address Format

Country BRA Brazil

Address Edit Page EO\_ADDR\_BRA\_SEC

#### Address Format Definition

☰
🔍

1-10 of 10
▶
▶▶
|

[View All](#)

	Field Name	eSocial Address Tags
1	ADDRESS1	dscLograd <input type="button" value="v"/>
2	ADDRESS2	complemento <input type="button" value="v"/>
3	ADDRESS3	complemento <input type="button" value="v"/>
4	ADDRESS4	complemento <input type="button" value="v"/>
5	ADDR_FIELD2	tpLograd <input type="button" value="v"/>
6	CITY	codMunic <input type="button" value="v"/>
7	COUNTRY	pais <input type="button" value="v"/>
8	NUM1	nrLograd <input type="button" value="v"/>
9	POSTAL	cep <input type="button" value="v"/>
10	STATE	uf <input type="button" value="v"/>

<i>Field or Control</i>	<i>Description</i>
<b>Address Edit Page</b>	Defaults to EO_ADDR_BRA_SEC page, which is the delivered secondary page used to enter person's address information for the country of Brazil.
<b>Field Name</b>	Displays a field that is used to store address information.
<b>eSocial Address Tags</b>	Select the xml tag name under which the address field value will be reported to the eSocial system.

## Timecard Type Page

Use the Timecard Type page (GPBR\_TIMECARD\_CODE) to map PeopleSoft and eSocial timecard types.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Timecard Type**

This example illustrates the fields and controls on the Timecard Type page.

Use this page to map timecard types that the eSocial system expects with the ones that are maintained in PeopleSoft.

<b>Field or Control</b>	<b>Description</b>
<b>Timecard Type</b>	Select a timecard type that is used in PeopleSoft.
<b>eSocial Code</b>	Select the corresponding eSocial code to map to the selected PeopleSoft timecard type.

These codes are referenced on the “Additional Info - Brazil Page” (PeopleSoft Human Resources Administer Workforce).

## Dependents Page

Use the Dependents page (GPBR\_DEP\_INF\_CODE) to map PeopleSoft and eSocial dependent types.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Dependents**

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

**Dependents**

Country BRA Brazil

---

**Dependent Relationships** 1 of 2 | View All

\*Effective Date  Effective Status  + -

**Dependent Relationship Legal Parameters** 1-10 of 14 | View All

	Relationship	Student	Older Than	Younger Than	eSocial Code		
1	Adult Child	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Disabled Person with Guardian	<input type="text"/>	+ -
2	Child	<input checked="" type="checkbox"/>	19	24	Not Applicable	<input type="text"/>	+ -
3	Child	<input type="checkbox"/>	<input type="text"/>	18	Child/StepChild	<input type="text"/>	+ -
4	Foster Child	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Not Applicable	<input type="text"/>	+ -
5	Great Grand Parent	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Parents/Grand/GreatGra Parents	<input type="text"/>	+ -
6	Grandchild	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Siblings/GrandChild	<input type="text"/>	+ -
7	Great Grandchild	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Siblings/GrandChild	<input type="text"/>	+ -
8	Grand Parent	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Parents/Grand/GreatGra Parents	<input type="text"/>	+ -
9	Domestic Partner Child	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Not Applicable	<input type="text"/>	+ -
10	Other Child	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Not Applicable	<input type="text"/>	+ -

Use this page to map dependent relationship codes that the eSocial system expects with the ones that are maintained in PeopleSoft. eSocial codes are more descriptive than PeopleSoft ones. On this page, specify applicable attributes to “modify” PeopleSoft codes if necessary, and pair them with matching eSocial codes.

<b>Field or Control</b>	<b>Description</b>
<b>Relationship</b>	Select a dependent relationship value (relationship to employee) that is used in PeopleSoft.
<b>Student</b>	Select to add the <i>student</i> attribute to the dependent relationship selected in this row.
<b>Older Than and Younger Than</b>	Enter, if applicable, the age limit attribute for the selected dependent relationship selected in this row.
<b>eSocial Code</b>	Select the corresponding eSocial relationship to map to the selected dependent relationship along with any added attributes.

## Ethnic Groups Page

Use the Ethnic Groups page (GPBR\_ETHNIC\_GROUP) to map PeopleSoft and eSocial ethnic group codes.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Ethnic Groups**

This example illustrates the fields and controls on the Ethnic Groups page.

**Ethnic Groups**

Regulatory Region   BRA   Brazil

---

**Ethnic Group Data** 1 of 1 | View All

\*Effective Date:        \*Effective Status:

**Ethnic Group Legal Codes** 1-6 of 6 | View All

	*Ethnic Group	Description	*eSocial Code		
1	<input type="text" value="01"/> <input type="button" value="🔍"/>	Native	<input type="text" value="Indian"/> <input type="button" value="⌵"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="02"/> <input type="button" value="🔍"/>	White	<input type="text" value="White"/> <input type="button" value="⌵"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="text" value="04"/> <input type="button" value="🔍"/>	Black	<input type="text" value="Black"/> <input type="button" value="⌵"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="text" value="06"/> <input type="button" value="🔍"/>	Yellow	<input type="text" value="Yellow"/> <input type="button" value="⌵"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
5	<input type="text" value="08"/> <input type="button" value="🔍"/>	Brown	<input type="text" value="Brown"/> <input type="button" value="⌵"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
6	<input type="text" value="09"/> <input type="button" value="🔍"/>	Unknown	<input type="text" value="Non Informed"/> <input type="button" value="⌵"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

<i>Field or Control</i>	<i>Description</i>
<b>Ethnic Group</b>	Specify an ethnic group code that is available under the selected regulatory region in PeopleSoft. The corresponding ethnic group description is displayed after a code is selected.
<b>eSocial Code</b>	Select the corresponding eSocial code to map to the selected ethnic group.

## Education Level Page

Use the Education Level page (GPBR\_EDUCATIO\_CODE) to map PeopleSoft and eSocial education levels.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Education Level**

This example illustrates the fields and controls on the Education Level page.

**Education Level**

---

Education Level Data 1 of 1 | View All

\*Effective Date: 01/01/2002 \*Effective Status: Active

**Education Level Legal Codes**

	*Education Level	*eSocial Code	*GRRF Education Code		
1	Analphabet	Illiterate	1	+	-
2	5th (4th old) Grade Incomplete	5th Grd Incmp - Elem School	5	+	-
3	5th (4th old) Grade Complete	5th Grd Comp - Elem School	5	+	-
4	6th to 9th Grade Incomplete	6 to 9 Grd Incmp - Elem School	6	+	-
5	Elementary School Complete	Elementary School Complete	7	+	-
6	Medium School Incomplete	Secondary School Incomplete	3	+	-
7	Medium School Complete	Secondary School Complete	4	+	-
8	University Incomplete	Higher Education Incomplete	8	+	-
9	University Complete	Higher Education Complete	9	+	-
10	Post Graduation -- Complete	Post-Graduate Complete	10	+	-

<i>Field or Control</i>	<i>Description</i>
<b>Education Level</b>	Select an education level in PeopleSoft.
<b>eSocial Code</b>	Select the corresponding eSocial code to map to the selected education level.
<b>GRRF Education Code</b>	Select the code that is currently used in legal reports provided by PeopleSoft HCM to map to the selected education level.

### Marital Status Page

Use the Marital Status page (GPBR\_MARITAL\_CODE) to map PeopleSoft and eSocial marital statuses.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Marital Status**

This example illustrates the fields and controls on the Marital Status page.

**Marital Status**

---

**Marital Status Data** 1 of 1 | View All

\*Effective Date: 01/01/1980 \*Effective Status: Active

**Marital Status Legal Codes** 1-5 of 5 | View All

	*Marital Status	*eSocial Code		
1	Divorced	Divorced	+	-
2	Separated	Separated	+	-
3	Married	Married	+	-
4	Single	Single	+	-
5	Widowed	Widowed	+	-

<i>Field or Control</i>	<i>Description</i>
<b>Marital Status</b>	Select a marital status in PeopleSoft.
<b>eSocial Code</b>	Select the corresponding eSocial code to map to the selected marital status.

## Visa and Permits Page

Use the Visa and Permits page (GPBR\_VISA\_CODE) to map PeopleSoft and eSocial visa or permit types.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Visa/Permits**

This example illustrates the fields and controls on the Visa and Permits page.

**Visa and Permits**

Country BRA Brazil

---

**Visa and Permits Data** Q | << < 1 of 1 > >> | View All

\*Effective Date   Effective Status

**Visa and Permit Type Legal Codes**

Q | << < 1-1 of 1 > >> | View All

#	*Visa/Permit Type	Description	eSocial Code
1	<input type="text" value="001"/> <input type="button" value="Q"/>	Visas/Permits 001	<input type="text" value="Permanent Visa"/> <input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/>

<i><b>Field or Control</b></i>	<i><b>Description</b></i>
<b>Visa/Permit Type</b>	Specify a visa or permit type that is available under the selected regulatory region in PeopleSoft. The corresponding description is displayed after a code is selected.
<b>eSocial Code</b>	Select the corresponding eSocial code to map to the selected visa or permit type.

## Labor Category Legal Codes Page

Use the Labor Category Legal Codes page (GPBR\_LBR\_CAT\_CODE) to define labor category legal codes.

Labor category legal codes need to be associated with employee classifications for eSocial processing.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Labor Category Legal Codes**

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

### Labor Category Legal Codes

eSocial Code 101

**Labor Category Legal Code Data**

1 of 1
View All

\*Effective Date

\*Effective Status

\*Description

Long Description

Use the page to define labor category legal codes that are expected by eSocial.

<b>Field or Control</b>	<b>Description</b>
<b>Description and Long Description</b>	Enter the short and long descriptions for the listed labor category legal code.

## Labor Regime Page

Use the Labor Regime page (GPBR\_LABOR\_REGIME) to associate employee classifications with labor-specific codes and information.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Labor Regime**

This example illustrates the fields and controls on the Labor Regime page.

### Labor Regime

Set ID BRA Brazil

**Labor Regime Data**

1 of 11
View All

\*Effective Date

Effective Status

**Labor Regime Legal Parameters**

#	Employee Classification	Description	*eSocial Code	Description	*Work Type	*Social Security	*Nature of Activity		
1	10	Urban worker PJ-CLT indetermin	101	Regular Employee hired by CLT	CLT	RGPS	URBAN	+	-
2	100	Expatriate	722	Director not employed w/o FGTS - Individual Cont.	Not Applicable	Not Applicable	Not Applicable	+	-
3	15	Urban worker PF-CLT indetermin	101	Regular Employee hired by CLT	CLT	RGPS	URBAN	+	-
4	199	Intern	901	Interns	Not Applicable	Not Applicable	Not Applicable	+	-
5	30	Civil ruled by Unique Legal Rul	101	Regular Employee hired by CLT	CLT	RGPS	URBAN	+	-
6	40	Freelance worker CF88.art 7-III	721	Director not employed with FGTS - Individual Cont.	Not Applicable	Not Applicable	Not Applicable	+	-
7	50	Temp worker law 6.019-03/01/74	106	Fixed Term Contract Law 6019/74 - Employee	CLT	RGPS	URBAN	+	-
8	55	Under age Trainee	103	Learning (employee)	CLT	RGPS	URBAN	+	-
9	60	Urban worker PJ-CLT determined	101	Regular Employee hired by CLT	CLT	RGPS	URBAN	+	-
10	65	Urban worker PF-CLT determined	101	Regular Employee hired by CLT	CLT	RGPS	URBAN	+	-



Use this page to associate labor category codes with employee classifications. This information is used to identify the appropriate events to be submitted in regards to employer-employee relationships, as well as other specific attributes.

<b>Field or Control</b>	<b>Description</b>
<b>Employee Classification</b>	<p>Select an employee classification to be included in eSocial processing. Employee classes that are created for the BRA setID on the Employee Class page are available for selection.</p> <p>See Also “Defining Additional Employment Setup Data” (PeopleSoft Human Resources Administer Workforce)</p> <p>In order for employees to be included in eSocial reporting, their employee classifications must be set up on this page.</p>
<b>eSocial Code</b>	<p>Select a labor category legal code to associate with the selected employee classification.</p> <p>Labor category legal codes are defined on the <a href="#">Labor Category Legal Codes Page</a>.</p>
<b>Work Type</b>	<p>Select an applicable labor law for the selected employee classification. Values are <i>CLT</i>, <i>Not Available</i>, and <i>RJP</i>. The value is used to identify if the employee classification is for employees (if <i>CLT</i> or <i>RJP</i> is selected) or non-employees (if <i>Not Applicable</i> is selected).</p>
<b>Social Security</b>	<p>Select, if applicable, a social security type for the selected employee classification. Values are <i>Not Applicable</i>, <i>RGPS</i>, <i>RPPS</i>, and <i>RPSE</i>.</p>
<b>Nature of Activity</b>	<p>Select if the selected employee classification applies to <i>URBAN</i> or <i>RURAL</i> employees, or <i>Not Applicable</i>.</p>

## Termination Legal Codes Page

Use the Termination Legal Codes page (GPBR\_TERM\_CODE) to define eSocial termination codes.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Termination Legal Codes**

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

**Termination Legal Codes**

eSocial Code 11  
Employee Category Employee

---

Termination Legal Code Data 1 of 1 | View All

\*Effective Date: 01/01/2002 \*Effective Status: Active

\*Description: Company Transfer of the same Group without Term

Long Description: Employee transfer to company within the same group that has assumed labor costs, without there being any termination of the employment contract

Termination Process: Do not Require Calculation

<b>Field or Control</b>	<b>Description</b>
<b>eSocial Code</b>	Displays the eSocial code of the termination mentioned in the descriptions.  Define termination codes on this page in accordance with the termination reasons that are available on Table 19 from the Brazilian Government.
<b>Employee Category</b>	Displays whether the termination legal code is defined for <i>Employee</i> or <i>Non-Employee</i> .
<b>Termination Process</b>	Select whether or not payment calculation is required for the termination legal code. For terminations with payment calculation, the termination payment amount is included in each of their termination events to be submitted to the government.  See Also <a href="#">eSocial Termination Events Page</a>

## Hire Action/Reason Page

Use the Hire Action/Reason page (GPBR\_HIR\_ACT\_REA) to identify all hiring actions and reasons, and corresponding events to be used to report to the eSocial system.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > eSocial Action/Reason**

This example illustrates the fields and controls on the Hire Action/Reason page.

Action	Action Description	Reason Code	Description	Employee Indicator	eSocial Code	First Job	Event Code	Description
1 HIR	Hire	FST	First Job	<input checked="" type="checkbox"/>	Hire	Yes	S-2200	Employees Initial Loading and Hiring
2 HIR	Hire	NPS	New Position	<input type="checkbox"/>	Hire	No	S-2300	Workers who have no employment relationship - Begin
3 HIR	Hire	NPS	New Position	<input checked="" type="checkbox"/>	Hire	No	S-2200	Employees Initial Loading and Hiring
4 HIR	Hire	TRN	Trainee	<input type="checkbox"/>	Hire	No	S-2300	Workers who have no employment relationship - Begin
5 REH	Rehire	REH	Rehire	<input checked="" type="checkbox"/>	Reinstatement	No	S-2298	Employee Reinstatement
6 XFR	Transfer	ICT	Intercompany Transfer	<input checked="" type="checkbox"/>	Transfers -Same Economic Group	No	S-2200	Employees Initial Loading and Hiring

Use this page to specify the list of hiring actions and reasons that need to be submitted for eSocial processing, and corresponding events to be used based on employment relationship types, and whether or not the reported employment is the first job for the hired individual.

Any hiring actions and reasons that are not set up on this page are excluded from eSocial reporting.

Field or Control	Description
<b>Action</b>	Select a hiring action in PeopleSoft. Typical values are <i>HIR</i> (Hire), <i>XFR</i> (Transfer), and <i>REH</i> (Rehire).
<b>Reason Code</b>	Select a reason for the selected action.  If no reason is specified, the setup for this row applies to all reasons for the selected action.
<b>Employee Indicator</b>	Select if the setup for this row applies to employees with employment relationship, as specified on the Labor Regime BRA page. Clear this option if it applies to non-employees.
<b>eSocial Code</b>	Select the corresponding eSocial code to map to the selected action and reason.
<b>First Job</b>	Select <i>Y</i> if the setup for this row applies to the first employment of hired individuals. If not, select <i>N</i> .
<b>Event Code and Description</b>	Select an event to be used to submit hiring transactions of the corresponding setup to the eSocial system.

## Termination Action/Reason Page

Use the Termination Action/Reason page (GPBR\_TER\_ACT\_REA) to identify all termination actions and reasons, and corresponding events to be used to report to the eSocial system.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > eSocial Action/Reason**

This example illustrates the fields and controls on the Termination Action/Reason page.

Action	Action Description	Reason Code	Description	Employee Indicator	eSocial Code	Description	Event Code	Description
1 TER	Termination	CDE	Closing Down of Establishment	<input type="checkbox"/>	06	Disclaimer Director not employed-company shutdown	S-2399	Workers who have no employment relationship – End
2 TER	Termination	CDE	Closing Down of Establishment	<input checked="" type="checkbox"/>	14	Termination for company closure	S-2299	Termination
3 TER	Termination	DEA	Death	<input type="checkbox"/>	05	Death of Director not employed	S-2399	Workers who have no employment relationship – End
4 TER	Termination	DEA	Death	<input checked="" type="checkbox"/>	10	Death of the employee caused by other reasons	S-2299	Termination
5 TER	Termination	DIS	Dishonesty	<input checked="" type="checkbox"/>	01	Termination with just cause - employer decision	S-2299	Termination
6 TER	Termination	DSC	Discharge	<input type="checkbox"/>	02	Non-employee Director mandate ended termination	S-2399	Workers who have no employment relationship – End
7 TER	Termination	DSC	Discharge	<input checked="" type="checkbox"/>	02	Term with Unjustified Dismissal-Employer decision	S-2299	Termination
8 TER	Termination	EAB	Employer's Anticipated Breach	<input checked="" type="checkbox"/>	03	Early termination initiated by the employer	S-2299	Termination
9 TER	Termination	EAC	End of Apprenticeship Contract	<input checked="" type="checkbox"/>	15	Dismissal of Apprentices-Performance/Nonadaptation	S-2299	Termination
10 TER	Termination	EFT	End of Fixed-Term Contract	<input type="checkbox"/>	02	Non-employee Director mandate ended termination	S-2399	Workers who have no employment relationship – End

According to the government’s requirements, terminations have to be reported by the seventh day of the month following the termination date, by the termination payment date, or before the triggering of payroll events, depending on information such as the nature of employment (employees and non-employees), termination reason and employment relationship. Use this page to specify all termination actions and reasons that need to be submitted to the eSocial system for employees and non-employees, and the corresponding events to be invoked to handle those terminations. Any actions and reasons that are not set up on this page are excluded from eSocial reporting.

<b>Field or Control</b>	<b>Description</b>
<b>Action</b>	Select a termination action in PeopleSoft. Typical values are <i>TER</i> (Termination), and <i>XFR</i> (Transfer).
<b>Reason Code</b>	Select a reason for the selected action.  If no reason is specified, the setup for this row applies to all reasons for the selected action.
<b>Employee Indicator</b>	Select if the setup for this row applies to employees with employment relationship. Clear this option if it applies to non-employees (for example, trainees or apprentices).
<b>eSocial Code</b>	Select, if applicable, the corresponding eSocial termination code to map to the selected action and reason. This code is used by the system to identify if the event should be generated online (by saving an HCM component), or through a batch process when the termination amount paid to the employee is a required information for the event.  See Also <a href="#">Termination Legal Codes Page</a> .

<b>Field or Control</b>	<b>Description</b>
<b>Event Code and Description</b>	Select an event to be used to submit termination transactions of the corresponding setup to the eSocial system.

## Other Action/Reason Page

Use the Other Action/Reason page (GPBR\_OTH\_ACT\_REA) to identify all actions and reasons related to contract changes that need to be reported to the eSocial system.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > eSocial Action/Reason**

This example illustrates the fields and controls on the Other Action/Reason page.

Hire Action/Reason
Termination Action/Reason
Other Action/Reason

Other Action and Reason Definition

\*Effective Date: 01/01/2002

\*Effective Status: Active

Other Action and Reason Legal Parameters

#	Action	Action Description	Reason Code	Reason Description	Employee Indicator	Collective Agreement Indicator	Event Code	Event Description
1	DTA	Data Change	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	S-2306	Workers who have no employment relationship – Changes
2	DTA	Data Change	<input type="text"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	S-2206	Employment Contract Changes
3	DTA	Data Change	650	Change Sal Selfp 650	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	S-2206	Employment Contract Changes
4	DTA	Data Change	CNT	Contract	<input type="checkbox"/>	<input type="checkbox"/>	S-2306	Workers who have no employment relationship – Changes
5	DTA	Data Change	CNT	Contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>	S-2206	Employment Contract Changes
6	PAY	Pay Rate Change	ADJ	Adjustment	<input type="checkbox"/>	<input type="checkbox"/>	S-2306	Workers who have no employment relationship – Changes
7	PAY	Pay Rate Change	ADJ	Adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	S-2206	Employment Contract Changes
8	PAY	Pay Rate Change	MER	Merit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	S-2206	Employment Contract Changes
9	PRO	Promotion	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	S-2306	Workers who have no employment relationship – Changes
10	PRO	Promotion	<input type="text"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	S-2206	Employment Contract Changes

Some contract changes, such as salary increase, promotions, transfers between establishments, work shifts, and so on must be reported to the eSocial system before the triggering of payroll events or before absence and termination events, depending on the nature of employment (employees and non-employees). Use this page to specify all contract-related actions and reasons that need to be submitted to the eSocial system for employees and non-employees, and the corresponding events to be invoked to handle those transactions. Any actions and reasons that are not set up on this page are excluded from eSocial reporting.

<b>Field or Control</b>	<b>Description</b>
<b>Action</b>	Select an action in PeopleSoft. Typical values are <i>DTA</i> (Data Change), <i>PAY</i> (Pay Rate Change) and <i>XFR</i> (Transfer).

<b>Field or Control</b>	<b>Description</b>
<b>Reason Code</b>	Select a reason for the selected action.  If no reason is specified, the setup for this row applies to all reasons for the selected action.
<b>Employee Indicator</b>	Select this option if the setup for this row applies to employees with employment relationship. Clear this option if it applies to non-employees.
<b>Collective Agreement Indicator</b>	Select this option to use the setup for this row to generate events to inform the Government of retroactive supplementary salary amounts, which result from salary increases caused by one of these reasons: collective agreement, collective dispute, collective convention or law enforcement.  This option becomes editable on a row when an action, a reason code, and the Employee Indicator field are selected. Note that this option can only be selected for <i>one</i> row on this page.
<b>Event Code and Event Description</b>	Select an event to be used to submit transactions of the corresponding setup to the eSocial system.

## Absence Legal Codes Page

Use the Absence Legal Codes page (GPBR\_ABS\_CODE) to define eSocial absence codes.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Absence Legal Codes**

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

**Absence Legal Codes**

eSocial Code 01

---

**Absence Legal Code Data** 1 of 1 | View All

\*Effective Date

\*Description

Long Description

\*Effective Status

These codes are referenced on the [Absence Take and Reason Page](#).

## Absence Take and Reason Page

Use the Absence Take and Reason page (GPBR\_ABS\_TAKE\_REA) to map PeopleSoft and eSocial absence codes and specify reporting requirements for temporary absence types.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Absence Take/Reason**

This example illustrates the fields and controls on the Absence Take and Reason page.

Element Name	Description	Absence Reason	Description	Employee	eSocial Code	Description	Days Before	Event Code	Description	Reported Duration	Accrued Absence Days
LICENCA MATERNIDAD	Maternity Leave	001	Maternity Leave	<input checked="" type="checkbox"/>	17	Maternity Leave - 120 days		S-2230	Temporary Absence	1	
LICENCA MATERNIDAD	Maternity Leave	001	Maternity Leave	<input type="checkbox"/>	17	Maternity Leave - 120 days		S-2230	Temporary Absence	1	
LICENCA MATERNIDAD	Maternity Leave	002	Non Criminal Abortion	<input checked="" type="checkbox"/>	19	Maternity Leave - not Criminal Abortion		S-2230	Temporary Absence	1	
LICENCA MATERNIDAD	Maternity Leave	002	Non Criminal Abortion	<input type="checkbox"/>	19	Maternity Leave - not Criminal Abortion		S-2230	Temporary Absence	1	
AFAST POR DOENCA	Sick Leave	001	Sick Leave	<input checked="" type="checkbox"/>	03	Accident / Illness Unrelated to Work		S-2230	Temporary Absence	3	16
AFAST POR DOENCA	Sick Leave	001	Sick Leave	<input type="checkbox"/>	03	Accident / Illness Unrelated to Work		S-2230	Temporary Absence	3	16
AFAST POR DOENCA	Sick Leave	002	Sickness & Labor Related	<input checked="" type="checkbox"/>	03	Accident / Illness Unrelated to Work		S-2230	Temporary Absence	3	16
AFAST POR DOENCA	Sick Leave	002	Sickness & Labor Related	<input type="checkbox"/>	03	Accident / Illness Unrelated to Work		S-2230	Temporary Absence	3	16
AFAST POR DOENCA	Sick Leave	003	Sickness & Non Labor Related	<input checked="" type="checkbox"/>	03	Accident / Illness Unrelated to Work		S-2230	Temporary Absence	3	16
AFAST POR DOENCA	Sick Leave	003	Sickness & Non Labor Related	<input type="checkbox"/>	03	Accident / Illness Unrelated to Work		S-2230	Temporary Absence	3	16

**Note:** Absence codes can change in different eSocial versions. It is the customer’s responsibility to update the mapping on the Absence Take and Reason page as they see fit.

The Brazilian government requires that several types of absences be reported when they occur. When these absences are entered or updated using the Absence Event BRA component or the Vacation Leave BRA component, they are expected to be submitted to eSocial before the triggering of payroll events or termination events. They include, but not limited to, maternity leave, accident at work, illness leave, vacations, and so on.

Use this page to specify all absence types that need to be included for eSocial processing and respective reporting requirements. Do not enter absence types that are not required for eSocial reporting, for example, unjustified absence from work, or sick leave for less than three days.

Field or Control	Description
<b>Element Name</b>	Specify an absence take in PeopleSoft.
<b>Absence Reason</b>	Specify the reason for the selected absence take. Absence reasons are associated with absence takes through absence take types on the Absence Take Types page (GP_ABS_TYPE).  If no reason is specified, the setup for this row applies to all reasons for the selected absence take.

<b>Field or Control</b>	<b>Description</b>
<b>Employee</b>	Select if the selected absence take and reason applies to employees. Clear this option if it applies to non-employees.
<b>eSocial Code</b>	Select the corresponding eSocial code to map to the selected absence take and reason.  These codes are defined on the <a href="#">Absence Legal Codes Page</a> .
<b>Days Before</b>	Enter the number of days, before the beginning of absence, that the selected absence event (for example, S-2230) needs to be submitted to eSocial (for an early submission).
<b>Event Code</b>	Select an event (for example, S-2230) to be used to submit transactions of the corresponding absence setup to the eSocial system by the closing of the period (the 7th day of the next month) in normal circumstances.
<b>Reported Duration</b>	Enter, for the selected absence take and reason, the minimum number of days for absences to be included for eSocial reporting by the closing of the period.  In other words, if an employee reports absence using the selected take and reason, and the number of absence days is lower than the reported duration, the absence is not reported to eSocial.
<b>Accrued Absence Days</b>	Enter, for the selected absence take and reason, the number of accrued absence days to be reported to eSocial as soon as this number is met, instead of waiting until the closing of the period.

## Country and Nationality Cd Bra Page

Use the Country and Nationality Cd Bra page (ES\_COUNTRY\_TBL\_BRA) to map country codes with RFB and RAIS nationality codes.

Navigation:

- **Set Up HCM > Product Related > Workforce Monitoring > Regulatory Requirements > Country and Nationality Cd BRA**
- **Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Country and Nationality Cd**



This example illustrates the fields and controls on the Country and Nationality Cd BRA page.

**Country and Nationality Cd Bra**

---

Nationality 1 of 1 | View All

\*Effective Date  + -

**RAIS Nationality** 1-4 of 33 | View All

	-Country	Description	-RFB Country Code	-RAIS Nationality		
1	AGO <input type="text"/>	Angola	<input type="text" value="040"/>	<input type="text" value="60 - Angola"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	ARG <input type="text"/>	Argentina	<input type="text" value="063"/>	<input type="text" value="21 - Argentinean"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	BEL <input type="text"/>	Belgium	<input type="text" value="087"/>	<input type="text" value="31 - Belgian"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4	BGD <input type="text"/>	Bangladesh	<input type="text" value="081"/>	<input type="text" value="50 - Bengali"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Use this page to map codes from the Country table to RFB and RAIS nationality codes. When the project (which includes the eSocial functionality) is applied, a batch process is executed automatically to convert RAIS nationality codes that were referenced in the Brazil (History) section of the “Add a Person or Modify a Person - Regional Page” (PeopleSoft Human Resources Administer Workforce) to associated country codes.

<b>Field or Control</b>	<b>Description</b>
<b>Country and Description</b>	Select a country code. Country codes are stored in the COUNTRY_TBL table in PeopleSoft. The corresponding country description is displayed after a country code is selected.
<b>RFB Country Code</b>	Enter a 3-digit numeric Secretaria da Receita Federal do Brasil (Department of Federal Revenue of Brazil) code to map to the selected country code.
<b>RAIS Nationality</b>	Select a nationality code that is used in RAIS reports to map to the selected country code.

## INSS Tax Incidence Code Page

Use the INSS Tax Incidence Code page (GPBR\_SOC\_PREV\_CD) to define INSS tax codes.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > INSS Tax Incidence Code**

This example illustrates the fields and controls on the INSS Tax Incidence Code page.

**INSS Tax Incidence Code**  
INSS Tax Cd 11

INSS Tax Incidence 1 of 1 View All

\*Effective Date 01/01/2002 Status Active + -

Description Monthly Base

Global Payroll for Brazil delivers a list of social security incidence codes for use in eSocial reporting.

## Income Tax Incidence Code Page

Use the Income Tax Incidence Code page (GPBR\_INC\_TAX\_CD) to define income tax codes.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Income Tax Incidence Code**

This example illustrates the fields and controls on the Income Tax Incidence Code page.

**Income Tax Incidence Code**  
Income Tax Code 12

Income Tax Incidence 1 of 1 View All

\*Effective Date 01/01/2002 Status Active + -

Description 13th Salary Base

Global Payroll for Brazil delivers a list of income tax incidence codes for use in eSocial reporting.

An income tax code must be numeric only, 2 to 4 digits in length. If you add a code manually, the system ignores the zeros entered before the first positive integer, for example, *0320* will be treated as *320*.

## Wage Type Code Page

Use the Wage Type Code page (GPBR\_WAGE\_CODE) to define wage type codes.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Wage Type Code**

This example illustrates the fields and controls on the Wage Type Code page.

### Wage Type Code

Wage Type Code 1000

**Nature Wage Type** 1 of 1 | View All

\*Effective Date

\*Status

\*Description

Long Description 

Corresponds to the contractual base salary of the hired employee in accordance with CLT and the monthly remuneration of the public, civil or military server. Should be classified in this code also, the remuneration paid to the employee away due to illness or accident at work, for a period of 15 days.

Global Payroll for Brazil delivers a list of wage type codes for use in eSocial reporting.

## Wage Types Table Page

Use the Wage Types Table page (GPBR\_WAGE\_TYPE) to assign wage type as well as other incidence codes to accumulator elements for use in eSocial reporting.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Wage Types Table > Wage Types Table**

This example illustrates the fields and controls on the Wage Types Table page (1 of 2).

### Wage Types Table

**Wage Types Table** Run Types | Alimony Data | Health Data | Complementary Pension Fund

Wage Tp Table ID

\*Description

▼ Add Earnings/Deductions

\*Begin Date

\*Accumulator Element

Wage Type Code

INSS Tax Incidence

Income Tax Type

FGTS Incidence

This example illustrates the fields and controls on the Wage Types Table page (2 of 2).

The screenshot displays the 'Wage Types Table' page, specifically the '2 of 2' view. It is divided into two main sections: 'Selection Criteria' and 'Earnings and Deductions'.

**Selection Criteria:** This section contains several input fields for filtering data:
 

- \*From Date: A date picker field.
- \*To Date: A date picker field.
- From Wage Type Code: A search input field.
- To Wage Type Code: A search input field.
- INSS Tax Incidence: A search input field.
- Income Tax Type: A search input field.
- FGTS Incidence: A dropdown menu.
- A 'Refresh' button is located at the bottom right of this section.

**Earnings and Deductions:** This section features a table with the following columns:
 

- Entry Type: A dropdown menu.
- Element Name: A search input field.
- Begin Date: A date picker field.
- Wage Type Code: A search input field.
- Description: A text field.
- Last Updated User Name: A text field.
- Last Updated Date-Time Stamp: A text field.
- Navigation buttons: '+', '-', and 'View All'.

## Wage Types Table Setup

Wage types table setup supports the processing of S-1010 Wage Event Table event reports. The S-1010 event is responsible for initial loading earnings and deduction elements and other related information that is used in payroll for companies, as well as tracking its data changes moving forward.

Wage types table setup consists of:

- Definition of INSS tax codes on the [INSS Tax Incidence Code Page](#).
- Definition of income tax codes on the [Income Tax Incidence Code Page](#).
- Definition of wage type codes on the [Wage Type Code Page](#).
- Creation of wage types tables (referencing previously defined tax and wage type codes) on the [Wage Types Table Page](#).
- Association of wage type tables and companies on the “(BRA) Company Details BRA Page” (Application Fundamentals).

Information entered in wage types tables (earnings and deduction elements) is not company-specific. To make this information available for eSocial reporting, it has to be linked to companies so that valid wage type changes are submitted to the eSocial system for all impacted companies. Each wage types table setup can be referenced by company on the Company Details BRA page.

- Entering tax exemption details for companies (if any) on the [Exemption Proceedings Page](#).

To support eSocial reporting for the S-1010 event, Global Payroll for Brazil delivers the GPBR\_ESOCIAL\_COMPANY\_SYNC service operation that is used to identify data changes that are made to the Earnings and Deductions section of the Wage Types Table page after the completion of the initial loading process. Through Integration Broker, service operation messages will be triggered on the Wage Types Table page, the Exemption Proceedings page, as well as in the Company BRA (COMPANY\_TABLE\_BRA) component when these online transactions are saved. Integration Broker tracks the online data changes that eSocial requires, and determines the appropriate actions (add, change, or delete) for the eSocial reports.

When you save this component, the system validates that for each element that is associated with a suspended by judicial decision code value, additional judicial information is entered on the Exemption Proceedings page. It displays a warning message if the information is not available on that page. Suspended by judicial decision code values include:

- For INSS Tax Incidence: any 2-digit code that begins with 9
- For Income Tax Incidence: any 2-digit or 4-digit code that begins with 9
- For FGTS Incidence: any value that begins with *Susp Judicial*

<b>Field or Control</b>	<b>Description</b>
<b>Wage Tp Table ID</b> (wage types table ID)	<p>Enter the identifier of the wage types table.</p> <p>Wage types table IDs function like setIDs in the event splitting process for payroll events. They are associated with companies on the “(BRA) Company Details BRA Page” (Application Fundamentals).</p>

## Add Earnings/Deductions

Use this section to look up payroll elements by accumulator and enter default codes and properties. Matching accumulator elements are displayed on the Earnings and Deductions section, along with default codes and properties.

<b>Field or Control</b>	<b>Description</b>
<b>Begin Date</b>	<p>Enter the start date when this wage type code definition becomes valid.</p> <p>The government can return an error for a submitted event that has a retroactive date. If the begin date is earlier than the actual month and year, this system message appears:</p> <p><i>Warning -- date out of range. The date entered is out of the actual month and year period. This is not normally true for this date. Either acknowledge that the date is OK, or correct the entered date.</i></p>
<b>Accumulator Element</b>	Specify an accumulator. Only accumulator elements are available for selection.
<b>Wage Type Code</b>	<p>Select a wage type code.</p> <p>Wage Type Codes are defined on the <a href="#">Wage Type Code Page</a>.</p>
<b>INSS Tax Incidence</b>	<p>Select an INSS tax code.</p> <p>INSS tax codes are defined on the <a href="#">INSS Tax Incidence Code Page</a>.</p>

<b>Field or Control</b>	<b>Description</b>
<b>Income Tax Type</b>	Select an income tax code.  Income tax codes are defined on the <a href="#">Income Tax Incidence Code Page</a> .
<b>FGTS Incidence</b>	Select an FGTS code. Values are:  <i>FGTS - 13th Salary</i>  <i>FGTS - Base</i>  <i>FGTS - Termination (Prior Notice)</i>  <i>Not Applicable</i>  <i>Susp Judicial (Prior Notice)</i> (suspended by judicial decision prior notice)  <i>Susp Judicial 13th Salary</i>  <i>Susp Judicial Monthly</i>  <i>eConsignado Discount</i>
<b>Add Earnings/Deductions</b>	Click to add matching accumulator elements to the Earnings and Deductions section.
<b>Remove Earnings/Deductions</b>	Click to remove matching accumulator elements from the Earnings and Deductions section.

## Selection Criteria

You can use this section to query payroll elements and wage type codes to which they are currently mapped.

Results are displayed in the Earnings and Deductions section.

## Earnings and Deductions: Map Elements

When you click the **Add Earnings/Deductions** button in the **Add Earnings/Deductions** section, the system populates the Earnings and Deductions section with all earning and deduction elements for the selected accumulator, and the wage type code that are specified in the **Add/Remove Accumulator** section. You can add or remove them manually as necessary.

<b>Field or Control</b>	<b>Description</b>
<b>Entry Type</b>	Displays or enter either <i>Deduction</i> or <i>Earnings</i> .

<b>Field or Control</b>	<b>Description</b>
<b>Element Name</b>	Displays or enter payroll elements that need to be reported on event S-1010. Available values are filtered by the selected entry type.
<b>Begin Date</b>	Displays or enter the start date when the selected wage type code definition becomes valid. This date controls the available values of the INSS Tax Incidence, Income Tax Type and FGTS Incidence fields.  A “date out of range” warning message appears if the entered start date is earlier than the current month and year.

## Earnings and Deductions: Nature of Elements

The system populates this section with other codes and properties of the accumulator elements that are specified in the **Add Earnings/Deductions** section. You can add or remove them manually as necessary.

**Note:** To specify an element for use in alimony calculation, select an alimony-specific value, for example, 51, 52, 53, 54, or 55, as its income tax type.

<b>Field or Control</b>	<b>Description</b>
<b>Type</b>	Displays the nature of the element. Values are:  <i>Deduction</i>  <i>Earning</i>  <i>Informative</i>  <i>Informative Deduction</i>

## Run Types Page

Use the Run Types page (GPBR\_RUN\_TYPE) to specify run types, eSocial events, and other needed information for corresponding payroll elements. This information is used in compensation-related events, for example, S-1200, S-1210, S-2299 and S-2399. It does not apply to S-1010 event reports.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Wage Types Table > Run Types**

This example illustrates the fields and controls on the Run Types page.

Wage Types Table																											
Wage Types Table		Run Types		Alimony Data		Health Data		Complementary Pension Fund																			
Wage Tp Table ID 00000001					Wage Type Tbl ID 00000001																						
Run Types Data																											
<table border="1"> <thead> <tr> <th>Run Type Name</th> <th>Description</th> <th>Total Earnings</th> <th>Total Deductions</th> <th>Entry Type</th> <th>Net Pay Element</th> <th>Event Code</th> <th>Payroll TP</th> <th>Payment TP</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>N/A</td> <td>N/A</td> </tr> </tbody> </table>										Run Type Name	Description	Total Earnings	Total Deductions	Entry Type	Net Pay Element	Event Code	Payroll TP	Payment TP	1							N/A	N/A
Run Type Name	Description	Total Earnings	Total Deductions	Entry Type	Net Pay Element	Event Code	Payroll TP	Payment TP																			
1							N/A	N/A																			

<b>Field or Control</b>	<b>Description</b>
<b>Run Type Name</b>	Select a run type process. Results of selected run type processes are reported to eSocial.
<b>Total Earnings and Total Deductions</b>	Select accumulators to be used for total earnings and total deductions respectively.
<b>Net Pay Element</b>	Select the net pay element for the selected run type process.
<b>Event Code</b>	<p>Select the eSocial event with which the corresponding run type associates.</p> <p>(S-1200 and S-1210) When the <b>Identify Calendars</b> option of the payroll event process is triggered for the S-1200 and S-1210 events, the system selects all applicable calendars for the selected companies and competency period on the eSocial Payroll Events run control page.</p> <p>(S-2299 and S-2399) Similarly, when the termination event process is run on the eSocial Termination Events run control page, applicable calendars for payment are identified as well.</p> <p>Based on the type (payroll or termination) of event processing, applicable calendars are finalized calendars that are linked to run types, which are associated with the corresponding events on the <a href="#">Run Types Page</a>. A company is associated with wage types table setup (which contains run type setup) on the "(BRA) Company Details BRA Page" (Application Fundamentals).</p> <p>See Also <a href="#">Processing Phases and Options</a></p>
<b>Payroll Tp (payroll type)</b>	Select if the payroll is done monthly, annually (for example, 13th salary), or not applicable.



<b>Field or Control</b>	<b>Description</b>
<b>Payment Tp</b> (payment type)	Select the payment type. Values are:  <i>N/A</i>  <i>Payroll</i>  <i>Term Non Empl</i> (termination for non employees)  <i>Termination</i>  <i>Vacation</i>

## Alimony Data Page

Use the Alimony Data page (GPBR\_SPEC\_WAGE) to enter information regarding alimony beneficiaries.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Wage Types Table > Alimony Data**

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

<b>Field or Control</b>	<b>Description</b>
<b>Alimony Income Type</b>	Select the income type of the alimony.
<b>Entry Type</b>	Select the type of the element to be selected, <i>Deduction</i> or <i>Earnings</i> .
<b>Element Name</b>	Select an applicable element for the selected alimony income type. The element list is filtered by the entry type.

## Health Data Page

Use the Health Data page (GPBR\_HLTH\_WAGE) to specify health plan setup for payroll event reporting.

This information is used in compensation-related events, for example, S-1200, S-1210, S-2299 and S-2399. It does not apply to S-1010 event reports.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Wage Types Table > Health Data**

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

**Collective Health Plan Parameters**

Use this section to identify the operator(s) of the corporate collective private health care plan.

<b>Field or Control</b>	<b>Description</b>
<b>Health Type</b>	Select <i>Employee</i> or <i>Dependent</i> to indicate whether the associated element will be used for mapping employee data or data of their dependents.
<b>Element Name</b>	Select an applicable deduction element.
<b>Health Provider User Field #</b>	Select the element's user field to be the Health Provider indicator. This field is applicable to both <i>Dependent</i> and <i>Employee</i> health types.  <b>Note:</b> The user fields for Health Provider and Dependent must be different.
<b>Dependent User Field #</b>	Select the element's user field to be the Dependent indicator. This field is applicable only to the <i>Dependent</i> health type.  <b>Note:</b> The user fields for Health Provider and Dependent must be different.

**Reimbursement Parameters**

Use this section to specify setup related to the reimbursements that the employer makes during the calculation period to workers for the medical or dental expenses that the workers paid to their health service providers.

<b>Field or Control</b>	<b>Description</b>
<b>Source</b>	Select the source of reimbursement, <i>Employer</i> or <i>Health Provider</i> .
<b>Health Provider Field Map</b>	<p>Select the element's user field to be the Health Provider indicator. Or, use the <i>Select Health Provider</i> value if the system already has specific elements for each of its health provider setup.</p> <p>This field becomes editable if the selected source is <i>Health Provider</i>.</p> <hr/> <p><b>Note:</b> The user fields for Health Provider Field Map, third-party Health Provider, and Dependent must be different.</p> <hr/> <p>Health providers are defined on the "Health Providers Page" (PeopleSoft Human Resources Administer Workforce).</p>
<b>Health Provider Code</b>	Select an applicable health provider. This field becomes editable if the <b>Health Provider Field Map</b> field value is <i>Select Health Provider</i> .
<b>Health Type</b>	Select <i>Employee</i> or <i>Dependent</i> to indicate whether the associated element will be used for mapping employee data or data of their dependents.
<b>Period</b>	Select whether the reimbursement amount applies to <i>Current Period</i> or <i>Previous Years</i> .
<b>Element Name</b>	Select an applicable earnings element.
<b>Health Third Party User Field</b>	<p>Select a user field to be the medical assistance provider (for example, doctor, clinic, or laboratory) indicator.</p> <hr/> <p><b>Note:</b> The user fields for Health Provider Field Map, third-party Health Provider, and Dependent must be different.</p> <hr/>
<b>Dependent User Field #</b>	<p>Select the element's user field to be the Dependent indicator. This field is applicable only to the <i>Dependent</i> health type.</p> <hr/> <p><b>Note:</b> The user fields for Health Provider Field Map, third-party Health Provider, and Dependent must be different.</p> <hr/>

## Complementary Pension Fund Page

Use the Complementary Pension Fund page (GPBR\_CMP\_PENS\_FUND) to enter information regarding Complementary Pension Fund.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Wage Types Table > Complementary Pension Fund**

This example illustrates the fields and controls on the Complementary Pension Fund page.

<i><b>Field or Control</b></i>	<i><b>Description</b></i>
<b>Element Name</b>	Select the element to be used for mapping employee data or data of their dependents. Only deduction elements are available for selection.
<b>Private Fund &amp; FAPI Entities</b>	Select the applicable pension entity identifier for the specified element.  Private funds and FAPI entities are defined on the “Private Fund & FAPI Entities Page” (PeopleSoft Human Resources Administer Workforce).

## Exemption Proceedings Page

Use the Exemption Proceedings page (GPBR\_PROCEED\_DT) to define the wage type proceeding details for companies.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Exemption Proceedings**

This example illustrates the fields and controls on the Exemption Proceedings page.

**Exemption Proceedings**

Wage Tp Table ID 00000001    Wage Type Tbl ID 00000001

---

**Exemption Process** Q | << 1 of 1 >> | View All

\*Company  + -

---

**Proceeding Definition** Q | << 1 of 1 >> | View All

\*Court Order Type  + -

Proceeding Type

\*Proceeding Number  Q

Extension of Decision

Suspension Code  Q

---

**Elements** Q | << 1-1 of 1 >> | View All

#	Entry Type	Element Name	Begin Date	
1	<input type="text" value=""/>		10/19/2020 <input type="text" value=""/>	+ -

Use this page to enter proceeding details for companies that have tax exemptions specified in their elements on the Wage Types Table page. Data changes to this page, once validated, will be submitted to eSocial for the referenced company using the S-1010 event.

<b>Field or Control</b>	<b>Description</b>
<b>Company</b>	<p>Select a company. Only companies that are associated with the listed wage types table ID on the Company BRA page are available for selection.</p> <p>If you select a different company, the system prompts to confirm if it can clear all the data entered for the old company on this page. Enter the proceeding information for the new company.</p>

## Proceeding Definition

<b>Field or Control</b>	<b>Description</b>
<b>Court Order Type</b>	<p>Select the court order type of the tax exemption. Values are:</p> <p><i>FGTS</i></p> <p><i>Income Tax - IRRF</i></p> <p><i>Social Security-INSS</i></p> <p><i>Union Contribution</i></p> <hr/> <p><b>Note:</b> The <i>Union Contribution</i> court order type is no longer used in the current version. The value can still be viewed in proceedings that were created before it became obsolete.</p> <hr/> <p>If you select a different court order type, the system prompts to confirm if it can clear all the elements entered for the current proceeding number.</p>
<b>Proceeding Type</b>	<p>Enter the government proceeding type. This field is required if the selected court order type is <i>Social Security-INSS</i>. Values are:</p> <p><i>Administrative</i></p> <p><i>Judicial</i></p>

<b>Field or Control</b>	<b>Description</b>
<b>Proceeding Number</b>	<p>Select or enter the proceeding number of the tax exemption.</p> <hr/> <p><b>Note:</b> The field prompt is available for use if the <b>Enabled</b> option is selected on the “Adm/Legal Proceedings Parameters BRA Page” (PeopleSoft Human Resources Administer Workforce). Enter the number manually, if the option is not selected.</p> <hr/> <p>If the selected court order type is <i>FGTS</i>, proceeding numbers that belong to the <i>Judicial</i> proceeding type and are created for either <i>Tax only</i> or <i>Tax and FGTS</i> or <i>FGTS only/Termination Soc Cont</i> become available for selection.</p> <p>If the selected court order type is <i>Income Tax - IRRF</i>, proceeding numbers that belong to the <i>Judicial</i> proceeding type and are created for <i>Tax only</i> or <i>Tax and FGTS</i> become available for selection.</p> <p>If the selected court order type is <i>Social Security-INSS</i>, proceeding numbers that are created for <i>Tax only</i> or <i>Tax and FGTS</i> and the specified proceeding type become available for selection.</p> <p>If the selected court order type is <i>Union Contribution</i>, enter the proceeding number manually.</p> <p>You can add the same proceeding number to the system more than once for different court order type and suspension code combinations.</p> <p>Proceedings are defined on the “Administrative/Legal Proceedings BRA Page” (PeopleSoft Human Resources Administer Workforce).</p>
<b>Extension of Decision</b>	<p>Enter the decision extension type. This field becomes editable if the selected court order type is <i>Social Security-INSS</i>. Values are:</p> <p><i>INSS Employer Cont. + Dis Ins.:</i> The employer’s social security contribution plus discount of the insured.</p> <p><i>INSS Employer Contribution:</i> The employer’s social security contribution.</p>

<b>Field or Control</b>	<b>Description</b>
<b>Suspension Code</b>	<p>Select or enter the applicable suspension code for the selected proceeding number of the tax exemption. This code is required for the <i>Social Security-INSS</i> and <i>Income Tax - IRRF</i> court order types.</p> <hr/> <p><b>Note:</b> The field prompt is available for use if the Enabled option is selected on the “Adm/Legal Proceedings Parameters BRA Page” (PeopleSoft Human Resources Administer Workforce). Enter the number manually, if the option is not selected.</p> <hr/> <p>If the selected court order type is <i>Union Contribution</i>, enter the suspension code manually.</p> <p>See Also “Administrative/Legal Proceedings BRA Page” (PeopleSoft Human Resources Administer Workforce).</p>

## Elements

Enter a minimum of one element.

<b>Field or Control</b>	<b>Description</b>
<b>Entry Type</b>	Enter the element type, <i>Deduction</i> or <i>Earnings</i> .
<b>Element Name</b>	<p>Specify an element. Elements of the specified entry type are available for selection based on these conditions:</p> <ul style="list-style-type: none"> <li>• If the selected court order type is <i>Social Security-INSS</i>, elements with a 2-digit INSS tax incidence code that begins with <i>9</i> in the associated wage types table are available for selection.</li> <li>• If the selected court order type is <i>Income Tax - IRRF</i>, elements with a 2-digit or 4-digit income tax type code that begins with <i>9</i> in the associated wage types table are available for selection.</li> <li>• If the selected court order type is <i>FGTS</i>, elements with an FGTS incidence value that begins with <i>Susp Judicial</i> in the associated wage types table are available for selection.</li> </ul> <p>See Also <a href="#">Wage Types Table Page</a>.</p>



<b>Field or Control</b>	<b>Description</b>
<b>Begin Date</b>	Enter the date when the corresponding element information begins to be validated for eSocial reporting. The current date is prepopulated if no element is chosen. If an element is selected, the system populates this field with the same begin date this element has on the Wage Types Table page.

## eSocial Diagnostic Procedures Page

Use the eSocial Diagnostic Procedures page (GPBR\_ESOC\_CODE) to define diagnostic procedure codes.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > eSocial Diagnostic Procedures**

This example illustrates the fields and controls on the eSocial Diagnostic Procedures page.

The screenshot shows the 'eSocial Diagnostic Procedures' page. At the top, it displays 'eSocial Code 0001'. Below this is a 'Details' section with a search icon and navigation controls. The main form contains the following fields and controls:

- Effective Date:** A date picker set to 01/01/2002.
- \*Status:** A dropdown menu set to 'Active'.
- \*Description:** A text input field containing '1,1-dichloro-2,2-bis (p-chlorophenylethylene)'.
- Long Description:** A larger text area containing the same text as the \*Description field. Below it, it indicates '209 characters remaining'.

The system prepopulates this component with diagnostic procedure codes from table 27 in eSocial. Diagnostic procedure codes are referenced on the “Laboratory Exams BRA Page” (PeopleSoft Human Resources Monitor Health and Safety) to support worker health reporting using the S-2220 event.

### Related Links

[S-2220 - Worker Health Monitoring – ASO](#)

## Hazard Agent Code BRA Page

Use the Hazard Agent Codes BRA page (HAZ\_AGENT\_TBL\_BRA) to define hazard agent codes.

Navigation:

**Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Hazard Agent Codes BRA > Hazard Agent Codes BRA**

This example illustrates the fields and controls on the Hazard Agent Codes BRA page.

**Hazard Agent Codes BRA**

Hazard Agent Code 01.03.001

---

**Hazard Agent Details** 
 | << < 1 of 1 > >> | View All

\*Effective Date

\*Description

Long Description

\*Status

+
-

The system prepopulates this component with hazard factor codes from table 24 in eSocial. These codes are used in work environment condition reporting using the S-2240 event.

<i><b>Field or Control</b></i>	<i><b>Description</b></i>
<b>Hazard Agent Code</b>	Displays the eSocial hazard agent code, which is 9 positions in length.

## Hazard Factor Table Page

Use the Hazard Factor Table page (HAZARD\_FACTOR\_BRA) to define hazard factor codes.

Navigation:

**Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Hazard Factor Table > Hazard Factor Table**

This example illustrates the fields and controls on the Hazard Factor Table page.

### Hazard Factor Table

**eSocial Code** 01.01.001

---

**Hazard Factor Details**
1 of 1 | View All

**Effective Date**

**Hazard Type**

**Description**

**Long Description**

**Status**

+
-

**Note:** This page is not used.

The system prepopulates this component with hazard factor codes from table 23 in eSocial. These codes are used in work environment condition reporting using the S-2240 event.

While you can access the cloned Hazard Factor Table page (GPBR\_HAZARD\_FACTOR) from **Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Hazard Factor Table > Hazard Factor Table**, it is recommended that you access this page using the Workforce Monitoring navigation.

<i><b>Field or Control</b></i>	<i><b>Description</b></i>
<b>eSocial Code</b>	Displays the code for the eSocial hazard factor, which is 9 positions in length.
<b>Hazard Type</b>	Specify the type of the hazard factor. Values are:  <i>Biological Risk</i> <i>Chemical Risk</i> <i>Ergonomic Risk</i> <i>Mechanical Risk</i> <i>Other</i> <i>Physical Risk</i>

## Special Activities Page

Use the Special Activities page (ACTIVITIES\_BRA) to define special activity codes.

Navigation:

**Set Up HCM > Product Related > Workforce Monitoring > Health and Safety > Special Activities > Special Activities**

This example illustrates the fields and controls on the Special Activities page.

### Special Activities

**eSocial Activity Code** 01.001

---

**Activities Details**
Q | < | << | 1 of 1 | >> | > | View All

<b>Effective Date</b>	01/01/2022	<b>Status</b>	Active	+ -
<b>*Description</b>	Work / operations, permanent contact patients			
<b>Long Description</b>	Work or operations, in permanent contact with patients in isolation for infectious diseases, as well as objects of their use, not previously sterilized.			

---

**Note:** This page is not used.

---

The system prepopulates this component with special activity codes from table 28 in eSocial. These codes are used in work environment condition reporting using the S-2240 event.

While you can access the cloned Special Activities page (GPBR\_ACTIVITIES) from **Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Special Activities > Special Activities**, it is recommended that you access this page using the Workforce Monitoring navigation.

## Revenue Code Page

Use the Revenue Code page (GPBR\_REVENUE\_CODE) to define revenue codes.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Legal Code Setup > Revenue Code**

This example illustrates the fields and controls on the Revenue Code page.

**Revenue Code**

Revenue Code 108252

---

Revenue Code for Labor Proceeding 1 of 1 | View All

\*Effective Date   \*Status

\*Description

\*Type

Tax Rate

The system prepopulates this component with revenue codes from table 29 in eSocial. Revenue codes are referenced on the [Labor Proceeding Tax BRA Page](#) to report IRRF and INSS tax-related amounts using the S-2501 event.

<i>Field or Control</i>	<i>Description</i>
<b>Type</b>	Select the type for the revenue code, <i>INSS</i> or <i>IRRF</i> .
<b>Tax Rate</b>	The system does not populate zero or variable rate values.

## Understanding Events

This topic provides overviews of initial data loading, ongoing transaction reporting, driver and cross-reference tables, splitting of events, mapping process, stage table loading, processing options, and ways to identify events for eSocial reporting.

## Understanding Initial Data Loading

After the completion of eSocial setup (which includes the activation of eSocial functionality, the activation, setup, and sequencing of initial events, the activation of participating companies, as well as legal code mappings), the next step is to load PeopleSoft’s initial data.

Initial data refers to foundational data that is stored in setup tables. It includes information about companies, establishments, job codes, shifts, taxable locations, service takers, employees and non-employees, all of which is vital in supporting various labor and payroll transactions.

The initial loading of events is launched through run control pages. These events must be submitted for all participating companies before the implementation of eSocial. Going forward, initial loading events need to be submitted, for example, when you activate a company (newly created or acquired), add new establishments to a new company, or when a company starts using a new setID for basic tables, which is defined on the [SetID Group Page](#).

There are two initial load processes that need to be run, *in this sequence*:

1. Load basic table data
2. Load employee data

## Initial Basic Table Data Loading

By default, the process includes the launching of these events:

- S-1000 - Employer Data
- S-1005 - Establishment and Building Site Table
- S-1010 - Wage Types Table
- S-1020 - Tax Location Table

Inactive initial events are not included in the eSocial Basic Tables Initial process.

Run this data loading process on the [eSocial Basic Initial Page](#).

## Initial Employee Data Loading

After the initial load process for basic table data is completed successfully, the next step is to send information about employees, which, based on the run control setup, can include active employees with temporary absence, employees who are fulfilling prior notice, as well as inactive employees who have recently been terminated but are expecting payments from the employer. Any individual who was hired on or after the company becomes active for eSocial reporting, as well as on or before the eSocial on PeopleSoft date specified for the company, his or her most current effective-dated employee data (in reference to the company's eSocial on PeopleSoft date) will be reported to eSocial. Data for individuals who were hired after the eSocial on PeopleSoft date will be reported to eSocial using the S-2200 or S-2300 event.

---

**Important!** As delivered, future rows for employees and non-employees are *not* considered during the initial employee data loading process. To support future rows, customers have to create their own triggers and launch them during S-2200 or S-2300 processing.

---

By default, the process includes the launching of these events:

- S-2200 - Employees Initial Loading and Hiring
- S-2300 - Workers who have no employment relationship – Begin

Data changes for employees with employment relationship after the initial data load will be reported to eSocial through S-2200 event rectifications, S-2205, or S-2206 events, depending on when the changes were made. For example, an employee (hire date: January 10th) was reported to eSocial through the S-2200 event. If a new effective-dated row is added today (May 1st) for this employee in the Job Data component, this contract data change will be reported to eSocial using the S-2206 event. If a new effective-dated row is also added today in the Personal Data component for the employee's marital status change, this personal data change will be reported using the S-2205 event. However, if any of these changes is made in the row effective-dated January 10th, an S-2200 event (with the Rectification indicator turned on) will be created to report to eSocial that the hiring data has been modified.

Similarly, data changes for workers with no employment relationship will be reported through S-2300 event rectifications and the S-2306 event.

---

**Important!** As delivered, existing rows with a future date are *not* considered during the initial employee data loading process. To support these rows, customers have to create their own triggers for S-2205, S-2206, or S-2306 to report the changes.

---

Run this data loading process on the [eSocial Employee Initial Page](#).

## Understanding Reporting of Ongoing Transactions and Event Categories

After the initial data for participating companies is loaded and then transmitted to the eSocial environment successfully, eSocial is live. From now on, certain updates about companies and their employees in HCM need to be reported to the Brazilian federal government through eSocial. The government identifies a list of events that companies need to capture and report to the eSocial system when they occur. These events collect information about companies, employees, as well as transactions that are performed regarding payments to individuals, payroll and labor obligations, social security and other fiscal impacts, and must be submitted within the time-frame permitted by law. Depending on the nature of the events, some need to be reported to eSocial almost as soon as they occur, while others can be processed periodically in a batch.

Events are grouped into these high-level categories:

1. Basic table events.
2. Non-periodic events.
3. Periodic events.
4. Totaling events.
5. Termination events.

Events are interdependent of one another, and there is a sequence in which they are launched by category, and within their own category. The sequence of events for each category is established in the Events Sequence by Category BRA component.

---

**Important!** eSocial accepts only one single register for any given data entry for the same period (month and year) and company (represented by its sole headquarter establishment). In PeopleSoft, data rows are controlled by effective date (day, month and year). When a basic table code (for example, job code) has more than one row with the same month and year in their effective dates (for example, September 1st, 2016 and September 21st, 2016), the row with the most current effective date in the period will be reported to eSocial for that period if needed. Every time a new effective-dated row is entered in one of the basic tables in PeopleSoft, the system checks if the corresponding event for the same month and year period has already been sent. If so, instead of triggering a new event for the new effective-dated row, a change event is invoked to update the data on the eSocial environment.

---

### Basic Table Events

Basic table events build the foundation of data that companies need to set up and maintain in the eSocial system. These events record basic table data (such as job codes and work shifts) and employer information (such as identification of employers, its establishments and construction work sites). They are included in the initial data loading process.

After eSocial goes live, changes made to basic table and employer data on HCM component transactions must be sent to eSocial environment no later than the 7th day of the month following the updates, or prior to the transmission of any event that requires the changed information for validation, whichever comes first.

To ensure the proper handling of periodic and non-periodic events from employers and payroll calculations going forward, it is important that the data that is loaded to the eSocial system be accurate at all times.

Refer to [Global Payroll for Brazil eSocial Event Layouts](#) for a list of system-delivered basic table events.

## Non-Periodic Events

Non-periodic events, or labor events, are legal labor facts that can happen on any business day between an employer and its employees through HCM component transactions. Examples of non-periodic events include hiring, salary changes, accidents at work, absences and so on. These facts impact the granting of rights, as well as the fulfillment of labor, social security and tax obligations.

Refer to [Global Payroll for Brazil eSocial Event Layouts](#) for a list of system-delivered non-periodic events.

As these events occur and are confirmed, they need to be transmitted to the eSocial system shortly. For example:

- Information related to hiring employees or contract workers without employment relationship has to be submitted by the end of the day immediately, prior to the commencement of service.
- Information related to accidents at work has to be submitted on the next work day following the occurrence of the accident. In case of death, it needs to be reported immediately.
- Information related to the rest of the labor events must be sent either by the seventh day of the following month after the change becomes effective, or before the submission of any periodic event (for example, payroll) that uses the updated labor information for validation, whichever comes first.

---

**Note:** If the termination payment date by when an event needs to be submitted is a bank holiday, the work day immediately preceding this bank holiday becomes the new submission due date.

---

## Periodic Events

Periodic events are legal labor facts that occur on a predefined schedule. Examples of periodic events include payments related to payroll, calculation of social security contributions and income taxes. Companies need to report earnings and deductions paid to their employees and non-employees through payroll, according to the predefined wage types codes. These codes indicate whether or not payments are taxable, or have impacts on averages for vacations, 13th salary and terminations, among others. They must also report compensation amounts regarding payroll exemption on each establishment to compose the INSS (Social Security Tax) calculation basis.

Since periodic events typically occur as batch processes in the background, they are captured for eSocial reporting through run control pages.

In general, periodic events need to be reported to eSocial by the 7th day of the month following their occurrences. Companies can generate tax payment forms to collect payments only after these events are submitted.



---

**Note:** If the date by when an event needs to be submitted is a bank holiday, the work day immediately preceding this bank holiday becomes the new submission due date.

---

Refer to [Global Payroll for Brazil eSocial Event Layouts](#) for a list of system-delivered periodic events.

## **Totaling Events**

Totaling events provide summaries of compensation-related calculations to companies after the submission of their employees' compensation data to the Brazilian government. They are returned from the eSocial environment of the government, after events (such as S-1200, S-1210, S-1299, and S-2299) are received and processed successfully.

Refer to [Global Payroll for Brazil eSocial Event Layouts](#) for a list of system-delivered totaling events for eSocial, and how they are run to retrieve the information requested.

## **Termination Events**

Termination events are a subset of non-periodic events. They are used to report information related to terminations, which can happen on any business day between employers and employees (or non-employees).

In general, termination-related information has to be submitted on the next work day following the termination date, if the termination is planned (for example, tendering of a work notice, or end of a fixed term contract).

In all other cases, termination information needs to be sent to the eSocial system no later than 10 calendar days following the termination date.

---

**Note:** If the termination payment date by when an event needs to be submitted is a bank holiday, the work day immediately preceding this bank holiday becomes the new submission due date.

---

Refer to [Global Payroll for Brazil eSocial Event Layouts](#) for a list of system-delivered termination events.

## **Related Links**

[eSocial Basic Table Event Page](#)

[eSocial Non Periodic Event Page](#)

[eSocial Payroll Events Page](#)

## **Driver and Cross-Reference Tables**

The driver and cross reference tables record and control all events to be submitted to the eSocial environment. Every XML file generated for an eSocial event is based on a record from the driver table, and the cross-reference table for the record's event. These two records contain the same two keys (driver sequence and driver split sequence) that uniquely identify a transaction in PeopleSoft.

The set of driver tables consist of:

- The driver table

The driver table stores general information about the identified event, such as driver sequence, action, status, timestamps, different IDs (Protocol, Batch, Receipt and Event) and so on.

- Cross reference tables

A cross reference table is present for each supported event layout. Cross reference tables store key information about the data being added, changed or deleted on components. Each table has at least the same key structure as its base HCM table.

Driver and cross-reference tables contain only references to retrieve all the information needed to generate XML files for eSocial events that occurred. Their records can be added, updated, or deleted as a result of:

- Online transactions - when a transaction is saved in an eSocial-mapped component, a subscription message is fired, containing the transaction information needed for eSocial reporting. Records are added to the driver and corresponding cross-reference tables based on the component and subscription message content.
- Batch processing, which are:
  - Initial data loading, which inserts driver and cross-reference records.
  - Mapping process and staging table loading, which update record statuses.
  - XML file generation, which update record statuses.
- Status update from web service

PeopleSoft receives status updates regarding file submissions from eSocial environment through a web service. Status information is updated in driver records as a result.

The driver table is the key element in driving the eSocial process flow; it is also the basic table that is used for the monitoring tool.

## Splitting of Events for Multiple Impacted Companies

In PeopleSoft HCM, certain data is organized in ways that are different from how the eSocial environment collects information, which is by company. Subsequently, when an update of such data occurs and it triggers an insertion of a row in the driver and cross-reference tables, the system needs to do the same for all companies that use the updated information. The splitting of the row (creating new ones) ensures that the correct number of entries are loaded to staging tables, which are later used to generate XML files for all impacted companies.

The splitting of events applies to these types of data:

- Information that is keyed by setID, such as basic table data.

See the [Understanding SetID and Company Mapping](#) topic for more information.

- Employee data that is keyed by employee ID.

An example of it is employee's personal data. An employee may have jobs with different companies and while job data is keyed by employee record number (which corresponds to a company), personal data isn't. When the employee updates his or her personal information, the updated information needs to be sent to all companies where he or she has a contract.

- Payroll elements, which can be used by multiple companies.

---

**Note:** Splitting of events is handled as part of the initial data loading and online transaction processes.

---

## Mapping Process

As an important part of the eSocial functionality, the mapping process:

- Gathers the one-to-one field values that are required by eSocial event reporting, based on the input provided in the driver and cross-reference tables.
- Extracts all the information required for the events to be reported, and populates it to corresponding staging records.

After the mapping process is finalized, a call can be made to the XML generation AE process to create XML outputs for event data found in staging tables.

- Updates driver rows with corresponding statuses based on the options selected on the run control page and data being processed.

The mapping process is triggered when the **Prepare Data** option is selected on run control pages that process eSocial events. For more information, see [Processing Phases and Options](#).

## Loading Staging Tables

Staging tables are a set of database tables that are designed based on the event layouts published by the government. They are used to store the event information that the system uses to generate XML files.

Here are the high-level steps to load processed event data to staging tables for XML file generation, which is part of the mapping process:

1. Identify rows from the driver record that match run control parameters, and insert them to the Temporary record.
2. Clean up staging records. Check and remove any existing, irrelevant data rows (from previous processes) from the staging records, which are also available in the Temporary record.
3. Insert data from PeopleSoft application records and the Temporary record to corresponding staging records.

The eSocial functionality can access data a lot quicker from staging tables than from the original PeopleSoft transaction tables, posing as little impact as possible on performance.

4. Update the row statuses:
  - a. For rows that are added to staging tables successfully, row status is set to MAPP in Temporary and driver records.
  - b. For rows that cannot be added to staging tables, row status is set to ERRM in Temporary and driver records.
  - c. For rows that have XMLs created successfully, row status is set to XCRT in Temporary and driver records.

5. Generate log file entries for data rows that are not added to staging records successfully.

## Related Links

[Submitting XML Outputs and Requesting Results](#)

## Processing Phases and Options

Global Payroll for Brazil creates eSocial events for reporting using application engine (AE) processes that are launched from run control pages. Built for initial data loading and specific event categories, these run control pages support a list of processing phases and options:

- Prepare Data

The Prepare Data option looks for new, modified, and deleted information, and creates driver data for it. The mapping process takes all the driver records (which are in the *RDY* status and do not have XML files generated for them yet) that meet the criteria listed on the run control page, and loads the processed data to staging tables. For rows that are loaded to staging tables successfully, their driver record status is updated to *MAPP*; for those that are not loaded successfully, their driver record status is changed to *ERRM* instead.

---

**Note:** In the case of initial data loading, the processes first identify the information from PeopleSoft HCM-based records that meet the criteria listed on the run control pages and include references in driver and cross-reference tables, before processing the information and loading it to staging tables.

---

After verifying the results, users may perform this step again if changes occur, or if issues are fixed and they need to be reflected in the data.

For example, after performing the Prepare Data step, a user adds new job codes to the company. As each new job code is added, the system creates a new driver record. When the user performs this step again, the process identifies these new driver records and includes them.

The Prepare Data step can be run multiple times, initially for the entire selection of events (or transactions) and companies on the run control page, and subsequently for those with changes or fixes.

This option is selected and becomes unavailable for edits if the **Reprocess** option is selected. It becomes unavailable for edits if the **Delete** option is selected.

- Reprocess

Use this option to process again all pending entries (in the *RDY* status) that meet the criteria listed on the run control page. Users may use it occasionally, for example, when a change of parameter or data impacts all the events but a new driver record is not created to reflect the change.

---

**Note:** The Reprocess option works differently for initial loading processes. When the Reprocess option is selected for loading initial basic table or employee data, the mapping process takes driver rows that are generated for initial data loading (GPBR\_ORIG\_ESOC equal to *I*), and are in the *RDY*, *MAPP*, *ERRM*, or *XERR* (error occurred in the XML generation) status, but do not have XML files generated for them yet.

---

This option becomes unavailable for edits if the **Delete** option is selected.

- Create XML

If users are satisfied with the mapping process result, they can select this option to generate the XML outputs for driver data rows (in the *MAPP* row status) that are inserted to staging tables. When selected, the status of all driver records that meet the criteria listed on the run control page is updated to *SUCC*. A call is then made to invoke the XML generation application engine (AE) program (GPBR\_GEN\_XML) to create XML outputs for those matching data rows. After the AE process is completed, the status for each processed driver record is updated to *XCRT*.

This option becomes unavailable for edits if the **Delete** option is selected.

See Also [Creating XML Outputs for Events](#)

- Skip Data in Error

This option is available for selection if the **Create XML** option is selected. When Skip Data in Error is selected, the Create XML process ignores records that are in the "error" status, and continues with the creation of XML files for those that are clean. It gives users the option to generate XML files for error-free records and send files to eSocial first if they choose to do so, and work on the skipped records later.

---

**Note:** (For S-1299 events) If both **Create XML** and **Skip Data in Error** options are selected for a company on the [eSocial Period Controls Page](#), and the company happens to have calendar groups that aren't finalized or events that aren't submitted successfully for the specified period, no XML file will be created for that company and the selected event.

---

If Skip Data in Error is not selected but Create XML is, the process stops if error is found in any data record included in the Create XML process.

This option becomes unavailable for edits if the **Delete** option is selected.

- Delete

This option deletes the *initial load data* rows that were inserted in the driver, cross reference, and staging tables through the **Prepare Data** or **Reprocess** option.

This option is available if none of the other options are selected. When the Delete option is selected, all other options are no longer editable.

Customers choose this option if they discover that wrong setIDs were linked to companies on the SetID Group page by mistake.

- Identify Calendars

As the first step for generating payroll events, this option selects all calendars that match the selection criteria on the run control page. Calendar information is used in the mapping process for payroll events. In order to be used in payroll event processing for companies, calendars must be:

- Finalized.
- Associated with run types that are configured on the [Run Types Page](#) for the payroll events (S-1200 and S-1210).
- Within the competency period specified on the run control page.

For S-1200 events, employers submit detailed payroll wage types by employee and accrual month. A calendar is included if the begin date and end date of the period ID match the specified competency period.

For S-1210 events, employers submit net payments by employee or non-employee and payment date. A calendar is included if the payment date falls within the specified competency period.

When companies handle cash basis, vacation, termination, advance and any other off-cycle payments, it is normal that the actual payment date does not fall within the period to which the payment pertains. Therefore, it is possible to see calendars being processed in two periods, one by competency and the other by payment date. In an example where both the period ID and payment date of a payroll entry fall within the specified competency period, the system generates both S-1200 and S-1210 events; if the period ID falls outside and the payment date within the competency period, only the S-1210 event is generated.

The **Identify Calendars** option is specific to S-1200 and S-1210 events. When either event is selected, the system automatically selects the other event, the **Identify Calendars** option, as well as the **Validate Elements** option. The **Identify Calendars** option can be processed with **Validate Elements** option alone, or together with other options (such as **Prepare Data** or **Reprocess**).

If the **Reprocess** option is selected for S-1200 and S-1210 events, the system selects the **Prepare Data** option automatically.

- Validate Elements

This option validates if all accumulator elements (either Total Earnings or Total Deductions) that are entered on the [Run Types Page](#) are also set up on the [Wage Types Table Page](#). Information is logged, if accumulator elements on the Run Types page cannot be found on the Wage Types Table page, or if the Wage Types Table page contains more elements than the accumulators that are defined on the Run Types page.

The **Validate Elements** option is specific to S-1200 and S-1210 events. The system automatically selects this option when both events are selected on the eSocial Payroll Events page.

- Validate Calendar and Events

This option validates, for the competency period and companies selected on the [eSocial Period Controls Page](#), if all associated calendar groups are in the 70 (Finalized) or 75 (Finalized with Bank) calculation status and that all events have been submitted successfully before the request to close the period can be processed. If there are calendar groups that are not finalized or events that are still awaiting receipt numbers from the government, an S-1299 event cannot be created. A PDF report with information about pending calendar groups and events is generated for company administrators to review and take actions accordingly.

The system automatically selects this option if the **Prepare Data**, **Reprocess** or **Create XML** option is selected on the eSocial Period Control page.

- Cancel Data

This option deletes the existing mapping (driver and staging tables) for matching data rows that do not already have generated XML outputs. After the cancelation process is completed, the status of impacted rows is changed to *RDY*.

The **Cancel Data** option does not apply to S-1200, S-1210, S-1280, S-1298, S-1299, S-2299, and S-2399 events.

- Skip Closing Rule

When this option is selected, the system generates the S-1299 event with an extra tag (<naoValid>), instructing the Government to skip the validation of the REGRA\_VALIDA\_FECHAMENTO\_FOPAG rule when processing the event. Bypassing this validation reduces the processing time of the event, especially when the company has many employees and movements during the competency period.

The **Skip Closing Rule** option is specific to S-1299. It becomes editable if the selected event is *S-1299* and the **Prepare Data** option is selected on the [eSocial Period Controls Page](#).

## HCM Transaction Data Retrieved For eSocial Events

Typically, the lifecycle of an eSocial event begins when a user saves a transaction online in an eSocial-mapped component, such as Job Data, Job Code, Company, Establishment, and so on. The save action creates a trigger in the system that determines if the saved transaction is subject to eSocial reporting and if so, with which event code to report it.

After that, the mapping process comes in to prepare data for the event. This process extracts all the information that is required to create the event, and populates tags (fields) accordingly. It also makes sure that future rows are not processed if their effective dates do not fall within the period currently assessed by eSocial.

Once the mapping process is completed, the event is ready for another process where an XML output for the event gets generated. Lastly, the XML output is submitted to a third-party program and then the government of Brazil through web services.

This table lists the eSocial events, their event types (basic table and non-periodic), and the HCM component pages from which data is retrieved to generate corresponding events (when transactions are saved):

<b>Event Layout - Report Name</b>	<b>Event Type</b>	<b>Components to Collect Event Data</b>
S-1000 - Employer Data	Basic Table	<ul style="list-style-type: none"> <li>• Establishment Table Brazil (ESTAB_TBL_BRA)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Establishment BRA &gt; Establishment Address</b></li> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Establishment BRA &gt; Additional Info - Brazil</b></li> </ul> </li> <li>• Company BRA (COMPANY_TABLE_BRA)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Foundation Tables &gt; Organization &gt; Company BRA &gt; Company Location</b></li> <li>• <b>Set Up HCM &gt; Foundation Tables &gt; Organization &gt; Company BRA &gt; Phones</b></li> <li>• <b>Set Up HCM &gt; Foundation Tables &gt; Organization &gt; Company BRA &gt; Company Details BRA</b></li> </ul> </li> </ul>
S-1005 - Establishment and Building Site Table	Basic Table	<ul style="list-style-type: none"> <li>• Timecard Type (GPBR_TIMECARD_CODE)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll and Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Timecard Type</b></li> </ul> </li> <li>• Establishment Table Brazil (ESTAB_TBL_BRA)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Establishment BRA &gt; Establishment Address</b></li> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Establishment BRA &gt; Additional Info - Brazil</b></li> </ul> </li> </ul>
S-1010 - Wage Types Table	Basic Table	<ul style="list-style-type: none"> <li>• Wage Types Table (GPBR_WAGE_TYPE)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Management &gt; eSocial BRA &gt; Legal Code Setup &gt; Wage Types Table</b></li> </ul> </li> <li>• Exemption Proceedings (GPBR_PROCEED_DET)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Management &gt; eSocial BRA &gt; Legal Code Setup &gt; Exemption Proceedings</b></li> </ul> </li> </ul>



<b>Event Layout - Report Name</b>	<b>Event Type</b>	<b>Components to Collect Event Data</b>
S-1020 - Tax Location Table	Basic Table	<ul style="list-style-type: none"> <li>• Establishment Table Brazil (ESTAB_TBL_BRA)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Establishment BRA &gt; Establishment Address</b></li> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Establishment BRA &gt; Additional Info - Brazil.</b> Click the Judicial Gathering Data link.</li> </ul> </li> <li>• Brazil Service Taker (GPBR_SERVICE_TAKER)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; Framework &gt; Organizational &gt; Service Takers BRA &gt; Service Takers BRA</b></li> </ul> </li> </ul>
S-1030 - Job Code Table	Basic Table	<hr/> <p><b>Important!</b> This eSocial report is no longer required and therefore has been inactivated in the S-1.0 version.</p> <hr/> <p>Job Code Table (JOB_CODE_TBL)</p> <p><b>Set Up HCM &gt; Foundation Tables &gt; Job Attributes &gt; Job Code Table &gt; Job Code Profile</b></p>
S-1050 - Work Shift and Time Labor Table	Basic Table	<hr/> <p><b>Important!</b> This eSocial report is no longer required and therefore has been inactivated in the S-1.0 version.</p> <hr/> <ul style="list-style-type: none"> <li>• Shifts (SCH_SHIFT)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Time and Labor &gt; Schedule Configurations &gt; Schedule Shifts &gt; Shift</b></li> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; Schedules &gt; Schedule Shifts &gt; Shift</b></li> </ul> </li> <li>• Schedule Definition (SCH_DEFINITION)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; Schedules &gt; Definitions &gt; Definition</b></li> </ul> </li> </ul>
S-1060 - Workplace Table	Basic Table	<hr/> <p><b>Important!</b> This eSocial report is no longer required and therefore has been inactivated in the S-1.0 version.</p> <hr/> <p>Workplace Table BRA (WORKPLACE_BRA)</p> <p><b>Workforce Monitoring &gt; Health and Safety &gt; Define Hazardous Environments &gt; Workplace Table BRA &gt; Workplace Table BRA</b></p>

<b>Event Layout - Report Name</b>	<b>Event Type</b>	<b>Components to Collect Event Data</b>
S-1070 - Administrative and Legal Proceedings	Basic Table	Administrative/Legal Proceedings BRA (LEGAL_PROC_BRA)  <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Admin/Legal Proceedings BRA &gt; Administrative/Legal Proceedings BRA</b>

<b>Event Layout - Report Name</b>	<b>Event Type</b>	<b>Components to Collect Event Data</b>
S-2200 - Employees Initial Loading and Hiring	Non-periodic	<ul style="list-style-type: none"> <li>• Job Data (JOB_DATA)                             <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Job Information &gt; Job Data</b> (all pages except Salary Plan)</li> <li>• <b>Workforce Administration &gt; Job Information &gt; Job Data.</b> Click the Employment Data link.</li> </ul> </li> <li>• Personal Data (PERSONAL_DATA)                             <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Update Person Detail</b> (all pages)</li> </ul> </li> <li>• Additional Names (NAMES_OTHER)                             <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Additional Names</b></li> </ul> </li> <li>• Personal Information BRA (PERSONAL_INFO_BRA)                             <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Personal Information BRA &gt; Personal Information BRA</b></li> </ul> </li> <li>• Disabilities BRA (DISABILITY_BRA)                             <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Personal Information &gt; Disability &gt; Disabilities BRA &gt; Disabilities BRA</b></li> </ul> </li> <li>• Establishment BRA (ESTAB_TBL_BRA)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Establishment BRA &gt; Establishment Address</b></li> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Establishment BRA &gt; Additional Info - Brazil</b></li> </ul> </li> <li>• City Codes BRA                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; City Codes BRA &gt; City Codes BRA</b></li> </ul> </li> <li>• eSocial Action and Reason (GPBR_ESOC_ACT_REA)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; eSocial Action and Reason &gt; Hire Action and Reason</b></li> </ul> </li> <li>• Labor Regime (GPBR_LABOR_REGIME)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Labor Regime</b></li> </ul> </li> <li>• Ethnic Groups (GPBR_ETHNIC_GROUP)</li> </ul>

<b>Event Layout - Report Name</b>	<b>Event Type</b>	<b>Components to Collect Event Data</b>
		<ul style="list-style-type: none"> <li> <p><b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Ethnic Groups</b></p> <ul style="list-style-type: none"> <li>• Education Level (GPBR_EDUCATIO_CODE)</li> </ul> </li> <li> <p><b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Education Level</b></p> <ul style="list-style-type: none"> <li>• Marital Status (GPBR_MARITAL_CODE)</li> </ul> </li> <li> <p><b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Marital Status</b></p> <ul style="list-style-type: none"> <li>• Absence Take and Reason (GPBR_ABS_TAKE_REA)</li> </ul> </li> <li> <p><b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Absence Take and Reason</b></p> <ul style="list-style-type: none"> <li>• Address Type (GPBR_ADDR_TYPE)</li> </ul> </li> <li> <p><b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Address Type</b></p> <ul style="list-style-type: none"> <li>• Dependents (GPBR_DEP_INF_CODE)</li> </ul> </li> <li> <p><b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Dependents</b></p> <ul style="list-style-type: none"> <li>• Dependent and Beneficiary Information (W3EB_PERS_DTA_SMRY)</li> </ul> </li> <li> <p><b>Self Service &gt; Benefit &gt; Dependent/Beneficiary Info</b></p> <ul style="list-style-type: none"> <li>• Dependent Information (DEPEND_BENEF)</li> </ul> </li> <li> <p><b>Workforce Administration &gt; Personal Information &gt; Personal Relationships &gt; Dependent Information (all pages except Address)</b></p> <ul style="list-style-type: none"> <li>• Additional Information BRA (ADDL_INFO_BRA)                             <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Job Information &gt; Additional Information BRA &gt; Additional Information BRA</b></li> <li>• <b>Workforce Administration &gt; Job Information &gt; Additional Information BRA &gt; Additional Contract Data</b></li> </ul> </li> </ul> </li> <li> <p>• Training/Capacity Building BRA (EMPLID_TRAINI_BRA)</p> </li> <li> <p><b>Workforce Administration &gt; Job Information &gt; Training/Capacity Building BRA &gt; Training/Capacity Building BRA</b></p> <ul style="list-style-type: none"> <li>• Define Payee Parameters BRA (GPBR_PAYEE_PARM)</li> </ul> </li> <li> <p><b>Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Define Payee Parameters BRA</b></p> <ul style="list-style-type: none"> <li>• Absence Event Entry - Brazil (GPBR_ABSENCE_ENTRY)</li> </ul> </li> </ul>

<b>Event Layout - Report Name</b>	<b>Event Type</b>	<b>Components to Collect Event Data</b>
		<p><b>Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Maintain Absences &gt; Absence Event BRA</b></p> <ul style="list-style-type: none"> <li>• Unions (UNION_TABLE)</li> </ul> <p><b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Labor Administration &gt; Unions &gt; Unions &gt; Union Location</b></p> <ul style="list-style-type: none"> <li>• Schedule Shifts (SCH_DEFINITION)</li> </ul> <p><b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; Schedules &gt; Definitions &gt; Schedule Shifts</b></p> <ul style="list-style-type: none"> <li>• Assign Work Schedule (GP_SCH_ASSIGN)</li> </ul> <p><b>Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Create Overrides &gt; Assign Work Schedule &gt; Assign Work Schedule</b></p> <ul style="list-style-type: none"> <li>• Country and Nationality Cd BRA (ES_COUNTRY_TBL_BRA)</li> </ul> <p><b>Set Up HCM &gt; Product Related &gt; Workforce Monitoring &gt; Regulatory Requirements &gt; Country and Nationality Cd BRA</b></p> <ul style="list-style-type: none"> <li>• ASO Medical Exam Results BRA (ASO_EXAM_RSLT_BRA)</li> </ul> <p><b>Workforce Monitoring &gt; Health and Safety &gt; Record Medical Exam Results &gt; ASO Exam Results BRA</b></p>

<b>Event Layout - Report Name</b>	<b>Event Type</b>	<b>Components to Collect Event Data</b>
S-2205 - Personal Data Changes	Non-periodic	<ul style="list-style-type: none"> <li>• Personal Data (PERSONAL_DATA) <b>Workforce Administration &gt; Personal Information &gt; Modify a Person</b> (all pages)</li> <li>• Personal Information BRA (PERSONAL_INFO_BRA) <b>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Personal Information BRA &gt; Personal Information BRA</b></li> <li>• City Codes BRA <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; City Codes BRA &gt; City Codes BRA</b></li> <li>• eSocial Action and Reason (GPBR_ESOC_ACT_REA) <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; eSocial Action and Reason &gt; Hire Action and Reason</b></li> <li>• Labor Regime (GPBR_LABOR_REGIME) <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Labor Regime</b></li> <li>• Ethnic Groups (GPBR_ETHNIC_GROUP) <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Ethnic Groups</b></li> <li>• Education Level (GPBR_EDUCATIO_CODE) <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Education Level</b></li> <li>• Marital Status (GPBR_MARITAL_CODE) <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Marital Status</b></li> <li>• Absence Take and Reason (GPBR_ABS_TAKE_REA) <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Absence Take and Reason</b></li> <li>• Address Type (GPBR_ADDR_TYPE) <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Address Type</b></li> <li>• Dependents (GPBR_DEP_INF_CODE) <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Dependents</b></li> <li>• Disabilities BRA (DISABILITY_BRA)</li> </ul>

<b>Event Layout - Report Name</b>	<b>Event Type</b>	<b>Components to Collect Event Data</b>
		<p><b>Workforce Administration &gt; Personal Information &gt; Disability &gt; Disabilities BRA &gt; Disabilities BRA</b></p> <ul style="list-style-type: none"> <li>• Dependent Information (DEPEND_BENEF)</li> </ul> <p><b>Workforce Administration &gt; Personal Information &gt; Personal Relationships &gt; Dependent Information</b> (all pages except Address)</p> <ul style="list-style-type: none"> <li>• Country and Nationality Cd BRA (ES_COUNTRY_TBL_BRA)</li> </ul> <p><b>Set Up HCM &gt; Product Related &gt; Workforce Monitoring &gt; Regulatory Requirements &gt; Country and Nationality Cd BRA</b></p> <ul style="list-style-type: none"> <li>• Dependent and Beneficiary Information (W3EB_PERS_DTA_SMRY)</li> </ul> <p><b>Self Service &gt; Benefit &gt; Dependent/Beneficiary Info</b></p>

<b>Event Layout - Report Name</b>	<b>Event Type</b>	<b>Components to Collect Event Data</b>
S-2206 - Employment Contract Changes	Non-periodic	<ul style="list-style-type: none"> <li>• Job Data (JOB_DATA)                             <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Job Information &gt; Job Data</b> (all pages except Salary Plan)</li> <li>• <b>Workforce Administration &gt; Job Information &gt; Job Data.</b> Click the Employee Data link.</li> </ul> </li>   <li>• Personal Data (PERSONAL_DATA)                             <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Personal Information &gt; Modify a Person</b> (all pages)</li> </ul> </li>   <li>• Additional Information BRA (ADDL_INFO_BRA)                             <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Job Information &gt; Additional Information BRA &gt; Additional Information BRA</b></li> <li>• <b>Workforce Administration &gt; Job Information &gt; Additional Information BRA &gt; Additional Contract Data</b></li> </ul> </li>   <li>• Training/Capacity Building BRA (EMPLID_TRAINING_BRA)                             <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Job Information &gt; Training/Capacity Building BRA &gt; Training/Capacity Building BRA</b></li> </ul> </li>   <li>• Labor Regime (GPBR_LABOR_REGIME)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Labor Regime</b></li> </ul> </li>   <li>• Define Payee Parameters BRA (GPBR_PAYEE_PARM)                             <ul style="list-style-type: none"> <li>• <b>Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Define Payee Parameters BRA</b></li> </ul> </li>   <li>• Unions (UNION_TABLE)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Labor Administration &gt; Unions &gt; Unions &gt; Union Location</b></li> </ul> </li>   <li>• Establishment Table Brazil (ESTAB_TBL_BRA)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Establishment BRA &gt; Additional Info - Brazil</b></li> </ul> </li>   <li>• Pay Groups (GP_PYGRP)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; Framework &gt; Organizational &gt; Pay Groups &gt; Pay Groups Name</b></li> </ul> </li>   <li>• Schedule Shifts (SCH_DEFINITION)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; Schedules &gt; Definitions</b></li> </ul> </li> </ul>



<b>Event Layout - Report Name</b>	<b>Event Type</b>	<b>Components to Collect Event Data</b>
		<ul style="list-style-type: none"> <li>• Shifts (SCH_SHIFT)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Time and Labor &gt; Schedule Configurations &gt; Shifts &gt; Shift</b></li> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; Schedules &gt; Shifts &gt; Shift</b></li> </ul> </li> <li>• Shift BRA (SCH_SHIFT_BRA)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Time and Labor &gt; Schedules &gt; Shifts BRA &gt; Shift</b></li> </ul> </li> </ul>
S-2210 - Accident at Work Communication (CAT)	Non-periodic	<ul style="list-style-type: none"> <li>• Incident data Brazil (HS_INCIDENT_BRA)                             <ul style="list-style-type: none"> <li>• <b>Workforce Monitoring &gt; Health and Safety &gt; Obtain Incident Information &gt; Incident Details BRA</b></li> </ul> </li> <li>• Incident data (HS_INJURY_ILL_BRA)                             <ul style="list-style-type: none"> <li>• <b>Workforce Monitoring &gt; Health and Safety &gt; Obtain Incident Information &gt; Injury Details BRA</b></li> </ul> </li> <li>• Source Of Injury Table (INJURY_SOURCE_TBL)                             <ul style="list-style-type: none"> <li>• <b>Workforce Monitoring &gt; Health and Safety &gt; Define Accident/Injury Info &gt; Source of Injury</b></li> </ul> </li> <li>• Physician data for Brazil (HS_PHYSICIAN_BRA)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Monitoring &gt; Health and Safety &gt; Physician BRA</b></li> </ul> </li> </ul>
S-2220 - Occupational Health Monitoring	Non-periodic	<ul style="list-style-type: none"> <li>• ASO Exam Results BRA (ASO_EXAM_RSLT_BRA)                             <ul style="list-style-type: none"> <li>• <b>Workforce Monitoring &gt; Health and Safety &gt; Record Medical Exam Results &gt; ASO Exam Results BRA</b></li> </ul> </li> <li>• Physician data for Brazil (HS_PHYSICIAN_BRA)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Monitoring &gt; Health and Safety &gt; Physician BRA</b></li> </ul> </li> <li>• Laboratory Exams BRA (MED_TESTS_DET_BRA)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Monitoring &gt; Health and Safety &gt; Laboratory Exams BRA</b></li> </ul> </li> </ul>

<b>Event Layout - Report Name</b>	<b>Event Type</b>	<b>Components to Collect Event Data</b>
S-2230 - Temporary Absence	Non-periodic	<ul style="list-style-type: none"> <li>• Job Data (JOB_DATA) <b>Workforce Administration &gt; Job Information &gt; Job Data &gt; Work Location</b></li> <li>• Additional Information BRA (ADDL_INFO_BRA) <b>Workforce Administration &gt; Job Information &gt; Additional Information BRA</b></li> <li>• Personal Data (PERSONAL_DATA) <b>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Update Person Detail &gt; Biographical Details</b></li> <li>• Disabilities BRA (DISABILITY_BRA) <b>Workforce Administration &gt; Personal Information &gt; Disability &gt; Disabilities BRA &gt; Disabilities BRA</b></li> <li>• Establishment Table Brazil (ESTAB_TBL_BRA) <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Establishment BRA &gt; Additional Info - Brazil</b></li> <li>• Absence Take and Reason (GPBR_ABS_TAKE_REA) <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Absence Take and Reason</b></li> <li>• Absence Event Entry - Brazil (GPBR_ABSENCE_ENTRY) <b>Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Maintain Absences &gt; Absence Event BRA</b></li> <li>• Country Take (GP_ABS_BAL_SS_DEF) <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; Absence Management &gt; Country Take &gt; Absences</b></li> <li>• Absence Entitlements (GP_ABS_ENTL) <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; Elements &gt; Absence Elements &gt; Absence Entitlements &gt; Absence Entitlement Name</b></li> <li>• Pay Groups (GP_PYGRP) <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; Framework &gt; Organizational &gt; Pay Groups &gt; Pay Groups Name</b></li> <li>• Vacation Parameters BRA (GPBR_VACN_PARM) <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; Framework &gt; Organizational &gt; Vacation Parameters BRA &gt; Vacation Parameters BRA</b></li> </ul>

<b>Event Layout - Report Name</b>	<b>Event Type</b>	<b>Components to Collect Event Data</b>
		<ul style="list-style-type: none"> <li>• eSocial Parameters BRA (GPBR_ESOCIAL_PARAM) <b>Set Up HCM &gt; Install &gt; Product and Country Specific &gt; eSocial Parameters BRA &gt; eSocial Parameters BRA</b></li> <li>• Establishment Address (ESTABLISHMENT_DATA) <b>Set Up HCM &gt; Foundation Tables &gt; Organization &gt; Establishment &gt; Establishment Address</b></li> </ul>
S-2240 - Environmental Working Conditions	Non-periodic	<ul style="list-style-type: none"> <li>• Worker Conditions BRA (WORKER_ENVIRON_BRA) <b>Workforce Monitoring &gt; Health and Safety &gt; Define Hazardous Environments &gt; Worker Conditions BRA</b></li> <li>• Job Data (JOB_DATA) <b>Workforce Administration &gt; Job Information &gt; Job Data &gt; Work Location</b></li> <li>• Define Payee Parameters BRA (GPBR_PAYEE_PARM) <b>Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Define Payee Parameters BRA &gt; Payee Parameters</b></li> <li>• Hazard Agent Codes BRA (HAZ_AGENT_TBL_BRA) <b>Set Up HCM &gt; Product Related &gt; Workforce Monitoring &gt; Health and Safety &gt; Hazard Agent Codes BRA</b></li> <li>• Work Hazards BRA (HAZARD_TBL_BRA) <b>Workforce Monitoring &gt; Health and Safety &gt; Define Hazardous Environments &gt; Work Hazards BRA</b></li> <li>• Protection Equipment BRA (PROT_EQUIPMENT_BRA) <b>Set Up HCM &gt; Product Related &gt; Workforce Monitoring &gt; Health and Safety &gt; Protection Equipment BRA</b></li> <li>• Environmental Responsible BRA (HA_RESPONSIBLE_BRA) <b>Set Up HCM &gt; Product Related &gt; Workforce Monitoring &gt; Health and Safety &gt; Environmental Responsible BRA</b></li> <li>• Physician data for Brazil (HS_PHYSICIAN_BRA) <b>Set Up HCM &gt; Product Related &gt; Workforce Monitoring &gt; Health and Safety &gt; Physician BRA</b></li> </ul>

<b>Event Layout - Report Name</b>	<b>Event Type</b>	<b>Components to Collect Event Data</b>
S-2250 - Termination Previous Notification	Non-periodic	<hr/> <p><b>Important!</b> This eSocial report is no longer required and therefore has been inactivated in the S-1.0 version.</p> <hr/> <ul style="list-style-type: none"> <li>• Personal Data (PERSONAL_DATA) <b>Workforce Administration &gt; Personal Information &gt; Modify a Person</b></li> <li>• Define Payee Parameters BRA (GPBR_PAYEE_PARM) <b>Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Define Payee Parameters BRA &gt; Termination Parameters</b></li> <li>• Additional Information BRA (ADDL_INFO_BRA) <b>Workforce Administration &gt; Job Information &gt; Additional Information BRA</b></li> </ul>
S-2298 - Employee Reinstatement	Non-periodic	<ul style="list-style-type: none"> <li>• Personal Data (PERSONAL_DATA) <b>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Update Person Detail &gt; Biographical Details</b></li> <li>• Additional Information BRA (ADDL_INFO_BRA) <b>Workforce Administration &gt; Job Information &gt; Additional Information BRA</b></li> </ul>

<b>Event Layout - Report Name</b>	<b>Event Type</b>	<b>Components to Collect Event Data</b>
S-2299 - Termination	Termination	<ul style="list-style-type: none"> <li>• Job Data (JOB_DATA)                             <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Job Information &gt; Job Data</b> (all pages except Salary Plan)</li> <li>• <b>Workforce Administration &gt; Job Information &gt; Job Data.</b> Click the Employee Data link.</li> </ul> </li>   <li>• Personal Data (PERSONAL_DATA)                             <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Personal Information &gt; Modify a Person</b></li> </ul> </li>   <li>• Payee Parameters - Brazil (GPBR_PAYEE_PARM)                             <ul style="list-style-type: none"> <li>• <b>Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Define Payee Parameters BRA &gt; Termination Parameters</b></li> </ul> </li>   <li>• Additional Information BRA (ADDL_INFO_BRA)                             <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Job Information &gt; Additional Information BRA</b></li> </ul> </li>   <li>• eSocial Action and Reason (GPBR_ESOC_ACT_REA)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; eSocial Action and Reason &gt; Hire Action and Reason</b></li> </ul> </li>   <li>• Labor Regime (GPBR_LABOR_REGIME)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Labor Regime</b></li> </ul> </li>   <li>• Establishment Table Brazil (ESTAB_TBL_BRA)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Establishment BRA &gt; Additional Info - Brazil</b></li> </ul> </li> </ul>

<b>Event Layout - Report Name</b>	<b>Event Type</b>	<b>Components to Collect Event Data</b>
S-2300 - Workers who have no employment relationship – Begin	Non-periodic	<ul style="list-style-type: none"> <li>• Additional Information BRA (ADDL_INFO_BRA)               <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Job Information &gt; Additional Information BRA &gt; Additional Information BRA</b></li> <li>• <b>Workforce Administration &gt; Job Information &gt; Additional Information BRA &gt; Additional Contract Data</b></li> </ul> </li>   <li>• Job Data (JOB_DATA)               <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Job Information &gt; Job Data</b> (all pages except Salary Plan)</li> <li>• <b>Workforce Administration &gt; Job Information &gt; Job Data.</b> Click the Employment Data link.</li> </ul> </li>   <li>• Personal Data (PERSONAL_DATA)               <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Update Person Detail</b> (all pages)</li> </ul> </li>   <li>• Additional Names (NAMES_OTHER)               <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Additional Names</b></li> </ul> </li>   <li>• Personal Information BRA (PERSONAL_INFO_BRA)               <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Personal Information BRA &gt; Personal Information BRA</b></li> </ul> </li>   <li>• Establishment BRA (ESTAB_TBL_BRA)               <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Establishment BRA &gt; Establishment Address</b></li> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Establishment BRA &gt; Additional Info - Brazil</b></li> </ul> </li>   <li>• eSocial Action and Reason (GPBR_ESOC_ACT_REA)               <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; eSocial Action and Reason &gt; Hire Action and Reason</b></li> </ul> </li>   <li>• Labor Regime (GPBR_LABOR_REGIME)               <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Labor Regime</b></li> </ul> </li>   <li>• Ethnic Groups (GPBR_ETHNIC_GROUP)               <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Ethnic Groups</b></li> </ul> </li> </ul>

<b>Event Layout - Report Name</b>	<b>Event Type</b>	<b>Components to Collect Event Data</b>
		<ul style="list-style-type: none"> <li>• Education Level (GPBR_EDUCATIO_CODE)   <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Education Level</b> </li> <li>• Marital Status (GPBR_MARITAL_CODE)   <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Marital Status</b> </li> <li>• Define Payee Parameters BRA (GPBR_PAYEE_PARM)   <b>Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Define Payee Parameters BRA</b> </li> <li>• Unions (UNION_TABLE)   <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Labor Administration &gt; Unions &gt; Unions &gt; Union Location</b> </li> <li>• Disabilities BRA (DISABILITY_BRA)   <b>Workforce Administration &gt; Personal Information &gt; Disability &gt; Disabilities BRA &gt; Disabilities BRA</b> </li> <li>• Dependent Information (DEPEND_BENEF)   <b>Workforce Administration &gt; Personal Information &gt; Personal Relationships &gt; Dependent Information (all pages except Address)</b> </li> <li>• Assign Work Schedule (GP_SCH_ASSIGN)   <b>Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Create Overrides &gt; Assign Work Schedule &gt; Assign Work Schedule</b> </li> </ul>

<b>Event Layout - Report Name</b>	<b>Event Type</b>	<b>Components to Collect Event Data</b>
<p>S-2306 - Workers who have no employment relationship - Changes</p>	<p>Non-periodic</p>	<ul style="list-style-type: none"> <li>• Job Data (JOB_DATA)               <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Job Information &gt; Job Data</b> (all pages except Salary Plan)</li> <li>• <b>Workforce Administration &gt; Job Information &gt; Job Data.</b> Click the Employee Data link.</li> </ul> </li>   <li>• Personal Data (PERSONAL_DATA)               <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Personal Information &gt; Modify a Person</b> (all pages)</li> </ul> </li>   <li>• Additional Information BRA (ADDL_INFO_BRA)               <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Job Information &gt; Additional Information BRA &gt; Additional Information BRA</b></li> <li>• <b>Workforce Administration &gt; Job Information &gt; Additional Information BRA &gt; Additional Contract Data</b></li> </ul> </li>   <li>• Labor Regime (GPBR_LABOR_REGIME)               <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Labor Regime</b></li> </ul> </li>   <li>• Define Payee Parameters BRA (GPBR_PAYEE_PARM)               <ul style="list-style-type: none"> <li>• <b>Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Define Payee Parameters BRA</b></li> </ul> </li>   <li>• Unions (UNION_TABLE)               <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Labor Administration &gt; Unions &gt; Unions &gt; Union Location</b></li> </ul> </li>   <li>• Establishment Table Brazil (ESTAB_TBL_BRA)               <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Establishment BRA &gt; Additional Info - Brazil</b></li> </ul> </li>   <li>• Pay Groups (GP_PYGRP)               <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; Framework &gt; Organizational &gt; Pay Groups &gt; Pay Groups Name</b></li> </ul> </li>   <li>• Schedule Shifts (SCH_DEFINITION)               <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; Schedules &gt; Definitions &gt; Schedule Shifts</b></li> </ul> </li>   <li>• Shifts (SCH_SHIFT)               <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Time and Labor &gt; Schedule Configurations &gt; Schedule Shifts &gt; Shift</b></li> </ul> </li> </ul>



<b>Event Layout - Report Name</b>	<b>Event Type</b>	<b>Components to Collect Event Data</b>
		<ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; Schedules &gt; Schedule Shifts &gt; Shift</b></li> <li>• Shift BRA (SCH_SHIFT_BRA)</li> <li>• <b>Set Up HCM &gt; Product Related &gt; Time and Labor &gt; Schedules &gt; Shifts BRA &gt; Shift</b></li> <li>• Schedule Definition (SCH_DEFINITION)</li> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; Schedules &gt; Definitions &gt; Definition</b></li> </ul>
S-2399 - Workers who have no employment relationship - End	Termination	<ul style="list-style-type: none"> <li>• Job Data (JOB_DATA)                             <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Job Information &gt; Job Data</b> (all pages except Salary Plan)</li> <li>• <b>Workforce Administration &gt; Job Information &gt; Job Data.</b> Click the Employee Data link.</li> </ul> </li> <li>• Personal Data (PERSONAL_DATA)                             <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Personal Information &gt; Modify a Person</b></li> </ul> </li> <li>• Payee Parameters - Brazil (GPBR_PAYEE_PARM)                             <ul style="list-style-type: none"> <li>• <b>Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Define Payee Parameters BRA &gt; Termination Parameters</b></li> </ul> </li> <li>• Additional Information BRA (ADDL_INFO_BRA)                             <ul style="list-style-type: none"> <li>• <b>Workforce Administration &gt; Job Information &gt; Additional Information BRA</b></li> </ul> </li> <li>• eSocial Action and Reason (GPBR_ESOC_ACT_REA)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; eSocial Action and Reason &gt; Hire Action and Reason</b></li> </ul> </li> <li>• Labor Regime (GPBR_LABOR_REGIME)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Global Payroll &amp; Absence Mgmt &gt; eSocial BRA &gt; Legal Code Setup &gt; Labor Regime</b></li> </ul> </li> <li>• Establishment Table Brazil (ESTAB_TBL_BRA)                             <ul style="list-style-type: none"> <li>• <b>Set Up HCM &gt; Product Related &gt; Workforce Administration &gt; Establishment BRA &gt; Additional Info - Brazil</b></li> </ul> </li> </ul>

<b>Event Layout - Report Name</b>	<b>Event Type</b>	<b>Components to Collect Event Data</b>
S-2500 - Labor Proceedings	Non-periodic	Assign Labor Proceedings BRA (GPBR_LABOR_PROCEED)  <b>Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Garnishments/Court Orders &gt; Assign Labor Proceedings BRA</b>
S-2501 - Labor Proceeding Tax	Non-periodic	Labor Proceeding Tax BRA (GPBR_LABOR_PRC_TAX)  <b>Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Garnishments/Court Orders &gt; Labor Proceeding Tax BRA</b>
S-3000 - Event Exclusion	Non-periodic	<ul style="list-style-type: none"> <li>• Additional Information BRA (ADDL_INFO_BRA)  <b>Workforce Administration &gt; Job Information &gt; Additional Information BRA</b>  Change the eSocial register number of an employee.</li> <li>• Work Location (JOB_DATA1)  <b>Workforce Administration &gt; Job Information &gt; Job Data &gt; Work Location</b>  Change the company of an employee.</li> <li>• Job Information (JOB_DATA_JOBCODE)  <b>Workforce Administration &gt; Job Information &gt; Job Data &gt; Job Information</b>  Change the employee class of an employee.</li> </ul>
S-3500 - Exclusion Event - Labor Proceeding	Non-periodic	<ul style="list-style-type: none"> <li>• Assign Labor Proceedings BRA (GPBR_LABOR_PROCEED)  <b>Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Garnishments/Court Orders &gt; Assign Labor Proceedings BRA</b>  Select the <b>Delete Proceeding</b> button.</li> <li>• Labor Proceeding Tax BRA (GPBR_LABOR_PRC_TAX)  <b>Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Garnishments/Court Orders &gt; Labor Proceeding Tax BRA</b>  Select the <b>Delete Proceeding Tax</b> button.</li> </ul>

## Understanding Pre-Hiring Events

Companies are required to report hiring transactions to eSocial one day before new hires start working. In some situations, companies may not be able to collect all the information needed to submit employees initial loading and hiring events (S-2200) in time. As an alternative, they can submit pre-hiring events (S-2190)—a simplified version of hiring events that requires little information for reporting.

Companies run the GPBR\_ES\_P\_HIRE application engine (AE) process for pre-hiring events. It takes the information from the run control page, inserts data rows to driver and cross-reference tables, calls the mapping process that cleans up data and populates staging tables, and calls the XML file generation process that creates XML files for eSocial submission all in one continuous process. Unlike the AE processes for other events, GPBR\_ES\_P\_HIRE does not provide options to prepare data, reprocess, or create XML files separately.

If, after the submission of a pre-hiring event, the hiring of a worker cannot be completed, the company must inform eSocial by sending an exclusion event (S-3000) for the pre-hiring event no later than the end of the worker's estimated hire date.

Before an S-2200 event is generated, the system checks if a pre-hiring event already exists for the same employee ID. If such event exists, the system validates the data (if pre-hiring event is submitted successfully), submits the S-2200 event and updates the status of its pre-hiring record accordingly.

See [eSocial Pre-Hiring Event Page](#) and [eSocial Pre-Hiring Monitor Page](#)

---

## Identifying Events

This topic discusses run control pages that are used in eSocial reporting.

See Also [Understanding eSocial](#).

## Pages Used to Identify Events

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">eSocial Basic Initial Page</a>	GPBR_ESOC_ILB	Perform an initial load of basic table and employer data for eSocial reporting.
<a href="#">eSocial Employee Initial Page</a>	GPBR_ESOC_ILE	Perform an initial load of employee (active and terminated) data for eSocial reporting.
<a href="#">eSocial Basic Table Event Page</a>	GPBR_ESOC_MBT	Process and load basic table data changes for eSocial reporting.
<a href="#">eSocial Non Periodic Event Page</a>	GPBR_ESOC_MNP	Process and load non-periodic data changes for eSocial reporting.
<a href="#">eSocial Pre-Hiring Event Page</a>	GPBR_ES_P_HIRE	Process and load employee's pre-hiring data for eSocial reporting.
<a href="#">eSocial Pre-Hiring Monitor Page</a>	GPBR_ES_PH_MONITOR	View the list of generated pre-hiring events.
<a href="#">eSocial Pre-Hiring Monitor - Details Page</a>	GPBR_ES_HIRE_DET	View event details.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">eSocial Termination Events Page</a>	GPBR_ESOC_TER	Process and load terminations for eSocial reporting.
<a href="#">eSocial Processed Calendars - eSocial Termination Events Page</a>	GPBR_ES_IDCALT	Review the list of identified calendars for termination event processing.
<a href="#">eSocial Processed Employees - eSocial Termination Events Page</a>	GPBR_ES_IDTER_EMP	Review the payroll status and termination event status of payees for the selected calendar.
<a href="#">eSocial Payroll Tax Exempt BRA Page</a>	GPBR_ESOC_TAX_RE	Enter payroll tax exemption information for companies.
<a href="#">eSocial Employer Union Contrib Page</a>	GPBR_ES_EUC	Enter union contribution information for companies.
<a href="#">eSocial Payroll Events Page</a>	GPBR_ESOC_PER	Process and load payroll events.
<a href="#">eSocial Processed Calendars - eSocial Payroll Events Page</a>	GPBR_ES_IDCAL	Review the list of identified calendars for S-1200 and S-1210 event processing.
<a href="#">eSocial Processed Employees - eSocial Payroll Events Page</a>	GPBR_ES_IDEMP	Review the payroll status and payroll event status of payees for the selected calendar.
<a href="#">eSocial Period Controls Page</a>	GPBR_ESOC_PER_CTRL	Close or reopen assessment periods for processing periodic events.
<a href="#">Company Without Movement Page</a>	GPBR_ESOC_NOMOV	Review, by company, a list of periods during which no periodic events are reported to the eSocial system.
<a href="#">eSocial Hire Exclusion Page</a>	GPBR_RC_EVT_EXCL	Generate driver information of exclusion events for hiring events.

## eSocial Basic Initial Page

Use the eSocial Basic Initial page (GPBR\_ESOC\_ILB) to perform an initial load of basic table and employer data for eSocial reporting.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > eSocial BRA > eSocial Basic Initial**

This example illustrates the fields and controls on the eSocial Basic Initial page.

### eSocial Basic Initial

Run Control ID T1 Report Manager Process Monitor Run

Limit Date    
 All Companies

**Select Events to Run**

**Events**

1-4 of 4

	Select	Event Code	Description
1	<input checked="" type="checkbox"/>	S-1000	Employer Data
2	<input checked="" type="checkbox"/>	S-1005	Establishment and Building Site Table
3	<input checked="" type="checkbox"/>	S-1010	Wage Types Table
4	<input checked="" type="checkbox"/>	S-1020	Tax Location Table

Select All
Deselect All

**Processing Phases and Options**

Prepare Data  Reprocess  Delete  
 Create XML

Run the eSocial Basic Tables Initial process (GPBR\_ES\_ILB) to perform an initial load of basic table and employer data for eSocial records. By default, events that are marked as initial events on the Events Setup page appear as selected in this section.

<b>Field or Control</b>	<b>Description</b>
<b>Limit Date</b>	This field is not used in basic table initial loading events.
<b>All Companies or Company</b>	Click to include all companies that are enabled for eSocial reporting on the <a href="#">Company Parameters Page</a> in the initial data loading process.  Alternatively, you can add one or more companies manually by inserting rows to this page. Only eSocial-enabled companies are available for selection.
<b>Adhere to eSocial</b>	Displays the date the company is required to report data to eSocial. This date is entered on the <a href="#">Company Parameters Page</a> .  This field is not displayed if the <b>All Companies</b> field is selected. Date validation is performed when events are generated.

## Events

This section lists all the initial load events for basic tables that are enabled for eSocial reporting for the specified company. These events are categorized as basic table events and marked as *Initial Events* (on the [Events Setup Page](#)).

If applicable, you can clear the selection of any enabled events and remove them from the initial loading process. Doing so means that you opt to not use PeopleSoft HCM Global Payroll for Brazil to process those removed eSocial events.

## Processing Phases and Options

For more information about processing options that are listed in this section, see [Processing Phases and Options](#).

## eSocial Employee Initial Page

Use the eSocial Employee Initial page (GPBR\_ESOC\_ILE) to perform an initial load of employee (active and terminated) data for eSocial reporting.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > eSocial BRA > eSocial Employee Initial**

This example illustrates the fields and controls on the eSocial Employee Initial page (1 of 2).

### eSocial Employee Initial

Run Control ID T1
Report Manager
Process Monitor
Run

Limit Date

All Companies

---

Company Active for eSocial 1 of 1 | View All

\*Company  Empresa Demonstração Ltda + -

Non Periodic Go Live Date

All Establishment

**Events** 1-3 of 3 | View All

	Select	Event Code	Description
1	<input checked="" type="checkbox"/>	S-2200	Employees Initial Loading and Hiring
2	<input type="checkbox"/>	S-2240	Environment Working Conditions
3	<input checked="" type="checkbox"/>	S-2300	Workers who have no employment relationship – Begin

This example illustrates the fields and controls on the eSocial Employee Initial page (2 of 2).

**Establishment Selection**

1-1 of 1

[View All](#)

	Establishment ID	Description		
1	<input type="text"/>		+	-

**Processing Phases and Options**

Prepare Data  
 Create XML

Reprocess

**Employees**

Active  
 Inactive

As of

From

To

Run the eSocial Employee Initial process (GPBR\_ES\_ILE) to perform an initial load of employee data for eSocial records. By default, S-2200 and S-2300 events appear as selected in this section, if they are activated.

At initial implementation, customers have the option to load active employees as well as terminated employees depending on their business needs (for example, bonus payments for terminated employees through complementary termination).

**Note:** Run the initial load process for employees *after* the initial load process for basic tables has completed successfully.

<b>Field or Control</b>	<b>Description</b>
<b>Limit Date</b>	This field is not used in employee initial loading events.
<b>All Companies or Company</b>	<p>Click to include all companies that are enabled for eSocial reporting on the <a href="#">Company Parameters Page</a> in the initial data loading process.</p> <p>Alternatively, you can add one or more companies manually by inserting rows to this page. Only eSocial-enabled companies are available for selection.</p>
<b>Non Periodic Go Live Date</b>	<p>Displays the go live date for non-periodic events that is specified for the selected company. This date is entered on the <a href="#">Company Parameters Page</a>.</p> <p>This field is not displayed if the <b>All Companies</b> field is selected. Date validation is performed when events are generated.</p>

<b>Field or Control</b>	<b>Description</b>
<b>Health/Safety Go Live Date</b>	<p>Displays the go live date for health and safety events (for example, S-2220 and S-2240) that is specified for the selected company. This date is entered on the <a href="#">Company Parameters Page</a>.</p> <p>This field is not displayed if the <b>All Companies</b> field is selected. Date validation is performed when events are generated.</p>
<b>All Establishment or Establishment ID</b>	<p>Select to include all establishments of the specified company for eSocial reporting. When selected, the <b>Establishment Selection</b> section becomes invisible.</p> <p>Alternatively, you can add establishments manually by inserting rows in the <b>Establishment Selection</b> section.</p>

## Events

This section lists all the initial load events for employees that are enabled for eSocial reporting for the specified company or all companies. By default, S-2200 and S-2300 events appear as selected and the S-2240 event deselected in this section. The S-2200 and S-2300 events are the prerequisites of the S-2240 event, and are deselected automatically when the S-2240 event is selected.

If applicable, you can clear the selection of enabled events and remove them from the initial loading process. Doing so means that you opt to not use PeopleSoft HCM Global Payroll for Brazil to process those removed eSocial events.

## Establishment Selection

Use this section to manually add company establishments to be included in eSocial reporting.

## Processing Phases and Options

For more information about processing options that are listed in this section, see [Processing Phases and Options](#).

## Employees

Use this section to specify the group of employees for which the employee initial loading events are generated.

<b>Field or Control</b>	<b>Description</b>
<b>Active and As of</b>	<p>Select to generate specified events only for active employees.</p> <p>When selected, specify the <b>Active as of</b> date. Employees who remain active on this date will be included in the employee initial loading events.</p>



<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>Inactive, From and To</b>	<p>Select to generate specified events only for inactive employees (terminated employees).</p> <p>When selected, specify the termination period. Employees who were terminated during this period will be included in the employee initial loading events.</p>

## eSocial Basic Table Event Page

Use the eSocial Basic Table Event page (GPBR\_ESOC\_MBT) to process and load basic table data changes for eSocial reporting.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > eSocial BRA > eSocial Basic Table Event**

This example illustrates the fields and controls on the eSocial Basic Table Event page.

### eSocial Basic Table Event

Run Control ID T1 Report Manager Process Monitor

Limit Date

All Companies

**Select Events to Run**

**Events**

1-6 of 6

	Select	Event Code	Description
1	<input checked="" type="checkbox"/>	S-1000	Employer Data
2	<input checked="" type="checkbox"/>	S-1005	Establishment and Building Site Table
3	<input checked="" type="checkbox"/>	S-1010	Wage Types Table
4	<input checked="" type="checkbox"/>	S-1020	Tax Location Table
5	<input checked="" type="checkbox"/>	S-1030	Job Code Table
6	<input checked="" type="checkbox"/>	S-1050	Work Shift and Time Labor Table

**Processing Phases and Options**

Prepare Data
  Reprocess  
 Create XML

Run the eSocial Basic Tables (GPBR\_ES\_MBT) process to load basic table and employer data changes for eSocial reporting.

<b>Field or Control</b>	<b>Description</b>
<b>Limit Date</b>	Enter the date that is used to identify which data rows from the Driver record are to be processed. Driver record rows with an effective date later than this date will not be processed.  By default, the current date is populated.
<b>All Companies</b>	Select to run the XML file creation process for all companies that are enabled for eSocial reporting.

<b>Field or Control</b>	<b>Description</b>
<b>Company</b>	<p>Select a company for which the process runs, if not all active companies are to be processed.</p> <p>You can add more companies to the process by inserting new rows.</p>

## Events

This section lists all the events that are categorized as *Basic Table* on the Events Setup page. Select the ones to be processed.

## Processing Phases and Options

For more information about processing options that are listed in this section, see [Processing Phases and Options](#).

## Related Links

[Submitting XML Outputs and Requesting Results](#)

## eSocial Non Periodic Event Page

Use the eSocial Non Periodic Event page (GPBR\_ESOC\_MNP) to process and load non-periodic data changes for eSocial reporting.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > eSocial BRA > eSocial Non Periodic Event**

This example illustrates the fields and controls on the eSocial Non Periodic Event page (1 of 2).

### eSocial Non Periodic Event

Run Control ID T1
Report Manager Process Monitor
Run

Limit Date

All Companies

---

**Company Active for eSocial** 1 of 1 | View All

\*Company  Empresa Demonstração Ltda + -

Non Periodic Go Live Date 03/01/2018

All Establishment

**Events** 1-10 of 11 | View All

	Select	Event Code	Description
1	<input checked="" type="checkbox"/>	S-2200	Employees Initial Loading and Hiring
2	<input checked="" type="checkbox"/>	S-2205	Personal Data Changes
3	<input checked="" type="checkbox"/>	S-2206	Employment Contract Changes
4	<input checked="" type="checkbox"/>	S-2210	Accident at Work Communication (CAT)

This example illustrates the fields and controls on the eSocial Non Periodic Event page (2 of 2).

5	<input checked="" type="checkbox"/>	S-2221	Toxicological Exam for Professional Drivers
6	<input checked="" type="checkbox"/>	S-2230	Temporary Absence
7	<input checked="" type="checkbox"/>	S-2250	Termination Previous Notification
8	<input checked="" type="checkbox"/>	S-2298	Employee Reinstatement
9	<input checked="" type="checkbox"/>	S-2300	Workers who have no employment relationship – Begin
10	<input checked="" type="checkbox"/>	S-2306	Workers who have no employment relationship – Changes

**Establishment Selection**

	Establishment ID	Description		
1	<input type="text" value="Q"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

**Processing Phases and Options**

Prepare Data
  Reprocess
   
 Create XML

Run the eSocial Non Periodic Events (GPBR\_ES\_MNP) process to load non-periodic data for eSocial reporting.

<b>Field or Control</b>	<b>Description</b>
<b>Limit Date</b>	Enter the date that is used to identify which data rows from the Driver record are to be processed. Driver record rows with an effective date later than this date will not be processed.  By default, the current date is populated.
<b>All Companies</b>	Select to run the XML file creation process for all companies that are enabled for eSocial reporting.
<b>Company</b>	Select a company for which the process runs, if not all active companies are to be processed.  You can add more companies to the process by inserting new rows.

<b>Field or Control</b>	<b>Description</b>
<b>Non Periodic Go Live Date</b>	<p>Displays the go live date for non-periodic events that is specified for the selected company. This date is entered on the <a href="#">Company Parameters Page</a>.</p> <p>This field is not displayed if the <b>All Companies</b> field is selected. Date validation is performed when events are generated.</p>
<b>All Establishment</b>	Select to run the XML file creation process for all establishments of the selected company.

## Events

This section lists all the events that are categorized as *Non Periodic* on the Events Setup page. Select the ones to be processed.

## Establishment Selection

In this section, select one or more establishments for which the process runs, if not all establishments of the selected company are to be processed.

This section appears if the **All Establishment** field is not selected.

## Processing Phases and Options

For more information about processing options that are listed in this section, see [Processing Phases and Options](#).

## eSocial Pre-Hiring Event Page

Use the eSocial Pre-Hiring Event page (GPBR\_ES\_P\_HIRE) to process and load employee's pre-hiring data for eSocial reporting.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > eSocial BRA > eSocial Pre-Hiring Event**

This example illustrates the fields and controls on the Preliminary Info tab of the eSocial Pre-Hiring Event page (1 of 2).

This example illustrates the fields and controls on the Digital CTPS tab of the eSocial Pre-Hiring Event page (2 of 2).

### Default Parameters

<i>Field or Control</i>	<i>Description</i>
<b>Company</b>	Select a company for the pre-hiring event. The selected company becomes the default value that is populated in the <b>Employees</b> section.
<b>Hire Date</b>	Select the estimated hire date, which cannot be earlier than the current date. The specified date becomes the default value that is populated in the <b>Employees</b> section.

### Employees - Preliminary Information

Information entered in this section is used by the GPBR\_E\_PHIRE application engine process to generate pre-hiring event XML files. All fields are required.

<b>Field or Control</b>	<b>Description</b>
<b>Employee ID</b>	<p>Select the employee or individual for which the pre-hiring event is launched.</p> <p>You can select from:</p> <ul style="list-style-type: none"> <li>• Employees whose employee IDs are inactive with an effective date less than or equal to the system date. Or</li> <li>• Individuals whose person IDs do not have employment relationship in job data.</li> </ul> <hr/> <p><b>Note:</b> You may enter the same ID more than once as long as the ID is associated with different companies. However, you may not enter the same ID for more than one run control ID.</p> <hr/>
<b>Company</b>	Select the company for the selected individual. Companies that are enabled on the <a href="#">Company Parameters Page</a> for eSocial reporting are available for selection.
<b>Reg Region</b> (regulatory region)	Select the regulatory region to determine the setID for the Empl Class field.
<b>Empl Class</b> (employee class)	<p>Select the applicable employee class for the employee.</p> <p>The same list of values is also used on the Job Information page (JOB_DATA_JOBCODE).</p>
<b>Hire Date</b>	Select the estimated hire date for the selected individual. This date is sent to eSocial as the hire date and it cannot be earlier than the current date.

## Employees - Digital FGTS

<b>Field or Control</b>	<b>Description</b>
<b>Business Unit</b>	Select the business unit to determine the setID for the Job Code field.
<b>Job Code</b>	Select the job code used to populate the Brazilian Occupation Cd field automatically.
<b>Brazilian Occupation Cd</b> (Brazilian occupation code)	The system populates this field automatically when you select a job code. This field value is required for eSocial.



<b>Field or Control</b>	<b>Description</b>
<b>Comp Rate and Contract Salary Type</b>	Enter the salary amount of the job, and the salary type of the amount, for example, <i>Monthly, Weekly, Per Task</i> .
<b>Contract Type</b>	Select the type of employment contract for this hire.
<b>Contract End Date</b>	Specify the end date of the employee’s contract. This field appears when the selected contract type is <i>Determinate</i> .

**Related Links**

[Understanding Pre-Hiring Events](#)

[S-2190 - Pre-Hiring Event](#)

**eSocial Pre-Hiring Monitor Page**

Use the eSocial Pre-Hiring Monitor page (GPBR\_ES\_PH\_MONITOR) to review statuses of the list of generated pre-hiring events.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > eSocial BRA > eSocial Pre-Hiring Monitor**

This example illustrates the fields and controls on the eSocial Pre-Hiring Monitor page.

**eSocial Pre-Hiring Monitor**

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

---

Search Date By  ▼

Search Status By  ▼

Search By  ▼

▼ Select Filter Values

---

**Hire Date**

Date From

Date To

This example illustrates the eSocial Pre-Hiring Monitor page where search results are displayed.

Search Results											
<a href="#">Edit Search Values</a>											
Events											
Select	Empl ID	Name	Event Code	Type	Company	Empl Class	Hire Date	Status	eSocial Reg. Number	Details	
1	<input type="checkbox"/>	KR0039	Miguel Amorim	S-2190	Original	KRE	Urban worker PF-CLT determined	02/18/2021	Wait for Return	48	<a href="#">Details</a>

Action:

Use this page to search for and review the list of submitted pre-hiring events and event details. You can perform searches by dates, company, employee, and statuses. The search results help you monitoring the current status of hiring-related events, and decide if additional ones need to be reported.

### Search Criteria

Use this section to look up hiring-related events using at least one search criterion. Corresponding search sections and fields (except searching by status) appear in the Select Filter Values section based on the selected search criteria.

<b>Field or Control</b>	<b>Description</b>
<b>Search Date By</b>	Select to look up events by:  <i>Hire Date</i>  <i>Transaction Date</i>  Then, enter a date range to search for events with hire or transaction dates that fall between the specified date range.

<b>Field or Control</b>	<b>Description</b>
<b>Search Status By</b>	<p>Select to look up events by status. Values are:</p> <p><i>Await Exclusion:</i> Select to search for S-2190 events with S-3000 events that are in the <i>XML Create</i> status.</p> <p><i>Canceled:</i> Select to search for events that are canceled.</p> <p><i>Complete:</i> Select to search for events that are completed successfully.</p> <p><i>Error:</i> Select to search for events that encountered errors at any stage of the eSocial report process (for example, mapping process, XML file generation, or web service communication). Error codes are defined on the <a href="#">eSocial Error Catalog Page</a>.</p> <p><i>Hired:</i> Select to search for S-2200 events that are associated with pre-hiring protocol numbers.</p> <p><i>Hiring in Progress:</i> Select to search for S-2190 events with S-2200 events that are in the <i>XML Create</i> status.</p> <p><i>Pending Hiring:</i> Select to search for S-2190 events with receipt numbers and are associated with S-2200 events.</p> <p><i>Wait for Return:</i> Select to search for events (S-2190, S-2200 and S-3000) that are awaiting protocol numbers to be returned from the government.</p> <p><i>Withdraw Hiring:</i> Select to search for S-2200 events, which reference S-2190 events, that have been excluded.</p> <p><i>Withdraw Pre-Hiring:</i> Select to search for S-2200 events that have been sent as part of employee initial loading and have been excluded, and corresponding receipt numbers returned from the government.</p>
<b>Search By</b>	<p>Select to look up events by:</p> <p><i>Company.</i> Select one or more companies, which are enabled in the <a href="#">Company Parameters Page</a>.</p> <p><i>Employees.</i> Select one or more employee IDs that are either inactive, or do not have employment relationships in job data.</p>

## Select Filter Values

Use this section to enter search values based on the selected search criteria, which can be date range, companies, and employees

## Search Results - Events

This section displays the search result.

<b>Field or Control</b>	<b>Description</b>
<b>Select</b>	<p>Select one or more events for an action (already selected) to be performed.</p> <hr/> <p><b>Note:</b> Specify an action before selecting any event. The system refreshes the search result and displays events that are eligible for the selected action.</p> <hr/>
<b>Type</b>	Indicates the type of the event, <i>Original</i> or <i>Rectifier</i> .
<b>Empl Class</b>	Displays the employee class of the employee.
<b>eSocial Reg. Number</b> (eSocial register number)	Displays the eSocial register number generated for the employee.
<b>Details</b>	Click to view additional details of the selected event on the <b>Search Results - Details</b> page (GPBR_ES_HIRE_DET).

<b>Field or Control</b>	<b>Description</b>
<b>Action and Process</b>	<p>Select an action to perform. Values are:</p> <p><i>Cancel</i>: Select to set the statuses of selected events to <i>Canceled</i>. Cancelled events can be reprocessed.</p> <p><i>Exclude</i>: Select to generate S-3000 events for selected S-2190 events that are in the <i>Pending Hiring</i> status.</p> <p><i>Rectify</i>: Select generate rectification drivers for the selected events. Only events with a receipt number can be rectified.                      When an event is selected for the <i>Rectify</i> action, you can update the employee class and hire date as needed. According to the S-1.0 version requirement, the information (for example, CPF, birthdate, hire date, register number, and employee class) sent to the Government by the S-2190 event and its associated S-2200 or S-2300 event must match. If the information (employee class and hire date) was sent incorrectly using the S-2190 event, the event needs to be rectified before sending the S-2200 or S-2300 event. If the CPF or birthdate was sent to the Government using the S-2190 event and the information was incorrect, you need to first update it from the source (the Personal Data component) and rectify the S-2190 event before sending the S-2200 or S-2300 event.</p> <p><i>Reprocess</i>: Select to run the pre-hiring AE process again on selected events. This action is available to events that have encountered error.</p> <p>The <b>Process</b> button appears when an action is selected. Click to process selected events with the selected action.</p>

**Related Links**

[Understanding Pre-Hiring Events](#)

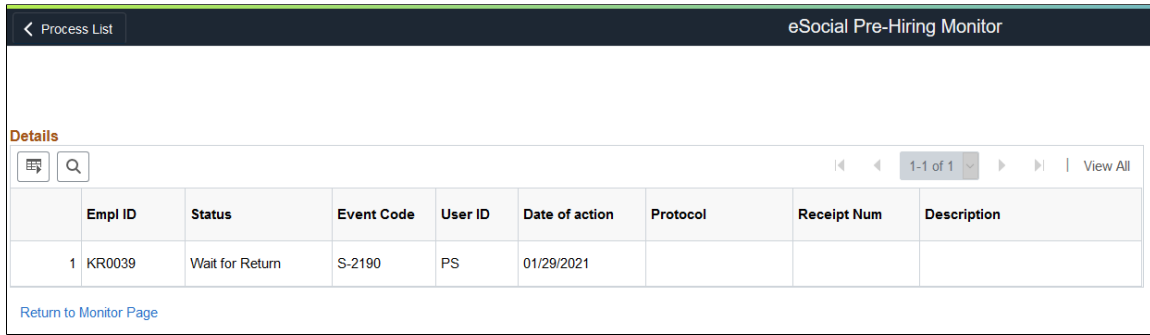
**eSocial Pre-Hiring Monitor - Details Page**

Use the eSocial Pre-Hiring Monitor - Details page (GPBR\_ES\_HIRE\_DET) to view event details.

Navigation:

Click the **Details** link of an event from the search result on the eSocial Pre-Hiring Monitor page.

This example illustrates the fields and controls on the eSocial Pre-hiring Monitor - Details page.



This page displays additional information about the event being viewed, including information about related events. For example, if you click to view the details of a hiring event for a person, the information for the associated pre-hiring event (if available) is also available for viewing.

<b>Field or Control</b>	<b>Description</b>
<b>Date of action</b>	Displays the date when the event was processed.
<b>Protocol</b>	Displays the associated protocol number that is returned from eSocial.
<b>Receipt Num</b> (receipt number)	Displays the associated receipt number that is returned from eSocial.
<b>Description</b>	Displays error description if applicable, for example: <i>Event S-2190 already exist for this Emplid</i> <i>Other Company indicated in event S-2200</i> <i>Other Hiring Date indicate in event S-2200</i> <i>Other Labor Category indicate in event S-2300</i>
<b>Return to Monitor Page</b>	Click to go back to the eSocial Pre-Hiring Monitor page.

## eSocial Termination Events Page

Use the eSocial Termination Events page (GPBR\_ESOC\_TER) to process and load terminations for eSocial reporting.

Navigation:

**Global Payroll & Absence Mgmt > Termination Processing > eSocial Termination Events BRA**

This example illustrates the fields and controls on the eSocial Termination Events page.

**eSocial Termination Events**

Run Control ID DC Report Manager Process Monitor Run

---

**Selection Criteria**

\*Competency Year  \*Competency Month

\*Selection Criteria

---

**Companies**

1-1 of 1 | View All

#	Company	Description	
1	KRE	Empresa de Servicios Generales	+ -

---

**Events**

S-2299 Termination
  S-3000 Termination  
 S-2399 Workers who have no employment relationship – End
  S-3000 Terminate Non Employee

Search Criteria

---

**Processing Phases and Options**

Prepare Data  Validate Elements  Reprocess  
[View Payroll Event Status](#)  Create XML  Skip Data in Error

Run the GPBR\_ES\_TER process to load employee and non-employee terminations for eSocial reporting.

The process takes in all terminations (with and without payment) that occurred in the specified time period for selected companies, and have not yet been processed for eSocial reporting.

For terminations with payment, the process identifies all applicable calendars automatically based on the selection criteria. These calendars are listed on the [eSocial Processed Calendars - eSocial Termination Events Page](#) for reference.

**Selection Criteria**

<i>Field or Control</i>	<i>Description</i>
<b>Competency Year and Competency Month</b>	Specify the time period that is being assessed for termination reporting.

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>Selection Criteria</b>	Select to process terminations for all companies, or a selection of companies that are selected in the <b>Companies</b> section that appears.

## Events

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>S-2299 Termination and S-2399 Workers who have no employment relationship – End</b>	Displays the two system-delivered termination events (S-2299 and S-2399) that are used for reporting employee and non-employee terminations to the government’s eSocial system. They are preselected in the process and cannot be deselected.
<b>S-3000 Termination and S-3000 Terminate Non Employee</b>	If applicable, select to prepare and generate exclusion events for terminations (employee, non-employee, or both) that match the specified search criteria.  Submit a termination exclusion event if your wish to remove from the government’s eSocial system termination information that was submitted by mistake.
<b>Search Criteria</b>	Click to search for all finalized termination calendars for employees that were terminated during the specified competency period for the selected companies.  Employees and calendars that are identified for termination are available for viewing by clicking the <b>View Payroll Event Status</b> link that appears.

## Processing Phases and Options

For more information about processing options that are listed in this section, see [Processing Phases and Options](#).

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>View Payroll Event Status</b>	Click, if available, to access the eSocial Processed Calendars - eSocial Termination Events page to review a list of payroll calendars that have been identified for S-2299 and S-2399 events.

## Related Links

[S-2299 - Termination](#)



S-2399 - Workers who have no employment relationship - End

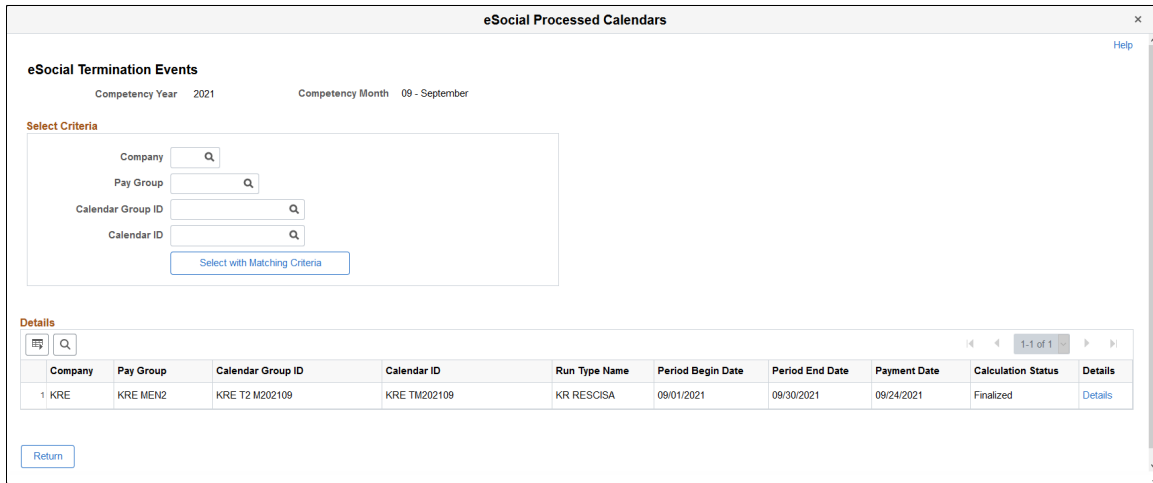
## eSocial Processed Calendars - eSocial Termination Events Page

Use the eSocial Processed Calendars - eSocial Termination Events page (GPBR\_ES\_IDCALT) to review the list of identified calendars for termination event processing.

Navigation:

Click the **View Payroll Events Status** link on the eSocial Termination Events page.

This example illustrates the fields and controls on the eSocial Processed Calendars - eSocial Termination Events page.



Use this page to review the list of finalized payroll calendars that are identified based on the specified competency period, active run types in that period and specified companies. Both regular and off-cycle calendars are included. Calendar information is used in the mapping process for termination events.

<b>Field or Control</b>	<b>Description</b>
<b>Select with Matching Criteria</b>	Click to refine the search result based on the selected search criteria.
<b>Details</b>	Click to access the eSocial Processed Employees - eSocial Termination Events page to review the termination event status (S-2299 and S-2399) for each payee included in the selected competency period and calendar entry.

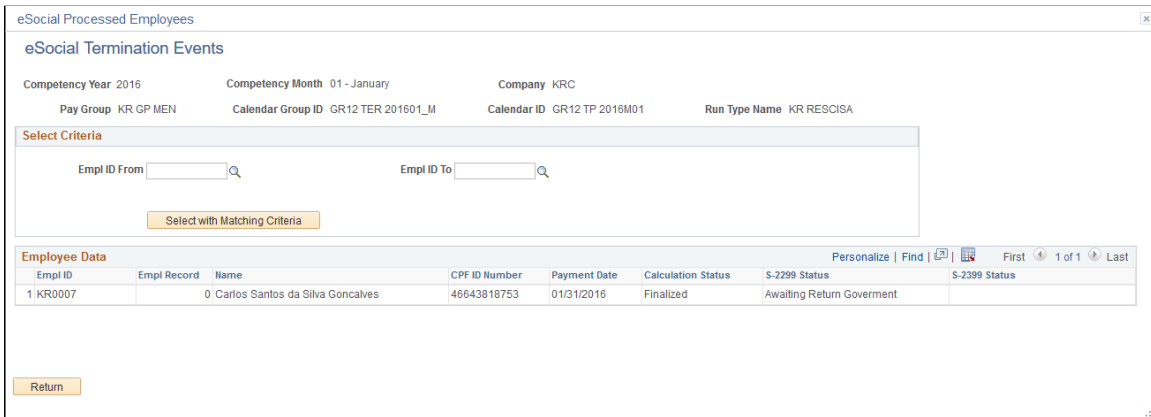
## eSocial Processed Employees - eSocial Termination Events Page

Use the eSocial Processed Employees - eSocial Termination Events page (GPBR\_ES\_IDTER\_EMP) to review the payroll status and termination event status of payees for the selected calendar.

Navigation:

Click the **Details** link of a calendar entry on the eSocial Processed Calendars - eSocial Termination Events page.

This example illustrates the fields and controls on the eSocial Processed Employees - eSocial Termination Events page.



Use this page to review the list of payees that are included in the specified competency period, company, pay group, calendar group, calendar, and run type. Specify additional selection criteria to refine the search result if needed. As a payroll clerk, you can review the current statuses of payees’ termination events, compare information on this page with your payroll reports, and verify that the information looks good.

<b>Field or Control</b>	<b>Description</b>
<b>S-2299 Status or S-2399 Status</b>	<p>Displays the current status of the termination event (S-2299 or S-2399) for the corresponding payee.</p> <p>Values are:</p> <p><i>Awaiting Return Government:</i> Indicates that the event is already submitted and is awaiting a receipt number from the government.</p> <p><i>Error Event:</i> Indicates that an error was found in processing.</p> <p><i>Finalized:</i> Indicates that a receipt number for the payroll event has been given from the government.</p> <p><i>Identified:</i> Indicates that the event is currently in the mapping process, or it is in the <i>RDY</i> status (the event has been identified, but no data preparation is done on it yet).</p>

## eSocial Payroll Tax Exempt BRA Page

Use the eSocial Payroll Tax Exempt BRA page (GPBR\_ESOC\_TAX\_RE) to enter payroll tax exemption information for companies.

Navigation:

**Global Payroll & Absence Mgmt > Social Security / Insurance > eSocial Payroll Tax Exempt BRA**

This example illustrates the fields and controls on the eSocial Payroll Tax Exempt BRA page.

**eSocial Payroll Tax Exempt BRA**

Company KRC Matriz São Paulo

---

**Payroll Tax Exemption Information** 1 of 1 | View All

\*Year  + -

\*Month

**Tax Exemption Detail** 1-1 of 1

#	Period Type	Total Gross Revenue	Total Revenues Discharged	% Reduction	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -

**Transformation to For-Profit Org** 1-1 of 1

#	Period Type	% Tax Due	
1	<input type="text"/>	<input type="text"/>	+ -

Use this page to report company’s payroll tax exemption to the government. This page is applicable to companies that have *Partially Replaced* selected in the **Other Sectors** field on the “Additional Info - Brazil Page” (PeopleSoft Human Resources Administer Workforce) for their establishment headquarters. Companies need to provide this information for S-1280 (Complementary Information to Periodic Events) event reporting.

**Note:** A headquarter must already be defined for a company (only one for each company) in order for payroll tax exemption to be reported for that company. If the headquarter is missing, it will be logged, and the tax exemption information that is specified on this page will not be reported to the government.

### Tax Exemption Detail

<i>Field or Control</i>	<i>Description</i>
<b>Period Type</b>	<p>Specify whether this payroll tax exemption is monthly or annually in nature.</p> <p>If payroll tax exemption entries are entered both monthly and annually for the same company and competency period, two S-1280 events will be created after validation checks are passed.</p> <p>If the selected period type is <i>Annual</i>, an S-1280 event will be created regardless of whether the selected month is December.</p>

<b>Field or Control</b>	<b>Description</b>
<b>% Reduction</b>	Enter a positive non-zero tax reduction percentage number. This is required if the <b>Other Sectors</b> field value is set as <i>Partially Replaced</i> on the “Additional Info - Brazil Page” (PeopleSoft Human Resources Administer Workforce) for the establishment headquarter of the selected company.

## Transformation to For-Profit Org

**Note:** If the company has become a for-profit organization and the date of the conversion is specified on the “(BRA) Company Details BRA Page” (Application Fundamentals), information in this section is required.

<b>Field or Control</b>	<b>Description</b>
<b>Period Type</b>	Specify the applicable period type, <i>Monthly</i> or <i>Annual</i> . Do not specify the same period type more than once.
<b>% Tax Due</b>	Specify the percentage of INSS contribution due for the selected period type.

## Related Links

[eSocial Payroll Events Page](#)

[S-1280 - Complementary Information to Periodic Events](#)

## eSocial Employer Union Contrib Page

Use the eSocial Employer Union Contrib page (GPBR\_ES\_EUC) to enter union contribution information for companies.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > eSocial BRA > eSocial Employer Union Contrib**

This example illustrates the fields and controls on the eSocial Employer Union Contrib page.

**eSocial Employer Union Contrib**

Company KRC Empresa Demonstração Ltda

---

eSocial Employer Union Contrib 1 of 1 | View All

\*Period Type  + -

\*Competency Year

\*Competency Month

---

Union Details 1 of 1 | View All

\*Union Code   + -

Sind. Proc. Dados - São Paulo

\*Contribution Type

Amount

**Note:** This page is not used.

Use this page to report company’s union contribution to the government.

<i>Field or Control</i>	<i>Description</i>
<b>Period Type</b>	Select if the union contribution is a compulsory <i>annual</i> payment or an optional <i>monthly</i> payment.

### Union Details

Enter all union contributions that were made for the specified company, competency period and period type.

<i>Field or Control</i>	<i>Description</i>
<b>Union Code</b>	<p>Select an applicable union code.</p> <p>Union codes are set up using the Unions component.</p> <p>See Also “Setting Up Unions” (PeopleSoft Human Resources Manage Labor Administration)</p>

<b>Field or Control</b>	<b>Description</b>
<b>Contribution Type</b>	Select the type of the union contribution to be reported. Values are:  <i>Assistance.</i> The period type for this contribution type is <i>Monthly</i> .  <i>Associative.</i> The period type for this contribution type is <i>Monthly</i> .  <i>Compulsory.</i> The period type for this contribution type is <i>Annually</i> .  <i>Confederative.</i> The period type for this contribution type is <i>Monthly</i> .
<b>Amount</b>	Enter positive non-zero union contribution amount.

### Related Links

[eSocial Payroll Events Page](#)

## eSocial Payroll Events Page

Use the eSocial Payroll Events page (GPBR\_ESOC\_PER) to process payroll events for eSocial reporting.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > eSocial BRA > eSocial Payroll Events**

This example illustrates the fields and controls on the eSocial Payroll Events page.

### eSocial Payroll Events

Run Control ID 001 Report Manager Process Monitor Run

**Selection Criteria**

\*Competency Year       \*Competency Month

\*Selection Criteria

**Events**

<input type="checkbox"/> S-1300 Employer Union Contribution	<input type="checkbox"/> S-3000 Emp Union Contribution
<input type="checkbox"/> S-1280 Complementary Information to Periodic Events	<input type="checkbox"/> S-3000 Complementary Info.
<input checked="" type="checkbox"/> S-1200 Compensation	<input type="checkbox"/> S-3000 Compensation
<input checked="" type="checkbox"/> S-1210 Miscellaneous Payments	<input type="checkbox"/> S-3000 Miscellaneous Pay

**Processing Phases and Options**

<input checked="" type="checkbox"/> Identify Calendars	<input checked="" type="checkbox"/> Prepare Data	<input checked="" type="checkbox"/> Reprocess
<a href="#">View Payroll Event Status</a>	<input checked="" type="checkbox"/> Validate Elements	<input checked="" type="checkbox"/> Create XML
		<input checked="" type="checkbox"/> Skip Data in Error

Run the GPBR\_ES\_PER process to load payroll data for eSocial reporting.

### Selection Criteria

<b>Field or Control</b>	<b>Description</b>
<b>Competency Year and Competency Month</b>	<p>Specify the period that is being assessed for eSocial reporting.</p> <p>This period is considered valid if it is equal to or after the Adhere to eSocial date (its month and year) that is specified for each company included in this payroll event process. If the period is invalid, the process stops and an error <i>“Period selected in Run Control page isn't valid”</i> is logged.</p> <p>If an S-1299 event (Closing Periodic event) exists in the system for the same period and company that is specified on this page, and the event is not cancelled or excluded, the payroll event process stops and an error <i>“Event S-1299 created for this Company in this Period”</i> is logged. However, if an S-1298 event (Reopening Periodic event) also exists for the same period and company, and is associated with a receipt number, which voids the S-1299 event, the payroll event process continues.</p>

<b>Field or Control</b>	<b>Description</b>
<b>Selection Criteria</b>	<p>Select to process payroll events for:</p> <hr/> <p><b>Note:</b> Companies must be activated on the <a href="#">Company Parameters Page</a> to support payroll event reporting in eSocial.</p> <hr/> <p><i>All Companies</i></p> <p><i>Company:</i> A list of companies that are selected in the <b>Companies</b> section.</p> <p><i>Employee:</i> A list of employees that are selected in the <b>Employee Selection</b> section.</p>
<b>Period Type</b>	<p>Select:</p> <p><i>Annual</i> to generate the selected payroll events for the specified year.</p> <p><i>Month</i> to generate the selected payroll events for the specified year and month.</p> <p>This field appears if the selected competency month is <i>12 - December</i>.</p>
<b>Company</b>	<p>Specify a company of which employees can be picked for the selected payroll events.</p> <p>This field appears if the <b>Selection Criteria</b> field is set to <i>Employee</i>.</p>

## Companies

This section appears if the **Selection Criteria** field is set to *Company*. Select a list of companies for which selected events are generated.

## Employee Selection

This section appears if the **Selection Criteria** field is set to *Employee* and a company is specified. Select a list of company employees for which selected events are generated.

## Events

This section displays these payroll-specific events to be identified and processed. These events need to be activated at setup so that valid event reports can be generated for companies and submitted to the government.



<b>Field or Control</b>	<b>Description</b>
<b>S-1300 Employer Union Contribution</b>	<p><b>Note:</b> This field is not used. The S-1300 report is no longer required and therefore has been inactivated in the new version.</p>
<b>S-1280 Complementary Information to Periodic Events</b>	<p>Select to process and generate S-1280 event reports in the payroll event process.</p> <p>See Also <a href="#">S-1280 - Complementary Information to Periodic Events</a></p>
<b>S-1200 Compensation</b>	<p>Select to process and generate S-1200 event reports in the payroll event process.</p> <p>Both S-1200 or S-1210 events are processed together. If either one of them is selected, the system selects the other one automatically and makes it unavailable for edits. Additionally, the system also selects the <b>Identify Calendars</b> option to be included in the run control process for these two events.</p> <p>See Also <a href="#">S-1200 - Compensation</a></p>
<b>S-1210 Miscellaneous Payments</b>	<p>Select to process and generate S-1210 event reports in the payroll event process.</p> <p>See Also <a href="#">S-1210 - Miscellaneous Payments</a></p>
<b>S-3000 Emp Union Contribution, S-3000 Complementary Info., S-3000 Compensation and S-3000 Miscellaneous Pay</b>	<p>If applicable, select to prepare and generate exclusion events for corresponding payroll events.</p> <p>Submit a payroll exclusion event if you wish to remove from the government's eSocial system corresponding payroll data that was submitted by mistake.</p> <p><b>Note:</b> Do not use the <b>S-3000 Emp Union Contribution</b> field. The S-1300 report is no longer required and therefore has been inactivated in the new version.</p> <p>See Also <a href="#">S-3000 - Event Exclusion</a></p>

## Processing Phases and Options

For more information about processing options that are listed in this section, see [Processing Phases and Options](#).

<b>Field or Control</b>	<b>Description</b>
<b>View Payroll Event Status</b>	<p>Click to access the eSocial Processed Calendars - eSocial Payroll Events page to review a list of payroll calendars that have been identified for S-1200 and S-1210 events.</p> <p>This link appears after the Identify Calendars processing option is run successfully for S-1200 and S-1210 events.</p>

### Related Links

[eSocial Processed Calendars - eSocial Payroll Events Page](#)

[eSocial Processed Employees - eSocial Payroll Events Page](#)

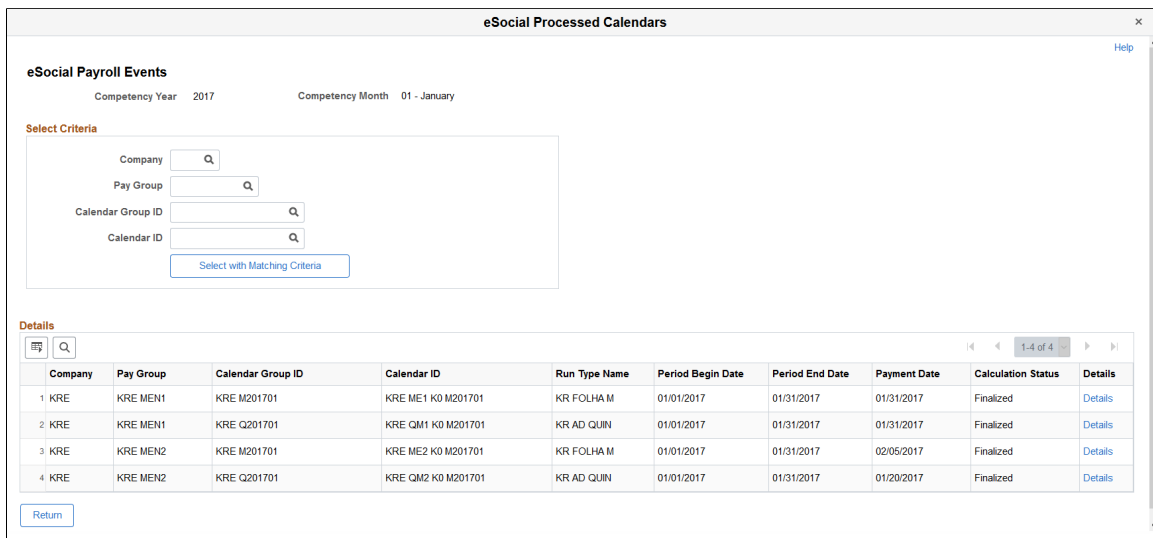
## eSocial Processed Calendars - eSocial Payroll Events Page

Use the eSocial Processed Calendars - eSocial Payroll Events page (GPBR\_ES\_IDCAL) to review the list of identified calendars for S-1200 and S-1210 event processing.

Navigation:

Click the **View Payroll Events Status** link on the eSocial Payroll Events page.

This example illustrates the fields and controls on the eSocial Processed Calendars - eSocial Payroll Events page.



Use this page to review the list of finalized payroll calendars that are identified based on the specified competency period, active run types in that period and specified companies. Both regular and off-cycle calendars are included. Calendar information is used in the mapping process for payroll events.

All calendars that are identified for the specified period must be *finalized* in order for the payroll process to proceed to subsequent phases.

<b>Field or Control</b>	<b>Description</b>
<b>Select with Matching Criteria</b>	Click to refine the search result based on the selected search criteria.
<b>Details</b>	Click to access the eSocial Processed Employees - eSocial Payroll Events page to review the payroll event status (S-1200 and S-1210) for each payee included in the selected competency period and calendar entry.

## eSocial Processed Employees - eSocial Payroll Events Page

Use the eSocial Processed Employees - eSocial Payroll Events page (GPBR\_ES\_IDEMP) to review the payroll status and payroll event status of payees for the selected calendar.

Navigation:

Click the **Details** link of a calendar entry on the eSocial Processed Calendars - eSocial Payroll Events page.

This example illustrates the fields and controls on the Processed Employees - eSocial Payroll Events page.

The screenshot shows the 'eSocial Processed Employees' page. At the top, there are filters for Competency Year (2017), Competency Month (02 - February), Company (KRE), Pay Group (KRE MEN1), Calendar Group ID (KRE M201702), Calendar ID (KRE ME1 K0 M201702), and Run Type Name (KR FOLHA M). Below these filters is a 'Select Criteria' section with input fields for 'Empl ID From' and 'Empl ID To', and a 'Select with Matching Criteria' button. The main section is 'Employee Data', which contains a table with 8 columns: Empl ID, Empl Record, Name, CPF ID Number, Payment Date, Calculation Status, S-1200 Status, and S-1210 Status. The table lists 4 employees with their respective details.

Empl ID	Empl Record	Name	CPF ID Number	Payment Date	Calculation Status	S-1200 Status	S-1210 Status
1 KRE0001	0	Glauciane Costa Santana	44570643272	02/28/2017	Finalized	Awaiting Return Government	Awaiting Return Government
2 KRE0004	0	João Batista Brito de Araujo	59618175472	02/28/2017	Finalized	Awaiting Return Government	Awaiting Return Government
3 KRE0005	1	Francle Avelino de Araujo	46656243487	02/28/2017	Finalized	Awaiting Return Government	Awaiting Return Government
4 KRE0006	1	Carlison Santos Pereira	03501854412	02/28/2017	Finalized	Awaiting Return Government	Awaiting Return Government

Use this page to review the list of payees that are included in the specified competency period, company, pay group, calendar group, calendar, and run type. Specify additional selection criteria to refine the search result if needed. As a payroll clerk, you can review the current statuses of payees' payroll events, compare information on this page with your payroll reports, and verify that the information looks good.

<b>Field or Control</b>	<b>Description</b>
<b>Calculation Status</b>	If one or more of the listed calendars are not finalized, no triggers can be created and no payroll reporting will occur for the corresponding company and competency period.

<b>Field or Control</b>	<b>Description</b>
<b>S-1200 Status or S-1210 Status</b>	<p>Displays the current status of the Compensation event (S-1200) or the Miscellaneous Payments event (S-1210) for the corresponding payee. These event statuses are updated in these columns, as different processing options (Identify Calendars, Prepare Data, and so on) are selected to run in different payroll event process instances for the same search criteria.</p> <p>Values are:</p> <p><i>Awaiting Finalize Calendar:</i> Indicates that the calculation status of the calendar that is associated with the payee is not <i>Finalized (70)</i> or <i>Finalized with Bank (75)</i>.</p> <p><i>Awaiting Return Government:</i> Indicates that the event is already submitted and is awaiting a receipt number from the government.</p> <p><i>Awaiting Return Termination:</i> (For S-1210) Indicates that a Termination event is already submitted and is awaiting a receipt number from the government.</p> <p><i>Error Event:</i> Indicates that an error was found in processing.</p> <p><i>Finalized:</i> Indicates that a receipt number for the payroll event has been given from the government.</p> <p><i>Identified:</i> Indicates that the event is currently in the mapping process, or it is in the <i>RDY</i> status (the event has been identified, but no data preparation is done on it yet).</p> <p><i>Next Competency:</i> Indicates that either the Period ID or the payment date of the payroll entry falls after the competency period.</p> <p><i>Not Eligible:</i> Indicates that the event is not applicable in the competency period. Suppose that in the run type setup, the <i>KR FERIAS</i> run type is configured for the S-1210 event but not the S-1200 event. In this case, the S-1200 status is set to <i>Not Eligible</i> in the <b>Employee Data</b> section.</p> <p><i>Previous Competency:</i> Indicates that either the Period ID or payment date of the payroll entry falls before the competency period.</p> <p><i>Termination in Progress:</i> (For S-1200) Indicates that a termination event (S-2299 or S-2399) has been identified in the competency period, and as a result, no S-1200 will be generated.</p>

## eSocial Period Controls Page

Use the eSocial Period Controls page (GPBR\_ESOC\_PER\_CTRL) to close or reopen assessment periods for processing periodic events.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > eSocial BRA > eSocial Period Controls**

This example illustrates the fields and controls on the eSocial Payroll Controls page.

**eSocial Period Controls**

Run Control ID 1 Report Manager Process Monitor Run

**Selection Criteria**

\*Event Code   Closing Periodic Events

\*Competency Year  Competency Month

Selection Criteria

**Companies**

1-1 of 1  | View All

	Company	Description		
1	<input type="text" value=""/> <input type="button" value="Q"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

**Processing Phases and Options**

Prepare Data  Reprocess

Validate Calendar and Events  Create XML  Skip Closing Rule

Run the GPBR\_ES\_PERC process to close or reopen assessment periods for payroll and payment information submission.

**Selection Criteria**

<i>Field or Control</i>	<i>Description</i>
<b>Event Code</b>	Select a periodic control event to, for example, reopen or close a period. As delivered, S-1298 and S-1299 are available for selection.
<b>Competency Year and Competency Month</b>	Specify the period to be reopened or closed.

<b>Field or Control</b>	<b>Description</b>
<b>Selection Criteria</b>	Select:  <i>All Companies</i> to process payroll events for all eSocial-active companies, or  <i>Company</i> to manually select eSocial-active companies from the <b>Companies</b> section that appears for processing.
<b>Period Type</b>	Select the period type of the specified period to reopen. Values are <i>Annual</i> and <i>Monthly</i> . This field appears if the selected competency month is <i>December</i> .

## Companies

This section appears if the **Selection Criteria** field is set to *Company*. Select a list of companies for which the selected event generates.

## Processing Phases and Options

For more information about processing options that are listed in this section, see [Processing Phases and Options](#).

## Related Links

[Company Without Movement Page](#)

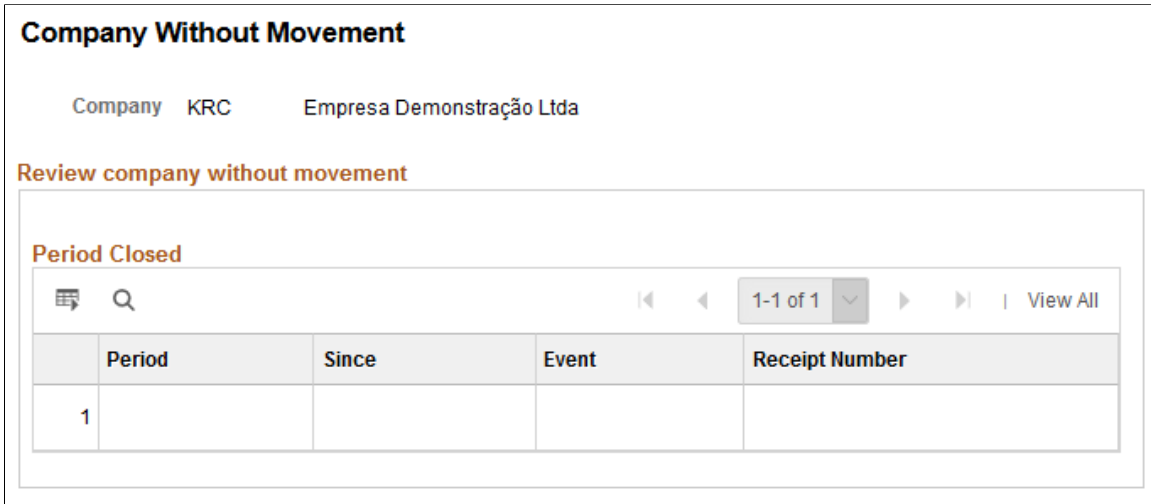
## Company Without Movement Page

Use the Company Without Movement page (GPBR\_ESOC\_NOMOV) to review, by company, a list of periods during which no periodic events are reported to the eSocial system.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > eSocial BRA > Company Without Movement**

This example illustrates the fields and controls on the Company Without Movement page.



A company that does not have any of S-1200, S-1210 or S-1280 reporting processing for any given competency period is considered a company without movement for that period.

<b>Field or Control</b>	<b>Description</b>
<b>Period</b>	Displays the competency period during which no S-1200, S-1210 and S-1280 events are processed for the selected company.
<b>Since</b>	Displays the competency period when the selected company becomes a company without movement. Usually, this field displays the same value that is shown in the <b>Period</b> field.  In the case where a company is no longer active with periodic report processing, an S-1299 event is reported annually in January of each year. If the corresponding period is January of a year, this field displays the last competency period when the company became a company without movement.
<b>Event Code</b>	Displays the S-1299 event.
<b>Receipt Number</b>	Displays the receipt number of the corresponding S-1299 event returned from the government.

**Related Links**

[eSocial Period Controls Page](#)

**eSocial Hire Exclusion Page**

Use the eSocial Hire Exclusion page (GPBR\_RC\_EVT\_EXCL) to generate driver information of exclusion events for hiring events.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > eSocial Hire Exclusion**

This example illustrates the fields and controls on the eSocial Hire Exclusion page.

Access to the eSocial Hire Exclusion page is restricted to administrator users with the *GP Administrator BRA* role.

There are times when companies need to delete hiring events that were submitted to the government, for example when corresponding hires fail to go through successfully. When that happens, the administrator can run the eSocial Hire Exclusion process that generates S-3000 (Event Exclusion) events to remove unwanted hiring information of individuals from the government.

Specify the receipt number of a submitted hiring event (S-2200 for employees or S-2300 for non-employees) you wish to delete the information of from the government. When this process runs, it creates the driver information of an S-3000 event for the hiring event. After the process completes successfully, be sure to access the [eSocial Non Periodic Event Page](#) to prepare data (generate mapping) and create an XML file for the S-3000 event to be submitted to the government.

<b>Field or Control</b>	<b>Description</b>
<b>Receipt Number</b>	<p>Enter the receipt number of an S-2200 or S-2300 event for which to generate the driver information of an S-3000 (Event Exclusion) event.</p> <p>You must enter a valid receipt number for this process to run properly. A number is considered valid if it is the <i>latest</i> receipt number of the S-2200 or S-2300 event that was returned successfully (hiring event status = <i>GSUC</i>) to PeopleSoft from the government.</p>

**Original Event**

This section displays the hiring event information associated with specified receipt number.

**Related Links**

[S-3000 - Event Exclusion](#)



“Deleting Employment Record Numbers (ERNs)” (PeopleSoft Human Resources Administer Workforce)

## Creating XML Outputs for Events

This topic provides an overview of the XML output creation process.

### Page Used to Create XML Outputs For Submission

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<a href="#">eSocial Recreate XML Files Page</a>	GPBR_RUN_XML	Recreate XML outputs for selected events, companies, and establishments.

### Understanding XML Output Generation

Once the staging tables are loaded with the eSocial event data that is identified for the reference month, together with driver and cross reference tables, XML outputs for event data are ready to be generated using the XML Reporting Framework.

Customers are ready to generate XML outputs for eSocial reporting when:

- The XML Reporting Framework is set up for eSocial functionality.

The setup (for example, XML set, template, and node root) is delivered as part of the eSocial functionality.

See Also “Setting Up XML Reporting Framework” (Application Fundamentals)

- Tables views are created for event layouts to be used in the XML output creation process.

They are delivered as part of the eSocial functionality.

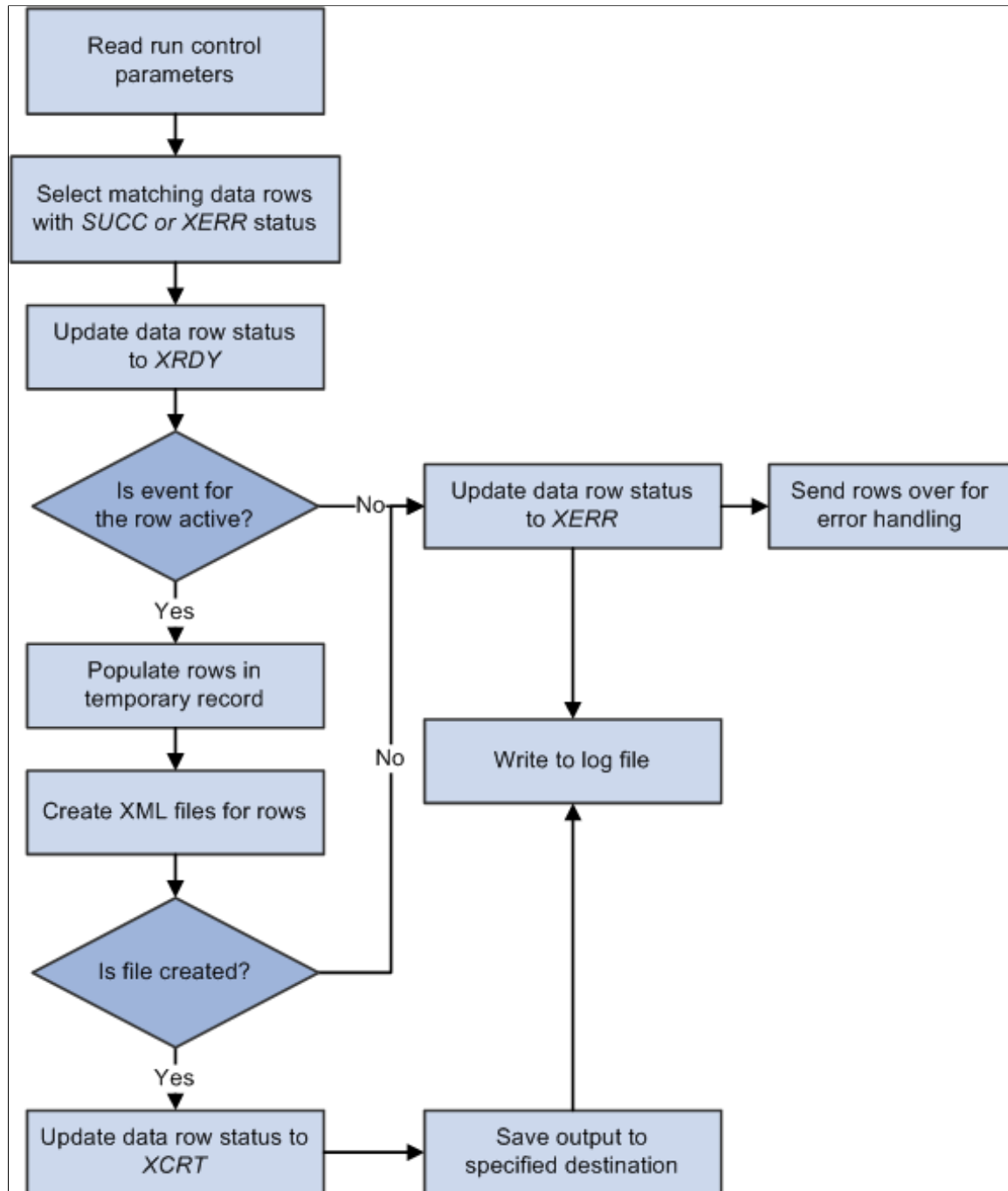
- The XML-specific setup is configured for events and companies that are enabled for eSocial reporting.

See Also [XML Batch Group Definition Page](#), [Events Setup Page](#) and [XML Options Page](#)

- eSocial data is loaded in driver, cross-reference, and staging tables.

PeopleSoft delivers run control pages that invoke the XML output creation process. While these pages are built for specific event categories, the process flow remains the same.

This diagram illustrates the high-level process flow for generating XML outputs for eSocial reporting.



The XML output creation process can be invoked from these run control pages: [eSocial Basic Initial Page](#), [eSocial Employee Initial Page](#), [eSocial Basic Table Event Page](#), and [eSocial Non Periodic Event Page](#).

When the process is invoked from an eSocial run control page (with **Create XML** selected as the process option), it:

1. Reads the parameters that are specified on the run control page, and selects from the driver table data rows that match those parameters and are in the *SUCC* (Success) or *XERR* (XML Error) status. It populates these data rows to the temporary record, waiting to be processed.

2. Updates the status of these data rows to *XRDY* in the driver table to prevent them from being used by other processes.
3. Validates the status of the events that are associated with all data rows that are available in the temporary record:
  - If the event of a row is active, the row is populated to XML records (XMLFG\_ITEM and XMLFG\_RC) for file creation.
  - If the event of a row is inactive, the row status is set to *XERR* (XML Error) in the driver record. The row is sent for error handling.
4. Calls the XMLFG\_PRNT process of the XML Reporting Framework to create XML outputs for rows found in the XML records.

This step applies to companies that have their XML output type set to *file* on the XML Options page.

5. Updates the status of each data row that has its XML output created successfully to *XCRT* (XML Create) in driver records. For those that didn't have their outputs generated, their row statuses are set to *XERR*, and their rows sent for error handling.
6. Writes the process results to the log.

Based on the output type (*string* or *file*) that is specified on the XML Options page, PeopleSoft either generates an XML string to be inserted into the XMLGF\_STRNG\_TBL record, or generates XML files to be stored in the specified directory for the corresponding company. Customers are responsible for submitting XML outputs to the eSocial environment using third-party or their own in-house systems.

Customers have the option to recreate XML outputs (file or string) for eSocial events if necessary. PeopleSoft delivers the [eSocial Recreate XML Files Page](#) that recreates XML outputs for selected companies, establishments and events.

## Related Links

[Submitting XML Outputs and Requesting Results](#)

## eSocial Recreate XML Files Page

Use the eSocial Recreate XML Files page (GPBR\_RUN\_XML) to recreate XML outputs for selected events, companies, and establishments.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > eSocial BRA > eSocial Recreate XML**

This example illustrates the fields and controls on the eSocial Recreate XML Files page.

### eSocial Recreate XML Files

Run Control ID T1 Report Manager Process Monitor Run

---

**Process Parameters** 1 of 1 | View All

Limit Date  + -

\*Company  Empresa Demonstração Ltda

Category  + -

All Establishment

---

**Event List** 1-2 of 2 | View All

Select	Event Code	Description
1 <input checked="" type="checkbox"/>	S-2299	Termination
2 <input checked="" type="checkbox"/>	S-2399	Workers who have no employment relationship – End

Select All
Deselect All

---

**Establishment List** 1-1 of 1 | View All

Establishment ID	Description
1 <input type="text" value=""/>	+ -

**Note:** Normally, XML outputs are created after the XML generation process is invoked from the initial loading, basic table, and non-periodic run control pages. If XML outputs are not created as expected, use this page to run the XML generation process (GPBR\_GEN\_XML) to recreate XML outputs for data rows that are set as *XCRT* (XML created) in the driver table, but do not have corresponding XML outputs created.

<b>Field or Control</b>	<b>Description</b>
<b>Limit Date</b>	Enter the date that is used to identify which data rows from the Driver record are to be reprocessed. Driver record rows with an effective date later than this date will not be reprocessed.  By default, the current date is populated.
<b>Company</b>	Select the company to be reprocessed.

<b>Field or Control</b>	<b>Description</b>
<b>Category</b>	Select the category of events to be processed. Values are: <i>Basic Table</i> <i>Non Periodic</i> <i>Periodic</i> <i>Totaling</i> <i>Termination</i>
<b>All Establishments</b>	Select for all establishments of the selected company to be reprocessed.

### Event List

This section lists all the events for the selected category. Select the ones to be reprocessed.

### Establishment List

In this section, select one or more establishments to be reprocessed for XML output creation, if not all establishments of the selected company are to be processed.

This section appears if the **All Establishments** field is not selected.

---

## Submitting XML Outputs and Requesting Results

This topic provides an overview of how XML outputs and process results flow between PeopleSoft and eSocial systems using system-delivered web services.

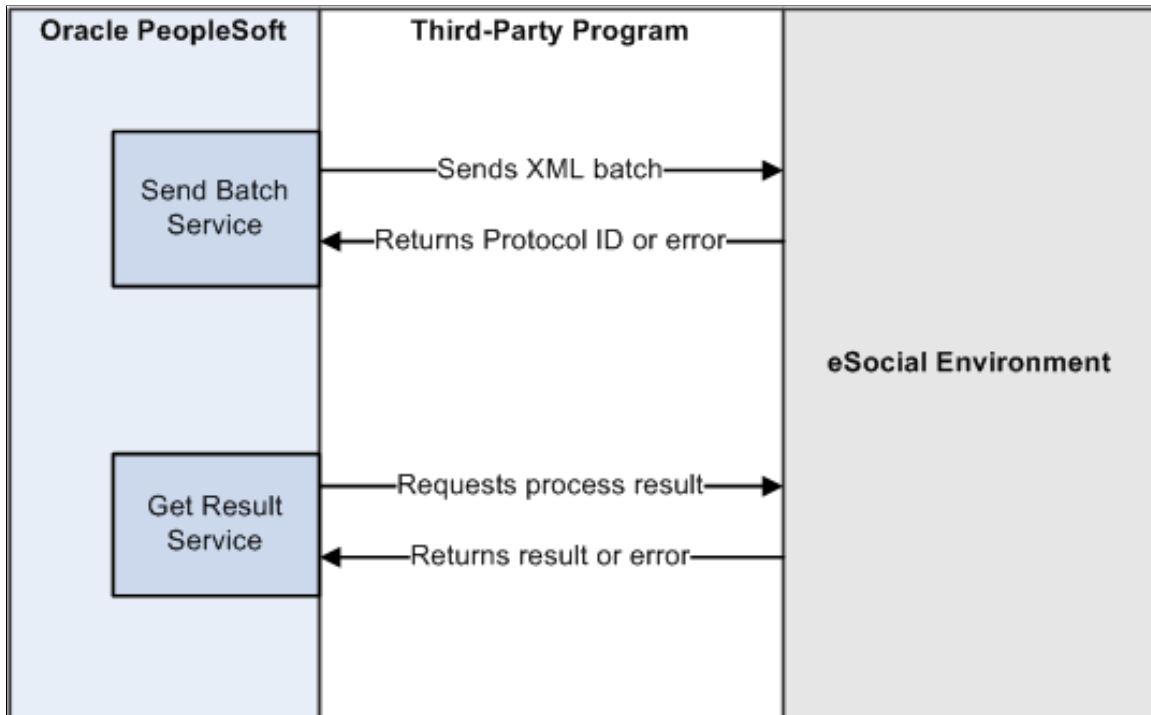
### Pages Used to Submit XML Outputs and Request Submission Results

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Send Batch Process Page</u>	GPBR_ES_SEND_RC	Specify eSocial XML outputs to send to third-party systems.
<u>Get Events Results Process Page</u>	GPBR_ES_QUERY_RC	Request XML output submission results from third-party systems.

## Understanding eSocial Data Transmission Between PeopleSoft and eSocial Systems

The transmission of eSocial data between the PeopleSoft system and the eSocial environment of the Brazilian government is handled through a partner integration or company customization (referred to as “third-party program” in this topic) that customers provide. PeopleSoft delivers web services that are responsible for sending XML outputs to and requesting submission results from this third-party program, which communicates with the eSocial environment and transmits information between both systems.

This diagram describes the process flow of submitting event outputs to the eSocial environment and sending the results back to the PeopleSoft system through a third-party program.



When XML outputs are generated for each driver sequence by the XML generation AE program, they are sent to the receiver node that the customer created for the third-party program in Integration Broker. These outputs are sent in batches, each of which can include up to 50 event outputs of the same group type (initial and basic tables, non-periodic, or periodic), or the maximum number allowed that is specified on the [XML Options Page](#) for any given company.

In order for XML outputs to be grouped into batches properly for submission, you need to define XML batch groups and subgroups on the [XML Batch Group Definition Page](#). Subgroups allow you to further categorize events of a group type into smaller logical groupings. Then, assign each eSocial event to a batch group and subgroup on the [Events Setup Page](#). PeopleSoft groups company’s event outputs of the same batch group and subgroup in batches for transmission.

### Delivered Services

PeopleSoft HCM Global Payroll for Brazil delivers two services to facilitate the communications between the PeopleSoft HCM and third-party programs.

- GPBR\_ESOCIAL\_BATCH\_SEND (eSocial BRA XML Batch Send)

- GPBR\_ESOCIAL\_BATCH\_GET\_RESULTS (Get Events Processing Results)

---

**Important!** For these services to function properly, verify that correct values are specified in the **Service Alias** and **Namespace** fields on the Services page (IB\_SERVICEDFN), according to the web services that are provided by the third-party system.

---

### GPBR\_ESOCIAL\_BATCH\_SEND (eSocial BRA XML Batch Send)

PeopleSoft uses this service to send XML output batches to the third-party program that is responsible for delivering XML outputs to the government. Upon receipt of an XML batch, the third-party system returns a response message that contains the Protocol ID (generated by the third-party system) of the batch file. If the batch was not sent successfully, relevant information about the error is included in the response message instead.

It contains one synchronous service operation, GPBR\_ESOCIAL\_BATCH\_SEND, with two messages:

- GPBR\_ESOCIAL\_BATCH\_SEND\_REQ (request)
- GPBR\_ESOCIAL\_BATCH\_SEND\_RES (response)

### GPBR\_ESOCIAL\_BATCH\_GET\_RESULTS (Get Events Processing Results)

PeopleSoft uses this service to request the processing results of each event that was sent in any given batch.

The third-party system returns the result information in a response message. If any errors are found and the information cannot be returned, the response message includes the locations of where the errors or warnings were identified.

It contains one synchronous service operation, GPBR\_ESOCIAL\_BATCH\_GET\_RESULTS, with two messages:

- GPBR\_ESOCIAL\_GET\_RESULTS\_REQ (request)
- GPBR\_ESOCIAL\_GET\_RESULTS\_RES (response)

### Integration Broker Setup Considerations for Transmitting eSocial Data

---

**Note:** Oracle delivers a document (in Portuguese) that provides an example of an integration configuration between PeopleSoft and third-party systems for eSocial reporting. This document is available for download on My Oracle Support (document ID [1526487.1](#)).

---

Note that in these system-delivered service operations, both handlers and routings are not delivered. You need to add a new routing definition for each service operation.

Routings can be added from the Routings page of Service Operation component (navigation: **PeopleTools > Integration Broker > Integration Setup > Service Operations**).

On the Routing Definitions page (IB\_ROUTINGDEFN) of the new routing, specify the default local node as the sender node, and the node that is created for the third-party program as the receiver node.

On the Parameters page (IB\_ROUTINGDEFNDOC) of the new routing, be sure to verify that correct values are specified in the **External Alias** fields.

In addition, make sure that these properties are added on the Connector Properties page (IB\_ROUTINGDEFCON) for the *LOCAL* gateway and *HTTPTARGET* connector to generate the SOAP envelope:

- Property ID: HEADER; Property Name: Content-Type  
Enter the value for this property based on the third-party system configuration.
- Property ID: HEADER; Property Name: sendUnCompressed  
Enter the value for this property based on the third-party system configuration.
- Property ID: HTTPPROPERTY; Property Name: Method  
Enter the value for this property based on the third-party system configuration.
- Property ID: HTTPPROPERTY; Property Name: SOAPUpContent  
Enter the value for this property based on the third-party system configuration.
- Property ID: PRIMARYURL; Property Name: URL  
Enter the value for this property based on the third-party system configuration.

When this Integration Broker setup is completed, you can send eSocial XML outputs and request submission results on the [Send Batch Process Page](#) and [Get Events Results Process Page](#).

## Send Batch Process Page

Use the Send Batch Process page (GPBR\_ES\_SEND\_RC) to specify eSocial XML outputs to send to third-party systems.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > eSocial BRA > Send Batch Process**



This example illustrates the fields and controls on the Send Batch Process page.

Run the GPBR\_ES\_SEND AE (application engine) process to submit XML output batches (as selected on this page) to the target third-party program using the eSocial BRA XML Batch Send service.

<b>Field or Control</b>	<b>Description</b>
<b>Send Method</b>	Select the method to use to select XML outputs for submission. Values are <i>Single</i> and <i>Multiple</i> .

### Single Batch

This section displays if the *Single* send method is selected.

<b>Field or Control</b>	<b>Description</b>
<b>Driver Sequence</b>	<p>Enter one or more driver sequence numbers of XML outputs to be sent to the third-party system. The system creates a batch for each specified driver sequence. For example, if you enter 10 driver sequences to be sent to the third-party program using the <i>Single</i> method, the system creates 10 batches, one for each driver sequence.</p> <p>If you use the <i>Single</i> method, it is expected that you know the drive sequence numbers of files you want to send. Driver sequences can be obtained from the <a href="#">eSocial Events Monitor Page</a> or through queries.</p>

## Multiple Batch

This section displays if the *Multiple* send method is selected. Use this method to send XML outputs of specific XML batch groups and companies to third-party programs.

<b>Field or Control</b>	<b>Description</b>
<b>Company</b>	Select the company of XML outputs to be sent to the third-party system. You can include more companies by adding more rows.  If no company is selected, all eSocial-enabled companies are included.
<b>XML Batch Group</b>	Select one or more batch groups of XML outputs to be sent to the third-party system.

## Get Events Results Process Page

Use the Get Events Results Process page (GPBR\_ES\_QUERY\_RC) to request XML output submission results from third-party programs.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > eSocial BRA > Get Events Results Process**

This example illustrates the fields and controls on the Get Events Results Process page.

**Get Events Results Process**

Run Control ID T1 Report Manager Process Monitor

Query Method

**Multiple Queries**

	Company	Description		
1	KRC	Empresa Demonstração Ltda	+	-

Run the GPBR\_ES\_QRY AE process to request XML output submission results from the target third-party program using the Get Events Processing Results service.

<b>Field or Control</b>	<b>Description</b>
<b>Query Method</b>	Select the method to use to query results. Vales are <i>Single</i> and <i>Multiple</i> .

### Single Queries

This section displays if the *Single* query method is selected.

<b>Field or Control</b>	<b>Description</b>
<b>Protocol</b>	Enter one or more protocol IDs of XML batches of which you wish to request the submission results.

### Multiple Queries

This section displays if the *Multiple* query method is selected.

<b>Field or Control</b>	<b>Description</b>
<b>Company</b>	Enter one or more companies to request the submission results of all their XML outputs.

---

## Monitoring eSocial Events

This topic provides an overview of eSocial event monitoring.

### Pages Used to Monitor eSocial Events

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">eSocial Error Catalog Page</a>	GPBR_ES_ERR_CAT	Define and maintain error, warning and informational messages for use in various components of the eSocial functionality.
<a href="#">eSocial Events Monitor Page</a>	GPBR_ESOC_MONITOR	Monitor event statuses throughout the eSocial data reporting process.
<a href="#">eSocial Events Monitor - Details Page</a>	GPBR_ESMON_DETL	View detailed event information of the selected event layout or event layout status.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">Event Details Page</a>	GPBR_ES_EVT_OCCUR	View additional information of the corresponding event.
<a href="#">eSocial Monitor XML Preview Page</a>	GPBR_ES_PREV_XML	Preview XML files for events that have completed the mapping process.
<a href="#">Employee Event History Page</a>	GPBR_ESOC_EMPLHIST	View eSocial event information by employee.

## Understanding eSocial Event Monitoring

eSocial is a complex reporting system. For companies that prepare and submit data to eSocial in high volume, it is important for them to be able to keep track of the progress of these events, identify errors that occur during the process cycle and take appropriate actions.

The eSocial Events Monitor provides users the ability to view the progress of events at each stage (or status) of the eSocial reporting cycle. Users can search for events using a number of supported search filters (by date, company, establishment, event, and status). From the search results, users can see the total number of events that are created for any given event, as well as the breakdown by status, which gives a general status summary of where events stand in the eSocial reporting cycle.

Errors found during the reporting cycle are recorded in the eSocial Events Monitor as well. They come from the eSocial functionality in PeopleSoft, the Brazilian government or third-party partners, and need to be addressed in a timely manner. PeopleSoft provides a setup page to define error messages and possible actions that users can take when errors are found.

In addition to the eSocial Events Monitor, Global Payroll for Brazil provides another functionality for users to track events by employee on the [Employee Event History Page](#). Users can view the list of events that were created for the selected employee, refine the search results by time period, event category and status, and view event details such as driver sequence, event type, and receipt number.

To access the eSocial Events Monitor, users need to be associated with the *HCCPGPBRA* permission list through user roles. This permission list is linked to the system-delivered *GP Administrator BRA* user role.

## eSocial Error Catalog Page

Use the eSocial Error Catalog page (GPBR\_ES\_ERR\_CAT) to define and maintain error, warning and informational messages for use in various components of the eSocial functionality.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > eSocial BRA > Main Setup > eSocial Error Catalog**

This example illustrates the fields and controls on the eSocial Error Catalog page.

### eSocial Error Catalog

Source Mapping  
Owner PS Delivered / Maintained

**Details** 1 of 118 ▼ ▶▶ | [View 100](#)

**Error Code** ABS-ATESTA  
**Severity** Error  
**Message Text** Physician information is missing.  
**Description**

Physician information is required for Sick/Accident leaves.

  
**Last Update Timestamp** 01/01/02 12:00AM PST

**Valid Actions**

⌂ 1-1 of 1 ▼ ▶▶

	Action
1	

<b>Field or Control</b>	<b>Description</b>
<b>Source</b>	<p>Displays where in the general eSocial flow the message originates, which can be any of the batch processes, online HCM transactions, web service communications, and so on. Values are:</p> <p><i>Government - Batch</i>: From the eSocial environment.</p> <p><i>Government - Event</i>: From the eSocial environment.</p> <p><i>Initial Loading</i>: From the initial data loading process where driver records are created.</p> <p><i>Mapping</i>: From the mapping process when data from driver records is populated to staging tables.</p> <p><i>Online</i>: From the generation of driver records (on demand, for non-periodic events).</p> <p><i>Process</i>: From the generation of driver records that is performed by batch processes.</p> <p><i>Third-Party</i>: From a third-party system.</p> <p><i>XML Generation</i>: From the XML file generation process.</p>

<b>Field or Control</b>	<b>Description</b>
<b>Owner</b>	<p>Indicates the party that is responsible for defining and maintaining the message definition. Values are:</p> <p><i>Customer Maintained:</i> Customers can modify messages that are defined by themselves.</p> <p><i>PS Delivered/Not Maintained:</i> PeopleSoft-delivered messages are displayed as read-only.</p> <p><i>PS Delivered/Maintained</i></p>
<b>Error Code</b>	Enter the error code.
<b>Severity</b>	<p>Select the severity of the message. Values are:</p> <p><i>Error</i></p> <p><i>Message</i> (for informational purposes)</p> <p><i>Warning:</i> Typically used for rectification and exclusion events. Warning messages are marked with <i>Action Required</i> on the eSocial Monitor.</p>
<b>Message Text</b>	Enter the text of the message, which is displayed on event monitoring pages and reports. Keep it precise.
<b>Description</b>	Enter the detailed description of the message, for example, the reasons why the message is generated and ways to resolve issues caused.
<b>Action</b>	<p>Select, if any, one or more actions that can be performed for the message. Values are:</p> <p><i>Cancel the Event:</i> Update the event to the <i>Cancelled</i> status. Cancelled events cannot be processed again.</p> <p><i>Reprocess:</i> Reprocess the event from the step where an error is found.</p> <p><i>Restart the Event:</i> Update the event to the Ready (<i>RDY</i>) status for it to be picked up for eSocial processing again.</p>

## eSocial Events Monitor Page

Use the eSocial Events Monitor page (GPBR\_ESOC\_MONITOR) to monitor event statuses throughout the eSocial data reporting process.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > eSocial BRA > eSocial Events Monitor**

This example illustrates the fields and controls on the eSocial Events Monitor page.

### eSocial Events Monitor

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

---

Search Date By

Search By

Search Event By

Search Status By

*(Fill Search Date By criteria is recommended)*

▼ Select Filter Values

---

**Companies**

< > 1-1 of 1 > >> | View All

	*Company	Description		
1	KRE <input type="text" value=""/>	Empresa Demonstração Ltda	+	-

This example illustrates the eSocial Events Monitor page, displaying search results.

▼ Search Results Edit Search Values

**Search Results: Events Summary**

< > 1-4 of 4 > >> | View All

	Company	Event Code	Description	Events Total	Pending	In Process	Errors	Action Required	Awaiting Return	Returned with Error	Successfully Completed	Canceled
1	KRE	S-1200	Compensation	37	0	0	0	0	0	37	0	0
2	KRE	S-1210	Miscellaneous Payments	19	0	0	1	0	0	0	18	0
3	KRE	S-2200	Employees Initial Loading and Hiring	39	0	0	3	0	0	0	36	0
4	KRE	S-2300	Workers who have no employment relationship – Begin	5	0	0	0	0	0	0	5	0

## Search Criteria

Use this section to select at least one search criterion. Corresponding search sections and fields appear in the Select Filter Values section based on the selected search criteria.

<b>Field or Control</b>	<b>Description</b>
<b>Search Date By</b>	This is the recommended search criteria. Values are:  <i>Accrual Period</i> . Select to search for events that occurred in the specified month and year time period.  <i>Transaction Date</i> . Select to search for events generated for transactions that occurred during the specified date range.
<b>Search By</b>	Values are: <ul style="list-style-type: none"> <li>• <i>Company</i>. Select one or more companies, which are enabled on the <a href="#">Company Parameters Page</a>.</li> <li>• <i>Establishment</i>. Select one or more company establishments that are enabled for eSocial reporting.</li> <li>• <i>Employee ID</i>. Select one or more employees.</li> </ul>
<b>Search Event by</b>	Values are: <ul style="list-style-type: none"> <li>• <i>Event</i>. Select one or more events.</li> <li>• <i>Event Category</i>. Select one or more delivered event categories.</li> </ul>
<b>Search Status By</b>	The available value is <i>Status</i> .

## Select Filter Values

Use this section to enter search values for selected search criteria.

<b>Field or Control</b>	<b>Description</b>
<b>Accrual Period From and Accrual Period To</b>	Enter the accrual time period for the event search.  These fields appear if <i>Accrual Period</i> is selected in the <b>Search Date By</b> field.
<b>Transaction Dt From</b> (transaction date from) and <b>Transaction Dt To</b> (transaction date to)	Enter the transaction time period for the event search.  These fields appear if <i>Transaction Date</i> is selected in the <b>Search Date By</b> field.



<b>Field or Control</b>	<b>Description</b>
<b>Companies</b>	<p>Enter one or more eSocial-enabled companies for the event search.</p> <p>This section appears if <i>Company</i> is selected in the <b>Search By</b> field.</p>
<b>Employees</b>	<p>Enter one or more employee IDs for the event search.</p> <p>This section appears if <i>Employee ID</i> is selected in the <b>Search By</b> field.</p>
<b>Establishments</b>	<p>Enter one or more establishments of eSocial-enabled companies for the event search.</p> <p>This section appears if <i>Establishment</i> is selected in the <b>Search By</b> field.</p>
<b>Events</b>	<p>Enter one or more events for the event search.</p> <p>This section appears if <i>Event</i> is selected in the <b>Search Event By</b> field.</p>
<b>Event Category</b>	<p>Enter one or more event categories for the event search. Values are <i>Basic Table, Non Periodic, Periodic, Termination</i> and <i>Totaling</i>.</p> <p>This section appears if <i>Event Category</i> is selected in the <b>Search Event By</b> field.</p>

<b>Field or Control</b>	<b>Description</b>
<b>Status</b>	<p>Enter one or more event statuses for the event search. Values are:</p> <p><i>CANC</i> (Cancelled): Events that are cancelled by users.</p> <p><i>COMP</i> (Completed): Events that are accepted by the government.</p> <p><i>DUPL</i> (Duplicated): Events that are duplicated.</p> <p><i>ERRM</i> (Error Mapping): Events that encountered error in the mapping process.</p> <p><i>GERR</i> (WS Return Error): Events that encountered error as reported by the web service.</p> <p><i>GSUC</i> (WS Return Success): Events that are submitted successfully as reported by the web service.</p> <p><i>HOLD</i> (On Hold): Events that are placed on hold and may require user action.</p> <p><i>MAPP</i> (Mapping): Events that are completed successfully in the mapping process and loaded to staging tables.</p> <p><i>NEW</i> (New): Newly created events in the system.</p> <p><i>RDY</i> (Ready): Events that are ready for the mapping process.</p> <p><i>SMOV</i> (Without Movement): Events created for companies that have no movement.</p> <p><i>SUCC</i> (Success): Events that are ready for XML output generation if selected.</p> <p><i>XCRT</i> (XML Create): Events that are completed successfully in the XML output generation process.</p> <p><i>XERR</i> (XML Error): Events that encountered errors during the XML output generation process.</p> <p><i>XRDY</i> (XML Ready): Events that are about have their XML outputs generated by an AE (application engine) process.</p> <p><i>XSEN</i> (XML Sent): Events with XML outputs that are submitted to the government.</p> <p>This section appears if <i>Status</i> is selected in the <b>Search Status By</b> field.</p>

## Search Results

This section displays the search result summary.

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>Edit Search Values</b>	Click to expand the search sections and modify search values, if necessary.
<b>Events Total</b>	Displays the sum of all event count for the listed company and event.  Click the number link to view the list of event items in more detail.
[Event Status columns]	Displays the individual event count for the listed company and event by status.  Click the number link to view the list of event items in more detail.

## eSocial Events Monitor - Details Page

Use the eSocial Events Monitor - Details page (GPBR\_ESMON\_DETL) to view detailed event information of the selected event layout or event layout status.

Navigation:

Click a number link (which can be a total event count, or status-specific event count) on the eSocial Events Monitor page.

This example illustrates the fields and controls on the eSocial Events Monitor - Details page when an events total number link is selected.

eSocial Events Monitor												
Event Code S-1210 Miscellaneous Payments												
Count 19												
Events <span style="float: right;">1-19 of 19</span>												
	Company	Empl ID	Name	Accrual Period	Effective Date	Ini Date	End Date	Transaction Date	Operator Id	Last Processing Date	Status	Event Status
1	KRE	KRE0001	Glauciane Costa Santana	2017-02	02/28/2017	02/28/2017			PS	08/07/2023 2:29:24.491446PM	✓	WS Return Success
2	KRE	KRE0005	Francle Avelino de Araujo	2017-02	02/28/2017	02/28/2017			PS	08/07/2023 2:29:24.393316PM	✓	WS Return Success
3	KRE	KRE0006	Carlison Santos Pereira	2017-02	02/28/2017	02/28/2017			PS	08/07/2023 2:29:24.365608PM	✓	WS Return Success
4	KRE	KRE0007	Safo Barbosa de Oliveira	2017-02	02/28/2017	02/28/2017			PS	08/07/2023 2:29:24.340180PM	✓	WS Return Success
5	KRE	KRE0010	Gustavo Calazans dos Santos Reis	2017-02	02/28/2017	02/28/2017			PS	08/07/2023 2:29:24.331358PM	✓	WS Return Success
6	KRE	KRE0019	Francisco Henrique da Cruz	2017-02	02/28/2017	02/28/2017			PS	08/07/2023 2:29:24.310896PM	✓	WS Return Success
7	KRE	KRE0022	Victor Luis Silva de Oliveira	2017-02	02/28/2017	02/28/2017			PS	08/07/2023 2:22:20.175833PM	■	Error Mapping

This example illustrates the fields and controls on the eSocial Events Monitor - Details page when a status number link is selected.

eSocial Events Monitor													
Event Code S-1210 Miscellaneous Payments													
Status Errors													
Count 1													
Events <span style="float: right;">1-1 of 1</span>													
	Select	Company	Empl ID	Name	Accrual Period	Effective Date	Ini Date	End Date	Transaction Date	Operator Id	Last Processing Date	Status	Details
1	<input type="checkbox"/>	KRE	KRE0022	Victor Luis Silva de Oliveira	2017-02	02/28/2017	02/28/2017			PS	08/11/2023 6:01:34.907699AM	■	Details

Action

[Return to Previous Page](#)

Field or Control	Description
<b>Event Code</b>	Displays the event code and name of the entries listed in the grid.
<b>Status</b>	Displays the status of the entries listed in the grid.  This field appears if you select the number link of a particular status to view event detail.
<b>Count</b>	Displays the number of the event entries listed in the grid.

## Events

The display of columns in this section changes slightly based on the event code, status, and the type of event count link (total or status-specific) that was selected to access the event detail. Valid columns include, but not limited to:









- **Company**
- **Element Number**
- **Element Name**
- **Establishment ID**
- **Empl ID** (employee ID)
- **Empl Record**
- **Name** (employee)
- **Hire Date**
- **Accrual Period**
- **Set ID**
- **Job Code**
- **Job Code Description**
- **Location Type**
- **Proceeding Number**
- **Proceeding Type**
- **Description**
- **Service Taker**
- **Shift ID**
- **Wage Tp Table ID**
- **Effective Date**
- **Ini Date**
- **End Date**
- **Transaction Date**. Displays the date the corresponding event occurred.
- **Operator ID**. Displays the user who performed the transaction.
- **Last Processing Date**. Displays the date and time when the last process was performed on the event.
- **Status**
- **Event Status**. Available to total count links only.

- **Details.** Available to status-specific count links only. Select to access the [Event Details Page](#) to view details of the corresponding event.

<b>Field or Control</b>	<b>Description</b>
<b>Select</b>	<p><b>Note:</b> The <b>Select</b> field appears, if the number link you selected from the previous page was for the <i>Errors</i> or <i>Returned with Error</i> status.</p> <p>Select one or more event entries for the specified action to be performed. Specify an action first. Any entry that the action can perform on becomes available for selection automatically.</p> <p>Errors and their associated actions are defined on the <a href="#">eSocial Error Catalog Page</a>.</p>
<b>Action and Go</b>	<p><b>Note:</b> The <b>Action</b> field appears, if the number link you selected from the previous page was for the <i>Errors</i>, <i>Returned with Error</i>, or <i>Successfully Completed</i> (for S-1210 only) status.</p> <p>Select an action to perform on event entries that you select next.</p> <p>Valid actions for <i>Errors</i> and <i>Returned with Error</i> statuses include:</p> <p><i>Cancel the Event</i></p> <p><i>Reprocess</i></p> <p><i>Restart the Event</i></p> <p>Valid action for the <i>Successfully Completed</i> status is <i>Create Exclusion Event S-3000</i>.</p> <p>Select the <b>Go</b> button to perform the action on selected event entries. This button appears when one or more event entries are selected.</p> <p>Entries are removed from the grid after the selected action is performed successfully and that the statuses of entries are updated accordingly.</p>

**Status**

Valid statuses are:

<b>Field or Control</b>	<b>Description</b>
	Indicates transactions that have eSocial events requested for them (driver transactions created).
	Indicates eSocial events that are in the mapping process.
	Indicates transactions with internal errors found by eSocial processes.
	Indicates transactions with rectification or exclusion events that require user actions.  This status is common for rectification and exclusion events, which are sometimes critical and therefore require user intervention.
	Indicates transactions that have the related XML files created and are waiting for a receipt number (if XML files are submitted to the government).  After XML files are generated, no user actions are allowed on this page. Administrators, however, can cancel or update the status of events in the <i>Awaiting Return</i> status on a different page.
	Indicates transactions that have errors found by the third-party system or the Brazilian government.
	Indicates transactions that have been accepted and have corresponding receipt numbers.
	Indicates transactions that are cancelled by users.

## Event Details Page

Use the Event Details page (GPBR\_ES\_EVT\_OCCUR) to view additional information of the corresponding event.

Navigation:

Click the **Details** link in the **Events** section of the eSocial Events Monitor - Details page.

The **Details** link appears if a status-specific event count is clicked on the eSocial Events Monitor page.

This example illustrates the fields and controls on the Event Details page.

**Event Details**

**Original Event**

Event Code S-2200 Employees Initial Loading and Hiring  
 Company KRC Empresa Demonstração Ltda  
 Establishment ID KRC1-1 Matriz São Paulo  
 Employee ID KRC0034 Marinete Leite Fernandes  
 Empl Record 0  
 Receipt Number  
 Status ERRM Error Mapping

**Occurrences**

🔍
1-1 of 1
View All

Code	Description	Location	Severity	Process Time Stamp
1 MAPP-32	Review and update the Non-Brazilian employee data in Personal Data.		Error	08/07/2023 2:10:34.549111PM

[Return to Previous Page](#)

## Original Event

This section displays information of the selected event. Information shown is slightly different depending on the status of the event.

<b>Field or Control</b>	<b>Description</b>
<b>Preview XML</b>	Click to preview the XML content for the event on the <a href="#">eSocial Monitor XML Preview Page</a> . This link appears if the event is in the <i>MAPP</i> , <i>SUCC</i> , or <i>XRDY</i> status.

## Occurrences

If the event transaction you’re viewing is in an error status, all associated error codes are available for review in this section. These codes help identify the cause of errors that occurred, and provide useful tips to address them.

Error messages are defined on the [eSocial Error Catalog Page](#).

## eSocial Monitor XML Preview Page

Use the eSocial Monitor XML Preview page (GPBR\_ES\_PREV\_XML) to preview XML files for events that have completed the mapping process.

Navigation:

Click the Preview XML link on the Event Details page.



This example illustrates the fields and controls on the eSocial Monitor XML Preview page.



The screenshot shows a browser window titled "eSocial Monitor XML Preview". The main content area displays XML code for an event. At the bottom left of the code area, there is a "Return" button. A "Help" link is visible in the top right corner of the preview area.

```
<?xml version="1.0"?>
<eSocial xmlns="http://www.esocial.gov.br/schema/evt/evtTabHorTur/v02_05_00">
  <evtTabHorTur Id="">
    <ideEvento>
      <tpAmb>1</tpAmb>
      <procEmi>1</procEmi>
      <verProc>2.5</verProc>
    </ideEvento>
    <ideEmpregador>
      <tpInsc>1</tpInsc>
      <nrInsc>59456277</nrInsc>
    </ideEmpregador>
    <infoHorContratual>
      <inclusao>
        <ideHorContratual>
          <oodHorContrat>KRSI1GR COMP1</oodHorContrat>
          <iniValid>2016-01</iniValid>
        </ideHorContratual>
        <dadosHorContratual>
          <hrEntr>0900</hrEntr>
          <hrSaida>1300</hrSaida>
          <durJornada>240</durJornada>
          <perHorFlexivel>N</perHorFlexivel>
        </dadosHorContratual>
      </inclusao>
    </infoHorContratual>
  </evtTabHorTur>
</eSocial>
```

Administrators have the option to preview XML files for events that have completed the mapping process and are in the *MAPP*, *SUCC*, or *XRDY* status. Events in these statuses are consolidated under the *In Process* status in the Search Results: Events Summary section of the [eSocial Events Monitor Page](#).

---

**Note:** The preview version of the XML files is not the same as the official version that the system generates for events in the XML generation process. Do not submit the preview version of XML files to the Government.

---

## Employee Event History Page

Use the Employee Event History page (GPBR\_ESOC\_EMPLHIST) to view eSocial event information by employee.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > eSocial  
BRA > Employee Event History**

This example illustrates the fields and controls on the Employee Event History page.

**Employee Event History**

Employee ID: KRE0005      Empl Record: 0      Name: Francle Avelino de Araujo Junior II

**Search Options**

Time Period: Last 30 days (dropdown)

Category: (dropdown)

Status: (dropdown)

Search      Clear All

---

**Event Details**

Driver Sequence	Company	Event	Date	Status	Type	Rectified Driver Sequence	Receipt Num	Process Time Stamp
1	820 KRE	S-2240	01/01/2019	Awaiting Return	Original			12/07/20 3:24:53.197457AM
2	814 KRE	S-2220	12/07/2020	Awaiting Return	Original			12/07/20 3:12:47.000000AM
3	796 KRE	S-2205	11/12/2019	Successfully Completed	Rectifier	602 9		11/24/20 6:59:44.577729AM
4	611 KRE	S-2205	11/24/2020	Successfully Completed	Deleted		4	11/24/20 6:53:19.053769AM
5	602 KRE	S-2205	11/12/2019	Successfully Completed	Rectified		6	11/24/20 6:53:19.072466AM
6	598 KRE	S-2205	04/01/2017	Successfully Completed	Original		8	11/24/20 6:53:19.081657AM

Video: [Image Highlights, PeopleSoft HCM Update Image 38: eSocial Employee Events History](#)

### Search Options

Field or Control	Description
<b>Time Period</b>	Select the time frame during which the drivers of the events you want to view were generated. Values are:  <i>Custom Period</i>  <i>Last 30 Days (Default value)</i>  <i>Last 60 Days</i>  <i>Last 90 Days</i>
<b>From Date and To Date</b>	Enter the start and end dates of the time frame for the event search. These fields appear if you select the <i>Custom Period</i> option in the <b>Time Period</b> field.
<b>Category</b>	(Optional) Select to view only <i>Non Periodic</i> , <i>Periodic</i> , or <i>Termination</i> events in the search results.  Refer to the <a href="#">Global Payroll for Brazil eSocial Event Layouts</a> topic for the list of system-delivered events and their categories.

<b>Field or Control</b>	<b>Description</b>
<b>Status</b>	(Optional) Select the status of the events to return in the search results.

## Event Details

This section lists the matching events by driver sequence in descending order.

<b>Field or Control</b>	<b>Description</b>
<b>Driver Sequence</b>	Displays the unique identifier of the event.
<b>Event</b>	Displays the event code. For the periodic events (S-1200 and S-1210), the payroll type ( <i>Monthly</i> or <i>Annually</i> ) is also displayed.
<b>Date</b>	Displays the date when the data creation, change or deletion for which the event was created occurred, for example, the effective date for an employee's job code change in Job Data. This date appears in the XML file to be reported to the Government.
<b>Type</b>	<p>Displays the type of the event. Values are:</p> <p><i>Deleted</i>: Indicates that an S-3000 event has been created for the event to remove the event data from the Government's eSocial system.</p> <p><i>Original</i></p> <p><i>Rectified</i>: Indicates that the event is being rectified by another event.</p> <p><i>Rectifier</i>: Indicates that the event rectifies another event.</p>
<b>Rectified Driver Sequence</b>	Displays the unique identifier of the event that was rectified by this event. This value appears only for <i>Rectifier</i> events.
<b>Receipt Num</b> (receipt number)	Display the receipt number of the event. This value is only available for events that have been processed successfully by the Government.

## Generating CAT Forms

This topic provides an overview of eSocial CAT forms and discusses how to generate them.

### Page Used to Generate CAT Forms

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>CAT Form Page</u>	GPBR_CAT_FORM	Generate CAT forms for work accidents.

### Understanding eSocial CAT Forms

A CAT (Comunicado de Acidente de Trabalho) form is a work accident report that contains information about an employee's occupational accident or illness. Employers are required to file CAT forms for all work accidents that caused injuries, illnesses, or death to their employees.

The GPBR\_ES\_CATF application engine program generates CAT forms with work accident data that was submitted and accepted by the Government using the S-2210 event in eSocial.

On the CAT Form Page, you can specify a time period (last 30, 60, or 90 days, or a custom period), CAT type, and the option to search for the S-2210 events by employee, establishment, or incident number. When you run the GPBR\_ES\_CATF program, it evaluates all S-2210 events that meet the selection criteria, and generates the CAT form for each event that has the *GSUC* (WS Return Success) status.

The GPBR\_ES\_CATF program creates a CAT form for an eligible S-2210 event using the most recent information in one of these versions:

- *Standard*: If the S-2210 event had a rectification, followed by an exclusion, but the exclusion event was not accepted successfully by the Government, the process populates the entire CAT form using the updated (rectified) version of the data.
- *Exclusion*: If the S-2210 event had a rectification, followed by an exclusion, and all were accepted successfully by the Government, the process populates part of the CAT form only. Sections pertaining to the work accident (or disease) and medical certificate (fields 19 through 50) are blank.

The CAT form is printed in Portuguese. If a work accident is associated with more than one CAT type with the same work accident date, a CAT forms will be generated for each applicable CAT type.

---

**Note:** For customers who do not use the S-2210 event in eSocial to submit work accident data to the Government, run the BRCAT01 process to generate CAT reports on the "CAT Report BRA Page" (PeopleSoft Human Resources Monitor Health and Safety) instead.

---

### CAT Form Page

Use the CAT Form page (GPBR\_CAT\_FORM) to generate CAT forms for work accidents.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > eSocial  
BRA > CAT Form**

This example illustrates the fields and controls on the CAT Form page.

The screenshot shows the 'CAT Form' interface. At the top, it displays 'Run Control ID T1' and navigation links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below this is the 'Selection Criteria' section, which includes:
 

- \*Company: A search field containing 'GRS' and a magnifying glass icon, with the text 'Empresa de Servicios Generales' to its right.
- \*Time Period: A dropdown menu currently set to 'Last 30 days'.
- CAT Type: A dropdown menu currently set to 'All'.
- Search by: A dropdown menu currently set to 'Establishment'.

 Below the selection criteria is the 'Establishment Data' section, which features a search bar with 'GRS1-1' and a magnifying glass icon, followed by the text 'GRS Matriz 1-1'. To the right of this section are navigation controls including a search icon, a list icon, a '1 of 1' indicator, and expand/collapse buttons (+ and -).

<b>Field or Control</b>	<b>Description</b>
<b>Company</b>	<p>(Required) Select the company of the S-2210 events with generated drivers to be included in the selection.</p> <p>Only companies that are enabled on the <a href="#">Company Parameters Page</a> are available for selection.</p>
<b>Time Period</b>	<p>(Required) Select the time frame for the event selection. Any S-2210 event with a generated driver and a work accident date within the specified time frame will be included. Values are:</p> <p><i>Custom Period</i></p> <p><i>Last 30 days</i> (default)</p> <p><i>Last 60 days</i></p> <p><i>Last 90 days</i></p>
<b>From Date and To Date</b>	<p>Enter the start and end dates of the time frame. These fields appear if you select the <i>Custom Period</i> option in the <b>Time Period</b> field.</p>
<b>CAT Type</b>	<p>Select to refine the selection by CAT type. Values are:</p> <p><i>All</i> (default)</p> <p><i>Death Communication</i></p> <p><i>Initial</i></p> <p><i>Reopened</i></p>

<b>Field or Control</b>	<b>Description</b>
<b>Search By</b>	Select to refine the selection further by:  <i>Employee</i> (default): Specify one or more employee IDs of the selected company in the <b>Employee Data</b> section that appears.  <i>Establishment</i> : Specify one or more establishments of the selected company in the <b>Establishment Data</b> section that appears.  <i>Incident</i> : Specify one or more incident numbers of the selected company in the <b>Incident Data</b> section that appears.

### **Related Links**

[S-2210 - Accident at Work Communication \(CAT\)](#)

## Chapter 15

# Working with Labor Proceedings

## Entering Labor Proceeding Information

This topic discusses how to enter labor proceeding details and associated tax information.

Use Assign Labor Proceedings BRA component pages to enter labor proceeding-related information for employees. Information is submitted to the Government using the S-2500 event in eSocial.

Use the Labor Proceeding Tax page to enter amounts of income tax and social security contributions, and incidents on calculation bases in labor proceedings reported in the S-2500 event. Information is submitted to the Government using the S-2501 event in eSocial.

## Pages Used to Enter Labor Proceeding Information

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Proceeding Information Page</u>	GPBR_LBR_PROC_HDR	Enter labor proceeding details.
<u>Employment Contract Page</u>	GPBR_LBR_PROC_CNTR	Enter employee contract information of the labor proceeding.
<u>Additional Contract Info Page</u>	GPBR_LBR_PROC_C_AD	Enter additional employment contract information of the labor proceeding.
<u>Payments Page</u>	GPBR_LBR_PROC_PYMT	Enter detailed information about calculation bases of FGTS and INSS values.
<u>Labor Proceeding Tax BRA Page</u>	GPBR_LABOR_PRC_TAX	Enter employee's IRRF and INSS tax information for a labor proceeding.
<u>Labor Court Decision Page</u>	GPBR_LPT_REV	Enter income tax and other information for a labor proceeding as decided from court.
<u>RRA Page</u>	GPBR_LPT_REV_RRA	Enter accumulated income amounts received for previous years.
<u>Complementary Information Page</u>	GPBR_LPT_COMP_INFO	Enter employee's dependent information.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Suspended Deductions BRA Page</u>	GPBR_LPT_SUSP_DED	Enter details for deductions with suspended liability.

### **Related Links**

S-2500 Labor Proceedings

S-2501 Labor Proceeding Tax

S-3500 Exclusion Event - Labor Proceeding

## **Proceeding Information Page**

Use the Proceeding Information page (GPBR\_LBR\_PROC\_HDR) to enter labor proceeding details.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Garnishments/Court Orders > Assign Labor Proceedings BRA > Proceeding Information**



This example illustrates the fields and controls on the Proceeding Information page.

### Assign Labor Proceedings BRA

**Proceeding Information**
Employment Contract
Additional Contract Info
Payments

**Company** KRE

**Proceeding Source** Judicial

**Proceeding Number** 10003160420215020705

**Description** M: XXXXXXXXXX

Delete Proceeding

**Direct Responsible Employer**

**Inscription Type**

**Inscription Number**

**Judicial Proceeding Details**

**Decision Date**

**State**

**City**

**Court ID**

**Comments**

<b>Field or Control</b>	<b>Description</b>
<b>Delete Proceeding</b>	Select to remove the labor proceeding record from the system and the government (if applicable).  See Also <a href="#">S-3500 Exclusion Event - Labor Proceeding</a> .
<b>Company</b>	Displays the company associated with the labor proceeding. This information is required when you add a labor proceeding in the system.

<b>Field or Control</b>	<b>Description</b>
<b>Proceeding Source</b>	Displays the source of the labor proceeding:  <i>Judicial</i>  <i>Submitted to CCP or NINTER.</i>  This information is required when you add a labor proceeding in the system.
<b>Proceeding Number</b>	Displays the ID of the labor proceeding. This information is required when you add a labor proceeding in the system.  The length of the proceeding number is 20 digits if the selected source is <i>Judicial</i> .  The length of the proceeding number is 15 digits if the selected source is <i>Submitted to CCP or NINTER</i> .
<b>Description</b>	Displays or enter the description of the labor proceeding.

### Direct Responsible Employer

Specify the company's HR and/or payroll representative (direct responsible).

Complete this section only if the company is mentioned in the proceeding as co-responsible.

<b>Field or Control</b>	<b>Description</b>
<b>Inscription Type</b>	Values are <i>CNPJ</i> and <i>CPF</i> .
<b>Inscription Number</b>	Enter the inscription ID of the company.
<b>Comments</b>	Enter any comment for this labor proceeding, if applicable.

### Judicial Proceeding Details

This section appears if the selected source is *Judicial*.

<b>Field or Control</b>	<b>Description</b>
<b>Decision Date</b>	Specify the date when the decision of this labor proceeding was made.
<b>State, City, and Court ID</b>	Specify the court location where this labor proceeding took place.

## CCP/NINTER Proceeding Details

This section appears if the selected source is *Submitted to CCP or NINTER*.

<b>Field or Control</b>	<b>Description</b>
<b>Date of Conciliation</b>	Specify the conciliation date of the CCP or NINTER proceeding.
<b>Ambit of Agreement</b>	Select the information provider. Values are:  <i>CCP Company</i>  <i>CCP Union</i>  <i>NINTER</i>
<b>Union CNPJ Number</b>	Enter the registration number of the union that represented the worker. This is required if the <b>Ambit of Agreement</b> field value is <i>CCP Company</i> or <i>CCP Union</i> .

## Employment Contract Page

Use the Employment Contract page (GPBR\_LBR\_PROC\_CNTR) to enter employee contract information of the labor proceeding.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Garnishments/Court Orders > Assign Labor Proceedings BRA > Employment Contract**

This example illustrates the fields and controls on the Employment Contract page (1 of 2).

### Assign Labor Proceedings BRA

Proceeding Information
Employment Contract
Additional Contract Info
Payments

Company KRE Empresa Demonstração Ltda

Proceeding Source Judicial

Proceeding Number 10003160420215020705

Description M [REDACTED]

Employee Information

CPF ID Number 3: [REDACTED]

Employee ID KRE0034

Name M [REDACTED]

Date of Birth 01/16/1964

This example illustrates the fields and controls on the Employment Contract page (2 of 2).

**Employment Contract Information**

| < < 1 of 1 > > | View All

eSocial Reg. Number

Employee Labor Category Code

Hire TSV Date

\*Contract Type

Original Hire Date

\*Sent to eSocial

Reinstatement

\*Employee Category Changed

\*Nature of Activity Changed

\*Reason for Termination Changed

<i><b>Field or Control</b></i>	<i><b>Description</b></i>
<b>Company</b>	Displays the company associated with the labor proceeding. This information is required when you add a labor proceeding in the system.
<b>Proceeding Source</b>	Displays the source of the labor proceeding.
<b>Proceeding Number</b>	Displays the number of the labor proceeding.

<b>Field or Control</b>	<b>Description</b>
<b>Description</b>	Displays or enter the description of the labor proceeding.

## Employee Information

This section displays basic personal information of the worker to whom the labor proceeding pertains.

<b>Field or Control</b>	<b>Description</b>
<b>CPF ID Number</b>	Displays the claimant's national identification number. This information is required when you add a labor proceeding in the system. If a labor proceeding involves multiple claimants, each of them needs to be registered separately in the system.
<b>Employee ID, Name and Date of Birth</b>	<p>The system prepopulates these fields automatically, if the entered CPF ID already exists.</p> <p>Specify this information for the worker, if the entered CPF ID doesn't exist in the system.</p>

## Employment Contract Information

Use this section to enter the worker's contract data at the time of the labor proceeding resolution. Add new rows to capture the contract information in situations where multiple jobs are cited in the labor proceeding, or when the worker has multiple employee records (`empl_rcd`) even if they do not happen simultaneously.

<b>Field or Control</b>	<b>Description</b>
<b>eSocial Reg. Number</b>	Select (if CPF ID exists) or enter the worker's eSocial registration number.
<b>Employee Labor Category Code</b>	Select the worker's category code.
<b>Hire TSV Date</b>	<p>(For non-employee) Select the worker's date of admission if the worker is a non-employee (the selected employee labor category code is <i>721</i>, <i>722</i>, or <i>901</i>) and their eSocial registration number has not yet been sent to the Government using the S-2300 event.</p> <p>The system does not validate this value.</p>
<b>Contract Type</b>	Select the applicable contract type for the worker.

<b>Field or Control</b>	<b>Description</b>
<b>Original Hire Date</b>	(For employee) Select the worker's date of admission if the worker is an employee (the selected employee labor category code is <i>not</i> 721, 722, or 901) and their eSocial registration number has not yet been sent to the Government using the S-2300 event.  The system does not validate this value.
<b>Sent to eSocial</b>	Indicate if the worker's admission information has been submitted to the Government using any of these events: S-2190, S-2200 or S-2300.
<b>Reinstatement</b>	Indicate if there was a request for the reinstatement of the worker in the labor proceeding.
<b>Employee Category Changed</b>	Indicate if there was a request to change the worker's labor category in the labor proceeding.
<b>Nature of Activity Changed</b>	Indicate if there was a request to change the nature of the worker's activity in the labor proceeding.
<b>Reason for Termination Changed</b>	Indicate if there was a request for a change in the worker's termination reason in the labor proceeding.

## Additional Contract Info Page

Use the Additional Contract Info page (GPBR\_LBR\_PROC\_C\_AD) to enter additional employment contract information of the labor proceeding.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Garnishments/Court Orders > Assign Labor Proceedings BRA > Additional Contract Info**

This example illustrates the fields and controls on the Additional Contract Info page (1 of 4).

**Assign Labor Proceedings BRA**

Proceeding Information
Employment Contract
Additional Contract Info
Payments

Company KRE Empresa Demonstração Ltda

Proceeding Source Judicial

Proceeding Number 10003160420215020705

Description M [REDACTED]

**Employee Information**

CPF ID Number 3 [REDACTED]

Employee ID KRE0034

Name M [REDACTED]

Date of Birth 01/16/1964

**Employment Contract Information**

eSocial Reg. Number 37

Employee Labor Category Code

Hire TSV Date

This example illustrates the fields and controls on the Additional Contract Info page (2 of 4).

▼ **Employment Contract Details**

CBO Code

Nature of Activity

**Remuneration**

Payment Date	Comp Rate	Contract Salary Type	Salary Description
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

▼ **Contract Type**

Work Type

Social Security

First Start Date

Part-Time Contract

Contract Type

Contract End Date

Clause of Early Termination

Hiring Objectives

This example illustrates the fields and controls on the Additional Contract Info page (3 of 4).

**Contract Notes**

#	Description			
1	<input style="width: 90%;" type="text"/>	+	-	

**Succession**

Inscription Type

Inscription Number

Previous eSocial Reg Number

Transfer Date

**Termination Data**

Termination Date

Termination Code

API Projected Date

Alimony Indicator

This example illustrates the fields and controls on the Additional Contract Info page (4 of 4).

**Change of Employee Category**

#	Decision Date	Labor Category Code	Nature of Activity		
1	<input style="width: 80px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 100px;" type="text"/>	+	-

**Unification of Contracts**

#	eSocial Reg. Number	Labor Category Code	Hire TSV Date		
1	<input style="width: 100px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 80px;" type="text"/>	+	-

<b>Field or Control</b>	<b>Description</b>
<b>Company</b>	Displays the company associated with the labor proceeding. This information is required when you add a labor proceeding in the system.
<b>Proceeding Source</b>	Displays the source of the labor proceeding.
<b>Proceeding Number</b>	Displays the number of the labor proceeding.
<b>Description</b>	Displays or enter the description of the labor proceeding.



## Employee Information

This section displays basic personal information of the worker to whom the labor proceeding pertains.

<b>Field or Control</b>	<b>Description</b>
<b>CPF ID Number</b>	Displays the claimant's national identification number. This information is required when you add a labor proceeding in the system. If a labor proceeding involves multiple claimants, each of them needs to be registered separately in the system.
<b>Employee ID, Name and Date of Birth</b>	The system prepopulates these fields automatically, if the entered CPF ID already exists.  Specify this information for the worker, if the entered CPF ID doesn't exist in the system.

## Employment Contract Information

<b>Field or Control</b>	<b>Description</b>
<b>eSocial Reg. Number</b>	Displays the worker's eSocial registration number if available.
<b>Employee Labor Category Code</b>	Displays the worker's category code if available.
<b>Hire TSV Date</b>	Displays the worker's date of admission if available.

## Employment Contract Details

<b>Field or Control</b>	<b>Description</b>
<b>CBO Code</b>	Specify the applicable Brazilian Occupation Classification code for the contract.
<b>Nature of Activity</b>	Select the nature of activity for the contract, <i>Not Applicable</i> , <i>RURAL</i> , or <i>URBAN</i> .

## Remuneration

Use this section to record salary changes.

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>Payment Date</b>	Specify the salary change date.
<b>Comp Rate</b>	Enter the compensation rate.
<b>Contract Salary Type</b>	Select the applicable salary type, for example, monthly, by task, or commission-based.
<b>Salary Description</b>	Enter a short description about the salary if the selected salary type is by task or commission-based.

## Contract Type

Complete this section only if the worker's admission information has not been submitted to the Government using any of these events: S-2190, S-2200 or S-2300.

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>Work Type</b>	Select the applicable labor regime type.
<b>Social Security</b>	Select the applicable social security system.
<b>First Start Date</b>	Select the worker's original hire date.
<b>Part-Time Contract</b>	Select the appropriate part-time nature of the contract.
<b>Contract Type</b>	Select the appropriate contract type for the worker.
<b>Contract End Date</b>	Select the end date of the contract for the worker.
<b>Clause of Early Termination</b>	Indicate if the contract has an assurance clause.
<b>Hiring Objectives</b>	Enter the objectives for hiring the position to which this contract pertains.

## Contract Notes

Enter remarks about the contract, if applicable.

## Succession

Complete this section if the worker transferred to this company from another company in the same socio-economic sector.

<b>Field or Control</b>	<b>Description</b>
<b>Inscription Type and Inscription Number</b>	Specify the inscription type and number of the company before the transfer.
<b>Previous eSocial Reg Number</b>	Enter the worker's eSocial registration number in the company before the transfer.
<b>Transfer Date</b>	Specify the date of transfer.

## Termination Data

Enter the worker's termination information, if applicable.

<b>Field or Control</b>	<b>Description</b>
<b>Termination Date</b>	Specify the worker's termination date.
<b>Termination Code</b>	Select the reason code for the termination.
<b>API Projected Date</b>	Specify the projection date of the indemnified prior notice.
<b>Alimony Indicator</b>	Specify if the worker is responsible for alimony payment and payment type. The information is used for FGTS withholding purposes. Values are:  <i>Amount</i>  <i>No Alimony</i>  <i>Percentage</i>  <i>Percentage and Amount</i>
<b>Deduction Amount</b>	Specify the amount of the worker's alimony payment. This field appears if <i>Amount</i> or <i>Percentage and Amount</i> is selected.
<b>% Deduction</b>	Specify the percentage of the worker's pay that is allocated to alimony. This field appears if <i>Percentage</i> or <i>Percentage and Amount</i> is selected.

## Change of Employee Category

If the worker had a change in the employee category,, enter the information in this section.

<b>Field or Control</b>	<b>Description</b>
<b>Decision Date</b>	Specify the date when the new labor category became effective.
<b>Labor Category Code</b>	Specify the new labor category.
<b>Nature of Activity</b>	Select the nature of activity for the contract, <i>Not Applicable</i> , <i>RURAL</i> , or <i>URBAN</i> .

## Unification of Contracts

<b>Field or Control</b>	<b>Description</b>
<b>eSocial Reg. Number</b>	Enter the worker's eSocial registration number from the contract that needs to be unified with this contract.
<b>Labor Category Code</b>	Specify the worker's labor category code from the contract that needs to be unified with this contract.
<b>Hire TSV Date</b>	(For non-employee) Select the worker's date of admission if the worker is a non-employee (the selected employee labor category code is <i>721</i> , <i>722</i> , or <i>901</i> ) and their eSocial registration number has not yet been sent to the Government using the S-2300 event.

## Payments Page

Use the Payments page (GPBR\_LBR\_PROC\_PYMT) to enter detailed information about calculation bases of FGTS and INSS values.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Garnishments/Court Orders > Assign Labor Proceedings BRA > Payments**

This example illustrates the fields and controls on the Payments page (1 of 2).

### Assign Labor Proceedings BRA

Proceeding Information
Employment Contract
Additional Contract Info
Payments

Company KRE Empresa Demonstração Ltda

Proceeding Source Judicial

Proceeding Number 10003160420215020705

Description M [REDACTED]

**Employee Information**

CPF ID Number 3 [REDACTED]

Employee ID KRE0034

Name M [REDACTED]

Date of Birth 01/16/1964

**Employment Contract Information** 🔍 | < < 1 of 1 > > | View All

eSocial Reg. Number 37

Employee Labor Category Code

Hire TSV Date

**Establishment Responsible for Payment**

\*Inscr Type

\*Inscription Number

This example illustrates the fields and controls on the Payments page (2 of 2).

### Payment Details

\*Begin Date

Proceeding Repercussion

Replaced Unemployment Benefit

**Salary Allowance**

🔍 | < < 1-1 of 1 > > | View All

Calendar Year	
1	+ -

**Payment Amounts** 🔍 | < < 1-2 of 2 > > |

Calculation Base Not Yet Declared    FGTS Base for Payment Slip Generation    Change Category Base

Period	Social Security - Monthly	Social Security - 13th Salary	SEFIP Risk Level		
1 <input type="text" value="09/01/2022"/>	12.97	13.98	Exp. Ret. at 20 years M.Jobs	+	-
2 <input type="text" value="10/01/2022"/>	12.97	13.98	Exp. Ret. at 20 years	+	-

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>Company</b>	Displays the company associated with the labor proceeding. This information is required when you add a labor proceeding in the system.
<b>Proceeding Source</b>	Displays the source of the labor proceeding.
<b>Proceeding Number</b>	Displays the number of the labor proceeding.
<b>Description</b>	Displays or enter the description of the labor proceeding.

## Employee Information

This section displays basic personal information of the worker to whom the labor proceeding pertains.

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>CPF ID Number</b>	Displays the claimant's national identification number. This information is required when you add a labor proceeding in the system. If a labor proceeding involves multiple claimants, each of them needs to be registered separately in the system.
<b>Employee ID, Name and Date of Birth</b>	The system prepopulates these fields automatically, if the entered CPF ID already exists.  Specify this information for the worker, if the entered CPF ID doesn't exist in the system.

## Employment Contract Information

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>eSocial Reg. Number</b>	Displays the worker's eSocial registration number if available.
<b>Employee Labor Category Code</b>	Displays the worker's category code if available.
<b>Hire TSV Date</b>	Displays the worker's date of admission if available.

## Establishment Responsible for Payment

<i>Field or Control</i>	<i>Description</i>
<b>Inscr Type</b> (inscription type) and <b>Inscription Number</b>	Specify the inscription type and number of the establishment that is responsible for paying the indemnified amounts to the worker.

## Payment Details

<i>Field or Control</i>	<i>Description</i>
<b>Begin Date</b> and <b>End Date</b>	Enter the start and end date of the labor proceeding.
<b>Proceeding Repercussion</b>	Specify the result or conclusion of the labor proceeding. Values are:  <i>Exclusive for Income Statement</i>  <i>With Tax Impact and/or FGTS</i>  <i>Without Tax Impact or FGTS</i>
<b>Replaced Unemployment Benefit</b>	Select if a decision was made to pay the unemployment insurance replacement compensation.

## Salary Allowance

<i>Field or Control</i>	<i>Description</i>
<b>Calendar Year</b>	Specify the years in which there was a compensation that replaced the salary allowance, if applicable.  Salary allowance is an annual benefit that is paid to workers who satisfy certain criteria, for example: <ul style="list-style-type: none"> <li>Workers who earned on average up to two minimum wages of monthly compensation from employers contributing to the PIS or PASEP.</li> <li>Worker who have worked for at least 30 days in the base year and have been registered for at least 5 years in the PIS/PASEP or CNIS.</li> </ul>

## Payment Amounts

Use this section to enter social security and FGTS calculation base amounts to be used for specified periods.

### Calculation Base Not Yet Declared

<i>Field or Control</i>	<i>Description</i>
<b>Period</b>	Specify the date period the amount values became effective.
<b>Social Security - Monthly</b>	Specify the monthly social security calculation base amount.
<b>Social Security - 13th Salary</b>	Specify the 13th salary social security calculation base amount.
<b>SEFIP Risk Level</b>	Select the level of exposure to harmful agents for the period.

### FGTS Base for Payment Slip Generation

<i>Field or Control</i>	<i>Description</i>
<b>Labor Proceeding</b>	Specify the FGTS calculation base amount that is not yet declared in SEFIP or eSocial, including the amounts recognized in the labor process.
<b>Declared in SEFIP only</b>	Specify the FGTS calculation base amount declared only in SEFIP but not in eSocial, and is not yet collected.
<b>Declared before eSocial</b>	Specify the FGTS calculation base amount declared in eSocial previously and is not yet collected.

### Change Category Base

<i>Field or Control</i>	<i>Description</i>
<b>Labor Category Code</b>	Specify the worker's new employee labor category for the period, if applicable.
<b>Declared Value in GFIP</b>	Enter the amount, which is already declared in GFIP or the S-1200 event, to be considered for social security purposes.



## Labor Proceeding Tax BRA Page

Use the Labor Proceeding Tax BRA page (GPBR\_LABOR\_PRC\_TAX) to enter employee's IRRF tax information for a labor proceeding.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Garnishments/Court Orders > Labor Proceeding Tax BRA > Labor Proceeding Tax BRA**

This example illustrates the fields and controls on the Labor Proceeding Tax BRA page (1 of 2).

**Labor Proceeding Tax BRA**

---

**Labor Proceeding Tax BRA**
Labor Court Decision
BRA
Complementary Information

Company KRE

Proceeding Number 10003160420215020705

Competency Year 2023

Competency Month 02 - February

Comments Proceeding Source  
Judicial  
Proceeding Number  
10003160420215020705

Delete Proceeding Tax

This example illustrates the fields and controls on the Labor Proceeding Tax BRA page (2 of 2).

**Employee Information**

\*CPF ID Number

M

**Social Security and Tax Contributions**

\*Period

INSS Base - Monthly

INSS Base - 13th Salary

**INSS Tax Data**

#	Revenue Code	Tax Rate	Value		
1	109951	11.00	140.11	+	-

<b>Field or Control</b>	<b>Description</b>
<b>Delete Proceeding Tax</b>	Select to remove the labor proceeding tax record from the system and the government (if applicable).  See Also <a href="#">S-3500 Exclusion Event - Labor Proceeding</a> .

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>Company, Proceeding Number, Competency Year and Competency Month</b>	Displays the selected company, proceeding number, competency year and month when you add the labor proceeding tax record.
<b>Comments</b>	Enter any comment for this labor proceeding tax record, if applicable.

## Employee Information

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>CPF ID Number</b>	Select the CPF ID of the claimant. Only CPF IDs that are associated with the selected proceeding number are available for selection.

## Social Security and Tax Contributions

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>Period</b>	Specify the date the amount values became effective.
<b>INSS Base - Monthly and INSS Base - 13th Salary</b>	Enter the monthly and 13th salary Social Security calculation base amounts for the specified period.

## INSS Tax Data

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>Revenue Code</b>	Select the INSS revenue code for the labor processing tax. Revenue codes are defined on the <a href="#">Revenue Code Page</a> .
<b>Tax Rate</b>	Displays the tax rate of the specified revenue code.
<b>Value</b>	Enter the amount for the specified revenue code.

## Labor Court Decision Page

Use the Labor Court Decision page (GPBR\_LPT\_REV) to enter income tax and other information for a labor proceeding as decided from court.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Garnishments/Court Orders > Labor Proceeding Tax BRA > Labor Court Decision**

This example illustrates the fields and controls on the Labor Court Decision page (1 of 3).

**Labor Proceeding Tax BRA** New Win

Labor Proceeding Tax BRA    **Labor Court Decision**    BRA    Complementary Information

Company KRE

Proceeding Number 10003160420215020705

Competency Year 2023

Competency Month 02 - February

Comments

**Employee Information** Q | < > 1 of 1 | View All

\*CPF ID Number  M + -

This example illustrates the fields and controls on the Labor Court Decision page (2 of 3).

**Income Tax Details**

Revenue Code Amount  +

Monthly Taxable Income  +

13th Salary Taxable Income  +

Exempt Income - Serious Illness  +

Exempt Income - Retiree  +

Late Payment Interest  +

Exempt Income - Others  +

Public Pension  +

Description

**Deduction of Taxable Income for Dependents**

< > 1-1 of 1 | View All

#	Income Type for Dependents	National ID	Value		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	-

This example illustrates the fields and controls on the Labor Court Decision page (3 of 3).

**Alimony Beneficiary Information**

1-1 of 1
View All

	*Alimony Income Type	*National ID	*Value	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -

**Proceeding Data**

1 of 1
View All

\*Proceeding Type:  + -

Proceeding Number:  Q

Suspension Code:  Q

**Tax Not Withheld Values**

1 of 1
View All

\*Period Type:  + -

Amount Not Withheld:  Q

Judicial Deposit Amount:  Q

Current Calendar Year Amount:  Q

Previous Calendar Year Amount:  Q

Suspended Income Amount:  Q

Suspended Deductions BRA

This page captures income tax information for:

- The 593656 (IRRF - Labor Court Decision) revenue code if the selected proceeding source is *Judicial*, or
- The 056152 (IRRF - CCP/NINTER) revenue code if the selected proceeding source is *Submitted to CCP or NINTER*,

as well as information on processes related to non-withholding of taxes or judicial deposits.

<b>Field or Control</b>	<b>Description</b>
<b>Company, Proceeding Number, Competency Year and Competency Month</b>	Displays the selected company, proceeding number, competency year and month when you add the labor proceeding tax record.
<b>Comments</b>	Enter any comment for this labor proceeding, if applicable.

## Employee Information

<i>Field or Control</i>	<i>Description</i>
<b>CPF ID Number</b>	Select the CPF ID of the claimant. Only CPF IDs that are associated with the selected proceeding number are available for selection.

## Income Tax Details

<i>Field or Control</i>	<i>Description</i>
<b>Revenue Code Amount</b>	Enter the amount of the 593656 revenue code.
<b>Monthly Taxable Income</b>	Enter the monthly taxable income for income tax.
<b>13th Salary Taxable Income</b>	Enter the 13th salary taxable income for income tax.
<b>Exempt Income - Serious Illness</b>	Enter the exempt income for having a serious illness certified by a medical report.
<b>Exempt Income – Retiree</b>	Enter the exempt portion of retirement benefits for beneficiaries aged 65 or higher.
<b>Late Payment Interest</b>	Enter the late payment interest received due to a delay in payment of remuneration for carrying out a job, position or function.
<b>Exempt Income – Others and Description</b>	Enter any other exempt or non-taxable income, and its description.
<b>Public Pension</b>	Enter any amount that is related to official pension.

## Deduction of Taxable Income for Dependents

<i>Field or Control</i>	<i>Description</i>
<b>Income Type for Dependents</b>	Select the applicable income type for the dependent deduction. Values are:  <i>13th Salary</i>  <i>Monthly Salary</i>

<b>Field or Control</b>	<b>Description</b>
<b>National ID</b>	Enter the CPF of the dependent.
<b>Value</b>	Enter the deduction amount from the calculation base for the specified income type and dependent.

### Alimony Beneficiary Information

<b>Field or Control</b>	<b>Description</b>
<b>Alimony Income Type</b>	Select the applicable income type for the alimony deduction. Values are:  <i>13th Salary</i>  <i>Monthly Salary</i>  <i>Nontaxable income</i>
<b>National ID</b>	Enter the CPF of the alimony beneficiary.
<b>Value</b>	Enter the deduction amount from the calculation base for the specified income type and alimony beneficiary.

### Proceeding Data

<b>Field or Control</b>	<b>Description</b>
<b>Proceeding Type</b>	Enter the government proceeding type. Values are:  <i>Administrative</i>  <i>Judicial</i>
<b>Proceeding Number</b>	Enter the proceeding number, or select the proceeding number if the option for proceedings parameters is enabled on the “Adm/Legal Proceedings Parameters BRA Page” (PeopleSoft Human Resources Administer Workforce).  Proceedings are defined on the “Administrative/Legal Proceedings BRA Page” (PeopleSoft Human Resources Administer Workforce).

<b>Field or Control</b>	<b>Description</b>
<b>Suspension Code</b>	Enter the suspension code, or select the suspension code if the option for proceedings parameters is enabled on the “Adm/ Legal Proceedings Parameters BRA Page” (PeopleSoft Human Resources Administer Workforce).

**Tax Not Withheld Values**

<b>Field or Control</b>	<b>Description</b>
<b>Period Type</b>	Select the calculation period. Values are:  <i>Annual (13th Salary)</i>  <i>Monthly</i>
<b>Amount Not Withheld</b>	Enter the withholding amount that is no longer made to the government due to the specified proceeding.
<b>Judicial Deposit Amount</b>	Enter the judicial deposit amount for the specified proceeding.
<b>Current Calendar Year Amount</b>	Enter the compensation amount received for the current calendar year due to the specified proceeding.
<b>Previous Calendar Year Amount</b>	Enter the compensation amount received for previous years due to the specified proceeding.
<b>Suspended Income Amount</b>	Enter the income amount with suspended liability.
<b>Suspended Deductions BRA</b>	Select to provide more details for the suspended deduction on the <a href="#">Suspended Deductions BRA Page</a> .

**RRA Page**

Use the RRA page (GPBR\_LPT\_REV\_RRA) to enter accumulated income amounts received for previous years.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Garnishments/Court Orders > Labor Proceeding Tax BRA > RRA**

This example illustrates the fields and controls on the RRA page (1 of 2).

**Labor Proceeding Tax BRA**

Labor Proceeding Tax BRA    Labor Court Decision    **RRA**    Complementary Information

Company KRE  
 Proceeding Number 10003160420215020705  
 Competency Year 2023  
 Competency Month 02 - February

Comments  
 Proceeding Source  
 Judicial  
 Proceeding Number  
 10003160420215020705

**Employee Information**    1 of 1    View All

\*CPF ID Number 32462760300    M

**Income Tax Details**

Revenue Code Amount

Monthly Taxable Income

Exempt Income - Serious Illness

Exempt Income - Retiree

Late Payment Interest

This example illustrates the fields and controls on the RRA page (2 of 2).

Exempt Income - Others     Description

Public Pension

**Alimony Beneficiary Information**    1-1 of 1    View All

Alimony Income Type	National ID	Value		
1 RRA	<input type="text"/>	<input type="text"/>	+	-

**Labor Proceeding Expenses**    1 of 1

\*Description

\*Months

Court Costs

Attorney Costs

**Attorneys**    1-1 of 1    View All

Inscription Type	Inscription Number	Value		
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	+	-

This page captures the accumulated income amounts that the employee received in the current year for previous years. Because these amounts pertain to previous years, they have different taxation treatment from the current taxation.



<b>Field or Control</b>	<b>Description</b>
<b>Company, Proceeding Number, Competency Year and Competency Month</b>	Displays the selected company, proceeding number, competency year and month when you add the labor proceeding tax record.
<b>Comments</b>	Enter any comment for this labor proceeding, if applicable.

## Employee Information

<b>Field or Control</b>	<b>Description</b>
<b>CPF ID Number</b>	Select the CPF ID of the claimant. Only CPF IDs that are associated with the selected proceeding number are available for selection.

## Income Tax Details

<b>Field or Control</b>	<b>Description</b>
<b>Revenue Code Amount</b>	Enter the amount of the <i>188951</i> revenue code.
<b>Monthly Taxable Income</b>	Enter the monthly taxable income for income tax.
<b>Exempt Income - Serious Illness</b>	Enter the exempt income for having a serious illness certified by a medical report.
<b>Exempt Income – Retiree</b>	Enter the exempt portion of retirement benefits for beneficiaries aged 65 or higher.
<b>Late Payment Interest</b>	Enter the late payment interest received due to a delay in payment of remuneration for carrying out a job, position or function.
<b>Exempt Income – Others and Description</b>	Enter any other exempt or non-taxable income, and its description.
<b>Public Pension</b>	Enter any amount that is related to official pension.

## Alimony Beneficiary Information

<i>Field or Control</i>	<i>Description</i>
<b>Alimony Income Type</b>	Displays the <i>RRA</i> type by default.
<b>National ID</b>	Enter the CPF of the alimony beneficiary.
<b>Value</b>	Enter the deduction amount from the calculation base for the specified income type and alimony beneficiary.

## Labor Proceeding Expenses

<i>Field or Control</i>	<i>Description</i>
<b>Description</b>	Enter the description of the accumulated income received.
<b>Months</b>	Enter the number of months related to <i>RRA</i> .
<b>Court Costs</b>	Enter the total amount of expenses incurred for the use of the court, for example, court filing fees, photocopying costs, postage and so on.
<b>Attorney Costs</b>	Enter the total amount of attorney fees.

## Attorneys

<i>Field or Control</i>	<i>Description</i>
<b>Inscription Type and Inscription Number</b>	Specify the inscription type and number of each attorney involved in the labor proceeding.
<b>Value</b>	Enter the amount of attorney fees paid to the attorney.

## Complementary Information Page

Use the Complementary Information page (GPBR\_LPT\_COMP\_INFO) to enter employee's dependent information.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Garnishments/Court Orders > Labor Proceeding Tax BRA > Complementary Information**

This example illustrates the fields and controls on the Complementary Information page.

<b>Field or Control</b>	<b>Description</b>
<b>Company, Proceeding Number, Competency Year and Competency Month</b>	Displays the selected company, proceeding number, competency year and month when you add the labor proceeding tax record.
<b>Comments</b>	Enter any comment for this labor proceeding, if applicable.

### Employee Information

<b>Field or Control</b>	<b>Description</b>
<b>CPF ID Number</b>	Select the CPF ID of the claimant. Only CPF IDs that are associated with the selected proceeding number are available for selection.
<b>Medical Report Date</b>	Specify the date that the serious illness was reported.

### Dependent Details

<b>Field or Control</b>	<b>Description</b>
<b>National ID and Name</b>	Enter the national ID and name of the dependent.
<b>Date of Birth</b>	Specify the birth date of the dependent.
<b>Dependent IR</b>	Select to indicate that the dependent is eligible for income tax deduction.

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>Relationship</b>	Select the dependent's relationship to the employee.
<b>Description</b>	(Optional) Enter additional comment about the dependent's relationship to the employee.

## Suspended Deductions BRA Page

Use the Suspended Deductions BRA page (GPBR\_LPT\_SUSP\_DED) to enter details for deductions with suspended liability.

Navigation:

- Select the **Suspended Deductions BRA** link on the [Labor Court Decision Page](#).
- **Global Payroll & Absence Mgmt > Payee Data > Garnishments/Court Orders > Suspended Deductions BRA > Suspended Deductions BRA**

This example illustrates the fields and controls on the Suspended Deductions BRA page (Labor Court Decision).

### Suspended Deductions BRA

**Company** KRE

**Proceeding Number** 10003160420215020705

**Competency Year** 2023

**Competency Month** 02 - February

**CPF ID Number** 32462760300

**Proceeding Type** Judicial

**Proceeding Number** 00537153919984036100

**Suspension Code** 30022072600729

**Deduction Details** Q | < < 1 of 1 > > | View All

**Period Type** Monthly

**Dependents and Beneficiaries Data** Q | < < 1 of 1 > > | View All

\*Deduction Type  + -

\*Deduction Amount

	*National ID	*Amount		
1	<input type="text" value=""/>	<input type="text" value=""/>	+	-

If the key information of the proceeding (such as the proceeding type, proceeding number, suspension code, or period type) is modified in the Proceeding Data section of the Labor Court Decision Page, the system deletes the associated suspended deduction information automatically. You need to reenter the information.

<b>Field or Control</b>	<b>Description</b>
<b>Deduction Type</b>	Select an applicable type for the deduction with suspended liability. Values are:  <i>Alimony</i> <i>Dependents</i> <i>Public Pension</i>

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>Deduction Amount</b>	Enter the amount of deduction from the income tax calculation base with suspended liability.
<b>National ID and Amount</b>	Enter the CPF of the dependent or alimony beneficiary, and their deduction amount with suspended liability.

# Calculating Social Security Contributions

## Understanding INSS Contributions

The main objective of the INSS (Instituto Nacional do Seguro Social) (Brazilian Social Security Institute) is to provide uniform social security benefits and services to urban and rural populations. This includes cover for sickness, disabled workers, death and the aged. INSS social security contributions are compulsory and binding and are funded through contributions made by companies and employees.

Both employers and employees must make a monthly contribution to social security through the INSS using their own resources to finance the benefits payable to employees. Calculation is in accordance with Institute's table, which is published by INSS.

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the “Understanding How to View Delivered Elements” (PeopleSoft Global Payroll) topic.

## Entering GPS Establishment Information

The INSS payment is made using the GPS (Guia da Previdência Social) (Social Security Payment Form). You set up some of the following establishment details required for the form in the **eSocial Data** group box on the “Additional Info - Brazil Page” (PeopleSoft Human Resources Administer Workforce) (**Set Up HCM > Product Related > Workforce Administration > Establishment BRA > Additional Info - Brazil**).

<i>Field</i>	<i>Details</i>
<b>FPAS Code</b>	Fundo de Previdência e Assistência Social (Pension Fund and Social Assistance). Defines percentages due to third parties in the GPS. Represents the code of the company's activity for INSS classification purposes, which is used to define the percentage of the INSS due to third parties.
<b>SAT Code</b>	Seguro de Acidente de Trabalho (Workers' Accident Insurance)
<b>Work Risk %</b>	Percentage of payment to be made by the company regarding workers' accident applicable to employees under status 01 or 05 (non-exposure to harmful substance).
<b>SAT % 25 Years</b>	Special retirement at 25 years of service - exposure to harmful substances (with conditions 04 and 08)

<b>Field</b>	<b>Details</b>
<b>SAT % 20 Years</b>	Special retirement at 20 years of service - exposure to harmful substances (with conditions 03 and 07)
<b>SAT % 15 Years</b>	Special retirement at 15 years of service - exposure to harmful substances (with conditions 02 and 08).

See Also “Additional Info - Brazil Page” (PeopleSoft Human Resources Administer Workforce)

---

## Determining Social Security Contributions

This topic discusses how companies, third parties, and employees should contribute to Social Security through the GPS (Guia da Previdência Social) (Social Security Form).

### Determining Company Social Security Contributions

Companies and equivalent-status contributors are required to contribute to Social Security through Instituto Nacional do Seguro Social (INSS) (Brazilian Social Security Institute) with their own resources in order to finance the benefits due to workers as follows:

- Application of the 20 percent rate on the total of the compensation subject to INSS contribution (accumulator), without limit, paid or credited to insured individuals at its service and in case of financial institutions and equivalent-status entities an additional contribution of 2.5 percent will also be payable.
- Application of 20 percent rate on the total of compensation or retribution, paid or credited for services rendered to it by insured individual contributor, freelance workers and other individuals without employment bond, and in case of financial institutions and the equivalent-status institutions are subject to an additional contribution of 2.5 percent.
- Contribution intended to finance benefits granted according of the level of occurrence of labor disability as a result of working environmental risks at 1 percent, 2 percent and 3 percent rates by the company with low, medium, or high risk of accident in its main activity, respectively, on the total of compensation subject to INSS contribution (accumulator) paid or credited on any account during the month, to insured employees, freelance workers and resident physicians.

Rates will be added by 12 percent, 9 percent, or 6 percent, according to the activity in which the company is engaged with, by the insured worker at service of the company, allows the granting of special retirement at 15, 20, or 25 years of contribution, respectively.

- Contribution intended to third parties with variable rate in accordance with the activity developed by the company, applicable on the total of compensation, without limit, paid or credited to employees at its service.

Rates will be defined according to FPAS code of the company. This field is at the establishment level.



## Determining Third-Party Social Security Contributions

Third parties are other entities for which the company pays contribution, such as INCRA, SESC, SENAI, SEBRAE, and education allowance. These contributions are not intended to finance the benefits paid by Social Security, they are collected by INSS and passed over to the respective entities, reflecting directly upon the compensation paid to the employee. Entities for which a company is required to contribute are defined according to the activity developed by it. INSS classifies the company according to the code that identifies the activity developed by the establishment in relation to the Fundo de Previdência e Assistência Social (FPAS) (Pension Fund and Social Assistance). The FPAS defines percentages due to third parties in the GPS. The FPAS code represents the code of the company's activity for INSS classification purposes, which is used to define the percentage of the INSS due to third parties. You set up the code on the Additional Info - Brazil page. With the FPAS code of the establishment, company is informed of the entities for which it has to contribute and the respective rates of contribution.

If the company has a convention signed with third parties such as SESI, SENAI and EDUCATION ALLOWANCE, payment will be made separately from the GPS (Guia da Previdência Social) (Social Security Form).

## Determining Contribution to SAT (Workers' Accident Insurance)

To determine the amount of contribution to the Seguro de Accidents do Trabalho (SAT) (Workers' Accident Insurance), you enter a percentage on the **SAT % 15 Years**, **SAT % 20 Years**, and **SAT % 25 Years** fields on the Additional Info - Brazil page (**Set Up HCM > Product Related > Workforce Administration > Establishment BRA**). The calculation base of accident is the total of compensation subject to INSS contribution (accumulator).

The company or equivalent status contributor is required to pay a contribution to finance the special retirement of the employees and the benefits granted because of the degree of occurrence of labor disability as a result of the working environmental risks. Contribution is applicable on the compensation paid, due or credited to the employee, on any account during the month in which the rates are of 1 percent for low risk of work accident, 2 percent for medium risk of work accident, and 3 percent for serious risk of work accident. Rates are defined according to the main activity of the company. The main activity of the company is the activity that engages the highest number of employees of the company.

A company exposing employees to substances harmful to health, whether chemicals, physical, or biological risks susceptible for the granting of special retirement, is subject to the payment of an additional rate. Special retirement will be due, once the waiting period is complied with, to the insured employee that has worked under special conditions that may affect the health or the physical integrity for 15, 20, or 25 years.

## Determining Employee Social Security Contributions

Every employee is required to contribute toward Social Security. The company discounts the amount of the contribution from the employee's compensation and the calculation is made through the application of percentages in a progressive manner, on the monthly contribution salary. When calculating a contribution note always the maximum limit of contribution salary as the employee's contribution, unlike the contribution due by the company that is applicable on the total of compensation is restricted to the maximum limit. For example, if the maximum limit for contribution salary starting from March of 2020 is BRL 6.101,06 (maximum limit set forth by the government at company level, applying to all employees) and the employee's compensation is BRL 7.000,00, the contribution due by employee will be calculated considering only the limit of BRL 6.101,06. Employee's contribution salary consists of the compensation

actually paid or credited on any account, during the month, by one or more companies, including earnings paid in kind.

## Determining Maternity Allowance Contributions

Although the maternity allowance is a social security benefit, it also constitutes the employee contribution salary. Therefore, contribution will be payable by both, employer and employee, on the values paid on the account of Maternity Allowance. Maternity Allowance may be paid directly by Social Security or the company if it has a convention signed with the INSS.

## Determining Family Allowance Contributions

Family Allowance is a social security benefit paid by the company, with the respective reimbursement by the INSS. Reimbursement occurs through GPS (Guia da Previdência Social) (Social Security Form). Only employees with compensation up to BRL 429,00 (maximum limit stated by the government at company level, that is, for all employees) are entitled to receive Family Allowance. Current value of the family allowance quota is of BRL 10,31.

## Determining Contributions For Contracting Independent Workers

Companies are required to contribute with 20 percent rate on the value of services rendered by independent workers. Contribution must be paid together with other company contributions through GPS.

## Determining Contributions for Compensation Paid to Businessmen

A contribution of 20 percent rate is applicable on values paid on the account of compensation to insured businessmen. Contribution must be paid together with company's other contributions through the GPS form.

---

## Calculating Social Security (INSS) Payments

This topic discusses how the system calculates social security (INSS) per employee.

Video: [Image Highlights, PeopleSoft HCM Update Image 34: Global Payroll for Brazil -- INSS Calculation Changes](#)

## Calculating INSS with IN BR PCT INSS Bracket Data

Bracket IN BR PCT INSS (INSS Table) stores the information that is used to calculate certain social security taxes to be paid by employees.

In this table, each contribution salary range (with the minimum amount of the range listed in the IN VR BASE INSS column) is associated with a tax percentage value, an accumulated INSS amount from previous salary ranges, and the minimum amount of the current range for tax calculations.

This table lists the INSS data in bracket IN BR PCT INSS, published by the Government in year 2020 (values are subject to change in future years):

<b>IN VR BASE INSS</b> <b>(Bracket Search Key)</b>	<b>IN BR PCT INSS</b> <b>(Bracket Return Column)</b>	<b>IN VR VLR AC FAIXA</b> <b>(Bracket Return Column)</b>	<b>IN VR VLR FX ATUAL</b> <b>(Bracket Return Column)</b>
0.000000	7.500000	0.000000	0.000000
1045.000000	9.000000	78.370000	1045.000000
2089.600000	12.000000	172.380000	2089.600000
3134.400000	14.000000	297.750000	3134.400000
6101.060000	14.000000	713.080000	6101.060000

The system uses information from the INSS table to calculate *INSS* and *INSS for income tax* deductions.

See Also [Calculating INSS](#) and [Calculating INSS for Income Tax](#).

INSS tax is calculated using a progressive calculation system in which an employee's taxable income is taxed at an increasing rate as the income increases, up to the maximum contribution limit. Based on the INSS table listed, for an employee who earns a monthly pay of \$3600, the first range of monthly pay up to \$1044.99 is taxed at 7.5%, the second range between \$1045 and \$2089.59 at 9%, the third range between \$2089.60 and 3134.39 at 12%, and the remaining \$465.60 (\$3600 - \$3134.4) at 14%.

## Calculating INSS - Salary for Contribution

Deduction INSS SAL CON (INSS - Salary for Contribution) uses the *Amount* calculation rule, where the amount is determined by formula IN FM SAL CONTR (INSS Salary for Contrib. Calc). Formula IN FM SAL CONTR calculates the INSS salary contributions as the *minimum* of variable IN VR LIM INSS (legal limit for INSS) and accumulator INSS BASE TOTAL (Social Security Accumulator).

Deduction INSS SAL CON (INSS - Salary for Contribution) is a "dummy" deduction, created to keep this amount and also for demonstration.

The INSS BASE TOTAL accumulator contains all the employee earnings that contribute toward INSS.

The base calculation amount (accumulator) is compared to the (legal) limit amount for contribution and is used as the contribution amount if the base is less than or equal to the limit.

---

**Note:** You have to keep both the total base of employees and the amount base for contribution values for reporting requirements.

---

If the INSS BASE TOTAL accumulator is less than the limit in variable IN VR LIM INSS, then accumulator INSS BASE TOTAL  $\Rightarrow$  deduction INSS SAL CON. If accumulator INSS BASE TOTAL is greater than the limit in variable IN VR LIM INSS, then IN VR LIM INSS  $\Rightarrow$  deduction INSS SAL CON.

When the INSS BASE TOTAL accumulator includes the employee total base, a "dummy" deduction, INSS SAL CON, is used to ensure that the amount is considered in the contribution calculation.

## Calculating INSS

Deduction INSS (INSS) uses the *Base × Percent* calculation rule where the Base is determined by deduction INSS SAL CON (INSS - Salary for Contribution) and the Percent is determined by formula IN FM INSS ALIQ EF (INSS Effective Tax Rate).

Formula IN FM INSS ALIQ EF returns the actual tax rate that is used to calculate the INSS amounts. It uses the employee's salary contribution base to obtain the corresponding tax percentage value, accumulated INSS amount (from previous salary ranges), and INSS current step amount (the minimum amount of the current salary range) from bracket IN BR PCT INSS. First, it subtracts the INSS current step amount from the salary contribution base to get the taxable amount from the highest salary range, and multiplies this amount by the tax percentage to get the INSS amount to be paid for the highest salary range. Then, it calculates the actual tax rate by adding this INSS amount and the accumulated INSS amount from previous salary ranges, multiplying the subtotal by 100, and dividing it by the employee's salary contribution base.

Suppose that an employee's salary for contribution is \$3,600.00, and based on the INSS table listed in the *Calculating INSS with IN BR PCT INSS Bracket Data* section, the corresponding tax percentage, accumulated INSS amount, and INSS current step amount are 14%, \$3134.40, and \$297.75.

The actual tax rate is calculated as:

$$\begin{aligned}
 &(\$3600 - \$3134.40) * 14 / 100 = \$65.184 \\
 &(\$65.184 + \$297.75) * 100 / \$3600 \\
 &= 10.0815
 \end{aligned}$$

Using the *Base × Percent* calculation rule, the INSS amount (or deduction) is calculated as:

$$\$3600 * 10.0815\% = \$362.93$$

The deduction adds to the TOTAL DESCONTOS N (Deductions Total Not Maintained), PA INSS (INSS Base), INSS\_VRPER (INSS), and INSS\_VRMEN (INSS) accumulators.

CPMF has expired. The system defines the same percentage in bracket IN BR PCT INSS for the bracket result and for the IN VR PCT INS CPMF variable, which is used to calculate the INSS deduction.

## Calculating INSS for Income Tax

Deduction INSS CALC IR (INSS for Income Tax) uses the *Base × Percent* calculation rule where the Base is determined by deduction INSS SAL CON (INSS - Salary for Contribution) and the Percentage is determined by formula IN FM INSS ALIQ EF (INSS Effective Tax Rate). Refer to the *Calculating INSS* section for more information about formula IN FM INSS ALIQ EF.

The deduction contributes to the IR DEDUCOES (Income Tax Deductions) accumulator and corresponds to the INSS amount calculated by using the INSS effective tax rate.

This is a "dummy" deduction and the amount is deductible for Income Tax and is used for legal reports.

## Calculating INSS for Special Retirement

All of the deductions—IN GPS APO15 (SS – Retirement, 15 Years), IN GPS APO20 (SS – Retirement, 20 Years) and IN GPS APO25 (SS- Retirement, 25 Years)—use the *Base × Percent* calculation rule where

the Base is determined by accumulator INSS BASE TOTAL and the percentage is determined by the related variables, respectively IN VR SAT PCT 15, IN VR SAT PCT 20 and IN VR SAT PCT 25.

The deductions also use the related Generation Controls—IN GC VERIF APO 15, GC VERIF APO 20, and GC VERIF APO 25, respectively.

According to the SEFIP Risk Level value on the Payee Parameters page, one of these three dummy deductions should be calculated. If the value is *Default*, the default value can be found on the Position/Jobcode Parms BRA page. These default values can be defined per position, per location and associated job code, per location, or per job code. You build the rules that define how the system should handle these values, in case of different options for location and job.

---

**Note:** The percentage variables are automatically populated by the system.

---

## Running the GPS Report

This section discusses how to run the GPS report.

### Page Used to Run the GPS Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>GPS Report BRA Page</u>	GPBR_RC_GPS	Run the GPS report (GPBRGP01) for the selected establishment and time period.

### GPS Report BRA Page

Use the GPS Report BRA page (GPBR\_RC\_GPS) to run the GPS report for the selected establishment and time period.

Navigation:

**Global Payroll & Absence Mgmt > Social Security / Insurance > GPS Report BRA > GPS Report BRA**

This example illustrates the fields and controls on the GPS Report BRA page.

**GPS Report BRA**

Run Control ID TT Report Manager Process Monitor Run

---

**Parameters**

\*Establishment ID  Matriz São Paulo

\*Year

\*Month

13th Salary Base

Fine Percentage

Interest Percentage

Autonomous Total Value

---

**Run Type Data** Personalize | Find | View All | First 1 of 1 Last

Run Type Name	Description		
1 KR 13SAL	13th Salary Payment	+	-

---

**Accumulators Detail** Personalize | Find | View All | First 1 of 1 Last

*GPS Record Type	*Entry Type	*Accumulator Name	Description	*Accumulator Sign		
1 INSS 13	Accumulator			Add	+	-

<b>Field or Control</b>	<b>Description</b>
<b>Year</b>	Enter a 4-digit number representing the year for which the GPS report runs.
<b>Month</b>	Enter between 01 to 13 representing the month of the year for which the GPS report runs. The number 13 represents the 13th month salary.
<b>13th Salary Base</b>	Select to generate the GPS report with INSS contributions for the 13th month salary (for example, in case of terminations).

**Related Links**

[Understanding the 13th Salary](#)

# Withholding Income Tax (IRRF)

## Understanding Income Tax Withholding

Global Payroll for Brazil provides rules and elements to calculate and deduct withholding of income tax using the graduated tax rate for monthly payroll, 13th salary, and vacation payments.

This section discusses:

- Income tax rates and amounts.
- Allowable tax deductions.
- Income tax calculation.
- Special tax withholding situations.

## Income Tax Rates and Amounts

To set up and maintain the parameters for calculating income tax withholding using the template provided by PeopleSoft, you must:

- Update the IRRF table when changes to deductible tax rates and installments occur.

PeopleSoft delivers the IRRF table as a bracket (IR BR PCT IRRF). As the graduated tax table might vary during the year, you must maintain this bracket and retain the previous versions. The brackets are effective-dated. Calculations use the bracket in effect as of the payroll payment date.

- Update the following variables containing values for income tax calculation when changes occur:

<b>Variable</b>	<b>Description</b>
FP VR DESC SIMPLIF	Amount of simplified monthly deduction, which is used to calculate income tax if this amount is higher than or equal to the corresponding accumulator (IR DEDUCOES, IR DEDUCOES 13S, or IR DEDUCOES FER) value.
FP VR IND DESC SIM	Indicates whether the simplified deduction amount was used in the income tax calculation for the employee.  If the simplified deduction amount was used, the variable FP VR IND DESC SIM = Y appears in the payroll results for the employee on the Results by Calendar Group - Supporting Elements page.
IR VR MIN IR	Minimum amount of income tax withholding.

<b>Variable</b>	<b>Description</b>
IR VR VRDED DEP	Amount of the deduction per dependent.
IR VR VRDED APO	Retirement deduction amount.

- Ensure the elements composing the deductions for the income tax calculation are defined as members of the respective accumulator.

The following table lists the accumulators for each type of income tax calculation:

<b>Income Tax Calculation Type</b>	<b>Accumulator</b>
Monthly payment	IR DEDUCOES
13th salary	IR DEDUCOES 13S
Vacation	IR DEDUCOES FER

- Ensure the elements composing the gross income for the income tax calculation are defined as members of the respective accumulator.

These accumulators can include earnings *and* deductions such as Unjustified Absence.

The following table lists the accumulators for each type of income tax calculation:

<b>Income Tax Calculation Type</b>	<b>Accumulator</b>
Monthly payment	IR RENDA BRUTA
13th salary	IR REN BRUTA 13S
Vacation	IR REN BRUTA FER

## Allowable Tax Deductions

The accumulators for each type of income tax calculation (IR DEDUCOES, IR DEDUCOES 13S, and IR DEDUCOES FER) accumulate allowable tax deductions. Global Payroll for Brazil provides delivered deductions elements for the following allowable deductions:

- Alimony in compliance with court decision including pensions.
- Deductions for qualifying dependents.
- Contributions to social security (INSS).
- Contributions for private pension fund and the individual planned retirement fund (FAPI).



- Income from retirements and pensions.

## Data for Retirement and Dependent Deductions

To ensure that the system calculates the proper deductions:

- Select the **IR Ded Retirement** check box on the Payee Parameters page (**Global Payroll & Absence Mgmt > Payee Data > Define Payee Parameters BRA**) for payees who are inactive retirees.

Inactive retirees are entitled to an additional deduction from their gross income for income tax purposes.

- Enter dependent data on the Dependent Information - Personal Profile page in PeopleSoft HR.

## Calculating Dependents

Using the information entered for each dependent in PeopleSoft HR (gathered using an array), the system uses the formula IR FM NUM DEP IR to determine whether each dependent meets the conditions that enable an employee to claim an income tax deduction for the dependent. For example, the dependent's economic status must be Dependent or Dependent/Beneficiary to qualify as a dependent for income tax purposes. The system flags each dependent that meets these criteria.

When calculating income tax, the system multiplies the total number of dependents by the deduction amount per dependent to determine the employee's total deduction amount for dependents.

You can view the number of dependents for income tax on the Review Dependent Data BRA page.

See [Viewing Dependents](#).

## Related Links

[Understanding Deduction Types](#)

“Tracking Dependent and Beneficiary Data” (PeopleSoft Human Resources Administer Workforce)

[Payee Parameters Page](#)

## Income Tax Calculation

Each calculation type has its own income tax deduction element.

To determine the income tax withholding, each income tax deduction element:

1. Runs a preprocess formula that determines the calculation base and stores it in a variable (IR VR REN LIQUID).

To determine the calculation base, this formula:

- a. Compares the simplified monthly deduction and the income tax deduction accumulator amounts, and noting the higher value between the two.
  - b. Deducts the amount identified in the previous step from the gross income accumulator.
2. Runs the generic income tax calculation formula (IR FM IRRF).

This formula is common to the deduction elements for all the income tax calculation types. The formula:

- a. Applies the tax rate from the IRRF table (IR BR PCT IRRF) to the calculation base and determines the amount to withhold for income taxes.
- b. Compares the calculated amount to withhold for income taxes to the minimum amount to withhold for taxes.

If the calculated amount is less than the minimum amount, the employee's amount to withhold for income taxes equals zero.

The following table lists the income tax deduction elements and preprocess formulas for each income tax calculation type:

<i>Income Tax Calculation Type</i>	<i>Income Tax Deduction Element</i>	<i>Pre-Process Formula</i>
Monthly payment	IRRF	IR FM IRRF SAL
13th salary	IRRF 13 SAL	IR FM IRRF 13SAL
Vacations	IRRF FER	IR FM IRRF FER

## Related Links

[Calculating Earnings](#)

## Special Tax Withholding Situations

This section provides information about special tax withholding situations.

### Salary Advance

If the salary advance is completed within the month that the income is earned (just paid early within the same month) the tax calculation is normal. In this case, there is no Income Tax calculation. However, if the advance is paid in a month other than the month in which the respective payment occurred, the advance is taxed in the month in which it is paid along with other earnings for the same period. For this calculation use the variable IR VR REG CX.

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the “Understanding How to View Delivered Elements” (PeopleSoft Global Payroll) topic.

# Viewing Dependents

This topic discusses how to view an employee's dependents.

## Page Used to View Dependents

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Review Dependent Data BRA Page</u>	GPBR_DEPEND_SUMM	View information about an employee's dependents, including how many dependents are eligible for Income Tax deductions.  You can also view the number of dependents for other purposes, such as family allowance and child care allowance.

## Review Dependent Data BRA Page

Use the Review Dependent Data BRA page (GPBR\_DEPEND\_SUMM) to view information about an employee's dependents, including how many dependents are eligible for Income Tax deductions.

You can also view the number of dependents for other purposes, such as family allowance and child care allowance.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Review Dependent Data BRA > Review Dependent Data BRA**

This example illustrates the fields and controls on the Review Dependent Data BRA page.

**Review Dependent Data BRA**

Employee ID KR0047      Empl Record 0      Name Helio Moreira Santos

**Number of Dependents**

As Of Date	Family Allowance	Income Tax	Child Care
01/31/2011			

**Dependents Detail**

ID	Name	Relation	Marital Status	Gender	Birthdate	Type	Student	Disabled	University/Technical	Family Allow	Income Tax	Child Care	Code	Family Allowance Term Date
01	RICARDO MOREIRA SANTOS	Child	Single	Male	01/01/1990	Both	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## Number of Dependents

<i>Field or Control</i>	<i>Description</i>
<b>As Of Date</b>	Displays the date of the most recent payroll calculation.

<i>Field or Control</i>	<i>Description</i>
<b>Family Allowance, Income Tax, and Child Care</b>	Displays the number of qualifying dependents for family allowance, income tax, and child care purposes as calculated by the most recent payroll.

### Dependents Detail

This group box displays a summary of the information entered for each dependent on the Dependent Information - Personal Profile page. Use this data to validate the number of qualifying dependents for each purpose that appears in the **Number of Dependents** group box.

---

## Running the Income Tax Report

This topic lists the pages used to run the Income Tax report.

### Pages Used to Run the Income Tax Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Dependnt Statmnt IncomeTax BRA Page (dependent statement income tax BRA page)	GPBR_RC_INCTAX	Generate the Depend Statement Income Tax BRA report (GPBRDE01) that shows the details of the employee's dependent data used for calculating income tax.  The employee uses this document to declare his or her dependents for Income Tax. The employee should sign this declaration and is responsible for this information.
<u>DARF Report BRA Page</u>	GPBR_RC_DARF	Generate the Monthly Company Payment of the Withholding Tax Report (GPBRDA01).

### Related Links

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

---

## Generating Declaration of Withholding Tax (DIRF) Reports

To set up parameters for DIRF reporting, use the DIRF Parameters BRA (GPBR\_PARM\_DIRF) component.

This topic provides an overview of DIRF reporting and discusses how to produce DIRF reports.

## Pages Used to Produce DIRF Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>DIRF Parameters BRA Page</u>	GPBR_PARM_DIRF	Enter DIRF parameters for a company. The parameters are used to produce the annual DIRF report.
<u>Monthly DIRF Report BRA Page</u>	GPBR_RC_DIRF_MENS	Generate a monthly DIRF report for a company or establishment.
<u>DIRF Report BRA Page</u>	GPBR_RC_ANNDIRF	Generate a company's annual DIRF report.
<u>Income &amp; Taxes Page</u>	GPBR_AU_DIRF	Enter company's annual income and tax contributions for autonomous workers.
<u>Health Service Page</u>	GPBR_AU_DIRF_HS	Enter company's annual health care contributions for autonomous workers.

## Understanding DIRF Reporting

You can use Global Payroll for Brazil to produce a monthly report (GPBRDI01) that shows each individual's taxable income, deductions, and withholding tax for the reported month. The system can also generate the annual DIRF report (GPBRDI02, Declaração do Imposto Retido na Fonte).

---

**Note:** To identify who is responsible for producing the DIRF report for an establishment, use the Additional Info - Brazil page in the Administer Workforce business process of PeopleSoft HR.

---

See “(BRA) Setting Up Brazilian Workforce Tables” (PeopleSoft Human Resources Administer Workforce).

### Monthly DIRF Report

You can generate the monthly DIRF report for an entire company or a selected establishment. You can select the run types or pay groups to consider and can include employees, contingent workers, or persons of interest. When you run the report, you identify the elements that store the values for the taxable income, deductions, and withholding tax amounts that appear in the report.

This is simply a control report, once the DIRF is an annual and legal Brazilian report. This report enable you to have monthly control of the taxes and taxable amounts.

### Annual DIRF Report

Before you can produce a company's annual DIRF report, you must use the DIRF Parameters page to select the default establishment and contact person responsible for submitting the report, and any additional data, such as employee ID and establishment ID, that will help you identify the individuals listed in the report. You also select the earnings and deductions to include in the report, and specify which

elements represent taxable income, deductions, or withholding tax. (When you run the report, you can override the default values for the responsible establishment, company, or DIRF contact.)

## DIRF Parameters BRA Page

Use the DIRF Parameters BRA page (GPBR\_PARM\_DIRF) to enter DIRF parameters for a company.

The parameters are used to produce the annual DIRF report.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > DIRF Parameters BRA > DIRF Parameters BRA**

This example illustrates the fields and controls on the DIRF Parameters BRA page (1 of 2).

**DIRF Parameters BRA**

Company KRC Empresa Demonstração Ltda

---

**DIRF Parameters** 1 of 1 | View All

\*Effective Date  + -

Declare Information

**Establishment Responsible**

\*Establishment ID  Matriz São Paulo

**Company Responsible**

\*Responsible Type

\*Responsible ID  Flavia Siqueira

This example illustrates the fields and controls on the DIRF Parameters BRA page (2 of 2).

**Health Provider Source**

Health Provider Source

**Health Providers Payroll Data Definition**

	*Health Type	*Element Name	*Health Provider User Field #	*Dependent User Field #		
1	<input type="text" value="Employee"/>	<input type="text" value="MEDPLANFUN"/>	<input type="text" value="User Field 1"/>	Not applicable	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="Employee"/>	<input type="text" value="MEDPLANDEP"/>	<input type="text" value="User Field 1"/>	Not applicable	<input type="button" value="+"/>	<input type="button" value="-"/>

**DIRF Data**

**Add/Remove by Accumulator**

\*Accumulator Element

\*Payroll Type

\*Parameter Type

\*Sign use

**Earnings and Deductions**

	*Payroll Type	*Parameter Type	*Entry Type	*Element Name	*Sign use	Private Fund & FAPI Entities	Revenue Code		
1	<input type="text" value="Regular Payroll"/>	<input type="text" value="Taxable Income"/>	<input type="text" value="Earnings"/>	<input type="text" value="FERIAS"/>	<input type="text" value="Add"/>			<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="Regular Payroll"/>	<input type="text" value="Taxable Income"/>	<input type="text" value="Earnings"/>	<input type="text" value="FERIAS VENC"/>	<input type="text" value="Add"/>			<input type="button" value="+"/>	<input type="button" value="-"/>

## Establishment Responsible

<i>Field or Control</i>	<i>Description</i>
<b>Establishment ID</b>	Select the establishment that is responsible for producing the company's DIRF report.

## Company Responsible

Identify the employee or non-employee who is responsible for generating the DIRF report.

## Health Provider Source

Use this section to enter health care-related payee and dependent information. The system uses this information to determine where to look for the health care information to be displayed in the DIRF report. The same information is also collected for use in the IREN report.

<i>Field or Control</i>	<i>Description</i>
<b>Health Provider Source</b>	<p>Select the source from which the system collects health provider information for the report. Values are:</p> <ul style="list-style-type: none"> <li>• <i>Both</i>: The system collects the health care-related payee and dependent information that is entered in the <b>Health Providers Payroll Data Definition</b> section of this page, as well as on the <a href="#">Employee Other Annual Amt BRA Page</a>.</li> <li>• <i>From Other Annual Amounts Page</i>: The system collects the health care-related payee and dependent information that is entered on the <a href="#">Employee Other Annual Amt BRA Page</a>.</li> <li>• <i>From Payroll Results</i>. The system collects the health care-related payee and dependent information from the calculated payroll results, as instructed in the <b>Health Providers Payroll Data Definition</b> section of this page.</li> </ul> <p>Leave the field blank if you don't want to report health provider information.</p>

## Health Providers Payroll Data Definition

Enter information in this section if *From Payroll Results* or *Both* is selected as the health provider source.

---

**Note:** Be sure to add element **ASSMEDICADEP** for the *Dependent* health type.

---

<b>Field or Control</b>	<b>Description</b>
<b>Health Type</b>	Specify the health type, <i>Dependent</i> or <i>Employee</i> .
<b>Element Name</b>	Select an element.  <b>Note:</b> Be sure to prepare health provider deductions with user field variables. Then, override the character value of the variables on the Element Assignment By Payee - “Element Detail Page” (PeopleSoft Global Payroll). These values must be overridden <i>before</i> the calculation of payroll.
<b>Health Provider User Field #</b> (health provider user field number)	Specify the field where health provider name is stored in payroll calculation, User field 1 through 6.
<b>Dependent User Field #</b> (dependent user field number)	Specify the field where dependent ID is stored in payroll calculation, User field 1 through 6. This field is available for edits if the selected health type is <i>Dependent</i> .

**DIRF Data**

You can add or remove the appropriated earnings or deductions to the report based on an accumulator by selecting the appropriate values in the **Payroll Type** and **Parameter Type** fields of the page. Then, click the **Add Earnings/Deductions** button or the **Remove Earnings/Deductions** button and the system adds or removes the appropriate earnings or deductions, based on the accumulator you specified.

Use these fields to identify the earnings and deductions that are to be included in the report.

<b>Field or Control</b>	<b>Description</b>
<b>Payroll Type</b>	Select the payroll type for the earning or deduction: <i>13th Salary, Profit Sharing Program</i> or <i>Regular Payroll</i> .



<b>Field or Control</b>	<b>Description</b>
<b>Parameter Type</b>	Identify whether the value represents: <i>&gt;=65 Non Taxable Prt Incme</i> <i>Alimony</i> <i>Credit Vacation</i> <i>Dependents</i> <i>Late Payment Interest Received</i> <i>Official Welfare</i> <i>Other Non-Taxable Income</i> <i>PLR - Alimony</i> <i>PLR - Taxable Income</i> <i>PLR - Withholding Tax</i> <i>Per Diary &amp; Cost Allowances</i> <i>Private Welfare and FAPI</i> <i>Supp Fund by Disease Carrier</i> <i>Taxable Income</i> <i>Termination Indemnity</i> <i>Withholding Tax</i>
<b>Entry Type</b>	Specify whether the listed payroll type is an earning or a deduction.
<b>Private Fund &amp; FAPI</b>	Select the private fund and FAPI entity if the selected parameter type is <i>Private Welfare and FAPI</i> .  Private fund and FAPI entities are defined on the “Private Fund & FAPI Entities Page” (PeopleSoft Human Resources Administer Workforce).
<b>Revenue Code</b>	Enter a 4-digit revenue code for the entry if the selected parameter type is <i>Late Payment Interest Received</i> or <i>Supp Fund by Disease Carrier</i> . This code needs to be recognized by the Federal Revenue of Brazil.

## Monthly DIRF Report BRA Page

Use the Monthly DIRF Report BRA page (GPBR\_RC\_DIRF\_MENS) to generate a monthly DIRF report for a company or establishment.

Navigation:

**Global Payroll & Absence Mgmt > Taxes > Monthly DIRF Report BRA > Monthly DIRF Report BRA**

This example illustrates the fields and controls on the Monthly DIRF Report BRA page.

The screenshot shows the 'Monthly DIRF Report BRA' interface. At the top, it displays 'Run Control ID T2' and navigation links for 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Parameters' section includes fields for '\*From Date', '\*Thru Date', '\*Company', 'Establishment ID', 'Organizational Relationship' (set to 'Employee'), and '\*Date Criteria' (set to 'Period En'). The 'Control Type' section has radio buttons for 'By Run Type' (selected) and 'By Pay Group'. The 'Run Type' section features a table with one row for 'Run Type Name' and 'Description'. The 'Earnings and Deductions' section features a table with columns for '\*Payroll Type', '\*DIRF Parameter Type', '\*Entry Type' (set to 'Acumulator'), '\*Element', and 'Description'.

### Parameters

<i>Field or Control</i>	<i>Description</i>
<b>Company</b>	Select the company to which the report pertains.
<b>Establishment ID</b>	To include data for a specific establishment only, select the establishment here.
<b>Organizational Relationship</b>	Specify whether you are running the report for employees, contingent workers, or persons of interest.

<b>Field or Control</b>	<b>Description</b>
<b>Date Criteria</b>	<p>Select the date used for gathering payroll result information for the report. Values are:</p> <p><i>Payment Date:</i> The payment date of the calendar group.</p> <p><i>Period End Date:</i> The end date of the calendar group.</p>

## Control Type

To produce the report for all pay groups that are associated with particular run types, select **By Run Type** and enter the run types. To produce the report for selected pay groups, select **By Pay Group** and enter the pay groups and associated run types.

## Earnings and Deductions

Use these fields to identify the earnings and deductions that are to be included in the report.

<b>Field or Control</b>	<b>Description</b>
<b>Payroll Type</b>	Select the payroll type for the earning or deduction: <i>13th Salary, Profit Sharing Program or Regular Payroll.</i>
<b>DIRF Parameter Type</b>	<p>Identify where each value is to be reported. The report contains the following categories:</p> <ul style="list-style-type: none"> <li>• <i>Compensated tax current year</i></li> <li>• <i>Compensated tax previous year</i></li> <li>• <i>Deduction suspended liability</i></li> <li>• <i>Deductions</i></li> <li>• <i>Income tax in court deposit</i></li> <li>• <i>Income tax suspended liability</i></li> <li>• <i>Taxable income</i></li> <li>• <i>Withholding tax</i></li> <li>• <i>Withholding tax sus. liability</i></li> </ul>
<b>Element</b>	Select an element for the specified payroll type.
<b>Entry Type</b>	Specify whether the value represents an accumulator, deduction, or earning.

## DIRF Report BRA Page

Use the DIRF Report BRA page (GPBR\_RC\_ANNDIRF) to generate an annual DIRF report for a company or establishment.

Navigation:

**Global Payroll & Absence Mgmt > Year-End Processing > DIRF Report BRA > DIRF Report BRA**

This example illustrates the fields and controls on the DIRF Report BRA page.

**DIRF Report BRA**

Run Control ID T1 Report Manager Process Monitor

**Calendar Year**

\*Company   Empresa Demonstração Ltda

Estab ID

\*Calendar Year

\*Identifier Code

**Declaration Status**

**Type**

Normal

Other

**Selection Criteria**

Event Type

Date

**Declaration Type**

Original

Rectifier

Last Receipt Number

**Overrides**

Establishment Responsible

Company Responsible

DIRF Responsible

<b>Field or Control</b>	<b>Description</b>
<b>Company</b>	Enter a company for which the DIRF report is run.
<b>Estab ID (establishment ID)</b>	Enter a company establishment for which the DIRF report is run.  If no establishment is specified, the report includes all establishments of the selected company.
<b>Calendar Year</b>	Enter the year for which you are reporting data.
<b>Identifier Code</b>	Enter a 7-character DIRF report code provided by the Government for the specified calendar year.

## Declaration Status

Select *Normal* or *Other*.

If you select **Other** as the declaration status, identify the event type, *Dispossession* or *Termination*, and enter the date.

## Declaration Type

Select **Original** if this is the first time you are submitting this report. Select **Rectifier** if this report corrects one that was previously submitted. Enter the receipt number for the previously submitted report.

## Overrides

Use this section to enter instructions for overriding the responsible establishment or company that is identified on the [DIRF Parameters BRA Page](#). The information that you enter here is used for this instance of the report only.

## Income & Taxes Page

Use the Income & Taxes page (GPBR\_AU\_DIRF) to enter company's annual income and tax contributions for autonomous workers.

Navigation:

**Global Payroll & Absence Mgmt > Year-End Processing > DIRF Autonomous BRA > Income & Taxes**

This example illustrates the fields and controls on the Income & Taxes page.

The screenshot displays the 'Income & Taxes' page for the company 'KRC Empresa Demonstração Ltda'. It includes fields for company details (CNPJ Number, Batch Code, Calendar Year) and 'Autonomous Person Data' (CPF National ID, Display Name, Reference). Below is the 'Autonomous Amounts Data' table for the year 2019, showing a 'Withholding Tax' parameter type and input fields for each month from January to July.

*Parameter Type	January	February	March	April	May	June	July
1 Withholding Tax							

Autonomous persons are workers who perform their jobs without establishing employment relationships with employers.

## Autonomous Person Data

<i>Field or Control</i>	<i>Description</i>
<b>CPF National ID</b>	Enter the CPF national identifier of the autonomous worker.
<b>Display Name</b>	Enter the name or title to be printed on the report.
<b>Reference</b>	Enter the reference information for the report.

## Autonomous Amounts Data

<i>Field or Control</i>	<i>Description</i>
<b>Parameter Type</b>	Select the type for the amount values entered for the month fields.
<b>January through 13th</b>	Enter an amount for one or more months plus the 13th salary.

## Health Service Page

Use the Health Service page (GPBR\_AU\_DIRF\_HS) to enter company's annual health care contributions for autonomous workers.

Navigation:

**Global Payroll & Absence Mgmt > Year-End Processing > DIRF Autonomous BRA > Health Service**

This example illustrates the fields and controls on the Health Service page.

Income & Taxes

Health Service

Company KRC Empresa Demonstração Ltda

CNPJ Number 66470907000122 KRC1-1 Matriz São Paulo

Batch Code 1237

Calendar Year 2019

Health Provider
Q
1 of 1
View All

\*Health Provider CNPJ  + -

ANS Registry

\*CPF National ID  Q

Amount

Dependent Information
Q
1 of 1
View All

\*Date of Birth  + -

National ID

\*Display Name

\*Dependent Relation Spouse v

\*Amount

### Health Provider

Use this section to enter health care-related information for autonomous workers.

<i><b>Field or Control</b></i>	<i><b>Description</b></i>
<b>Health Provider CNPJ</b>	Select a health provider code.  Health provider codes are defined on the “Health Providers Page” (PeopleSoft Human Resources Administer Workforce).
<b>CPF National ID</b>	Select a CPF national ID.  CPF national IDs are defined on the <a href="#">Income &amp; Taxes Page</a> .

### Dependent Information

Use this section to enter health care-related information for dependents of autonomous workers.

## Generating Document for the Collection of Federal Revenues (DARF) Reports

To set up parameters for DARF reporting, use the DARF Parameters BRA (GPBR\_PARM\_DARF) component.

This topic provides an overview of DARF reporting and discusses how to produce DARF reports.

### Pages Used to Produce DARF Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>DARF Parameters BRA Page</u>	GPBR_PARM_DARF	Enter DARF parameters for a company.  The parameters are used when producing the DARF report.
<u>DARF Report BRA Page</u>	GPBR_RC_DARF	Generate a company's DARF report.

### Understanding DARF Reporting

You can use Global Payroll for Brazil to produce a monthly report (GPBRDA01, Documento de Arrecadação de Receitas Federais) that shows each company's or company employee's tax payment as well as any late charge that are due for the reported month.

Enter DARF parameters (by company) before running the DARF report.

### DARF Parameters BRA Page

Use the DARF Parameters BRA page (GPBR\_PARM\_DARF) to enter DARF parameters for a company.

The parameters are used to produce the DARF report.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > Parameters DARF BRA > Parameters DARF BRA**



This example illustrates the fields and controls on the DARF Parameters BRA page.

**Note:** For each effective date, code, format ID, and taxable period combination, specify the classes of employees to be included in the DARF report.

### DARF Parameters BRA

<i>Field or Control</i>	<i>Description</i>
<b>Code</b>	Enter the code of the tax being paid. These codes are maintained by the IRS (Receita Federal).
<b>Format ID</b>	Specify the ID of the format used for this report. Choose from the list of elements to add to, subtract from, or both, the amount of tax withholding payable by the employee.  Format IDs are defined on the <a href="#">Element Lists BRA Page</a> .

### Taxable Period

<i>Field or Control</i>	<i>Description</i>
<b>Triggering Date</b>	Select this option for the system to populate the <b>Begin Date</b> and <b>End Date</b> fields of the DARF period to be identical to withholding period date on the <a href="#">DARF Report BRA Page</a> .
<b>Taxable Period</b>	Select this option to make these fields required for entry on the <a href="#">DARF Report BRA Page</a> to run the DARF report: <b>Withholding Period, Date Due, as well as the Begin Date and End Date</b> of the DARF period.

### Employee Class

<i>Field or Control</i>	<i>Description</i>
<b>Employee Classification</b>	<p>Select one or more classes of employees to be included in the DARF report.</p> <p>Employee classes are defined on the Employee Labor Classification page (EMPL_CLASS_TABLE).</p> <p>See “Defining Additional Employment Setup Data” (PeopleSoft Human Resources Administer Workforce) for more information.</p>

### DARF Report BRA Page

Use the DARF Report BRA page (GPBR\_RC\_DARF) to generate a company's DARF report.

Navigation:

**Global Payroll & Absence Mgmt > Taxes > DARF Report BRA > DARF Report BRA**

This example illustrates the fields and controls on the DARF Report BRA page.

### DARF Report BRA

Run Control ID 1 Report Manager   Process Monitor   Run

**DARF Generation**

\*Establishment ID

\*Code       Reference Number

**DARF Period**

\*Withholding Period       \*Date Due

Fine Percentage  or      Fine Factor

Interest Percentage  or      Interest Factor

**DARF Generation**

\*Element List

Vacations

Terminations

**DARF Period**

\*Begin Date       \*End Date

**Calendar Options**

Calendar Group ID

Run Type Name

**Calendar ID** Find | View All   First 1 of 1 Last

Calendar ID

**Establishment ID** Find | View All   First 1 of 1 Last

Establishment ID

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

Empl ID

Use this page to specify values that are displayed on the DARF report.

### DARF Generation

<i>Field or Control</i>	<i>Description</i>
<b>Establishment ID</b>	Enter the ID of a centralized establishment for the DARF report. The selected establishment identifies the company that is printed on the DARF report.  See Also <a href="#">Centralization Data Page</a>

<b>Field or Control</b>	<b>Description</b>
<b>Code</b>	Select the code of the tax being paid, which gets displayed on the report.
<b>Withholding Period</b>	Specify the end date of the assessment period to be displayed on the report. For example, you may enter <i>January 31</i> for the month of January.
<b>Due Date</b>	Specify the due date, for example, <i>February 15</i> for the assessment month of January, of the tax payment to be displayed on the report.
<b>Fine Percentage, Fine Factor, Interest Percentage and Interest Factor</b>	Enter percentage or factor numbers for calculating late fines and interests.  Numbers entered in these fields (percentage or factor number) are used to calculate fine and interest values that are displayed on the report.

## DARF Generation

<b>Field or Control</b>	<b>Description</b>
<b>Element List</b>	Displays the element associated with the code that is selected on this page.

## DARF Period

Enter the period (a month) to which the tax payment pertains. For example, you may enter *January 1* through *January 31* as the DARF calculation period.

The system automatically populates the begin and end dates with the date that is specified as the withholding period on this page, if the **Triggering Date** option is selected on the [DARF Parameters BRA Page](#). These dates are not prepopulated, if the **Taxable Period** option is selected.

## Establishment ID

If you wish to print the report for some but not all establishments for the identified company, specify them here.

## Employees

If you wish to print the report for a refined list of employees, specify them here.

## Generating the Statement of Income and Withholding Tax (IREN) Report

To set up parameters for IREN reporting, use the IRRF Parameters BRA (GPBR\_IREN) component.

This topic provides an overview of the Comprovante Anual de Rendimentos Pagos e de Retenção de Imposto de Renda na Fonte - Pessoa Física report (Statement of Income and Withholding Tax or IREN report), lists prerequisites, and discusses how to produce the IREN report.

### Pages Used to Produce the IREN Report

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Recpnt/Benef Relationship BRA Page</u> (recipient/beneficiary relationship BRA page)	GPBR_RECBEN_REL	Identify which of a payee's deduction recipients to include in the annual IREN report.
<u>IREN Parameters BRA Page</u>	GPBR_IREN	Define IREN parameters for a company.
<u>IREN Report BRA Page</u>	GPBR_RC_IREN	Generate the IREN report.

### Understanding the IREN Reporting Process

To produce the IREN report, you identify the elements that calculate the values shown in the report. To include deductions that were paid to certain recipients, you must select the recipients before generating the report.

### Recpnt/Benef Relationship BRA Page

Use the Recpnt/Benef Relationship BRA (recipient/beneficiary relationship BRA) page (GPBR\_RECBEN\_REL) to identify which of a payee's deduction recipients to include in the annual IREN report.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Net Pay/Recipient Elections > Recpnt/Benef Relationship BRA > Recpnt/Benef Relationship BRA**

This example illustrates the fields and controls on the Recpnt/Benef Relationship BRA page..

For the selected employee, identify any deduction recipients that are to be included in the IREN report. Deductions paid to the selected recipient will be listed in the report along with the recipient's name. (Use the Add Deduction Recipients page to specify which deduction a recipient is to receive.)

**Related Links**

“Assigning Recipients to Deductions and Payees” (PeopleSoft Global Payroll)

**IREN Parameters BRA Page**

Use the IREN Parameters BRA page (GPBR\_IREN) to define IREN parameters for a company.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > IRRF Parameters BRA > IREN Parameters BRA**

This example illustrates the fields and controls on the IREN Parameters BRA page (1 of 2).

This example illustrates the fields and controls on the IREN Parameters BRA page (2 of 2).

The screenshot displays three sections of the IREN Parameters BRA page:

- Tax-Exempt and Non Taxable Income:** Contains one entry with Report Field 'Tax Deductable Part Incme', Entry Type 'Earnings', and Sign 'Add'.
- Income for Exclusive Taxation:** Contains one entry with Report Field '01-13th Salary', Entry Type 'Earnings', and Sign 'Add'.
- Complementary Information:** Contains one entry with Report Field '01-Mddl/Odont/Hosp Asstnce', Entry Type 'Earnings', and Sign 'Add'.

Each section of this page corresponds to a section of the IREN report that has the same name. Map the report fields in each section to the elements that will provide the values for these fields.

### Add/Remove by Accumulator

You can add or remove earnings or deductions to a section of the report by selecting the appropriate report section in the IREN Section region of the page. Then, specify the Report Field and Accumulator, and finally click the **Add Earnings/Deductions** button or the **Remove Earnings/Deductions** button and the system adds or removes the appropriate earnings or deductions, based on the accumulator you specified.

<b>Field or Control</b>	<b>Description</b>
<b>IREN Section</b>	Click the name of the report section for which you wish to add or remove earnings or deductions.
<b>Report Field</b>	Select the field in the IREN report, based on the section you choose, for which you wish to add or remove earnings or deductions.
<b>Accumulator</b>	Specify the accumulator for which you want to add or remove earnings or deductions.
<b>Add Earnings/Deductions and Remove Earnings/Deductions</b>	Click to add or remove the earnings or deductions to the IREN report based on the specified accumulator.

### Report Section Regions

For each report section, specify the entries in the report fields that you want to include in the report.

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>Report Field</b>	Specify the report field for which you wish to add elements.
<b>Entry Type</b>	Specify whether the element is either an earnings element or a deductions element.
<b>Element Name</b>	Specify the element name that you wish to add to the specified section of the report.
<b>Private Fund &amp; FAPI Entities</b>	<p>Select the private fund and FAPI entity if the selected report is <i>03-Cntribs Private Fund</i>.</p> <p>Private fund and FAPI entities are defined on the “Private Fund &amp; FAPI Entities Page” (PeopleSoft Human Resources Administer Workforce).</p>

## **IREN Report BRA Page**

Use the IREN Report BRA page (GPBR\_RC\_IREN) to generate the IREN report.

Navigation:

**Global Payroll & Absence Mgmt > Taxes > IRRF Report BRA > IREN Report BRA**



This example illustrates the fields and controls on the IREN Report BRA page.

**IREN Report BRA**

Run Control ID 1 Report Manager Process Monitor Run

**Parameters**

\*Company

\*Year

\*Sort ID

Organizational Relationship  Income Nature

Responsible ID

Date

**Additional Info**

Print Blank Lines

Comment

**Selection Criteria**

Select Establishment ID
  Select Department ID
  Select Employees
  Select Group ID

Exclude Data

**Employee Data**  |  |

\*Empl ID

<i><b>Field or Control</b></i>	<i><b>Description</b></i>
<b>Organizational Relationship</b>	You can generate the report for employees, contingent workers, or persons of interest.
<b>Income Nature</b>	You can include salaried or unsalaried workers.
<b>Responsible ID</b>	Identify the person who is responsible for this report.
<b>Date</b>	Enter the date to print on the report.

## Viewing Delivered Income Tax Elements

This topic lists:

- Delivered income tax deductions.
- Delivered income tax earnings.
- Delivered income tax sections.

---

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

---

## Related Links

“Understanding How to View Delivered Elements” (PeopleSoft Global Payroll)

## Deductions for Income Tax

Global Payroll for Brazil calculates the following tax deductions:

<b><i>Deduction</i></b>	<b><i>Description</i></b>
IR DEDUC DEP	Calculates and maintains the dependents deduction amount. Demo Deduction. It does not change the net amount.
IR DEDUC APO	Calculates and maintains the additional retirement deductions. Demo Deduction. It does not change the net amount.
IRRF	Income tax deduction calculated for monthly payroll.
IRRF 13 SAL	Income tax deduction calculated for 13th salary.
IRRF FER	Income tax deduction calculated for vacation.
IRRF FE DIF	Vacation IRRF Differences (Retro)
IRRF FER PAG	Paid Vacation IRRF

## Earnings for Income Tax

Global Payroll for Brazil calculates only one earning:

<b><i>Deduction</i></b>	<b><i>Description</i></b>
IRRF REST	Refund of improperly withheld income tax. Calculated by the income tax generic formula as payroll is recalculated due to cash basis activities. This earning is only calculated in case of income tax recalculation. One situation that causes income tax recalculation is when an advanced payment occurs in a different month than its monthly payment. This earning can also be calculated for vacation or 13th salary recalculations.

## Income Tax Sections

Global Payroll for Brazil calculates the following tax sections:

<b>Section</b>	<b>Description</b>
KR IMPOSTO RENDA	Income Tax Calculation
KR IR DESC FER	Vacation Taxes



## Chapter 18

# Generating MANAD Reports

---

## Understanding MANAD Reports

Companies in Brazil are required by law to provide information about them when requested by Government authorities, such as AFPS (Auditor Fiscal da Previdência Social). Authorities collect a wide range of information pertaining to company's finance, accounting, assets, workers and so on, and these reports must be generated in a standard digital format – MANAD (Manual Normativo de Arquivos Digitais) predefined by law.

Global Payroll for Brazil provides the ability to generate the MANAD report that lists worker's payroll information, such as social welfare contributions and income tax.

## Setting Up MANAD Reports

To set up the system to run MANAD reports, you need to:

1. Define MANAD report parameters for establishments to be used for running the reports.

Defining MANAD Report Parameters

2. Add relevant establishment ID types to establishments to be used for running the reports.

New types are delivered in the system for MANAD reporting: *IE* (Contributor State Registration), *IM* (Contributor Municipal Number), and *SUFRAM* (Registration Number in SUFRAMA).

“Additional Info - Brazil Page” (PeopleSoft Human Resources Administer Workforce)

3. (optional) Centralize establishments for the MANAD report.

“Centralization Data BRA Page” (PeopleSoft Human Resources Administer Workforce)

4. Set up the payroll rules for the report.

Make sure that in the *KR INICIAL* section, the *GP WA Guide* element is added as the *WritArray* (writable array) type.

“Sections - Definition Page” (PeopleSoft Absence Management)

5. Generate the MANAD report.

Generating the MANAD Report

## Defining MANAD Report Parameters

To set up parameters for MANAD reporting, use the MANAD Parameters BRA (GPBR\_MANAD\_PARMS) component.

This topic discusses how to define MANAD report parameters.

### Pages Used to Define MANAD Report Parameters

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>MANAD Parameters BRA Page</u>	GPBR_MANAD_PARMS	Map Global Payroll data to information to be displayed on the MANAD report.
<u>Responsible Data Page</u>	GPBR_MANAD_RESP	Enter data of entity or person responsible for issuing the MANAD report.
<u>Accountant Data Page</u>	GPBR_MANAD_ACCT	Enter data of accountant responsible for issuing the MANAD report.

### MANAD Parameters BRA Page

Use the MANAD Parameters BRA page (GPBR\_MANAD\_PARMS) to map Global Payroll data to information to be displayed on the MANAD report.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > MANAD Parameters BRA > MANAD Parameters BRA**

This example illustrates the fields and controls on the MANAD Parameters BRA page (1 of 2).

This example illustrates the fields and controls on the MANAD Parameters BRA page (2 of 2).

<b>Field or Control</b>	<b>Description</b>
<b>EmplID + Empl Rcd Option</b> (employee ID + employee record option)	Select to display the employee’s ID and employee record in the MANAD report.
<b>GL - Record K200</b>	Select to include a chartfield value in the MANAD report.
<b>Chartfield Indicator</b>	Select the indicator number of the chartfield value to be included in the MANAD report.
<b>Print Within Period Only</b>	Select to the print data that falls within the period specified on the run control page.  See Also <a href="#">MANAD File Process BRA Page</a>

## Run Type Data

Use this section to map payroll run types in the Global Payroll system to run types for use in the MANAD report.

For example, in a payroll run for December, there can be vacation earnings, 13th salary earnings, terminations earnings as well as deductions in addition to the regular payroll amount. When all these amounts are paid through their specific run types, the amounts need to be recorded in the MANAD report under the mapped run types that are predefined for MANAD reporting.

## Income Tax Calculation Base

Use this section to map the income tax base types (predefined for MANAD reporting) to accumulator elements in the Global Payroll system. This information is used to classify each accumulator in Record K300 according to their participation in income tax calculation bases.

Suppose that both *SALARIO* and *PREMIO* are members of the *IR REN BRUTA* accumulator and this accumulator is mapped to the *1 - Monthly Salary* income tax base type in this section. In the MANAD report, the Record K300 of *SALARIO* and *PREMIO* earnings for all employees will appear with type **1** in the Income Tax Classification field.

## INSS Calculation Base

Use this section to map social welfare classifications (predefined for MANAD reporting) to elements in the Global Payroll system. This information is used to classify each accumulator, earnings and deductions element in Record K300 according to their participation in social security calculations.

<i>Field or Control</i>	<i>Description</i>
<b>INSS Base Type</b>	Select an INSS base type to map to a Global Payroll element.  If you select <i>1-Monthly Salary Base</i> or <i>2-13th Salary Base</i> , the system limits the entry type to <i>Accumulator</i> only.  The rest of the base types can be mapped to accumulator, deduction, and earnings elements.
<b>K250 Base</b>	Select for the corresponding entry to be included in Record K250 for MANAD.

## Responsible Data Page

Use the Responsible Data page (GPBR\_MANAD\_RESP) to enter data of the company or person responsible for issuing the MANAD report.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > MANAD Parameters BRA > Responsible Data**



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

MANAD Parameters BRA	Responsible Data	Accountant Data
Establishment ID KRC1-1 Matriz São Paulo		
Responsible MANAD Data <span style="float: right;">1 of 1   View All</span>		
*Effective Date	01/01/1980	*Status Active
*Responsible Type	Establishment	
*Responsible ID	KRC1-1	
Employee ID		
Company	Matriz São Paulo	
Service End Date		
CNPJ	66470907000122	
CPF		
Telephone		
Fax Number		
Email Address		

Use this page to enter data for the entity (company or establishment) or person (employee or non-employee) who is responsible for issuing the MANAD report (Record 0100).

## Accountant Data Page

Use the Accountant Data page (GPBR\_MANAD\_ACCT) to enter data of the accountant responsible for issuing the MANAD report

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > MANAD Parameters BRA > Accountant Data**

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

Use this page to enter data for the accountant (entity or person) who is responsible for issuing the MANAD report.

If the end date of the accounting service is not specified on this page, the system derives the end date by subtracting one day from the begin date of the next responsible entity.

## Generating the MANAD Report

This topic discusses how to run the MANAD report.

## Page Used to Generate the MANAD Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>MANAD File Process BRA Page</u>	GPBR_RC_MANAD	Generate the MANAD report.

## MANAD File Process BRA Page

Use the MANAD File Process BRA page (GPBR\_RC\_MANAD) to generate the MANAD report for an establishment.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > MANAD Report BRA > MANAD File Process BRA**

This example illustrates the fields and controls on the MANAD File Process BRA page.

MANAD File Process BRA

### MANAD File Process BRA

Run Control ID manad01
Report Manager
Process Monitor
Run

MANAD File Data

\*Establishment ID

MANAD Purpose

MANAD File Type

File Name

Matriz São Paulo

Period Information

\*Date Type

Date From  Date To

List Set

\*Country  [Create Element List Set](#)

\*List Set  [Administrator Results](#)

Payee Population

\*Population Method

Group ID

Group As Of Date  Refinement Date

Group List ID

Global Payroll for Brazil Reports: A to Z

## MANAD File Data

<b>Field or Control</b>	<b>Description</b>
<b>Establishment ID</b>	Display or select an establishment for the MANAD report. <hr/> <b>Note:</b> Make sure that the MANAD report parameters for the selected establishment are set up properly.
<b>MANAD Purpose</b>	Enter the purpose of generating the MANAD report.  Values are <i>61-AFSP Request through MPF</i> and <i>90-UF Internal Data</i> .
<b>MANAD File Type</b>	Enter the MANAD file type.  Values are <i>1-Importation of File</i> and <i>2-Validation of File</i> .
<b>File Name</b>	Enter the name for the MANAD report file to be generated.

## Period Information

Use this section to specify the time period for which the MANAD report generates.

---

**Note:** Make sure that the specified period has already been calculated in the system for the payees that are going to be included in the report.

---

## List Set

Use this section to specify the list set to be used for the report. The list set references element groups that include elements for the MANAD report.

“Setting Up List Sets” (PeopleSoft Global Payroll)

## Payee Population

Use this section to select the payees to be included in the report. Select to include all payees in the system, all payees in a list built using Global Payroll's Group List feature, all payees in a group built using the Group Build Definition feature in HR, or individual payees.

## Chapter 19

# Managing Social Integration Program Payments

---

## Understanding PIS Payment Processing

Employees who participate in the Programa de Integração Social are entitled to receive an annual income or allowance payment if they meet certain conditions. You can use Global Payroll for Brazil to specify which employees are qualified to receive PIS payments and to process payments for these employees when CAIXA, the institution that administers PIS, notifies you of the PIS amounts that are owed.

---

## Defining Parameters for Processing PIS Payments

To define parameters for PIS payment processing, use the PIS Parameters BRA (GPBR\_PARM\_PIS) component.

This topic provides an overview of the setup steps for PIS processing and describes how to define parameters for PIS payments.

## Pages Used to Define Parameters for PIS Payments

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<a href="#">PIS Parameters BRA Page</a>	GPBR_PARM_PIS	Define a company's PIS parameters.
<a href="#">Override PIS Param Page (override PIS parameters page)</a>	GPBR_PARM_PIS_E	Override a company's PIS parameters for a specific establishment.
<a href="#">Additional Info - Brazil Page</a>	ESTAB_TBL_BRA	Identify which of a company's establishments will send files to CAIXA and identify the CAIXA agency.
<a href="#">Centralization Data Page</a>	CENTRALIZATION_BRA	Identify the (centralizer) establishment that manages PIS processing for the company and identify other establishments that will be represented in the CAIXA file.
<a href="#">PIS Parameters Page</a>	GPBR_PYPIS_PARM	Identify whether a selected payee is entitled to receive PIS payments.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>PIS Assignment BRA Page</u>	GPBR_RC_PIS	Run the Employee Mark / Unmark for PIS Application Engine process (GPBR_PIS_AE) to identify which payees are entitled to receive PIS payments.

## Understanding Setup Steps for PIS Payments

Before you can process PIS payments, you must define various parameters. To define the setup parameters for a company:

- Specify the CAIXA bank to use for PIS payments, the earning elements for paying PIS income and allowance amounts, and any optional data to include for each employee in the transfer file that you send to CAIXA.
- If an establishment's agreement with CAIXA differs from the company's agreement with CAIXA, enter the establishment's information.
- Identify which establishment within the company will transmit files to CAIXA.
- Select the establishment that will manage PIS processing and identify the other establishments for which PIS payments will be processed at the same time.
- Identify employees who are entitled to receive PIS payments.

You can identify employees individually or you can run a process that selects all employees of an establishment or group, or just those employees that you select.

## PIS Parameters BRA Page

Use the PIS Parameters BRA page (GPBR\_PARM\_PIS) to define a company's PIS parameters.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security/ Insurance > PIS Parameters BRA > PIS Parameters BRA**

This example illustrates the fields and controls on the PIS Parameters BRA page.

The screenshot shows the 'PIS Parameters BRA' page with an 'Override PIS Param' tab. It is for 'Company 1'. The 'Company Parameters' section includes an 'Effective Date' field set to 12/06/2012 and a 'Bank ID' field. Below this is the 'Company Field' section, which is a table with columns for 'Sequence number' and 'Field Name'. The first row has '1' in the sequence number column and a search icon in the field name column. The 'Earnings for Payment' section is another table with columns for 'Payment Type', 'Element Name', and 'Description'. The first row has '1' in the sequence number column, a dropdown arrow in the payment type column, and a search icon in the element name column.

<b>Field or Control</b>	<b>Description</b>
<b>Bank ID</b>	Select the Bank ID for CAIXA.

### Company Field

Use these fields to specify additional data that you want to include in the Release of Resources file that is returned to CAIXA. You can select any field from the PS\_JOB record, such as EMPLID (employee ID) or DEPTID (department ID). When you update the Release of Resources file, the system will include, for each listed employee, the first ten positions from the combined fields. This data can help you research and verify information in the file.

### Earnings for Payment

Use these fields to select the earning element that is used to process each type of PIS payment.

<b>Field or Control</b>	<b>Description</b>
<b>Payment Type</b>	Select the payment type, <i>Income</i> (Rendimento) or <i>Allowance</i> (Abono Salarial). Enter only one row for each payment type.

## Override PIS Param Page

Use the Override PIS Param (override PIS parameters) page (GPBR\_PARM\_PIS\_E) to override a company's PIS parameters for a specific establishment.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security/ Insurance > PIS Parameters BRA > Override PIS Param**

This example illustrates the fields and controls on the Override PIS Param page.

Select the establishment to which the override instructions apply. When processing PIS for this establishment, the system will use the instructions entered here rather than the instructions entered for the company on the PIS Parameters BRA page.

## Additional Info - Brazil Page

Use the Additional Info - Brazil page (ESTAB\_TBL\_BRA) to identify which of a company's establishments will send files to CAIXA and identify the CAIXA agency.

Navigation:

**Set Up HCM > Product Related > Workforce Administration > Establishment BRA > Additional Info - Brazil**

In the PIS Data section of the page, select the **Estab Responsible by Agreement** check box and identify the first four digits of the CAIXA agency the establishment has contact with.

In the Establishment ID section at the bottom of the same page, select the establishment ID type of *MCPIS* and enter the ID number. The first four digits of this number must match the code for the CAIXA agency.

### Related Links

“(BRA) Setting Up Brazilian Workforce Tables” (PeopleSoft Human Resources Administer Workforce)

## Centralization Data Page

Use the Centralization Data page (CENTRALIZATION\_BRA) to identify the (centralizer) establishment that manages PIS processing for the company and identify other establishments that will be represented in the CAIXA file.

Navigation:

**Set Up HCM > Product Related > Workforce Administration > Centralization Data BRA**

Select *PIS Process* in the **Process Type** field on the search page.



Select the establishment that will send files to CAIXA in the **Centralizer** field. In the **Centralized Data** group box, list the establishments that will be represented in the file.

## PIS Parameters Page

Use the PIS Parameters page (GPBR\_PYPIS\_PARM) to identify whether a selected payee is entitled to receive PIS payments.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Define Payee Parameters BRA > PIS Parameters**

This example illustrates the fields and controls on the PIS Parameters page.

<i>Field or Control</i>	<i>Description</i>
<b>Reference Year</b>	Enter the year to which the PIS payments apply. The reference year must match the effective date.
<b>PIS/PASEP Payment</b>	Select if the employee is qualified to receive PIS or PASEP (Public Service Employees Savings Program) payments for the reference year.

## PIS Assignment BRA Page

Use the PIS Assignment BRA page (GPBR\_RC\_PIS) to run the Employee Mark / Unmark for PIS Application Engine process (GPBR\_PIS\_AE) to identify which payees are entitled to receive PIS payments.

Navigation:

**Global Payroll & Absence Mgmt > Social Security/Insurance > PIS Assignment BRA > PIS Assignment BRA**

This example illustrates the fields and controls on the PIS Assignment BRA page.

The screenshot shows the 'PIS Assignment BRA' interface. At the top, it displays 'Run Control ID 1', 'Report Manager', and 'Process Monitor' with a 'Run' button. Below this is a 'Parameters' section with fields for '\*Effective Date' (12/07/2012), '\*Reference Year', and a 'PIS Activated' checkbox. The 'Selection Criteria' section has three radio buttons: 'Select Establishments ID' (selected), 'Select Employees', and 'Select Group ID'. The 'Establishment Selection' section includes a search bar for '\*Establishment ID', a 'Find | View All' button, and pagination controls showing 'First 1 of 1 Last'.

You can use this page to specify that multiple employees are eligible to receive PIS payments for a given year.

<b>Field or Control</b>	<b>Description</b>
<b>Reference Year</b>	Enter the year to which the PIS payments apply. The reference year must match the effective date.
<b>PIS Activated</b>	Select this check box to indicate that the selected employees are eligible for PIS payments for the reference year.

## Processing PIS Payments

This topic provides an overview of PIS payment processing, lists prerequisites, and discusses how to run PIS processes.

### Page Used to Run PIS Processes

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>PIS Processing BRA Page</u>	GPBR_RC_PIS_PRO	Run the PIS Processing Application Engine (GPBR_PISP_AE) process.

## Understanding PIS Payment Processing

PIS processing encompasses four separate processes:

- Identifying employees for payment.

- Generating PIS payment data.
- Canceling PIS payments.
- Reversing PIS payments.

To run any of these processes, you must enter the establishment ID for the designated (centralized) establishment and the reference year from which PIS is to be paid.

## Identifying Employees for Payment

Upon receipt of the Release of Resources file from CAIXA, which lists employees who are scheduled to receive PIS payments, you run a validation process that identifies discrepancies between the data in the file and your system records.

The validation process checks to see if each employee listed in the file is covered by a PIS agreement, and checks the employee's birth date, name, and address. The validation process generates an output file that includes values for the additional company fields that you selected on the PIS Parameters BRA page. It also generates a log that identifies discrepancies between data in the CAIXA file and the system.

Following are common reasons for discrepancies:

- Incompatible MCPIS with responsible Establishment – The MCPIS ID or the CNPJ ID for the responsible establishment that is listed in the file does not match the ID that is stored in the system.
- PIS Issue PIS=0011 – The company's name, municipal name, federal unit, neighbor, CEP, phone, or fax number listed in the file does not match the data in the system.
- Employee not found using PIS code as search key – The employee is not found in the system, using the PIS ID listed in the file.

(An employee's PIS ID is entered on the Biographical Details page in PeopleSoft HR.)

- More than one employee with the same PIS code – The same PIS ID is assigned to more than one employee in the system.
- PIS Issue PID=0023 – The employee's name or birth date, as listed in the file, does not match the data in the system. (The NAME\_FORMAL field is used for the validation.)
- Employee with no PIS agreement – The employee is selected for payment in the system (the **PIS/PASEP** check box on the Payee Parameters page is selected) but not in the file, or vice versa.

Reconcile any discrepancies that are reported in the log, run the identification process again, and send the output file to CAIXA.

## Generating PIS Payment Data

Based on the information that you return to CAIXA, that institution sends a new file that lists only those employees who are to receive PIS payments, along with the payment amounts, and the type of payment (income or allowance). When you receive this file, run the PIS - Payment process.

If the information in the file matches the information in the system, the process assigns the earning element that is identified on the PIS Parameters BRA page to each employee who is to be paid. You can view the payment instructions for an employee on the Element Assignment by Payee page. The payment month that you enter on the run control page determines the begin and end dates on the Element

Assignment Payee page. (Alternatively, you can use the Payee Assignment by Element page to view all assignment instructions that were created for the PIS earning element.)

The process generates a log that identifies employees for whom assignment instructions could not be generated as a result of discrepancies between data in the CAIXA file and the system. Many of the discrepancies are similar to those encountered during the employee identification process. Additional reasons for discrepancies follow:

- Override exists for employee - indicates that assignment instructions for the earning element that is selected on the PIS Parameters BRA page already exist for the listed employee.
- The payment was not made for this employee - indicates the payment could not be made for a specific employee.
- The payment was not made - this message appears in the summary section and indicates that one or more employees are in error.

## Canceling PIS Payments

The cancellation process has the effect of revoking PIS payment instructions (the earning assignment) for employees who are not entitled to receive payment. This situation can happen, for example, when an employee is terminated after the list of payees is validated but before the payment date. You use the same file that is used by the payment process to cancel the payment instructions before running the payroll process.

The cancellation process produces an output file that you send to CAIXA to inform them of scheduled payments that were not made.

## Reversing PIS Payments

This process reverses the earning assignment that the PIS payment process generated for the employee. It does this by inserting a second assignment for the reverse amount. Assignment instructions for the offsetting entry must match the original instructions. You may need to run this process, for example, if you specified the wrong month on the run control page when initiating the PIS payment process.

The process generates a log that identifies discrepancies. Many of the discrepancies are similar to those encountered during the PIS payment process.

Following are some additional reasons for discrepancies:

- Reversal amount in file is different than in the system - indicates that there is a difference between the reversal amount according to the file and the amount that was paid to the employee.
- Reversal was not made for this employee - indicates the reversal could not be generated for a specific employee.
- The reversal process was not made - this message appears in the summary section and indicates that one or more employees are in error.

## Prerequisites

Before you can run the PIS processes described in this section, follow the setup steps for PIS processing.

## Related Links

[Defining Parameters for Processing PIS Payments](#)

## PIS Processing BRA Page

Use the PIS Processing BRA page (GPBR\_RC\_PIS\_PRO) to run the PIS Processing Application Engine (GPBR\_PISP\_AE) process.

Navigation:

**Global Payroll & Absence Mgmt > Social Security/Insurance > PIS Processing BRA > PIS Processing BRA**

This example illustrates the fields and controls on the PIS Processing BRA page.

The screenshot shows the 'PIS Processing BRA' page. At the top, there are links for 'Run Control ID 1', 'Report Manager', and 'Process Monitor', and a 'Run' button. Below this is a 'Parameters' section with the following fields:

- \*Operation Type: A dropdown menu.
- \*Establishment ID: A text input field with a search icon.
- Reference Year: A text input field.
- File Name: A long text input field.

<b>Field or Control</b>	<b>Description</b>
<b>Operation Type</b>	Select the process to run: <ul style="list-style-type: none"> <li>• <i>File - Cancellation of Empls</i> (cancellation of employees). This process cancels PIS payments that were made to employees who were not entitled to receive payment. It creates an output file that you can return to CAIXA.</li> <li>• <i>File - Employees for Paymen</i> (employees for payment). This process validates data in the Release of Resources file received from CAIXA and creates a log and an output file that you can return to CAIXA.</li> <li>• <i>PIS - Payment Process</i>. This process assigns the earning element that is used for PIS payments to employees.</li> <li>• <i>PIS - Reversal Process</i>. This process reverses PIS payments that were made to employees for a given payment month and reference year.</li> </ul>
<b>Establishment ID</b>	Select the establishment. You can only select from those establishments that have been identified as centralized on the Centralization Data page.

<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>Reference Year</b>	Enter the year from which PIS payment can be made.
<b>Payment Month</b>	This field appears when you select the payment or reversal process in the <b>Operation Type</b> field. Enter the month to which the element assignment instructions apply.
<b>Reversal Report</b>	This field appears when you select the reversal process in the <b>Operation Type</b> field.
<b>File Name</b>	Enter the complete path to the file.

## Chapter 20

# Calculating Legal Provisions

---

## Understanding Legal Provisions

To guarantee that companies have sufficient funds to compensate employees for accrued vacation time (including 1/3 vacation) and 13th salary, and that monies are available for related INSS (Instituto Nacional do Seguro Social) and FGTS (Fund of Guarantee for Service Time) payments, Brazilian companies must set aside provisions to cover these payments. Global Payroll for Brazil can calculate and report the provisions required for each month.

## Provision Calculations

Each month, after you finalize the payroll process, you can run a second process that calculates provisions for the same payroll period.

To calculate provisions, create a calendar group that is similar to that used for the payroll process. Associate each calendar in the calendar group with run type, KR PROVIS. This run type is associated with the process list PROVISOES, which uses an accumulator with a calculation base that includes monthly salary, as well as other fixed and any variable wages that employees receive as part of their monthly pay. Each provision has its own accumulator to meet the specific legal requirements. To run the process, use the Calculate Absence and Payroll run control page.

Average versions are defined by union code, run type and element. To calculate provisions based on a run type other than KR PROVIS, set the variable FP VR RUN TYPE to the run type that represents the accurate average version. You can set this value at the calendar level or other level, including via other elements.

The system calculates provision amounts on the last segment only.

---

**Note:** The system uses prorated vacation entitlement as the basis for calculating provisions for vacation entitlements.

---

## Provision Reporting

After you calculate provisions, you can review the results by generating the Results Register (GPBRRR01) or Payslip for Brazil (GPBRPS01) reports. The Results Register uses the element list that you specify on the report's run control page; payslips use the element list that you select in the Format ID field on the run control page.

The element list determines what content to retrieve and include in the report and also determines the title that appears on the report. Define element lists on the Element List BRA page.

See [Selecting Report Elements and Defining Payslip Sort Order](#).

## Prerequisites for Calculating Provisions

To configure the system to calculate provision amounts:

- Assign the element group, KR EG PROVISA0 to all eligibility groups.
- Create the element list to use when reporting the provision calculations.

## Viewing Delivered Elements for Provisions

This topic lists:

- Delivered earning elements for provisions.
- Delivered deduction elements for provisions.
- Delivered process list for provisions.

## Delivered Earning Elements for Provisions

This table lists the delivered earning elements that the payroll calculation process uses when calculating provision amounts:

<b><i>Element</i></b>	<b><i>Description</i></b>
AVISO PRE TR	Severance pay
ESTAB PROV	Severance pay by stability
MED PREMIO13	Average - premium 13th salary
MED PREMIO F	Average - premium vacations
MEDPREMI RE	Average - premium termination
FER PROP PAG	Proportional days of current
FERIAS PROX	Vacation next month
ABONO PROX	Credit vacation next month
AVISO PRE IN	Severance pay
FER MED PROX	Next months vacation averages



<b><i>Element</i></b>	<b><i>Description</i></b>
FER DOB PROX	Double vacation next months
ABONO DOB PR	Credit vacation next month
1/3FER D PR	Next months 1/3 vacation double
1/3ABO D PR	Next months - 1/3 credit double
FEPR DOB ANT	Previous vacation - provision double
FEPR FER ANT	Previous vacation provision
FEPR 1/3 ANT	Previous proportional - proportional vacation
FEPR DOB ATU	Double vacations
FEPR FER ATU	Open vacations
FEPR 1/3 ATU	1/3 vacations - provision
13PR DIREITO	13th salary granted
13PR PAGO M	13th salary paid in the month
13PR PAGO AD	13th salary advance
13PR MED H	Hourly average
13PR MEDIA V	Average salary provision
13PR SLDO AT	Current balance 13th salary provision
FEPR DOB DIF	Difference double
FEPR FER DIF	Vacation difference - provision
FEPR 1/3 DIF	1/3 Vacation difference - provision
FEP PROP ATU	Current proportional vacations

<b><i>Element</i></b>	<b><i>Description</i></b>
FEP PRO ANT	Previous proportional vacation
FEP PROP DIF	Difference - proportional vacations

## Delivered Deduction Elements for Provisions

This table lists the delivered deduction elements that the payroll calculation process uses when calculating provision amounts:

<b><i>Element</i></b>	<b><i>Description</i></b>
FEPR INSS AN	Previous INSS
FEPR SAT ATU	SAT - current period
FEPR SAT ANT	Previous vacation SAT for provision
13PR SAT ATU	SAT for 13th salary
13PR SAT ANT	Previous SAT - 13 provisions
13PR SAT DIF	Difference SAT
FEPR SAT DIF	Differences SAT

## Delivered Process List for Provisions

This table lists the delivered process list that the payroll calculation process uses when calculating provision amounts:

<b><i>Element</i></b>	<b><i>Description</i></b>
Process List	PROVISOES

The process list includes the following sections:

- KR REMUN MENSAL (base remuneration - monthly).
- KR PROVISAO FER (vacations earning).
- KR PROVISAO 13 (13th salary earning).

- KR PROVISAO FER EN (vacations deductions and taxes).
- KR PROVISAO FE DIF (difference between previous and current).
- KR PROVISAO 13 ENC (13th salary deductions).

---

**Note:** Run type KR PROVIS is also delivered.

---



# Entering Absences

---

## Understanding Absence Entry in Brazil

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

This topic supplements the absence documentation provided in the *PeopleSoft HCM: Global Payroll* product documentation. Before you begin reading about Brazilian absence functionality, you should read the topics on absence in the *PeopleSoft HCM: Global Payroll* product documentation to develop a basic understanding of the concepts behind Global Payroll absence processing.

See “Understanding Absence Setup and Management Tasks” (PeopleSoft Global Payroll)

An absence is any event for which an employee fails to comply with the scheduled work time. Absences must be recorded in the system so that the appropriate adjustments are made to an employee's salary. In Brazil, absences are also tracked for specific calculations such as 13th salary and vacation compensation.

In Global Payroll, there are two types of absence elements:

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

For example, payees in your organization may be entitled to receive five sick days per year.

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

This section discusses absence setup tasks, absence takes, and absence types for Brazil.

---

**Note:** Procedures for entering absences due to vacation are described in the [Entering Vacation Data and Updating Entitlement](#) topic.

---

### Related Links

[Understanding Vacation Setup](#)

## Absence Setup Tasks

The “Understanding Absence Setup and Management Tasks” (PeopleSoft Global Payroll) topic describes the general setup steps for absences. The specific steps applicable to Global Payroll for Brazil follow.

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

3. Modify the delivered absence take and absence entitlement elements or create new absence elements, as needed.

A list of the delivered absence take and absence entitlement elements delivered for Brazil is available in the [Viewing Delivered Absences Elements for Brazil](#) topic.

4. Enable absence forecasting for absence take and absence entitlement elements as required.
5. Assign absence elements to payees and process lists.

As with all primary elements, you must assign absence entitlement and absence take elements to payees and include the elements in the process lists that you use when you run the absence process. PeopleSoft delivers predefined sections and process lists for absence processing. You can use these, modify them, or create your own.

### Related Links

“Setting Up Absence Entitlement Balance Forecasting and Inquiry” (PeopleSoft Global Payroll)

## Understanding Absence Take Elements in Brazil

This section describes each delivered absence take element in detail.

### Maternity Leave

This absence take generates the LIC MATERN deduction. The units component of the deduction element is the number of days for the absence. The Day formula increments the deduction unit each day of the absence.

The maternity take also generates the LIC MATERNID earning. It is generated in the same way that the deduction is generated in terms of the generated units.

Currently, the company is responsible for maternity leave, and can compensate this amount by deducting it from its INSS Contribution. So, the LIC MATERN deduction does not participate in the net calculation.

### Foster Maternity Leave

For each absence event, the system generates an earning called LIC ADOCAO. The maximum number of days compensated with this earning is determined by the bracket element FA BR ADOCAO FILHO, which is used as the basis for calculating entitlement for ADOCAO FILHO. The bracket stores a different value (specified by variable FA VR ADOCAO DIAS) for each absence reason. For example, when an absence event is reported with absence reason 01 (*Up to one year*) the bracket returns a value of 120 days. In this case, earning element LIC ADOCAO is used to compensate the payee for a maximum of 120 days.

### Paternity Leave

This absence take generates a deduction called LIC PATER. The Units component of the deduction element is based on the number of days of the absence. For each day of the absence, the Day Formula adds one to the deduction unit.

Entitlement for paternity take, has a ceiling of five days per absence event (as defined by the LICENCA PAT entitlement element). If the absence exceeds this limit, only five days will be paid. Earnings are paid with the element LIC PATERN.

## Sick Leave

This absence take generates a deduction called AFAST DOENCA. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this disability.

When AFAST DOENCA is greater than fifteen days, the absence take generates LIC DOENCA because the system has a ceiling of fifteen days. After fifteen days, AFAST DOENCA is capped at up to fifteen days for each absence event. The absence take AFAST DOENCA has a corresponding absence entitlement, 15 DIAS X AF.

## General Absence

This unpaid absence take generates a deduction called FALTA INJUST and DESC SEM PER. FALTA INJUST contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave. DESC SEM PER contains the number of lost weekly rest days generated by absence events.

## Paid Absence

This absence take generates the deductions FALTA JUSTIF and LICENCA REM. These elements contain the number of days in the Units component. All days of the absence take are considered as units for the deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

The FALTA JUSTIF deduction is informational only, because this is a paid permission so it won't deduct from the net pay. When this deduction is used, it generates the earning FALTA JUST.

When the LICENCA REM deduction is used, it generates the earning LIC REMUNER.

## Unpaid Absence

This absence take generates a deduction called LIC NA RE DM. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

## Half Unpaid Absence

This absence take generates the deductions 1/2 FAL IN and DESC SEM PER. 1/2 FAL IN contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave. DESC SEM PER contains the number of lost weekly rest days generated by absence events.

## Union Absence

This absence take generates a deduction called MANDATO SIND. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

## Military Service

This absence take generates a deduction called **SERVICO MILI**. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

## Accident Leave

This absence take generates a deduction called **AFAST ACCIDE**. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

For each absence event the system generates an earning called **LIC AFA ACCI**. This earning has a cap of 15 days, meaning that for absence events greater than 15 days the system pays only 15 days with this earning code.

## Related Links

[Viewing Delivered Absences Elements for Brazil](#)

[Setting Up Utilities in Global Payroll for Brazil](#)

## Viewing Delivered Elements

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

## Related Links

“Understanding How to View Delivered Elements” (PeopleSoft Global Payroll)

“Global Payroll Overview” (PeopleSoft Global Payroll)

## Understanding Absence Take Types in Brazil

Each absence take element is assigned an absence take type that describes the category of the absence. When reasons are defined for a take type, users can select a reason when entering an absence event. For example, multiple reasons are defined for the absence take type **FTJ** (Paid Absence / married absence), including **Born Son**, **Married Absence**, and many others.

Global Payroll for Brazil delivers the following absence take types:

<b>Absence Type</b>	<b>Description</b>	<b>Absence Takes Associated</b>
AFA	Accident Leave	Accident Leave
AFD	Sick Leave	Sick Leave



<b>Absence Type</b>	<b>Description</b>	<b>Absence Takes Associated</b>
FTI	Unpaid Absence	<ul style="list-style-type: none"> <li>• Half Unpaid Absence</li> <li>• Not Paid Absence</li> <li>• General Absence</li> </ul>
FTJ	Paid Absence (married absence)	Paid Absence
LCM	Maternity Leave	Maternity Leave
LIM	Foster Maternity Leave	Foster Maternity Leave
LRE	Paid License	Paid Leave
MAS	Union Absence	Absence Union
PAL	Paternity Leave	Paternity Leave
SMI	Military Service	Military Service

## Entering Absences and Forecasting Results

This topic describes how to run the Absence Forecasting process and how to enter absences in Brazil.

### Pages Used to Enter Absences and Run the Absence Forecasting Process

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Absence Entry Page</u>	GPBR_ABSENCE_ENTRY	Enter absence event details for an employee. You can also run the Absence Forecasting process to evaluate the impact of an absence event.
<u>Forecast Messages Page</u>	GP_ABS_FCST_MSG	Review any messages that are generated during the Absence Forecasting process.
<u>Absence Forecast Results Page</u>	GP_ABS_EVT_FCS_SEC	Review the results of the Absence Forecasting process for a specific absence event and any take elements that are mapped to it.

## Running the Absence Forecasting Process

The Absence Forecasting process enables you to assess the impact of an absence. To run the process, follow these steps:

1. Enter a payee's actual or anticipated absence event on the Absence Entry page.
2. Click the **Forecast** button to start the process.
3. If applicable, check the Forecast Messages page to see if errors or warnings were generated.
4. Correct any errors and rerun the process. Each time you run the Absence Forecasting process, the system overwrites the previous forecast data.
5. Click the **Forecast Details** link on the Absence Entry page to view the results.

Video: [Image Highlights, PeopleSoft HCM Update Image 32: Absence Attachments for Global Payroll for Brazil](#)

## Absence Entry Page

Use the Absence Entry page (GPBR\_ABSENCE\_ENTRY) to enter absence event details for an employee.

You can also run the Absence Forecasting process to evaluate the impact of an absence event.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event BRA > Absence Entry**

This example illustrates the fields and controls on the Absence Entry page (1 of 2).

The screenshot displays the 'Absence Entry' page with the following details:

- Employee Information:** Employee ID KR0007, Empl Record 0, Name Carlos Santos da Silva Goncalves.
- Date Range:** From 01/12/2018 to Through 07/11/2018.
- Buttons:** Refresh and Forecast.
- Absence Detail:**
  - \*Element Name: AFAST ACCIDENTE (Accident Leave), Type: AFA.
  - Absence Reason: 001 (Accident Leave).
  - \*Process Action: Normal.
  - Forecast Value: (empty field).
  - Manager Approved:  (checked).
  - Voided Indicator:  (unchecked).
  - Forecast Details: (link)
- Absence Duration:**
  - \*Begin Date: 04/02/2018
  - End Date: 04/03/2018
  - Absence Duration: 2.00 Days

This example illustrates the fields and controls on the Absence Entry page (2 of 2).

**User Defined Fields**

\*CID  SEFIP 660(660 or Blank)

---

**Absence Additional Data for eSocial**

Physician ID   Physician Name

Organ Statutory  CRM/CRO

Country   Brazil State   Issued by

Judicial Process  Proceeding Type

---

**Attachments**

**Additional Information**

Comment

The Absence Entry page in Global Payroll for Brazil is similar to the Absence Event Entry page in the core application, however this page includes validations for Brazilian absence rules.

**Note:** You cannot add or edit vacation absence events that were generated by the Vacation Acquisition Prd-Sched page or the Mass Vacation Programming BRA page using the Absence Entry page.

<b>Field or Control</b>	<b>Description</b>
<b>From and Through</b>	Specify the date range for which you want to retrieve and display absence event data on the page.
<b>Forecast</b>	After entering absence events, click this button to start the Absence Forecasting process. For the process to run, Absence Forecasting must be enabled for one or more take elements. A message appears when the process is complete. If there were any processing errors, the message instructs you to review the Forecast Messages page.

### Absence Detail

<b>Field or Control</b>	<b>Description</b>
<b>Element Name and Type</b>	Select the absence take element that corresponds to the employee's absence. The system displays the name of the element and the absence type. When you define an absence take element, you assign an absence type that describes the category of the absence.

<b>Field or Control</b>	<b>Description</b>
<b>Absence Reason</b>	Select the code that corresponds to the absence reason. The <b>Absence Reason</b> field is optional and further describes the absence take.
<b>Manager Approved</b>	Select to have the absence processed when you run the absence take process. This check box is selected if you defined the absence take element as not requiring manager approval on the Absence Take - Calculation page in the core application.
<b>Process Action</b>	<p>Select the process action. For a new absence event, the default is <i>Normal</i>. Select <i>Void</i> to void an absence that has already gone through the absence take process. The event is not processed in subsequent runs. Instead, the process action is reset to <i>Normal</i> and the <b>Voided Indicator</b> check box is automatically selected during the absence take process.</p> <p>During retroactive processing, the system calculates a new version of the results without the voided event. Positive input is not generated from the voided event, and the results for earnings or deductions have deltas.</p>
<b>Voided Indicator</b>	This check box is automatically selected if you voided the event and ran the Take process. This check box can also be selected if you use the automatic priority processing feature and have assigned a priority number to your absence take elements. If you save absence entries with overlapping dates, the system voids the event with the lower priority and creates a new event for the days that do not overlap.
<b>Forecast Details</b>	Click to access the Absence Forecast Results page.

### Absence Duration

Specify the length of the absence. Depending on which data you enter, the system calculates the missing field. For example, if you enter the begin and end date, the system calculates the duration days. If you enter the begin date and duration, the system calculates the end date.

<b>Field or Control</b>	<b>Description</b>
<b>Begin Date and End Date</b>	Enter the begin and end dates for the absence.

<b>Field or Control</b>	<b>Description</b>
<b>Original Begin Date</b>	Enter this date if your absence take rules allow you to link this absence to a previous absence that was taken for the same reason. If this absence is related to another absence, enter the begin date of the original absence.
<b>Absence Duration</b>	Enter the number of days for the absence.

## User Defined Fields

This section appears if the selected absence element is *AFAST ACCIDENTE* (Accident Leave) or *AFAST POR DOENCA* (Sick Leave), and the begin date for the absence request is specified.

In order for this section to display when the condition is met, you need to add the **CID** as a required character field for *AFAST ACCIDENTE* or *AFAST POR DOENCA* absence elements on the “Configure Country Take Setup - User Fields Page” (PeopleSoft Absence Management).

Information in this section is used in eSocial, CAGED, and SEFIP reporting, to name a few.

<b>Field or Control</b>	<b>Description</b>
<b>CID</b>	Specify the appropriate international code of sickness for the absence request.
<b>SEFIP 660 (660 or Blank)</b>	Enter a SEFIP value (for example, 660) if applicable, or leave it blank.  This field appears if the selected element is <i>AFAST ACCIDENTE</i> , and the begin date for the absence request is specified.

## Absence Additional Data for eSocial

This section appears with these fields, if the selected absence element is *AFAST ACCIDENTE* (Accident Leave) or *AFAST POR DOENCA* (Sick Leave), the begin date for the absence request is specified, and the CID field is configured to be displayed. Enter applicable information for employee’s temporary absence.

<b>Field or Control</b>	<b>Description</b>
<b>Physician ID</b>	<p>Specify a doctor or medical specialist for the absence request.</p> <p>When selected, several fields are populated automatically with the physician’s information, such as physician’s name, organ statutory, number or organ class, state, and country.</p> <p>Physicians are defined using the Physician BRA component.</p> <p>See Also “Physician Table - Name Page” (PeopleSoft Human Resources Monitor Health and Safety).</p>
<b>Physician Name</b>	Enter the physician's name, if physician ID is not specified.
<b>Organ Statutory</b>	Enter the organ class of the physician, <i>CRM</i> , <i>CRO</i> , or <i>RMS</i> , if physician ID is not specified.
<b>CRM/CRO</b>	Enter the class number of the specified <i>CRM</i> or <i>CRO</i> organ class, if physician ID is not specified.
<b>Country and State</b>	Enter the country and state where the organ class was issued to the physician, if physician ID is not specified.
<b>Issued by</b>	<p>Select the entity that issued the license of accident leave referenced in the absence request. This field appears if the <b>SEFIP 660 (660 or Blank)</b> field value is set to <i>660</i>.</p> <p>Values are:</p> <p><i>Administrative decision</i></p> <p><i>Employer</i></p> <p><i>Judicial decision</i></p>
<b>Judicial Process and Proceeding Type</b>	If the selected <b>Issued by</b> field value is <i>Administrative decision</i> or <i>Judicial decision</i> , enter the corresponding proceeding number and type ( <i>Administrative</i> , <i>INSS Benefit Number</i> , or <i>Judicial</i> ) in these fields that appear.

**eSocial Union Additional Data**

This section appears with these fields, if the selected absence element is *MANDATO SINDICAL* (Union Absence). Enter applicable information for employee’s temporary absence by union mandate. Data entered in this section is used in eSocial reporting.

<b>Field or Control</b>	<b>Description</b>
<b>Union Code, Union Name and Union CNPJ</b>	Specify the code of the employee's union. The system populates the corresponding union name and union CNPJ number.  Alternatively, if the union code is not specified, enter the union name and CNPJ number manually.
<b>Remuneration Onus</b>	Select the recipient of the employee's remuneration onus.  Values are:  <i>Employer and Union</i>  <i>Not applicable</i> (default)  <i>Only Employer</i>  <i>Only the Union</i>

## Attachments

The **Attachments** link becomes available after an absence element and a begin date are selected. Click the link to attach supporting files (for example, doctor's note) for the absence event on the "Maintain Attachments Page" (PeopleSoft Absence Management), if applicable. Addition to adding attachments, you can also view and delete existing attachments as needed.

## Additional Information

Enter data and comments on additional fields pertaining to your business processes. You define these fields in the Absence Self-Service transaction.

<b>Field or Control</b>	<b>Description</b>
<b>Comment</b>	Enter more information about the absence event. These comments appear only in the employee's record.

## Related Links

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

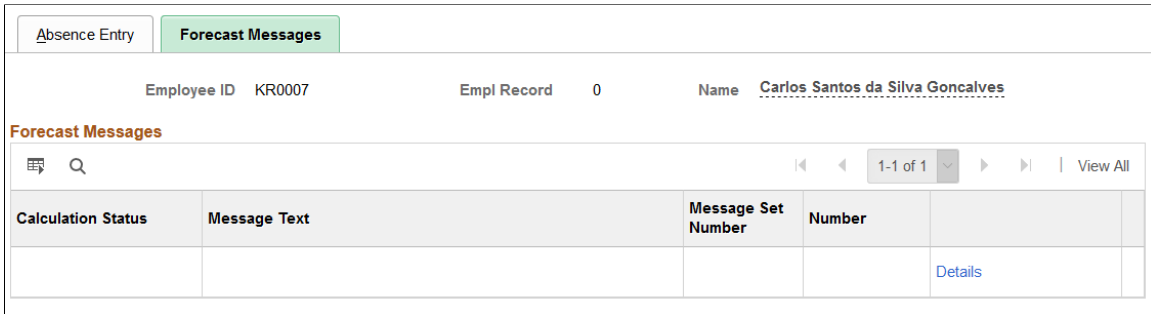
## Forecast Messages Page

Use the Forecast Messages page (GP\_ABS\_FCST\_MSG) to review any messages that are generated during the Absence Forecasting process.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event BRA > Forecast Messages**

This example illustrates the fields and controls on the Forecast Messages page.



This page displays any errors the system encountered during the Absence Forecasting process. Correct any errors and run the process again.

**Note:** The Forecast Messages page in Global Payroll for Brazil is the same as the Forecast Messages page in the core application.

**Related Links**

“Forecast Messages Page” (PeopleSoft Global Payroll)

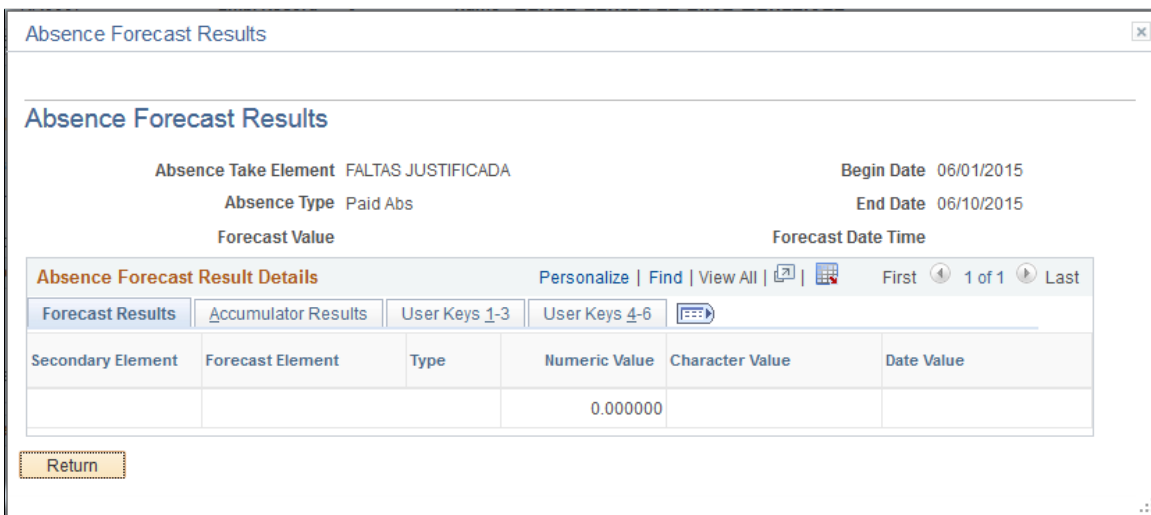
**Absence Forecast Results Page**

Use the Absence Forecast Results page (GP\_ABS\_EVT\_FCS\_SEC) to review the results of the Absence Forecasting process for a specific absence event and any take elements that are mapped to it.

Navigation:

Click the **Forecast Details** link on the Absence Entry page.

This example illustrates the fields and controls on the Absence Forecast Results page.





---

**Note:** The Absence Forecast Results page in Global Payroll for Brazil is the same as the Absence Forecast Results page in the core application.

---

### Related Links

“Absence Forecast Results Page” (PeopleSoft Global Payroll)

---

## Entering Contracts and Absences for Trainees

This topic provides an overview of absences for trainees and discusses how to enter absences for them.

### Pages Used to Enter Absences for Trainees

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<a href="#">Trainee Contract Page</a>	TR_CONTRACT_BRA	Specify contract periods for trainees.
<a href="#">Contract Details Page</a>	TR_CONT_DET_BRA	Enter detailed contract information for trainees.
<a href="#">Trainee Recess BRA Page</a>	GPBR_TR_VACN	Schedule absence requests for trainees.

## Understanding Absences for Trainees

In Global Payroll for Brazil, absence requests for trainees are captured on the Trainee Recess BRA page. Specific setup steps need to be performed to support absence scheduling for trainees. Contracts need to be identified in the system prior to entering absences for trainees.

### Setting Up Absences for Trainees

To set up absences for trainees:

1. Add and activate the *Recess* absence take type for the *BRA* country on the “Absence Take Types Page” (PeopleSoft Absence Management). For example:

Absence Type: *REC*

Description and Short Description: *Recess*

Allow Request in Self Service: Selected

Absence Reason: *I0*; Description and Short Description: *Recess*

2. Update the *REC DIAS\_BALAN* accumulator on the “Accumulators - Level Page” (PeopleSoft Global Payroll).

Select the **Job (EMPLID/EMPL\_RCD)** option. Enter *Variable* in the **User Key Type 1** field and *ES VR DT INI CONTR* in the **Key Element 1** field.

3. Add the *RECESSO ESTAGIARIO BRA* country take for the *BRA* country and update this information on the “Configure Country Take Setup - Absences Page” (PeopleSoft Absence Management):

Approval Process ID: *AbsenceManagement*

Approval Definition ID: *AbsenceMgmtByDeptManager*

Display Current Balance: Selected

Balanced Display Option: *Summarized*

Current Balance Accumulator: *REC DIAS\_BALAN*

Display Original Begin Date: Selected

In addition, update this information on the “Configure Country Take Setup - Date Rules Page” (PeopleSoft Absence Management):

Calculate Duration: Selected

If both entered recalculate: *Duration*

4. Include all these elements in the *KR ESTAGIARIO* element group on the “Element Group Members Page” (PeopleSoft Global Payroll):

- Deduction IRRF
- Earnings BOLSA AUX
- Earnings BOLSA AUX ME
- Absence Take RECESSO ESTAGIARIO
- Absence Entitlement REC DIAS
- Earnings RECESSO
- Deduction RECESSO\_DED
- Earnings BOLSA AUXILI

The eligibility assignment for these elements is by eligibility group.

5. Update the *TOTAL PROVENTOS N* accumulator on the “Members Page” (PeopleSoft Global Payroll) to include *BOLSA AUXILI* and *RECESSO* earnings elements. Select *Add* as the accumulator sign.
6. Update the *KR VENCIMENTOS* section on the “Definition Page” (PeopleSoft Global Payroll) to include the *BOLSA AUXILI* earnings element.

In addition, update the *KR LICENCAS* section to include the *RECESSO* earnings element.

7. Add the *Trainee* (Estagiario) employee class for the *BRA* country, if it is not yet available in the system.

See “Defining Additional Employment Setup Data” (PeopleSoft Human Resources Administer Workforce).

## Scheduling Absence for Trainees

To schedule absence for trainees:

1. Make sure that the employee is identified in the HCM system as a *Temporary* (in the **Regular/Temporary** field), *Trainee* (in the **Employee Class** field) on the “Job Information Page” (PeopleSoft Human Resources Administer Workforce).

To exclude the trainee from SEFIP reporting, select *Not Applicable* in the **SEFIP Category** field of the **Brazil** section on the Job Information page.

Trainees are excluded from RAIS reporting.

When the page is saved, the system automatically creates a contract for the trainee on the Trainee Contract BRA page.

2. Enter the contract period for the trainee on the Trainee Contract Page. You can enter additional rows in case of contract extension.
3. Schedule trainee absence on the Trainee Recess BRA Page.

## Trainee Contract Page

Use the Trainee Contract BRA page (TR\_CONTRACT\_BRA) to specify contract periods for trainees.

Navigation:

**Workforce Administration > Job Information > Trainee Contract BRA > Trainee Contract**

This example illustrates the fields and controls on the Trainee Contract page.

The screenshot shows the 'Trainee Contract' page with the following details:

- Employee ID: KRE0009
- Empl Record: 0
- Name: Jefferson Rosberg Alves

The 'Contract Period' section contains a table with the following data:

	Begin Date	*End Date	
1	08/17/2015	08/16/2016	+

Use this page to enter one or more contracts a trainee has with the company. You cannot delete a contract row if you have scheduled absences during that period.

<b>Field or Control</b>	<b>Description</b>
<b>Begin Date</b>	<p>Displays the start date of a contract. The system populates the begin date of the first row with the effective date of the trainee's first Work Location row.</p> <p>When you add a new row, the system populates the new begin date by adding one day to the end date of the previous row.</p>
<b>End Date</b>	<p>Enter the end date of a contract. The length of a contract must not exceed two years.</p>

## Contract Details Page

Use the Contract Details page (TR\_CONT\_DET\_BRA) to enter detailed contract information for trainees.

Navigation:

**Workforce Administration > Job Information > Trainee Contract BRA > Contract Details**

This example illustrates the fields and controls on the Contract Details page (1 of 2).

The screenshot displays the 'Contract Details' page for a trainee. At the top, there are two tabs: 'Trainee Contract' and 'Contract Details'. Below the tabs, the employee's information is shown: Employee ID KRE0009, Empl Record 0, and Name Jefferson Rosberg Alves. A 'Contract Period' section shows a search icon, navigation arrows, '1 of 1', and a 'View All' link. The contract dates are Begin Date 08/17/2015 and End Date 08/16/2016. The 'Contract Data' section is expanded to show 'Education Institute' details. These include a CNPJ ID field with the value 04298309002295, a Name field with IBMEC, a Country field with a dropdown set to BRA and a search icon, and an Address field with the text: Avenue Presidente Wilson 165, Salas 516 a 523, Centro, RIO DE JANEIRO Rio de Janeiro 20030-020. An 'Edit Address' button is located to the right of the address field.

This example illustrates the fields and controls on the Contract Details page (2 of 2).

**Area of Study**

\*Stage Level

Area of Study

\*Mandatory Contract

Policy Number

**Agent of Integration**

CNPJ ID

Name

Country   Brazil

Address

Information entered on this page is used in eSocial reporting.

### Education Institute

<i>Field or Control</i>	<i>Description</i>
<b>CNPJ ID and Name</b>	<p>Enter the CNPJ number or name of the education institute. One of these values is required at a minimum.</p> <hr/> <p><b>Note:</b> The system does not return an error message if the required value is missing when you save this page. The validation takes place in the mapping process, and the error will be captured in the eSocial Events Monitor.</p>
<b>Address</b>	<p>Enter the address of the education institute, which is required if you have specified the name of the education institute.</p> <hr/> <p><b>Note:</b> The system does not return an error message if the required value is missing when you save this page. The validation takes place in the mapping process, and the error will be captured in the eSocial Events Monitor.</p>

### Area of Study

<b>Field or Control</b>	<b>Description</b>
<b>Stage Level</b>	Select stage level of the internship.  <i>1 - Elementary</i>  <i>2 - High School</i>  <i>3 - Vocation School</i>  <i>4 - Higher Education</i>
<b>Area of Study</b>	Enter the description of the area of study. For example, Accounting, Law, and so on.
<b>Mandatory Contract</b>	Select <i>Yes</i> or <i>No</i> to indicate if the internship is required for the area of study.
<b>Policy Number</b>	Enter the insurance policy number.

### Agent of Integration

Enter the CNPJ number, name, and address of the agent of integration.

### Trainee Recess BRA Page

Use the Trainee Recess BRA page (GPBR\_TR\_VACN) to schedule absence requests for trainees.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Trainee Recess BRA > Trainee Recess BRA**

This example illustrates the fields and controls on the Trainee Recess BRA page.

**Trainee Recess BRA**

Employee ID **KRE0009**      Empl Record **0**      Name **Jefferson Rosberg Alves**

---

**Trainee Recess Schedule** 1 of 1 | View All

Begin Date **08/17/2015**      End Date **08/16/2016**  
 Period Status **Open**  
 Months of Service **12**

**Balance Days**

Balance Days	30.000000
Total Scheduled Days	0.000000
Total	30.000000

**Recess Leave** 1-1 of 1 | View All

	*Begin Date	*Days	End Date
1	<input type="text" value=""/>	<input type="text" value=""/>	+ -

<b>Field or Control</b>	<b>Description</b>
<b>Balance Days</b>	Displays the number of days that the trainee has for requesting absences.
<b>Total Scheduled Days</b>	Displays the number of absence days that the trainee has scheduled during the service period.  If the number of balance days is equal to the number of total scheduled days (that is, the value of the <b>Total</b> field is 0), the period status is automatically changed to <i>Closed</i> .
<b>Begin Date and Days</b>	Enter the start date of the absence period and the number of absence days to be requested. When you tab to the next field, the system populates the end date of the requested absence.

## Viewing Delivered Absences Elements for Brazil

This section contains information about the following rules that Global Payroll for Brazil delivers to process absences:

- Absence earnings.
- Absence deductions.

- Absence takes.
- Absence entitlements.
- Absence process lists.

## Absence Earnings

The following table lists the absence earnings for Brazil:

<b><i>Earning</i></b>	<b><i>Description</i></b>
FALTA JUST	Paid Absences
LIC MATERNID	Maternity Salary
LIC DOENÇA	Sick Leave
LIC AFA ACCI	Accident Leave
LIC REMUNER	Paid Absence
LIC ADOCAO	Foster Daughter / Son
LIC PATERN	Paternity Leave

## Absence Deductions

The following table lists the absence deductions for Brazil:

<b><i>Deduction</i></b>	<b><i>Description</i></b>
AFAST ACCIDE	Accident Leave
FALTA INJUST	Unpaid Absence
FALTA JUSTIF	Paid Absence
LIC MATERN	Maternity Leave
AFAST DOENCA	General Sickness
DESC DSR	Lost Weekly Rest



<b>Deduction</b>	<b>Description</b>
SERV MIL DMI	Military Service
LICENCA REM	Paid Leave
LIC NA RE DM	Unpaid Leave
MAND SIND DM	Union Absence
FERIADO DSR	Holiday DSR Lost
1/2 FAL INJ	Half Unpaid Absence
LIC PATER	Paternity Leave

## Absence Takes

The following table lists the absence takes for Brazil:

<b>Absence Take</b>	<b>Description</b>
1/2 FALTAS INJUST	Half-Unpaid Absence
AFAST ACCIDENTE	Accident Leave
AFAST POR DOENCA	Sick Leave
FALTAS INJUST	General Absence
FALTAS JUSTIFICADA	Paid Absence
FERIAS ABONO	Paid Vacations
FERIAS CAN	Cancel Vacations
HORAS JUSTIF	Paid hourly absence
LICENCA ADOCAO FIL	Foster Daughter / Son
LICENCA MATERNIDAD	Maternity Leave

<b>Absence Take</b>	<b>Description</b>
LICENÇA NAO REM	Unpaid Leave
LICENCA PATERN	Paternity Leave
LICENCA RENUMERADA	Paid License
MANDATO SINDICAL	Union Absence
RECESSO ESTAGIARIO	RECESSO ESTAGIARIO (Trainee Recess)
SAIDA FERIAS	Vacation Take
SERVICIO MILITAR	Military Service

## Absence Entitlements

The following table lists absence entitlement elements for Brazil:

<b>Absence Entitlement</b>	<b>Description</b>
DIREITO FER	Vacation Entitlement
15 DIAS X AF	Sick and Accident Leave
ADOCADO FILHO	Foster Daughter/Son
LICENCA PAT	Paternity Leave

### Related Links

[Viewing Delivered Vacation Elements](#)

## Absence Process Lists

The following table lists the absence process list for Brazil:

<b>Process List</b>	<b>Description</b>
KR AUSENCIAS	Absence process

## Chapter 22

# Managing Vacation Data

---

## Entering Vacation Data and Updating Entitlement

This topic provides overviews of how to enter vacation data and update entitlement, lists prerequisites, and discusses how to enter vacation data and update entitlement.

### Pages Used to Enter Vacation Data and Update Entitlement

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
Maintain Acquisitive Prd BRA Page (maintain acquisitive period BRA page)	GPBR_AP_MAINT	List the acquisitive period for all employees. Maintaining the employees' acquisitive periods can happen manually or automatically.
<u>Vacation Acquis Prd-Sched BRA Page</u> (vacation acquisition period-schedule BRA page)	GPBR_VACN_MAINT	Enter and maintain vacation takes.

### Understanding How to Enter Vacation Data

In Global Payroll for Brazil, you enter and maintain vacation data for individual employees on the Vacation Acquis Prd-Sched page. On this page, you:

- Maintain entitlement periods with their begin and end dates.
- Track vacation entitlement period history with its corresponding statuses: *In Progress*, *Open*, *Closed/Expired*, and *Closed by Absence Criteria*.
- Track vacation events with their statuses.
- Track years of service and the maximum number of days that are allowed per each vacation take.
- Define, manage, and track programmed leaves.

In Global Payroll for Brazil, you can plan or program vacation for employees in advance of their taking time off.

To define programmed leave, you must complete the following steps:

- Enter the start and end dates of each planned (programmed) vacation take.

- Confirm (approve) programmed leave (if approval is required before the payroll process can process takes).
- Specify the number of vacation days that the employee wants to sell.

---

**Note:** You define how to calculate the dates of vacation sells on the [Vacation Parameters BRA Page](#).

---

- Specify whether the employee can receive an advance on his or her 13th salary during the vacation process.

The first payment of the 13th salary is paid when you select the **Advance 13th** check box. The amount of the payment doesn't depend on the vacation dates, and it contributes to the vacation gross accumulator.

- Manage and view entitlement balances. This includes:
  - Tracking the total vacation balance remaining.
  - Tracking the number of leave days taken during an entitlement period.
  - Making manual adjustments to the entitlement balance.

For example, you can increase or decrease the vacation balance.

- Tracking the total number of balance days plus days taken off.

## Understanding How to Update Vacation Entitlement

After the payroll process is finalized, vacation rules are used to update vacation entitlement for payees. Vacation rules take the new acquisitive period dates from the payroll process and close or extend acquisitive periods according to the parameters that you specify. They are also used for updating the status for employees' entitlement (acquisitive) periods.

## Prerequisites

Before you can enter vacation takes or maintain vacation data on the Vacation Acquis Prd-Sched page, you must:

- Specify the parameters of your vacation take and entitlement elements on the Vacation Parameters BRA page.

Among other things, the parameters that you enter on this page enable you to control, at the company level, the number of vacation days that employees can take per entitlement period, the maximum and minimum number of vacation days that can be taken per leave, and the ability to maintain a negative entitlement balance.

---

**Note:** The take and entitlement elements that you define on the Vacation Parameters BRA page are the same elements against which you enter vacation time for individual payees on the Vacation Acquisition Prd-Sched page. If you do not specify the take and related entitlement elements on the Vacation Parameters BRA page, you cannot enter vacation time using those takes.

---

- Define work schedules and assign a schedule to each payee.
- Define holiday schedules for each payee.
- Create Vacation Parameters by Company.
- Create Vacation Calendars (Absence Payroll and Payroll Process).
- Create Vacation Calendars by Pay Group.

## Related Links

[Defining Vacation Parameters for Brazil](#)

## Splitting of Vacation Leaves

When you create an absence event (on the Brazil-specific Absence Entry page) that happens to take place in the middle of a vacation leave (on the Acquis Prd-Sched BRA page) and that the absence event has a higher priority (for example, accident leave) than the vacation leave, the system splits the vacation leave so that the absence event with higher priority can be processed appropriately. In this situation, the system:

- Voids the original vacation leave that is displayed on the Absence Entry page by changing the process action to *Void*.
- Reinserts the vacation leave as separate absence events on the Absence Entry page, one before and one after the absence event with higher priority, with the process action set to *Normal*.
- Adds an alphanumeric code to the original and reinserted vacation leaves to indicate that they are related events. The code is populated in the **Character 4** field of the Absence Event Input Detail page.
- Adds a numeric indicator to the last vacation leave event to be processed within the same off-cycle. The value is populated in the **Decimal 1** field of the Absence Event Input Detail page.

The indicator is used to process only legal charges in the last payroll segment of the off-cycle. In an example where a vacation leave is inserted before an accident leave and one after it, the indicator is present in the second vacation leave.

- Updates the employee's vacation leave on the Vacation Acquis Prd-Sched BRA page with information about the newly inserted and voided vacation takes.

If the vacation is already paid, an adjustment for it will occur through retroactivity.

To enable this functionality, set the priority of the vacation take (SAIDA FERIAS) to a lower priority (for example, 30) on the "Absence Takes - Priority Page" (PeopleSoft Global Payroll).

## Vacation Acquis Prd-Sched BRA Page

Use the Vacation Acquis Prd-Sched BRA (Vacation Acquisitive Period Schedule BRA) page (GPBR\_VACN\_MAINT) to list the acquisitive period for all employees.

Maintaining the employees' acquisitive periods can happen manually or automatically.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Vacation Leave BRA > Vacation Acquis Prd-Sched BRA**

This example illustrates the fields and controls on the Vacation Acquis Prd-Sched BRA page.

### Vacation Acquis Prd-Sched BRA

Employee ID KR0007      Empl Record 0      Name Carlos Santos da Silva Goncalves

**Vacation Acquisitive Period-Schedule** Find | View All    First ◀ 1 of 1 ▶ Last

Begin Date 01/01/2015      Period End Date 12/31/2015

Status Open      End Date 12/31/2015

Years of Service

Balance Days			
Balance Days	0.000000	Adjust Days	25.00
Total Scheduled Days	0.000000		
Total	25.000000		

**Vacation Leaves** Personalize | Find | View All | |    First ◀ 1 of 1 ▶ Last

*Vacation Start Date	Days	Vacation End Date	Absence Credit	Advance 13th	Cr Days		
1 <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

**Absence Data** Personalize | Find | View All | |    First ◀ 1 of 1 ▶ Last

Begin Date	Duration	End Date	Process Action
1			

**Vacation Acquisitive Period-Schedule**

Use the fields in this group box to view current and past acquisitive periods or to adjust period lengths, if necessary.

<i>Field or Control</i>	<i>Description</i>
<b>Begin Date and End Date</b>	<p>View or modify the begin and end dates of an employee's entitlement period.</p> <hr/> <p><b>Note:</b> The begin and end dates that appear on this page can be modified if necessary. If you modify the dates, the system does not recalculate dates for this period; instead, it uses the dates that you enter.</p> <hr/>

<b>Field or Control</b>	<b>Description</b>
<b>Status</b>	<p>View and maintain the status of the current entitlement periods or, if you are viewing historical data, view and modify the status of prior entitlement periods. Values are:</p> <p><i>Closed Expired:</i> The entitlement period is no longer active, and the employee has no usable vacation days that are associated with that period.</p> <p><i>Closed per Absence:</i> The period was automatically closed by the leave parameters that you defined in the <b>Absence Interference on Acquisitive Period</b> group box on the Vacation Parameters BRA page. For example, you can program an entitlement period to close automatically if an employee has more than 180 days of disability leave in a period.</p> <p><i>In Progress:</i> The entitlement period is the current period.</p> <p><i>Open:</i> The entitlement period is no longer the current period, but the employee has vacation days that are associated with that period that can still be taken.</p> <p>See <a href="#">Understanding Vacation Setup</a>.</p> <hr/> <p><b>Note:</b> The entitlement period statuses that appear on this page are updated automatically by the Update Vacation Entitlement process. However, you can modify these statuses, if necessary.</p>
<b>Years of Service</b>	Displays the employee's years of service.
<b>Max Days #</b> (maximum number of days)	Displays the maximum days that an employee can acquire during the acquisitive period.

## Balance Days

<b>Field or Control</b>	<b>Description</b>
<b>Balance Days</b>	<p>Displays the number of days in the vacation balance.</p> <hr/> <p><b>Note:</b> The balance = (Total vacation days per entitlement period) – (Programmed Vacations) – (Days Sold) + Adjustments.</p>
<b>Total Scheduled Days</b>	Displays the total number of programmed leave days that are recorded in Global Payroll for Brazil.

<b>Field or Control</b>	<b>Description</b>
<b>Adjust Days</b>	Enter the number of days (positive or negative) by which you want to adjust the leave balance that is displayed in the <b>Balance Days</b> field.
<b>Total</b>	Displays the sum of the <b>Balance Days</b> and <b>Total Take Days</b> .

**Note:** The information in this group box is updated when you save the page and during the Update Vacation Entitlement process.

### Vacation Leaves

Use the fields in this group box to define programmed (planned) or confirmed vacations for an employee. A programmed vacation is one that can be set up in advance of the actual vacation take and defines the vacation begin and end dates. In addition, the leave program controls whether the payees will receive an advance on the 13th salary during the vacation period and allows employees to sell vacation.

<b>Field or Control</b>	<b>Description</b>
<b>Vacation Start Date</b>	Enter the begin date of the vacation.
<b>Days</b>	<p>Enter the duration of the vacation.</p> <hr/> <p><b>Note:</b> When you enter the begin date and a duration, the system automatically calculates the end date of the vacation and populates the <b>Vacation End Date</b> field.</p>
<b>Vacation End Date</b>	<p>This field is automatically populated when you enter a vacation begin date in the <b>Vacation Start Date</b> field and a duration in the <b>Days</b> field. If you want, you can populate this field yourself and the duration will be recalculated accordingly.</p> <hr/> <p><b>Note:</b> If the leave that you enter exceeds the number of leaves per period that is allowed on the Vacation Parameters BRA page, the system issues a warning. Similarly, if the number of leave days in the vacation exceeds the leave balance, the system issues a warning.</p>



<b>Field or Control</b>	<b>Description</b>
<b>Status</b>	<p>View and maintain the status of vacations. Values are:</p> <p><i>Calculated</i>: Indicates that payroll has processed the leave take.</p> <hr/> <p><b>Note</b>: The value of this field is automatically updated to <i>Calculated</i> when a vacation take is processed. If vacation approval is required, all takes must be <i>Confirmed</i> before they can be <i>Calculated</i>. Otherwise, the status of a vacation can change directly from <i>Programmed</i> to <i>Calculated</i>.</p> <hr/> <p><i>Canceled</i>: Select to cancel an already programmed vacation. The process also cancels the programmed vacation when an entitlement period is closed and it contains a programmed vacation.</p> <p><i>Closed</i>: Indicates vacation days were taken and paid.</p> <p><i>Confirmed</i>: Select to approve a programmed leave.</p> <hr/> <p><b>Note</b>: To require official confirmation (approval) of a vacation before the payroll process can process the take, select the <b>Needs Confirmation for Program</b> check box on the Vacation Parameters BRA page. When you do this, you must confirm any take that you enter on Vacation Acquis Prd-Sched page before it can be calculated.</p> <hr/> <p><i>Programmed</i>: Select when the vacation take is first entered—before the leave has been either confirmed or calculated.</p>
<b>Absence Credit</b>	<p>Select to sell unused vacations days—that is, days that remain at the end of a vacation. When you select this option, the <b>Cr Days</b> (credit days) field becomes available.</p>
<b>Cr Days</b> (credit days)	<p>Enter the number of unused vacation days to sell for the employee.</p> <p>The value of these days is credited to the employee.</p>

<i>Field or Control</i>	<i>Description</i>
<b>Advance 13th</b>	<p>Select to enable the employee to receive an advance on his or her 13th salary.</p> <hr/> <p><b>Note:</b> When you save this page, an override to payee calendars is automatically generated in the core Global Payroll records. This override enables Global Payroll for Brazil to process automatically the entire vacation event in a single calendar group with a payment two days before the vacation begin date. However, you can insert or modify the payee calendars manually.</p> <hr/>

### Absence Data

This section displays the event history of the corresponding vacation leave, if applicable.

For example, if the system splits up a vacation leave as a result of an absence event that occurs during that scheduled vacation, you can see the list of voided vacation events related to the split in this section for reference purposes.

## Creating Mass Vacation Takes

This topic provides an overview of mass vacation takes, lists prerequisites, and discusses how to create mass vacations.

### Page Used to Generate Mass Vacation Takes

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Mass Vacation Programming BRA Page</u>	GPBR_RC_MASS_VAC	Generate mass vacation takes.

### Understanding Mass Vacation Takes

In Global Payroll for Brazil, you can generate mass vacation takes—that is, takes for groups of employees that are based on group IDs that are defined in PeopleSoft HR. You use this feature to generate takes without entering separate vacations for each employee.

### Prerequisites

Because this feature is based on the definition of group IDs, you must set up group membership in PeopleSoft HR before you can create mass takes.

### Related Links

“Understanding Group Build” (Application Fundamentals)

## Mass Vacation Programming BRA Page

Use the Mass Vacation Programming BRA page (GPBR\_RC\_MASS\_VAC) to generate mass vacation takes.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Mass Vacation Leave BRA > Mass Vacation Programming BRA**

This example illustrates the fields and controls on the Mass Vacation Programming BRA page.

**Note:** Global Payroll for Brazil does not generate an automatic override to payee calendars in the core Global Payroll records for mass vacation event entry. To process the mass vacations in a single calendar group with a payment two days before the vacation begin date, you must create or manually enter the payee calendars.

<i>Field or Control</i>	<i>Description</i>
<b>Mass Absence ID</b>	Assign an ID to identify the parameters that you are defining.

## Mass Vacation Event Entry

<b>Field or Control</b>	<b>Description</b>
<b>Effective Date</b>	Enter the date on which the mass take definition becomes effective.
<b>Group ID</b>	<p>Specify the group ID that contains the payees for whom you want to generate vacation takes.</p> <hr/> <p><b>Note:</b> You define group IDs as part of the group build functionality in PeopleSoft HR. See “Understanding Group Build” (Application Fundamentals)</p> <hr/>
<b>Status</b>	<p>Set the status of the mass vacation that you are defining. Values are:</p> <p><i>Calculated</i></p> <p><i>Canceled</i></p> <p><i>Closed</i></p> <p><i>Confirmed:</i> Select to approve a mass vacation.</p> <hr/> <p><b>Note:</b> To require official confirmation (approval) of a mass vacation before the payroll process can process the take, select the <b>Needs Confirmation for Program</b> check box on the Vacation Parameters BRA page. When you do this, you must confirm any mass take that you enter on the Mass Vacation Programming BRA page before it can be calculated.</p> <hr/> <p><i>Programmed:</i> Select when you first define your mass vacation—before the leave has been either confirmed or calculated.</p>
<b>Absence Take</b>	<p>Select the absence take element for the mass vacation.</p> <p>Absence take elements define rules for allowing paid time off. They define which kinds of absences are valid and the requirements that must be met before entitlement can be used.</p>
<b>Cancel</b>	<p>Select to cancel mass vacation takes that you set up previously. This cancels the takes from the PeopleSoft Global Payroll and country-specific tables where the takes are stored prior to being processed.</p>

<b>Field or Control</b>	<b>Description</b>
<b>Remaining Balance</b>	<p>Specify how the system should treat the balance of vacation days (unused days) after the mass vacation take has been processed. Values are:</p> <p><i>Maintain B:</i> Select to keep remaining vacation days in the employees' vacation balances.</p> <p><i>Paid:</i> Select to pay employees for the balance of vacation days after mass takes have been processed.</p> <p><i>Returns:</i> Select to extend the return vacation date by the number of unused days.</p>

## Leave Days

<b>Field or Control</b>	<b>Description</b>
<b>Begin Date</b>	Enter the begin date of the mass vacation.
<b>Calendar Days</b>	<p>Enter the duration of the mass vacation.</p> <hr/> <p><b>Note:</b> When you enter the absence begin date and a duration, the system automatically calculates the end date of the vacation and populates the <b>Absence End Date</b> field.</p> <hr/>
<b>End Date</b>	This field is automatically populated when you enter an absence begin date in the <b>Absence Begin Date</b> field and a duration in the <b>Calendar Days</b> field. If you want, you can populate this field manually.
<b>Absence Reason</b>	Enter an absence reason.
<b>Advance 13th</b>	Select to enable payees to receive an advance on their 13th salary during the mass vacation leave.

## Generating the Vacation Payslip

To define the printing order selection for the vacation payslip, use the Sort IDs BRA (GPBR\_SORTID) component. To identify the earnings, deductions, and calculation bases for reports use the Element Lists BRA (GPBR\_PAYSLIP\_FORMA) component.

This topic provides an overview of the vacation payslips and discusses how to generate the vacation payslip.

## Pages Used to Generate the Vacation Payslip

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<a href="#"><u>Sort IDs BRA Page</u></a>	GPBR_SORTID	Define the printing order selection for the vacation payslip.
<a href="#"><u>Element Lists BRA Page</u></a>	GPBR_PAYSLIP_FORMA	Enter earnings, deductions, and calculation bases eligible for printing for multiple reports, including the vacation payslip.
<a href="#"><u>Create/Print Payslips BRA Page</u></a>	GPBR_RC_PAYSLIP	Generates the payslip. Note that if you want to select employees using groups, you must first define the Group ID to generate the payslip. All groups selected in the Group ID field will automatically be recreated during the payroll run.

## Understanding the Vacation Payslip

In Brazil, companies have to provide the following kinds of payslips:

- A standard payroll payslip containing such information as the number of worked days and wages.
- A vacation payslip displaying vacation earnings, the vacation balance, and other information related to vacation pay.

## Create/Print Payslips BRA Page

Use the Create/Print Payslips BRA page (GPBR\_RC\_PAYSLIP) to generates the payslip.

Note that if you want to select employees using groups, you must first define the Group ID to generate the payslip. All groups selected in the Group ID field will automatically be recreated during the payroll run.

Navigation:

**Global Payroll & Absence Mgmt > Payslips > Print Payslips BRA > Create/Print Payslips BRA**

To generate the vacation payslip, make sure to:

1. Select the **Vacations** check box. The **Calendar ID** field becomes the **Run Type** field.
2. Select a run type

See Also [Create/Print Payslips BRA Page](#).

## Running the Vacation Receipt and Vacation Notice Reports

This topic provides an overview of the vacation receipt and vacation notice reports and discusses how to generate vacation receipts and vacation notices for employees.

### Page Used to Run the Vacation Receipt and Vacation Notice Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Vacation Receipt\Notice BRA Page	GPBR_RC_VAC_REC	Generate vacation receipts and vacation notices for employees.

### Understanding the Vacation Receipt and Vacation Notice Reports

The Vacation Receipt/Notice page generates two reports:

- Vacation receipt

This report provides information for a defined period of vacation; it includes either information on the acquisitive period or the amounts of vacation time paid. It serves as a payslip for vacations.

- Vacation notice

This report provides the required 30-day written notice of an employee's vacation dates.

You can generate these reports together or individually.

### Vacation Receipt\Notice BRA Page

Use the Vacation Receipt\Notice BRA page (GPBR\_RC\_VAC\_REC) to generate vacation receipts and vacation notices for employees.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Vacation Receipt\Notice BRA > Vacation Receipt\Notice BRA**

This example illustrates the fields and controls on the Vacation Receipt\Notice BRA page.

**Vacation Receipt\Notice BRA**

Run Control ID 1   Report Manager   Process Monitor   Run

---

**Generation Options**

**Report Type**

Receipt & Notice                     
  Vacation Receipt                     
  Vacation Notice

---

**Selection Options**

\*Company                       Empresa Construção Ltda.  
 Format ID                       Vacation Payslip  
 Run Type                       Vacations Calculation  
 Notice Date

---

**Additional Compensation Elem**

Vacation Remuneration                       Vacation Net

---

**Vacation Programming Dates**

\*Begin Date                       \*End Date

---

**Selection Criteria**

Select Establishment ID                     
  Select Department ID                     
  Select Employees

Exclude Data

---

**Establishment Data** Find   First 1 of 1 Last

Establishment ID

<b>Field or Control</b>	<b>Description</b>
<b>Report Type</b>	Choose which reports to generate: vacation receipt and vacation notice together, vacation receipt alone, or vacation notice alone.
<b>Company</b>	Enter the company whose employees you want to include in the report.
<b>Format ID</b>	<p>Select the payslip format to use for the vacation receipt report. This format contains the element list for the earnings and deductions that are eligible to be printed for this report. You need to define an element list for this report.</p> <p>This field appears only when you are printing the vacation receipt report (alone or with the vacation notice report).</p>
<b>Run Type</b>	<p>Select the vacations run type.</p> <p>This field appears only when you are printing the vacation receipt report (alone or with the vacation notice report).</p>



<b>Field or Control</b>	<b>Description</b>
<b>Vacation Remuneration</b>	Select the vacation remuneration accumulator, which has as members the elements and deductions that are part of the salary that is paid for vacations purposes.  This field appears only when you are printing the vacation receipt report (alone or with the vacation notice report).
<b>Begin Date and End Date</b>	Enter the begin and end dates of the interval to process. If an employee's vacation acquisitive period start or end date falls within this interval, the report includes the details for that employee.
<b>Selection Criteria</b>	Choose a method of selecting employees for whom to generate the report.
<b>Exclude Data</b>	Select this check box to exclude data that matches the criteria you enter in the Establishment Data, Department Data, or Employee Data group boxes (the group box that appears depends on the selection you make in the <b>Selection Criteria</b> field).
<b>Establishment ID, Department, and EmplID</b>	Enter the data that the process uses to select employees.  <b>Note:</b> Whether a field appears on this page depends on the option that you selected in the <b>Selection Criteria</b> field.

---

## Viewing Delivered Vacation Elements

This topic discusses:

- Vacation entitlements.
- Vacation takes.
- Vacation process lists.

---

**Note:** This PeopleSoft application delivers a query that you can run to view the names of all delivered elements for Brazil. You can also see the relationship between elements by using the View Element Relationships utility.

---

### Related Links

“Understanding How to View Delivered Elements” (PeopleSoft Global Payroll)

## Vacation Entitlements

This table contains information about the absence entitlements that are used to process vacations in Global Payroll for Brazil:

<b>Absence Entitlement</b>	<b>Description</b>
DIREITO FER	Stores the vacation balance; each entitlement period has one instance.
FERIAS PROP	Temporary entitlement stores accrual days per month.

## Vacation Takes

This table contains information about the absence takes that are used to process vacations in Global Payroll for Brazil:

<b>Absence Take</b>	<b>Description</b>
SAIDA FERIAS	Used for the vacation events. It counts the number of days between begin and end date and sends the days to FERIAS, FERIAS DOBRO (earning element), or both.
FERIAS ABONO	Used for credit vacations. It counts the number of days between begin and end date and sends the days to ABONO FERIAS, ABONO DOBRO (earning element), or both.

---

**Note:** Absence take rules use earning and deduction elements, elements that retrieve units for positive input, and elements that retrieve percentages for positive input.

---

## Vacation Process Lists

Global Payroll for Brazil delivers the following process list for absence processing:

<b>Process List</b>	<b>Description</b>
FERIAS TOMADAS	Process vacation takes.
FERIAS FOLHA	Process vacation payroll elements (the gross and net accumulators for vacation).

# Tracking Loans

---

## Understanding Loans in Brazil

It is a common practice for Brazilian companies to grant personal loans or pay for assets and services on behalf of their employees. Loan functionality for Brazil enables you to maintain these loans, create payback schedules and modify the deduction of such values previously loaned to employees. You can adjust the loan by any rate and change the value of the deduction. On termination, the outstanding balance must be deducted. The loan may be deducted from normal payroll, vacation, 13th salary or termination.

**Note:** Loan payments in Brazil are via a fixed amount only. This amount may change month-by-month depending on the life cost factor. The life cost factor can be handled by Global Payroll rules with a variable to indicate the percentage to apply for each loan payment.

---

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the “Understanding How to View Delivered Elements” (PeopleSoft Global Payroll) topic.

---

## Defining Loans in Brazil

This topic discusses how to define loans.

## Page Used to Define Loans in Brazil

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<a href="#">Request Loans BRA Page</a>	GPBR_LOAN	Define loan information and a repayment schedule for an employee. Enables you to enter loans and related data required for the loan process, which are populated in Global Payroll to enable loan paybacks. This page distributes the loan total amount in the number of periods or payments you specify and populates required data in Global Payroll to deduct paybacks.

### Related Links

[Understanding the Payslip Definition Process](#)

## Request Loans BRA Page

Use the Request Loans BRA page (GPBR\_LOAN) to define loan information and a repayment schedule for an employee.

This page lets you to enter loans and related data required for the loan process, which are populated in Global Payroll to enable loan paybacks. It distributes the loan total amount in the number of periods or payments you specify and populates required data in Global Payroll to deduct paybacks.

Navigation:

**Global Payroll & Absence Mgmt > Payee Data > Loans > Request Loans BRA > Request Loans BRA**

This example illustrates the fields and controls on the Request Loans BRA page.

The screenshot displays the 'Request Loans BRA' interface. At the top, it shows 'Employee ID KR0002', 'Empl Record 0', and 'Name Flavia Siqueira'. Below this is the 'Loan Definition' section with fields for '\*Element Name' (EMPRESTIMO), 'Loan Number' (123), 'Start Date' (12/06/2012), 'Total Amount' (1000.000000), and 'Currency Code' (USD). The 'Loan Schedule Setup' section includes 'Periods' (10), 'Payment Amount', 'Begin Date' (12/06/2012), and 'Frequency ID' (G1MO), with a 'Create Schedule' button. The 'Loan Schedule' table below shows one entry with a begin date of 01/01/2013, an end date of 10/31/2013, instance 1, and a payment amount of 100.000000.

To define loans in Brazil:

1. Set up the details of a loan and a loan repayment schedule on the Request Loans BRA page.
2. Process the payroll.

### Loan Definition

<b>Field or Control</b>	<b>Description</b>
<b>Element Name</b>	Select the element name (deduction) that corresponds to the loan.
<b>Loan Number</b>	Enter the loan (reference) number for the specific employee loan.

<b>Field or Control</b>	<b>Description</b>
<b>Start Date</b>	Enter the date on which the loan was provided to the employee.
<b>Total Amount</b>	Enter the total amount of the loan, and specify the currency corresponding to the amount.

## Loan Schedule Setup

<b>Field or Control</b>	<b>Description</b>
<b>Periods or Payment Amount</b>	Enter the number of payment periods or the amount of the loan payments. When the system generates the loan schedule it calculates the other value.
<b>Begin Date</b>	Enter the date on which the loan repayment begins. The begin date must be after the loan's start date.
<b>Frequency ID</b>	Specify the frequency of the loan repayment. Values are <i>Weekly</i> , <i>Biweekly</i> , <i>Semimonthly</i> , and <i>Monthly</i> .
<b>Create Schedule</b>	Click to create the loan schedule. In the Loan Schedule grid, the system displays a single row with the begin date and end date of the loan payments, along with the payment amount. (The end date or the payment amount is calculated automatically based on the information you entered.)

**Note:** Be sure to define the same begin date as in the periods you defined on the Periods page or the Automatic Period Creation page in the core application.

## Loan Schedule

You can enter the loan schedule manually, or have the system create it by clicking the **Create Schedule** button.

<b>Field or Control</b>	<b>Description</b>
<b>Begin Date and End Date</b>	Enter the begin and end dates for the period of time on which the payment amount is valid.
<b>Payment Amount</b>	This is the flat amount that is to be deducted from an employee's payslip.

---

**Note:** To create the loan schedule you must define periods, begin date and frequency or Amount.

---

## Creating Deduction Assignments for Loan Schedules

After you define a loan schedule, the system automatically creates a deduction assignment for each loan schedule (**Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Element Assignment by Payee**). The component interface creates this deduction assignment. The process inserts a deduction assignment with some supporting element overrides like the following:

<b>Field</b>	<b>Variable</b>
<b>Loan Number</b>	<i>EP VR REF EMP</i> (Loans Reference)
<b>Loan Amount</b>	<i>EP VR TOTAL DEVIDO</i> (Loan Amount)
<b>Total Amount</b>	<i>EP VR TOTAL</i> (Loan's Total Amount)
<b>Date</b>	<i>EP VR DT PAG EMP</i>

All of these variables are used by the process to keep track of each loan balance separately. These variables are also used to calculate the deduction for each loan.

---

**Note:** Remember to define the variables listed in the table above when entering your loans outside of the Request Loans BRA page.

---

### Related Links

“Defining Payee Overrides” (PeopleSoft Global Payroll)

---

## Calculating Loan Payments

Loan payments (using deduction EMPRESTIMO) are calculated using formula EP FM EMPRESTIMO.

Whenever you calculate a given pay process (such as normal payroll, vacation, 13th salary or termination) the system checks for any outstanding loan installments for the employee in that month and whether adjustments were made. Loan payments are then automatically deducted from the employee's salary. After the deduction, the system stores these values for historical purposes.

---

**Note:** The EMPRESTIMO deduction cannot exceed 30 percent of net pay.

---

---

## Adjusting Loan Payments

Adjustments can be handled using Global Payroll rules. If you want to adjust the amount of the loan payment deduction you create a new deduction which provides a rule to reflect adjustments (changing amount or applying a factor to the deduction).

The three methods of adjusting loan values are:

1. Apply a rate to the loan principal value and then divide this value by the number of installments to make them fixed values.
2. Apply a monthly rate on the total due value of the loan and subtract the agreed fixed portion plus adjustment.
3. Adjust only the agreed fixed portion of the installment by a monthly rate, disregarding the principal value of the loan.

Although some companies charge interest on loaned values, this situation is uncommon.





# Running Mass Termination Simulations

---

## Understanding Mass Termination Simulation

Mass termination simulation provides payroll personnel the ability to obtain an estimate of the costs (termination pay) incurred in case of a workforce reduction or layoff.

The simulation is an off cycle process; it leverages the off cycle advance payment functionality that is provided by Global Payroll core architecture to calculate earnings and deductions for terminated payees outside of the normal payroll cycle.

Note that the purpose of the simulation is to provide estimated costs for initiating mass terminations; finalizing of calculated payroll results is not needed and therefore not supported.

## Setting Up Mass Termination Simulation Process

Here are the high-level steps for setting up and running mass termination simulation processes:

1. Define or review the termination setup to be used, which includes the definition of termination versions and associated termination earnings and deductions.

See [Setting Up Termination Versions](#).

2. Enter parameters for the mass termination simulation process.

See [Mass Term Simulation Data Page](#) and [Payee Detail Page](#).

3. Create the off cycle request, review the off cycle request data, and perform calculation.

Global Payroll off cycle processing functionality provides four off cycle types: manual payments, reversals and corrections, unscheduled payments, and advances. Global Payroll for Brazil uses advances to process requests for mass termination simulations.

See “Initiating Off Cycle Transactions” (PeopleSoft Global Payroll) and [Off Cycle On Demand Page](#).

4. Review payroll results.

Using the Results by Calendar Group component, you can view the termination simulation results (earnings and deductions, accumulators and supporting elements) of employees included in the process.

See “Viewing Results by Calendar Group” (PeopleSoft Global Payroll).

### Related Links

[Defining the Mass Termination Simulation Process](#)

## Defining the Mass Termination Simulation Process

This topic discusses how to define the mass termination simulation process.

### Pages Used to Define the Mass Termination Simulation Process

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<a href="#">Mass Term Simulation Data Page</a>	GPBR_MASS_SIM	Specify calendar information for the simulation process.
<a href="#">Payee Detail Page</a>	GPBR_MASS_SIM_PYE	Specify employees to be processed in the termination simulation.
<a href="#">Off Cycle On Demand Page</a>	GP_ONDEMAND	Create the off cycle termination simulation request.

### Mass Term Simulation Data Page

Use the Mass Term Simulation Data page (GPBR\_MASS\_SIM) to specify calendar information for the simulation process.

Navigation:

**Global Payroll & Absence Mgmt > Termination Processing > Termination Simulation  
BRA > Mass Term Simulation Data**

This example illustrates the fields and controls on the Mass Term Simulation Data page.

Mass Term Simulation Data

Payee Detail

**Off Cycle Group** KR M201203 MASS

**Period ID** K0 M201203

**Period Begin Date** 03/01/2012      **Period End Date** 03/31/2012

**Request Setup**

**Pay Group** KR MEN2

**\*Payment Date**

**\*Source Calendar Run ID**

**Calendar Group ID** KR M201203 MASS

**Processing Status** Unprocessed

<b>Field or Control</b>	<b>Description</b>
<b>Off Cycle Group</b>	Displays the off cycle group name, which represents a set of off cycle transactions to process in the simulation.
<b>Period ID</b>	Displays the period for the process.  The period needs to be defined in the system before it can be selected. The system populates the begin and end dates on this page based on the selected period.
<b>Payment Date</b>	Displays the payment date for the simulated termination or layoff.
<b>Source Calendar Run ID</b>	Select the predefined calendar run to use during the Payroll Calculation process.
<b>Create Calendar Group or Edit Calendar Group</b>	Click to access the Calendar Groups page to create a calendar group for processing off cycle transactions. If the calendar group has been created, the button label becomes <b>Edit Calendar Group</b> , which you click to edit the calendar group that is already created.
<b>Processing Status</b>	Displays the latest's payroll calculation process status.

## Payee Detail Page

Use the Payee Detail page (GPBR\_MASS\_SIM\_PYE) to specify employees to be processed in the termination simulation.

Navigation:

**Global Payroll & Absence Mgmt > Termination Processing > Termination Simulation  
BRA > Payee Detail**

This example illustrates the fields and controls on the Payee Detail page (1 of 2).

The screenshot shows the 'Payee Detail' page with the following fields and controls:

- Off Cycle Group:** KR M201203 MASS
- Period ID:** K0 M201203
- Period Begin Date:** 03/01/2012
- Period End Date:** 03/31/2012
- Off Cycle Group:** (Input field)
- Mass Termination Data:**
  - \*Termination Date:** 03/31/2012
  - Prior Notification:** (Input field)
  - \*Action:** TER (Termination)
  - \*Reason Code:** DIS (Dishonesty)
  - \*Off Cycle Reason:** RESCISAO
- Selection Criteria:**
  - Group ID:** (Input field) **Create a Group ID** (Button)
  - Establishment ID:** KRC1-1 (Matriz São Paulo)
  - Union Code:** (Input field)
  - Business Unit:** (Input field)
  - Department:** (Input field)
  - Job Code:** (Input field)
- Buttons:** Insert/Update Payees, Delete Payees

This example illustrates the fields and controls on the Payee Detail page (2 of 2).

The screenshot shows the 'Payee Detail' page with the following tables and controls:

- Additional Element Payment Table:**

Element Name	Description	Unit	Rate	Amount
<input checked="" type="checkbox"/> BONUS	Bonus			
- Termination Data Table:**

*Empl ID	Record	Name	HR Status	Termination Date	Prior Notification	Action	Reason Code	Payee Process Status
<input type="checkbox"/> 1	KR0066	Victor Serrano	Active	03/31/2012		TER	DIS	New

<b>Field or Control</b>	<b>Description</b>
<b>Off Cycle Group</b>	Click to start the calculation for the simulation process. This button becomes available after you have entered parameters and saved this page.

### Mass Termination Data

<b>Field or Control</b>	<b>Description</b>
<b>Termination Date</b>	Enter the date that the termination simulation occurs.
<b>Prior Notification</b>	(optional) Enter the date when a notification of the simulation will be sent and the earning severance pay to be paid.

<b>Field or Control</b>	<b>Description</b>
<b>Action</b>	Select an action for the termination simulation.
<b>Reason Code</b>	Select a reason for the action. <hr/> <b>Note:</b> The system performs a validation check to make sure that the specified action and reason code combination is associated with a termination version. <hr/>
<b>Off Cycle Reason</b>	Define the reason to be associated with the off cycle process.

### Selection Criteria

<b>Field or Control</b>	<b>Description</b>
<b>Group ID</b>	Select an existing group of payees to be used for the termination simulation. These groups are established using the group build feature.  You can also create a new group by clicking the Create a Group ID button.  If you select a group, the rest of the fields are unavailable for edits.
<b>Establishment ID</b>	Select an establishment as a filter for its associated payees to be included the termination simulation.
<b>Union Code</b>	Select a union as filter for its associated payees to be included the termination simulation.
<b>Business Unit</b>	Select a business unit as filter for its associated payees to be included in the termination simulation.  You need to select a business unit prior to selecting a department or a job code as the additional filter.
<b>Department</b>	Select a department as an additional filter for its associated payees to be included the termination simulation.
<b>Job Code</b>	Select a job code as an additional filter for its associated payees to be included the termination simulation.

<i>Field or Control</i>	<i>Description</i>
<b>Insert/Update Payees</b>	Click to populate the <b>Payee Detail</b> section with payees that meet the specific selection criteria.
<b>Delete Payees</b>	Click to remove payees from the <b>Payee Detail</b> section.

## Additional Element Payment

<i>Field or Control</i>	<i>Description</i>
<b>Element Name</b>	Enter additional earning elements that needs to be paid as part of the simulation termination process.
<b>Unit, Rate, and Amount</b>	Enter the unit, rate, and amount as necessary.

See the [Viewing Delivered Termination Elements](#) topic for the list of delivered earning and deduction elements to process termination pays in Global Payroll for Brazil.

## Payee Detail

This section lists the payees that are populated by the system based on the specified selection criteria. You can also add payees manually.

The system populates this section with information that is specified in other sections (for example, termination data and job data) on this page.

---

**Note:** The information listed in this section is used for simulation purposes; you do not need to enter termination data in the Job Data component for the simulation process.

---

## Off Cycle On Demand Page

Use the Off Cycle On Demand page (GP\_ONDEMAND) to create the off cycle termination simulation request.

Navigation:

**Global Payroll & Absence Mgmt > Absence and Payroll Processing > Off Cycle > Off Cycle On Demand**

This example illustrates the fields and controls on the Off Cycle On Demand page.

### Off Cycle On Demand

Pay Group KR MEN2	Pagamento Mesalistas	
Target Period ID K0 M201203	2012 03 (March) - Monthly	03/01/2012 - 03/31/2012
Off Cycle Group KR M201203 MASS	Country BRA	

**Set Up Request** ?

<input type="button" value="Create Request"/>	<input type="checkbox"/> Request entered	
<input type="button" value="Edit Calendar Group"/>	<input checked="" type="checkbox"/> Calendar Group created	Calendar Group KR M201203 MASS

**Process Calendar Group** ?

<input type="button" value="Calculate"/>	<input type="checkbox"/> Results can be finalized	Processing Status Unprocessed
<a href="#">View Status and Results</a>		
<input type="button" value="Finalize"/>	<input type="checkbox"/> Finalized	<input type="button" value="Cancel"/>

The simulation process uses the off cycle advance payment functionality that is provided by Global Payroll core architecture to calculate earnings and deductions for terminated payees outside of the normal payroll cycle.

Click the **Create Request** button to add a request for the off cycle simulation process. The button label is changed to **Edit Request** for you to edit the request, after it is created.

Click the **Calculate** button to calculate the off cycle request.

For more information about off cycle processing and steps for entering off cycle requests, see “Understanding Off Cycle Processing” (PeopleSoft Global Payroll).

**Related Links**

[Understanding Mass Termination Simulation](#)





# Processing Termination Pay

---

## Understanding Termination Payments

In Brazil, when you terminate an employee, you might need to make the following payments:

- Regular earnings and deductions that are due for the termination period.
- Compensation for unused paid vacation days and the vacation premium.
- Compensation for the 13th salary.

The system prorates worked days in the year to calculate the corresponding 13th salary pay.

- Severance pay or other compensation in the form of special termination earnings.
- Amount owed for all unpaid loans, independent of each other.

This amount is automatically deducted from the last payslip.

---

**Note:** Termination payments are calculated in the payroll and not as a separate process.

---

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the “Understanding How to View Delivered Elements” (PeopleSoft Global Payroll) topic.

---

## Prerequisites

Because it is common for some payments and deductions to be made only upon termination and some standard earnings might not be processed as part of termination pay, you must define exactly which earnings or deductions should be processed in response to a termination.

Before termination earnings or deductions can be processed, you must:

- Define termination versions—that is, the set of reasons for termination, layoff, or completion of contract that are considered sufficient to trigger a set of termination payments and deductions.
- Define the earnings and deductions to process upon termination (or layoff and completion) by associating each element with one or more termination versions.
- Use the delivered generation control element RC GC VER RESCIS to trigger the processing of each termination earning and deduction only when the action and reason for an employee's termination match the termination version associated with the earning or deduction.

- Identify the terminated employees and enter the appropriate action/reason for termination on the Job Data pages in PeopleSoft HR.

## Related Links

[Understanding Terminations](#)

---

## Running the Employment Contract Termination Report

This topic provides an overview of the Employment Contract Termination report and discusses how to create this report.

### Page Used to Run the Employment Contract Termination Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<a href="#">Legal Codes by Process Type BRA Page</a>	GPBR_RPT_CD	Define process type legal codes.
<a href="#">Legal Codes by Action Reason BRA Page</a>	GPBR_RPTMOV_DEF	Associate action reasons with process type legal codes.
<a href="#">Termination Contract Rpt BRA Page (termination contract report BRA page)</a>	GPBR_RC_TER_CON	Run the Employment Contract Termination report.

## Understanding the Employment Contract Termination Report

The Employment Contract Termination report formalizes the employee termination with the union. Using this report, the union evaluates if all MTPS payment requirements were met. Employees can use the report to receive their FGTS balances.

The report shows all earnings and deductions that the employee has to receive as part of the termination process; for this reason, it also functions as a payslip for the termination payment. It does not include calculation details for averages. The report gathers only the information of terminated employees for whom the Contract Termination calculation has been completed.

The report contains five parts:

1. Employer data.
2. Employee data.
3. Contract data.
4. Earnings and deductions calculation details.
5. Signature.

To set up the Termination Contract report:

1. Define a legal code on the [Legal Codes by Process Type BRA Page](#).

The system delivers the *00* legal code for the *Homolognet Termination* process type for use in termination contract reporting.

2. Associate the legal code with action and reason on the [Legal Codes by Action Reason BRA Page](#).

This setup task is to be performed by customers.

## Legal Codes by Process Type BRA Page

Use the Legal Codes by Process Type BRA page (GPBR\_RPT\_CD) to define process type legal codes.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > Legal Codes by Proc Type BRA**

This example illustrates the fields and controls on the Legal Codes by Process Type BRA page.

The screenshot shows the 'Legal Codes by Process Type BRA' page. At the top, it displays 'Process Type Homolognet Termination'. Below this is a table with the following data:

Legal Codes		Find   View All	First	1 of 1	Last
*Effective Date	11/11/2017	*Effective Status	Active		
*Legal Code	00	Description	Termination by Common Agreement		
Short Description	Common				

The system delivers the *00* legal code for the *Homolognet Termination* process type to support the reporting of terminations by agreement. When the Termination Contract report (the *TRCT* type) is run, the system populates the Causa do Afastamento field of the report with the description text that is specified in this legal code, and leaves the Cod. Afastamento field blank.

See Also [Legal Codes by Action Reason BRA Page](#)

## Legal Codes by Action Reason BRA Page

Use the Legal Codes by Action Reason BRA page (GPBR\_RPTMOV\_DEF) to associate action reasons with process type legal codes.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > Legal Codes by Action Reason BRA**

This example illustrates the fields and controls on the Legal Codes by Action Reason BRA page.

**Legal Codes by Action Reason BRA**

Action TER Termination

**Reason Definition** Find | View All First 1 of 1 Last

\*Reason Code  Termination by Commo Agreement

**Date Definition** Find | View All First 1 of 1 Last

\*Effective Date

**Process and Legal Report Code Definition** Personalize | Find | View All | First 1 of 1 Last

	*Process Type	*Legal Code	Description
1	Homolognet Termination	00	Termination by Common Agreement

As part of the setup for Termination Contract reporting to support terminations by agreement, you need to associate the system-delivered legal code (00) with the appropriate action and reason for your business needs.

## Termination Contract Rpt BRA Page

Use the Termination Contract Rpt BRA (termination contract report BRA) page (GPBR\_RC\_TER\_CON) to run the Employment Contract Termination report.

Navigation:

**Global Payroll & Absence Mgmt > Termination Processing > TRCT Report BRA > Termination Contract Rpt BRA**

This example illustrates the fields and controls on the Termination Contract Rpt BRA page.

### Termination Contract Rpt BRA

Run Control ID egl Report Manager Process Monitor Run

---

**Parameters**

*Report Type <input type="text" value="TRCT"/>	*Number of Copies <input type="text" value="1"/>
*Company <input type="text" value="KRC"/>	Empresa Demonstração Ltda
Begin Date <input type="text" value="01/01/2017"/>	End Date <input type="text" value="12/31/2017"/>
*Format ID <input type="text" value="KRALL"/>	all
*Run Type <input type="text" value="KR FOLHA M"/>	Monthly Payment Run Process
Vacation Remuneration <input type="text" value="TR REM TER RES"/>	Compensation for T.Resc Report
Alimony Percentage <input type="text"/>	
FGTS- Alimony Percentage <input type="text"/>	
<input type="checkbox"/> Complementary Report <input type="checkbox"/> Print If Zero	

---

**Selection Criteria**

Select Establishment ID     
  Select Department ID     
  Select Employees

---

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

Empl ID  Marco Machado

<b>Field or Control</b>	<b>Description</b>
<b>Report Type</b>	Select a report type to run, <i>THRCT</i> , <i>TQRCT</i> , <i>TRCT</i> , or run all of them.
<b>Begin Date and End Date</b>	Enter a date range. The system will select only records falling on or between these dates.
<b>Format ID</b>	Select the element list that contains all the required earnings and deductions that need to be printed, for example, <i>KRDEMPGTO</i> .
<b>Run Type</b>	Select the termination run type.
<b>Vacation Remuneration</b>	Select the accumulator that contains the total amount for termination compensation purposes. TR REM TER RES is provided as an example for this accumulator.

<b>Field or Control</b>	<b>Description</b>
<b>Alimony Percentage</b>	If the employee has any garnishment, such as alimony, and you would like to print the percentage that the employee pays, you need to provide a variable element name. TR VR %PEN ALIM is provided as an example of a variable element. You need to override this variable at the payee level to assign a percentage at the payee level.
<b>Select Establishment ID and Establishment ID</b>	Select to report on all dismissed employees from selected establishments. Enter the establishment IDs in the <b>Establishment Data</b> group box.
<b>Select Department ID, Set ID, and Department ID</b>	Select to report on all dismissed employees from selected departments. Enter the setIDs and department IDs in the <b>Department Data</b> group box.
<b>Select Employees and Empl ID</b>	Select to report on selected employees. Enter the employee IDs in the <b>Employee Data</b> group box.

## Running the Unemployment Insurance Request Report

This topic provides an overview of the Unemployment Insurance Request report and discusses how to process unemployment insurance requests.

### Page Used to Run the Unemployment Insurance Request Report

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Unemployment Insurance Rpt BRA Page</u> (unemployment insurance report BRA page)	GPBR_RC_UNEMP	Run the Unemployment Insurance report.

## Understanding the Unemployment Insurance Request Report

Use the Unemployment Insurance Request process to create the Caixa Economica Federal unemployment insurance form upon the request of a terminated employee. The report consists of the following two parts:

- Unemployment Insurance Request
- Dismissal Notice

**Note:** Only issue the request for dismissed employees for whom you've performed the employment termination calculation. Also, remember that this report includes the mother's name and the employee's address. If you want this information to appear in the report, you must remember to enter it.

## Unemployment Insurance Rpt BRA Page

Use the Unemployment Insurance Rpt BRA (unemployment insurance report BRA) page (GPBR\_RC\_UNEMP) to run the Unemployment Insurance report.

Navigation:

**Global Payroll & Absence Mgmt > Termination Processing > Unemployment Insurance BRA > Unemployment Insurance Rpt BRA**

This example illustrates the fields and controls on the Unemployment Insurance Rpt BRA page.

The screenshot shows the 'Unemployment Insurance Rpt BRA' page. At the top, it displays 'Run Control ID 1' and 'Report Manager Process Monitor' with a 'Run' button. Below this is a 'Parameters' section with fields for '\*Company' (with a search icon), 'Horizontal Alignment' (set to 0), 'Vertical Alignment' (set to 0), '\*Begin Date' (with a calendar icon), and '\*End Date' (with a calendar icon). The 'Output' section contains an '\*Output' dropdown menu. The 'Payee Level Sort Order' section has radio buttons for 'Employee ID' (selected) and 'Name', and a '\*Selection Criteria' dropdown set to 'All Employees'. At the bottom, there is a 'Run Type' section with a table containing one row with a search icon and '+'/'-' buttons. Navigation controls like 'Personalize', 'Find', 'View All', 'First', '1 of 1', and 'Last' are also visible.

<b>Field or Control</b>	<b>Description</b>
<b>Horizontal Alignment</b>	Use this field to align the horizontal printing of the report. Enter a value to change the default alignment value delivered with the report to adjust the report horizontally to your printer.
<b>Vertical Alignment</b>	Use this field to align the vertical printing of the report. Enter a value to change the default alignment value delivered with the report to adjust the report vertically to your printer.
<b>Output</b>	Select the output format of the report. Values are <i>Both</i> , <i>File Only</i> , and <i>Report Only</i> .
<b>Employee ID or Name</b>	Select to use employee ID or employee name as the payee level sort order.

<b>Field or Control</b>	<b>Description</b>
<b>Selection Criteria</b>	Specify the data selection criteria for the report. Values are: <i>All Employees</i> <i>Select Department ID</i> <i>Select Employees</i> <i>Select Establishment ID</i> <i>Select Group ID</i>
<b>Departments</b>	Enter one or more departments from which the employment termination information needs to be included in the report.  This section appears if the <i>Select Department ID</i> option is specified as the selection criteria.
<b>Employees</b>	Select one or more employees from whom the employment termination information needs to be included in the report.  This section appears if the <i>Select Employees</i> option is specified as the selection criteria.
<b>Establishments</b>	Select one or more establishments from which the employment termination information needs to be included in the report.  This section appears if the <i>Select Establishment ID</i> option is specified as the selection criteria.
<b>Group ID</b>	Select a group from which the employment termination information needs to be included in the report.  This section appears if the <i>Select Group ID</i> option is specified as the selection criteria.
<b>Run Type</b>	Enter one or more run types to be printed.

**Note:** After you run the process, ensure that the information is complete and that the employee is entitled to unemployment insurance.

---

## Viewing Delivered Termination Elements

This topic contains information about the following elements that Global Payroll for Brazil delivers to process termination payments:

- Termination earnings.
- Termination process lists and sections.



## Termination Earnings

PeopleSoft delivers the following earnings as models of elements that you can create to process termination pay.

**Note:** The delivered termination earnings for Brazil are defined as PeopleSoft Delivered/Not Maintained, which enables you to modify them to fit your needs. You can also create entirely new termination elements using the delivered elements as your guide.

<b><i>Earning Element</i></b>	<b><i>Description</i></b>
ADIC FÉRIAS	<p>Additional Vacations Termination</p> <p>This earning is the total sum of FERIAS INDEN, DOBRO FERIAS, FER VENCIDO divided by 3.</p>
AVISO INDEM	<p>Severance Pay–Prior Notice</p> <p>If the employee is dismissed without reason and was contracted for an undetermined time, he should receive 1 month of salary of compensation.</p>
DOBRO FÉRIAS	<p>Paid Dobro Vacations Termination</p> <p>In case of terminations, the employee is entitled to double vacations, if at the dismissal date the employee has worked there for at least two entitlement periods.</p>
DSR INDENIZ	<p>Indemnified DSR</p> <p>This earning pays an extra day of salary for the weekly rest day that is granted to the employee after a whole week of work (Monday through Friday or Saturday).</p>
DSR SAB COM	<p>Compensated Saturday DSR</p> <p>This earning pays an extra day of salary if the termination occurs on a Friday, and that Saturday is considered a compensation day in the employee's work schedule.</p> <p>DSR SAB COM contributes to the gross taxable base, the family allowance base, FGTS base, monthly social security base, as well as other employers' social security base, gross, adjustments to FGTS and alimony.</p>
ESTAB PROV	<p>Severance Pay by Stability</p> <p>If an employee is dismissed and he suffered an occupational accident at least twelve months before the dismissal, the employer must pay an additional compensation.</p>
FÉRIAS INDEN	<p>Indemnified Vacations Termination</p> <p>This earning pays for vacations that the employee never takes.</p>

<b>Earning Element</b>	<b>Description</b>
INDENIZA ADC	Additional Severance Pay  If the employee is dismissed without reason in the 30 days before his base date, the employee is entitled to 1 month of salary on the date of dismissal.
IND A479 EE	Severance Pay Remaining Contract  If an employee finishes a contract for an established term before the end date, the employer pays the employee half of the compensation the employee would earn if the employee worked until the end of the contract.
IND A 479 ER	Severance Pay Remaining Contract  If an employer dismisses an employee with a contract for an established term without reason, the employee is entitled to half of the pay the employee would be entitled to if employed until the end of the contract.

## Termination Deductions

PeopleSoft delivers the following deductions as models of elements that you can create to process termination pay.

**Note:** The delivered termination deductions for Brazil are defined as PeopleSoft Delivered/Not Maintained, which enables you to modify them to fit your needs. You can also create entirely new termination elements using the delivered elements as your guide.

<b>Deductions</b>	<b>Description</b>
FGTS MES AN	FGTS Previous Month
FGTS QUITAÇÃO	FGTS Settlement
FGTS ART 22	40% of FGTS Art. 22

## Termination Process Lists and Sections

The preceding lists of termination earnings and deductions can be found in the section GR SE RESCISÃO. There is no defined process list for terminations, since the regular payroll calculation includes termination payments.

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

### Related Links

“Understanding Earning and Deduction Elements” (PeopleSoft Global Payroll)

“Understanding Processing Elements” (PeopleSoft Global Payroll)

“Understanding How to View Delivered Elements” (PeopleSoft Global Payroll)



# Processing Mass Termination and Complementary Termination Payroll

---

## Understanding Mass Termination and Complementary Termination Payroll

Global Payroll for Brazil provides the mass termination and complementary termination payroll functionality that simplifies the processing of termination and complementary termination pays for a group of employees in the event of a workforce reduction or layoff. The process includes a setup component in which you create an off cycle group for a pay group and pay period, specify the type of mass process (*termination* or *complement*) you wish to run with supporting information, and select the employees to be included in it. When the setup is completed, the system extracts the data from employees' Job records and automatically inserts the information into the system as an off cycle on demand process. For complementary termination payments, it populates all the required variables and dummy positive inputs to ensure that the process runs properly. With the off cycle on demand process prepopulated, you can begin the process like any other off cycle processes you have in the system—create an off cycle request for the off cycle group, run the calculation and finalize the calculation payroll.

As mentioned previously, two types of mass processes are supported: *Termination* and *Complement* (additional payments that are paid outside of the normal payroll schedule). With complementary termination processing, you have the option to process mass salary increases as well. Depending on the process selected, the information collected in the setup is slightly different. Refer to the [Payee Detail Page](#) topic for more information on setting up the mass termination and complementary termination processing.

## Setting Up Mass Termination and Complementary Termination Processing

Here are the high-levels steps for setting up and running mass termination and complementary termination processes:

1. Define or review the termination setup to be used, which includes the definition of termination versions and associated termination earnings and deductions.

See [Setting Up Termination Versions](#).

2. (For complementary termination) Update the run type that is used in complementary termination processing, for example, KR RESCISA, with the following information:

<i>Field or Control</i>	<i>Description</i>
<b>Allow Duplicates</b>	[Selected]

<b>Field or Control</b>	<b>Description</b>
<b>Retro Adjustment Sources</b>	Specifies all run types for which retroactive adjustments need to be calculated, for example, KR 13SAL, KR 1A13SAL, KR FERIAS, and KR FOLHA M.

Note that if there is a complementary termination-specific run type to be used, in addition to the setup just mentioned, it also needs to be included in the RC BR COMP TERM element.

See “Run Types Page” (PeopleSoft Global Payroll).

- (For complementary termination) Verify that all elements that need to be calculated for retroactive adjustments are specified on the “Retro Process Overrides Page” (PeopleSoft Global Payroll) for the country of Brazil.
- (For complementary termination) Create a calendar using the following information:

<b>Field or Control</b>	<b>Description</b>
<b>Run Type</b>	Enter the termination payroll run type, for example, KR RESCISA.  <b>Note:</b> If you wish to calculate complementary termination pay in the monthly payroll using the KR FOLHA M run type in the calendar, select the same payee selection recommended below. Create a positive input (with the amount set to 0) in the regular payroll calendar for the terminated employee, when the complement termination is paid in a month that is different from the termination date.
<b>Payee Selection</b>	Select <i>Active PLUS Payees with</i> .  Also, select <i>Positive Input</i> and <i>Pending Retroactive Changes</i> as additional criteria.

See “Calendars - Definition Page” (PeopleSoft Global Payroll).

- (For complementary termination) Define a calendar group for the calendar you just created.

<b>Field or Control</b>	<b>Description</b>
<b>Process retro triggers</b>	[Selected]
<b>Pay Group</b>	Select the pay group selected in your calendar.
<b>Calendar ID</b>	Select the calendar created for mass process.

See “Calendar Groups Page” (PeopleSoft Global Payroll).

- Enter parameters for the mass termination or complementary termination process.

See [Mass Term & Comp Data Page](#) and [Payee Detail Page](#).

7. Create the off cycle request, review the off cycle request data, and perform calculation.

Global Payroll off cycle processing functionality provides four off cycle types: manual payments, reversals and corrections, unscheduled payments, and advances. Global Payroll for Brazil uses advances to process requests for mass terminations and complementary terminations.

See “Initiating Off Cycle Transactions” (PeopleSoft Global Payroll).

8. Review payroll results.

Using the Results by Calendar Group component, you can view the calculation results (earnings and deductions, accumulators and supporting elements) of employees included in the process.

See “Viewing Results by Calendar Group” (PeopleSoft Global Payroll).

## Related Links

[Defining Mass Termination and Complementary Termination Processing](#)

# Defining Mass Termination and Complementary Termination Processing

This topic discusses how to define the mass termination and complementary termination processing.

## Pages Used to Define Mass Termination and Complementary Termination Processing

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<a href="#">Mass Term &amp; Comp Data Page</a>	GPBR_MASS_TER_COMP	Specify calendar information for the mass termination or complementary termination process.
<a href="#">Payee Detail Page</a>	GPBR_TER_COMP_PYE	Specify employees to be processed in the mass termination or complementary termination process.
<a href="#">Off Cycle On Demand Page</a>	GP_ONDEMAND	Create off cycle requests for the mass termination or complementary termination process.

## Mass Term & Comp Data Page

Use the Mass Term & Comp Data page (GPBR\_MASS\_TER\_COMP) to specify calendar information for the mass termination or complementary termination process.

Navigation:

**Global Payroll & Absence Mgmt > Termination Processing > Mass Termination Request BRA > Mass Term & Comp Data**

This example illustrates the fields and controls on the Mass Term & Comp Data page.

The page layout of the Mass Term & Comp Data page is identical to the [Mass Term Simulation Data Page](#).

<b>Field or Control</b>	<b>Description</b>
<b>Off Cycle Group</b>	Displays the name of the off cycle group that was specified earlier for the request.
<b>Period ID</b>	Displays the selected period for the process.  The period needs to be defined in the system before it can be selected. The system populates the begin and end dates on this page based on the selected period.
<b>Payment Date</b>	Enter the payment date for the mass process.
<b>Source Calendar Run ID</b>	Select the calendar group that was created for the mass process.



<b>Field or Control</b>	<b>Description</b>
<p><b>Create Calendar Group or Edit Calendar Group</b></p>	<p>Click to access the Calendar Groups page to create or update a calendar group for processing off cycle transactions. Once the calendar group is created, the button label becomes <b>Edit Calendar Group</b>, which you click to edit the calendar group that is already created.</p> <hr/> <p><b>Note:</b> (For complementary termination) Make sure that the <b>Process retro triggers</b> option is selected for the calendar group.</p>
<p><b>Processing Status</b></p>	<p>Displays the latest's payroll calculation process status.</p>

## Payee Detail Page

Use the Payee Detail page (GPBR\_TER\_COMP\_PYE) to specify employees to be processed in the mass termination or complementary termination process.

Navigation:

**Global Payroll & Absence Mgmt > Termination Processing > Mass Termination Request BRA > Payee Detail**

This example illustrates the fields and controls on the Payee Detail - Mass Term & Comp BRA page (1 of 2).

The screenshot displays the 'Payee Detail' page with the following sections and fields:

- Off Cycle Group:** KR M201203 OFF COM
- Period ID:** K0 M201203
- Period Begin Date:** 03/01/2012
- Period End Date:** 03/31/2012
- Off Cycle Group:** (Button)
- Mass Termination Data:**
  - \*Mass Process Option: Complement
  - Off Cycle Reason: FERIAS
- Run Type Positive Input:**
  - Run Type: KR RESCISA
- Complement Setup:**
  - Salary Increase
  - \*Calendar ID: KR ACOM K0 M201203
- Termination Data:**
  - Period Begin Date: 02/01/2012
  - Period End Date: 03/31/2012
  - Action: COM (Completion)
  - Reason Code: EOA (End of Assignment)
- Increase Data:**
  - \*Increase Begin Date: 03/01/2012
  - \*Increase End Date: 03/31/2012
  - \*Increase Action: ADL (Additional Job)
  - \*Increase Action Reason: ADL

This example illustrates the fields and controls on the Payee Detail - Mass Term & Comp BRA page (2 of 2).

**Selection Criteria**

Group ID

Establishment ID

Union Code

Business Unit

Department

Job Code

**Additional Element Payment** Personalize | Find | View All | First 1-2 of 2 Last

Element Name	Description	Unit	Rate	Amount	
<input type="checkbox"/> BONUS	Bonus			5000.000000	+ -
<input type="checkbox"/> COMISSAO	Commission			3000.000000	+ -

**Payee Detail** Personalize | Find | View All | First 1-2 of 2 Last

Termination Data | Job Data |

	Empl ID	Record	Name	Termination Date	Action	Reason Code	Payee Process Status	
<input type="checkbox"/>	1 KR0068		0 Silvia Perez	02/27/2012	TER	PER	New	+ -
<input type="checkbox"/>	2 KR0071		0 Mario Alberto Nava Juarez	02/15/2012	TER	DEA	New	+ -

Use this page to specify payees to be processed in the mass termination or complementary termination process.

<b>Field or Control</b>	<b>Description</b>
<b>Off Cycle Group</b>	Click to access the Off Cycle On Demand Group page and review the off cycle transaction that is generated for the current off cycle group behind the scenes.

### Mass Termination Data

<b>Field or Control</b>	<b>Description</b>
<b>Mass Process Option</b>	<p>Select the mass process you want to run, <i>Termination</i> or <i>Complement</i>.</p> <p>Select <i>Termination</i> for processing termination pays for employees.</p> <p>Select <i>Complement</i> if additional income needs to be paid as part of termination pays for employees.</p> <p>If <i>Complement</i> is selected, the <b>Complement Setup</b> section appears on this page to collect additional information for the process.</p>

<b>Field or Control</b>	<b>Description</b>
<b>Off Cycle Reason</b>	Select the reason for running this off cycle process.

## Termination Setup

The Termination Setup section and Termination Data section are identical.

<b>Field or Control</b>	<b>Description</b>
<b>Period Begin Date and Period End Date</b>	Enter the begin and end dates for the selected process.
<b>Action</b>	Select an action for the termination process.
<b>Reason Code</b>	Select a reason for the termination process.

## Run Type Positive Input

<b>Field or Control</b>	<b>Description</b>
<b>Run Type</b>	<p>Select a run type for the process.</p> <p>(For complementary termination) Typically this run type would be the same one that was used to calculate the original termination, for example, KR RESCISA. If there is a complementary termination-specific run type to be used, it needs to be included in the RC BR COMP TERM bracket element.</p>

## Complement Setup

This section is displayed if the mass process option is *Complement*. It includes the **Termination Data** section and **Increase Data** section (if the Salary Increase option is selected).

<b>Field or Control</b>	<b>Description</b>
<b>Salary Increase</b>	<p>Select if you want to process mass salary increases for employees. When enabled, the system looks for salary increases that are entered in the job data.</p> <p>When this option is enabled, enter additional information in the Increase Data section that appears for use in the calculation process.</p>

<i>Field or Control</i>	<i>Description</i>
<b>Calendar ID</b>	<p>Select a calendar ID for the complement payroll to be processed and paid.</p> <p>(For complementary termination) The system populates the RC VR TERM variable (with the numeric value set to 1) in the calendar specified in this field.</p>

## Increase Data

This section is displayed if the **Salary Increase** field is selected. Use this section to specify the pay period, as well as the action and action reason for the increase.

## Selection Criteria

<i>Field or Control</i>	<i>Description</i>
<b>Group ID</b>	<p>Select an existing group of payees to be used for the selected process. These groups are established using the group build feature.</p> <p>You can also create a new group by clicking the <b>Create a Group ID</b> button.</p> <p>If you select a group, the rest of the fields are unavailable for edits. This field is disabled when you use any of the following filters to select employees for the process.</p>
<b>Create a Group ID</b>	Click to create a group for use in the selected process.
<b>Establishment ID</b>	Select an establishment as a filter for its associated payees to be included the selected process.
<b>Union Code</b>	Select a union as filter for its associated payees to be included the selected process.
<b>Business Unit</b>	<p>Select a business unit as filter for its associated payees to be included in the selected process.</p> <p>You need to select a business unit prior to selecting a department or a job code as the additional filter.</p>
<b>Department</b>	Select a department as an additional filter for its associated payees to be included the selected process.

<i>Field or Control</i>	<i>Description</i>
<b>Job Code</b>	Select a job code as an additional filter for its associated payees to be included the selected process.
<b>Insert/Update Payees</b>	Click to populate the <b>Payee Detail</b> section with payees that meet the specific selection criteria.
<b>Delete Payees</b>	Click to remove payees from the <b>Payee Detail</b> section.

### Additional Element Payment

<i>Field or Control</i>	<i>Description</i>
<b>Element Name</b>	Enter additional earning elements that needs to be paid as part of the selected process.
<b>Unit, Rate, and Amount</b>	Enter the unit, rate, and amount as necessary.

### Payee Detail

This section lists the payees that are populated by the system based on the specified selection criteria. You can also add payees manually.

The system populates this section with information that is specified in other sections (for example, termination data and job data) on this page.

---

**Note:** Make sure that the termination data is entered in the Job Data component for employees in order for the mass termination and complementary termination process to run properly.

---

### Off Cycle On Demand Page

Use the Off Cycle On Demand page (GP\_ONDEMAND) to create the off cycle requests for the mass termination or complementary termination process.

Navigation:

- **Global Payroll & Absence Mgmt > Absence and Payroll Processing > Off Cycle > Off Cycle On Demand**
- Click the **Off Cycle Group** button on the Payee Detail page.

This example illustrates the fields and controls on the Off Cycle On Demand page (termination and complementary termination process).

### Off Cycle On Demand

Pay Group KR MEN2	Pagamento Mesalistas	
Target Period ID K0 M201203	2012 03 (March) - Monthly	03/01/2012 - 03/31/2012
Off Cycle Group KR M201203 OFF COM	Country BRA	

**Set Up Request** ?

<input type="button" value="Edit Request"/>	<input checked="" type="checkbox"/> Request entered	
<input type="button" value="Edit Calendar Group"/>	<input checked="" type="checkbox"/> Calendar Group created	Calendar Group KR M201203 OFF COM

**Process Calendar Group** ?

<input type="button" value="Calculate"/>	<input type="checkbox"/> Results can be finalized	Processing Status Process initiated
<a href="#">View Status and Results</a>		
<input type="button" value="Finalize"/>	<input type="checkbox"/> Finalized	<input type="button" value="Cancel"/>

The process uses the off cycle advance payment functionality that is provided by Global Payroll core architecture to calculate earnings and deductions for terminated payees outside of the normal payroll cycle.

Click the **Create Request** button to add a request for the off cycle process. The button label is changed to **Edit Request** for you to edit the request, after it is created.

Click the **Calculate** button to calculate the off cycle request.

For more information about off cycle processing and steps for entering off cycle requests, see “Understanding Off Cycle Processing” (PeopleSoft Global Payroll).

**Related Links**

[Understanding Mass Termination and Complementary Termination Payroll](#)

# Managing Year-End Reporting

---

## Understanding RAIS Reporting

The RAIS report (GPBRRRA01), produced for the Ministerio do Trabalho e Emprego (Ministry of Labor), identifies employees who received wages or a salary during the year. It is used by the government to verify the contributions to the social security fund for years of service (FGTS), to provide statistical information for labor market research, and for other purposes.

### Prerequisites

Before you can generate the annual RAIS report, you must enter RAIS parameters for each establishment on the “Additional Info - Brazil Page” (PeopleSoft Human Resources Administer Workforce). Select the inscription type (CEI or CNPJ) and complete the following sections of that page:

- RAIS Data
- Union Code Contributions
- RAIS Responsible

Also, be sure to enter the establishment's national ID for CNPJ in the Establishment ID section at the bottom of the page.

### Labor Reform Update

As part of the Labor Reform implemented in late year 2017, adjustments are made to the RAIS report to support the income reporting of:

- Pregnant apprentices, who have *Trainee* as the employee class on the “Job Information Page” (PeopleSoft Human Resources Administer Workforce), and specify a pregnant date on the FGTS and Stability page that falls within the reporting year.
- Part-time employees, who are specified as *part-time* on the Job Information page.
- Remote employees, who have *Telecommuting* as the working time type on the “(BRA) Additional Information BRA Page” (PeopleSoft Human Resources Administer Workforce).
- Employees with intermittent work periods.

---

## Defining Company Parameters for the RAIS Report

This topic discusses how to define a company's RAIS parameters.

## Pages Used to Define a Company's RAIS Parameters

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">RAIS Parameters Page</a>	GPBR_PARM_RAIS	Define basic parameters for RAIS reporting.
<a href="#">RAIS Values Page</a>	GPBR_PARM_RAIS2	Select the elements that define the monthly remuneration values for RAIS reporting.
<a href="#">RAIS Absence Parameter Page</a>	GPBR_ABS_RAIS	Define absence parameters for RAIS reporting.

### RAIS Parameters Page

Use the RAIS Parameters page (GPBR\_PARM\_RAIS) to define basic parameters for RAIS reporting.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > RAIS Parameters BRA > RAIS Parameters**

This example illustrates the fields and controls on the RAIS Parameters page.

<b>Field or Control</b>	<b>Description</b>
<b>Base Date for Collective Agreement</b>	Enter the month of the negotiations for the collective agreement.



<i>Field or Control</i>	<i>Description</i>
<b>Establishment Responsible</b>	Identify the establishment that is responsible for managing the collective agreement on behalf of the company.

## Get Company Legal Name

Identify which name is to appear on the RAIS report: the name of the company or the name of the establishment selected in the **Establishment Responsible** field.

## Company Usage

Use these fields if you want to include additional data in the report for each employee, such as EMPLID (employee ID) or DEPTID (department ID). This data can help you research and verify employee data in the report. You can select any field from the PS\_JOB record. When you produce the report, the system includes the first 20 positions of the data from the selected (combined) fields, truncating data that exceeds this limit.

## Contractual Salary

For each salary type that your company uses, identify the earning elements, rate codes (or both) that are used to calculate the contractual salary.

<i>Field or Control</i>	<i>Description</i>
<b>Contract Salary Type</b>	Select from the following: <i>Commission, Daily, Fortnight, Hourly, Monthly, Per Task, or Weekly</i> . (Define a payee's contract salary type on the Job Information page in PeopleSoft HR.)
<b>Element Type</b>	Select from the following: <i>Earning or Rate Code</i> .

**Note:** Rate codes read the value that is entered on the Compensation page in PeopleSoft HR.

## Related Links

“Compensation Page” (PeopleSoft Human Resources Administer Workforce)

## RAIS Values Page

Use the RAIS Values page (GPBR\_PARM\_RAIS2) to select the elements that define the monthly remuneration values for RAIS reporting.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > RAIS Parameters BRA > RAIS Values**

This example illustrates the fields and controls on the RAIS Values page (1 of 2).

The screenshot shows the RAIS Values page for Company KRC. It features several sections for configuring parameters:

- Parameters:** Includes an Effective Date field set to 12/07/2012 and a search icon.
- Minimum Wage:** Contains a Variable Name input field with a search icon.
- Monthly Remuneration for RAIS:** A table with columns for Element Type, Comp Rate Code, Element, and Sign use. A row is shown with 'Deduction' as the Element Type and 'Add' as the Sign use.
- Paid in the Vacation Payroll:** A table with columns for Value Description, Entry Type, Element, and Sign use. A row is shown with '13th. Salary Advance' as the Value Description, 'Earnings' as the Entry Type, and 'Add' as the Sign use.
- First Installment:** A table with columns for Value Description, Entry Type, Element, and Sign use. A row is shown with '13th. Salary First Installment' as the Value Description, 'Earnings' as the Entry Type, and 'Add' as the Sign use.

This example illustrates the fields and controls on the RAIS Values page (2 of 2).

The screenshot shows the RAIS Values page (2 of 2) with the following sections:

- Final Installment:** A table with columns for Value Description, Entry Type, Element, and Sign use. A row is shown with '13th. Salary Payment' as the Value Description, 'Earnings' as the Entry Type, and 'Add' as the Sign use.
- Indemnity of Previous Notification:** A table with columns for Entry Type, Element, and Sign use. A row is shown with 'Earnings' as the Entry Type and 'Add' as the Sign use.
- Union Contributions:** A table with columns for Contribution Type, Entry Type, Element, and Sign use. A row is shown with 'Associative Contribution' as the Contribution Type, 'Earnings' as the Entry Type, and 'Add' as the Sign use.
- Payments in Termination:** A table with columns for Termination Payment Type, Entry Type, Element, and Sign use. A row is shown with 'Indemnified Vacations' as the Termination Payment Type, 'Earnings' as the Entry Type, and 'Add' as the Sign use.

The sections of the RAIS Values page correspond to sections of the RAIS report. Select the elements that provide the values for each section.

<b>Field or Control</b>	<b>Description</b>
<b>Variable Name</b>	Select the variable that stores the current minimum wage. PeopleSoft delivers, but does not maintain, the variable FP VR SAL MIN NAC for the national minimum salary.

### Monthly Remuneration for RAIS

<b>Field or Control</b>	<b>Description</b>
<b>Element Type</b>	Options are <i>Deduction</i> , <i>Earning</i> , <i>Monthly Rate</i> , and <i>Rate Code</i> .

## Paid in the Vacation Payroll

List the earning elements that are used to pay the 13th salary advance for vacations, and the earning or deduction elements that return the difference between the 13th salary advance and the recalculated first installment.

<b>Field or Control</b>	<b>Description</b>
<b>Value Description</b>	Options are <i>13th. Salary Advance</i> and <i>Diff 13th. Salary Payment</i> .

## First Installment

List the earning and deduction elements that are used to pay the first installment of the 13th salary.

## Final Installment

List the earning and deduction elements that are used to pay or adjust the final installment of the 13th salary.

<b>Field or Control</b>	<b>Description</b>
<b>Value Description</b>	Options are <i>13th. Salary Payment</i> , <i>13th. Salary Indemnity Term (13th salary indemnity termination)</i> , <i>13th. Salary Prop. Termination (13th salary proportional termination)</i> , and <i>Differ 13th. Salary</i> .

## Indemnity of Previous Notification

These fields apply to employees who are terminated before the end of their contract and to employees who receive less than 30 days notice when the union requirement is 30 days notice. Select the earning or deduction elements that are used to calculate the pay difference between the contract end date and the 30-day notice period.

See [Setting Up Payee Data](#).

## Union Contributions

Use these fields to identify the earning or deduction elements that are used to calculate employee deductions for union contributions.

<b>Field or Control</b>	<b>Description</b>
<b>Contribution Type</b>	Options are: <i>Associative Contribution</i> , <i>Confederative Contribution</i> , <i>Union Contribution</i> , and <i>Welfare Contribution</i> .

## Payments in Termination

Use these fields to identify the earning or deduction elements that are used to calculate employee payments in termination.

<i>Field or Control</i>	<i>Description</i>
<b>Termination Payment Type</b>	Options are: <i>Bank of Hours, FGTS Fine, Indemnified Vacations, Union Adjustments, and Other Compensations.</i>

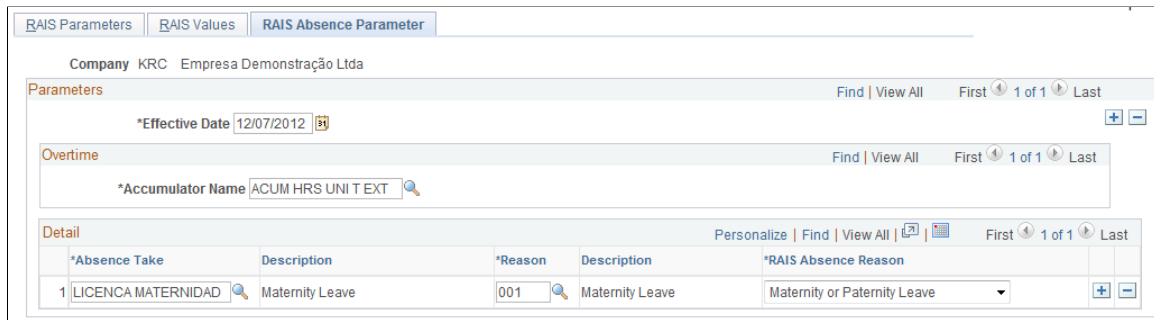
## RAIS Absence Parameter Page

Use the RAIS Absence Parameter page (GPBR\_ABS\_RAIS) to define absence parameters for RAIS reporting.

Navigation:

**Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > RAIS Parameters BRA > RAIS Absence Parameter**

This example illustrates the fields and controls on the RAIS Absence Parameter page.



<i>Field or Control</i>	<i>Description</i>
<b>Accumulator Name</b>	Select the accumulator that stores the number of days or hours worked for RAIS reporting purposes.

### Detail

Use the **Absence Take Element** and **Absence Reason** fields to identify the five most frequent types of absences in terms of days. Link each of these absence types to the corresponding RAIS absence reason.

<i>Field or Control</i>	<i>Description</i>
<b>RAIS Absence Reason</b>	Options are <i>Illness not related to work, Illness related to work, Mandatory Military Service, Maternity or Paternity Leave, Route Labor Accident, or Typical Labor Accident.</i>

# Generating the RAIS Report

This topic discusses how to generate RAIS reports.

## Page Used to Generate the RAIS Report

Page Name	Definition Name	Usage
RAIS Report BRA Page	GPBR_RC_RAIS	Generate the annual RAIS report.

## RAIS Report BRA Page

Use the RAIS Report BRA page (GPBR\_RC\_RAIS) to generate the annual RAIS report.

Navigation:

**Global Payroll & Absence Mgmt > Year-End Processing > RAIS Report BRA > RAIS Report BRA**

This example illustrates the fields and controls on the RAIS Report BRA page.

Field or Control	Description
Calendar Year	Select the reporting year (the year represented by the report data).
Generation Date	Select the date for which you are creating the report.

## Identifier for Mail Address

Your selection here determines the address that appears on the report. It works in conjunction with the **RAIS Rep Type** field on the Additional Info - Brazil page, where you select an employee, non-employee, or company.

- **From Responsible Person**

If you select this option, the system uses the address of the employee, non-employee, or company identified on the Additional Info - Brazil page.

- **From Establishment**

If you select this option, the system uses the address of the employee's establishment, the establishment designated as headquarters (when non-employee is selected), or the address of the selected company.

---

**Note:** The log file for the report includes a warning when the system uses the headquarters establishment. (The Establishment Address page identifies whether an establishment represents the headquarters unit.)

---

See “(BRA) Setting Up Brazilian Workforce Tables” (PeopleSoft Human Resources Administer Workforce).

## Delivery Type

Select **First Delivery** if you are producing the RAIS report for the first time. Select **Rectification** if this report corrects a previously submitted version. Enter the generation date of the originally submitted report in the **Date** field.

## Establishment Selection

Enter one or more establishments for which the RAIS Report is generated. The system generates the report only for the specified establishments.

## Reviewing the Log File and Resolving Errors

When you generate the RAIS report, the system produces a log file that lists any errors or warnings you need to resolve. The following table lists the potential errors and warnings and the pages that you use to resolve them.

<i>Issue</i>	<i>Page or Component</i>
Company without parameters or without legal entity.	Company component (COMPANY_TABLE)
Establishment without an inscription type (CEI or CNPJ), without CNAE, or with an incomplete or missing address.	Additional Info - Brazil page (ESTAB_TBL_BRA)
Company without headquarters unit.	

<b>Issue</b>	<b>Page or Component</b>
NonValid Information: On the run control page for the RAIS report you instructed the system to use the establishment's mailing address for the report, however a nonemployee is identified as responsible for the report on the Additional Info - Brazil page.	Additional Info - Brazil page (ESTAB_TBL_BRA) and RAIS Report BRA page (GPBR_RC_RAIS)
City without code.	City Codes BRA page (CITY_CODES_BRA)
Employee without nationality, education level, or ethnic group (which is required when a regulatory region of <i>BRA</i> is specified).	Modify a Person - Regional page (PERSONAL_DATA3)
Employee with legal name that exceeds 30 characters, or without legal name where the principal name exceeds 30 characters.  Employee without gender, person registry (CPF) national ID, or work card (CTPS) national ID.	Modify a Person - Biographical Details (PERSONAL_DATA1)
Union without CNPJ.	Union Location (UNION_TABLE1)

### Related Links

“(BRA) Setting Up Brazilian Workforce Tables” (PeopleSoft Human Resources Administer Workforce)

“Understanding the Process of Updating Person and Job Information” (PeopleSoft Human Resources Administer Workforce)

“Setting Up Unions” (PeopleSoft Human Resources Manage Labor Administration)

“Setting Up Person of Interest Types” (Application Fundamentals)





# Using the General Ledger Interface

---

## Running the General Ledger Interface Process

### Page Used to Run the General Ledger Interface Process

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Send Costs to GL BRA Page</u>	GPBR_GL_PREPARE	Initiate the processes for calculation of general ledger data, finalization of the General Ledger Interface, and statistical data updates.

### Understanding the General Ledger Interface Process

The Calculate phase of General Ledger Interface (GLI) processing populates the GP\_GL\_DATA and GP\_ACC\_LINE\_STG tables.

When ready, complete the standard core GLI process by running the Finalize process.

See “Running the General Ledger Process and Sending Data” (PeopleSoft Global Payroll)

### Send Costs to GL BRA Page

Use the Send Costs to GL BRA page (GPBR\_GL\_PREPARE) to initiate the processes for calculation of general ledger data, finalization of the General Ledger Interface, and statistical data updates.

Navigation:

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

This example illustrates the fields and controls on the Send Costs to GL BRA page.

**Send Costs to GL BRA**

Run Control ID T2 Report Manager [Process Monitor](#)

---

**Payroll Run**

Stream Number   Process Streams

**Calendar Group**

*Calendar Group ID	Description	*Posting Date		
1		05/08/2019	<input type="button" value="+"/>	<input type="button" value="-"/>

**Processing Phases and Options**

Calculate Payees

Update Statistics

Finalize Entire Run

---

**Calendar List**

Pay Group	Calendar ID	Payment Date

---

**Streams**

Stream Number	Empl ID From	Empl ID To	Calculate Completed
			<input type="checkbox"/>

The fields on this run control page for Brazil are identical to those on the “Send Costs to GL Page” (PeopleSoft Global Payroll) in the Global Payroll core application.

# Global Payroll for Brazil Reports

## Global Payroll for Brazil Reports: A to Z

The table in this topic lists the Global Payroll for Brazil reports, sorted by report ID.

For more information about running these reports, refer to:

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

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

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPBRMA01  Report name varies (as specified by user on run control page)	This report shows workers' information based on their payroll results, and lists the elements participation in social welfare contributions and income tax.	<b>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; MANAD Report BRA &gt; MANAD File Process BRA</b>	GPBR_RC_MANAD
GPBR_ES_PCLOSE  eSocial Period Control (eSocial Fechamento de Período)	This report displays pending events and calendar groups that are identified for companies when the GPBR_ES_PERC process is run to close competency periods for eSocial periodic event processing.  <b>Note:</b> This report is available only when pending events or calendar groups are found.	<b>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; eSocial BRA &gt; eSocial Period Controls</b>	GPBR_ESOC_PER_CTRL

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPBR_RC_HRS_CA Schedule Override Agreement GPBR_HRS_CRD Hours Compensation Agreement	<p><i>Extension Agreement:</i> This report is an agreement between the Employer and the Employee indicating that the employee agrees to extend his or her schedule when working more than 44 hours a week.</p> <p><i>Compensation Agreement:</i> This report shows that the employee's schedule agrees with the employer's schedule for the employee.</p>	<b>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; Compensation Agreement BRA &gt; Compensation Agreement BRA</b>	GPBR_RC_HRS_CA
GPBR_RC_RBD Benefits by Disability BRA	This report is required to pay any benefit related to a disability.	<b>Global Payroll &amp; Absence Mgmt &gt; Social Security/ Insurance &gt; Benefits by Disability BRA &gt; Benefits by Disability BRA</b>	GPBR_RC_RBD
GPBRBA01 Banking	Generates an EFT flat file.	<b>Global Payroll &amp; Absence Mgmt &gt; Payment Processing &gt; Create Payment File BRA &gt; Create EFT Payment File BRA</b>	GPBR_RC_EFTBANK
GPBRDE01 Depend Statmnt Income Tax BRA	Using this report, the employee declares his or her eligible dependents for income tax purposes. This report is used during the hiring process and also in case of any data change that affects the employee's income tax status. This declaration should be signed by the employee. With this statement the employee becomes legally responsible for this information. The employee is also responsible for keeping this information up to date by notifying human resources.	<b>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; IRRF Dependent Statement BRA &gt; Dependnt Statmnt IncomeTax BRA</b>	GPBR_RC_INCTAX
GPBRDE02 Family Allowance Report	Generates a report that lists the employees that are eligible for Family Allowance, based on the employee's dependent data.	<b>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; Family Allowance Registry BRA &gt; Family Allowance Registry BRA</b>	GPBR_RC_FAM_ALLOW

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPBRDE03 Term Resp - Fam Allowance BRA	Generates a report that lists the employees that are no longer eligible for Family Allowance, based on the employee's dependent data.	<b>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; Family Allow. Term of Resp BRA &gt; Family Allow. Term of Resp BRA</b>	GPBR_RC_EFAM_ALLOW
GPBRFE01 Vacation Receipt/Notice	Generates one of two reports. The first (the vacation receipt), provides information for a defined period of vacation, including either information on the acquisitive period or the amounts of vacation time paid. This report serves as a payslip for vacations. The second (vacation notice), provides the required 30-day notice of an employee's vacation dates.	<b>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; Vacation Receipt/Notice BRA &gt; Vacation Receipt\Notice BRA</b>	GPBR_RC_VAC_REC
GPBRFR01 Financial Register BRA	A summary report that shows earnings, deductions and calculations bases for a selected range of months within a calendar year.	<b>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; Financial Register BRA &gt; Financial Register BRA</b>	GPBR_RC_FIN_REG
GPBRGP01 GPS Report (Guia de Previdencia Social report)	A monthly report used to pay social security amounts to INSS. Enter between <i>01</i> to <i>13</i> as the month of the year for which the GPS report runs. <i>13</i> stands for the 13th month salary.	<b>Global Payroll &amp; Absence Mgmt &gt; Social Security/ Insurance &gt; GPS Report BRA &gt; GPS Report BRA</b>	GPBR_RC_GPS
GPBRRC01 GRFC Report BRA (Guia de recolhimento Rescisório report BRA)	A mandatory report used to pay the FGTS (Fundo de Garantia do Tempo de Serviço). Use this report when a termination occurs (with employer decision unfair cause as the reason) and you need a printed report to pay the FGTS.	<b>Global Payroll &amp; Absence Mgmt &gt; Termination Processing &gt; GRFC Report BRA &gt; GRFC Report BRA</b>	GPBR_RC_GRFC

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPBRRR01 Results Register	Displays, by payee, the results of a payroll calculation, for the earnings, deductions, and accumulators you selected on the Element Lists BRA page. Reports results by segment. A payroll status of Open or Closed appears at the top of the report. Produce after you calculate or finalize a payroll run.	<b>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; Payroll Results Register BRA &gt; Payroll Results Register BRA</b>	GPBR_RC_PAYRSL
GPBRSD01 Unemployment Insurance Report	Generates a Caixa Economica Federal unemployment insurance form, consisting of an Unemployment Insurance Request, and a Dismissal Notice. Produce after employment termination calculation is run.	<b>Global Payroll &amp; Absence Mgmt &gt; Termination Processing &gt; Unemployment Insurance BRA &gt; Unemployment Insurance Rpt BRA</b>	GPBR_RC_UNEMP
GPBRSF01 SEFIP Process	Generates a FGTS Payment Form and Information to Social Security (GFIP) flat file to send to Fundo de Garantia do Tempo de Serviço (FGTS).	<b>Global Payroll &amp; Absence Mgmt &gt; Social Security/ Insurance &gt; SEFIP Report BRA &gt; SEFIP Report BRA</b>	GPBR_RC_SEFIP
GPBRPS01 Payslip for Brazil	Prints the payslip for the selected establishment, group ID, or employees for the selected calendar group.	<b>Global Payroll &amp; Absence Mgmt &gt; Payslips &gt; Print Payslips BRA &gt; Create/ Print Payslips BRA</b>	GPBR_RC_PAYSLIP
GPBRTE01 Termination Contract Report	Generates a report that formalizes the employee termination with the union. The report includes all earnings and deductions the employee has to receive as part of the termination process, and therefore serves as a payslip for the termination payment. The Termination Contract Report includes the following five sections: Employer Data, Employee Data, Contract Data, Earnings and Deductions calculation results, and Signature. Generate only after the contract termination calculation has been completed.	<b>Global Payroll &amp; Absence Mgmt &gt; Termination Processing &gt; TRCT Report BRA &gt; Termination Contract Rpt BRA</b>	GPBR_RC_TER_CON

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPBRDA01 DARF Report	Generates the DARF report.	<b>Global Payroll &amp; Absence Mgmt &gt; Taxes &gt; DARF Report BRA &gt; DARF Report BRA</b>	GPBR_RC_DARF
GPBRDI01 Monthly DIRF Report BRA	Generates the monthly DIRF report.	<b>Global Payroll &amp; Absence Mgmt &gt; Taxes &gt; Monthly DIRF Report BRA &gt; Monthly DIRF Report BRA</b>	GPBR_RC_DIRF_MENS
GPBRDI02 DIRF Report BRA	The Declaration of Withholding tax (DIRF -Declaração do Imposto de Renda Retido na Fonte) is the report made for the source payer that lists the values of the withheld at source income tax.	<b>Global Payroll &amp; Absence Mgmt &gt; Year-End Processing &gt; DIRF Report BRA &gt; DIRF Report BRA</b>	GPBR_RC_ANNDIRF
GPBRIR01 IREN Report BRA	Generates the IREN report.	<b>Global Payroll &amp; Absence Mgmt &gt; Taxes &gt; IRRF Report BRA &gt; IREN Report BRA</b>	GPBR_RC_IREN
GPBRME01 Averages Report	Generates the Averages report including selection options for establishment, group ID, department, and employees.	<b>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; Averages Report BRA &gt; Averages Report BRA</b>	GPBR_RC_AVG
BRCAT01 CAT Report Brazil	CAT (Comunicado de Acidente de trabalho). Notice of Accident of work is the form that must be directed to the INSS – National Institute of Social welfare among other documents to receive the benefit of SICKNESS BENEFIT OR RETIREMENT BY DISABILITY, caused by an employee's work accident.	<b>Workforce Monitoring &gt; Health and Safety &gt; Reports &gt; CAT Report BRA &gt; CAT Report BRA</b>	CATRC_INCIDENT_BRA
BRCGED01 CAGED	The Cadastro Geral de Empregados e Desempregados – CAGED (General Register of Employed and Unemployed Individuals) is a permanent register of employee hirings and dismissals.	<b>Workforce Monitoring &gt; Meet Regulatory Rqmts BRA &gt; CAGED File/Report BRA &gt; CAGED File/Report BRA</b>	CAGED_RC_BRA

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
BRPPP01 PPP Report	The PPP (Profile Profissiográfico Previdenciário) provides information to INSS related to an employee's exposure to harmful agents.	<b>Workforce Monitoring &gt; Health and Safety &gt; Reports &gt; PPP Report BRA</b>	PPP_RC_BRA
GPBRFE02 Vacations Credit Report	This report enables you to list the acquisitive periods for a year by establishment, group ID or selected employees.	<b>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; Vacation Credit Report BRA &gt; Vacation Credit Report BRA</b>	GPBR_RC_VAC_CR
GPBRGR01 Union Contribution Report	A company discounts and pays a union contribution for its employees equivalent to one normal working day. Typically, the contribution is discounted in March and paid through this report in April.	<b>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; GRCS Report BRA &gt; GRCS Report BRA</b>	GPBR_RC_GRCS
GPBRRA01 RAIS Report BRA	The RAIS (Relação Anual das Informações Sociais) report, produced for the Ministerio do Trabalho e Emprego (Ministry of Labor), identifies employees who received wages or a salary during the year.	<b>Global Payroll &amp; Absence Mgmt &gt; Year-End Processing &gt; RAIS Report BRA</b>	GPBR_RC_RAIS
GPBRRC02 GRRF Report BRA	The GRRF (Guia de Recolhimento Rescisório do FGTS) Rescisório Collection Guide of the FGTS accelerates the processing of employee retirements from the company.	<b>Global Payroll &amp; Absence Mgmt &gt; Termination Processing &gt; GRRF Report BRA &gt; GRRF Report BRA</b>	GPBR_RC_GRRF
GPBRSC01 INSS Salary Contrib Report BRA (INSS salary contribution report BRA)	This is the Salary Contribution Base report for employees on Illness (RELAÇÃO DOS SALÁRIOS DE CONTRIBUIÇÃO.)	<b>Global Payroll &amp; Absence Mgmt &gt; Social Security / Insurance &gt; INSS Salary Contribution BRA &gt; INSS Salary Contrib Report BRA</b>	GPBR_RC_SALCON
GPBRTC01 Transport Coupon Format	The Transportation Coupon (DECLARAÇÃO E TERMO DE COMPROMISSO VALE TRANSPORTE) is used as a promise of public transportation between home and work for employees	<b>Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; Transport Coupon Format BRA &gt; Transport Coupon Format BRA</b>	GPBR_RC_TRCOUP



## Related Links

[Global Payroll for Brazil eSocial Event Layouts](#)

# Global Payroll for Brazil eSocial Event Layouts

Global Payroll for Brazil delivers report layouts for all eSocial events that need to be reported to the Government of Brazil when they occur.

<b>Event</b>	<b>Event Category</b>
<a href="#">S-1000 - Employer Data</a>	Basic Table Initial Event
<a href="#">S-1005 - Establishment and Building Site Table</a>	Basic Table Initial Event
<a href="#">S-1010 - Wage Types Table</a>	Basic Table Initial Event
<a href="#">S-1020 - Tax Location Table</a>	Basic Table Initial Event
<a href="#">S-1030 - Job Code Table</a>	Basic Table Initial Event
<a href="#">S-1050 - Work Shift and Time Labor Table</a>	Basic Table Initial Event
<a href="#">S-1060 - Workplace Table</a>	Basic Table Initial Event
<a href="#">S-1070 - Administrative and Legal Proceedings</a>	Basic Table Initial Event
<a href="#">S-1200 - Compensation</a>	Periodic
<a href="#">S-1210 - Miscellaneous Payments</a>	Periodic
<a href="#">S-1280 - Complementary Information to Periodic Events</a>	Periodic

<b>Event</b>	<b>Event Category</b>
<u>S-1295 - Request for Totalization for Contingent Payment</u>	Periodic
<u>S-1298 - Reopening Periodic Events</u>	Periodic
<u>S-1299 - Closing Periodic Events</u>	Periodic
<u>S-1300 - Employer Union Contribution</u>	Periodic
<u>S-2190 - Pre-Hiring Event</u>	Non Periodic
<u>S-2200 - Employees Initial Loading and Hiring</u>	Non Periodic Initial Event
<u>S-2205 - Personal Data Changes</u>	Non Periodic
<u>S-2206 - Employment Contract Changes</u>	Non Periodic
<u>S-2210 - Accident at Work Communication (CAT)</u>	Non Periodic
<u>S-2220 - Worker Health Monitoring – ASO</u>	Non Periodic
<u>S-2221 - Toxicological Exam for Professional Drivers</u>	Non Periodic
<u>S-2230 - Temporary Absence</u>	Non Periodic
<u>S-2240 - Environmental Working Conditions</u>	Non Periodic
<u>S-2250 - Termination Previous Notification</u>	Non Periodic
<u>S-2298 - Employee Reinstatement</u>	Non Periodic
<u>S-2299 - Termination</u>	Termination
<u>S-2300 - Workers who have no employment relationship - Begin</u>	Non Periodic Initial Event
<u>S-2306 - Workers who have no employment relationship - Changes</u>	Non Periodic
<u>S-2399 - Workers who have no employment relationship - End</u>	Termination

<b>Event</b>	<b>Event Category</b>
<u>S-2500 Labor Proceedings</u>	Non Periodic
<u>S-2501 Labor Proceeding Tax</u>	Non Periodic
<u>S-3000 - Event Exclusion</u>	Non Periodic
<u>S-3500 Exclusion Event - Labor Proceeding</u>	Non Periodic
<u>S-5001 - Social Contributions by Employee</u>	PeopleSoft query
<u>S-5002 - Income Tax Withholding by Employee</u>	PeopleSoft query
<u>S-5003 - FGTS Employee</u>	PeopleSoft query
<u>S-5011 - Social Contributions by Employer</u>	PeopleSoft query
<u>S-5012 - IRRF Information Consolidated by Employer</u>	PeopleSoft query
<u>S-5013 - FGTS by Company</u>	PeopleSoft query
<u>S-5501 Tax Amts of Labor Proceedings</u>	PeopleSoft query
<u>S-5503 FGTS Amts of Labor Proceedings</u>	PeopleSoft query

## Event Inactivation

These events are not active in the current version because their reports are no longer required by the Government:

- S-1030 - Job Code Table
- S-1050 - Work Shift and Time Labor Table
- S-1060 - Workplace Table
- S-1295 - Request for Totalization for Contingent Payment
- S-1300 - Employer Union Contribution
- S-2250 - Termination Previous Notification

## S-1000 - Employer Data

Basic table event. This event reports employer's registration information, rates, and other data necessary for the completion and validation of other eSocial events, including calculation contributions.

Information provided in this event change over time, and when that happens, separate events will be sent to report specific changes.

### General Rules for Basic Table Events

Here are several general rules that apply to all basic table events, after the initial data loading for them are completed and eSocial becomes effective:

---

**Note:** Basic table events consist of a wide variety of company information; job code is used in the examples provided in this section.

---

- In order for events to be generated and submitted properly for companies implementing eSocial:
  - Companies must be enabled and configured using the Company Parameters component (event rules, setID setup, and XML option setup).
  - The effective dates (or begin dates) of basic table changes (including insertion, change, or deletion of data) must either be equal to or greater than the eSocial on PeopleSoft date of companies on the [Company Parameters Page](#). For example:
    - Effective date: used by S-1000 and S-1005 events
    - Begin date: used by the S-1010 event
    - Both dates: used by the S-1020 event
- The eSocial system (of the Brazilian government) accepts only one report from any Basic Table event code at any given period (month and year) for any eSocial-enabled company, whereas in PeopleSoft, effective dates for data rows are captured in the form of day, month, and year. When there are more than one effective-dated row for an event code during the same month and year period, the latest one is submitted to eSocial. Each time a new effective-dated row is added in PeopleSoft, the system checks to see if an event has already been sent for the same month and year period. If yes, a change event, in which the new row information is entered in the alteracao group tag of the XML file, is generated to send the update to the eSocial system. If no, an inclusion event, in which the new row information is entered in the inclusao group tag, is generated instead.
- In this example, suppose that three effective-dated job code rows are entered in PeopleSoft:
  1. KRSI1 setID, 120000 job code, Administrator, effective date: September 01, 2016, active effective status
  2. KRSI1 setID, 120000 job code, Director, effective date: September 03, 2016, active effective status
  3. KRSI1 setID, 120000 job code, President, effective date: September 20, 2016, active effective status

- If these rows are processed all *at the same time* (for example, initial data loading), one Job Code event gets generated for the latest data row (#3), and the row information is populated in the inclusion section of the generated XML file.
- If these rows are entered and processed *at different times* after eSocial becomes effective, three different Job Code events get generated as a result. The row information of the first event is populated in the inclusion section of the generated XML file. The second event contains row information of #2 in the change section of its XML file, and the third event with row information of #3 in the change section as well.
- Here is another example for effective-date changes. Suppose that three effective-dated job code rows are entered in PeopleSoft, and the effective date of one row is changed:
  1. KRSI1 setID, 120000 job code, Director, effective date: September 01, 2016, active effective status
  2. KRSI1 setID, 120000 job code, President, effective date: September 20, 2016, active effective status
  3. KRSI1 setID, 120000 job code, Senior President, effective date: changed from October 04, 2016 to September 25, 2016, active effective status
  - If the old effective date of the changed row is the only date of its month and year period, and the new effective date is the latest date of its month and year period (like the example), two different Job Code events get generated as a result. The old effective date is populated in the exclusion (the *exclusao* XML file tag) section of the first generated event. In the second event, the information of the new effective date (Senior President for effective date September 2016) is populated in the change section of its XML file.
  - If the old effective date of the changed row is the only date of its month and year period, for example:
 

KRSI1 setID, 120000 job code, Director, effective date: September 01, 2016, active effective status

KRSI1 setID, 120000 job code, President, effective date: September 20, 2016, active effective status

KRSI1 setID, 120000 job code, Senior President, effective date: changed from October 04, 2016 to November 01, 2016, active effective status

One Job Code event gets generated. In this Job Code event, the old and new effective dates are populated in the change section of its XML file.
  - If the old effective date is not the only one and is the latest date of its month and year period, and the new effective date is one but not the latest of its month and year period, for example:
 

KRSI1 setID, 120000 job code, Director, effective date: September 01, 2016, active effective status

KRSI1 setID, 120000 job code, President, effective date: changed from September 20, 2016 to October 1, 2016, active effective status

KRSI1 setID, 120000 job code, Senior President, effective date: October 04, 2016, active effective status

One Job Code event gets generated. In this Job Code event, the new row information (Director) for September 2016 is populated in the change section of its XML file. The existing information for October 2016 stays intact because the changed row is not the latest data row.

- If the old and new effective dates are not the latest or the only date of their month and year period, no events are generated.
- This example shows a few effective-dated row deletion scenarios.
  - If a row is deleted, and it is the only row in its month and year period, for example:
 

KRSI1 setID, 120000 job code, Director, effective date: September 03, 2016, active effective status

KRSI1 setID, 120000 job code, President, effective date: September 20, 2016, active effective status

KRSI1 setID, 120000 job code, Senior President, effective date: October 04, 2016, active effective status (deleted)

One Job Code event gets generated. In this Job Code event, the deleted row information is populated in the exclusion (the exclusao XML file tag) section of its XML file.
  - If a row is deleted, and it is the latest of the rows in its month and year period, for example:
 

KRSI1 setID, 120000 job code, Director, effective date: September 03, 2016, active effective status

KRSI1 setID, 120000 job code, President, effective date: September 20, 2016, active effective status (deleted)

KRSI1 setID, 120000 job code, Senior President, effective date: October 04, 2016, active effective status

One Job Code event gets generated. In this Job Code event, the deleted row information is populated in the change section of its XML file.
  - If a row is deleted, and it is not the latest or the only date of its month and year period, no event is generated.
- This example shows a few effective-dated row insertion scenarios.
  - If a row is added, and it is the latest of the rows in its month and year period, for example:
 

KRSI1 setID, 120000 job code, Director, effective date: September 20, 2016, active effective status

KRSI1 setID, 120000 job code, Senior President, effective date: October 04, 2016, active effective status

KRSI1 setID, 120000 job code, Vice President, effective date: October 20, 2016, active effective status (added)

One Job Code event gets generated. In this Job Code event, the added row information is populated in the change section of its XML file.

- If a row is added, and it is the only row in its month and year period, for example:

KRSI1 setID, 120000 job code, Director, effective date: September 20, 2016, active effective status

KRSI1 setID, 120000 job code, Senior President, effective date: October 04, 2016, active effective status

KRSI1 setID, 120000 job code, Vice President, effective date: November 01, 2016, active effective status (added)

One Job Code event gets generated. In this Job Code event, the added row information is populated in the inclusion section of its XML file.

- If a row is added, and it is not the latest or the only date of its month and year period, no event is generated.
- When a change is made to a basic table (for example, job code) and the change does not apply to the effective date, PeopleSoft generates an event (with update in the change section) only if the change happens to the data row with the latest date of its month and year period.

### Related Links

[eSocial Basic Initial Page](#)

[eSocial Basic Table Event Page](#)

## S-1005 - Establishment and Building Site Table

Basic table event. This event layout provides a breakdown of FPAS/third party or establishments (branches) of the taxpayer, as well as information relating to the CNAE prevailing rate and RAT construction. Information collected in the event is used in the calculation of contributions levied on the salaries of employees for those establishments.

---

**Note:** The S-1000 - Employer Data event must be transmitted prior to sending this event.

---

Refer to the S-1000 - Employer Data section for general rules that apply to basic table events.

### Related Links

[eSocial Basic Initial Page](#)

[eSocial Basic Table Event Page](#)

## S-1010 - Wage Types Table

Basic table event. This event layout is used to load all elements (wage type codes) initially and track all changes related to earnings and deductions, their social and taxation bases, nature of the elements, and impacts to specific features such as 13th Salary, DSR, vacation and terminations.

---

**Note:** The S-1000 - Employer Data event must be transmitted prior to sending this event.

---

Companies are associated with wage types tables on the “(BRA) Company Details BRA Page” (Application Fundamentals). The initial data loading process takes, for each eSocial-enabled company, the earnings and deduction elements available in the wage types table that the company associates with, and submit them to eSocial using the S-1010 event. Wage types table information with a begin date that is equal to or greater than the eSocial on PeopleSoft date of a company is submitted to eSocial for that company. If a company has more than one effective-dated row and each is associated with a different wage types table, an S-1010 event will be generated for each wage types table that meets the begin date requirement.

After the initial loading process is completed, when a change occurs to a wage types table, S-1010 events are submitted to eSocial for all companies that are associated with that wage types table. When a change is made to exemption proceeding, an S-1010 event is sent to the eSocial system for the associated company only.

Wage types table changes must be sent to eSocial no later than the seventh day of the month following the update occurrence, or prior to the transmission of any event that requires this information for validation, whichever comes first.

Refer to the S-1000 - Employer Data section for general rules that apply to basic table events.

## Scenarios

This example describes a few scenarios for submitting wage types table information and exemption proceeding details to the eSocial system:

- If an element row is added to a wage types table, for example:

1 wage types table ID; 2501 wage type code, PREMIO element, INSS: 92, IRRF: 11, FGTS: 11, begin date: September 1, 2016

Because this element is associated with a code that requires exemption proceeding details to be entered, the proceeding information is specified for a particular company using that element, for example:

1 wage types table ID, KRC company, 3265659789 proceeding number, CP (INSS) proceeding ID, PREMIO element, begin date: September 1, 2016

One wage types table event gets generated for the element row, and the row information is populated in the inclusion section (the inclusao group tag) of the generated XML file.

- If a company (KRI) is newly linked to the wage types table mentioned above on the Company Details BRA page, and it needs to specify exemption proceeding details for an element (PREMIO) that already has proceeding code identified, for example:

1 wage types table ID; 2501 wage type code, PREMIO element, INSS: 92, IRRF: 11, FGTS: 11, begin date: November 1, 2016

1 wage types table ID, KRI company, 2822587222 proceeding number, CP (INSS) proceeding ID, PREMIO element, begin date: November 1, 2016



One wage types table event gets generated for the element row, and the row information is populated in the inclusion section of the generated XML file. Note that a new begin date is selected for the element to avoid error when generating the event.

- If data is updated in an element row that has been submitted to eSocial, for example, the DSR option is selected on an element row, one wage types table event gets generated for each company that is linked to that element and begin date. The updated information is populated in the change section (the alteracao group tag) of the XML file.
- If the begin date of an existing element row is updated along with other changes that require exemption proceeding details to be entered, for example:

1 wage types table ID; 1205 wage type code, ADIC NOTURNO element, INSS: changed from 11 to 92, IRRF: changed from 11 to 92, FGTS: 11, begin date: changed from September 1, 2016 to January 1, 2017

1 wage types table ID, KRC company, 2566225322 proceeding number, CP (INSS) proceeding ID, ADIC NOTURNO element, begin date: January 1, 2017

1 wage types table ID, KRC company, 1452252229 proceeding number, IRRF proceeding ID, ADIC NOTURNO element, begin date: January 1, 2017

One wage types table event gets generated for the element row, and the row information is populated in the inclusion section of the generated XML file if the new begin date is the only date of its month and year period. If proceeding details are missing, error message is generated in the event monitor.

- If the begin date of an existing element row is updated along with a change that requires exemption proceeding details to be entered, for example:

1 wage types table ID; 1205 wage type code, ADIC NOTURNO element, INSS: changed from 11 to 92, IRRF: 11, FGTS: 11, begin date: changed from September 1, 2016 to January 1, 2017

Multiple companies use the same wage type code and element, but only one company has specified exemption proceeding details, for example:

1 wage types table ID, KRC company, 2566225322 proceeding number, CP (INSS) proceeding ID, ADIC NOTURNO element, begin date: January 1, 2017

One wage types table event gets generated for the element row, and the row information is populated in the inclusion section of the generated XML file for the KRC company. Error messages are generated in the event monitor for other companies that didn't specify proceeding details for the updated element.

- If the begin date of an existing element row is updated along with other changes that *no longer* require additional proceeding details to be entered:

1 wage types table ID; 1205 wage type code, ADIC NOTURNO element, INSS: changed from 92 to 11, IRRF: changed from 92 to 11, FGTS: 11, begin date: changed from January 1, 2017 to February 1, 2017

One wage types table event gets generated for the element row, and the row information is populated in the inclusion section of the generated XML file if the new begin date is the only date of its month and year period. No action is necessary for the element's proceeding details with the old begin date (January 1, 2017).

- If proceeding details for a few elements are deleted, one wage types table event gets generated for each element for the associated company. In each event, the deleted row information is populated in the exclusion section (the exclusao group tag) of the XML file.

### Related Links

[Wage Types Table Page](#)

[Exemption Proceedings Page](#)

[eSocial Basic Initial Page](#)

[eSocial Basic Table Event Page](#)

## S-1020 - Tax Location Table

Basic table event. This event layout captures changes (insertion, change and deletion of records) in establishments and service takers for companies. Information collected is used to validate other eSocial events, such as S-1200 - Compensation, S-2200 - Employees Initial Loading and Hiring, and S-2206 - Employment Contract Changes events.

---

**Note:** The S-1000 - Employer Data event must be transmitted prior to sending this event.

---

Refer to the S-1000 - Employer Data section for general rules that apply to basic table events.

### Related Links

[eSocial Basic Initial Page](#)

[eSocial Basic Table Event Page](#)

## S-1030 - Job Code Table

---

**Important!** This eSocial event is no longer being used.

---

Basic table event. This event layout captures changes (insertion, change and deletion of records) in the Job Code table. Information consolidated in this table is used to validate other eSocial events, such as S-2200 - Employees Initial Loading and Hiring, and S-2206 - Employment Contract Changes events.

---

**Note:** The S-1000 - Employer Data event must be transmitted prior to sending this event.

---

Refer to the S-1000 - Employer Data section for general rules that apply to basic table events.

### Related Links

[eSocial Basic Initial Page](#)

[eSocial Basic Table Event Page](#)

## S-1050 - Work Shift and Time Labor Table

---

**Important!** This eSocial event is no longer being used.

---

Basic table event. This event layout captures changes (insertion, change and deletion of records) in the Shifts component. Financial statement information in this table is used to validate other eSocial events.

---

**Note:** The S-1000 - Employer Data event must be transmitted prior to sending this event.

---

Refer to the S-1000 - Employer Data section for general rules that apply to basic table events.

### Related Links

[eSocial Basic Initial Page](#)

[eSocial Basic Table Event Page](#)

## S-1060 - Workplace Table

---

**Important!** This eSocial event is no longer being used.

---

Basic table event. This event layout captures changes (insertion, change and deletion of records) of workplaces for companies. A Workplace Table event is triggered when a workplace is defined on the “Workplace Table BRA Page” (PeopleSoft Human Resources Monitor Health and Safety).

Refer to the S-1000 - Employer Data section for general rules that apply to basic table events.

For S-1060 events to be generated and submitted properly for companies:

- The eSocial functionality has to be enabled on the [eSocial Parameters BRA Page](#).
- Companies must be enabled and configured using the Company Parameters component.
- The S-1060 event must be activated on the [Events Activation Page](#) and listed on the [Basic Table Events Page](#), and not to be inactivated in companies’ parameter setup.

Generally, when a workplace is created on the “Workplace Table BRA Page” (PeopleSoft Human Resources Monitor Health and Safety), the system generates an S-1060 event:

- For each listed establishment, if the workplace location is set to *Employer Establishment*.
- For each listed establishment and service taker, if the workplace location is set to *Service Taker Establishment*.
- For the listed third party establishment, if the workplace location is set to *Third Party Establishment*.

### Initial Loading

The S-1060 event is a basic table event that is also included in the initial load process for basic tables (GPBR\_ESOC\_ILB) as default. When the initial load process runs for the S-1060 event and a company, the system generates an S-1060 event for each establishment (service taker, or third-party establishment) that is associated with the current row of the workplace definition of that company. If the effective date of the workplace definition is earlier than (<) the Health/Safety Go Live date (for example, January 1, 2019), the go-live date is used as the <iniValid> date of the event.

---

**Note:** The initial load process does not generate events for future-dated workplace definitions. If a workplace has a future-dated row at the time of initial load, the system creates a driver record for it, which will then be handled by the basic table process (GPBR\_ESOC\_MBT) later.

---

After the initial loading of workplaces is completed, the eSocial system reports any new, deleted, or changes to workplaces to the Government using the S-1060 event.

## Online Transactions After Initial Loading

Here are several examples that describe the behaviors of the S-1060 event when workplaces are created, updated, or deleted from the PeopleSoft system after initial loading process is completed:

- If a new row is added to a workplace definition, and its effective date (for example, December 15, 2018) is greater than the date (for example, December 1, 2018) of the current row that was sent to the Government, making it the new current row for the same month-year period, the system generates an S-1060 event (change event) for each associated entity (establishment, service taker, or third-party establishment), in which the information from the new current row (with the December 15, 2018 date) is entered in the alteracao group tag of the event's XML file. The <iniValue> tag value (2019-01) in these events remain the same.

If a new row is added to a workplace definition, and this time the effective date is earlier than the date of the current row that is submitted to the Government, no event update is expected.

If a new row is added to a workplace definition after the go-live date, and it is the only row in the month-year period (for example, February 2019) of its effective date, the system generates an S-1060 event (inclusion event) for each associated entity, in which the information of this new row is entered in the inclusao group tag of the XML file.

- If the effective date of the current row is changed from December 1, 2018 to February 1, 2019 (a date that belongs to a different month-year period), and this row becomes the only row in the new month-year period, the system generates an S-1060 event (inclusion event) for each associated entity with the information of this new row in the inclusao group tag, and generates an S-1060 event (change event) for each associated entity with information from the row that is now current for the December 2018 month-year period in the alteracao group tag). Suppose that the effective date of the current row is changed to a different month-year period but it does not become the most current row in the new period, no new S-1060 event is generated.

If the effective date of the current row is changed (from February 1, 2019 to January 1, 2019), and as a result of the update, it becomes the most current row in the new month-year period (January 2019), and the old month-year period (February 2019) no longer has rows. In this case, the system generates an S-1060 event (exclusion event) for each associated entity, in which the information from the February 2019 row is specified in the exclusao group tag, and generates an S-1060 event (change event) for each associated entity with the information of this new current row (January 2019) in the alteracao tag.

If the effective date of the current row is changed (from May 1, 2019 to June 1, 2019), and the row becomes the only row in the new month-year period (June 2019). In this case, the system generates an S-1060 event (change event) for each associated entity by specifying the updated effective date in the <novaValidade> tag, as the new value (June 2019) is the only row in the period and does not already exist in the Government's environment.

- If the workplace information (for example, description) is changed in the current row, the system generates an S-1060 event (change event) for each associated entity with the updated information.

If the information is changed but is not in the most current row of the month-year period, no event update is expected.

- If a new entity (establishment or service taker) is added to the current row (newly added or existing) of the workplace information after an initial load, the system generates an S-1060 event (inclusion event) for the newly added entity. If an associated entity is removed from the row, the system generates an S-1060 event (exclusion) for it.

Clicking the All Establishments (or All Service Takers) button on the Workplace Table BRA page updates the corresponding grid with all active establishments (or service takers) for the associated company. If new establishments are added and some removed because they are no longer active, the system generates an S-1060 event:

- (Inclusion event) For each newly added entity.
  - (Exclusion event) For each deleted entity.
  - (Change event) For each entity that is still associated with the company workplace.
- If the current row is deleted from the workplace definition, the system generates an S-1060 event (change event) for each associated entity with information from the row that is now current for the same month-year period.

If the current row is deleted and it was the only row in the month-year period, the system generates an S-1060 event (exclusion event) for each associated entity.

If a row is deleted but it is not the current row of the month-year period, no event update is expected.

### Related Links

[eSocial Basic Initial Page](#)

[eSocial Basic Table Event Page](#)

## S-1070 - Administrative and Legal Proceedings

Basic table event. This event captures changes (insertion, change, and deletion of records) of administrative and legal proceedings for employers, taxpayers, or entities with collective representation of workers against government agencies, which influence the calculation of social contributions, taxes, or FGTS.

The system triggers an S-1070 event when you create, update or delete proceeding information on the “Administrative/Legal Proceedings BRA Page” (PeopleSoft Human Resources Administer Workforce). Information entered on this page is also used in other eSocial events and in the calculation of taxes and FGTS.

The Initial Loading process rules for the S-1070 event and other Basic Table events are similar. For example, if there are multiple effective-dated rows on or before the company’s eSocial on PeopleSoft date (also referred to as the company’s “go-live” date), the process selects the row with an effective date that is the same as (if not, closest to) the go-live date, and creates a driver for it using the go-live date for the year and month period (YYYY/MM) for the driver record. For effective-dated rows that are after the go-live date, the Initial Loading process creates one driver in each period (YYYY/MM) for the row that has the latest effective date in that period. These drivers will be mapped and processed by the eSocial Basic Tables Initial process (GPBR\_ES\_ILB), as determined by the limit date on the run control page. As for future-dated rows, the system creates drivers for them as well. These drivers will be mapped and processed by the eSocial Basic Tables process (GPBR\_ESOC\_MBT), as determined by the limit date on the run control page.

Refer to the S-1000 - Employer Data section for general rules that apply to basic table events.

## General Rules

Here are several rules that apply to the Administrative and Legal Proceedings event:

- Only *active* administrative and legal proceedings will be considered.
- Complementary data will only be mapped for the *Judicial* type of proceedings that are created for *Tax only or Tax and FGTS* and used in the creation of XML files.
- Tax suspension information will only be mapped for proceedings that are created for *Tax only or Tax and FGTS* and used in the creation of XML files.

## Setup Tasks

Because Global Payroll for Brazil delivers support for the S-1070 event after the initial eSocial implementation in PeopleSoft, for customers who like to implement S-1070 event processing in PeopleSoft, they need to follow these steps to prepare their environments:

1. Enable the Administrative and Legal Proceedings functionality on the “Adm/Legal Proceedings Parameters BRA Page” (PeopleSoft Human Resources Administer Workforce).

This is a prerequisite for S-1070 event processing.

2. Enter proceeding information on the “Administrative/Legal Proceedings BRA Page” (PeopleSoft Human Resources Administer Workforce).
3. Select the **Import Historical Data** option on the [Events Setup Page](#) for the S-1070 event. The event must be *inactive* for the option to display.

---

**Warning!** Perform this step *only* if you have been using a different system to process S-1070 events, and would like to switch it over to Global Payroll for Brazil (where the rest of your eSocial events are being processed).

---

4. Add Government-accepted proceeding data (data that was previously processed in a different system) to text files to be loaded into the PeopleSoft system. Then load the historical data on the [Import Historical Data BRA Page](#). Refer to the same topic for the expected format of the text file for data import.

---

**Warning!** Perform this step *only* if you have been using a different system to process S-1070 events, and would like to switch it over to Global Payroll for Brazil (where the rest of your eSocial events are being processed).

---

5. Activate the S-1070 event on the [Events Setup Page](#) and [Events Activation Page](#).
6. Perform initial loading for the S-1070 event on the [eSocial Basic Initial Page](#).

---

**Warning!** Perform this step *only* if you are implementing eSocial in Global Payroll for Brazil as a new company, in which case the Initial Loading process will also need to be run for other Basic Table events.

Before executing the Initial Loading process for the S-1070 event, be sure to evaluate the Government's implementation schedule for eSocial.

---

Start adding, updating, and deleting proceeding information in the PeopleSoft system. The eSocial Basic Tables process on the [eSocial Basic Table Event Page](#) handles the mapping and XML file creation for S-1070 event drivers that are generated for online transactions.

## Scenarios

In these scenarios, assume that:

- Company eSocial on PeopleSoft date (“go-live” date): Jan 1, 2016.
- Driver for a proceeding record (effective date: Dec 1, 2015) has been added to PeopleSoft through the initial loading process and reported successfully to the Government. Driver date: Jan 1 2016 and driver status: GSUC.

Here are several examples that describe the behaviors of the S-1070 event when proceeding information is created, updated, or deleted from the PeopleSoft system as online transactions.

- If a new effective-dated row is added, and the effective date (Dec 10, 2015) is earlier than the go-live date but later than the existing row (Dec 1, 2015), the system generates an S-1070 event (change event) with information of the new row in the change section (the alteracao group tag) of its XML file for the 2016-01 period.

If a new effective-dated row is added, and the effective date (Nov 1, 2015) is earlier than the date of the existing row, no event will be generated.

- If the effective date of the existing row is changed from Dec 1, 2015 to Mar 1, 2016, and the change makes this row the only row in the new date period (and the prior date period no longer has any row), the system generates an S-1070 event (change event) with the new date period (2016-03) in the novaValidade tag within the alteracao group tag for the 2016-01 period, because the new value does not exist in the Government environment yet.

If the effective date of the existing row is changed and the new effective date (Dec 10, 2015) is earlier than the go-live date but later than the existing row (Dec 1, 2015), the result is similar to when you add a new effective-dated row—an S-1070 event (change event) is generated with the changed information in the alteracao group tag for the 2016-01 period.

- If the current effective-dated row (Dec 1, 2015) is deleted from the PeopleSoft system, and a row with an earlier date (Jan 1, 2014) still exists, the system generates an S-1070 event (change event) with information of the Jan 1 row in the alteracao group tag for the 2016-01 period.

If the deleted effective-dated row is the one with the earlier date (Jan 1, 2014), no event will be generated.

- If a new effective-dated row is added, and its effective date is the latest (Jan 30, 2018) in the date period, the system generates an S-1070 event (change event) with information of the new row in the alteracao group tag for the 2018-01 period.
- If a new effective-date row is added (Jan 1, 2019) and it is the only row in that date period, the system generates an S-1070 event (inclusion event) with information of the new row in the inclusao group tag for the 2019-01 period.
- If the effective date of the existing row is changed from Jan 1, 2018 to Jan 1, 2019, and the change makes this row the older of the two rows in the new date period (and the prior date period no longer has any row), the system generates an S-1070 event (exclusion event) with information for the 2018-01 period.

- If the effective date of the existing row is changed from Jan 15, 2020 to Feb 1, 2020, and the change makes this row the only row in the new date period (and the prior date period has another row), the system generates an S-1070 event (change event) with information of the row in the prior date period for the 2020-01 period, and an S-1070 event (inclusion event) with information of the moved row for the 2020-02 period.

## S-1200 - Compensation

Periodic event. This event layout provides detailed payroll information of each company employee or non-employee for the specified competency period (month and year).

Information recorded in compensation events remains outstanding until after an event to close the competency period is sent to eSocial.

### General Rules

Here are several general rules that apply to Compensation and Miscellaneous Payments event layouts:

- S-2200 and S-2300 events are preconditions for S-1200 - Compensation and S-1210 - Miscellaneous Payments events, as they collectively identify the payees (employees and non-employees) and their employment information needed for filing these two payroll events.
- A company needs to be associated with a wage types table on the “(BRA) Company Details BRA Page” (Application Fundamentals) in order for S-1200 and S-1210 events to be created for it. Information that is entered on the [Run Types Page](#) and [Health Data Page](#) of the Wage Types Table component is used in S-1200 and S-1210 event processing.
- S-1200 and S-1210 events are keyed by company, national ID CPF and eSocial reg number of the employee, and payroll period.

As a general rule, only one S-1200 event and one S-1210 event are sent for the same company and employee for any given period. If the employee has more than one active employment relationship (more than one EMPL\_RCD) with the same company, the payroll amounts of all jobs are summed and that total amount will be reported to the government.

An exception to this rule is when S-1200 and S-1210 events need to be created for run types with different payroll types (annual or monthly). For example, it is common that employees receive the annual 13th month salary payment in addition to other monthly payments for the month of December. In this case, one S-1200 event will be created for the run type with the *annual* payroll type, and a second one will be created for the run type with the *monthly* payroll type. The same is true for S-1210 events.

The relationships between run types, eSocial payroll events, and payroll types are established on the [Run Types Page](#).

- If an employee has another job assignment within the same company recently, and the new job information is not yet included in the S-1200 (or S-1210) event that's created for the employee with his or her current job, the new job information and total payroll amount (for all of the employee's jobs) will be added and updated in that S-1200 (or S-1210) event if the event has not yet been submitted, and rectified in the event if it has been sent to the government.
- Global Payroll for Brazil supports the S-1200 (or S-1210) event reporting of employees who have multiple employment relationships with different companies (companies that may or may not use Global Payroll for Brazil for payroll event reporting).



- Each S-1200 event and its associated S-1210 event are linked by payslip ID that is issued monthly for each payee. The payroll process assigns a number to each processed payment, and the payment amount declared in the S-1200 event must also have a corresponding net amount to be reported in an S-1210 event (linked to the S-1200 event with the same payslip ID) with the date on which the payment was made.
- If an individual was terminated with a rescission calculation during a competency period, the payroll information will be submitted to the government using either the S-2299 - Termination or S-2399 - Workers who have no employment relationship - End event layout instead of S-1200. The net payment will still be reported using an S-1210 event.
- If the company ID is updated in the job data of an individual after he or she is reported in the eSocial system, it is important that the finalized payroll of that competency period for the old company be reversed or canceled so that an exclusion of the S-1200 (or S-1210) event for the individual can be executed. A new calendar needs to be calculated and finalized in the new company so that a new S-1200 (or S-1210) event can be reported to eSocial for the individual and the new company.
- If an action with payroll impact (for example, termination, hire, or bonus pay) occurs in a period for which an S-1200 (or S-1210) event has already been submitted to the government, the S-1200 (or S-1210) event is rectified or excluded as needed provided that the period is not closed (absence of a submitted S-1299 event), or is reopened (presence of a submitted S-1298 event).

If the period is currently closed, and the S-1200 (or S-1210) event setup allows for processing after period closure, the S-1200 (or S-1210) event can still be rectified or excluded as necessary.

If the period is currently closed, and the event setup does not allow for processing after period closure, the S-1200 (or S-1210) event will not be generated, and this result will be logged.

If an action occurs in a period for which an S-1200 (or S-1210) event is not yet submitted to the government, corresponding driver data is updated accordingly and will be used for processing (or reprocessing) the S-1200 or (S-1210) event.

- Retroactive changes (such as outdated union labor conventions, change in absence type from sick to accident, or additional termination payments) pertaining to a closed period can be submitted by running S-1200 (or S-1210) events without the need to reopen the period. Such exceptions are permitted for these action reasons: SEFIP 650, SEFIP 660, and termination complementary information.
- When the payroll event AE process is triggered on eSocial Payroll Events page, it performs checks to make sure that the selected companies are active for eSocial reporting, the specified competency period is equal to or comes after the Adhere to eSocial date (month and year) and is not closed for periodic events, and the selected events are active. If any of these checks fails, the process stops and information is logged.
- The **Identify Calendars** option is the first processing option for S-1200 and S-1210 events. It is responsible for finding all the applicable calendars needed for creating selected events for the specified competency period and companies. All employees of selected companies and identified calendars who have compensation data within the specified competency period are included in the payroll event process run.

A calendar needs to satisfy a few requirements to be considered in the payroll event creation process. See the Identify Calendars option description in the [Processing Phases and Options](#) section for more information.

In a simple example where the calculation of a calendar is finalized, an S-1200 event is generated if the Period ID (representing the begin and end dates of the calendar month) is the same as the competency period. An S-1210 event is also created if the payee's payment date falls within the competency period.

However, if the Period ID or the payment date is not the same as or does not fall within the competency period, for instance:

- If Period ID or payment date of the payroll entry falls before the competency period, S-1200 or S-1210 is created with the *Previous Competency* status.
- If Period ID or payment date of the payroll entry falls after the competency period, S-1200 or S-1210 is created with the *Next Competency* status.
- After the payroll event AE process is run, process results are available for review on the [eSocial Processed Calendars - eSocial Payroll Events Page](#) and [eSocial Processed Employees - eSocial Payroll Events Page](#). These pages contain general information about the calendars that are identified for S-1200 and S-1210 events, and event statuses for each payee who was included in the process for the specified calendar ID and competency period.

For payees who are associated with calendars that are *not* in the *Finalized (70)* or *Finalized with Bank (75)* calculation status, their S-1200 and S-1210 statuses are set to *Awaiting Finalize Calendar*. It means that preparation of payroll information for these payees is on hold until their calendar calculations are finalized.

---

**Note:** For payees who have multiple employment relationships with the same company, it is important that all their payrolls have already been initiated before the Identify Calendars option is run. Their S-1200 and S-1210 statuses are set to *Awaiting Finalize Calendar* until all of their associated calendar calculations are finalized (70 or 75).

---

## Related Links

[eSocial Payroll Events Page](#)

[Run Types Page](#)

[Health Data Page](#)

## S-1210 - Miscellaneous Payments

Periodic event. This event layout provides net payment information of each company employee or non-employee for the specified competency period (month and year). Different from the S-1200 event in which a payee's detailed payroll information is reported by employee and accrual month, the S-1210 event records the net payment for each payee by payment date.

Refer to the S-1200 - Compensation section for general rules that apply to the Miscellaneous Payments event layout.

## Related Links

[eSocial Payroll Events Page](#)

[Run Types Page](#)

[Health Data Page](#)

## S-1280 - Complementary Information to Periodic Events

Periodic event. This event layout provides payroll tax relief information that is used in the calculation of companies' social security contributions on salary payments.

This event reports payroll unburdening information about companies to the government. If a company is partially replaced, it needs to submit to the authority the percentage of payroll tax reduction on a monthly basis using the S-1280 event. If it is fully replaced, submit the event with the zero tax reduction percentage monthly also.

### General Rules

Here are several rules for the Complementary Information to Periodic Events event:

- When the payroll event AE process is triggered on eSocial Payroll Events page, it performs checks to make sure that the selected companies are active for eSocial reporting, the specified competency period is equal to or comes after the Adhere to eSocial date (month and year) of selected companies and is not closed for periodic events, and the selected events are active. If any of these checks fails, the process stops and information is logged for further user actions.
- The payroll tax exemption setup for companies' establishment headquarters on the "Additional Info - Brazil Page" (PeopleSoft Human Resources Administer Workforce) determines if and how S-1280 events are created. Suppose that the payroll event AE process is invoked to create an S-1280 event for a selected company and competency period, the process looks up the company's establishment headquarter row that pertains to the competency period, and:

If the **Other Sectors** field value is set as *Fully Replaced* in its establishment headquarter, the system submits an S-1280 event. Here is an example of the data captured in this event:

- The IndApuracao tag: 1 (monthly)
- The perApur tag: Competency year and month
- The indSubstPatr tag: 1 (fully replaced)
- The percRedContrib tag: 0 (tax reduction percentage number)

In addition to monthly S-1280 events, a company needs to report tax exemptions annually as well (for 13th month salary for instance). The system checks the payroll tax exemption record that is entered on the [eSocial Payroll Tax Exempt BRA Page](#) for the company and competency period. If the record exists and the period type is set to *Annual*, the system submits an S-1280 event for the annual type information on the competency month. Here is an example of the data captured in this event:

- The IndApuracao tag: 2 (annually)
- The perApur tag: Competency year
- The indSubstPatr tag: 1 (fully replaced)
- The percRedContrib tag: 0 (tax reduction percentage number)

If the Other Sectors field value is set as *Partially Replaced* in its establishment headquarter, the system extracts the period type and tax reduction percentage information that is entered on the [eSocial Payroll Tax Exempt BRA Page](#) for the company and competency period, and populates it in the event. If the tax reduction percentage is not filled out for partially replaced company headquarters, the

process for creating the S-1280 event cannot continue and a log will be generated as a result. Here is an example of the data captured in an S-1280 event for the *Monthly* period type:

- The IndApuracao tag: 1 (monthly)
- The perApur tag: Competency year and month
- The indSubstPatr tag: 2 (partially replaced)
- The percRedContrib tag: (tax reduction percentage number)

Here is an example of the data capture in an S-1280 event for the *Annual* period type:

- The IndApuracao tag: 2 (annually)
  - The perApur tag: Competency year
  - The indSubstPatr tag: 2 (partially replaced)
  - The percRedContrib tag: (tax reduction percentage number)
- If incorrect information is submitted to the government, rectifications of S-1280 events can be sent (for example, through deleting, changing or adding new tax exemption information, changing headquarters, or changing tax exemption rules in the headquarter) for periods when the changes occurred. The receipt number of the S-1280 event pending correction along with the data change will be included in the rectification event.
    - If the change is not on the period type or tax reduction percentage, nothing happens.
    - If the data has not been submitted to the government previously, it will be updated in the driver records and be reported in the next S-1280 event created for the same company and period. No rectification will be created.
  - If the tax exemption information is deleted (for example, removal of header information or all information, or changing to a different period) from the eSocial Payroll Tax Exempt BRA page after the information was previously submitted to the government, an exclusion of the S-1280 event will need to be created.

If an exclusion is created by mistake and has been reported to the government successfully, to undo the mistake you need to reenter the correct data on the page so that a new S-1280 event with that data can be submitted to the government again. If, however, the exclusion (created by mistake) has not yet been reported to the government, it will be replaced when the correct data gets updated in the driver records.

- Global Payroll for Brazil can undo exclusions and rectifications that are created by mistake, as long as if they are not yet submitted to the government.

## Related Links

[eSocial Payroll Events Page](#)

[eSocial Payroll Tax Exempt BRA Page](#)

## S-1295 - Request for Totalization for Contingent Payment

---

**Important!** This eSocial event is no longer being used.

---

Periodic event. This event layout requests the aggregation amount of social contributions and income tax based on the information already reported to the government. Submit this event in the case when there are issues with the S-1299 event that prevents it from being submitted successfully. Note that the S-1295 event is not mandatory, and there is no validation taking place while the event is being processed.

Enter the calculation period, one or more companies, and period type for creating the events on the [eSocial Period Controls Page](#).

---

**Note:** The system delivers the S-1295 event with the default effective date on the [Events Setup Page](#) and [Events Activation Page](#). To use this event, Oracle recommends that you update the effective date according to the periodic event go-live date that is specified on the [Company Parameters Page](#).

---

## S-1298 - Reopening Periodic Events

Periodic event. This event layout reopens a closed period for update. Submit this event if certain payroll or payment information corrections (such as retroactive payroll calculation, complementary payment, and so on) or new information relating to movement needs to be reported to the government for a period that is already closed. This event must be transmitted and accepted by the government before any rectifications can be sent.

Suppose that you create an event to send in corrections to payroll calculations that were submitted earlier for a competency period. If an S-1299 event is already reported to close this period, and the event (the one to use to send corrections) does not have the **Allowed after period closed** option enabled, you need to submit an S-1298 event to first reopen the closed period.

When the S-1298 event is selected to run on the [eSocial Period Controls Page](#) for a specified period, period type, and list of companies, the system checks to make sure that for each selected company and period, a receipt number from the government for a previously submitted S-1299 event already exists. After the S-1298 event is created, reprocess the event that has the corrections. Lastly, submit the S-1299 event to close the period again. If the receipt number of a submitted S-1299 event for that period is not found, no S-1298 event is created.

Review the log file for a list of companies and competency periods that were processed successfully, as well as errors or issues that were identified during the process run.

### Related Links

[Processing Phases and Options](#)  
[eSocial Period Controls Page](#)

## S-1299 - Closing Periodic Events

Periodic event. This event layout informs the government about the closing of a competency period for the transmission of eSocial events. Submit this event after all events are transmitted and accepted by the government for a specified competency period. In general, no more information is expected to report to the government for the specified competency period after the acceptance of the closing event.

## General Rules

Here are several rules for the Closing Periodic Events event:

- When the S-1299 event is selected to run on the [eSocial Period Controls Page](#) for a specified period and list of companies, the system performs checks to make sure that the period is open or reopened, and that there are no pending events or non-finalized calendars for each selected eSocial-active company before an S-1299 event can be created. Events are considered pending if they have errors or do not have receipt numbers returned from the government.

As the **Validate Calendar and Events** option is selected in the run control page for S-1299 event processing, and pending events or non-finalized calendars have been identified, the information is logged for further review and user actions (for example, skip or reprocess pending events, follow up with a payroll clerk to finalize calendars), and no S-1299 event is created. They need to be followed up on prior to submitting an S-1299 event again.

- If additional events (for example, corrections to data reported during open period, or new events pertaining to movement of the period) need to be submitted after the period is closed, exceptions can be made for events that have the **Allowed after period closed** option enabled in their setup.

If the **Allowed after period closed** option is not enabled in the setup of an event layout, late events for it can still be considered for submission if a S-1298 event is sent to reopen the closed period.

If the **Allowed after period closed** option is not enabled in the setup of an event layout of any event type, and no S-1298 event has been generated to reopen a closed period, any run control requests to process events of this layout after a closed period will be denied. These unprocessed, or blocked, events will be logged for eSocial personnel to follow up and take appropriate actions.

- If periodic events of different pay frequencies (monthly and annually) are reported for the same period, an S-1299 event will be submitted to the government for each frequency.
- A company is considered *a company without movement* if it doesn't have any S-1200, S-1210, and S-1280 event processing for a competency period. To close a period for a company without movement, the S-1299 event (XML file) created has the No Movement flag turned on and the `<compSemMovto>` tag set to the month and year of the period that's being closed.

If the company continues to not have any S-1200, S-1210, and S-1280 event processing monthly in the years that follow, an S-1299 event needs to be submitted for each of these years in January (and can be skipped for the rest of the year). The No Movement flag is turned on and the value of the `<compSemMovto>` tag is set to the month and year of the last competency period when the company reported not having any movement.

The system provides the [Company Without Movement Page](#) where you can review a list of S-1299 events that were submitted for companies without movement. The report is queried by company and it lists, for each data row, the period during which the company didn't have any movement and the receipt number of the S-1299 event.

A PDF report with information about pending events and calendar groups is generated for company administrators to review and take actions accordingly.

## Related Links

[Processing Phases and Options](#)

[eSocial Period Controls Page](#)

[Company Without Movement Page](#)

## S-1300 - Employer Union Contribution

---

**Important!** This eSocial event is no longer being used.

---

Periodic event. This event layout reports the union dues of companies and identifies if these contributions are compulsory or voluntary in nature.

For compulsory union contributions, events are expected once a year, usually in January. As for voluntary union contributions, events are not expected on a regular basis; they should be submitted when contributions are made according to the agreements signed with respective unions.

### General Rules

Here are several rules for the Employer Union Contribution event:

- The S-1300 event can be processed together or independent of (before or after) the S-1200 and S-1210 events in a competency period as long as the period remains open.
- When the S-1300 event is selected to run on the eSocial Payroll Events page for a specified period and list of companies, the system performs checks on each selected company to make sure that the associated union contribution information has already been entered on the [eSocial Employer Union Contrib Page](#) before an S-1300 event can be created.

For *annual* union contributions, select *Compulsory* as the contribution type. For *monthly* union contributions, select *assistance*, *associative*, or *confederate* as the contribution type.

- You can enter multiple rows of union contributions for any given company, period and period type that is specified on the eSocial Employer Union Contribution page.

If the information is submitted for a compulsory, *annual* union contribution, the information (union code, contribution type, and amount) of all rows is included in a single S-1300 event for that company, competency year (month is not needed for annual type event), and *annual* period type.

If the information is submitted for a voluntary, *monthly* union contribution, the information of all rows is also included in a single event for that company, competency period (year and month), and *monthly* period type.

---

**Note:** A maximum of two S-1300 events can be submitted for a company in any given competency period if deemed necessary, one for the *annual* period type and one for the *monthly* period type.

---

- When new union contribution data is added for the first time, an S-1300 event is generated to submit the information to the government. But if the new data is added to a row with existing data that has been submitted previously, a rectification will be generated for the submitted S-1300 event with newly added data. Similarly, if a change (for example, amount change) or deletion (for example, removal of a row of union contribution) is made for data that is already sent to the government, a rectification will be sent to the government for the original S-1300 event. The rectification event contains the receipt number of the original event, and the current union contribution information after the change or deletion is made.

If all rows of union contributions are deleted, an S-3000 - Exclusion event will be submitted to remove the deleted information from the government.

- If the period type of a submitted union contribution for a company is changed from *Annual* or *Monthly*, and a monthly union contribution for the same company and competency period is already

submitted to the government, the system submits an S-3000 - Exclusion event to delete the annual type event, and a rectification event for the original S-1300 monthly event. The rectification event contains the receipt number and the current union information of the original event, plus the new information that was previously grouped as annual type contribution.

### Related Links

[eSocial Period Controls Page](#)

[eSocial Employer Union Contrib Page](#)

## S-2190 - Pre-Hiring Event

Labor event. See [Understanding Pre-Hiring Events](#).

### Related Links

[eSocial Pre-Hiring Event Page](#)

[eSocial Pre-Hiring Monitor Page](#)

[eSocial Pre-Hiring Monitor - Details Page](#)

## S-2200 - Employees Initial Loading and Hiring

Non periodic event. Use this event layout to:

- Report lists of employees for companies.

This event needs to be invoked when a company is being activated for eSocial reporting, which can be the time right before eSocial becomes effective, or when the company is newly created or acquired after the implementation of eSocial (on the eSocial on PeopleSoft date).

After the initial loading of employees is completed, employee information needs to be reported whenever changes are made.

- Report the hiring of employees in companies.

It is triggered when the *Hire* action is selected in the first row of job data for an employee, and the employee belongs to an employee classification that is specified on the Labor Regime page.

Hiring must be reported no later than the day before the employee starts to work either through the S-2190 - Pre-Hiring or S-2200 - Employees Initial Loading and Hiring event. If an S-2190 event is sent, the rest of the hiring data needs to be submitted by the seventh day of the month following the occurrence of the hiring, using the S-2200 event.

After the submission of hiring events, changes to the employee's personal data need to be sent to eSocial through S-2205 - Personal Data Changes events, and job data through S-2206 - Employment Contract Changes events.

### General Rules

Here are several rules for the Employees Initial Loading and Hiring event:

- It applies to employees with employment relationships (employees are associated with employee classifications that are specified on the [Labor Regime Page](#), with a selected work type.



- It reports the employee data row with the most current effective date that is either earlier than or equal to (< or =) the eSocial on PeopleSoft date.
- For an employee to be included in the report, the employee's hire date needs to be equal to or later than (= or >) the Company creation date, as well as equal to or earlier than (= or <) the eSocial implementation (eSocial on PeopleSoft) date.

Information of individuals who are hired after the eSocial implementation date needs to be submitted using either this event (for employees) or the S-2300 - Workers who have no employment relationship - Begin event (for non-employees).

- The **eSocial Reg. Number** field value on the "(BRA) Additional Information BRA Page" (PeopleSoft Human Resources Administer Workforce) is required for employees with employment relationships.

Employees are not specific to or keyed by company, and can work for more than one company at a time. Therefore, any personal data change (personal data table are keyed by EMPLID) of an employee needs to be submitted to eSocial for all companies with which the employee has employment relationships.

Job data is keyed by EMPLID and EMPL\_RCD. With that, changes in job data need to be submitted to eSocial for the company associated with the employment record. If the employee has multiple employment relationships, the same number of S-2200 events need to be generated. In those events, the personal data section remains the same, the job data section, however, contains data that is distinct for each relationship.

- If an employee is in temporary absence, the <dtIniAfast> and <codMotAfast> tags of the S-2200 event are populated with the initial absence date and absence reason.
- If an employee was terminated before the implementation of eSocial, the <dtDeslig> tag of the event is populated with the termination date.
- If the only component or table that was updated for an employee is not effective-dated, and the maximum effective date for all components and records used to generate the event is earlier than or equal to (< or =) the eSocial implementation date, a rectification event is generated for the S-2200 event.
- An update in the CPF national ID, PIS, or birth date of an employee is considered a critical change. When it occurs, a rectification is generated for the S-2200 or S-2300 event as appropriate.
- If the update is made in the company or employee class in the employee's job data, an S-3000 - Event Exclusion is generated for the corresponding event, followed by a new initial loading event for the employee.
- If an employee has personal data and job data rows that are effective-dated after the eSocial on PeopleSoft date, while the S-2200 event takes care of the current effective-dated row (the most current effective date that is earlier than or equal to eSocial on PeopleSoft date), future rows will be reported using the S-2205 - Personal Data Changes and S-2206 - Employee Contract Changes events respectively.

## Related Links

[eSocial Employee Initial Page](#)

[eSocial Non Periodic Event Page](#)

## S-2205 - Personal Data Changes

Non periodic event. This event layout captures changes to individual's personal information after the completion of the initial loading process. It includes, but not limited to, updates on education level, marital status, contact information, national ID information, tax exemption and so on in the Personal Data component, and other related pages such as the Personal Information BRA and Disabilities BRA pages.

### General Rules

These general rules apply to data change events, which include S-2205 - Personal Data Changes, S-2206 - Employment Contract Changes, and S-2306 - Workers Who Have No Employment Relationship - Changes:

- When a data change occurs in any component or page involved in the data change event, the system checks the type of employment relationship that the individual has with the company. It gets the employee class information of the individual from the job data, and finds out if he or she is an employee using the setup on the Labor Regime page (employee if a work type is selected).

If the data change occurs in the Job Data component, the system also checks the setup of the Other Action/Reason page to identify which event layout to use.

If the system is unable to identify all the information needed on these setup pages for the data change incident (for example, the individual's employee class is not configured on the Labor Regime page, or the data change action is not set up on the Other Action/Reason page), no event is generated.

- When a data change occurs, the system checks if any event was already sent to eSocial with the same effective date <dtAlteracao>. If yes, it generates a rectification event for the sent event with the same change date instead of creating a new one.

---

**Note:** The term *change date* refers to the effective date of the changed (add, update, or delete) data row. For information from tables that are not effective-dated, the change date refers to different dates. For example, if a change is made to the phone or email information on the Contact Information page of the Personal Data component, the change date refers to the current date.

---

- Employee data is not specific to any company (personal data tables are keyed by EMPLID, not EMPL\_RCD). Therefore, when a data change of an individual needs to be reported to eSocial, that change, in the form of XML file, has to be submitted for all companies with which the individual has employment relationships. This is referred to as the splitting of events for multiple companies and is part of the mapping process.

If the individual has multiple employment relationships with the same company, only one event is generated.

- If the change date falls within the closed period, the system sets the status of the event that is generated or rectified for the data change to *Action Required*. Events in this status requires user intervention; administrators can search for events by this status from the eSocial monitor and address them individually.

### Personal Data Change Rules

Personal data changes for individuals can result in one or more events depending on a number of information, such as the change date, eSocial on PeopleSoft date, individual's last hire date, and the setup on the Labor Regime page and Other Action/Reason page.

- Suppose that a date change for an individual needs to be submitted to eSocial, the system decides which events to create or rectify based on these general conditions:
  - If the change date is equal to or later than (= or >) the eSocial on PeopleSoft date, and later than (>) individual's last hire date, the system generates a new event or rectifies the existing S-2205 - Personal Data Changes event.
  - If the change date is equal to or later than (= or >) the eSocial on PeopleSoft date, and earlier than or equal to (< or =) individual's last hire date, the system rectifies the existing S-2200 - Employees Initial Loading and Hiring or S-2300 - Workers who have no employment relationship - Begin event, as well as the S-2205 event if needed.
  - If the change date and individual's last hire date are both earlier than (<) the eSocial on PeopleSoft date, the system rectifies the existing S-2200 - Employees Initial Loading and Hiring or S-2300 event.
  - If the change date is earlier than (<) the eSocial on PeopleSoft date, and individual's last hire date is later than or equal to (> or =) the eSocial on PeopleSoft date, the system rectifies the existing S-2200 or S-2300 event, as well as the S-2205 event if needed.

---

**Note:** If the change date is earlier than (<) the eSocial on PeopleSoft date, an event is generated only if the change date is the most current one that is earlier than the eSocial on PeopleSoft date.

---

- If a rectification for an existing event, or a new event is generated, all events with the same event code and greater effective date than the rectified or generated event need to be rectified. For example:
  - (Update address) On August 15, address information of an employee was added and sent to eSocial. Event used: S-2200 - Employees Initial Load and Hiring. Effective date: September 1.  
  
On October 1, marital status was specified for the same employee and sent to eSocial. Event used: S-2205 - Personal Data Changes. Effective date or change date: October 1.  
  
On November 1, address information is updated for the same employee. Effective date: September 1.  
  
In this case of address update, the system sends rectifications to S-2200 and S-2205 (change date October 1) events.
  - (Add dependent) On August 15, address information of an employee was added and sent to eSocial. Event used: S-2200 - Employees Initial Load and Hiring. Effective date: September 1.  
  
On October 1, marital status was specified for the same employee and sent to eSocial. Event used: S-2205 - Personal Data Changes. Effective date or change date: October 1.  
  
On November 1, address information is added for the same employee and sent to eSocial. Event used: S-2205 - Personal Data Changes. Effective date or change date: November 1.  
  
On November 15, a dependent is added for the same employee. Effective date: September 1.  
  
In this case of adding a dependent, the system sends rectifications to S-2200 and S-2205 (change dates: October 1 and November 1) events.
  - When an event is being created, the system fills it with information with the current effective date from relevant table records. For example, if a new dependent (a wife) is added for an employee with October 1 as the effective date, the values (such as marital status, which would be updated

together with the new dependent) that are used to fill out the corresponding event have the effective date equal to October 1 in their table records.

- If a data row is added, updated, or deleted, its effective date is not the most current one of the assessment period (month and year) and is earlier than (<) the eSocial on PeopleSoft date, no event is generated.
- If a data row is added, updated, or deleted, its effective date is the most current one of the assessment period, and is earlier than (<) the eSocial on PeopleSoft date, the system sends a rectification for the S-2200 or S-2300 event, as well as for the S-2205 event if needed. In this example, suppose that the eSocial on PeopleSoft date is September 1:

On August 20, a name was added and sent to eSocial. Event used: S-2200 - Employees Initial Load and Hiring. Effective date: August 20.

On August 20, a dependent was added and sent to eSocial. Event used: S-2200 - Employees Initial Load and Hiring. Effective date: August 20.

On August 30, the dependent was deleted.

In this case of row deletion, the system sends a rectification for the S-2200 event to remove the dependent information from eSocial.

- If a data row is deleted, its effective date is earlier than (<) the eSocial on PeopleSoft date and is earlier than or equal to (< or =) the individual's last hire date, the last hire date is later than or equal to (> or =) eSocial on PeopleSoft date, the system sends a rectification event for the S-2200 or S-2300 event, as well as the S-2205 event if needed. Suppose that the eSocial on PeopleSoft date is September 1 and the individual's last hire date is September 2:

On August 30, a name was added and sent to eSocial. Event used: S-2200 - Employees Initial Loading and Hiring. Effective date: August 30.

On August 30, a dependent was added and sent to eSocial. Event used: S-2200 - Employees Initial Loading and Hiring. Effective date: August 30.

On September 2, the dependent was deleted.

In this case of row deletion, the system sends a rectification event for the S-2200 event, as well as the S-2205 event if needed.

- Changes to employees' CPF national ID, PIS, and birth date cannot be reported through data change events. To change this type of information, rectifications must be submitted for S-2200 events for employees, and S-2300 events for individuals without employment relationships.

The system also sends rectifications to all S-2205 events that were sent prior to updates on IDs and birth dates.

In addition, if the company or employee classification is changed in an employee's job data, an S-3000 - Event Exclusion event needs to be generated for the corresponding event (S-2200, S-2298 or S-2300), followed by a new event.

## Other Rules

- For data changes in table records that not effective-dated (for example, PERS\_NID, PERSON\_BRA, PERSONAL\_PHONE, EMAIL\_ADDRESS, PERSON, and PERSONAL\_INFO\_BRA), the system sends rectification events to corresponding events (S-2200, S-2300 and S-2205).
- Several data changes on the Personal Information BRA page (PERSONAL\_INFO\_BRA) impact S-1200 - Compensation events, not personal data change events. For example, NIF data, or the tax exemption date, is used when the system generates rectifications to S-1200 events.

If a death certificate number is entered on the Personal Information BRA page, the system generates a rectification to the termination event for the individual.

## Related Links

[eSocial Non Periodic Event Page](#)

## S-2206 - Employment Contract Changes

Non periodic event. This event layout captures changes in employments for employees after the completion of the initial loading process. These changes include, but not limited to, compensation and schedule payment, length of contracted work, work, position or function, journey work and so on in the Job Data component, and other related pages such as the Additional Information BRA and Unions pages.

If the last Employment Contract Changes event was sent incorrectly, a rectification event or an exclusion event for it will be submitted to update or cancel the information.

## General Rules

Refer to the General Rules section of the S-2205 - Personal Data Changes event.

## Employment Contract Changes Rules

- If a rectification for an existing event or a new event is generated, all events with the same event code and greater effective date than the rectified or generated event need to be rectified as well. For example:

(Update address) On September 10, an individual was hired and the job data information was sent to eSocial. Event used: S-2200 - Employees Initial Loading and Hiring. Effective date: September 10.

On October 1, salary information was added for the employee and it was sent to eSocial. Event used: S-2206 - Employee Contract Changes. Effective date or change date: October 1.

On October 10, the job code for the employee is updated for the same employee, and the information is sent to eSocial. Effective date: September 10.

In this job data update example, the system sends rectifications to S-2200 and S-2206 (change date October 1) events.

- If a data row is added, updated, or deleted, no event is generated, if:
  - Its effective date is not the most current one of its month and year period, and
  - Its effective date is earlier than or equal to (< or =) the eSocial on PeopleSoft date, and

- Its last hire date is earlier than (<) the eSocial on PeopleSoft date.
- If a data row is added, updated, or deleted, rectification events may be sent to S-2200, S-2300, S-2206, S-2306 as needed, if:
  - Its effective date is the most current one of its month and year period, and
  - Its effective date is earlier than (<) the eSocial on PeopleSoft date.

For example, on August 31 2016, an employee's hire and salary information was loaded to eSocial. Event used: S-2200 - Employees Initial Load and Hiring. Effective date: July 01, 2015.

On September 1 2016, more salary information was added for the employee and the information was sent to eSocial. Event used: S-2206 - Employee Contract Changes. Effective date or change date: October 1 2016.

On September 5 2016, salary information is updated for the employee, and the information is sent to eSocial. Effective date: July 01 2015.

In this salary update example, the system sends rectifications to S-2200 and S-2206 (change date October 1) events.

- This example shows an effective-dated row deletion scenario. Suppose that these rows exist in the PeopleSoft system:

From the Job Data component:

- KR00011 emplID, Hire action and Add reason, effective date: June 01, 2014
- KR00011 emplID, Hire action and Add reason, effective date: July 01, 2014
- KR00011 emplID, Pay action and Merit reason, effective date: July 01, 2015, event used: S-2200
- KR00011 emplID, DTA action and DTA reason, effective date: September 01, 2016, event used: S-2206
- KR00011 emplID, Pay action and Merit reason, effective date: September 01, 2016, event used: S-2206 (rectification), change date: September 01, 2016
- KR00011 emplID, DTA action and DTA reason, effective date: November 01, 2016, event used: S-2206, change date: November 01, 2016
- KR00011 emplID, DTA action and DTA reason, effective date: January 01, 2017, event used: S-2206, change date: January 01, 2017

From the Payee Parameters page:

- KR00011 emplID, begin date: June 01, 2014
- KR00011 emplID, begin date: June 01, 2015, event used: S-2200
- KR00011 emplID, begin date: September 01, 2016, event used: S-2206
- KR00011 emplID, begin date: October 01, 2016, event used: S-2206, change date: October 1, 2016 (deleted)

- KR00011 emplID, begin date: December 01, 2016, event used: S-2206, change date: December 1, 2016

If a row is deleted, and:

- Its effective date is equal to or greater than (= or >) the eSocial on PeopleSoft date (for example, September 1, 2016), and
- Its effective date is greater than (>) the last hire date, and
- The data row is the only one in its month and year period.

The system generates an S-3000 - Event Exclusion event for the event with <dtAlteracao> that is equal to effective date of the deleted row. In this example, the exclusion event is generated for the S-2206 event with the effective date of October 1, 2016. In addition, rectifications are sent for events with <dtAlteracao> that are later than the excluded event. In this example, these events include the two S-2206 events with November 01, 2016 and January 01, 2017 effective dates from the Job Data component, and the S-2206 event with the December 1, 2016 effective date from the Payee Parameter page.

- This example shows an effective-dated row update scenario. Suppose that these rows exist in the PeopleSoft system:

From the Job Data component:

- KR00011 emplID, Hire action and Add reason, effective date: September 01, 2016, event used: S-2200
- KR00011 emplID, DTA action and DTA reason, effective date: September 15, 2016, event used: S-2206, change date: September 15, 2016
- KR00011 emplID, DTA action and DTA reason, effective date: changed from October 01, 2016 to November 1, 2016, event used: S-2206, change date: October 01, 2016
- KR00011 emplID, Pay action and Merit reason, effective date: December 01, 2016, event used: S-2206, change date: December 01, 2016

From the Payee Parameters page:

- KR00011 emplID, begin date: September 01, 2016, event used: S-2206
- KR00011 emplID, begin date: November 01, 2016, event used: S-2206
- KR00011 emplID, begin date: January 01, 2017, event used: S-2206

If the effective date of a row is updated, and:

- Its (old) effective date is equal to or greater than (= or >) the eSocial on PeopleSoft date (for example, September 1, 2016), and
- Its (old) effective date is greater than (>) the last hire date, and
- The data row is the only one in its month and year period.

The system generates an S-3000 - Event Exclusion event for the event with <dtAlteracao> that is equal to old effective date of the updated row. In this example, the exclusion event is generated for the S-2206 event with the effective date of October 1, 2016. A new event (S-2206) is generated for the new effective-dated row of November 1, 2016. In addition, rectifications are sent for events with <dtAlteracao> that are later than the exclusion event. In this example, these events include the two S-2206 events with November 01, 2016 and December 01, 2016 effective dates from the Job Data component, and the two S-2206 events with November 1, 2016 and January 01, 2017 effective dates from the Payee Parameter page.

- If multiple contract data actions are performed on the same day, and these changes trigger the same event, only one instance of this event is generated. For example, if you update a work shift code, change an employee's risk level on the Payee Parameters page, and update a job code on the same day (October 1, 2016), and all of these changes need to be submitted to eSocial through the S-2206 event, the PeopleSoft system generates one S-2206 event with <dtAlteracao> set as October 1, 2016.

## Employment Contract Changes Rules for Retroactive Payments

Sometimes, employees receive retroactive payments due to changes in contracts with their unions. These changes can be the result of collective agreements, collective disputes, collective conventions or legislative updates. The employer is responsible for reporting information of these salary increases to the Government, which then uses the data to calculate retroactive payroll using the S-1200 event accordingly.

Here is a list of rules that apply to the Employment Contract Changes event when reporting union-specific retroactive payments for *employees* (these rules are not applicable to non-employees):

- For S-2206 events to be generated for employees who receive retroactive payments due to union contract changes, they must be associated with unions on the “Job Labor Page” (PeopleSoft Human Resources Administer Workforce) (the Union Code field).

For unions with contractual changes, be sure to fill out the **Union Contract Revision** section of [General Parameters Page](#). The system uses information provided here to determine the begin and end dates of the retroactive payroll, among other things.

In addition, you also need to select the **Collective Agreement Indicator** option for a Data Change action and reason combination on the [Other Action/Reason Page](#). The system uses this action and reason code for union-specific retroactive payroll processing. Oracle recommends that the same Data Change action for Sefip 650 be used for this purpose.

- When an employee job data row is added with the action and reason combination that is used for collective agreement, a positive compensation change percent on the “Compensation Page” (PeopleSoft Human Resources Administer Workforce), and an effective date that falls within the begin and end dates of the contract revision specified for the associated union of the employee, the system generates an S-2206 event with that effective date (also referred to as the *effect date* in this section).

---

**Note:** If the action and reason of the added row is *not* used for collective agreement, an S-2206 event is generated *without* the effect date.

---

If the employee was hired before the begin date of the contract revision, the effective date of the job data row should be set as the same as the begin date.



If the employee was hired after the begin date of the contract revision, the effective date of the job data row should be set as the same as the hire date, and the effective sequence to 1.

If other effective-dated job data rows exist after the begin date, the effective sequence of these rows must be adjusted in order for the retroactive payroll calculation to be done properly.

The S-2206 event captures information such as the effect date (`{dtEf}` tag), alteration date (`{dtAlteracao}` tag, the system date of the action and reason setup that is specified for collective agreement), contractual change description from the union revision setup (`{dscAlt}` tag), and new salary amount (`{vrSalFx}` tag).

- Note that retroactive salary payments are reported in S-2206 events with corresponding effect dates (`{dtEf}` tag). For other updates of employees (for example, job code changes, shift changes and so on) that also use the S-2206 event layout to report to the Government but are unrelated to union-specific retroactive salary change, the system captures the updated value from the job data row that has the maximum effective date for the month when the change took place, and reports it without an effect date (`{dtEf}` tag).
- If the system is supposed to generate an S-2206 event for a newly added employee job data row but the required union information is missing, mapping errors are returned so that the administrator can take appropriate actions.
- For any salary *update* in job data rows that took place during the specified union revision period, no S-2206 events are generated if the compensation change percent value is equal to or less than zero. This scenario applies when the S-2206 event that was generated for the newly added salary change row is pending, and subsequent effective-dated rows are updated with the new salary amount as well but the change percent remains zero.
- The Government can accept more than one S-2206 event with the same alteration date, as long as the effect dates are different.

## Related Links

[eSocial Non Periodic Event Page](#)

## S-2210 - Accident at Work Communication (CAT)

Non periodic event. This event layout reports workplace accidents involving employees, even if they were away from their work activities when accidents happened. An Accident at Work Communication event is triggered when work incident or injury is reported using the Injury Details BRA or Incident Details BRA component.

Work accidents need to be sent to eSocial by the next business day after the occurrence of accidents, and immediately in case of death.

## General Rules

Here are several general rules that apply to the Worker Health Monitoring – ASO event:

- To activate S-2210 event reporting for companies:
  - The eSocial functionality has to be enabled on the [eSocial Parameters BRA Page](#).

- Companies must be enabled and configured using the Company Parameters component.
- The S-2210 event must be activated on the [Events Activation Page](#) and listed on the [Non Periodic Events Page](#), and not to be inactivated in companies' parameter setup.
- An Accident at Work Communication (CAT) event is triggered when a work incident or injury is reported using the Injury Details BRA or Incident Details BRA component with the *Accident* incident type, and the incident date entered is equal to or greater than the Health/Safety Go Live date. No S-2210 event is generated if either condition is not met.

## Scenarios

Here are several examples that describe the behaviors of the Accident at Work Communication event:

- For each *Accident* incident row, do not enter more than one row for the *Death Communication* or *Initial* CAT type in the CAT Information section. Multiple rows are supported for the *Reopened* CAT type.
- If the injured employee works for multiple companies, the system submits an S-2210 event to each one of them.
- When the system creates an S-2210 event for an incident with the *Reopened* or *Death Communication* CAT type, it takes the receipt number from the latest S-2210 event that was submitted for the same incident with the *Initial* CAT type, and populates the value in the *nrRecCatOrig* tag of the new event.

For example, an S-2210 event was created and submitted to the Government two months ago for an incident with the *Initial* CAT type. A month later, the system submitted a rectification for the same event to the Government. Now, as the system creates an S-2210 event for the same incident row with the *Reopened* (or *Death Communication*) CAT type row, it takes the receipt number that it received for the rectification from the Government, and populates it in the *nrRecCatOrig* tag of the new event.

- If a work accident results in an absence of the injured employee, an S-2230 - Temporary Absence event needs to be submitted as well. Customers need to report absence for the employee on the Absence Event BRA page so that the temporary absence event can be created accordingly.
- If changes are made to work accidents that were reported using the Injury Details BRA or Incident Details BRA component, the system sends rectifications for corresponding S-2210 events. The same is true for sending exclusion events for S-2210 events, if work accidents were excluded from associated components.
- If an S-2210 event happens to be rectified or excluded, any S-2230 event created as a result of it needs to be rectified or excluded as well. This is not done automatically and customers need to make the change in absence on the Absence Event BRA page.

## Related Links

[eSocial Non Periodic Event Page](#)

“Incident Details BRA - CAT Information Page” (PeopleSoft Human Resources Monitor Health and Safety)

## S-2220 - Worker Health Monitoring – ASO

Non periodic event. This event layout records and tracks the health of workers through occupational health certificates (ASOs). An ASO (Atestado de Saúde Ocupacional) is a certificate that a doctor issues after completing a medical examination on a worker. It includes information about the tests that are performed during the exam and their findings, as well as the clinical evaluation made by the doctor. This certificate is part of an occupational health examination program, PCMSO (Programa de Controle Médico de Saúde Ocupacional), and it helps to determine if the worker is fit for the specific function that he or she is hired to perform. Companies may request workers to take medical examinations when they are hired, need to take examinations periodically as requested by PCMSO, change jobs, return to work, are subject to specific monitoring, and are terminated.

---

**Note:** The S-2200 Employees Initial Loading and Hiring or S-2300 Workers who have no relationship - Begin event must be transmitted prior to sending this event.

---

### General Rules

Here are several general rules that apply to the Worker Health Monitoring – ASO event:

- To activate S-2220 event reporting for companies:
  - The eSocial functionality has to be enabled on the [eSocial Parameters BRA Page](#).
  - Companies must be enabled and configured using the Company Parameters component.
  - The S-2220 event must be activated on the [Events Activation Page](#) and listed on the [Non Periodic Events Page](#), and not to be inactivated in companies' parameter setup.
- To support S-2220 event reporting, the system changes the display of person ID to employee ID in each ASO exam result on the “ASO Exam Results BRA Page” (PeopleSoft Human Resources Monitor Health and Safety) and prepopulates the employee record number with the value from the employee’s job data. If the person ID does not have a corresponding entry in the Job Data component (for example, an individual took the exam before hired by the company formally), the system populates the default value of 0 in the **Empl Record** field. When the job data is created later for the individual after the hire is completed, and the corresponding employee record number is not 0, it is the company’s responsibility to make the correction on the ASO Exam Results BRA page accordingly

Prior to implementing the S-2220 event, run a one-time process on the [ASO Exam Procedure Page](#) to update employee record numbers in exam results as needed, so that the exam information can be processed properly.

- A Worker Health Monitoring – ASO event is triggered when the ASO medical exam result of a worker is reported in the ASO Exam Results BRA component, the ASO date entered is equal to or greater than the Health/Safety Go Live date (for example, January 1, 2019), and that the worker belongs to an employee classification that is specified on the Labor Regime page.

### Scenarios

Here are several examples that describe the behaviors of the S-2220 event when ASO exam results are entered, updated, or deleted from the PeopleSoft system after the Health/Safety Go Live date:

- When an ASO exam result is added to the “ASO Exam Results BRA Page” (PeopleSoft Human Resources Monitor Health and Safety) for a worker, the system creates an S-2220 event using

information from the exam result. In addition, it also captures information from the worker's job data for the event, for instance:

- If the exam type is *Hire*, the system takes the information needed from the job data row with a *Hire* action that is configured for eSocial on the [Hire Action/Reason Page](#).
- If the exam type is *Job/Position Change*, *Periodical*, *Return to Work* or *Specific Monitoring*, the system takes the information needed from the latest job data row of the worker.
- If the exam type is *Termination*, the system takes the information needed from the latest job data row with a *Termination* action that is configured for eSocial on the [Termination Action/Reason Page](#).
- When a retroactive ASO exam result (for example, a periodic exam) is added for a worker and its ASO date is not the latest of all the rows, the system generates an S-2220 event with information from this exam result and the latest job data row of the worker.
- If data (for example, ASO date, exam type, order of exam and so on) is changed in the latest ASO exam result that is sent to the Government, the system rectifies the S-2220 event for the latest ASO exam with the updated information.
- If a worker changes the employee category in a new job data row, and an ASO exam is performed and its result added as a result of the job function change (as required by the new job function), the system generates an S-2220 event with information from this exam result and the latest job data row of the worker.

Similarly, if a worker changes the employee category in a new job data row, and this time, some data (for example, the ASO date and result indicator) in the existing *Hire* exam result is updated. In this case, the system rectifies the S-2220 event for the hire ASO exam result with the updated data as well as information from the *Hire* job data row.

- If a worker transfers to a new company, two job data rows are added for the worker: one for terminating the worker from the old company and the other for hiring the worker to the new company in the transfer. An ASO exam is performed as a result of the job function change (as required by the new job function). In this scenario, the system creates an S-2220 event with information from this exam result and the latest job data row of the worker.

If data is updated in the ASO exam result for the job function change, the system rectifies the S-2220 event for the job change exam result with the updated data, and the information from the latest job data row of the worker.

Now if the ASO exam result row for the job function change is deleted, the system generates an S-3000 event for the information to be removed from the Government as well.

- A worker can have more than one employment within a company or in different companies. When the first job data row is added (employee record = 0) and an ASO exam result for this hiring is added to the ASO Exam Results BRA page, the system creates an S-2220 event with information from this exam result and the *Hire* job data row for employee record 0. Later, when the second job data row is added (employee record = 1) and another ASO exam result row for this hiring is inserted, the system creates an S-2220 event for the second employment with information from this new exam result and the *Hire* job data row for employee record 1.

If a periodic ASO exam result is added for both employee records, the system creates an S-2220 event for each employee record, using the exam result and information from the latest job data row for the corresponding employee record.

- If the ASO date of an ASO exam result row is updated to a date that is earlier than the Health/Safety Go Live date, or if an ASO exam result row is deleted (whether or not it is the latest row for the worker), the system creates an S-3000 event to remove the ASO exam result from the Government.

## Related Links

[eSocial Non Periodic Event Page](#)

## S-2221 - Toxicological Exam for Professional Drivers

Non periodic event. This event layout records information of toxicological examinations (drug tests) taken by workers who are employed as professional drivers. Prior to hiring or terminating professional drivers, employers are required by law to report information about the toxicological examinations that drivers took, such as the exam number, the exam date, the physician who conducted the exam, and the laboratory where the exam took place.

### General Rules

Here are several general rules that apply to the Toxicological Exam for Professional Drivers event:

- To activate S-2221 event reporting for companies:
  - The eSocial functionality has to be enabled on the [eSocial Parameters BRA Page](#).
  - Companies must be enabled and configured using the Company Parameters component.
  - The S-2221 event must be activated on the [Events Activation Page](#) and listed on the [Non Periodic Events Page](#), and not to be inactivated in companies' parameter setup.
- A Toxicological Exam for Professional Drivers event is triggered when the drug test of a worker is reported on the “Drug Test BRA Page” (PeopleSoft Human Resources Monitor Health and Safety), the exam date (or expected termination date) entered is equal to or greater than the Health/Safety Go Live date, and that the worker belongs to an employee classification that is specified on the Labor Regime page.

### Scenarios

Here are several examples that describe the behaviors of the S-2221 event when drug tests are entered, updated, or deleted from the PeopleSoft system after the Health/Safety Go Live date:

- When a drug test is added on the “Drug Test BRA Page” (PeopleSoft Human Resources Monitor Health and Safety) before hiring or terminating a worker, the system generates an S-2221 event with information from the drug test itself, and the job data of the worker. If the worker is associated with multiple job data rows, the system takes the data it needs from the row with an effective date that is either equal to, or (immediate) greater than the exam date. If all job data rows happen to have an earlier effective date than the exam date, the row with the greatest effective date will be used.

- If the occupation code that is specified in the worker’s job data row on the “Job Information Page” (PeopleSoft Human Resources Administer Workforce) does not require exam to be taken, a mapping error will be generated and the system cannot create an S-2221 event until the error is resolved.
- Drug tests are valid for a period of time and can be reused if time permits. Suppose that a drug test is added for a worker in preparation for hiring, and an S-2221 event is submitted to the Government. The employment is terminated a month later. If the employer confirms that the drug test (used for hiring) is still valid, the same drug test information can be added to the system for the terminated worker under the *Termination* exam type. The system rectifies the S-2221 event (created for hiring) with termination information and sends it to the Government.
- If the worker refuses to perform a drug test before termination, the system uses the expected termination date that is specified on the Drug Test BRA page to be the exam date for the S-2221 event.
- If data (for example, the exam date) is changed in a worker’s drug test after it’s submitted to the Government, the system rectifies the S-2221 event with the updated information. In the case where the exam date is changed to a date that is earlier than the Health/Safety Go Live date, the system creates an S-3000 event to remove the drug test from the Government as the information is no longer relevant.
- A worker can have more than one employment within a company or in different companies. When the first job data row (employee record = 0) and a drug test for this hiring are added to the HCM system, it creates an S-2221 event with information from the drug test and corresponding job data row for employee record 0. Later, when the second job data row (employee record = 1) and another drug test for this hiring are inserted, the system creates an S-2221 event for the second employment with information from this other drug test and corresponding job data row for employee record 1.
- If a drug test (which was previously submitted to the Government) is deleted from the Drug Test BRA page, the system creates an S-3000 event to remove the drug test information from the Government. If the deleted drug test has never been submitted to the Government (for example, the exam date is earlier than the Health/Safety Go Live date), no event will be generated.
- Any change to drug test-related information outside of the Drug Test BRA page, such as change of occupation code in job data, does not trigger the creation, rectification, or exclusion of S-2221 events.

## S-2230 - Temporary Absence

Non periodic event. Use this event layout to communicate the temporary absence (such as maternity leave, sickness, accident at work and vacations as set by the government) or removal of employees, as well as their amendments and extensions.

### General Rules

Here are several rules that apply to the Temporary Absence event:

- For absences that are caused by accidents at work and last shorter than 16 days, or absences that are not caused by accidents at work and last between three to 15 days, they need to be reported by the seventh day of the month following the absences or before the submission of payroll events, whichever happens first. Generally, other absence types follow the same rule—report either by the seventh day of the month following the absences, or before payroll events (or termination events if applicable).

Employers may submit absence reporting to the government as soon as the day after the absence begins or when the employee has returned from absence, except for vacation.

- For absences that are caused by accidents at work or grievances and last longer than 16 days, they need to be reported by the 16th day of the absence.
- If an employee is absent multiple times for the same incident (accident at work, grievance, or sickness), and the total sum of absence days is more than 15 days within a period of 60 days, the employer must report to eSocial by the 16th day of the absence.
- For vacation absences, they can be reported eSocial 60 days prior to the vacation start and end dates.
- If an employee on temporary absence has more than one job, an S-2230 event is submitted for each of the employee's EMPL\_RCD.
- Setup on the [Absence Legal Codes Page](#) and [Absence Take and Reason Page](#) is required for temporary absences to be submitted for eSocial reporting.
- Temporary absences events are sent in chronological order by absence begin date. As for S-3000 - Event Exclusion events for temporary absence, they are sent in descending order by absence end date and absence begin date.
- Temporary absence events are set to *Action Required* in the error handling system if the begin or end date of absences fall within the monthly close period. The same is true for exclusion events that are created for these temporary absence events.
- If the receipt number for the original event of a rectification or exclusion event is missing, the event is placed hold on and reprocessed until the receipt number is identified.

## Related Links

[eSocial Non Periodic Event Page](#)

## S-2240 - Environmental Working Conditions

Non periodic event. This event layout records information about the working environments and conditions of workers. It captures workers' workplace locations, the types of activities they perform that are considered unhealthy and dangerous, the risks and hazards that they are exposed to at work, as well as the usage of protection equipment and its effectiveness in keeping workers safe. The information collected in this event is also used for special retirement financing.

### General Rules

Here are several general rules that apply to the Environmental Working Conditions event:

- For S-2240 events to be generated and submitted properly for companies:
  - The eSocial functionality has to be enabled on the [eSocial Parameters BRA Page](#).
  - Companies must be enabled and configured using the Company Parameters component.
  - The S-2240 event must be activated on the [Events Activation Page](#) and listed on the [Non Periodic Events Page](#), and not to be inactivated in companies' parameter setup.

- The S-2200 and S-2300 events must be processed and submitted to the Government already.
- An Environmental Working Conditions event is triggered whenever a working environment, activity, or condition of a worker is reported in the Worker's Conditions BRA component, the effective date entered is equal to or greater than the Health/Safety Go Live date (for example, January 1, 2019), and that the worker belongs to an employee classification that is specified on the Labor Regime page.

---

**Note:** For initial loading, the process takes the working conditions record of each eligible worker with an effective date that is either the same as the go-live date, or is the most current as of the go-live date, and generates S-2240 events.

---

## Initial Loading

The S-2240 event is a non periodic event that is also included in the initial load process for employee data (GPBR\_ES\_ILE). When the initial load process runs for the S-2240 event and a company, the system generates an S-2240 event for the worker's conditions record of each eligible worker that is associated with that company. If a worker has multiple worker's conditions records, the process takes the one with the same effective date as the company's Health/Safety Go Live date if available, or the one with the most current (maximum) effective date as of the go-live date, to be used for initial loading.

---

**Note:** The initial load process does not generate events for future-dated worker's conditions. If a worker's conditions record has a future-dated row at the time of initial load, the system creates a driver record for it, which will then be handled by the non periodic process (GPBR\_ES\_MNP) later.

After the initial loading of worker's conditions is completed, the eSocial system reports any new, deleted, or changes to worker's conditions to the Government using the S-2240 event.

---

## Online Transactions After Initial Loading

Here are several examples that describe the behaviors of the S-2240 event when worker's conditions are created, updated, or deleted from the PeopleSoft system after initial loading process is completed:

- When a worker is hired, rehired, transferred to a company, or has a different worker condition (for example, a new workplace, a new work activity, a new work hazard, a new protection equipment and so on), Oracle recommends that you add a worker's conditions record (or an effective-dated row) to the "Worker Conditions Page" (PeopleSoft Human Resources Monitor Health and Safety) to capture the information for the worker as soon as possible. When that happens, the system creates an S-2240 event using information from both the worker's conditions record, and the worker's current job data row. For instance, you add a worker's condition record for a worker who just got hired. When the system creates an S-2240 event, it uses data from the worker's condition record and the *hire* job data row, which is current as of the effective date of the worker's condition record.
- When a worker's conditions record is added for an employee who works at a *service taker* location, the system generates an S-2240 event for it using information from the worker's conditions record, current job data, and current payee parameters (where the employee is associated with one or more service takers). The system generates a mapping error and cannot create an S-2240 event if:
  - The employee does not associate with a service taker on the [Payee Parameters Page](#).
  - The employee is associated with a service taker on the Payee Parameters BRA page, but there is no *Service Taker Establishment* workplace code specified on the Worker Conditions page for the employee.



- The employee is associated with a service taker on the Payee Parameters BRA page, and a *Service Taker Establishment* workplace code is specified on the Worker Conditions page for the employee, but the service taker is not listed on the “Workplace Table BRA Page” (PeopleSoft Human Resources Monitor Health and Safety).
- When a worker’s conditions record is added with an retroactive effective date (for example, August 1, 2019 and the current effective date is September 1, 2019) for a row that is added on the Payee Parameters page for the same retroactive effective date, the system generates an S-2240 event using information from this worker’s conditions record, and the worker’s job data row and payee parameters row (for example, service taker) that are current as of the retroactive effective date.
- If, after initial loading, a worker’s conditions record is added, and:
  - The record has a retroactive effective date (for example, June 1, 2019) that is earlier than the effective date of the record used in initial loading (for example, June 20, 2019) and the go-live date, no event will be created.
  - The record has a retroactive effective date (for example, June 30, 2019) that is later than the effective date of the record used in initial loading (for example, June 20, 2019) but earlier than the go-live date, the system rectifies the S-2240 event for the initial loading with information from the worker’s conditions record that has the retroactive date.
- If a worker’s conditions record is added after the worker is terminated (the record’s effective date is greater than the worker’s termination date), no event will be generated.
- Suppose that a worker’s conditions record is created after a worker is transferred to a different establishment of the company and an S-2240 event is submitted to the Government to report the change.
  - If updates are made to the worker’s conditions record (the one added for the transfer, with an effective date of August 1, 2019 for example), the system rectifies the S-2240 event for the modified worker’s conditions record with the updated data, and the information from the worker’s current job data row as of the August 1, 2019 effective date.
  - If updates are made to the worker’s conditions record (the one before the transfer, with an effective date of January 1, 2019 for example), the system rectifies the S-2240 event for the modified worker’s conditions record with the updated data, and the information from the worker’s current job data row as of the January 1, 2019 effective date.
- A worker can have more than one employment within a company or in different companies. When the first job data row (employee record = 0) and a worker’s conditions record are added for the worker, the system creates an S-2240 event with information from this worker’s conditions record and the *Hire* job data row for employee record 0. Later, when the second job data row (employee record = 1) and another worker’s conditions record are inserted, the system creates an S-2240 event for the second employment with information from this worker’s conditions record and the *Hire* job data row for employee record 1.
- If a worker’s conditions record (previously submitted to the Government) is deleted, the system creates an S-3000 event to remove it from the Government’s system.

- If a worker's conditions record (the one used in initial loading) is deleted, the system rectifies the S-2240 event for the initial loading with information from the worker's current worker's conditions record as of the go-live date.

## S-2250 - Termination Previous Notification

---

**Important!** This eSocial event is no longer being used.

---

Non periodic event. This event layout records the creation or cancellation of previous notifications between contracting parties (employer and employee). A previous notification is a document (anticipated and mandatory) in which an employer or employee indicates the wish to terminate the current employment contract without cause.

Previous notifications, or cancellations of previous notifications, are specified on the [Termination Parameters Page](#).

### General Rules

Here are several rules that apply to the Termination Previous Notification event:

- When you enter a notification date and option of a prior notification (also referred to as previous notification) for the first time on the Termination Parameters page for an employee, the system creates an S-2250 event using the notification date and submits the information to the Government. The same rule applies when you add a new row with a new begin date, and enter prior notification data in that row for the first time.

However, if there are multiple rows for an employee in the system, and you enter prior notification data for the first time in a row that *does not* have the most current begin date, no event is created. Suppose that you decide to delete the current row later, which makes the row with prior notification data the one that has the most current begin date in the system. In this case, the system creates an S-2250 event for the notification date of this current row.

- Once prior notification data of an employee is submitted to the Government, any change to it triggers the rectification of the corresponding S-2250 event. For example:
  - You update the prior notification data in the only data row that exists for an employee.
  - You add a row with a new begin date and enter the same prior notification data as the previous row.
  - You add a row with a new begin date and enter a different notification date.

In this scenario, the system checks if an S-2298 - Employee Reinstatement event was created for the employee *after* the notification date of the previous row.

If yes, it means that the employee received a prior notification and was terminated before the reinstatement. In this case, the system needs to create a new S-2250 event for the new notification date and submits the information to the Government.

If no, the corresponding S-2250 is rectified.

- Two data rows are available for the employee. Both rows contain prior notification data and the information of the most current begin date is submitted to the Government. If you delete the

current row, the system rectifies the corresponding S-2250 using the notification date of the only row that is left in the system.

However, if the prior notification data update is made in a row that *does not* have the most current begin date, no event rectification occurs.

- When you delete prior notification data that is already reported to the Government, the system creates an S-3000 - Event Exclusion event to remove the information from the Government side as well. For example:
  - You delete the prior notification data from the only data row that exists for an employee.
  - You delete the row that has the most current begin date and contains the notification data that is submitted to the Government. The row with the most current begin date left for the employee does not have any prior notification data.
  - You add a row with a new begin date and clear all prior notification data from this new row.

However, if the prior notification data is deleted in a row that *does not* have the most current begin date, no S-3000 event is created.

- When you enter a date and reason to cancel a prior notification that is already submitted to the Government, the system creates an S-2250 event using the cancellation date that is specified. After the S-2250 event for the cancellation is submitted successfully, do not delete or change that cancellation data from the row (or delete that whole row) because it will generate exclusion or rectification events. The Government does not accept the exclusion or rectification of events that have already been canceled.

## Related Links

[eSocial Non Periodic Event Page](#)

## S-2298 - Employee Reinstatement

Non periodic event. This event layout provides information about reinstatements of employees (who were previously fired by their companies) by judicial decision. It is triggered when an employee is rehired with the *Reinstated* reason, and that employee has an employment relationship that is set up for eSocial reporting.

Employee reinstatements need to be reported by the seventh day of the month following the occurrence of the events.

### General Rules

Here are several rules that apply to the Employee Reinstatement event:

- It applies to employees with employment relationships (employees are associated with employee classifications that are specified on the [Labor Regime Page](#), with a specific work type.
- It applies to terminated employees only.

If an employee was terminated *before* eSocial becomes effective, and the employee was not included in the S-2200 - Employees Initial Load and Hiring event that was submitted to eSocial, the S-2200

event has to be submitted again, where that the <desligamento> section is filled with the termination date of the employee, and be accepted by eSocial prior to sending the S-2298 event.

If an employee was terminated *after* eSocial becomes effective, the S-2299 - Termination event has to be submitted for the employee before S-2298 event can be sent to reinstate the employee.

- It captures information about employees to fill the <infoReintegr> section of the event layout in the Additional Information BRA component.

See “(BRA) Providing Additional Information for Brazilian Employees” (PeopleSoft Human Resources Administer Workforce)

- Employees are not specific to or keyed by company, and can work for more than one company at a time. Therefore, any personal data change (personal data table are keyed by EMPLID) of an employee needs to be submitted to eSocial for all companies with which the employee has employment relationships.

Job data is keyed by EMPLID and EMPL\_RCD. With that, changes in job data need to be submitted to eSocial for the company associated with the employment record. If the employee has multiple employment relationships, the same number of S-2298 events need to be generated. In those events, the personal data section remains the same, the job data section, however, contains data that is distinct for each relationship.

- If the only component or table that was updated for an employee is not effective-dated, and the maximum effective date for all components and records that are used to generate the S-2298 event is earlier than or equal to (< or =) the employee’s hire date, a rectification event needs to be generated for the S-2298 event.

## Related Links

[Hire Action/Reason Page](#)

[eSocial Non Periodic Event Page](#)

## S-2299 - Termination

Termination event. This event layout records the termination of employees. Terminations, as well as transfers between companies, need to be reported to eSocial before payroll events. If a termination is planned (for example, tendering of a work notice, or end of a fixed term contract), it needs to be reported to the government by the next business day following the termination. If the termination is not planned, notify the government no later than ten business days following the termination, or before the submission of an S-1200 event for the terminated individual, whichever comes first.

There are two types of termination events, one for employees (S-2299) and one for non-employees (workers who have no employment relationship with companies they work for) (S-2399). Setup on the Labor Regime BRA page, Termination Legal Code page and Termination Action/Reason page determines if a termination action and reason performed for an employee in the Job Data component needs to be reported to eSocial, whether payment calculation is required in the termination process, and with which event to send the information.

### General Rules (Termination With or Without Payment Calculation)

Here are several rules that apply to the Termination event (with or without payment calculation):

- When a new effective date is entered in the Job Data component for a termination action and reason of a worker, the system identifies the type of employment relationship (employee or non-employee) that the worker has with the company. To do that, it takes the employee class from the job and looks up the work type for that employee class on the Labor Regime BRA page. If the employee class from the job is not set up on the Labor Regime BRA page, no driver data or trigger for the termination will be created. If the employee class setup is available, and the selected work type is *CLT*, the worker is an employee; if a different work type is specified, the worker is a non-employee.

Next, the system checks if the specified action and reason on the job is associated with a termination legal code (which indicates whether or not payment calculation is required) and an eSocial event on the Termination Action/Reason page.

When the information is available, the system adds new driver data for this termination using the appropriate eSocial event (S-2299 or S-2399), if the data hasn't been inserted already.

- Termination events are processed on the eSocial Termination Events Page. When the termination event AE process is triggered on the run control page, it performs checks to make sure that the selected companies are active for eSocial reporting, the specified competency period is equal to or comes after the Adhere to eSocial date (month and year) and is not closed for periodic events, and the selected events are active. If any of these checks fails, the process stops and information is logged.

Both S-2299 and S-2399 events are selected by default on the run control page and cannot be deselected.

The **Prepare Data** option is the first processing option for S-2299 and S-2399 events. In this step, driver data that matches the selection criteria is loaded to staging tables, getting ready for XML files to be generated.

- Information that is saved in different pages regarding an employee's termination is used for the generation of one Termination event only. For example, in addition to the Job Information page, the **Termination** section of the Termination Parameters Page is also used to capture text information or comments about terminations. If the begin date of the information on the Termination Parameters page is earlier than or equal to (< or =) the effective date of the termination action on the Job Information page for an employee, information from both pages is used to generate a Termination event for the employee.
- When a change is made to a termination row in the Job Data component for an employee, the system checks if an existing event for the same event code, employee (CPF number) and competency period is available. If yes, instead of generating a new event, the existing event is rectified if the event is already submitted to the government.

In order to rectify a submitted event, the event's receipt number must be present. The rectification event needs to be put on hold if the receipt number is not available.

If an existing event is available but it's not yet submitted to the government, the system updates the driver data for the changed row.

- If a change in termination reason is made in the Job Data component for an employee, the system compares the old action and reason with the new values and see if they reference the same eSocial event. If they refer to the same eSocial event and the event doesn't require calculation, the existing Termination event is rectified. However, if the new values reference an eSocial event that requires calculation, submit an S-3000 - Event Exclusion event to the existing event.

- If a row for the termination action is deleted from the Job Data component for an employee, submit an S-3000 event to the existing termination event if it is already submitted to the government. If the event is not yet submitted to the government, the system removes the driver data for the deleted row.
- If a termination is triggered after a period is closed, and the corresponding termination event setup does not allow submission after closed period, no Termination event is created. An error message is logged so that appropriate actions can be taken.

For terminations that require payment to be calculated based on associated wage types tables and submitted to the government through termination events, additional setup is needed so that appropriate information can be gathered for the calculation:

- For termination types that require payment calculation, set the corresponding termination legal codes to require calculation on the Termination Legal Code page.
- Specify earnings and deduction elements to be used for termination payment calculation on the Wage Types Table page of the Wage Types Table component.
- Specify run types with the *Termination* or *Term Non Empl* payment type for termination processing on the Run Types page of the Wage Types Table component. This information is used to identify calendars to be used in termination payment calculation.
- Specify alimony elements and health data elements to be used in termination payment calculation.

Alimony elements are specified on the Wage Types Table page, with an alimony-related income tax type value: *51*, *52*, *53*, *54*, or *55*.

Health data elements are specified on the Health Data page.

Alimony and health data amounts are reported in termination events the same way the termination results are recorded on the Earnings and Deductions page—alimony in total amount and health data amount broken down by element.

- Associate wage types tables with companies on the Company Details BRA page.

Logs will be created to capture issues found in the setup for termination processing.

## General Rules (Termination With Payment Calculation)

Here are several rules that apply to the Termination event (with payment calculation):

- To process termination events that require payment calculation, the AE process needs to identify applicable calendars to be used in the calculation. A calendar is selected if it meets all these requirements:
  - It is finalized.
  - It pertains to a company and competency period that is specified in the Selection Criteria section of the eSocial Termination Events page.

The period of the calendar is the same as the competency period that is specified as selection criteria.

- It pertains to a run type that is specified on the Run Types page with the payment type set to either *Termination* or *Term Non EMPL* (termination for non employees), and that run type is linked to one of the selected companies through wage types tables on the Company Details BRA page.

Identified calendars are listed on the [eSocial Processed Calendars - eSocial Termination Events Page](#) after the AE process is run.

- To process retroactive adjustments for employees, information must also be provided in the **Union Contract Revision** section of the [General Parameters Page](#) for the retroactive calculation to happen.
- Global Payroll for Brazil supports the S-2299 (or S-2399) event reporting of employees who have multiple employment relationships with different companies (companies that may or may not use Global Payroll for Brazil for termination event reporting).
- The mass termination simulation functionality is an offcycle payroll process that provides payroll personnel an estimate of the costs (termination pay) incurred in case of a workforce reduction. If the offcycle calendars created for a simulation are applied to payroll, the AE process takes them into consideration when it is in the process of identifying applicable calendars to be used in the termination payment calculation. If these offcycle calendars are not applied to payroll, they will be not be considered for the termination event processing.

For employees that are identified, driver data is added so that termination events can be created for them when the AE process runs. If an S-1200 event has already been created for the same period when the mass termination occurred, exclude the S-1200 event (if it is submitted to the government), or delete the event's driver data (if the event has not been sent to the government).

- Wage parcel and nature of indemnity payments pertaining to terminations of employees are to be reported using the S-1210 event.

## Related Links

[Labor Regime Page](#)

[Termination Legal Codes Page](#)

[Termination Action/Reason Page](#)

[Wage Types Table Page](#)

[Run Types Page](#)

[Health Data Page](#)

[eSocial Termination Events Page](#)

## S-2300 - Workers who have no employment relationship - Begin

Non periodic event. This event layout provides employment information for workers who have no employment relationships with companies. Examples include temporary workers, union leaders, non-employee directors, members, and so on. It is used in the initial data loading of employees without employment relationships, and for new hires without employment relationships after of the eSocial implementation.

### General Rules

Here are several rules that apply to the Workers who have no employment relationship - Begin event:

- It applies to employees without employment relationships (employees are associated with employee classifications that are specified on the [Labor Regime Page](#), without a specified work type. It is triggered when the *Hire* action is selected in the first row of job data for an employee without employment relationship.
- It reports the employee data row with the most current effective date that is either earlier than or equal to (< or =) the eSocial on PeopleSoft date.
- For an employee to be included in the report, the employee's hire date needs to be equal to or later than (= or >) the Company creation date, as well as equal to or earlier than (= or <) the eSocial implementation date.

Information of employees who are hired after the eSocial implementation date needs to be submitted using either the S-2200 or S-2300 event.

- The **eSocial Reg. Number** field value on the “(BRA) Additional Information BRA Page” (PeopleSoft Human Resources Administer Workforce) is required for employees with employment relationships.

Employees are not specific to or keyed by company, and can work for more than one company at a time. Therefore, any personal data change (personal data table are keyed by EMPLID) of an employee needs to be submitted to eSocial for all companies with which the employee has employment relationships.

Job data is keyed by EMPLID and EMPL\_RCD. With that, changes in job data need to be submitted to eSocial for the company associated with the employment record. If the employee has multiple employment relationships, the same number of S-2200 events need to be generated. In those events, the personal data section remains the same, the job data section, however, contains data that is distinct for each relationship.

- If the only component or table that was updated for an employee is not effective-dated, and the maximum effective date for all components and records used to generate the event is earlier than or equal to (< or =) the eSocial implementation date, a rectification event needs to be generated for the S-2300 event.
- An update in the CPF national ID, PIS, or birth date of an employee is considered a critical change. When it occurs, a rectification is generated for the S-2200 or S-2300 event as appropriate.
- If the update is made in the company or employee class in the employee's job data, an S-3000 - Event Exclusion event is generated for the corresponding event, followed by a new initial loading event for the employee.

### Related Links

[eSocial Employee Initial Page](#)

[eSocial Non Periodic Event Page](#)

## S-2306 - Workers who have no employment relationship - Changes

Non periodic event. This event layout updates information concerning contractual workers who do not have employment relationships with the company, for example, non-employee directors, public service employees who are appointed to councils or boards, and so on.



## General Rules

Refer to the General Rules section of the S-2205 - Personal Data Changes event for rules that are applicable to this event as well..

## Related Links

[eSocial Non Periodic Event Page](#)

## S-2399 - Workers who have no employment relationship - End

Termination event. This event layout records information about the termination of workers who have no employment relationships (non-employees) with their companies, for example, temporary workers, union leaders, non-employee directors, members, and so on.

If a termination of a worker with no employment relationship occurs, the company needs to report it to the government no later than the 7th business day after the termination, or before the submission of an S-1299 event, whichever comes first.

Wage parcel and nature of indemnity payments pertaining to terminations of non-employees are to be reported through the S-1210 event.

The description for the [S-2299 - Termination](#) event applies to the S-2399 event as well. The only difference is that the S-2399 event pertains to workers with no employment relationship with their companies, whereas the S-2299 event applies to employees.

## Related Links

[eSocial Termination Events Page](#)

[Run Types Page](#)

[Health Data Page](#)

## S-2500 Labor Proceedings

Non periodic event. This event layout records information about labor proceeding decisions of labor courts and settlement agreements submitted to CCP/NINTER ambit and scope.

It provides both the individual's personal and employment information, as well as the basis of calculation for the collection of FGTS and the Social Security Contribution RGPS.

The system triggers the S-2500 event when you enter labor proceeding-related information for an employee using the Assign Labor Proceedings BRA component.

See [Entering Labor Proceeding Information](#).

## S-2501 Labor Proceeding Tax

Non periodic event. This event layout provides amounts of income tax and social security contributions (including those intended for third parties), and incidents on calculation bases in labor proceedings reported in the S-2500 event.

The system triggers the S-2501 event when you enter tax information on the [Labor Proceeding Tax BRA Page](#). It uses the reported information to calculate the values of the social security contributions and withholding tax by revenue code.

## S-3000 - Event Exclusion

Non periodic event. This event layout cancels events that were sent to the government by mistake by companies.

### Hire Exclusion

Sometimes, companies need to generate exclusions for hire events to have the hiring information removed from the government when:

- The corresponding hires fail through and no longer exist.

When that happens, administrators can run the process on the [eSocial Hire Exclusion Page](#) to generate driver information of exclusions for these hire events. Then, prepare data and create XML files for the exclusion events on the [eSocial Non Periodic Event Page](#) to be submitted to the government.

- An employee updates:

---

**Note:** The employee information discussed in these scenarios is considered key information to the government. The system reports changes of key information through the exclusion of existing events and generation of new events, rather than the rectification of existing events.

---

- The eSocial register number on the Additional Information BRA page.

In this scenario, the system first generates an exclusion event for the employee's existing hire event, and then generates a new hire event with the new eSocial register number.

- The company on the Work Location page.

In this scenario, the system first generates an exclusion event for the employee's existing hire event, and then generates a new hire event with the new company.

- The employee class from an *employee* one to a *non-employee* one (or vice versa) on the Job Information page.

In this scenario, the system first generates an exclusion event for the employee's existing hire event (for example, S-2200), and then generates a new hire event that matches the new employee class (for example, S-2300).

No exclusion or hire events will be generated, if the old and new employee classes belong to the same employee type.

---

**Note:** If additional events (S-2205, S-2206 or S-2306) have been submitted successfully to the government following the submission of the existing hiring event, you must first submit exclusion events for all of these events *before* sending an exclusion event for the hiring event itself.

---

PeopleSoft HCM provides the ability to delete employment record numbers (ERNs) when these numbers are created in error or are not no longer in use. For eSocial to work properly, you need to configure the

system to exclude a number of eSocial tables from this process on the “ERN Delete Exception Tables Page” (PeopleSoft Human Resources Administer Workforce). These tables are:

- GPBR\_DRVABS\_XRF (Exception Type: *Exclude*, Person ID Field Name: *EMPLID*; Empl Record Field Name: *EMPL\_RCD*)
- GPBR\_DRVCAT\_XRF (Exception Type: *Exclude*, Person ID Field Name: *EMPLID*; Empl Record Field Name: *EMPL\_RCD*)
- GPBR\_DRVCMP\_XRF (Exception Type: *Exclude*, Person ID Field Name: *EMPLID*)
- GPBR\_DRVEMP\_XRF (Exception Type: *Exclude*, Person ID Field Name: *EMPLID*; Empl Record Field Name: *EMPL\_RCD*)

### Related Links

[eSocial Non Periodic Event Page](#)

[eSocial Payroll Events Page](#)

[eSocial Termination Events Page](#)

## S-3500 Exclusion Event - Labor Proceeding

Non periodic event. This event layout deletes labor proceeding or labor proceeding tax information that was previously sent to the government using the S-2500 or S-2501 event.

The system triggers the S-3500 event when you select the button to delete a labor proceeding record on the [Proceeding Information Page](#) (or delete a labor proceeding tax record on the [Labor Proceeding Tax BRA Page](#)) and the S-2500 (or S-2501) event for that record has been submitted and processed successfully by the government. If the S-2500 (or S-2501) event has NOT been submitted and processed successfully by the government, the labor proceeding (or labor proceeding tax) record and its pending event will be deleted from the system.

## S-5001 - Social Contributions by Employee

This PeopleSoft query returns a list of social security contributions that were made by employees of the specified company and competency period.

Query name: GPBR\_ES\_S5001\_SOCIAL\_CONTR\_EMP

To run this query, enter the company, competency period (for example, *2016-03* for March 2016), and the calculation indicator (enter *1* for monthly, and *2* for annually) as selection criteria. The information returned from this query comes from S-1200, S-2299, or S-2399 events, which were generated for the specified company and period, and were received by the government successfully. Events that were deleted using S-3000 events are not included in the query result.

For more information on how to run PeopleSoft queries, see *PeopleTools: Query*, Running Queries.

## S-5002 - Income Tax Withholding by Employee

This PeopleSoft query returns a list of income tax withholding by employees of the specified company and competency period.

Query name: GPBR\_ES\_S5002\_IRRF\_EMP\_S\_01\_02

To run this query, enter the company and competency period (for example, *2016-03* for March 2016) as selection criteria. The information returned from this query comes from S-1210 events, which were generated for the specified company and period, and were received by the government successfully. Events that were deleted using S-3000 events are not included in the query result.

For more information on how to run PeopleSoft queries, see *PeopleTools: Query*, Running Queries.

## S-5003 - FGTS Employee

This PeopleSoft query returns the total FGTS amounts that were made for employees of the specified company and competency period. It shows the total FGTS amount for each employee listed, and the amount is broken down into subtotals by establishment or tax location.

Query name: GPBR\_ES\_S5003\_FGTS\_EMP\_S\_01\_02

To run this query, enter the company and competency period (for example, *2016-03* for March 2016) as selection criteria. The information returned from this query comes from S-1200, S-2299, or S-2399 events, which were generated for the specified company and period, and were received by the government successfully. Events that were deleted using S-3000 events are not included in the query result.

For more information on how to run PeopleSoft queries, see *PeopleTools: Query*, Running Queries.

## S-5011 - Social Contributions by Employer

This PeopleSoft query returns the total social security contributions that were made for employees by the specified company for the specified competency period.

Query name: GPBR\_ES\_S5011\_SOCIAL\_CONTR\_COM

To run this query, enter the company, competency period (for example, *2016-03* for March 2016), and the calculation indicator (enter *1* for monthly, and *2* for annually) as selection criteria. The information returned from this query comes from the S-1299 event, which was generated for the specified company and period, and was received by the government successfully.

For more information on how to run PeopleSoft queries, see *PeopleTools: Query*, Running Queries.

## S-5012 - IRRF Information Consolidated by Employer

This PeopleSoft query returns the total income tax withholding of employees for the specified company and competency period.

Query name: GPBR\_ES\_S5012\_IRRF\_CON\_S\_01\_02

To run this query, enter the company and competency period (for example, *2016-03* for March 2016) as selection criteria. The information returned from this query comes from the S-1299 event, which was generated for the specified company and period, and was received by the government successfully.

For more information on how to run PeopleSoft queries, see *PeopleTools: Query*, Running Queries.

## S-5013 - FGTS by Company

This PeopleSoft query returns the total FGTS amount that was made for employees by the specified company for the specified competency period.

Query name: GPBR\_ES\_S5013\_FGTS\_CONSOL\_COMP

To run this query, enter the company and competency period (for example, *2016-03* for March 2016) as selection criteria. The information returned from this query comes from the S-1299 event, which was generated for the specified company and period, and was received by the government successfully. Events that were deleted using S-1298 events are not included in the query result.

For more information on how to run PeopleSoft queries, see *PeopleTools: Query, Running Queries*.

## S-5501 Tax Amt of Labor Proceedings

This PeopleSoft query returns a list of consolidated information on taxes that were incurred from labor proceedings of the specified company and competency period.

Query Name: GPBR\_ES\_S5501\_LABOR\_PROC\_TAX

For the execution of the query, it is necessary to have a successful return of events S-2501, S-3500, or both.

For more information on how to run PeopleSoft queries, see *PeopleTools: Query, Running Queries*.

## S-5503 FGTS Amt of Labor Proceedings

This PeopleSoft query returns a list of FGTS contributions in labor proceedings for employees of the specified company and competency period.

Query Name: GPBR\_ES\_S5503\_FGTS\_LP\_S\_01\_02

For more information on how to run PeopleSoft queries, see *PeopleTools: Query, Running Queries*.

