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PeopleSoft HCM 9.2: PeopleSoft Global Payroll for Japan

September 2024

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Contents

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.

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

Typographical Convention	Description
⇒	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

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Chapter 1

Getting Started with Global Payroll for Japan

Global Payroll for Japan Overview

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

Global Payroll for Japan delivers earnings and deductions for salary and bonus for monthly exempt, monthly non-exempt, daily, and hourly pay types. You can also calculate commuting allowance in monthly payroll, adjust salaries for overtime and absence, and deduct social insurance and labor insurance premiums, income tax, and inhabitant tax as required by law. You can track paid time off and calculate year-end adjustments. You can calculate retirement allowance, set up and run the banking process, generate payslips, and process multiple job records.

Related Links
"Understanding the Global Payroll Utilities" (PeopleSoft Global Payroll)

Global Payroll for Japan Business Processes

Global Payroll for Japan provides these business processes:

- Salary and bonus.

- Time data entry.

- Termination processing.

- Commuting allowance.

- Retirement allowance.

- Social insurance.

- Labor insurance.

- Inhabitant tax.

- Zaikeideduction administration.

- Income tax.

- Year-end adjustment.

- Banking.

- Payslips.

We discuss these business processes in the business process topics in Global Payroll for Japan.

Global Payroll for Japan Integrations

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

- PeopleSoft HR.

- PeopleSoft Time and Labor.

We discuss integration considerations in the *PeopleSoft Global Payroll*

Related Links
"Updating Payee Data" (PeopleSoft Global Payroll)
"Time and Labor Integrations" (PeopleSoft Time and Labor)

Global Payroll for Japan Implementation

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

Other Sources of Information

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

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

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

Chapter 2

Understanding Global Payroll for Japan

Global Payroll for Japan

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

Global Payroll for Japan Business Processes

Global Payroll for Japan supports the following business processes:

- Salary and Bonus.

  Global Payroll for Japan provides the necessary elements to calculate earnings and deductions for salary and bonus for four pay types—monthly exempt, monthly non-exempt, daily, and hourly. Map your Global Payroll for Japan system to the base pay compensation rate codes in employees' compensation packages, and enter bonus amounts through positive input. Include commuting allowance in monthly payroll, adjust salaries for overtime and absence, and deduct social insurance and labor insurance premiums, income tax, and inhabitant tax as required by law.

- Time Data.

  Flexible rules enable tracking time data for the purpose of calculating salaries and tracking paid time off (PTO). Use variables for processing workdays, overtime, holidays, tardiness, absence, PTO, sick leave, and special leave. Use delivered formulas to track PTO entitlements, takes, and balances. Define processing of PTO that is carried over from the previous year according to your organization's practices.

- Termination processing.

  Global Payroll for Japan delivers rules and procedures that support the automatic calculation of year-end adjustment (YEA) for terminated employees.

- Commuting Allowance.

  Global Payroll for Japan provides the elements that are necessary to calculate and track payments of cash, non-cash, taxable, and nontaxable commuting allowances in frequencies of one day, one month, three months, and six months. The commuting allowance can be defined by total amount or by commuting route. The system provides a default value for the monthly maximum nontaxable commuting allowance. You can define the maximum nontaxable toll compensation for each employee and input the value of each employee's commuting allowance components. The system generates payment in the appropriate month and also tracks the value of the commuting allowance for calculating monthly remuneration.

- Retirement Allowance.

With Global Payroll for Japan, you can enter an employee's retirement allowance and have the system automatically calculate and deduct the related income tax and inhabitant tax (prefecture tax and municipality tax) on retirement earnings. The system can also generate a withholding tax report and payslips for retirement allowances.

- Social Insurance.

  Global Payroll for Japan provides variables, formulas, earnings and deductions, and other rules to calculate and track all aspects of social insurance premiums. The system calculates health insurance premiums, pension insurance premiums, and nursing care insurance premiums. It also calculates and tracks average monthly remuneration to support the regular decision process and to identify employees who are subject to occasional revision. A set of social insurance reports helps you complete your social insurance business process.

- Labor Insurance.

  Global Payroll for Japan calculates the employee contribution for employment insurance premiums by using the appropriate premium rate for the industry type based on the employee's total wages. The system also tracks short time labor insured workers, determines exemption from employment insurance, and supports labor insurance reporting.

- Inhabitant Tax.

  Global Payroll for Japan provides rules, pages, processes, and reports that you use to prepare wage payment reports and summaries for municipalities, load inhabitant tax amounts received from the municipalities, deduct inhabitant tax amounts from monthly salary, and prepare monthly inhabitant tax reports for municipalities.

- Income Tax.

  Global Payroll for Japan provides rules to calculate and deduct income tax from both salary and bonus and to adjust income tax on the final payment of the year. Use the Withholding Tax Register report to meet the statutory monthly reporting requirement.

- Zaikei Deductions.

  Global Payroll for Japan provides delivered elements to support funding Zaikei savings accounts.

- Year-End Adjustment.

  The delivered rules satisfy Japanese statutory and business requirements for year-end adjustment of the final salary or bonus payment and for independent year-end adjustment, as needed. After year-end adjustments are complete, and you prepare your data tables, you can generate the necessary reports to complete the year-end adjustment business process.

- Banking.

  Global Payroll for Japan supports electronic transfers from multiple company accounts to multiple employee accounts. For each employee, you can define the distribution amounts to multiple banks separately for salary, bonus, independent year-end adjustment, and retirement allowance. The system provides the direct deposit file in a common format that is used by all banks in Japan.

- Payslips.

Global Payroll for Japan enables you to print payslips for monthly salaries, bonuses, independent year-end adjustment, and retirement allowance. Because the format of payslips varies greatly from one company to another, the system provides one format as an example. The system also provides a template that enables you to configure the format to accommodate the payslip style that your organization uses.

Global Payroll for Japan Integrations

This diagram shows the applications with which Global Payroll for Japan integrates, including HR, ePay, Core Global Payroll, Time and Labor, and General Ledger:
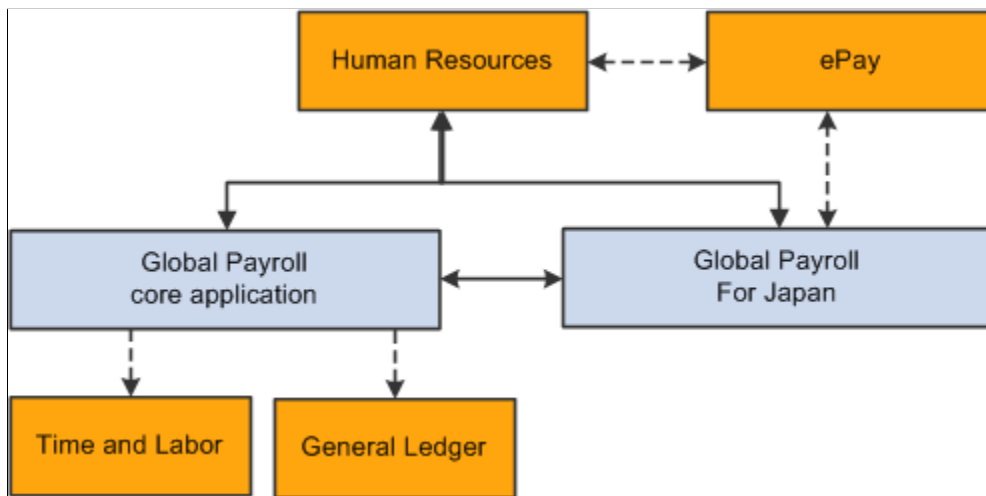
Delivered Elements

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

This section discusses:

- Delivered element creation.

- Element ownership and maintenance.

Delivered Element Creation

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

elements and rules) and the country extensions (which contain country-specific rules and elements that are predefined in the system).

The core application has the following characteristics:

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

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

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

Country extensions have the following characteristics:

- They are built using the core application.

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

Element Ownership and Maintenance

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

Element Ownership in Global Payroll

Global Payroll has the following five categories of element ownership:

Term	*Definition*
PS Delivered/Maintained	Elements delivered and maintained on an ongoing basis by PeopleSoft.
PS Delivered/Not Maintained	Elements delivered by PeopleSoft that the customer must maintain. This category consists primarily of either customary (non-statutory) rules or statutory elements that customers may want to define according to a different interpretation of the rules. Although PeopleSoft may occasionally update elements that are defined as PS Delivered/Not Maintained, you are not required to apply these updates.

Term	Definition
Customer Maintained	Elements created and maintained by your organization. PeopleSoft does not deliver rules that are defined as Customer Maintained.
PS Delivered/Customer Modified	Elements that were originally PS Delivered/Maintained elements, but which the customer has decided to control (this change is irreversible).
PS Delivered /Maintained/Secure	Delivered elements that the customer can never modify or control.

Element Ownership in Global Payroll for Japan

Functional Area	Ownership	Class
Absence and Overtime.	PS Delivered/Not Maintained.	Customary.
Commuting Allowance.	PS Delivered/Maintained.	Statutory.
Earnings—base pay items.	PS Delivered/Not Maintained.	Customary.
Earnings—other items.	PS Delivered/Not Maintained.	Statutory and Customary.
Income Tax.	PS Delivered/Maintained.	Statutory.
Inhabitant Tax.	PS Delivered/Maintained.	Statutory.
Labor Insurance.	PS Delivered/Maintained.	Statutory.
Social Insurance.	PS Delivered/Maintained.	Statutory.
Year-End Adjustment.	PS Delivered/Maintained.	Statutory.
Zaikei Deduction.	PS Delivered/Not Maintained.	Customary.

Related Links
"Defining Element Names" (PeopleSoft Global Payroll)

Element Naming Conventions

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

*   Supporting elements.

*   Primary elements.

*   Component names (suffixes).

This section also discusses:

*   Functional area codes for Japan.

*   Element type codes (PIN_TYPE).

*   Abbreviations in element names for Japan.

*   Suffixes for Japan.

*   Industry and regions feature.

Supporting Elements

Global Payroll for Japan uses the naming convention FF TT NAME for arrays, brackets, counts, dates, durations, formulas, rate codes, variables, historical rules, fictitious calculation rules, proration rules, rounding rules, accumulators, sections, element groups, and generation control conditions. This table explains the components of the naming convention:

Term	Definition
FF	Functional area code.
TT	Type of supporting element.
NAME	The description of the element.

For example, in the social insurance variable SC VR MONTH REM, SC represents the functional area (Social Insurance), VR represents the element type (variable), and MONTH REM stands for monthly remuneration.

Primary Elements

Global Payroll does not use type codes in primary element names. Global Payroll for Japan uses the naming convention FF NAME for earning and deduction elements, which are primary elements. This table explains the components of the naming convention:

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

For example, in the earning CM TX ALW, CM represents the functional area (commuting allowance) and TX ALW stands for taxable commuting allowance. In the earning ER BASE PAYM, ER represents the functional area (for elements related to earning contributions but not related to any other specific functional area), and BASE PAYM stands for monthly base pay.

Component Names (Suffixes)

When you create an earning or deduction element in Global Payroll, you must define the components that make up the element, such as base, rate, unit, and percentage. The system automatically generates the components and accumulators for the element based on the calculation rule or accumulator periods. The system also names the components and accumulators by appending a suffix to the element's name.

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

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

• Separator.

• Earnings and deductions component suffixes.

• Earnings and deductions accumulator suffixes.

• Deduction arrears component suffixes.

Related Links
"Understanding Elements" (PeopleSoft Global Payroll)

Functional Area Codes for Japan

Functional Area Code	Description
AO	Absence and Overtime.
CM	Commuting Allowance.
ER	Earning Contributions (Used for elements that are related to earning contributions but not specifically related to another functional area.)

Functional Area Code	Description
IH	Inhabitant Tax.
IN	Income Tax.
LA	Labor Insurance.
SC	Social Insurance.
YE	Year-End Adjustment.
ZK	Zaikei Deduction.

Element Type Codes (PIN_TYPE)

Element Type Code	Description
AE	Absence Entitlement
AT	Absence Take
AC	Accumulator
AR	Array
AA	Auto Assigned
BR	Bracket
CT	Count
DT	Date
DD	Deduction
DR	Duration
ER	Earning
EG	Element Group

Element Type Code	Description
EM	Error Message
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HC	Historical Rule
PP	Previous Period Rule
PR	Process
PO	Proration Rule
RC	Rate Code
RR	Rounding Rule
SE	Section
SY	System Element
VR	Variable

Abbreviations in Element Names for Japan

Abbreviation	Description
ABS	Absence
AC	Actual Result
ADJ	Adjusted
ALW	Allowance
ANU	Annual

Abbreviation	*Description*
BAL	Balance
BON	Bonus
CD	Code
CHG	Change
CU	Current
D	Daily
DED	Deduction
DFT	Default
EST	Establishment
GR or GRD	Grade
HRS or H	Hours, Hourly
JDG	Judge, evaluate, determine
M	Monthly
MON	Month
MX	Maximum
NO	Number
NOM	Normal
NX	Next
O	Occasional
PR	Previous

Abbreviation	Description
PRM	Premium
PTO	Paid Time Off
RED	Reduction
REM	Remuneration
RET	Retirement
R	Regular
SAL	Salary
SK L or SCLE	Sick Leave
SP L or SPLE	Special Leave
STA	Standard
T	Hourly
TM	Time
TTL	Total
WRK	Work
YR	Year

Suffixes for Japan

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

Industry and Regions Feature

The PeopleSoft system does not use the industry and regions feature in defining elements for Japan.

Archiving Data for Global Payroll for Japan

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

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

See "Archiving Global Payroll Data" (PeopleSoft Global Payroll).

PeopleTools: Data Management

Element Query

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Japan.

Related Links

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

Chapter 3

Defining Country Data

Understanding Global Payroll for Japan System Setup

This section provides general information about how we set up the delivered elements in Global Payroll for Japan. It also provides some notes and cautions about using and configuring the system.

This section discusses how to:

- Use base pay and other PeopleSoft HR data.

- Define pay entity.

- Set up pay types.

- Set up calendar group IDs.

- Understand retroactive pay calculations.

- Use the delivered writable arrays.

- Set up monthly salary earning attributes.

- Set up bonus earning attributes.

- Set up variables for time tracking.

Using Base Pay and Other HR Data

Your Global Payroll for Japan application is designed to use company data and employee personal and job data that is entered in your HR application. We provide the necessary Global Payroll rules, Structured Query Reports (SQRs), and application engine programs to manage the HR data that is needed for payroll processing.

Mapping Base Pay Rate Codes

In calculating base pay, Global Payroll for Japan uses the employee's compensation package that you define using compensation rate codes in HR. As sample data, we deliver three generic rate codes for Global Payroll for Japan (J08–J10) and map them to three generic base pay rate codes in HR (J08-J10). Add, remap, and modify these rate codes as required, as long as the HR rate codes that you map to have the **Base Pay** check box selected on the Comp Rate Code table.

Related Links
"Defining Rate Code Elements" (PeopleSoft Global Payroll)
Understanding Salary and Bonus Rules

Defining Pay Entity

The pay entity is a legal definition of an organization from a payroll perspective; it is the organization that is responsible for making payments to payees. Often, the organization and the pay entity are the same. Use the Pay Entity component in the core Global Payroll application to define pay entities for your organization.

If your social insurance establishments, labor insurance establishments, and tax establishments for income tax and inhabitant tax are smaller organizations than the pay entity, define them on the Tax Establishment page described in this topic. You must have at least one tax establishment defined for social insurance, labor insurance, income tax, and inhabitant tax even if the pay entity as defined is the same as each of these establishments.

Related Links

"Understanding the Organizational Structure" (PeopleSoft Global Payroll)

Setting Up Pay Types

Global Payroll for Japan uses the variable ER VR PAY TYPE to identify the employee's pay type. As delivered, the formula ER FM BASE RATE assigns the value of this variable according to the employee's compensation frequency on the Job Data Compensation record in HR. Valid HR compensation frequencies for Japan are:

Term	*Definition*
M (monthly)	Monthly salaried employees who are not subject to overtime payment.
JM (daily-monthly)	Monthly salaried employees who are subject to overtime payment.
D (daily)	Employees who are compensated on a daily basis.
H (hourly)	Employees who are compensated on an hourly basis.

Note: You should verify that monthly salaried employees who are subject to overtime payment are assigned the JM frequency on the Job Data-Compensation page in HR.

Setting Up Calendar Group IDs

Set up calendar group IDs that are meaningful to your organization and payroll processing periods. Each calendar group can have only one run type, which means that you must set up a unique calendar group ID for each regular, bonus, year-end tax adjustment, or retirement allowance pay run. As sample data, PeopleSoft provides six run types for Japan: salary, bonus, year-end adjustment on bonus, year-end adjustment on salary, independent year-end adjustment, and retirement allowance.

Related Links

"Understanding Calendars" (PeopleSoft Global Payroll)

Understanding Retroactive Pay Calculations

The Global Payroll for Japan application provides the necessary elements for processing retroactive changes in base salary. The following list summarizes how the application processes retroactive changes:

- The trigger for retroactive base salary processing is any change in the HR Job Data Compensation record (COMPENSATION).

  Because this record is a child of the Job Data record, changes in both the Compensation record and the Job Data record trigger retroactive processing.

- These elements are adjusted for retroactive processing:

  - ER BASE PAYM

  - ER BASE PAYD

  - ER BASE PAYH

  - ER OVERTIME

  - ER OT ABVLMT

  - ER NIGHT

  - ER HOLIDAY

  - ER HOLNIG

  - ER TAED RED

  - ER SPLE RED

  - ER ABS RED

  - ER SCLE RED

  - SC REM S01

  - SC REM S02

  - SC REM S03

  - SC REM S04

  - SC REM S05

  - SC REM S06

  - SC REM S07

  - SC REM S08

  - SC REM S09

- SC REM S10

- SC REM S11

- SC REM S12

- Social insurance processing tracks retroactive changes when calculating monthly remuneration and when determining eligibility for occasional revision.

Note: When you add a retroactive data row in HR records, you should place your cursor in the row of data that you want carried forward into your new row. You must manually update any existing data rows that come after your inserted row if you want your new data to be carried forward into the remaining rows of the table.

Payment Keys

Japan organizations should not use payment keys when configuring payroll for Japan.

Caution About Element Segmentation

You should not use the segmentation feature of Global Payroll. If you use segmentation, review all of your report output thoroughly for accuracy; segmentation could impact the data that is being reported.

Related Links

"Understanding the Process of Updating Person and Job Information" (PeopleSoft Human Resources Administer Workforce)

Using the Delivered Writable Arrays

Global Payroll for Japan delivers the following writable arrays

- GPJP Writable Array (GPJP_WA).

  This array stores data that is used in PeopleSoft Application Engine and SQR programs.

- Social Insurance Salary Report Writable Array (GPJP_WA_SC_RPT_SAL).

  This array stores salary data used to create social insurance reports.

- Social Insurance Bonus Report Writable Array (GPJP_WA_SC_RPT_BON).

  This array stores bonus data used to create social insurance reports.

Related Links

"Understanding Data Retrieval Elements" (PeopleSoft Global Payroll)

Setting Up Monthly Salary Earning Attributes

When you create a new earning element for Global Payroll for Japan, you must also set up the attributes. Monthly salary earnings have the following attributes:

- Taxable (or nontaxable).

- Cash (or non-cash).

- Cash remuneration (or non-cash remuneration).

- Wage.

- Fixed wage.

- Basis of overtime pay calculation.

- Basis of pay-cut calculation.

You set up these attributes by adding the earning element to the appropriate accumulators.

Attribute	Accumulator	Description
Taxable Nontaxable	ER AC TAX PAY SAL ER AC NTAX PAY SAL	Total amount of taxable salary pay. Total amount of nontaxable salary pay.
Cash salary Non-cash salary	ER AC CASH SAL ER AC NCASH SAL	Total amount of cash salary. Total amount of non-cash salary.
Cash remuneration Non-cash remuneration	ER AC CASH REM SAL ER AC NCSH REM SAL	Total amount of cash remuneration from salary. Total amount of non-cash remuneration from salary.
Wage	ER AC TTL WAGE SAL	Total amount of salary wages.
Fixed wage	ER AC FIX WAGE SAL	Total amount of fixed salary wages.
Basis of overtime pay calculation	ER AC PRM BASE SAL	Overtime premium salary amount.
Basis of pay-cut calculation	ER AC RED BASE SAL	Reduction base salary amount.

For example, if an earning element were taxable, non-cash, remuneration, wage, fixed wage, and the basis of overtime pay calculation, you would add the element to the following accumulators: ER AC TAX PAY SAL, ER AC NCASH SAL, ER AC NCSH REM SAL, ER AC TTL WAGE SAL, ER AC FIX WAGE SAL, ER AC PRM BASE SAL.

Setting Up Bonus Earning Attributes

When you create a new bonus earning element for Global Payroll for Japan, you must also set up the attributes.

Attribute	Accumulator	Description
Taxable	ER AC TAX PAY	Total amount of taxable bonus pay.
Wage	ER AC TTL WAGE BON	Total amount of bonus wages.
Cash Non-cash	ER AC CASH BON ER AC NCASH BON	Total amount of cash bonus. Total amount of non-cash bonus.
Cash remuneration Non-cash remuneration	ER AC CASH REM BON ER AC NCASH REM BO	Total amount of cash remuneration from bonus. Total amount of non-cash remuneration from bonus.

For a bonus earning, the element must be taxable and wage. You must always add the bonus earning element to the following accumulators: ER AC TAX PAY BON (total amount of taxable bonus pay), ER AC TTL WAGE BON (total amount of bonus wages). Additionally, you must add cash bonuses to ER AC CASH BON and ER AC CASH REM BON. You must add non-cash bonuses to ER AC NCASH BON and ER AC NCASH REM BO.

Setting Up Variables for Time Tracking

You must configure the delivered variables to conform to your organization's business rules. Then you can enter time data for each employee each pay period before running payroll.

Here's how you set up variables:

1. Configure variables for overtime and absence.

   - PeopleSoft delivers four variables for overtime and four variables for pay cut due to absence. You can add additional variables to track additional types of overtime or absence.

   - PeopleSoft delivers five additional variables for tracking time data, such as PTO take and compensatory day off. We also deliver a "dummy" earning for each of these variables to enter the time data through positive input.

   - Remember to create corresponding variables for the overtime premium ratio and reduction ratio.

   - If you use the variables that you added to calculate overtime pay, pay-cut for absence, or any other pay calculations, remember to create or modify formulas and other rules accordingly.

2. Change the delivered value of the variable AO VR PR PRI FLAG if your organization deducts PTO from the current year first.

3. Change the delivered value of the variable AO VR ENT MONTHS if your organization entitles PTO as of a month other than October.

4. Set up your PTO entitlement schedule.

PeopleSoft delivers four variables for scheduling PTO entitlement according to length of service.

- Add new variables and define rules to evaluate length of service if necessary to conform to your organization's entitlement schedule.

- Define the amount of PTO entitlement that is associated with each variable.

- Change the default value of the variable AO VR PTO EXP FLAG if unused PTO for the previous year expires at PTO entitlement.

Related Links

Understanding Time Data Rules
"Understanding Calculation Elements" (PeopleSoft Global Payroll)
"Understanding Overrides" (PeopleSoft Global Payroll)

Setting Up File Handles

If you plan to read and write flat files, you must set up file handles. A file handle instructs the application engine program on the file name and character set to use.

This section discusses how to assign file handles.

Page Used to Set Up File Handles

Page Name	Definition Name	Usage
File Handles JPN Page	GPJP_FILE_HANDL	Assign file handles. Assign a handle to each external file that you want to import or export.

File Handles JPN Page

Use the File Handles JPN page (GPJP_FILE_HANDL) to assign file handles.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Reports** > **File Handles JPN** > **File Handles JPN**

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

Field or Control	Description
File Handle	Assign a unique two-character file handle to each file that you want to import or export. The file handle can be any combination of alphanumeric characters.
File Name	Enter the exact path (including file name) to the file. Use the proper syntax for your operating system.
Character Set	Select the character set in which the file is imported or exported. For file handles related to banking, select JIS_X0201.

Chapter 4

Setting Up Insurance, Taxes, and Payslips

Viewing Delivered Elements

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

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

Setting Up Tax and Insurance Establishments

This section provides an overview of tax and insurance establishments and discusses how to define tax establishments and related activities.

Pages Used to Set Up Tax and Insurance Establishments

Page Name	*Definition Name*	*Usage*
Tax Establishment JPN Page	GPJP_TAX_ESTAB	Define tax establishments. Record the establishment numbers assigned to your organization by income tax agencies. Provide address and additional information related to each establishment.
Social Ins Establishment JPN Page	GPJP_TAX_ESTAB2	Define social insurance establishments. Record the establishment numbers assigned to your organization by the social insurance agencies. Provide address and additional information related to each establishment.
Labor Ins Establishment JPN Page	GPJP_TAX_ESTAB3	Define labor insurance establishments. Record the establishment numbers assigned to your organization by the labor insurance agency. Provide address and additional information related to each establishment.

Understanding Tax and Insurance Establishments

The Tax Establishment table holds the establishment numbers assigned by the income tax, social insurance, and labor insurance agencies. These numbers might apply to your entire organization or to parts of your organization. You must set up each establishment number and provide some additional data for each before you begin to process payrolls.

These topics discuss how to define establishment IDs. Later topics explain how to relate these establishment IDs to individual employees.

Tax Establishment JPN Page

Use the Tax Establishment JPN page (GPJP_TAX_ESTAB) to define tax establishments.

Record the establishment numbers assigned to your organization by income tax agencies. Provide address and additional information related to each establishment.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Taxes** > **Tax Establishment JPN** > **Tax Establishment JPN**

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

Details and Options

Field or Control	Description
Calculation Method	Select whether this salary payer (income tax establishment) calculates income tax by the computer calculation or tax table lookup method when an employee's income tax type is KOU. Valid values are *Computer* and *Table*.
Reference Number 1 and **Reference Number 2**	Enter up to two reference numbers to associate with the tax establishment. These numbers can be used during e-file reporting.

Year-End Adjustment Options

Field or Control	Description
Perform Year-End Adjustment for whom Terminated in December	The default setting for this check box is deselected. Select this check box if your organization's policy is to perform the Year-End Adjustment for the payees who were terminated before the payment date in December.
Always Add Prior Employment Data	The default setting for this check box is selected. If you deselect this check box, the system does not include the sum of salary, withheld tax, the deducted Social Insurance premiums by the previous employer with the sum of those amounts from the current employer, if the payee, who terminates in mid-year, was judged not-subject to Year-End Adjustment.
Always Print Life/Non-Life Insurance Deduction Data	The default setting for this check box is selected. If you deselect this check box, the system does not print Life/Non-Life insurance deduction data on the Withholding Tax Report, if the payee, who terminates in mid-year, was judged not-subject to Year-End Adjustment.

Social Ins Establishment JPN Page

Use the Social Ins Establishment JPN (social insurance establishment) page (GPJP_TAX_ESTAB2) to define social insurance establishments.

Record the establishment numbers assigned to your organization by the social insurance agencies. Provide address and additional information related to each establishment.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Social Ins Establishment JPN** > **Social Ins Establishment JPN**

This example illustrates the fields and controls on the Social Ins Establishment JPN page. You can find definitions for the fields and controls later on this page.

Details and Options

Field or Control	Description
Establishment Reference Nbr (establishment reference number)	Enter the number assigned to the establishment by the social insurance agency. This value is used for reporting purposes.
Empl Pension Fund Estab Nbr (employee pension fund establishment number)	Enter the number assigned to this establishment by the employee pension fund.
Establishment Number	Enter the establishment number assigned by the government.

Field or Control	Description
Public Corporation	Select this option to indicate that members of this social insurance establishment work at a public corporation. When this option is selected and the payee has data on the social insurance dependent data table (GPJP_SC_DEP_DTA), the system will trigger a flag on the Enrollment report indicating that the Health Insurance Dependent report should be submitted.
Employees' Pension Fund	Select this option to indicate that the members of this social insurance establishment are enrolled in the employee pension fund. This field, in addition to the payee's sex, determines the type used for various SI reports.

Labor Ins Establishment JPN Page

Use the Labor Ins Establishment JPN (labor insurance establishment) page (GPJP_TAX_ESTAB3) to define labor insurance establishments.

Record the establishment numbers assigned to your organization by the labor insurance agency. Provide address and additional information related to each establishment.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **Labor Ins Establishment JPN** > **Labor Ins Establishment JPN**

This example illustrates the fields and controls on the Labor Ins Establishment JPN page. You can find definitions for the fields and controls later on this page.

Establishment Information

Field or Control	Description
Title of Owner	Enter the establishment owner's title. This value is used for reporting purposes.

Details and Options

Field or Control	Description
Labor Ins Establishment No	Enter the labor insurance establishment number for your establishment.
Calculation Method	Select whether this labor insurance establishment calculates labor insurance by the computer calculation or table lookup method. Valid values are *Computer* and *Table.*
Industry Type	Select whether this labor insurance establishment is a *Type A, Type B,* or *Type B(Cs)* (construction) industry.

Field or Control	Description
Workers Comp Ins Rate	Enter the worker compensation insurance rate.
Round Up if >= 0.501	The default setting for this check box is deselected. If this check box is deselected, the system discards the fraction in the employment insurance premium regardless of the fraction amount. If you select this check box, the payee's contribution to employment insurance is rounded up if the fraction is greater than or equal to 0.50; it is rounded down if the fraction is less than 0.501

Common Elements Used to Set Up Insurance, Taxes, and Payslip

Field or Control	Description
Object Year	Generally refers to the year for which you want to run a process or report. Sometimes the object year is not a calendar year, as in the case of labor insurance (April 1 of the previous year through March 31 of the object year) and inhabitant tax (June 1 of the object year through May 31 of the following year).
Tax Establishment	A company or a sub-organization of a company, such as a local office, that is responsible to collect (deduct) income and inhabitant tax from employees and to pay the tax to the income tax agency and municipalities.
Salary Payer	A salary payer is defined as a tax establishment.
Salary Payer Reference Number	The number assigned to the salary payer by the income tax agency.
Taxpayer Specification Number	The number assigned to the salary payer by the municipality.
Labor Insurance Establishment	A company or a sub-organization of a company, such as a local office, that is responsible to collect (deduct) labor insurance premiums from employees and to pay the premiums to the labor insurance agencies.
Social Insurance Establishment	A company or a sub-organization of a company, such as a local office, that is responsible to collect (deduct) social insurance premiums from employees and to pay the premiums to the social insurance agencies.

Setting Up for Social Insurance Processing

This section lists a prerequisite and discusses how to set up social insurance premium and view standard remuneration grades.

Pages Used to Set Up Social Insurance Data

Page Name	Definition Name	Usage
Rvw SI Std Remun Grades JPN Page	GPJP_SC_STD_REMUN	View the values and grades on the Monthly Standard Remuneration table.
SI Premium Rates JPN Page	GPJP_SC_EST_DATA	Set up social insurance premium rates. Enter the social insurance premium rates for each social insurance establishment.

Related Links
Understanding Social Insurance Rules

Prerequisite

Before setting up social insurance premium rates, you must define social insurance establishments.

See Setting Up Tax and Insurance Establishments.

Rvw SI Std Remun Grades JPN Page

Use the Rvw SI Std Remun Grades JPN (review social insurance standard remuneration grades) page (GPJP_SC_STD_REMUN) to view the values and grades on the Monthly Standard Remuneration table.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **View SI Std Remun Grades JPN** > **Rvw SI Std Remun Grades JPN**

This example illustrates the fields and controls on the Rvw SI Std Remun Grades JPN page. You can find definitions for the fields and controls later on this page.

View the information on the Monthly Standard Remuneration table, which the system uses to determine an employee's monthly standard remuneration amount and the grade for health insurance and pension insurance premium calculations.

SI Premium Rates JPN Page

Use the SI Premium Rates JPN (social insurance premium rates) page (GPJP_SC_EST_DATA) to set up social insurance premium rates.

Enter the social insurance premium rates for each social insurance establishment.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **SI Premium Rates JPN** > **SI Premium Rates JPN**

This example illustrates the fields and controls on the SI Premium Rates JPN page. You can find definitions for the fields and controls later on this page.

```
SI Premium Rates JPN

   SI Establishment Number  JS05000001              CarrotSoft  Setagaya
 Social Insurance Premium Rates              Find | View All     First  1 of 1  Last

      *Effective Date 01/01/2003            [ ] Round Up if >= 0.51      [+] [-]

   Employee Contribution (Salary)
      Health          Nursing Care      Pension          Pension Fund
      0.04200         0.00540           0.05100          0.01800

   Employee Contribution (Bonus)
      Health          Nursing Care      Pension          Pension Fund
      0.04200         0.00540           0.05100          0.01800

   Payer Contribution (Salary)
      Health          Nursing Care      Pension          Pension Fund
      0.04210         0.00550           0.05110          0.01810

   Payer Contribution (Bonus)
      Health          Nursing care      Pension          Pension Fund
      0.04210         0.00550           0.05110          0.01810
```

Enter the premium rates used to calculate employee and payer contributions for salary and bonus payments.

Field or Control	Description
Round Up if >= 0.51	If this check box is selected, the payee's contribution to social insurance is rounded up if the fraction is greater than or equal to 0.51. If the check box is deselected, the amount is rounded up if the fraction is greater than or equal to 0.6.

Setting Up for Inhabitant Tax Processing

This section provides an overview of the setup for inhabitant tax processing.

Pages Used to Set Up Inhabitant Tax

Page Name	Definition Name	Usage
Municipality Table JPN Page	GPJP_IH_MUNIC	Define municipality codes and associate them with salary payers. For each salary payer, record the taxpayer-specified number assigned by the municipality.
Define Postal Codes JPN Page	POSTAL_TBL_JPN	Associate municipality codes with postal codes.

Understanding the Setup for Inhabitant Tax Processing

Here's how you set up for inhabitant tax processing:

1. Associate municipality codes with tax establishments and taxpayer specified numbers on the Municipality Table page.

2. Associate municipality codes with postal codes on the Define Postal Codes JPN page.

3. Define a file handle for each municipality's electronic file that you want to load directly into the PeopleSoft Inhabitant Tax table.

   Use the File Handles JPN page.

   You do not have to do this step if you load inhabitant tax amounts manually.

Related Links

Understanding the Inhabitant Tax Business Process
Setting Up File Handles

Municipality Table JPN Page

Use the Municipality Table JPN page (GPJP_IH_MUNIC) to define municipality codes and associate them with salary payers.

For each salary payer, record the taxpayer-specified number assigned by the municipality.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Taxes** > **Municipality Table JPN** > **Municipality Table JPN**

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

Field or Control	Description
Salary Payer Reference Number	Select each income tax establishment associated with this municipality.
Taxpayer Specified Number	Enter the number assigned by the municipality to the salary payer for special collection.
Reporting Municipality Code	Enter the reporting municipality code where the wage payment report to be sent.
Payment Municipal Code	Enter the municipal code where the inhabitant tax should be paid.

Define Postal Codes JPN Page

Use the Define Postal Codes JPN page (POSTAL_TBL_JPN) to associate municipality codes with postal codes.

Navigation:

Set Up HCM > Install > Country Specific > Define Postal Codes JPN > Define Postal Codes JPN

This example illustrates the fields and controls on the Define Postal Codes JPN page. You can find definitions for the fields and controls later on this page.

Define Postal Codes JPN

Postal Code	105-0023
Municipal Code	000004 🔍 Minato-ku
Prefecture	13 🔍 Tokyo-To
City	Minato-ku
Address 1	Shibaura
AC City	Minato-ku
AC Address 1	Shibaura

Field or Control	Description
Municipal Code	Select the municipal code to associate with this postal code.

Setting Up Payslips

This section provides an overview of payslip setup and define how to define payslips, templates, and association with pay groups.

Pages Used to Set Up Payslips

Page Name	Definition Name	Usage
Template Positions JPN Page	GPJP_PP_POSVAL	Define payslip positions. View and define all possible data positions on a payslip form or template by section, row, and column.
Templates JPN page	GPJP_PP_TEMPLATE	Define templates to use in printing payslips.
Link to Pay Group JPN Page	GPJP_PP_PAYGROUP	Associate pay groups and run types with payslip templates.

Related Links
Viewing Delivered Elements

Understanding Payslip Setup

Global Payroll for Japan enables you to set up payslips to accommodate variations that you may need for your organization.

Here's how you set up payslips:

1. Define the data element positions on your payslip forms by using the Template Positions JPN page.

   The PeopleSoft system delivers a list of positions but does not maintain it. You can add positions if necessary.

2. Define payslip templates on the Templates JPN page.

   Specify which element to display in which position on each template.

3. Assign payslip templates to pay groups and run types on the Link to Pay Group JPN page.

Template Positions JPN Page

Use the Template Positions JPN page (GPJP_PP_POSVAL) to define payslip positions.

View and define all possible data positions on a payslip form or template by section, row, and column.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Payslips** > **Template Positions JPN** > **Template Positions JPN**

This example illustrates the fields and controls on the Template Positions JPN page (partial). You can find definitions for the fields and controls later on this page.

Field or Control	Description
Section	The number of the payslip section. For example, you might have separate sections for time data, earnings, deductions, and payments.
Row	The horizontal row of data within the section. The first row for a section is always *01*.
Column	The vertical column of data. For each row, the columns are numbered *01* through *09*.
Position	The concatenated section, row, and column. For example, position *010203* represents the position in the third column in the second row of the first section.

Adding Positions

The PeopleSoft system delivers a list of positions. Add positions by entering two-digit numbers in the **Section, Row,** and **Column** fields. You must add a row of data for each position. The system completes the **Position** field after you save the page or click **Refresh.**

Note: You can delete positions, but to maintain flexibility we recommend that you do not.

Templates JPN page

Use the Templates JPN page (GPJP_PP_TEMPLATE) to define templates to use in printing payslips.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Payslips** > **Templates JPN** > **Templates JPN**

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

Field or Control	Description
Payslip ID	The identifier of the template that you're defining.
Short Description	If you do not enter a short description, the system enters the first 10 characters of the **Description** field when you save the page.

Template Details

Field or Control	Description
Position	Select the position of a field on your payslip form.

Field or Control	Description
Entry Type	Select the type of element that you want to appear in the position: *Earning, Deduction, Accumulator,* or *Variable.* The report displays only the last value of a variable if the system encounters segmentation or slicing. Therefore, you must store any values that you want summed into an accumulator.
Element Name	Select from the elements that are valid for the element type that you selected.
Heading	Specify the label for this data on the payslip. If you do not enter a heading in this field, the system prints the first 10 characters of the element name in this field and on the payslip.

Link to Pay Group JPN Page

Use the Link to Pay Group JPN page (GPJP_PP_PAYGROUP) to associate pay groups and run types with payslip templates.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Payslips** > **Link to Pay Group JPN** > **Link to Pay Group JPN**

This example illustrates the fields and controls on the Link to Pay Group JPN page. You can find definitions for the fields and controls later on this page.
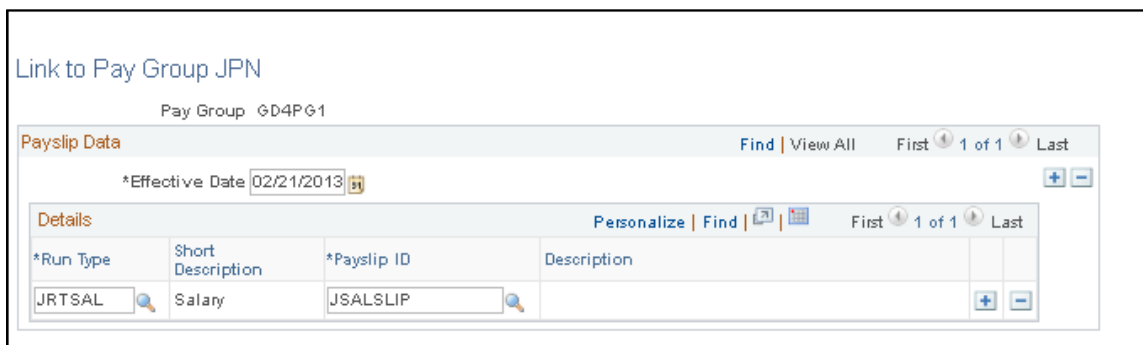
Field or Control	Description
Pay Group	The pay group that you select when you enter the page. If you want a group of payees to have their own unique payslip templates, you must define them as a unique pay group. The system cannot generate payslips for a pay group if it does not have an entry in this page.

Field or Control	Description
Run Type	Add a row for each run type. The system cannot generate payslips for a run type if it does not have an entry in this page.
Payslip ID	For each run type, select the payslip template to use when printing payslips.

Chapter 5

Working with Salary and Bonus

Understanding Salary and Bonus Rules

The delivered rules for determining salary and bonus satisfy Japanese statutory and business requirements. This section reviews some of the requirements and discusses in general terms how the rules satisfy them. Separate topics discuss additional earnings and deductions that affect employee take-home pay.

This section provides an overview of:

- Base pay setup.

- Overtime pay.

- Pay cut due to absence.

- Bonus.

- Earning accumulators.

Base Pay Setup

In calculating base pay, Global Payroll for Japan uses the employee's compensation package that you define by using compensation rate codes in PeopleSoft HR. The base pay rate formula (ER FM BASE RATE) gathers the employee's base pay rate codes, converts them to the frequency of the employee's pay type, and sums them to determine the value of the base pay rate variable (ER VR BASE RATE).

Base pay is calculated differently depending on the employee's pay type. If the employee's pay type is daily or hourly, the system also uses time data when calculating base pay. Enter time data each month on Global Payroll Positive Input pages.

Related Links

Understanding Global Payroll for Japan System Setup
Understanding Time Data Rules

Overtime Pay

You define the value of the variables for overtime premium amounts and overtime premium ratios. The system calculates the employee's overtime base unit, and then calculates overtime pay according to the amount of overtime that you enter for the employee.

The system provides variables for the following overtime premium ratios:

- Regular.

- Holiday.

- Late night.

- Holiday late night.

Note: Japanese labor law specifies that the number of work hours per day be equal to or less than eight. Employees who work more than eight hours on any day are paid overtime. The premium for overtime must be at least 25%. In cases where employees work more than the scheduled number of hours, but less than the legal hours, the company may decide whether to pay overtime with a premium or not. Overtime pay without a premium is not supported by the PeopleSoft application.

Related Links
Understanding Global Payroll for Japan System Setup

Pay Cut Due to Absence

You define the value of the variables for reduction base amounts and reduction ratios. The system calculates the employee's reduction base unit, and then calculates the pay cut based on the amount of absence time that you enter for the employee.

The system provides variables for the following reduction ratios:

- Tardy arrival and early departure.

- Special leave.

- Absence.

- Sick leave.

Bonus

The system delivers the bonus earning element (ER BONUS). Use positive input to enter each employee's bonus amount into this element.

Related Links
"Understanding Positive Input" (PeopleSoft Global Payroll)

Earning Accumulators

For purposes of taxation and insurance premiums, accumulators track the following amounts of each employee's salary and bonus:

- Taxable.

- Nontaxable.

- Cash.

- Non-cash.

- Remuneration subject to social insurance premium.

- Wages subject to labor insurance premium.

Additional accumulators track other details and totals of pay.

Setting Up for Salary Processing

You must enter some data into the system before you calculate salaries for employees whose pay types are other than *Monthly:*

1. Map compensation rate codes that are set up in HR to the Global Payroll Japan rate codes.

2. Enter or update the default value of the variables for calculating overtime pay and pay cut due to absences on the Variable by Category page.

Variable	*Description*	*Category*
ER VR WRK DAYS YR	Annual number of workdays.	Overtime Premium Reduction Base Information
ER VR WRK HRS DAY	Fixed working hours per day.	Overtime Premium Reduction Base Information
ER VR OVR PRM RAT	Overtime premium ratio for regular overtime.	Overtime Premium Rate
ER VR HOL PRM RAT	Overtime premium ratio for holiday overtime.	Overtime Premium Rate
ER VR NIG PRM RAT	Overtime premium ratio for late night overtime.	Overtime Premium Rate
ER VR HOLN PRM RAT	Overtime premium ratio for holiday late night overtime.	Overtime Premium Rate
ER VR TAED RAT	Absence reduction ratio for tardy arrival and early departure.	Reduction Ratio
ER VR SPLE RAT	Absence reduction ratio for special leave.	Reduction Ratio
ER VR ABS RAT	Absence reduction ratio for absence.	Reduction Ratio
ER VR SCLE RAT	Absence reduction ratio for sick leave.	Reduction Ratio

3. Override the default value of the variables at any level necessary on the override page for the appropriate supporting element.

4. Enter each employee's time data for overtime and absence through positive input.

Related Links
"Defining Rate Code Elements" (PeopleSoft Global Payroll)
Setting Up Pay Types

Reporting Earnings and Deductions

Global Payroll provides a generic report that you can configure to list earnings and deductions for each employee.

Related Links
"Understanding Generic Reports" (PeopleSoft Global Payroll)

Viewing Delivered Salary and Bonus Elements

Global Payroll for Japan delivers earnings and process lists to calculate salaries and bonuses.

Salary and Bonus Earnings

Earning	Description
ER BASE PAYM	Base pay (monthly).
ER BASE PAYD	Base pay (daily).
ER BASE PAYH	Base pay (hourly).
ER OT ABVLMT	Overtime pay for hours above monthly limit
ER OVERTIME	Regular overtime allowance.
ER NIGHT	Late night working allowance.
ER HOLIDAY	Holiday working allowance.
ER HOL NIG	Holiday late night working allowance.

Earning	*Description*
ER TAED RED	Pay cut due to tardy arrival and early departure (negative earning).
ER SPLE RED	Pay cut due to special leave (negative earning).
ER ABS RED	Pay cut due to absence (negative earning).
ER SCLE RED	Pay cut due to sick leave (negative earning).
ER BONUS	Bonus.

Salary and Bonus Process Lists

Process List	*Description*
JPRSAL	Regular salary payroll process.
JPRBON	Regular bonus payroll process.

Related Links
"Understanding How to View Delivered Elements" (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 Japan. Instructions for running the query are provided in the *PeopleSoft Global Payroll*.

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

Chapter 6

Tracking Time Data

Understanding Time Data Rules

The delivered rules for processing time data satisfy Japanese statutory and business requirements. This section discusses:

- Overtime and absence time variables.

- Paid time off (PTO).

- Delivered elements.

Overtime and Absence Time Variables

Global Payroll for Japan delivers variables for entering various types of overtime and absence. If your organization tracks additional types of overtime or absence, you can create additional variables.

In each pay period, enter the time data for each employee prior to running payroll.

Related Links
Entering Time Data

PTO

Following is a summary of the rules regarding PTO entitlement, carryover, and take.

PTO Entitlement

PTO entitlement rules are:

- The PeopleSoft system provides a set of variables and formulas for a schedule of entitlement.

  You can redefine the delivered elements and add additional variables and formulas to accommodate the entitlement schedule in your organization.

- *October* is the delivered value for the month when PTO is entitled.

  You can redefine this variable or override the value at the pay entity, pay group, or payee level.

PTO Carryover

PTO carryover rules are:

- Accumulators separately track balances of PTO that was earned in the previous and current years.

- An expiration indicator variable (AO VR PTO EXP FLAG) determines whether unused PTO in the previous year is expired when PTO is carried over.

  The delivered value is *Yes;* unused previous year PTO is expired at the time of PTO entitlement.

  - If the value of the variable is *Yes,* unused PTO in the previous year is deleted (expired) and only the current year's unused PTO is carried into the new entitlement period as previous year unused PTO.

  - If the value of the variable is *No,* unused PTO in the previous year is accumulated with the current year's unused PTO, and both are carried into the new entitlement period as previous year unused PTO.

PTO Take

A priority indicator variable (AO VR PR PRI FLAG) determines whether to first take the current year PTO or PTO carried over from entitlement in the previous year. The delivered value is set to take PTO entitled in the previous year first. You can redefine the delivered value or override the value at the pay entity or pay group level.

Viewing Delivered Elements

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

Related Links

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

Preparing to Enter Time Data

You must configure the delivered variables to conform to your organization's business rules. Then you can enter time data for each employee each pay period before running payroll.

Entering Time Data

Enter employees' time data as positive input. If you're entering data for many employees, you can speed the process by using the Positive Input by Template page.

Here's how you enter time data by using templates:

1. Set up templates for entering time data on the Positive Input Template page.

   - Set up more than one template if you need more than six elements of time data.

   - Use the same templates each pay period or change them as necessary.

2. Enter time data for each employee in a pay group and calendar ID on the Positive Input by Template page.

    Associate a template with the pay group and calendar ID when you enter the page.

Related Links
"Understanding Positive Input" (PeopleSoft Global Payroll)

Reporting Time Data

Global Payroll provides a generic report that you can configure to list time data and PTO balance for each employee.

Related Links
Running Generic Global Payroll Reports for Japan

Chapter 7

Processing Terminations

Understanding Termination Processing

The PeopleSoft system delivers rules and procedures that support the automatic calculation of year-end adjustment (YEA) for employees terminated by reason of death.

The termination judge formulas (YE FM YEA ELIG for regular salary, YE FM ELIG BON for regular bonus, and YE FM ELIG YE for December salary and bonus) determine the following:

1. When the payee has been terminated.

   Whether a payee who is subject to payroll calculation is terminated during the current pay period.

   YE FM YEA ELIG determines if the employee has been terminated during the current pay period. YE FM ELIG BON and YE FM ELIG YE determine if the employee has been terminated as of the payment date.

   This decision is based on whether the employee's Job record has the action *TER* (terminated) as of the Period End date if the Payroll is for Salary, or, as of the Payment date if the Payroll is for Bonus or December salary.

2. Whether the payee is subject to YEA calculation at the time of the last payment calculation.

   This determination is based on whether the employee's Job record with action *TER,* selected in the previous step, also has the reason *DEA* (death).

   Note: You can modify formulas YE FM YEA ELIG, YE FM ELIG BON and YE FM ELIG YE to add additional reason codes if you want the system to automatically calculate YEA for employees who are terminated for reasons other than death, such as international transfer.

When the formula YE FM YEA ELIG or YE FM ELIG BON or YE FM ELIG YE returns the value *1,* indicating that the payee qualifies for YEA calculation, the system processes the YEA calculation sections in the salary and bonus process lists. These sections are initial process of YEA (YE SE INIT), and YEA on salary payment (YE SE TAX ADJ SAL) or YEA on bonus payment (YE SE TAX ADJ BON).

Viewing Delivered Elements

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

Related Links

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

Processing Terminated Employees

This section discusses how to:

- Insert termination Job records.

- Maintain year-end data of terminated employees.

- Process payroll.

Inserting Termination Job Records

The termination Job record must be inserted before the payee's last payment is processed.

For example, an employee's last day is May 10, and the pay period of her last payment is from April 16 through May 15. The payroll is processed on May 20. In this example, before her last payment is processed on May 20, you must enter her termination Job record with an effective date of May 11.

Maintaining Year-End Data of Terminated Employees

Follow the standard procedures for entering tax, dependent, and YEA deduction information for the terminated employee.

Related Links
Understanding YEA

Processing Payroll

You do not have to take any special action to process payroll for terminated employees. If the employee is terminated during the pay period by reason of death, the system automatically processes YEA salary calculations.

For bonuses, the system determines if the payee is dead as of the payment date. YEA calculations are made if the date of death is before or on the payment date.

You can modify the rules to automatically process YEA for other termination reasons, as well.

Related Links
Understanding Termination Processing

Creating the Withholding Tax Report for Terminated Employees

This section discusses how to load, review YEA report data for terminated employees.

Pages Used to Create the Withholding Tax Report for Terminated Employees

Page Name	Definition Name	Usage
Load YEA Report Data JPN Page	GPJP_RC_YEALOAD	Run the process to load YEA data for terminated employees.
Rvw/Update YEA Report Data JPN Page	GPJP_YEA_TABLE	View results of the YEA Data Load process for terminated employees. View data and update the Submit to Tax Office indicator and **Summary** field.
Withholding Tax Report JPN Page	GPJP_RC_YEAWHRPT	Print the Withholding Tax report for terminated employees. If the final payment for the employee included year-end processing (termination due to death), then the Withholding Tax report shows the result of YEA.

Load YEA Report Data JPN Page

Use the Load YEA Report Data JPN page (GPJP_RC_YEALOAD) to run the process to load YEA data for terminated employees.

Navigation:

Global Payroll & Absence Mgmt > **Termination Processing** > **Load YEA Term Report Data JPN** > **Load YEA Report Data JPN**

This example illustrates the fields and controls on the Load YEA Report Data JPN page. You can find definitions for the fields and controls later on this page.

Note: This page is similar to the Load YEA Report Data page that is accessed through the Year-End Processing menu path. To load YEA data for terminated employees, you must access the page through the Termination Processing menu path. The system compares the termination date with different dates depending upon the type of payment being made. For salary, the system compares the termination with the period end date. If the termination occurs before the period end date, the system considers the employee terminated. For bonus, the system considers the employee terminated if the effective date occurs before the payment date.

Field or Control	Description
Calendar Group ID	Select the calendar group ID of the final salary or bonus payment.

Business Unit, Department, and **EmplID,** are optional parameters that you can use to create YEA report data for terminated employees who belong to a specific business unit or department, or for a specific employee.

Rvw/Update YEA Report Data JPN Page

Use the Rvw/Update YEA Report Data JPN page (GPJP_YEA_TABLE) to view results of the YEA Data Load process for terminated employees.

View data and update the Submit to Tax Office indicator and Summary field.

Navigation:

Global Payroll & Absence Mgmt > **Termination Processing** > **Update YEA Report Data JPN** > **Rvw/Update YEA Report Data JPN**

View results of the YEA Data Load process and update the Submit to Tax Office indicator and the Summary field.

See Rvw/Update YEA Report Data JPN Page.

Withholding Tax Report JPN Page

Use the Withholding Tax Report JPN page (GPJP_RC_YEAWHRPT) to print the Withholding Tax report for terminated employees.

If the final payment for the employee included year-end processing (termination due to death), then the Withholding Tax report shows the result of YEA.

Navigation:

Global Payroll & Absence Mgmt > **Termination Processing** > **Term Withholding Tax Rpt JPN** > **Withholding Tax Report JPN**

This example illustrates the fields and controls on the Withholding Tax Report JPN page. You can find definitions for the fields and controls later on this page.

Note: This page is similar to the Withholding Tax Report JPN page that is accessed through the Year-End Processing menu path. To print the Withholding Tax report for terminated employees, you must access the page through the Termination Processing menu path.

Field or Control	*Description*
Calendar Group ID	Select the calendar group ID of the final salary or bonus payment.
Employees	Select whether to print the report for all terminated employees or only those with Submit to Tax Office selected on the Rvw/ Update YEA Report Data JPN page.

Pay Entity, Business Unit, Location, Department, and **EmplID,** are optional parameters that you can use to narrow the selection to a group of terminated employees or a specific employee.

The **Sort Order** group box enables you to sort the report by business unit, location code, and department.

Note: You must run the Load YEA Report Data JPN process before printing this report.

Chapter 8

Managing Unemployment Certificates and Wage Certificates at 60

Understanding Unemployment Certificates

Terminated employees can request that the company submit an Unemployment Certificate on their behalf to the appropriate job security office. In return, the agency sends an Unemployment Report to the company, which it must then pass to the employee.

Note: Not all job security offices accept printed Unemployment Certificates, preferring a manually completed form. It is your responsibility to determine whether the Unemployment Certificate can be printed.

The certificate comprises three sections. The first section contains the header and personal and labor insurance establishment information. The second section contains the employee's payment history. The third section describes the reasons for termination.

With Global Payroll for Japan, you can:

- Add a row to the Job record for the termination of an employee.

  Note: The effective date on the termination Job record must be the first day that the employee was unemployed.

- Load the Unemployment Certificate data.

- Review and update Unemployment Certificate data.

- Create an Unemployment Certificate.

Viewing Delivered Elements

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

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

Loading Unemployment Certificate Data

This section provides an overview of the Unemployment Certificate load process.

Pages Used to Load Unemployment Certificate Data

Page Name	Definition Name	Usage
Loading Unemployment Certificates Page	GPJP_RC_UC_LOAD	Load payroll and work-time information for the generation of the Unemployment Certificate.
Payee List - Load Unemployment Cert JPN Page	GPJP_RC_UC_SEC	Select the payees to be included on the Unemployment Certificate.

Understanding the Unemployment Certificate Load Process

Global Payroll for Japan provides a process to retrieve information for creating the Unemployment Certificate. Some of this information is stored in the results tables for Global Payroll. Other parts of this information must be entered manually or retrieved from a company's time management system, which may be PeopleSoft Time and Labor or a third-party time management system.

An intermediate table called the Unemployment Certificate Data table has been created so that the system can store both the information that is loaded from the results tables for Global Payroll and information that is stored outside of the results tables.

The load process extracts the wage history data of terminated employees from the calculation results data for Global Payroll and loads the history data into the intermediate report table.

Note: Wage history data are automatically loaded by the Load Unemployment Certificate Data process and can be updated manually afterward. When you want to reload the data, you can keep the manually updated data.

For the Unemployment Certificate process, the system:

1. Selects the employee ID, employment record number, and termination date.

2. Identifies the corresponding hiring date.

3. Selects Global Payroll Calendar IDs that are subject to the Unemployment Certificate.

4. Finds the dates when the employee changed from a short-time worker to a non-short time worker, or vice versa, if applicable.

   This information is necessary because the length of payment history information that is required on the Unemployment Certificate depends on the worker type.

5. Creates a list of appraisal period begin and end dates.

6. Calculates values to be loaded to the Unemployment Certificate Data table by calendar ID.

7. Loads the data into the Unemployment Certificate Data table.

Loading Unemployment Certificates Page

Use the Load Unemployment Cert JPN (load unemployment certificate Japan) page (GPJP_RC_UC_LOAD) to load payroll and work-time information for the generation of the Unemployment Certificate.

Navigation:

Global Payroll & Absence Mgmt > Termination Processing > Load Unemployment Cert JPN > Unemployment Cert

This example illustrates the fields and controls on the Load Unemployment Cert JPN page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Labor Insurance Establishment	Enter the labor insurance establishment for the employee.
Business Unit	Optionally, enter a business unit.
Department	Optionally, enter a department.
Terminated from Date and To Date	Employees whose termination dates fall into this period you specify are included in the report.

Field or Control	Description
Overwrite Checkbox	Wage history dates are automatically loaded by the Load Unemployment Certificate Data process and can be manually updated. When you want to reload the data, you can keep the manually updated data. Select the check box if you want the load process to overwrite all data, including data that is updated manually. When you run the load process more than once for an employee, manually updated data will be deleted if you select this check box. **Note:** The load process always overwrites Wage History data that was loaded previously by the process (not updated manually) with the latest calculation results data for Global Payroll regardless of the status of the **Overwrite Checkbox** field.
Payee List	Click this link to access the list of payees that will be included on the Unemployment Certificate. If the **Payee List** check box is selected, one or more employee IDs has been entered on the Payee List secondary page. If this check box is deselected, no employee ID is entered on the Payee List secondary page.

Payee List - Load Unemployment Cert JPN Page

Use the Payee List - Load Unemployment Cert JPN page (GPJP_RC_UC_SEC) to select the payees to be included on the Unemployment Certificate.

Navigation:

Click the **Payee List** link on the Load Unemployment Cert JPN page.

This example illustrates the fields and controls on the Payee List - Load Unemployment Cert JPN page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
EmplID	Select the employee IDs for the payees to be included on the Unemployment Certificate. The employees who are listed on the Payee List must meet the criteria that is defined on the Load Unemployment Cert JPN page. This means that the employees who are on the Payee List must belong to the labor insurance establishment and pay entity that are specified on the Load Unemployment Cert JPN page and must have been terminated between the dates entered in the **Termination From Date** and **To Date fields.**

Reviewing and Updating Unemployment Certificate Data

This section provides an overview of Unemployment Certificate data updates.

Pages Used to Update Unemployment Certificate Data

Page Name	Definition Name	Usage
Wage Payment History Page	GPJP_UC_WPMT_HIST	Enter and view information about wage payment history.
Reason of Termination Page	GPJP_UC_RSN_TERM	Enter and view information about reason of termination.

Understanding Unemployment Certificate Data Updates

The load process creates the wage history information that is required for the Unemployment Certificate. However, this is only one part of the information that is required for the certificate. You also need to enter the terminated employees' personal information, such as reason for termination. You can enter this information in the Update Unemployment Cert JPN component. In this component, you can also enter wage history information for the employee, if necessary.

Wage Payment History Page

Use the Wage Payment Hist (wage payment history) page (GPJP_UC_WPMT_HIST) to enter and view information about wage payment history.

Navigation:

Global Payroll & Absence Mgmt > **Termination Processing** > **Update Unemployment Cert JPN** > **Wage Payment Hist**

Note: You can access multiple Unemployment Certificate entries for an employee in the first scroll area of the **Unemployment Certificate** group box, above the **Eligible** field.

Field or Control	Description
Termination Date	The system displays the date that the employee was terminated. **Note:** You cannot change the termination date on this page; however, a work around is available if you find an incorrect termination date. See the subsequent field description for the **Delete** button for instructions on how to change the termination date for an employee.
Eligible	Deselect this check box if you want to keep the Unemployment Certificate data for a specific employee, but don't want to print the certificate. Eligible is the default value.
Over 59	The system automatically selects this check box if it validates that the payee is over 59 years old during the Load Unemployment Certificate Data process. When the check box is selected, you must submit the report to the Job Security Office regardless of the payee's request.
Delete	If you find that the Termination Date of the Unemployment Certificate data is incorrect, click the **Delete** button. Then correct the employee's Termination Date on the Job record. After that, run the Load Unemployment Certificate Data process for the employee again. **Note:** You cannot keep manual modifications that you made to the Unemployment Certificate data record. You need to enter the modifications again, after completing this procedure.

Period Tab

Field or Control	Description
Include	Deselect if you don't want to include this row of information on the Unemployment Certificate. Include is the default value.
Calendar ID	The load process populates this field by searching the calendar on GP result tables that corresponds to the appraisal period on the same row.
Short Time Worker	Select if the employee was a short-time worker.

Field or Control	Description
Appraisal Prd Begin Date (appraisal period begin date) and **Appraisal Prd End Date** (appraisal period end date)	The **Appraisal Prd End Date** on the first row is the termination date. The end date on other rows is the date one month earlier than the end date of the preceding row. The system populates the **Begin Date** fields so that the begin date and the end date on the same row make a one month period.
Base Num of AP Days (base number of approval period days)	Enter the number of days from the appraisal period begin date to the appraisal period end date. This information is loaded automatically as an initial value regardless of the pay type for the employee. If the pay type for the employee is not Monthly Exempt, the base number of days must be entered manually.
Pay Period Begin Date and **Pay Period End Date**	The begin date and the end date of the pay period that includes the **Appraisal Period End Date** on the same row.
Base Num of PP Days (base number of pay period days)	The payment base date that is calculated by the SC FM BASE DAYS formula is loaded into this field automatically.
Particular note about wage	Enter a note about the employee's wages, if necessary.
Last Updated By	The value of this field is updated by the system. When the process loads the wage history data, this field is set to *System.* When you modify any information outside of the **Wage Payment History** grid, the system changes the **Last Updated By** field to *User.*
Update On	If the **Last Updated By** field is set to *System,* this field displays the date on which the process was run. If the **Last Updated By** field is set to *User,* this field displays the date on which you modified the data. **Note:** The changes to the **Update On** field apply only if you modify information outside of the **Wage Payment History** grid. If you modify information on the **Wage Payment History** grid, no changes will occur in the **Update On** field.

Wages Tab

In addition to the common fields defined previously, the Wages tab includes the following fields:

Field or Control	Description
Amount (A)	Enter the total amount of wages for a monthly salaried worker.
Amount (B)	Enter the amount of base pay for daily and hourly salaried workers.
Total	The total of amount A and amount B is displayed.
Remarks	Enter special remarks (such as unpaid wages) for the period, if applicable.

Reason of Termination Page

Use the Reason of Term (reason of termination) page (GPJP_UC_RSN_TERM) to enter and view information about reason of termination.

Navigation:

Global Payroll & Absence Mgmt > **Termination Processing** > **Update Unemployment Cert JPN** > **Reason of Term**

This example illustrates the fields and controls on the Reason of Term page (1 of 3). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Reason of Term page (2 of 3). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Reason of Term page (3 of 3). You can find definitions for the fields and controls later on this page.

Note: You can access multiple Unemployment Certificate entries for an employee in the first scroll area of the **Unemployment Certificate** group box, above the **Termination Date** field.

Field or Control	Description
Termination Date	Displays the date that the employee was terminated.

Field or Control	Description
Reason of Termination	Select the reason for termination. Values are *Collapse of Company, Mandatory Retirement or Termination of Employment Contract, Company's Decision, Employee's Decision,* and *Other.* Depending on what you select, you may need to define the reason with more detail.
Reason	If you select a termination reason or *3. (3–2), 4. (1)(1.6),* or *5,* you can enter a description of the specific reason.
Statement on the situations on the termination	Add a statement about the termination, if necessary.

Creating the Unemployment Certificate

This section provides an overview the Unemployment Certificate report and discusses how to generate Unemployment Certificates.

Page Used to Create Unemployment Certificates

Page Name	Definition Name	Usage
Print Unemployment Cert JPN Page	GPJP_RC_UC_RPT	Generate Unemployment Certificates.

Understanding the Unemployment Certificate Report

After the load process retrieves the information, you can create the Unemployment Certificate report based on data that is in the intermediate report table. The report includes information about the terminated employee, such as Labor Insurance Establishment, employee payment history, and reason for termination.

Print the information on the blank Unemployment Certificate form supplied by the Job Security Office.

Note: A terminated employee must meet several conditions to be eligible for the unemployment benefit, such as the length of his or her employment.

Print Unemployment Cert JPN Page

Use the Print Unemployment Cert JPN (print unemployment certificate Japan) page (GPJP_RC_UC_RPT) to generate Unemployment Certificates.

Navigation:

Global Payroll & Absence Mgmt > **Termination Processing** > **Print Unemployment Cert JPN** > **Print Unemployment Cert JPN**

This example illustrates the fields and controls on the Print Unemployment Cert JPN page. You can find definitions for the fields and controls later on this page.

Note: The fields and parameter settings on this page are the same as those that are used in the Load process that was discussed earlier. You don't need to re-enter the same parameters if you want to use the same settings for both loading and printing. You can save the settings when you define them for the run control page for loading and use the same run control ID for printing.

Related Links

Loading Unemployment Certificate Data

Managing Wage Certificates at 60

This section provides an overview of Wage Certificates at 60 and discusses how to:

- Load Wage Certificate at 60 data.

- Review and update Wage Certificate at 60 data.

- Print Wage Certificates at 60.

Understanding Wage Certificate at 60

Similar to terminated employees who can receive an unemployment benefit in proportion to their wages during a specific period prior to the termination, older employees can receive an Employment Continuation Benefit in proportion to their wages during a specific period before becoming 60 years old. The Wage Certificate at 60 and the Unemployment Certificate are very similar in their requirements for eligibility. The format of these reports is basically the same with the exception of the effective date. The Unemployment Certificate is created using information as of the termination date. The Wage Certificate at 60 is created using information as of the date when the employee is assumed to reach age 60. This date is

basically the date when the employee becomes 60 years old, but strictly speaking, this is the first date that meets both of the following conditions:

- The employee's age is between 60 and 64.

- At least five years have passed since the employee enrolled in the Employment Insurance plan.

Examples of Effective Date for Wage Certificate at 60

If the payee's birth date is May 10, 1945 and the Employment Insurance enrollment date is April 1, 1968, the Wage Certificate at 60 is effective May 9, 2005.

If the payee's birth date is May 10, 1945 and the Employment Insurance enrollment date is April 1, 2003, then this payee is regarded as reaching age 60 effective March 31, 2008 because on this date the payee meets both conditions discussed above.

Pages Used to Manage Wage Certificates at 60

Page Name	Definition Name	Usage
Load Wage Cert at 60 JPN Page	GPJP_RC_UC_LOAD	Load data for the Wage Certificates at 60.
Update Wage Cert at 60 JPN Page	GPJP_RC_UC_UPD	Review and update wage certificate information.
Print Wage Cert at 60 JPN Page	GPJP_RC_UC_RPT	Print Wage Certificates at 60.

Load Wage Cert at 60 JPN Page

Use the Load Wage Cert at 60 JPN (load wage certificate at 60 Japan) page (GPJP_RC_UC_LOAD) to load data for the Wage Certificates at 60.

Navigation:

Global Payroll & Absence Mgmt > **Social Security / Insurance** > **Load Wage Cert at 60 JPN** > **Load Wage Cert at 60 JPN**

This example illustrates the fields and controls on the Load Wage Cert at 60 JPN page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
60 Years Old from and **To Date**	Employees whose became eligible for the Wage Certificate at 60 during this period are picked up by the load process.

Other fields on this page are the same as those on the Load Unemployment Cert JPN page.

See Loading Unemployment Certificates Page.

Update Wage Cert at 60 JPN Page

Use the Update Wage Cert at 60 JPN (update wage certification at 60 Japan) page (GPJP_RC_UC_UPD) to review and update wage certificate information.

Navigation:

Global Payroll & Absence Mgmt, Social Security / Insurance, Update Wage Cert at 60 JPN, Update Wage Cert at 60 JPN

The Update Wage Cert at 60 JPN page functions in the same way as the Wage Payment Hist page that is described in the Reviewing and Updating Unemployment Certificate Data section, except that the **Became eligible as of** field is displayed instead of the **Termination Date** field.

See Wage Payment History Page.

Print Wage Cert at 60 JPN Page

Use the Print Wage Cert at 60 JPN (print wage certificate at 60 Japan) page (GPJP_RC_UC_RPT) to print Wage Certificates at 60.

Navigation:

**(Global Payroll & Absence Mgmt >   Social Security / Insurance >   Print Wage Cert at 60 JPN >
Print Wage Cert at 60 JPN).**

This example illustrates the fields and controls on the Print Wage Certificate JPN page. You can find
definitions for the fields and controls later on this page.

The fields and parameter settings on this page are the same as those that are used in the Load process that
was discussed earlier. You don't need to re-enter the same parameters if you want to use the same settings
for both loading and printing. You can save the settings when you define them for the run control page for
loading and use the same run control ID for printing.

See Loading the Wage Certificate at 60 Data.

Loading the Wage Certificate at 60 Data

Access the Load Wage Cert at 60 JPN page **(Global Payroll & Absence Mgmt >   Social Security /
Insurance >   Load Wage Cert at 60 JPN >   Load Wage Cert at 60 JPN).**

This example illustrates the fields and controls on the Load Wage Cert at 60 JPN page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
60 Years Old from and **To Date**	Employees whose became eligible for the Wage Certificate at 60 during this period are picked up by the load process.

Other fields on this page are the same as those on the Load Unemployment Cert JPN page.

See Loading Unemployment Certificates Page.

Reviewing and Updating Wage Certificate at 60 Data

The Update Wage Cert at 60 JPN page functions in the same way as the Wage Payment Hist page that is described in the Reviewing and Updating Unemployment Certificate Data section, except that the **Became eligible as of** field is displayed instead of the **Termination Date** field.

See Wage Payment History Page.

Printing the Wage Certificate at 60

Access the Print Wage Certificate JPN page **(Global Payroll & Absence Mgmt >   Social Security / Insurance >   Print Wage Cert at 60 JPN >   Print Wage Cert at 60 JPN).**

This example illustrates the fields and controls on the Print Wage Certificate JPN page. You can find definitions for the fields and controls later on this page.

The fields and parameter settings on this page are the same as those that are used in the Load process that was discussed earlier. You don't need to re-enter the same parameters if you want to use the same settings for both loading and printing. You can save the settings when you define them for the run control page for loading and use the same run control ID for printing.

See Loading the Wage Certificate at 60 Data.

Chapter 9

Processing Retirement Allowances

Understanding Retirement Allowance Processing

Upon retirement, payees may be eligible for a retirement allowance based on years of service, base pay, the reason for termination, or other criteria, according to your organization's policies. With Global Payroll for Japan, you can enter an employee's retirement allowance and have the system automatically calculate and deduct the related income tax and inhabitant tax (prefecture tax and municipality tax) on retirement earnings. The system can also generate a withholding tax report and payslips for retirement allowances.

This section discusses:

- Delivered elements for retirement allowances.

- Viewing delivered elements.

- Deduction processing rules.

- Retirement allowance setup and processing.

Delivered Elements for Retirement Allowances

Global Payroll for Japan delivers these elements for processing retirement allowances:

- Earning element (ER RET ALW).

  Use this element when entering the earning amount of an employee's retirement allowance through positive input.

- Accumulator (ER AC RET ALW EARN).

  This elements stores the earning amount of the retirement allowance. It has two members: earning element, ER RET ALW, which you populate through positive input, and the accumulator ER AC RET CUST ERN, which has no contributing members as delivered. You can have additional earnings contribute to ER AC RET ALW EARN by adding earning elements as members of that accumulator.

- Deduction elements (IN TAX RET, IH MUNIC RET), and (IH PREFT RET).

  The system uses these elements to calculate income tax, municipality tax, and prefecture tax for retirement allowances.

- Process list (JPRRET).

  This is the process list that is associated with the delivered run type element.

Viewing Delivered Elements

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

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

Deduction Processing Rules

Global Payroll for Japan processes tax deductions for retirement allowance earnings by:

- Calculating the deduction amount of the retirement allowance, taking into account overlapping years of service and retirement due to disability.

- Calculating the retirement allowance income after the deduction by summing the earning amount of the retirement allowance (that you enter through positive input) and the former retirement allowance paid in the same year (as reported on the Maintain Ret Allow Data JPN page) and subtracting the deduction amount of the retirement allowance.

- Calculating the taxable amount of the retirement allowance.

- Determining the income tax on the taxable amount of the retirement allowance, taking into account whether the employee submitted a retirement income report.

  Note: The system calculates income tax of zero when the retirement allowance was paid due to death.

- Determines the inhabitant tax based on the retirement allowance income after the deduction.

Retirement Allowance Setup and Processing

Retirement allowances are handled as unscheduled payments in an off-cycle run.

High-level steps for setting up and processing retirement allowances include:

1. Entering retirement allowance data, including the employee's years of service and data from the payee's Retirement Income report on the Maintain Ret Allow Data JPN page.

   The system uses this information when it calculates the deduction amount of the retirement allowance and the taxes on the current retirement allowance. This step is required whether or not the payee has submitted a Retirement Income report.

2. Using the Off Cycle component to enter the payee's current retirement allowance earning as an unscheduled payment.

3. If applicable, entering the payee's date of death on the Biographical Details page in the Administer Workforce JPN business process in PeopleSoft HR.

4. Running an off-cycle process for retirement allowances.

5. Printing payslips.

6.   Generating the Retirement Allowance Withholding Tax report.

Entering Retirement Allowance Data

This section discusses how to enter years of service and data from an employee's Retirement Income report.

Page Used to Enter Retirement Allowance Data

Page Name	Definition Name	Usage
Maintain Ret Allow Data JPN Page	GPJP_RA_PYE_DATA	Enter data that is used to calculate a payees withholding tax on a retirement allowance.

Maintain Ret Allow Data JPN Page

Use the Maintain Ret Allow Data JPN page (GPJP_RA_PYE_DATA) to enter data that is used to calculate a payees withholding tax on a retirement allowance.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Terminations** > **Maintain Ret Allow Data JPN** > **Maintain Ret Allow Data JPN**

This example illustrates the fields and controls on the Maintain Ret Allow Data JPN page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Effective Date	Enter the payees retirement date.
Date of Death	This field appears only if the payees date of death is entered on the Biographical Details page in Administer Workforce JPN. It is used with the Period End Date field.
General	Select if the employee is in General category. **Note:** If this check box is selected, Start Date and End Date of General row will be displayed with Hire Date and Termination Date and years of service is calculated accordingly. You can also edit the Start Date and End Date. Years of Service is calculated automatically based on the Start Date and End Date.

Field or Control	Description
Retirement by Disability	Select if the retirement is due to disability.
Retirement Income Report Submitted	Select if the payee submitted a Retirement Income report to your organization. If this check box is deselected, the system applies an income tax rate of 20 percent to the gross amount of the retirement allowance.
Submit to Tax Office	This check box is used when printing the Legal Payment Summary report. If selected, the payees earnings and withholding tax are included in the figures that are reported as submitted to the tax office.
Specific Executive	Select if the employee is in Specific Executive category. By selecting this check box, the Start Date and End Date of Specific Executive will be displayed with Hire Date and Termination Date and years of service is calculated accordingly. **Note:** The Start Date and End Date of a Specific Executive cannot be more than 5 years. The Executive with tenure of five years or more should be considered as a General employee.

Years of Service

Field or Control	Description
Override	Select this check box to override the Start Date or End Date and Years of Service.

Field or Control	Description
General - Start Date, End Date and Years of Service	The Start Date field displays the hire date or rehire date of payees in general category by default (as defined on the Job Information page). The End date field displays the termination date of payees under general category by default (as defined on the Job Information page). **Note:** If a date of death is displayed on this page for the payee, and that date matches the period end date, the system considers the retirement allowance as paid due to the payees death and calculates income tax and inhabitant tax as zero. It also excludes the retirement allowance from the Retirement Allowance Withholding Tax Report. The General Start Date and End Date fields are enabled only if the General field check box is selected. You can modify the dates as per requirements. Years of Service are calculated automatically based on the Start Date and End Date.
Specific Executive - Start Date, End Date and Years of Service	The Start Date field displays the hire date or rehire date of payees under Specific Executive category by default (as defined on the Job Information page). The End date field displays the termination date of payees under Specific Executive category by default (as defined on the Job Information page). The Specific Executive Start Date and End Date fields are enabled only when Specific Executive field check box is selected. Years of Service are calculated automatically based on the Start Date and End Date. Years of Service for Specific Executive cannot be more than 5 years.
Overlap - Start Date, End Date and Years of Service	The overlap Start Date, End Date, and Years of Service fields are displayed based on the General/Specific Start Date and End Date. Any overlap period between General Employment and Specific Executive Employment is calculated automatically and the years of service for overlap period is also calculated automatically.
Total - Start Date, End Date and Years of Service	Based on the General Employment/Specific Executive and the overlap period, overall start date and end date of the employment is calculated automatically. Overall years of service is also calculated accordingly.

Former Retirement Allowance Paid in Same Year

Complete the fields in this group box using the data that the employee reported on the Retirement Income report. The system references the data in these fields when it calculates taxes on the retirement allowance.

Other Retirement Allowance Paid in Last 5 Years

Complete the fields in this group box using the data that the employee reported on the Retirement Income report. The system references the data in these fields when it calculates taxes on the retirement allowance.

If an employee works in two different organizations simultaneously, retirement allowance deductions should be made for only one instance in the overlapping period.

Note: The "Former Retirement Allowance Paid in the Same Year" and "Other Retirement Allowance Paid in Last 5 Years" sections are applicable only if the employee is having single employment type in their tenure.

Entering and Processing Retirement Allowances

This section discusses how to enter and process retirement allowances. When the system processes a retirement allowance, it automatically calculates the related income tax and inhabitant tax, based on information entered on the Maintain Ret Allow Data JPN page.

To enter processing instructions:

1. Create a calendar for an off-cycle run, using the following settings:

    *   Payee Selection = *All Payees with....*

    *   Additional Criteria = *Positive Input.*

2. Create an off-cycle request that specifies which employees are to receive a retirement allowance and the amount of each allowance:

    a. Access the Off Cycle Requests component (GP_OFFCYCLE_SETUP) for the appropriate pay group and target period.

    b. On the Main page, enter a description and payment date.

    c. On the Unscheduled Payments page: Period tab, enter a row for each employee who is to receive a retirement allowance.

    d. On the Unscheduled Payments page: Associated Data (Links) tab, click the P.I. for Target Calendar link to access an employee's Positive Input page.

    e. On the Positive Input page: Action tab, select the delivered earning element for retirement allowance, *ER RET ALW,* and select an action type of *Override.*

        Note: If you modified the accumulator ER AC RET CUST ERN to include earnings in addition to ER RET ALW, enter the amounts for those earnings elements as well, if applicable.

        ---

f. On the Positive Input page: Main Components tab, enter the amount of the retirement allowance for ER RET ALW.

g. Repeat step d through f for each employee that is to receive a retirement allowance.

3. Create an off-cycle calendar group using the Calendar Group component (GP_CALENDAR_RUN).

When creating the off-cycle calendar group, select the Off cycle check box and specify the pay group, period ID, and off-cycle group to process.

4. Run the process.

Use the Payroll/Absence Run Control page to run the off-cycle process.

Related Links
Understanding Off-Cycle Processing

Setting Up Payslips for Retirement Allowances

You can create a payslip template for retirement allowances. For each pay group, assign the template to the retirement allowance run type. For more details, refer Viewing Delivered Elements

Running the Retirement Allowance Withholding Tax Report

This section provides an overview of the Retirement Allowance Withholding Tax Report and discusses how to run the report.

Page Used to Run the Retirement Allowance Withholding Tax Report

Page Name	Definition Name	Usage
Create Ret Allow WT RPT JPN (create retirement allowance withholding tax report Japan) Page	GPJP_RA_WH	Creates a file that reports the tax amounts withheld from retirement allowances.

Understanding the Retirement Allowance Withholding Tax Report

The Retirement Allowance Withholding Tax report is a comma separated value (csv) file that reports the tax amounts withheld from payees' retirement allowances. For each payee, the report lists the payee's name, address, earnings amount of the retirement allowance, income tax, municipality tax, and prefecture tax. It also lists the employee's years of service, hire date, retirement date, and municipality code. It does not include retirement allowance paid due to a payee's death.

You can edit and print the file with Microsoft Excel.

Prerequisite

Before you can generate the Retirement Allowance Withholding Tax report, you must create a file handle that specifies the exact path (including file name) for the file.

Related Links
Viewing Delivered Elements

Create Ret Allow WT RPT JPN Page

Use Create Ret Allow WT RPT JPN Page to create a file that reports the tax amounts withheld from retirement allowances.

Navigation:

Global Payroll & Absence Mgmt > **Termination Processing** > **Create Ret Allow WT Rpt JPN** > **Create Ret Allow WT RPT JPN**

Chapter 10

Managing Commuting Allowance

Understanding Commuting Allowance

The delivered rules for processing commuting allowance satisfy Japanese statutory and basic business process requirements. This section reviews some of the requirements and discusses in general terms how the rules satisfy them. A later section describes the individual elements of the rules.

This section discusses:

- Frequency of commuting allowance.

- Cash and non-cash commuting allowance.

- Commuting allowance input methods.

- Taxable and nontaxable commuting allowance.

- Commuting allowance for multiple jobs.

- Delivered commuting allowance earnings.

Frequency of Commuting Allowance

Global Payroll for Japan supports payment of commuting allowance in pay cycle frequencies of one day, one month, three months, and six months.

- If the frequency is one day, the system calculates the monthly commuting allowance payment as the daily amount multiplied by the number of days worked.

- If the frequency is one month, the system uses the amount as the monthly commuting allowance.

- If the frequency is three months or six months, the actual payment is made only once for the three- or six-month period, but the system prorates and tracks the monthly value of cash and non-cash commuting allowance for monthly remuneration calculations.

Payment frequency depends on the data input method. For the total amount method, all components of an employee's commuting allowance must be paid on the same frequency. For the route method, each commuting route can be paid according to its own frequency.

Cash and Non-cash Commuting Allowance

PeopleSoft provides a page on which you enter the values for the following components of an employee's commuting allowance:

- Cash fare.

- Cash toll.

- Non-cash fare.

- Non-cash toll.

The array CM AR COMM ALLOW assigns these values to the appropriate variables.

The system uses the non-cash values that you enter only for purposes of income tax and monthly remuneration calculations. The non-cash amounts are not added to pay as an earning.

Commuting Allowance Input Methods

Global Payroll for Japan enables you to record commuting allowances by total amount or by commuting route. The system enables you to enter an employee's commuting allowance either as one total commuting amount based on pay cycle (the total amount method), or as separate commuting amounts based on route (the commuting route method).

The input method affects payment cycle and tax calculations. Employees opting for the amount method select one pay cycle in which all allowances are paid.

Employees opting for the commuting route method select one pay cycle for each route.

Taxable and Nontaxable Commuting Allowance

You must track the amount of taxable and nontaxable commuting allowance for income tax calculations. The statutory nontaxable amount (limit of the tax exemption) for the total commuting allowance (fare and toll) is the same for all employees. The amount is contained in variable CM VR NTAX ALW MX.

If the pay frequency is three or six months, the system calculates the maximum nontaxable amounts for the full term and applies those limits to the commuting allowance amounts for the full term.

Total Amount Input Method

The maximum nontaxable toll compensation varies by employee. You enter the value on the Commuting Allowance JPN page.

Global Payroll for Japan separately tracks amounts for fare and toll. The system first calculates the nontaxable toll amount by applying the individual limit. It then uses that figure to derive the total amounts of taxable and nontaxable commuting allowance compensation.

Route Input Method

When the commuting allowance input method of route is used, the system assumes that all allowances are nontaxable. It is your responsibility to determine whether the monthly totals are nontaxable. If an employee's commuting allowance nears the monthly nontaxable limit, or contains taxable commuting allowances such as first class passes, you should use the amount input method.

Commuting Allowance for Multiple Jobs

Global Payroll for Japan supports multiple jobs functionality. For employees with multiple jobs, the commuting allowance is calculated for each job, not for each employee. Likewise, the monthly nontaxable limit is applied for each job, not for each employee, as is described in the following examples.

Standard Example

A commuting allowance of 140,000 JPY is paid for employee Yuko Yoneda, who has one employment record number. The system will apply the monthly nontaxable limit to the employment record number and deduce that 100,000 JPY is nontaxable and 40,000 JPY is taxable.

Multiple Jobs Example

Kimi Kubota has two employment records, 1 and 2. A commuting allowance of 60,000 JPY is paid for employment record number 1. A commuting allowance of 80,000 JPY is paid for employment record number 2. The system will apply the monthly nontaxable limit to each employment record number and deduce that allowances are nontaxable. Notice that Kimi Kubota receives the same commuting allowance as Yuko Toneda in the preceding example. Kimi Kubota's allowances are nontaxable because each individual payment never exceeds the nontaxable limit.

Delivered Commuting Allowance Earnings

Earning Item	Description
CM TAX ALW	Taxable commuting allowance.
CM NTAX ALW	Nontaxable commuting allowance.
CM TAX ADJ	Taxable commuting allowance adjustment.
CM NTAX ADJ	Nontaxable commuting allowance adjustment.

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

Related Links

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

Entering Commuting Allowance Data

This section provides an overview of how to set up commuting allowance data.

Page Used to Enter Commuting Allowance Data

Page Name	Definition Name	Usage
Commuting Allowance JPN Page	GPJP_CM_PYE_DATA	Enter commuting allowance amounts. Define the data by total amount or by commuting routes for each employee.

Setting Up Commuting Allowance Data

Before you can process commuting allowance in the payroll run, you must enter some data that establishes limits on the monthly nontaxable commuting allowance and define the commuting allowance amounts for individual employees.

1. Update the current statutory allowance on the Variables by Category page (only if the statutory limit has changed).

   • PeopleSoft delivers the default value of 100,000 JPY for the variable CM VR NTAX ALW MX.

   • Select the category *CMTX* when you access the Variables by Category page.

   • Enter the new value for the variable CM VR NTAX ALW MX on the Values tab of the Variables by Category page.

2. Enter the commuting allowance data for each employee on the Commuting Allowance page.

Related Links
"Defining Deduction Elements" (PeopleSoft Global Payroll)

Commuting Allowance JPN Page

Use the Commuting Allowance JPN page (GPJP_CM_PYE_DATA) to enter commuting allowance amounts.

Define the data by total amount or by commuting routes for each employee.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Assign Earnings and Deductions** > **Commuting Allowance JPN** > **Commuting Allowance JPN**

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

Field or Control	Description
Empl Record (employment record number)	Displays the employment record number to which this allowance is applied. The nontaxable limit is applied to each employment record number rather than each employee.
Data Input Method	Select *Amount* to access the **Total Amount Entry** group box.
Pay Cycle	Select the frequency of the term of the commuting allowance for this employee: *1 Day, 1 Month, 3 Months,* or *6 Months.* All components of the commuting allowance must have the same pay cycle frequency.
Amount	Enter the amount of commuting allowance in each of the fields: **Cash Fare, Non-Cash Fare, Cash Toll,** and **Non-Cash Toll.** Fare refers only to the most reasonable commuting expense for the employee's commute, which is generally the cost of public transportation. Toll applies to all commuting allowances other than fare, including commuting ticket fare, mileage, toll, and first class fare.
Remarks	Enter a description of the commuting allowance item, such as the name of the transport facility, route, and so on. This is for your information only.

Maximum Non-Taxable Toll

Field or Control	Description
Monthly Amount	Determine this value on an individual basis for each employee.

Entering Commuting Allowance by Routes

Access the Commuting Allowance JPN page **(Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Commuting Allowance JPN > Commuting Allowance Details).**

This example illustrates the fields and controls on the Commuting Allowance Details JPN page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Empl Record (employment record number)	Displays the employment record number to which this allowance is applied. The nontaxable limit is applied to each employment record number rather than each employee.
Data Input Method	Select *Route* to access the **Commuting Route Section Entry** group box.
Pay Start Date	Enter the first date on which this allowance is paid. The system will then calculate the commuting allowance based on the pay cycle. For instance, a six-month pay cycle beginning on January 1 would be paid in January and July.

Field or Control	Description
Pay Cycle	Select the frequency of the term of the commuting allowance for this commuting route: *1 Day, 1 Month, 3 Months,* or *6 Months*. Each route section may have a different pay cycle frequency.
Form of Payment	Select either *cash* or *non cash*.
Pay Type	Select either *Fare* or *Toll*. Fare refers only to the most reasonable commuting expense for the employee's commute, which is generally the cost of public transportation. Toll applies to all commuting allowances other than fare, including commuting ticket fare, mileage, toll, and first class fare.
Amount	Enter the commuting allowance paid per cycle.
Place From and Place To	Enter the route's start and end point.
Description	Enter a description of the route.

Adjusting for a Change in Commuting Allowance During the Payment Term

An employee might change the commuting route after receiving a three- or six-month payment of the commuting allowance. If this happens, the unused portion of the commuting allowance that was paid in advance would require adjustment for the remaining months in the term.

InfoDev documentation general process

To adjust for commuting allowance that has already been paid:

1. Calculate the amount of the adjustment and enter it into Global Payroll calculations as positive input.

    The total amount of the adjustment is the amount that the employee must reimburse the company for unused commuting allowance that was paid in advance at the rate of the previous commuting route.

    PeopleSoft delivers two earnings items for entering the taxable and nontaxable portions of the commuting allowance adjustment as positive input.

2. Enter the employee's new commuting allowance values for the new route on the Commuting Allowance page and process normally for the reimbursed months and continuing onward.

Example of Commuting Allowance Adjustment

In January, you pay an employee 360,000 JPY for a three-month commuting pass. At the end of February, the employee moves and must reimburse the company a value of 120,000 JPY for one month of the pass (March).

To process reimbursement of the advance payment for the month of March in this example:

1. Enter positive input of the following amounts:

Earning Element	Description	Value in the Example
CM TAX ADJ	Taxable commuting allowance adjustment.	–20,000 JPY
CM NTAX ADJ	Nontaxable commuting allowance adjustment.	–100,000 JPY

The accumulator CM AC ADJUST calculates the total adjustment of –120,000 JPY.

2. Enter the employee's new commuting allowance values for the month of March on the Commuting Allowance page and process normally.

Related Links
"Understanding Positive Input" (PeopleSoft Global Payroll)

Chapter 11

Implementing My Number

Understanding My Number Act

The Japan Government announces the new legislation to create an ID number system which is used in administrative procedures in Japan.

The My Number system is intended to effectively identify information about individuals that is collected and retained separately by multiple government organizations and to enhance the efficiency and fairness of the administration of taxation and social welfare in Japan.

Under My Number Act, Japanese citizen and corporate are assigned unique numbers to track income, social security, taxes and anti-disaster measures. The Japanese Government distributes unique number to the individuals who hold resident's card from October 2015 and the system launches in January 2016. The Personal Number consists of 12 digits of numbers. At the same time, government distribute the unique corporate number which is of 13 digits numbers to each company. By collecting the My Number from employee and suppliers, Human Capital Management and Financials stores this number and generates the updated reports which is submitted to the Government.

In Phase I of My Number Implementation, the PeopleSoft provides an online provision to store and maintain the My Number for both the employees and dependents and for private companies.

This section provides an overview of the following topics:

- Set up the application level encryption.

- Set up Personal Number Security.

- Implement My Number of Employees.

- Implement My Number for Dependents.

- Implement Corporate Number.

- Plan Self Service.

- Enable Mass Upload of Personal Number.

As part of Phase III of My Number Act, the statutory reports have format change from January 2016, and the numbers are displayed on the reports.

There are format changes on the salary payment report e-file. This new format is used in YEA 2016 and later.

The following requirements around the salary payment report e-file are modified:

- Wage payment report (Paper report).

- Wage payment Summary report.

- Wage payment report e-file.

- Inhabitant Tax- Support for local cities tax designated by government - implementing this change has further impacts to Wage Payment Summary report, and Wage Payment Report e-file.

Setting Up Application Level Encryption

The initial step is to enable or disable the application level encryption for all employees including their dependents.

Pages Used to Set Up Application Level Encryption

Page Name	Definition Name	Usage
Application Level Encryption Page	INSTALLATION_TBL3	Enable or disable application level encryption for My Number. By default, encryption is enabled.

Application Level Encryption Page

Use the Application Level Encryption (INSTALLATION_TBL3) page to enable or disable application level encryption for My Number.

Navigation:

Set Up HCM > Install > Installation Table

This example illustrates the fields and controls on the Application Level Encryption page.

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Field or Control	Description
Personal Number Encryption	Check to enable the encryption and un-check to disable.

Setting Up Personal Number Security

The Personal Number Security works on top of the existing Row Level Security. Only the users with the new permission list HCCPHRMYNUMBER will have access to the *Personal Number Security* component.

The Super User uses this component to setup the security for the Personal Number. You can define the security either for a User ID or for a Role.

Pages Used to Set Up Personal Number Security

Page Name	Definition Name	Usage
Set Up Personal Number Security Page	HR_PERSNO_SEC_JPN	Define the security.

Set Up Personal Number Security Page

Use the Set Up Personal Number Security (HR_PERSNO_SEC_JPN) page to define the security.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data JPN** > **Personal Number Security**

This example illustrates the fields and controls on the Set Up Personal Number Security page.

Field or Control	Description
Access by Default Row Security	Select to enable default Row Level Security Access. The User or Role will have full access to the Personal Number of the Employees based on the existing Row Level Security.
Establishment Type	Select Establishment Types for a user or Role. The User/Role will have full access to the Personal Number of all the Employees who belong to the selected establishments. The list contains Labor Insurance Establishment, Social Insurance Establishment and Tax Establishment.
Additional Employee List	Select Employees whose Personal Number access needs to be overridden. The Access rights to an Employee's Personal Number can be overridden here.
Full Access	Select to define the edit access for a User/Role to his/her Personal Number. The user can update or delete the number.
View Access	Select to define the view access for a User/Role to his/ her Personal Number. The user cannot update or delete the number.
No Access	Mask the access of the Personal Number for a User/Role.

Note: A user or Role will not have access to the Personal Number of an employee by default even if he/she has row level access to the Personal Data component. It is mandatory to add a row for the user or role on the above component if he or she needs access to the Personal Number.

Since a user can have multiple roles and each of these roles can have a row in the component, it is important to evaluate the Security setup. If an employee is given Full Access under Role 1 and if the same employee is given No Access under Role 2 and if user A has both Role 1 and Role 2 tagged to him or her, then No Access takes priority.

Implementing My Number of Employees

This section covers the pages which are used to maintain the Personal Number Card Expiry Date and upload the documents of proof for employees.

Pages Used to Implement My Number of Employees

Page Name	Definition Name	Usage
Biographical Details Page	PERSONAL_DATA1	Enter the personal number if the user is having full access.
Personal Number JPN Page	HR_PERSNO_JPN	Enter expiry date and upload the proof of documents to the system.

Biographical Details Page

Use the Biographical Details page (PERSONAL_DATA1) to enter the personal number if the user is having full access.

Navigation:

Workforce Administration > **Personal Information** > **Biographical** > **Update Person Detail**

This example illustrates the fields and controls on the Biographical Details page.

Administrator can enter the Personal Number as a National ID on the Personal Info page. Personal Number is stored in the new PS_PERS_NID_JPN record after application level encryption (if encryption is enabled).

Personal Number JPN Page

Use the Personal Number JPN (HR_PERSNO_JPN) page to enter expiry date and upload the proof of documents to the system.

Navigation:

Workforce Administration > **Personal Information** > **Biographical** > **Personal Number JPN**

This example illustrates the fields and controls on the Personal Number JPN page.
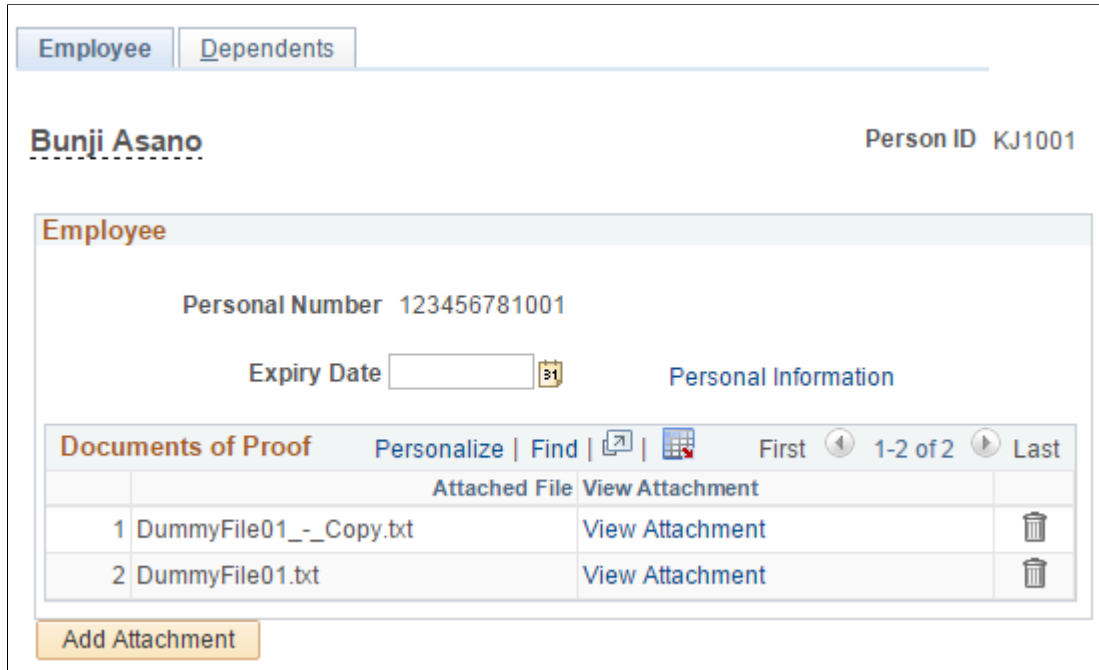
Implementing My Number of Dependents

The user who has access to the personal number of the employees has access to their dependents. You can add personal number as an NID in the dependents info page.

Data will go into the new HR Japan owned PS_PERS_DNID_JPN record after application level encryption.

Pages Used to Implement My Number for Dependents

Page Name	Definition Name	Usage
Dependent Information Page	DEPEND_BENEF2	Enter the Personal Number as the National ID.
Personal Number JPN Page	HR_PERSNO_JPN	Add the expiry date and proof of document for the dependents.

Dependent Information Page

Use the Dependent Information (DEPEND_BENEF2) page to add the Personal Number as the National ID for the dependents.

Navigation:

Workforce Administration > **Personal Information** >   > **Personal Relationships** > **Dependent Information**

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

Personal Number JPN Page

Use the Personal Number JPN (HR_PERSNO_JPN) page to enter expiry date and upload the proof of documents to the system.

Navigation:

Workforce Administration > **Personal Information** > **Biographical** > **Personal Number JPN**

This example illustrates the fields and controls on the Personal Number JPN page.

Implementing Corporate Number

There are corporate number for tax establishment, social insurance establishment and the labor insurance establishment.

1. Navigate to Tax Establishment page and validate the corporate number is 13 digit or not.

2. Navigate to Social Insurance Establishment page and validate the social insurance number.

3. Navigate to Labor Insurance Establishment page and validate the labor insurance number.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Management** > **Taxes** > **Tax Establishment JPN**

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Management** > **Social Security / Insurance** > **Social Ins Establishment JPN**

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Management** > **Social Security /
Insurance** > **Labor Ins Establishment JPN**

As part of Phase III, the revision of the Wage Payment Paper (SQR) Report (GPJPYE01) includes the
following changes:

- Personal Number

- Count of dependents, disabled dependents, and non-resident employees

- Corporate Number of the establishment along with the address and the phone number

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Note: The list of dependents is a maximum of four members which includes each dependents personal
number along with the non-resident flag circled. In case of more than four dependents, the remaining
dependents' (non-juvenile) name are listed along with text *non resident* (if the dependent is a non-
resident). These values are listed in the section above the insurance values. The Personal numbers are
displayed to the right of juvenile dependents section. If the count of Juvenile dependents is more than
four, the remaining dependents' (juvenile) name are listed along with text *non resident* (if the dependent is
a non-resident).
The revision of the Wage Payment Report (GPJPYE03) includes the corporate firm number.

Related Links
[Setting Up Tax and Insurance Establishments]

Planning Self Service

Employees can maintain their Personal Number and expiry date as well as of their dependents through
self service. If there is no personal number in the system for a particular employee, the edit option will be
enabled else the option will be disabled and only the HR Administrator is authorized to update thereafter.

In addition, the employee has an option to upload the proof of document.

Pages Used to Plan Self Service

Page Name	Definition Name	Usage
Personal Number Japan Page	HR_ESS_PER_NBR_JPN	View the self and dependents Personal Number through self service.
Employee Personal Number Page	HR_PERSONAL_NM_JPN	Edit the employee Personal Number through self service.
Dependent Personal Number Page	HR_PERSONAL_DP_JPN	Edit the dependent Personal Number through self service.

Personal Number Japan Page

Use the Personal Number Japan (HR_ESS_PER_NBR_JPN) page to view the employee and dependent Personal Number information.

Navigation:

Self Service > **Personal Information** > **Personal Number JPN**

This example illustrates the fields and controls on the Personal Number Japan page.

Field or Control	Description
✏️	Select to navigate to Employee and Dependent Personal Number pages.

Employee Personal Number Page

Use the Employee Personal Number (HR_PERSONAL_NM_JPN) page to edit the employee Personal Number information.

Navigation:

Self Service > **Personal Information** > **Personal Number JPN**

Select the edit icon to navigate to Employee Personal Number page.

This example illustrates the fields and controls on the Employee Personal Number Japan page.

Dependent Personal Number Page

Use the Dependent Personal Number (HR_PERSONAL_DP_JPN) page to edit the dependent Personal Number through self service.

Navigation:

Self Service > **Personal Information** > **Personal Number JPN**

Select the edit icon to navigate to Dependent Personal Number page.

This example illustrates the fields and controls on the Dependent Personal Number page.

Enabling Mass Upload of Personal Number

The Mass upload facility is used to to make changes to the data of large groups of people.

You can upload the personal number of employees and employee's dependents in a large number.

Pages Used to Enable Mass Upload of Personal Number

Page Name	Definition Name	Usage
Mass Upload Personal Number Page	HR_PERSNO_MUPL_JPN	Upload the Personal Number for employees as well as dependent or of all the employees and perform a mass upload.
Rvw/ Finalize Personal Number Page	HR_PERSN_MUPL2_JPN	Review and modify the data of employees and dependents and finalize the data.

Mass Upload Personal Number Page

Use the Mass Upload Personal Number page (HR_PERSNO_MUPL_JPN) to upload the Employee ID and the Personal Number of all the employees to the system.

Navigation:

Set Up HCM > Product Related > Workforce Administration > Workforce Data JPN > Mass Upload Personal Number

This example illustrates the fields and controls on the Mass Upload Personal Number page.

Field or Control	Description
Add Attachment	Select to upload the attachment in the form of .csv to upload the file which contains the Personal number information of employees.

Rvw/ Finalize Personal Number Page

Use the Rvw/ Finalize Personal Number (HR_PERSN_MUPL2_JPN) page to finalize the data to get uploaded into the Personal data component for employee and Dependents.

Navigation:

Set Up HCM > Product Related > Workforce Administration > Workforce Data JPN > Finalize Personal Number

This example illustrates the fields and controls on the Rvw/ Finalize Personal Number page.

Chapter 12

Managing Social Insurance

Understanding Social Insurance Rules

This section discusses:

- Standard remuneration calculations.

- Premium calculations.

Standard Remuneration Calculations

This section discusses the rules and elements used to calculate:

- Monthly remuneration.

- Monthly standard remuneration and grades.

- Eligibility for regular decision or occasional revision.

- Retroactive increase or decrease in fixed wages.

Monthly Remuneration

The system is delivered with rules and elements that support monthly remuneration calculations. Some of the highlights are:

- Accumulators track cash and non-cash earnings that are subject to the social insurance premium and monthly fluctuation in the fixed wage portion of salary.

- Variables, formulas, and accumulators track and evaluate the base days for payment in each month for each pay type.

- Formulas calculate average monthly remuneration for appraisal months during which the employee worked sufficient base days.

Monthly Standard Remuneration and Grades

PeopleSoft delivers and maintains the Monthly Standard Remuneration table. View the values and grades in this table on the Rvw SI Std Remun Grades JPN (review social insurance standard remuneration grades) page.

Eligibility for Regular Decision or Occasional Revision

The system uses four subject indicators to track eligibility for occasional revision or regular decision during a salary pay run:

Term	*Definition*
Occasional Revision	The employee meets all conditions for occasional revision.
Occasional Revision Candidate	The employee's total amount of fixed wages has decreased or increased two months ago. The system calculates the employee's monthly standard remuneration for the previous three-month period and determines eligibility for occasional revision.
Regular Decision	The employee is eligible for regular decision.
Not Applicable	The field will nullify a system-entered value.

The system uses these subject indicators to determine which calculations to perform and which employees to select for reports.

Retroactive Increase or Decrease in Fixed Wages

When an employee has a retroactive increase or decrease in fixed wages, the system calculates the adjusted average monthly remuneration during the appraisal period if enough base days are in the month of retroactive payment. Eligibility for occasional revision is determined based on the adjusted average monthly remuneration.

Premium Calculations

This section provides important information that you should keep in mind about how the system determines:

* Premium calculations from salary.

* Premium calculations from bonus.

* Premium deductions for enrollments and terminations.

* Employer contributions.

Premium Calculations from Salary

The social insurance premiums for monthly salaries are calculated based on the monthly standard remuneration as of the end of the month, then deducted from the salaries that are paid in the following month.

The social insurance premiums that are deducted from salaries are calculated based on the values of the following data as of the end date of the month previous to the month in which payment is made:

* Employee's monthly standard remuneration.

* Standard Remuneration Grade table.

- Premium rates that are set up for the establishment on the SI Premium Rates page.

- The employee's social insurance data that is entered on the Maintain Social Ins Data JPN page.

This means that for premiums deducted in May, the system uses values with an effective date as of April 30 of the same year. Make sure that the data that is effective at the end of a month is the data that you want to use for calculating premiums that are deducted in the following month.

Note: The social insurance premiums are calculated based only on the monthly standard remuneration as of the end of the month; the actual salary payment in that month does not affect the premiums at all.

Premium Calculations from Bonus

The social insurance premiums that are deducted from bonuses are calculated based on the values of premium rates that are set up for the establishment on the SI Premium Rates page with the effective date as of the end of the month when the bonus is paid. The standard bonus remuneration that is used for the calculation is the actual gross bonus amount truncated to the nearest thousand yen. The standard bonus remuneration is subject to caps for health insurance and employees pension insurance.

Premium Deductions for Enrollments and Terminations

The system checks the employee's social insurance data to determine whether an enrollment or termination change reason exists in the month of payment or the previous month. If an enrollment or termination change reason exists, the system calculates the appropriate deduction from salaries.

Note that the social insurance termination data must be entered before the payee's last payments are processed.

For example, an employee's last day is May 10 and the pay period of her last payment is from April 16 through May 15. The payroll is processed on May 20. In this example, before her last payment is processed on May 20, you must enter her social insurance termination data with an effective date of May 11.

Employer Contributions

The system includes the payer social insurance flag variable (SC VR CALC ER FLG), which indicates if the employer contributions are calculated. If this flag is selected, the system calculates the following premiums for employers and employees:

- Health insurance.

  The system calculates the employer contribution of health insurance as variable SC VR HEL CO and saves the data in the writable array GPJP WA SCRPT.

- Nursing care insurance.

  The system calculates the employer contribution of nursing case insurance as variable SC VR NUR CO and saves the data in the writable array GPJP WA SCRPT.

- Pension insurance.

  The system calculates the employer contribution of pension insurance as variable SC VR PEN CO and saves the data in the writable array GPJP WA SCRPT.

- Pension fund.

  The system calculates the employer contribution of pension fund as variable SC VR FND CO and saves the data in the writable array GPJP WA SCRPT.

You can set contribution rates for health, nursing care, pension, and pension fund insurance premiums on the SI Premium Rates page.

See SI Premium Rates JPN Page.

In addition, the system calculates the contribution for child benefit. This contribution is based on the total pension remuneration and is calculated as part of the Social Insurance Check report.

Related Links

Setting Up for Social Insurance Processing
Maintain Social Ins Data JPN Page
Understanding Termination Processing

Viewing Delivered Earnings and Deductions for Social Insurance

Deduction	*Description*
SC FND BON	Employees' Pension Fund bonus installment.
SC FND SAL	Employees' Pension Fund salary installment.
SC HEL BON	Health Insurance bonus premium.
SC HEL SAL	Health Insurance salary premium.
SC NUR BON	Nursing Care Insurance bonus premium.
SC NUR SAL	Nursing Care Insurance salary premium.
SC PEN BON	Employee's Pension Insurance bonus premium.
SC PEN SAL	Employees' Pension Insurance salary premium.

Earning	*Description*
SC REM S01	Monthly remuneration in January.
SC REM S02	Monthly remuneration in February.

Earning	Description
SC REM S03	Monthly remuneration in March.
SC REM S04	Monthly remuneration in April.
SC REM S05	Monthly remuneration in May.
SC REM S06	Monthly remuneration in June.
SC REM S07	Monthly remuneration in July.
SC REM S08	Monthly remuneration in August.
SC REM S09	Monthly remuneration in September.
SC REM S10	Monthly remuneration in October.
SC REM S11	Monthly remuneration in November.
SC REM S12	Monthly remuneration in December.

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

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

Prerequisites

You must do the following tasks before you can calculate social insurance premiums:

• Set up social insurance establishments.

• Set up social insurance premium rates.

Related Links
Setting Up for Social Insurance Processing

Preparing Employee Social Insurance Payee Data

This section provides an overview of preparing employee social insurance data .

Pages Used to Prepare Employee Social Insurance Data

Page Name	Definition Name	Usage
Maintain Social Ins Data JPN Page	GPJP_SC_PYE_DATA	Enter and update employee social insurance data. Enter a new enrollee's monthly remuneration amount and other social insurance personal information. Run the Update SI Monthly Remun process to automatically update this page. You can enter updates manually, as in the case of Regular Decision by Insurance Provider.
Maintain Dep Soc Ins Data JPN Page	GPJP_SC_DEP_DATA	Maintain a payee dependent's social insurance data.

Overview of Preparing Employee Social Insurance Data

Enter or update an employee's monthly remuneration amount and other social insurance personal information on the Maintain Social Ins Data JPN page. Manually enter this information when you initially set up the system and when you enroll a new employee. The system automatically updates the monthly remuneration amount when you run the Update SI Monthly Remun process (GPJP_UPD_REM). You can then edit the data.

Understanding Effective Dates

The following list explains the effective date for occasional revision and regular decision that is entered by the Monthly Remuneration Update process:

- Occasional revision.

  The effective date of the revised monthly standard remuneration and grade is the first day of the month after the payroll month for which the eligibility for occasional revision is established.

  For example, if the payee becomes eligible for occasional revision when you run the occasional revision processing after finalizing May payroll, the effective date of the revised monthly standard remuneration grade is June 1. The social insurance premiums for June, which are calculated with the new grade, are deducted from the payee's salary in the July payroll.

- Regular decision.

  The effective date of the revised monthly standard remuneration and grade is September 1. The social insurance premiums for September, which are calculated with the new grade, are deducted from the payee's salary in the October payroll.

Calculating Standard Remuneration and Premiums for Multiple Jobs

When an employee receives salaries from multiple jobs, monthly remuneration is, by law, the sum of the salaries paid from all jobs. Monthly standard remuneration is calculated by the Occasional Revision or Regular Decision processes based on the monthly remunerations for the appraisal months. Social insurance from salary is calculated based on the monthly standard remuneration and deducted from the

salary that is paid from the employment record number that the user assigned on the Maintain Social Ins Data JPN page.

When an employee receives bonuses from multiple jobs, the standard bonus is the sum of the bonuses paid from all jobs. Social insurance from the bonus is calculated based on the standard bonus, and deducted from the bonus that is paid from the employment record number that the user assigned on the Maintain Social Ins Data JPN page.

Employment Record Number	Salary	Monthly Remuneration	Monthly Standard Remuneration	Health Insurance Premium
0	300,000 JPY	400,000 JPY (300,000 + 100,000)	410,000 JPY	32,000 JPY (410,000 JPY * 8%)
1	100,000 JPY	0	0	0

The following steps describe how to calculate social insurance when salaries are paid from more than one job:

1. Create five user-defined earnings elements (these are not delivered by PeopleSoft):

    •   Separately Paid Cash Remuneration (Salary)—This should be accumulated to the Total Amount of Cash Remuneration (Salary) (ER AC CASH REM SAL) accumulator.

    •   Separately Paid Non-Cash Remuneration (Salary)—This should be accumulated to the Total Amount of Non-Cash Remuneration (Salary) (ER AC NCSH REM SAL) accumulator.

    •   Separately Paid Fixed Wage—This should be accumulated to the Total Amount of Fixed Wage (ER AC FIX WAGE SAL) accumulator.

    •   Separately Paid Cash Remuneration (Bonus)—This should be accumulated to the Total Amount of Cash Remuneration (Bonus) (ER AC CASH REM BON) accumulator.

    •   Separately Paid Non-Cash Remuneration (Bonus)—This should be accumulated to the Total Amount of Non-Cash Remuneration (Bonus) (ER AC NCASH REM BO) accumulator.

2. Add the earnings that you set up in step 1 into the Process List and the Element Group.

3. Use positive input to enter remunerations paid from Employment Record Number 1 into the corresponding earnings in Employment Record Number 0.

    The combined Social Insurance Premium for Employment Record Numbers 0 and 1 is calculated by the payroll process for Employment Record Number 0.

Calculating Health Insurance Premiums on Bonus Amounts for Rehired Employees

The bonus amount for Health Insurance premium calculations should be accumulated for a rehired payee regardless of employment record number if the payee's SI Establishment is not changed. Example:

•   Payee A gets a bonus (5,000,000 JPY) on December 10th in 2007.

- Payee A is terminated on December 31st in 2007.

- Payee A is rehired on January 1st in 2008 using the Add Employment Instance.

- Payee A gets a bonus (500,000 JPY) on January 10th in 2008.

In this case, the payee's health insurance premium for the January 10th bonus should be deducted only for 100,000 JPY since the total bonus amount from April 2007 - March 2008 exceeds 5,400,000 JPY.

Maintain Social Ins Data JPN Page

Use the Maintain Social Ins Data JPN page (GPJP_SC_PYE_DATA) to enter and update employee social insurance data.

Enter a new enrollee's monthly remuneration amount and other social insurance personal information. Run the Update SI Monthly Remun process to automatically update this page. You can enter updates manually, as in the case of Regular Decision by Insurance Provider.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Social Security/Insurance** > **Maintain Social Ins Data JPN** > **Maintain Social Ins Data JPN**

This example illustrates the fields and controls on the Maintain Social Ins Data JPN page. You can find definitions for the fields and controls later on this page.

Maintain Social Ins Data JPN

Ayano Natsume   Person ID KJL402

Social Insurance Data   Find | View All   First ◀ 1 of 1 ▶ Last

*Effective Date 01/01/2003	Empl Record 0 🔍 ➕ ➖
Eligibility Enrollment Date 01/01/2003	Change Reason New enrollment ▾
SI Establishment Number KJS0000001 🔍	Carrot Soft Corp.

☐ Maternity Leave
☐ Part-time

Amount of Monthly Remun	305,000	Monthly Cash Remun	
		Monthly Non-Cash Remun	

Standard Remuneration and Grades

HI Standard Remun	300,000	HI Stnd Remun Grade	18
PI Standard Remun	300,000	PI Stnd Remun Grade	18

Health Insurance

Health Insurance Card Number 3
☐ Excluded from Health Insurance

Nursing Care Insurance

☐ Special Insured   ☐ Excluded

Pension Insurance

Pension Insurance Code 3
Base Pension Number _____
Base Pension Number for Spouse _____
☐ Eligibility for Voluntary Enrollment for Elderly

Pension Fund

Pension Fund Number 0000003

Comment _____

Last Action Online User   Updated on 09/23/2003

Field or Control	Description
Effective Date	Enter the date on which this page's information takes effect.

By using an effective date prior to the date upon which the payroll system was global payroll, the system enables you to enter informational data that will not be included in any global payroll calculation. In this case, the system doesn't validate the consistency between the employment record number on the Maintain Social Ins Data JPN page and the pay system flag on the Job table. |
| **Empl Record** (employment record number) | Enter the employment record number to which the system will apply the social insurance deduction. You can link the social insurance data only to the employment record number whose current pay system flag on the Job table is Global Payroll. |

Field or Control	Description
Eligibility Enrollment Date	Enter the date on which the employee is eligible for enrollment in the social insurance establishment. The system does not use this field. Instead, the system considers the effective date of the change reason of new enrollment or re-enrollment as the eligibility enrollment date.

Field or Control	Description
Change Reason	Enter the value used to track the Enrollment/Termination status of social insurance. Values are: 1. *New enrollment:* The system uses the effective date as the enrollment date for eligibility into the social insurance establishment for social insurance deductions. The SI Create Other Report File process picks up the rows with this **Change Reason** when it creates the Enrollment Report. 2. *Re-enrollment:* The system uses the effective date as the enrollment date for eligibility into the social insurance establishment for social insurance deductions. The SI Create Other Report File process picks up the rows with this **Change Reason** when it creates the Enrollment Report. 3. *Loss by Death:* The system uses the effective date as the termination date for eligibility into the social insurance establishment. The SI Create Other Report File process picks up the rows with this **Change Reason** when it creates the Termination Report. 4. *Loss by Age (PI):* The system uses the effective date as the termination date for eligibility into the social insurance establishment (PI). The SI Create Other Report File process picks up the rows with this **Change Reason** when it creates the Termination Report. 5. *Loss by Other Reason:* The system uses the effective date as the termination date for eligibility into the social insurance establishment. The SI Create Other Report File process picks up the rows with this **Change Reason** when it creates the Termination Report. 6. *Occasional Revision:* This value is set by the Update Social Insurance Monthly Remuneration process when the payee is subject to occasional revision. 7. *Regular Decision:* This value is set by the Update Social Insurance Monthly Remuneration process when the employee is subject to regular decision. 8. *Other:* Use this value when changing social insurance data. For example, you can create a new effective-dated row to change the health insurance card number or pension fund number. For example, you can select this value when the payee starts or ends maternity leave. 9. *Excluded:* Excluded from social insurance premium deduction. Use this value to specify the employment record from which you do not want to deduct the social insurance premium if the payee meets both of the following conditions: • The employment record number was changed in the middle of a month.

Field or Control	Description
	• The payee stayed in the same social insurance establishment.
	10. *Loss by Age (HI)* When a payee reaches age 75, the payee is terminated only from health insurance (HI). In most cases, however, the payee has already been terminated from the pension insurance plan due to age.
	11. *Loss by Disability:* When a payee is between the ages of 65 and 74 and becomes disabled to a specific level, they are terminated only from health insurance. Depending on the payee's circumstances and level of disability, the payee may be covered by pension insurance.
	12. *New Enrollment after Loss:* If the payee was terminated from an establishment, and enrolled into another one as of the same date, use this **Change Reason** instead of *Enrollment.* The system assumes that the payee was terminated from the establishment tracked on the previous dated row when it evaluates the payee's eligibility for premium deduction, and when it generates a termination report.
	13. *Revision after Maternity Leave:* Select when the payee is subject to remuneration revision evoked by his or her return from maternity leave. This value is used by the Update Social Insurance Monthly Remuneration process.
	If you do not select an employment record, the system will deduct social insurance premiums from multiple employment records. You should create the data with the **Effective Date** set to the end date of the month previous to the month when the Employment Record changes.
	Note: *Loss by Age (PI), Loss by Age (HI),* and *Loss by Disability* are used only for reporting purposes. The system evaluates a payee's eligibility for premium deduction based on the payee's age and whether the **Excluded from Health Insurance** check box is selected. Other *Loss* values are used both for eligibility evaluation and report generation.
SI Establishment Number (social insurance establishment number)	The system calculates the employee's premiums using the rates that you defined for the establishment you select here.
Maternity Leave	Select if the employee is on maternity leave. The system does not deduct social insurance premiums for employees on maternity leave. In addition, if the system locates a row with this check box deselected and the payee's record includes a previous effective dated row in which this check box has been selected, the Load Social Insurance Monthly Remuneration process assumes that the payee has returned from maternity leave.

Field or Control	Description
Part-time	Select if the employee works part-time. The system uses this value when calculating total monthly remuneration in the regular decision process and when creating the Monthly Standard Remuneration Regular report.
Amount of Monthly Remun (amount of monthly remuneration)	When the **Change Reason** is *New Enrollment, Re-enrollment,* or *New Enrollment after Loss* the system calculates this value as the sum of the monthly cash and non-cash remuneration. The system updates this value when you run the Monthly Remuneration Update process. If the employee had a retroactive pay adjustment during the calculation period, the system enters the adjusted average monthly remuneration. The system determines the employee's monthly standard remuneration and standard remuneration grades based on this value.
Monthly Cash Remun (monthly cash remuneration)	Enter the expected monthly cash remuneration when the payee is enrolled. The system uses this field to generate the **Amount of Monthly Remun.** This field becomes visible only when the **Change Reason** is *New Enrollment* or *Re-enrollment.*
Monthly Non-Cash Remun (monthly non-cash remuneration)	Enter the expected monthly non-cash remuneration when the payee is enrolled. The system uses this field to generate the **Amount of Monthly Remun.** This field becomes visible only when the **Change Reason** is *New Enrollment* or *Re-enrollment.*

Standard Remuneration and Grades

Displays the monthly standard remuneration and the standard remuneration grade based on the value in the **Amount of Monthly Remun** field for the effective date.

These values are display only and are not saved to a table.

Note: For employees that have average standard remuneration greater than the highest limit or less than the lowest limit, this group box displays dummy grades. The purpose of these dummy grades is to notify the payroll administrator when payees are subject to the exception of one occasional revision. Only employees whose grades changed two or more grades are subject to occasional revision.

Health Insurance

A new Health Insurance system that is specifically used for older citizens was introduced on April 1st, 2008. After this date, payees age 75 or over become exempt from health Insurance. As payees age 75 or over are transferred to this system, they become exempt from the current health insurance system for employees.

In an ordinary case the system evaluates each payee's age as of the payment date and excludes payees age 75 or over from health insurance premium deduction. As a user you do not need to track these payees.

In other cases, where payees can be exempted from the current health insurance for employees, a payee must meets both of the these conditions before he or she is transferred to the new health insurance system:

*   The payee is age 65 or over.

*   The payee is disabled to a certain degree.

To track these payees, select the **Excluded from Health Insurance** check box.

Nursing Care Insurance

Field or Control	Description
Special Insured	When you select this check box, nursing insurance is calculated and deducted, regardless of the age of the payee.
Excluded	When you select this check box, nursing insurance is not calculated and deducted, regardless of the age of the payee.

Pension Insurance

Field or Control	Description
Base Pension Number	Enter the base pension number for the employee and the spouse, if applicable. These values are used by the enrollment, termination, and address change reports.
Base Pension Number for Spouse	This value is for your information only. It is not used by the payroll system.
Eligibility for Voluntary Enrollment for Elderly	Select if the employee is 70 or older and qualifies for payroll deduction of Employees Pension Insurance contribution. Use the PI 70 Year Old Employees report to identify employees who are terminated from pension insurance due to age.

Updating Last Action

Field	Manually Entered	Automatically Entered
Last Action	Online user	System
Updated on	Current date	Process run date

Maintain Dep Soc Ins Data JPN Page

Use the Maintain Dep Soc Ins Data JPN page (GPJP_SC_DEP_DATA) to maintain a payee dependent's social insurance data.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Social Security/Insurance** > **Maintain Dep Soc Ins Data JPN** > **Maintain Dep Soc Ins Data JPN**

This example illustrates the fields and controls on the Maintain Dep Soc Ins Data JPN page. You can find definitions for the fields and controls later on this page.

Select **Dependant in Health Insurance** if the dependent is included in the employee's health insurance plan.

Preparing for Monthly Standard Remuneration Reports

This section provides an overview of monthly standard remuneration reports.

Pages Used to Prepare for Monthly Standard Remuneration Reports

Page Name	Definition Name	Usage
Load SI Monthly Remun JPN Page	GPJP_RC_SC_LOAD	Run the monthly remuneration load process.

Page Name	Definition Name	Usage
Review SI Mthly Remun JPN Page	GPJP_SC_MTH_REMUN	View and edit the monthly remuneration calculations for individual employees. The Monthly Remuneration Load Application Engine process loads and updates this page. The parameters that you enter in the process run control page determine which employees you can see on this page.
Update SI Monthly Remun JPN Page	GPJP_RC_SC_LOAD	Update employee social insurance data. Run the Monthly Remuneration Update process to update the amount of monthly remuneration on the Maintain Social Ins Data JPN page for employees whose subject indicator is Occasional Revision or Regular Decision.

Understanding Monthly Standard Remuneration Reports

The Monthly Remuneration Load process (GPJP_LD_REM) gathers information from HR and Global Payroll tables and updates the Monthly Remuneration Results table (GPJP_MTHRMN_TBL). That table is the data source for one page and three monthly remuneration reports that are delivered by PeopleSoft. You can create your own Structured Query Reports (SQRs), service operations, or electronic data files that access data on the Monthly Remuneration Results table.

Here's how you prepare for monthly remuneration reporting:

1. Finalize the salary payroll run.

2. Run the Monthly Remuneration Load Application Engine process (GPJP_LD_REM).

3. View and correct results of the monthly remuneration calculations on the SI Monthly Remuneration Results page.

4. Run the following monthly standard remuneration reports:

   • Monthly Standard Remuneration Revised report.

   • Monthly Standard Remuneration Regular report (for June payroll only).

   • Monthly Standard Remuneration (summary) report (for June payroll only).

5. Run the Monthly Remuneration Update Application Engine process (GPJP_UPD_REM).

Load SI Monthly Remun JPN Page

Use the Load SI Monthly Remun JPN (load social insurance monthly remuneration Japan) page (GPJP_RC_SC_LOAD) to run the monthly remuneration load process.

Navigation:

Global Payroll & Absence Mgmt > **Social Security / Insurance** > **Load SI Monthly Remun JPN** > **Load SI Monthly Remun JPN**

This example illustrates the fields and controls on the Load SI Monthly Remun JPN page. You can find definitions for the fields and controls later on this page.

The Monthly Remuneration Load process loads the Monthly Remuneration Results table (GPJP_MTHRMN_TBL).

The payroll must be finalized for the calendar group ID that you select; otherwise, the system issues an error message. The process uses the payment dates to determine for which month the calendar group applies. The following table lists the eligibility subject indicators for which the process loads data according to the month of the calendar group ID:

Subject Indicator	Months Loaded
Occasional Revision	All months
Occasional Revision Candidate	All months
Regular Decision	June only

Review SI Mthly Remun JPN Page

Use the Review SI Mthly Remun JPN (review social insurance monthly remuneration Japan) page (GPJP_SC_MTH_REMUN) to view and edit the monthly remuneration calculations for individual employees.

The Monthly Remuneration Load Application Engine process loads and updates this page. The parameters that you enter in the process run control page determine which employees you can see on this page.

Navigation:

Global Payroll & Absence Mgmt > **Social Security / Insurance** > **Review SI Mthly Remun JPN** > **Review SI Mthly Remun JPN**

Field or Control	Description
Subject	Displays whether the employee is subject to occasional revision or regular decision. Values include *Occasional Revision, Occasional Revision Candidate, Regular Decision,* and *Not Applicable.* See Standard Remuneration Calculations.

Remuneration in Assessment Months

View or update the amount of cash and non-cash pay that is subject to social insurance premium for each month.

Field or Control	Description
Month	Displays the three months in the assessment period.
Base Days for Payment	Displays the number of days that were used to calculate the salary for the month.
Sum of Monthly Remun (sum of monthly remuneration)	Displays the sum of cash and non-cash remuneration. This value is updated automatically when you change the value in the **Monthly Cash Remun** or **Monthly Non-Cash Remun** field.

Revised Monthly Remuneration

You can manually update the **Total Amount, Average,** and **Revised (HIS and EPI)** values in this group box. The system does not automatically recalculate the values of these fields even when you change the value in the Monthly Cash Remun or Monthly Non-Cash Remun fields. When you save the page, a warning message advises you to manually update these fields if values have changed.

Field or Control	Description
Total Amount	Displays the total remuneration for the assessment months during which the element worked sufficient work days.
Average	Displays the average remuneration for the period.
Adjusted Average	Displays the average remuneration for the period not including any retroactive amount for a month other than the assessment month.

Field or Control	Description
Current (HIS)	Displays the monthly standard remuneration for health insurance before regular decision or occasional revision.
Current (EPI)	Displays the monthly standard remuneration for Employees' Pension Insurance before regular decision or occasional revision.
Revised (HIS)	Displays the revised monthly standard remuneration for health insurance as determined by regular decision or occasional revision.
Revised (EPI)	Displays the revised monthly standard remuneration for Employees' Pension Insurance as determined by regular decision or occasional revision.

Remarks

Field or Control	Description
Amount of Retroactive Pay	Displays the total amount of retroactive remuneration excluding the retroactive amount for a month that is excluded from the calculation due. Retroactive reduction appears as a negative amount.

Fixed Wages Change

Field or Control	Description
Difference	Displays the increase or decrease applied to the fixed wages. Decreases are accompanied by a negative.
Effective Month	Enter the month when retroactivity occurs. This is not the month when the salary change occurs. For example, if a pay raise was given in April and applied to the April payment, the value would be 4. If the pay raise was given in May and applied to the April payment, the value would be 5.

Field	Manually Entered	Automatically Entered
Last Action	Online user	System.

Field	Manually Entered	Automatically Entered
Updated on	Current date	Run date of the process.

Related Links

Understanding Social Insurance Rules

Update SI Monthly Remun JPN Page

Use the Update SI Monthly Remun JPN (update social insurance monthly remuneration Japan) page (GPJP_RC_SC_LOAD) to update employee social insurance data.

Run the Monthly Remuneration Update process to update the amount of monthly remuneration on the Maintain Social Ins Data JPN page for employees whose subject indicator is Occasional Revision or Regular Decision.

Navigation:

Global Payroll & Absence Mgmt > **Social Security / Insurance** > **Update SI Monthly Remun JPN** > **Update SI Monthly Remun JPN**

This example illustrates the fields and controls on the Update SI Monthly Remun JPN page. You can find definitions for the fields and controls later on this page.
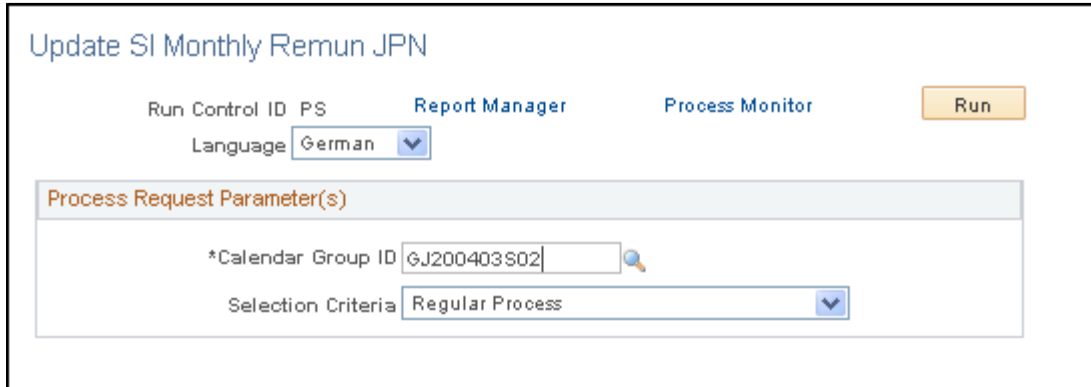
Run the Monthly Remuneration Update process to update the amount of monthly remuneration on the Maintain Social Ins Data JPN page for employees whose subject indicator is Occasional Revision or Regular Decision. Use the **Selection Criteria** field to select the monthly remuneration result data to be printed on the report.

This process uses the same run control page as the Monthly Remuneration Load process.

Related Links

Load SI Monthly Remun JPN Page

Checking Social Insurance Calculations

This section provides an overview of social insurance calculation checks.

Pages Used to View Premium Reports

Page Name	Definition Name	Usage
SI Premium Summary Rpt JPN Page	GPJP_RC_SC_GRD	Create the SI Premium Summary report to view information about the social insurance premiums and grades of all employees in an establishment.
SI Premium Inquiry Rpt JPN Page	GPJP_RC_SC_CHK	Create the Social Insurance Premium Inquiry report to view employee's whose premium data has changed in the between previous and current months.

Understanding Social Insurance Calculation Checks

Global Payroll for Japan calculates social insurance premiums and creates the employee and employer deductions. The social insurance provider also calculates these premiums independently. The social insurance check report enables you to compare these values. To do so, you:

1. Receive the premium payment documents from the provider.

    The provider should send a payment notification, detail statement, and a change statement for the previous month.

2. Compare the provider's data with your calculations using the SI Premium Summary report and the SI Premium Inquiry report.

    The SI Premium Summary report lists the following information for an establishment ID: employee and employer premium amounts for salary and bonus payments and the number of dependants by grade.

    The SI Premium Inquiry report lists, by establishment ID, those payees whose premiums have changed in the month.
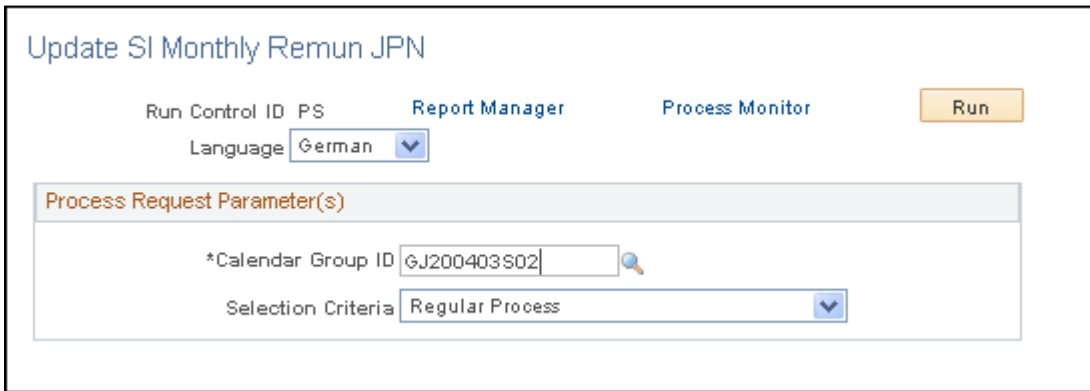
SI Premium Summary Rpt JPN Page

Use the SI Premium Summary Rpt JPN (social insurance premium summary report Japan) page (GPJP_RC_SC_GRD) to create the SI Premium Summary report to view information about the social insurance premiums and grades of all employees in an establishment.

Navigation:

Global Payroll & Absence Mgmt > **Social Security/Insurance** > **SI Premium Summary Report JPN** > **SI Premium Summary Rpt JPN**

This example illustrates the fields and controls on the SI Premium Summary Rpt JPN page. You can find definitions for the fields and controls later on this page.

Report Request Parameter(s)

Select the object year, month, and SI establishment for which you want to run the report. For example, if you would like to print the summary for the premium that is deducted and paid to the social insurance provider in March, you should select *03* for the **Month.**
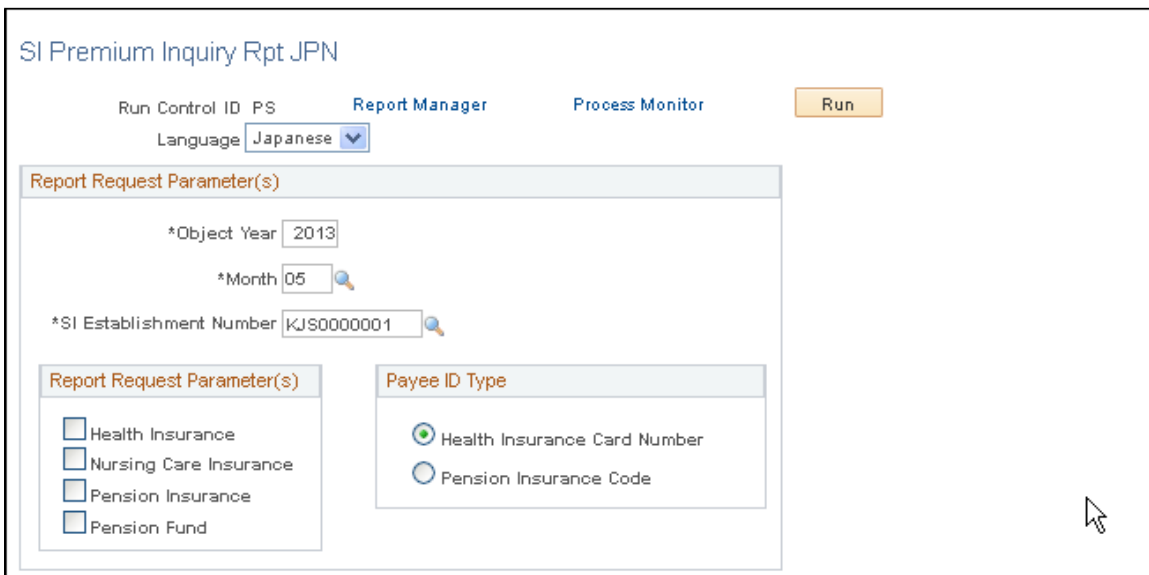
SI Premium Inquiry Rpt JPN Page

Use the SI Premium Inquiry Rpt JPN (social insurance premium inquiry report Japan) page (GPJP_RC_SC_CHK) to create the Social Insurance Premium Inquiry report to view employee's whose premium data has changed in the between previous and current months.

Navigation:

Global Payroll & Absence Mgmt > **Social Security/Insurance** > **SI Premium Inquiry Report JPN** > **SI Premium Inquiry Rpt JPN**

This example illustrates the fields and controls on the SI Premium Inquiry Rpt JPN page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Object Year and **Month**	Enter the month and year for which you want to run the report. For example, to report the difference between the premiums that are deducted and paid to the social insurance provider in February and March, you should select *03* for the **Month.**

Report Request Parameter(s)

Select an option to find the payees whose corresponding premiums have changed in the current month. Select multiple options to search for payees whose premiums have changed for all of the corresponding premiums. For example, if **Health Insurance** and **Nursing Care Insurance** are selected, the system lists the payees whose health insurance premium and nursing care premium have changed between the previous and current months.

If you do not select a parameter the report will display the social insurance premiums of all the payees, even when the premiums are unchanged.

Payee ID Type

Select the appropriate option.

Note: This option only allows you to switch insurance numbers. The generated report format complies with the social insurance agency format. It does not, however, comply with either the health insurance society and pension insurance society formats.

Running Social Insurance Reports

This section provides an overview of social insurance reports and lists the pages used to run them.

Pages Used to Run Social Insurance Reports

Page Name	Definition Name	Navigation	Usage
SI Mthly Rev Remun Rpt JPN (social insurance monthly revised remuneration report Japan) Page	GPJP_RC_SC01	**Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **SI Monthly Rev Remun Rpt JPN** > **SI Mthly Rev Remun Rpt JPN**	Run the Monthly Standard Remuneration Revised Report (GPJPSC01), which lists social insurance and remuneration information for all employees whose subject indicator is Occasional Revision.

Page Name	Definition Name	Navigation	Usage
ANN-SI Mthly Reg Remun Rpt JPN (social insurance monthly Regular remuneration report Japan) Page	GPJP_RC_SC03	**Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **ANN – SI Mthly Reg Remun Rpt JPN** > **ANN – SI Mthly Reg Remun Rpt JPN**	Run the Monthly Standard Remuneration Regular Report (GPJPSC02), which lists social insurance and remuneration information for all employees whose subject indicator is Regular Decision.
ANN-SI Mthly Sum Remun Rpt JPN (social insurance monthly summary remuneration report Japan) Page	GPJP_RC_SC03	**Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **ANN – SI Mthly Sum Remun Rpt JPN** > **ANN – SI Mthly Sum Remun Rpt JPN**	Run the Monthly Standard Remuneration Summary Report (GPJPSC03), which summarizes information about employees who are subject to regular decision and occasional revision.
SI Bonus Payment Report JPN (social insurance bonus payment report Japan) Page	GPJP_RC_SC_BNS	**Global Payroll & Absence Mgmt** > **Social Security/ Insurance** > **SI Bonus Payment Report JPN** > **SI Bonus Payment Report JPN**	List each payee's bonus amount.
PI 70 Years Old EE Rpt JPN (pension insurance 70 years old employees report Japan) Page	GPJP_RC_SC04	**Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **PI 70 Years Old EE Report JPN** > **PI 70 Years Old EE Rpt JPN**	Run the Pension Termination Report (GPJPSC04), which lists employees who became ineligible for Employees' Pension Insurance premium due to reaching the age of 70.

Understanding Social Insurance Reports

You can print the following reports:

- Monthly Standard Remuneration Revised report (GPJPSC01), which you submit monthly.

- Monthly Standard Remuneration Regular report (GPJPSC02), which you submit annually.

- A summary of monthly standard remuneration (GPJPSC03) that you can use to complete the Monthly Standard Remuneration Summary report.

- Bonus Payment Detail report (GPJPSC05).

- Bonus Payment Summary report (GPJPSC06).

- Pension Insurance Termination report (GPJPSC04), which you use to review and update the **Eligibility for Voluntary Enrollment for Elderly** field on the Maintain Social Ins Data JPN page.

The monthly standard remuneration reports are provided in the format for the Tokyo municipality. You can modify the format as required.

The following topics provide more details about these reports.

Monthly Standard Remuneration Revised Report

Submit this report to the social insurance provider after each salary pay run in which employees exist who are subject to occasional revision. The report lists the following information for all employees whose subject indicator is Occasional Revision (fixed wages increased or decreased two months ago resulting in a change of standard remuneration grade by two grades or more):

- Health card number, name, birth date, and type.

- Base days, cash, non-cash, and sum of remuneration for each of the three months in the assessment period.

- Total of monthly remuneration, as well as current and revised standard remuneration for health insurance and pension insurance.

- Amount of retroactive pay, difference of fixed wages, and effective month.

Monthly Standard Remuneration Regular Report

Submit this report to the social insurance provider annually by the tenth of July. The report lists the following information for employees whose subject indicator is Regular Decision:

- Health card number, name, birth date, and type.

- Base days, cash, non-cash, and sum of remuneration for April, May, and June of the current year.

- Total of monthly remuneration, as well as current and revised standard remuneration for health insurance and pension insurance.

- Amount of retroactive pay, difference of fixed wages, and effective month.

Summary of Monthly Standard Remuneration Report

Use the information in this report to complete the Monthly Standard Remuneration Summary report that you submit annually to the social insurance provider with the Monthly Standard Remuneration Regular report. This report lists the following information for each establishment:

- The number of employees who became insured between June 1 and July 1.

- The number of employees submitting the Monthly Standard Remuneration Regular report.

- The number of employees who are subject to occasional revision in July.

- The health card number and name of each employee who might be subject to occasional revision in August and September.

Social Insurance Bonus Payment Detail Report

Submit this report each time a bonus is paid. This report lists:

- Health insurance card number, birth date, name, and type.

- The cash bonus amount.

- The non-cash bonus amount.

• The total bonus amount.

Social Insurance Bonus Payment Summary Report

Submit this report each time a bonus is paid. For each establishment number, this report lists:

• The number of bonus payees.

• The total amount of the bonus.

• The number of insured employees.

Pension Insurance Termination Report

The report lists employees who became ineligible for Employees' Pension Insurance premium due to reaching the age of 70, along with their names, employee IDs, genders, supervisor levels, and whether they are eligible for voluntary enrollment. It also lists, for each establishment number and department number if you specified these parameters, the total number of employees who became ineligible and the total number eligible for voluntary enrollment.

The report determines which employees are age 70 or over as of the date that you enter as the object date on the run control page.

Creating Social Insurance Report Data Files

This section provides an overview of social insurance report data files.

Pages Used to Create Social Insurance Report Data Files

Page Name	Definition Name	Usage
SI Create Remun Rpt File JPN Page	GPJP_RC_SC_RPT1	Create the report files for the Monthly Standard Remuneration Report (Revised) and the Monthly Standard Remuneration Report (Regular).
SI Create Bonus Rpt File JPN Page	GPJP_RC_SC_BNS2	Create the bonus report file.
SI Create Other Rpt File JPN Page	GPJP_RC_SC_RPT2	Create the enrollment, termination, and address change report files.

Understanding Report Data Files

In addition to the printed reports listed previously, you can also submit some social insurance reports electronically. You can create the following files for the following reports:

• Monthly Standard Remuneration Revised report.

• Monthly Standard Remuneration Regular report.

- Bonus Payment report.

- Enrollment report.

- Termination report.

- Address change report.

Three processes, and therefore three run control pages, are used to create these files:

- Remuneration report file creation.

- Bonus report file creation.

- Other report file creation.

Each of these processes has the same basic structure. First, they select the report data from the appropriate tables. Next, the system validates the content and the format of the report files. Last, the system places the data to a file.

If errors are found during the validation step, the system creates a detailed log file for each error that is detected. The error file includes the record row number, employee ID, health insurance card number, name, report type, field name containing the error, and an error description. The error file name follows the format *gpjp_sc_det_log_process instance number.* csv.

When the data is placed in the file, commas are replaced with spaces.

Remuneration Report Files

The process that is used to create both the Monthly Standard Remuneration Report (Regular) and the Monthly Standard Remuneration Calculation Report (Revised) selects rows from the Monthly Remuneration Results Record (GPJP_MTHRMN_TBL), whose object date (GPJP_OBJECT_DATE) and social insurance establishment (GPJP_TAX_ESTAB) match the values on the SI Create Remun Rpt File JPN page. The selected rows are extracted and used to create the report file.

Additionally, for the Monthly Standard Remun Calc Report (Revised), the process selects rows where the subject indicator (GPJP_SUBJECT_IND) is occasional revision. For the Monthly Standard Remun Calc Report (Regular), the process selects rows where GPJP_SUBJECT_IND is regular decision.

Note: Prior to creating the remuneration report files, you must run the load social insurance monthly remuneration process.

Bonus Report Files

The process used to create the bonus report file selects data from the Global Payroll result table (GPJP_WA_PIN) for the payees who are insured as of the end of the bonus payment month. The selected rows are extracted and used to create the report file.

Other Report Files

The process that is used to create the enrollment report, termination report, and address change report files selects data from the employee social insurance payee table (GPJP_SC_PYE_DTA) where the effective date is within the period and the SI establishment is equal to the value that is selected on the SI Create Other Rpt File JPN page.

In addition, the change reason should match the following criteria for each file:

Data File	Change Reason
Enrollment Report	New enrollment. Re-enrollment.
Termination Report	Loss by Death. Loss by Age. Loss by Other Reason.

To create the Address Change report data file, the system looks for the following conditions:

- An active row is on the Address table (ADDRESSES) whose effective date is between the period that is specified on the SI Create Other Rpt File JPN page and the address type is *Home*.

- For the effective date of the active row used above, an effective row is on the social insurance payee table whose change reason is not *Excluded*.

- No row is on the social insurance payee table whose effective date is equal to the address row listed previously whose change reason is *New Enrollment* or *Re-enrollment.*

SI Create Remun Rpt File JPN Page

Use SI Create Remun Rpt File JPN page to create the report files for the Monthly Standard Remuneration Report (Revised) and the Monthly Standard Remuneration Report (Regular).

Navigation:

Global Payroll & Absence Mgmt > **Social Security/Insurance** > **SI Create Remun Rpt File JPN** > **SI Create Remun Rpt File JPN**

This example illustrates the fields and controls on the SI Create Remun Rpt File JPN page. You can find definitions for the fields and controls later on this page.

Report Selection

Select which report data to use when creating the file.

Payee ID Type

Select the appropriate option.

Note: This option only allows you to switch insurance numbers. The generated report format complies with the social insurance agency format. It does not, however, comply with either the health insurance society and pension insurance society formats.

File Output Location

Field or Control	Description
File Handle	Select a predefined file handle.

SI Create Bonus Rpt File JPN Page

Use the SI Create Bonus Rpt File JPN (social insurance create bonus report file Japan) page (GPJP_RC_SC_BNS2) to create the bonus report file.

Navigation:

Global Payroll & Absence Mgmt > **Social Security/Insurance** > **SI Create Bonus Report JPN** > **SI Create Bonus Rpt File JPN**

This example illustrates the fields and controls on the SI Create Bonus Rpt File JPN page. You can find definitions for the fields and controls later on this page.

Payee ID Type

Select the appropriate option.

Note: This option only allows you to switch insurance numbers. The generated report format complies with the social insurance agency format. It does not, however, comply with either the health insurance society and pension insurance society formats.

File Output Location

Field or Control	Description
File Handle	Select a predefined file handle.

SI Create Other Rpt File JPN Page

Use the SI Create Other Rpt File JPN (social insurance create other report file Japan) page (GPJP_RC_SC_RPT2) to create the enrollment, termination, and address change report files.

Navigation:

Global Payroll & Absence Mgmt > **Social Security/Insurance** > **SI Create Other Report File JPN** > **SI Create Other Rpt File JPN**

This example illustrates the fields and controls on the SI Create Other Rpt File JPN page. You can find definitions for the fields and controls later on this page.

Report Selection

Select which report data to use when creating the file.

Payee ID Type

Select the appropriate option.

Note: This option only allows you to switch insurance numbers. The generated report format complies with the social insurance agency format. It does not, however, comply with either the health insurance society and pension insurance society formats.

File Output Location

Field or Control	*Description*
File Handle	Select a predefined file handle.

Preparing for Social Insurance Premium Payment

Use the Global Payroll generic reporting functionality to prepare a report of earnings and deductions that you can use to review the amount of social insurance premium to be submitted to the insurance provider each month.

Related Links
Running Generic Global Payroll Reports for Japan

Processing Monthly Remuneration Result Data for Occasional Revision and Regular Decision Candidates

This section discusses:

• Processing Monthly Remuneration Data for July.

• Processing Monthly Remuneration Data for August.

• Processing Monthly Remuneration Data for September.

Processing Monthly Remuneration Data for July

Perform these steps in June:

1. Run and finalize the payroll process for June.

2. Run the Load Monthly Remuneration process for salary for June.

3. Review the result on the Monthly Remuneration Result page.

4. Print the Monthly Standard Remuneration Calculation Report (revised) for July.

5. Do either of the followings:

   • If the Social Insurance Provider requests that the candidates for Occasional Revisions in August and September be included in the Regular Decision Report, print the Monthly Standard Remuneration Calculation Report (Regular) and the Monthly Standard Remuneration Calculation Report (Summary) with selection criteria 0 (include future occasional candidates).

- If the Social Insurance Provider requests that the candidates for Occasional Revisions in August and September be excluded from the Regular Decision Report, print the Monthly Standard Remuneration Calculation Report (regular) and the Monthly Standard Remuneration Calculation Report (summary) with selection criteria 7 (exclude future occasional candidates).

6. Run the Update Monthly Remuneration process for July with selection criteria 0 (regular process).

Note: Regular Decisions in August and September are not considered in Social Insurance.

The data printed on the Monthly Standard Remuneration Calculation Report (regular) depends on the Social Insurance Provider's request for the report. It can only be the data in category 1 (if the Social Insurance Provider requests that future candidates be excluded) or all the data in categories from 1 - 4 (if the Social Insurance Provider requests future candidates be included in the report).

Regarding the data that are updated by the Update Monthly Remuneration process, the category of the data is the same regardless of the request from the Social Insurance Provider about the report. Only the data in category 1 are updated into the Social Insurance Payee Data table for all situations.

Data Category	*Judged as Occasional Revision Candidate for August*	*Judged as Occasional Revision Candidate for September*	*Subject Indicator of the Monthly Remuneration Result for July (effective date is in June)*
1	N/A	N/A	Regular Decision
2	N/A	Candidate	Regular Decision
3	Candidate	N/A	Regular Decision
4	Candidate	Candidate	Regular Decision

Processing Monthly Remuneration Data for August

Perform these steps in July:

1. Run and finalize the payroll process for July.

2. Run the Load Monthly Remuneration process for the payroll.

3. Review the result on the Monthly Remuneration Result page.

4. Print the Monthly Standard Remuneration Calculation Report (revised) for August.

5. Run the Update Monthly Remuneration process for August with selection criteria 0 (regular process).

6. If the Social Insurance Provider requests that the candidates be excluded for occasional revisions in August and September from the Regular Decision Report, print the Monthly Standard Remuneration Calculation Report (regular) with selection criteria 8 (Modori Regular Decision in August).

7. Run the Update Monthly Remuneration process for July with selection criteria 8 (Modori Regular Decision in August).

The data in categories 3 and 4 are judged if they are subject to occasional revision in August.

In the following table, data categories 3-1 and 4-1 are subject to occasional revision. Data categories 3-2 and 4-2 are not decided. The system also updates the Remuneration Result row for July from Regular Decision to N/A.

Only data that is not subject to occasional revision in August and is not a candidate for occasional revision in September (categorized as 3-2) are printed and updated in July.

Data Category	Occasional Revision Candidate in August	Occasional Revision Candidate in September	Subject Indicator of the Monthly Remuneration Result for July (Effective Date is in June)	Subject Indicator of the Monthly Remuneration Result for August (Effective Date is in July)
1	N/A	N/A	Regular Decision	No row is created
2	N/A	Candidate	Regular Decision	No row is created
3–1	Candidate	N/A	Regular Decision ->N/A	Occasional Revision
3–2	Candidate	N/A	Regular Decision	N/A
4-1	Candidate	Candidate	Regular Decision ->N/A	Occasional Revision
4-2	Candidate	Candidate	Regular Decision	N/A

Processing Monthly Remuneration Data for September

Performed these steps in August:

1. Run and finalize the payroll process for August.

2. Run the Load Monthly Remuneration process.

3. Review the results on the Monthly Remuneration Result page.

4. Print the Monthly Standard Remuneration Calculation Report (revised) for September.

5. Run the Update Monthly Remuneration process for September with selection criteria 0 (regular process).

6. If the Social Insurance Provider requests that the candidates be excluded for occasional revisions in August and September from the Regular Decision Report, print the Monthly Standard Remuneration Calculation Report (regular) with selection criteria 9 (Modori Regular Decision in September).

7. Run the Update Monthly Remuneration process for July with selection criteria 9 (Modori Regular Decision in September).

The data in categories 2, 4-1 and 4-2 are judged if they are subject to occasional revision in September. In the following table, data categories 2-1, 4-1-1 and 4-2-1 are subject to occasional revision. Data categories 2-2, 4-1-2 and 4-2-2 are not decided. The system updates the Remuneration Result row for July from Regular Decision to N/A. Only the data that is not subject to occasional revision in September (data categories 2-2 and 4-2-2) are printed and updated in August.

Data Category	Judged as Occasional Revision Candidate for August	Actual Occasional Revision result for September	Subject Indicator of the Monthly Remuneration Result for July (Effective Date is in June)	Subject Indicator of the Monthly Remuneration Result for August (Effective Date is in July)	Subject Indicator of the Monthly Remuneration Result for September (Effective Date is in August)
1	N/A	N/A	Regular Decision	No row is created	No row is created
2–1	N/A	Candidate	Regular Decision ->N/A	No row is created	Occasional Revision
2–2	N/A	Candidate	Regular Decision	No row is created	N/A
3–1	Candidate	N/A	Reg Dec ->N/A	Occasional Revision	No row is created
3-2	Candidate	N/A	Regular Decision	N/A	No row is created
4-1-1	Candidate	Candidate	Regular Decision ->N/A	Occasional Revision	Occasional Revision
4-1-2	Candidate	Candidate	Regular Decision ->N/A	Occasional Revision	N/A
4-2-1	Candidate	Candidate	Regular Decision ->N/A	N/A	Occasional Revision
4-2-2	Candidate	Candidate	Regular Decision	N/A	N/A

Chapter 13

Managing Labor Insurance

Understanding Labor Insurance Rules

This section discusses:

- Delivered elements for calculating labor insurance premiums.

- Delivered elements for determining exemption for age.

- Delivered elements for tracking short time labor insured.

- Viewing delivered elements.

Delivered Elements for Calculating Labor Insurance Premiums

PeopleSoft delivers elements for calculating the payee and payer contributions to employment insurance premiums.

Payees' Labor Insurance Premiums

The following elements are used to calculate payee's employment insurance premiums:

- Deduction elements LA EMP SAL and LA EMP BON for processing labor insurance deductions for salary or bonus.

- Variables for three employment insurance industry types: Type A, Type B (agriculture, forestry, fishery, and winery), and Type B(Cs) (construction).

- Bracket for determining the employment insurance rate for industry Types A and B, when the total amount of wages is between 92,000 JPY and 484,000 JPY.

- Variables and formula for calculating the employment insurance premium when the amount of total wages falls outside the bracket.

Payer's Labor Insurance Premiums

The following elements are used to calculate the payer's contribution to labor insurance:

- Variable element LA VR CALC ER FLG, which determines whether to calculate the payer's contribution. The default value is 0 (do not calculate).

- Variables for industry types (the same those that are used for payee's contributions).

- Bracket for determining the employment insurance rate of the payer's contribution for the three industry types.

- Variable LA VR WKRCMP RT, which holds the workers compensation insurance rate.

- Variable LA VR EMPL INS CO for the calculated employment insurance premium of the payer's contribution.

- Variable LA VR WKR COMP for the calculated workers compensation insurance premium.

- Writable array GPJP_WA_SCRPT that holds the calculated results for labor insurance of the payer's contribution (LA VR EMPL INS CO and LA VR WKR COMP).

Delivered Elements for Determining Exemption for Age

PeopleSoft delivers date elements, durations, formulas, variables, and generation control to determine whether the employee is over age 64 on April 1 and, if so, to prevent the premium deduction.

Delivered Elements for Tracking Short Time Labor Insured

A delivered variable tracks short time workers for reporting purposes. Use this information to submit the Status Change report when an employee changes to or from short time insured worker status and to determine the contents of the unemployment certificate.

Viewing Delivered Elements

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

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

Entering Labor Insurance Information

This section provides an overview of setting up labor insurance information and discusses how to enter labor insurance data.

Page Used to Enter Labor Insurance Data

Page Name	Definition Name	Usage
Maintain Labor Ins Data JPN Page	GPJP_LA_PYE_DATA	Enter labor insurance data for all job records of each employee.

Understanding Labor Insurance Information Setup

You must enter some data into the system before you calculate labor insurance premiums.

Setting up labor insurance data includes these steps:

1. Define labor insurance establishments on the Labor Ins Estab page.

Select the industry type for each labor insurance establishment.

2. Set up employee labor insurance data on the page.

   If an employee has multiple jobs and receives separate payments for each job, enter labor insurance data for each job separately.

Labor insurance data will be deducted for each of the employee's job record.

Maintain Labor Ins Data JPN Page

Use the Maintain Labor Ins Data JPN page (GPJP_LA_PYE_DATA) to enter labor insurance data for all job records of each employee.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Social Security/Insurance** > **Maintain LI Data JPN** > **Maintain Labor Ins Data JPN**

This example illustrates the fields and controls on the Maintain Labor Ins Data JPN page. You can find definitions for the fields and controls later on this page.

Workers Compensation Insurance

Field or Control	Description
Insurance Type	*Full Time Insured Worker, Insured Officer, Temporary Insured Worker,* and *Exclusion.* Select *Exclusion* when a payment, such as a director's remuneration, is not subject to workers compensation insurance.

Employment Insurance

Field or Control	Description
Insurance Type	*Insured:* Ordinary worker who is eligible for employment insurance. *Officer:* Officers who work as employees and are eligible for employment insurance. *Exclusion:* Any other payees who are not eligible for employment insurance, such as payees whose standard hours are less than 20 per week. **Note:** Employees with insurance type *Officer* and *Insured* are subject to the deduction of employment insurance premiums unless their age is 64 or more at the time of payment. The age is determined by the system and is not affected by the value of the **Elderly Insured** check box. Global Payroll for Japan does not support voluntary elderly insured.
Elderly Insured	Select if the payee's employment insurance type is *Officer* or *Insured* and the payee is categorized as *Elderly Insured* in the Annual Basic Employment Premium report. Use the Annual Employment Insurance Exempt report to help identify employees to be categorized as elderly insured.
Short Time Worker	Select if the payee's employment insurance type is *Officer* or *Insured* and the payee needs to be categorized as a short time worker.

Entering and Viewing Labor Insurance Report Data

This section provides an overview of the process for entering labor insurance data and discusses how to enter labor insurance report data.

Page Used to Enter and View Labor Insurance Report Data

Page Name	Definition Name	Usage
Maintain Lab Ins Rpt Data JPN Page	GPJP_LA_PYE_RPT	Enter data for labor insurance reports.

Understanding Labor Insurance Report Data

Global Payroll for Japan provides pages for capturing the data that you will use to manually complete the following labor insurance reports:

• Enrollment report.

• Termination report.

• Transfer (Move In) report.

To enter data for the reports:

1. Complete the relevant fields on the Maintain Lab Ins Rpt Data JPN page.

   Note: To determine which fields to complete for a given report, select the report type and click the View Report link.

2. Click the View Report link at the bottom of the page.

   The page that appears depends on the value that you selected in the Report Type field on the Maintain Lab Ins Rpt Data JPN page.

3. Review for accuracy.

   The system automatically converts dates to the imperial format. It also displays the reporting code that corresponds to certain values that you selected on the Maintain Lab Ins Rpt Data JPN page.

After confirming that your entries are correct, copy the data into the reports. The online report pages display data in the approximate order in which you enter the data on the OCR report forms defined by the government.

Note: If an employee has multiple jobs that are paid separately, enter labor insurance report data separately for each job.

Common Elements Used in This Section

Field or Control	Description
Enrollment Date	Displays the effective date entered on the Maintain Lab Ins Rpt Data JPN page when the report type is enrollment.
Monthly Wage	Displays the value that you entered in the Estimated Monthly Wage field on the Maintain Labor Insurance Report page, divided by 1000 (without the fractions).
Standard Hours	Displays the number of standard hours and minutes for the payee as they appear on the Job Information page.

Maintain Lab Ins Rpt Data JPN Page

Use the Maintain Lab Ins Rpt Data JPN (maintain labor insurance report data) page
(GPJP_LA_PYE_RPT) to enter data for labor insurance reports.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Social Security/Insurance** > **Maintain Lab Ins
Rpt Data JPN** > **Maintain Lab Ins Rpt Data JPN**

This example illustrates the fields and controls on the Maintain Lab Ins Rpt Data JPN page.

Entering Data for Enrollment Report

Use Maintain Lab Ins Rpt Data JPN page — Enrollment (GPJP_LA_PYE_RPT1) to enter enrollment data that need to be displayed in the enrollment report e-Gov format.

Navigation:

Payee Data > **Payee Data** > **Social Security/Insurance** > **Maintain Lab Ins Rpt Data JPN** > **Maintain Lab Ins Rpt Data JPN**

This example illustrates the fields and controls on the Maintain Lab Ins Rpt Data JPN page.

Field or Control	Description
Effective Date	For the enrolment report, this field displays the effective date of enrolment into employment insurance.
Report Type	Select from the following report types: **Enrollment, Termination, Transfer**. The selected value determines which page appears when you click the View Report link and on E-Gov CSV Reports. Select "Enrollment" for enrolling the employee for Employment Insurance.
Enrollment Type	Select the required enrollment type. Available options are: • New • Re-enrollment
Enrollment Reason	Values are: *Change from Daily Laborer, New Hire (New Graduates), New Hire (Others), Others, Return to Home Company.*
Name is different from the name on Employment Insurance card	Select this checkbox, if your name is different from the employment insurance card. By selecting this checkbox, two new fields 'Full Name with Kanji after change' and 'Full name with Kana after change' are displayed. You can enter the required previous names in the corresponding fields.
Full Name in Kanji	Enter the Previous Name in Kanji.
Full Name in Kana	Enter the Previous Name in Kana.
Wage Payment Method	Select the required payment method. Available options are: • Monthly • Weekly • Daily • Hourly • Others
Estimated Monthly Wage	Enter the estimated monthly Income.

Field or Control	Description
Type of Employment	Select the required employment type. Available options are: • Daily • Dispatched • Part timer • Fixed-term Contract Laborer • Seasonal Employment • Sailor • Others
Job Type	Select the required job type. Available options are: • Managerial Occupation • Sales Occupation • Professional Technical Occupation • Clerical Occupation • Service Occupation • Safety Occupation • Agriculture Fishery Occupation • Production Process Occupation • Transport Occupation/Operating Engineers • Construction/Mining Occupation • Carrying/Cleaning/Wrapping Occupation
Predefined Term of Contract	Select the required term of contract. Available options are: • Contract term, and no renewal • Contract term, and renewal con • No Contract term

Field or Control	Description
Contract from Date and To Date	The contract's begin and end dates are required if you select field. The contract's begin and end dates are required if you select Contract term, and no renewal condition or Contract term, and renewal condition in the Predefined Term of Contract field.
Insurance Type	Select the required insurance type. Available options are: • Aged (Voluntary) • General • Return to Home Country • Seasonal • Short-term and regular
Hiring Pathway	Select the required hiring pathway. Available options are: • Getting employed by self • Introduction by location • Introduction by private • Uncomprehended
Notes	Use this field to enter notes. For example, you can explain why there is no renewal condition, the reason for insurance ineligibility, or if an unemployment certificate is needed.
Free Form for Requesters	Enter the relevant information for requesters.
Foreigner check box	Select the check box if you are reporting the data for foreigner.
Full name in Romaji	Enter the foreigner name in English.
Nationality/territory code	Select the Nationality from the list.
Residential Card Number	Enter the residential card number. If the insured is a foreigner, Enter the "Residential Card Number" in AA99999999AA format. The first two digits are in uppercase alphabetic characters, the next eight digits in numbers, and the last two digits in uppercase alphabetic characters.

Field or Control	Description
Residential Status	Select the Residential Status from the list
Residential Period	Select the effective date for the residential status.
Non-Qualified Act Permission	Select if the foreigner has a Non-Qualified Act Permission.
Dispatch/Contract Worker	Select if the foreigner is Dispatch/Contract Worker.
View Report	Click to access a page where you can view the data that you entered for the selected report type.

Entering Data for Termination Report

Use the Termination Report page (GPJP_LA_PYE_RPT2) to enter termination data that need to be displayed in the termination report e-Gov format.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Social Security/Insurance** > **Maintain Lab Ins Rpt Data JPN** > **Maintain Lab Ins Rpt Data JPN**

This example illustrates the fields and controls on the Maintain Lab Ins Rpt Data JPN page for 'Termination'.

Field or Control	Description
Effective Date	For the termination report, this field displays the effective date of termination from employment insurance.
Report Type	Select the report type as "Termination" to enter the Termination data.
As of Date	For the termination report, this field displays the effective date that is entered on the Maintain Lab Ins Rpt Data JPN page.

Field or Control	Description
Loss By	Reason for termination. Possible values are: • Other Reason than Termination • Termination not by employer • Termination by employer **Note:** This field is applicable only if you want to generate CSV files for E-Gov.
Needs Unemployment Certificate	Select this checkbox if you need an unemployment certificate. If the "Needs Unemployment Certificate" is selected, then those records are not displayed in the E-Gov CSV file. **Note:** This field is applicable only if you want to generate CSV files for E-Gov.
Name is different from the name on Employment Insurance card	Select this checkbox, if your name is different from the employment insurance card. By selecting this checkbox, three new fields 'Full name in Kanji before change', 'Full name in Kana before change' and 'Name Change Date' are displayed. You can enter the required names in the corresponding fields. **Note:** This field is applicable only if you want to generate CSV files for E-Gov.
Hiring Plan to fill	Select this checkbox if you are having a hiring plan. **Note:** This field is applicable only if you want to generate CSV files for E-Gov.
Notes	Enter any comments.
Free Form for Requesters	Text box for user to enter the relevant information.
Foreigner	Select this check box if you are reporting the data for a foreigner.
Full name in Romaji	Enter the foreigner name in English.
Nationality/Territory Code	Select the Nationality from the list.

Field or Control	*Description*
Residential Card Number	If the insured person is a foreigner, enter the "Residential Card Number" in AA99999999AA format. The first 2 digits are in uppercase alphabetic characters, the next 8 digits in numbers, and the last 2 digits in uppercase alphabetic characters.
Residential Status	Select the Residential Status from the drop-down list.
Residential Period	Select the effective date for the residential status.
Non-Qualified Act Permission	Select this checkbox, if the foreigner has a Non-Qualified Act Permission.
Dispatch/Contract Worker	Select this checkbox, if the foreigner is a Dispatch/Contract Worker.

Entering Data for Transfer Report

Use the Transfer Report page (GPJP_LA_PYE_RPT3) to enter transfer data that need to be displayed in the transfer report e-Gov format.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Social Security/Insurance > Maintain Lab Ins Rpt Data JPN > Maintain Lab Ins Rpt Data JPN

Note: You must select Transfer as the Report Type on that page.

This example illustrates the fields and controls on the Maintain Lab Ins Rpt Data JPN page for 'Transfer'.

Field or Control	Description
Effective Date	For the transfer report, this field displays the effective date of the transfer of employment insurance.
Report Type	Select the report type as "Transfer" to enter the Transfer data.
Name is different from the name on Employment Insurance card	Select this checkbox, if your name is different from the employment insurance card. By selecting this checkbox, three new fields 'Full name in Kanji before change', 'Full name in Kana before change' and 'Name Change Date' are displayed. You can enter the required names in the corresponding fields. **Note:** This field is applicable only if you want to generate CSV files for E-Gov.
Name Change Date	Enter the date from which the name change is effective.
Notes	Enter additional remarks, if any. For example, you can explain the reason for relocation. **Note:** This field is applicable only if you want to generate CSV files for E-Gov.
Free Form for Requesters	Text box for user to enter the relevant information.

Running Labor Insurance Reports

This section provides overviews of labor insurance reports and lists prerequisites.

Pages Used to Run Labor Insurance Reports

Page Name	Definition Name	Usage
Understanding the Employment Insurance Exempt Report (GPJPLA01)	GPJP_RC_LA01	Run the Employment Insurance Exempt Report (GPJPLA01), which lists employees who are exempt from labor insurance premium because of age.
Understanding the Basic Employment Insurance Premium Report (GPJPLA02)	GPJP_RC_LA01	Run the Basic Employment Insurance Premium report (GPJPLA02), which provides the workers compensation and employment insurance wage information you need to complete the Insurance Premium report that you must submit each May.
Understanding the Newly Enrolled Employee Report (GPJPLA03)	GPJP_RC_LA_PYE_RPT	Generates the Newly Enrolled Employee report (GPJPLA03), data file, summary log file, and detail log file.

Understanding the Employment Insurance Exempt Report (GPJPLA01)

This report lists employees who are 64 years of age or older as of April 1 of the object year you select on the run control page. It provides their employee IDs, departments, supervisor level, birth dates, and genders. The report also lists the total number of exempt employees in each department and establishment if you select these parameters.

If any employees listed in this report are elderly insured, select the Elderly Insured check box on the Maintain Labor Ins Data JPN page.

Understanding the Basic Employment Insurance Premium Report (GPJPLA02)

This report helps you complete the Insurance Premium report that you must submit each May. All 12 payroll runs for the insurance year (April 1 through March 31) must be finalized before you run this report.

For both workers compensation insurance and employment insurance, the report lists the number of workers and wages attributed to salary and bonus, as well as the total for each insurance type (full time insured worker, insured officer, and so on). It provides the grand totals for workers compensation insurance and for employment insurance, including and excluding the elderly insured.

The report lists data for the period April 1 of the previous year through March 31 of the object year you select on the run control page.

Understanding the Newly Enrolled Employee Report (GPJPLA03)

When you run the Newly Enrolled Employee Report, the system produces:

* A PDF version of the Newly Enrolled Employee Report (GPJPLA03).

* A summary log file (GPJP_LA03_sum.csv).

  This file contains the labor insurance establishment details, file creation date, total number of employees in the data file, and the number of errors detected in the data file.

* A data file (shutoku.csv).

  This file contains the details of the employees who are newly enrolled as of the run control date.

* A detail log file (GPJP_LA03_dtl.csv).

  This file contains the employee ID, name, the field in which the error is present, and the error details.

To submit enrollment data to the Employment Security Office, you can complete a separate paper report for each employee by copying enrollment report data from the Maintain Labor Insurance Report Data page. Alternatively, you can submit these three items: the csv data file, the Newly Enrolled Employee report (GPJPLA03), and a summary report. To prepare the summary report, copy data from the summary log file to the preprinted form supplied by the Employment Security office.

Prerequisite to Running the Newly Enrolled Employee Report

Before you can run the Newly Enrolled Employee report, you must create a file handle. Although you're required to enter a file name when you create the file handle, the system does not use this name when it generates the files. It applies the naming convention described in the following table:

File	*Naming Convention*
Data file	shutoku + (job instance) + .csv
Summary log	gpjp_la03_sum_ + (job instance) + .csv
Detail log	gpjp_la03_dtl_ + (Job Instance) + .csv

Related Links
Setting Up File Handles

Chapter 14

Managing Inhabitant Tax

Understanding the Inhabitant Tax Business Process

PeopleSoft Global Payroll for Japan provides rules, pages, processes, and reports that you use to:

• Set up the Inhabitant Tax table, which holds municipality and recipient-number data for employees as well as inhabitant-tax monthly amounts.

• Prepare wage payment reports and summaries for municipalities.

• Load inhabitant tax amounts and individual numbers that are received from the municipalities either manually or through a data load process.

• Deduct inhabitant tax amounts from monthly salary.

• Prepare monthly inhabitant tax reports for municipalities.

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

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

See <u>Running Year-End Reports</u>.

Object Year

Object Year generally refers to the year for which you want to run a process or generate a report. When Global Payroll for Japan discusses inhabitant tax, object year is defined like this: The municipality provides monthly inhabitant tax amounts for a period that runs from June 1 to May 31 of the following year. The object year is the year in which June 1 falls.

Understanding How to Maintain the Inhabitant Tax Table

The Inhabitant Tax table (GPJP_IH_PYE_TAX) includes effective-dated rows for each employee who is paying inhabitant tax. This row includes employee ID, employment record number, recipient number, individual number, municipality code, previous employment last month, and special collection amount. Inhabitant Tax will be deducted only from one Job Record of an employee for each payment that the employee receives.

To determine an employee's inhabitant tax, the system first creates a relationship between the postal code in which employees live and the municipalities that charge inhabitant tax. This requires a correlation between the municipality table and the postal code table. The Blank Municipality Audit Report query

identifies postal codes that are not associated with municipality codes. After this relationship is established, a connection exists between the employee and the municipality.

When the employee-municipality relationship has been identified, you can create the Inhabitant Tax table. You will populate the table with tax amounts either by loading data electronically using the Load Inhabitant Tax process (GPJP_IHMUN2) or by entering the data manually.

This diagram illustrates the process of maintaining the Inhabitant Tax table:
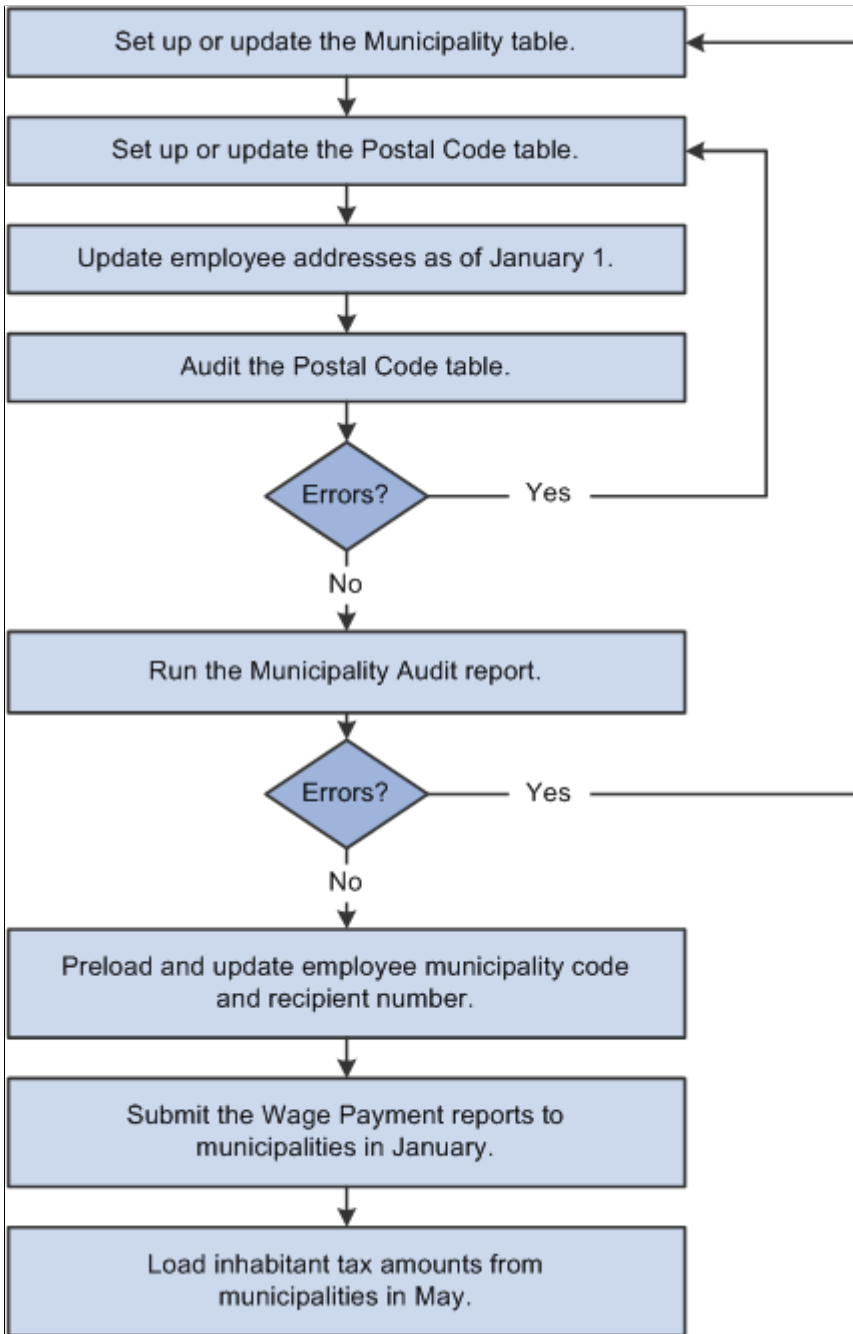
The following list provides more details about maintaining the Inhabitant Tax table:

1. Associate municipality codes with tax establishments and taxpayer-specified numbers on the Municipality table.

2. Associate municipality codes with postal codes on the Define Postal Codes JPN page.

3. Update employee addresses as of January 1 of the object year.

4. Run the Blank Municipality Audit Report query to identify postal codes that do not have a municipality code in the Japan Postal Code table.

   Add missing municipality codes to the Define Postal Codes JPN page.

5. Run the Municipality Audit Rpt JPN report to check for invalid postal codes in employee addresses.

   a. Correct errors that are reported by the audit report.

   b. Rerun the audit report until all errors are corrected.

   c. Correct all errors before you run the Pre-Load Inhabitant Tax process (GPJP_IHMUN1).

6. Run the Pre-Load Inhabitant Tax process.

   The process loads each employee's municipality code and recipient number into the Inhabitant Tax table with the effective date of June 1 of the object year.

   Edit recipient numbers and employment record number for the object year on the Maintain Inhab Tax Data JPN page, if necessary.

7. Send updated wage payment reports with summary to each municipality by the end of January of the object year.

8. Load employee inhabitant tax amounts and individual numbers that are provided by the municipality in May of the object year.

   • To load data from a printed list, manually enter tax amounts on the Maintain Inhab Tax Data JPN page.

   • To load data from an electronic file, use the Load Inhabitant Tax process (GPJP_IHMUN2).

Related Links
Running Year-End Reports

Prerequisites

Before processing inhabitant tax, perform these setup steps:

1. Associate municipality codes with tax establishments and taxpayer-specified numbers on the Municipality Table page.

2. Associate municipality codes with postal codes on the Define Postal Codes JPN page.

3. Define a file handle for each municipality's electronic file that you want to load directly into the Inhabitant Tax table. Use the File Handles JPN page.

You do not have to do this step if you load inhabitant tax amounts manually.

Related Links

Setting Up for Inhabitant Tax Processing

Setting Up the Inhabitant Tax Table

This section provides an overview of the Pre-Load Inhabitant Tax process and the related activities.

Pages Used to Set Up the Inhabitant Tax Table

Page Name	Definition Name	Usage
Query Manager Page	QRY_SELECT	Identify and correct blank municipality codes on the Define Postal Codes JPN table. Run the Blank Municipality Audit Report query to identify postal codes that do not have a municipality code in the Define Postal Codes JPN table.
Municipality Audit Rpt JPN Page	GPJP_RC_IH_AUD	Audit and correct postal code errors. Run the Municipality Audit report, which lists error messages for employees with invalid postal codes in their legal (or home) addresses.
Pre-load Inhabitant Tax JPN Page	GPJP_RC_IH_MUN1	Run the Pre-Load Inhabitant Tax process to load the employee, municipality, and recipient numbers for the object year into the Inhabitant Tax table.

Understanding the Pre-Load Inhabitant Tax Process

The Pre-Load Inhabitant Tax process (GPJP_IHMUN1) selects employees by the specified salary payer reference number. It loads their municipality codes and recipient numbers into the Inhabitant Tax table with the effective date of June 1 of the object year. You can view and update or correct the results of this process on the Maintain Inhab Tax Data JPN page.

Municipality Code

The process selects the municipality code in the Define Postal Codes JPN table based on the postal code that is in the employee's legal address record as of January 1 of the object year. If the employee does not have a legal address, the process uses the postal code that is in the home address record.

Employment Record Number

If a row of Inhabitant Tax data already exists, then the employment record of the new row is updated with the employment record of the old row. If no row exists, then the record that has a tax type of KOU is selected for tax deductions for the newly inserted row. If no record with tax type KOU exists, then the minimum Job Record with a Pay System Flag of GP is selected for tax deductions for the newly inserted row.

Recipient Number

The process loads each employee's recipient number in the following way:

*   Implementation year.

    The process enters the employee ID as the recipient number. You must correct the recipient number manually if the recipient number is different from the employee ID.

*   Subsequent years.

    The process looks up the municipality code of the object year. It compares that municipality code with the employee's municipality code existing in the Inhabitant Tax record of the previous year.

    *   If the municipality codes do not match, the process assigns an employee ID.

    *   If the municipality codes match, the process carries forward the recipient number.

Cautions About Running the Process

Before running this process, be sure to run the Blank Municipality Audit Report query and the Municipality Audit Rpt JPN Report, and correct all postal code errors.

You can run this process only once for each salary-payer reference number and object year. If you try to run it a second time, the process halts with an error message.

Auditing and Correcting Postal Code Errors

Run the Municipality Audit Rpt JPN report to find postal code errors in employee address records as of January 1 of the object year. When looking up the postal code, the process first looks to the legal address. If the employee does not have a legal address, the process looks to the home address.

Error Message	Correction
Municipality Code does not exist on Municipality Table.	If the code is valid, add it to the Municipality table and associate it with the postal code on the Define Postal Codes JPN table.
Postal Code does not exist on the Define Postal Codes JPN Table.	Correct the employee's postal code on the Personal Address table.

Error Message	*Correction*
Unregistered Postal Code.	The postal code is missing from employee address data. Add the postal code to the employee's data in the Personal Address table.

Query Manager Page

Use the Query Manager page (QRY_SELECT) to identify and correct blank municipality codes on the Define Postal Codes JPN table.

Navigation:

Reporting Tools > **Query** > **Query Manager** > **Query Manager**

Run the Blank Municipality Audit Report query to identify postal codes that do not have a municipality code in the Define Postal Codes JPN table.

To identify and correct blank municipality codes on the Define Postal Codes JPN table:

1. Search for the GPJP_AUDIT_BLANK_MUNIC query.

2. Run the query.

3. View the list of postal codes for which the municipality code is blank.

Note: Correct the missing municipality codes on the Define Postal Codes JPN table before running the Pre-Load Inhabitant Tax process.

Pre-load Inhabitant Tax JPN Page

Use the Pre-load Inhabitant Tax JPN page (GPJP_RC_IH_MUN1) to update the municipality codes and recipient numbers by running the Pre-Load Inhabitant Tax process (GPJP_IHMUN1), which loads the employee, municipality, and recipient numbers for the object year into the Inhabitant Tax table.

Navigation:

Global Payroll & Absence Mgmt > **Taxes** > **Pre-Load Inhabitant Tax JPN** > **Pre-load Inhabitant Tax JPN**

This example illustrates the fields and controls on the Pre-Load Inhabitant Tax JPN page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Object Year	The default is the current year.
Salary Payer Reference Number	The process selects all employees who are reported to the municipality for the salary payer reference number that is entered here.

Related Links

Understanding the Pre-Load Inhabitant Tax Process

Loading Inhabitant Tax Data

This section provides an overview of loading inhabitant tax data.

Pages Used to Load Inhabitant Tax Data

Page Name	Definition Name	Usage
Maintain Inhab Tax Data JPN Page	GPJP_IH_PYE_TAX	Update inhabitant tax data. View and correct recipient numbers after running the Pre-Load Inhabitant Tax process. Enter inhabitant tax data for new hires, if necessary. Enter the employment record number from which the tax needs to be deducted. Enter one-time collection of balance for employees who terminate, if necessary. Manually enter inhabitant tax amounts from the municipality if you do not use the electronic file load process.

Page Name	Definition Name	Usage
Collection Status Details Page	GPJP_IH_COL_STAT	View the year-to-date inhabitant tax amounts for each employee.
Loading Inhabitant Tax JPN Page	GPJP_RC_IH_MUN2	Load inhabitant tax amounts from electronic file. Run the Load Inhabitant Tax process to load the tax amounts from the municipality if you are using electronic file data.

Understanding Loading Inhabitant Tax Data

You can either enter the inhabitant tax amounts manually or load the tax amounts from an electronic file.

After a payee's inhabitant tax data is loaded, the data can be changed through the reloading process. You can overwrite or delete the data when the status is Updated by User.

When loading inhabitant tax data, you can:

*   Load the file that was sent from a Municipal office into the table.

*   Modify the rows that were loaded by the process, if necessary.

*   Create new rows, especially for new employees whose information has not yet been submitted to the Municipal office.

Maintain Inhab Tax Data JPN Page

Use the Maintain Inhab Tax Data JPN page (GPJP_IH_PYE_TAX) to update inhabitant tax data.

The Maintain Inhab Tax Data JPN page (GPJP_IH_PYE_TAX) is used to view and correct recipient numbers after running the Pre-Load Inhabitant Tax process.

View and correct recipient numbers after running the Pre-Load Inhabitant Tax process. Enter inhabitant tax data for new hires, if necessary. Enter the employment record number from which the tax needs to be deducted. Enter one-time collection of balance for employees who terminate, if necessary.manually enter inhabitant tax amounts from the municipality if you do not use the electronic file load process.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Taxes** > **Maintain Inhab Tax Data JPN** > **Maintain Inhab Tax Data JPN**

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

Maintain Inhab Tax Data JPN

Susan Jones   Person ID   0002

Inhabitant Tax Data   🔍 | ⏮ ◀ [1 of 1 ▼] ▶ ⏭ | View All

*Effective Date 06/20/2018 📅   Empl Record   0 🔍   ➕ ➖

*Recipient Number 0002

Individual Number [   ]

*Municipal Code [🔍]

Prev Employment Last Month [🔍]

Changed Month [   ]

Comment [   ]

Tax Amount

Yearly Total

Tax Amount Details

🔍   ⏮ ◀ [1-1 of 1 ▼] ▶ ⏭ | View All

*Begin Date	*End Date	One-Time Tax Amount	Updated/Processed		
[📅]	[📅]	0	User Modified	➕	➖

Collection Status

Field or Control	Description
Effective Date	The Pre-Load Inhabitant Tax process sets this date to June 1 of the object year for employees who are reported to the municipality. Use June 1 of the object year for manual entry of Inhabitant Tax Data for new hires regardless of their actual dates of hire.
Empl Record (employment record number)	Select the record number of the employment record from which you want to collect inhabitant tax data.
Recipient Number	If the employee ID is not the correct recipient number, you can change it.
Individual Number	View the value that was loaded by the Load Inhabitant Tax process.

Field or Control	Description
Municipal Code	A value that is based on the employee's postal code as of January 1 of the object year.
Prev Employment Last Month (previous employment last month)	Enter the last month that the previous employer paid inhabitant tax. Use this field if the payee was hired during the object year.
Changed Month	Enter the month in the tax year in which the inhabitant tax has changed. **Note:** This field is enabled for dates greater than or equal to 1-Jun-2018.
Comment	Enter the reason for change in inhabitant tax for the given month. **Note:** This field is enabled for dates greater than or equal to 1-Jun-2018.

Tax Amount Details

Field or Control	Description
One-Time Tax Amount	Enter the monthly amount of the employee's inhabitant tax deduction for the salary for which payment falls between the begin date and end date. When you manually enter the tax amount for new hires, enter the first and last day of the month in the **Begin Date** and **End Date** fields respectively.

Collection Status Details Page

Use the Collection Status Details page (GPJP_IH_COL_STAT) to view the year-to-date inhabitant tax amounts for each employee.

Navigation:

Click the **Collection Status** link on the Maintain Inhab Tax Data JPN page.

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

```
Maintain Inhab Tax Data JPN

Collection Status Details

                        Name  Hiromi Goto
            Individual Number

Collection Status

                  Object Year  2007      Begin Date  06/01/2007      End Date  05/31/2008

        Month Last Collected  June

        Special Collection Tax  8700.000000              To Date  8700      To Be Collected  0

Municipality

              Municipal Code  000004        Minato-ku

            Specified Number

    Address as of              Country  Japan
    January First
                            Address  248-0031
                                      Kanagawa-Ken Kamakura-shi
                                      2-20-2 Kamakurayama

Current Address

    Current Address           Country  Japan        United States

                            Address  248-0031
                                      Kanagawa-Ken Kamakura-shi
                                      2-20-2 Kamakurayama
```

This page summarizes the data that you need in order to complete the Change of Status Report on Special Collection.

Loading Inhabitant Tax JPN Page

Use Load Inhabitant Tax JPN to load inhabitant tax amounts from electronic file. Run the Load Inhabitant Tax process to load the tax amounts from the municipality if you are using electronic file data.

Navigation:

Global Payroll & Absence Mgmt > Taxes > Load Inhabitant Tax JPN > Load Inhabitant Tax JPN

This example illustrates the fields and controls on the Load Inhabitant Tax JPN page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Object Year	The current year is the default.
File Handle	Select the file handle that identifies the municipality file that you want to load to the Inhabitant Tax table.

Record Load Options

Field or Control	Description
Delete Only Loaded/Not Overwrite	Select to reload the file that was sent from a Municipal office into the table without overwriting user modifications and new rows.
Delete Only Loaded/Overwrite	Select to reload the file that was sent from a Municipal office into the table and overwrite user modifications without overwriting the new rows.
Delete All	Select to reload the file that was sent from a Municipal office into the table and overwrite all user modifications and new rows.

Related Links

Setting Up File Handles

Printing the Inhabitant Tax Report

This section lists the page that you use to print the Monthly Inhabitant Tax report.

Page Used to Print the Monthly Inhabitant Tax Report

Page Name	Definition Name	Usage
Mthly Inhabitant Tax Rpt JPN Page	GPJP_RC_IH_MNTH	Print the Monthly Inhabitant Tax report (GPJPIH02), which provides the number of inhabitant tax collections and the total amount collected for each municipality for each pay period.

Managing the Inhabitant Tax Payment File

This section provides an overview of the inhabitant tax payment file.

Pages Used to Manage the Inhabitant Tax Payment File

Page Name	Definition Name	Usage
Load IH Tax Payment Data JPN Page	GPJP_RC_IH_T_LDE	Request the load inhabitant tax data payment file process.
Viewing and Maintaining Inhabitant Tax Payment Data	GPJP_IH_TAX_DATA	View and modify the inhabitant tax payment data by municipal code.
Creating the Inhabitant Tax Payment File	GPJP_RC_IH_T_GEN	Process request for creating Inhabitant Tax Payment file.

Understanding Inhabitant Tax Payment Files

Companies whose employees live in only a limited number of municipalities may be able to successfully administer inhabitant tax payments directly to municipal government offices. On the other hand, larger companies often use banking services to administer inhabitant tax payments on their behalf. Companies that decide to use these banking services report this to the municipal governments. PeopleSoft Global Payroll for Japan enables you to create a file to facilitate inhabitant tax payments by banks. This feature supports the standardized format that is defined by the Regional Banks Association of Japan.

After payroll is finalized and appropriate adjustments are made, you run a process that creates a banking file that summarizes inhabitant tax amounts sorted by municipal government. The file contains data for both the salary-based inhabitant taxes and the retirement allowance-based amounts. You submit this information to a single bank that transfers these tax payments to the respective municipal governments.

Companies must transfer the file by the tenth day of each month following the calculation and deduction of inhabitant taxes.

Load IH Tax Payment Data JPN Page

Use the Load IH Tax Payment Data JPN page (GPJP_RC_IH_T_LDE) to request the load inhabitant tax data payment file process.

Navigation:

Global Payroll & Absence Mgmt, Payment Processing, Load IH Tax Payment Data JPN, Load IH Tax Payment Data JPN

Load IH Tax Payment Data JPN page **(Global Payroll & Absence Mgmt > Payment Processing > Load IH Tax Payment Data JPN > Load IH Tax Payment Data JPN).**

This example illustrates the fields and controls on the Load IH Tax Payment Data JPN page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Salary Payer	Select the Tax Establishment ID for which to load the inhabitant tax payment file.
Object Year	The year tax is paid.
Month	The month for which the tax is paid. For example, you select June for the inhabitant tax that was deducted in June and must be paid by July 10.
Source Bank	Select the source bank.

Viewing and Maintaining Inhabitant Tax Payment Data

Use the Maintain IH Tax File Data JPN page (GPJP_IH_TAX_DATA) to view and modify the inhabitant tax payment data by municipal code.

Navigation:

Global Payroll & Absence Mgmt > **Payment Processing** > **Maintain IH Tax File Data JPN** > **Maintain IH Tax File Data JPN**

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

Field or Control	Description
Municipal Code	Displays the Municipal Code ID from the Municipality Table page .
Description	Name of the municipal government.
Taxpayer Spec (taxpayer specified)	Taxpayer specified number.
Transfer Y/N	Transfer flag.
Sal Recs (salary records)	Number of tax records from salary.
Sal Tax (salary tax)	Tax amount from salary.
Ret Recs (retirement records)	Number of tax records from retirement allowance.
Ret Tot (retirement total)	Tax amount from retirement allowance.
Tax Recs (tax records)	Total number of tax records.
Tax Tot (tax totals)	Sum of tax amounts from salary and tax amounts from retirement allowance.
Retirees	Number of retired employees.

Field or Control	Description
Ret Amt (retirement amount)	Amount of retirement allowance.
Tax Amt (tax amount)	Municipal tax amount.
Prfctr Amt (prefecture amount)	Prefecture amount.

Creating the Inhabitant Tax Payment File

Access the Create IH Tax File JPN page **(Global Payroll & Absence Mgmt > Payment Processing > Create IH Tax File JPN > Create IH Tax File JPN).**

This example illustrates the fields and controls on the Create IH Tax File JPN page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Salary Payer	Select the Tax Establishment ID.
Object Year	The year tax is paid.
Month	The month tax is paid.
Source Bank ID	The bank from which the funds will be paid.
File Handle	Select the output format.

Note: The prerequisite for running this process is to have source data is already loaded. If the data is not loaded, an error message will be generated.

Chapter 15

Withholding Income Tax

Understanding Income Tax Withholding

Global Payroll for Japan provides rules to calculate and deduct income tax from both salary and bonus payments. It also enables you to calculate income tax for employees with multiple jobs.

Income Tax on Salary

The rules for the KOU type income tax include the following:

- Data input pages and elements to calculate the adjusted number of dependents and the dependents deduction.

- Elements to calculate net salary pay.

- Determination of the tax amount using the calculation formula IN FM SAL MAC KO or the monthly income tax table lookup formula IN FM SAL TBL KO, as specified for each salary payer.

The rules for the OTSU type income tax include the following:

- Elements to calculate net salary pay.

- Determination of tax amount using the monthly income tax table lookup formula IN FM SAL TBL OT.

Note: Applying dependent deductions to OTSU salary is highly unusual, but is supported by the application.

Income Tax on Bonus

Tax on a bonus is usually calculated based on the previous month's salary. In cases where the bonus amount is more than ten times the previous month's salary, both the previous month's salary and the bonus amount are used to calculate the tax. In cases where the payee received no salary in the previous month, the bonus amount is used to calculate the tax.

The rules for income tax on bonuses accomplish the following:

- Determine whether to base the tax on the previous month's salary, both the previous month's salary and the bonus amount , or on the bonus amount itself.

- Calculate the adjusted number of dependents for the KOU type.

- Determine the tax on the bonus from the KOU or the OTSU bonus income tax rate tables.

Income Tax for Multiple Jobs

The rules for calculating income tax for employees with multiple jobs include the following:

- The user must create income tax data for each employment record.

- Income tax is calculated by each employment record based on the corresponding income tax data.

- Only one employment record can have tax type KOU at a time. On the other hand, multiple employment records can use OTSU and a designated rate.

- An employee cannot claim a deduction for the same dependent on multiple jobs at the same time.

  Each dependent can be claimed only once per employee.

Prerequisite

Set up salary payer reference numbers, and specify the calculation method for KOU type income tax on the Tax Establishment page.

Related Links
Setting Up Tax and Insurance Establishments

Preparing for Income Tax Withholding

This section provides overviews of income tax withholding preparation and dependent deductions.

Pages Used to Set Up Income Tax Withholding

Page Name	Definition Name	Usage
Maintain Income Tax Data JPN Page	GPJP_IT_PYE_TAX	Enter employee income tax data, such as salary payer number, employee type, and disability information.
Entering Dependent Income Tax Data	GPJP_IT_DEP_TAX	Enter dependent tax data.

Understanding Income Tax Withholding Preparation

Enter the following data into the system before processing income tax withholding:

1. Enter income tax data for each employee on the Maintain Income Tax Data JPN page.

2. Enter dependent data.

   - Enter dependent identification, relationship to employee, and birth date on the Dependent Data pages in PeopleSoft HR.

- Specify whether the dependent is subject to deduction, whether he or she is a parent living with the payee, and the disability type on the Maintain Dep Tax Data JPN page.

Understanding Dependent Deductions

Global Payroll for Japan recognizes three types of employees from the standpoint of withholding tax. The employee's type is determined by which Dependent Deduction report the employee submits to the organization.

Type of Dependent Deduction Report Submitted	Maintain Income Tax Data JPN Page: Income Tax Type field	Dependent Tax Page
Dependent Deduction report for *primary* salary.	Select *KOU.*	Enter the dependent data as submitted on the Dependent Deduction report.
Dependent Deduction report for *secondary* salary.	Select *OTSU.*	Enter the dependent data as submitted on the Dependent Deduction report.
No Dependent Deduction report submitted.	Select *OTSU.*	Do not enter any dependent tax information.

Note: The system processes dependent deductions based on the combinations in the preceding table. If you select *OTSU* as the tax type and define dependent deductions on the Maintain Dep Tax Data JPN page, the system assumes that the deductions are for a secondary salary and calculates deductions accordingly. Do not enter dependent deduction information if you did not receive a Dependent Deduction report from the payee.

Maintain Income Tax Data JPN Page

Use the Maintain Income Tax Data JPN page (GPJP_IT_PYE_TAX) to enter employee income tax data, such as salary payer number, employee type, and disability information.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Taxes** > **Maintain Income Tax Data JPN** > **Maintain Income Tax Data JPN**

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

Maintain Income Tax Data JPN

Robert Matthews   Employee   Empl ID   0035   Empl Record   0

Income Tax Data   1 of 1   View All

*Effective Date   08/07/2020

*Salary Payer

*Income Tax Type   KOU

Tax Rate

*Employee Type   Ordinary

Relationship to HOH   Self

HOH Name

Disability Description

*Employee Disability Type   Special Disability

Disability Description

Reason of Disability Change

☐ Subject to Income Amount Adjustment Deduction

Save | Return to Search | Previous in List | Next in List | Notify | Update/Display | Include History | Correct History

Field or Control	Description
Income Tax Type	Select from the following values: *Designated Rate, KOU,* and *OTSU.* For employees with multiple jobs, *KOU* can be selected only once across all employment records. Otherwise, the system generates an error message. As the system doesn't allow multiple employment records with tax type KOU at the same time, you have to update the current KOU record to a non-KOU value and then update the non-KOU record to KOU. If the employee type is not KOU, the employee can't update this dependent data on the self-service pages.
Tax Rate	Enter a value here only if you select *Designated Rate* for the income tax type. For example, enter *0.2* if the designated tax rate is 20 percent.
Relationship to HOH (relationship to head of household)	Select the relationship of the employee to the head of the household. If the employee is the head of household, select *Self.*

Field or Control	Description
HOH Name (head of household's name)	If the employee is not the head of the household, enter the name of the person who is.

Disability Information

Enter or edit disability information that is provided by employees on the Dependent Deduction report.

Field or Control	Description
Subject to Income Amount Adjustment Deduction	Select this checkbox to enable 'Income Amount Adjustment Deduction' for an employee. This checkbox is enabled only when the user selects the 'Employee Disability Type' as "Specially Disabled". **Note:** If user selects the checkbox in Maintain Income Tax Data JPN Page, you cannot select this check box for Dependent details in Maintain Dep Tax JPN page. If this selection is already done in Maintain Dep Tax JPN page, then you cannot select the checkbox in the Maintain Income Tax data JPN Page, an error message "Multiple selection is not allowed as Income Amount Adjustment is already selected for self or other dependent" is displayed.

Related Links

Entering Deduction Data for the Year-End Adjustment (YEA)

Entering Dependent Income Tax Data

Use the Maintain Dep Tax Data JPN page (GPJP_IT_DEP_TAX) to enter dependent tax data.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Taxes** > **Maintain Dep Tax Data JPN** > **Maintain Dep Tax Data JPN**

This example illustrates the fields and controls on the Maintain Dep Tax Data JPN page. You can find definitions for the fields and controls later on this page.
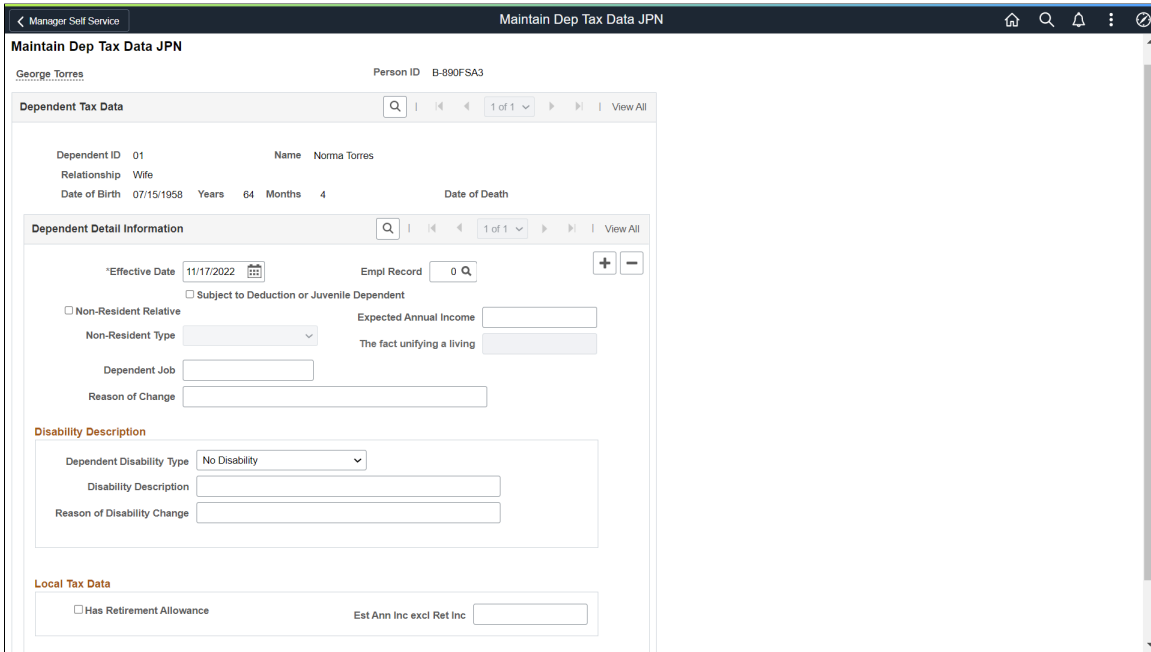
The selections you make on this page determine the personal exemptions for income tax during year-end processing, as well as for withholding income tax. The application determines the exemptions based on the dependent's birth date and relationship to the payee.

Information from Dependent Tax Table	Age as of Base Date	Applicable Personal Exemption
Relationship is Spouse and Subject to Deduction is selected.	Equal to or more than 70.	Elderly Spouse
Relationship is Spouse and Subject to Deduction is selected.	Less than 70.	Ordinary Spouse
Relationship is other than Spouse, Subject to Deduction is selected and Parent Living with Payee is selected.	Equal to or more than 70.	Elderly Parent Living with Payee
Relationship is other than Spouse, Subject to Deduction is selected and Parent Living with Payee is selected.	Less than 70.	Ordinary Dependent
Relationship is other than Spouse, Subject to Deduction is selected, and Parent Living with Payee is not selected.	Equal to or more than 70.	Elderly Dependent
Relationship is other than Spouse and Subject to Deduction is selected.	Equal to or more than 16 and less than 23.	Specified Dependent

Information from Dependent Tax Table	Age as of Base Date	Applicable Personal Exemption
Relationship is other than Spouse and , Subject to Deduction is selected.	Equal to or more than 23, and less than 70.	Ordinary Dependent
Relationship is other than Spouse and Subject to Deduction is selected.	Less than 16.	Ordinary Dependent
Any combination other than those specified in this table.	Any age.	Not Applicable

Dependent Detail Information

You must link the dependent tax data with an employment record number. If the employee has multiple jobs, the employment record number that is linked to the tax type KOU on the Maintain Income Tax Data JPN page defaults to the **Empl Rcd Nbr** field. If no employment record number is linked to tax type KOU, zero is defaulted.

Field or Control	Description
Effective Date	Enter the effective date for change of dependent data in the page.
	Note: For a newborn child, enter the child's birth date in the **Effective Date** field. This ensures that the system calculates taxes properly for the year in which the child was born.
Subject to Deduction or Juvenile Dependent	Select if the dependent is subject to deduction.
	Note: If the relationship of the dependent is changed to *ExSpouse* in HR, you should deselect the **Subject to Deduction** check box on this page.

Field or Control	Description
Non Resident Relative	Select this checkbox to enable tax exemption for dependent non-resident relatives. A dependent non-resident relative will be eligible for exemption only if one of the following four conditions is met: 1. The dependent age between 16 and 29 or 70 or more. 2. The dependent who becomes a non-resident due to study abroad. 3. The dependent is a disabled person. 4. The dependent who receives a payment of JPY380,000 or more to cover living expenses or education costs in the year from the resident.
Non Resident Type	Select the type of dependent non resident from the drop-down list. Available options are: • Between 16 and 29 or over 70 • Disabled • Payment of 380000 yen or above • Studying abroad **Note:** This field is enabled only when the Non-Resident Relative checkbox is selected.
Dependent Job	Enter the job details of the spouse.
Reason of Change	Enter the reason for change of the dependent data.
Expected Annual Income	Enter the expected annual income of the dependent.
The fact unifying a living	The fact that he/she lives in the same household. Enter the total amount remitted or will be remitted in the tax year by the dependent non-resident relatives qualified for deduction.

Disability Description

Enter or edit disability information that is provided by employees on the Dependent Deduction report.

Field or Control	Description
Subject to Income Amount Adjustment Deduction	Select this checkbox to enable 'Income Amount Adjustment Deduction' for dependents. This checkbox is displayed only if the user selects 'Dependent Disability Type' as "Specially Disabled" or "Living with Specially Disabled" or the age of dependent is 23 years as on the 1st January of the following tax year (for example, in the tax year 2020, if the dependent age is 23 as on 1st January 2021) for which the Income amount adjustment deduction is being calculated. **Note:** If user selects the checkbox in Maintain Income Tax Data JPN Page, you cannot select this check box for Dependent details in Maintain Dep Tax JPN page. If this selection is already done in Maintain Dep Tax JPN page, then you cannot select the checkbox in the Maintain Income Tax data JPN Page, an error message "Multiple selection is not allowed as Income Amount Adjustment is already selected for self or other dependent" is displayed.

Deleting Dependent Tax Data

If dependent tax data exists on this page, it will be orphaned if the dependent data is deleted from the Dependent Information page, unless service operation DEPBEN_SYNC is enabled.

Local Tax Data

For local tax purposes, the name and few other personal details of a spouse or dependent with retirement allowance in that year must be reported.

Field or Control	Description
Employee Type	Select the required employee type having retirement allowance from the drop-down list. Values in the list are: • Single Parent • Widow

Related Links

Entering Deduction Data for the Year-End Adjustment (YEA)

Processing the Withholding Tax Register

This section provides an overview of the Withholding Tax Register and discusses how to run the report.

Page Used to Run the Withholding Tax Register Report

Page Name	Definition Name	Usage
Inc Tax Withhold Reg Rpt JPN (income tax withholding register report Japan) Page	GPJP_RC_IT_WHRG	Run the Withholding Tax Register Report (GPJPIT01), which prints payroll data in the following categories: employee identification data, salary data, bonus data, PTO data, former employment data, total amounts data, year-end adjustment data, and retirement allowance. Use the Inc Tax Withhold Reg Rpt JPN (income tax withholding register report Japan) page (GPJP_RC_IT_WHRG) to run the Withholding Tax Register Report (GPJPIT01), which prints payroll data in the following categories: employee identification data, salary data, bonus data, PTO data, former employment data, total amounts data, year-end adjustment data, and retirement allowance.

Understanding the Withholding Tax Register

A PeopleSoft Application Engine process loads the results of Global Payroll calculations into the Withholding Tax Register data table (GPJP_IT_WH_REG) and the Detail Withholding Tax Register table (GPJP_IT_WH_REG2).

A SQR process selects data from the Withholding Tax Register records and from static HR and Global Payroll records and prints the data.

Print a Withholding Tax Register report for an employment record, an employee, or for all employees for a specified salary payer. Run this report after year-end adjustment or at any time during the year.

Note: To include the year-end values on the Withholding Tax Register, you must run the Load YEA Table Application Engine process (GPJP_YEALOAD) before you run this report.

Viewing Delivered Income Tax Deductions

Deductions	Description
IN TAX SAL	Income tax (salary)

Deductions	Description
IN TAX BON	Income tax (bonus)

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

Related Links

"Understanding Additional Appointments" (PeopleSoft Human Resources Administer Workforce)

Chapter 16

Administering Zaikei Deductions

Understanding ZaikeiSavings Plans

Zaikei savings accounts are government-sponsored plans for employees that promote asset formation and accumulation in the form of savings for housing and pensions. Employers deduct a fixed amount from employee earnings (salary and bonuses). Preferential tax treatment may apply to interest earned on Zaikei savings. Employer participation in Zaikei plans is optional, but most provide this benefit to their employees.

Zaikei Account Products and Restrictions

Companies establish contracts with financial institutions to administer Zaikei plans on their behalf. Financial institutions modify their existing products to comply with Zaikei restrictions. These restrictions require that:

- New accounts be created only by the company for which the employee works.

- Contribution be made only through deductions from salaries and bonuses.

- Employee withdrawals be made only through the company for which the employee works.

- The account can be closed only by the company for which the employee works.

Understanding Element Assignment by Payee

The deductions from salary and bonuses for Zaikei savings are set up using the Element Assignment By Payee component in Global Payroll. The steps to set up Zaikei deductions and assign them to employees include:

1. Create a new element category for Zaikei deductions.

   Note: You can use this element category for all non-legislative deductions, not solely for Zaikei deductions.

2. Define a deduction element for each Zaikei financial product that the company offers with the override level set to **Payee.**

3. Add the element as a member to accumulators for Zaikei deductions.

4. Assign the element to the payee.

5. Enter the effective date and the amount of the deduction for the payee.

Examples Presented

The deduction elements that are used in the examples are delivered sample data. Other elements that are used in the examples are delivered as customary or statutory elements. You should consider the example a template for setting up Zaikei elements for your specific organizational needs. You must set up a deduction element for each Zaikei savings plan that your organization offers to employees. For example, if your organization has contracts with financial institutions A and B, and financial institution A has three Zaikei products and B has four, you will need to set up seven Zaikei deduction elements.

Delivered Sample Data for Zaikei Deductions

Element	Element Type	Description
ZK GENERAL	Deduction	General Zaikei deduction.
ZK PENSION	Deduction	Zaikei deduction for pension savings.
ZK HOUSING	Deduction	Zaikei deduction for housing savings.
DENL	Element Category	Non-legislative deduction element category (for Zaikei elements).
ZK GC RUN TYPE FLG	Generation Control	Run type flag check.
ZK FM RUN TYPE FLG	Formula	Zaikei Run Type check flag (checks the run type of the Process).
ZK AC SAVINGS	Zaikei Savings Accumulator	All Zaikei deduction elements must be members of this accumulator. This accumulator is a member of accumulator ER AC TTL DED SAL (total amount of salary deductions) and accumulator ER AC TTL DED BON so that Zaikei deductions are deducted from gross earnings.

Element	Element Type	Description
ZK SE DED	Zaikei Deduction Section	Delivered and Customary Zaikei deduction elements must be included in this section. This section is included in these existing process lists: • JPRSAL • JPRADJSAL • JPRBON • JPRADJBON

Printing Zaikei Deductions on Payslips and Reports

The amount of Zaikei deductions appears on JSALSLIP and JBONSLIP payslip IDs, for salary and bonus earnings respectively. When the amount is zero, neither the label nor the amount prints on payslips.

A segment accumulator for Zaikei deductions appears on these generic reports:

• JGR02 (Accumulator List [Sal])

• JGR04 (Accumulator List [Bonus])

• JGR05 (Wage Ledger)

Setting Up Zaikei Deductions

This section reviews how to set up an element category for Zaikei deductions.

Note: This section documents only the pages of the Deductions component that require modification or specific field entries to set up Zaikei deduction elements. The pages where no entries are required, or default settings are kept, are not documented. The examples are based on the ZK GENERAL deduction that is delivered as sample data.

Pages Used to Set Up Zaikei Deductions

Page Name	Definition Name	Usage
Categories Page	GP_PIN_CATEGORY	Set up or use an existing category for Zaikei deduction elements.
Configuration by Category Page	GP_ED_SETUP_CAT	Define the message set, message number, and standard page and positive input overrides for the category.

Page Name	Definition Name	Usage
Deduction Name Page	GP_PIN	Define a Zaikei deduction for each financial product offered to employees, and select **Payee** in the Override Levels group box.
Calculation Page	GP_ERN_DED_CALC	For Zaikei deductions, enter the effective date of the deduction, set the **Calculation Rule** option to *Amount,* and set the **Amount Type** option to *Payee Level.*
Accumulators Page	GP_ERN_DED_AC_ADDL	Specify the accumulator for Zaikei deductions.

Setting Up an Element Category for Zaikei Deductions

Set up an element category for Zaikei deductions and the common settings for the category before setting up the Zaikei deduction elements. Use the delivered element category *DENL* (non-legislative deduction) as a template for creating new element categories, or use this delivered data category for your Zaikei deduction elements.

Categories Page

Use the Categories page (GP_PIN_CATEGORY) to set up or use an existing category for Zaikei deduction elements.

Navigation:

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

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

Categories

Used By Specific Country
Country JPN   Japan
Category DENL
'Description Non Legislative Deduction
Short Description Spl. Ded

Define the category type for the Zaikei elements as a prerequisite to defining Zaikei deduction elements.

Configuration by Category Page

Use the Configuration by Category page (GP_ED_SETUP_CAT) to define the message set, message number, and standard page and positive input overrides for the category.

Navigation:

(Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Payroll Element > Configuration by Category).

This example illustrates the fields and controls on the Configuration by Category page - Element tab. You can find definitions for the fields and controls later on this page.

The Variable ER VR RUN TYPE holds the name of the run type that the user selects. The generation control formula ZK GC RUN TYPE FLG compares this value with the RUN TYPE system element to determine whether to process the deduction.

This example illustrates the fields and controls on the Configuration by Category - Controls tab. You can find definitions for the fields and controls later on this page.

The GPJP_RUN_TYP_VW prompt view enables the user to select Japan-specific run types, either SAL (Salary) or BON (Bonus) based on the sample data.

Deduction Name Page

Use the Deduction Name page (GP_PIN) to define a Zaikei deduction for each financial product offered to employees, and select Payee in the Override Levels group box.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Payroll Elements** > **Deductions** > **Deduction Name**

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

Important settings for the Zaikei deduction on the Deduction Name page appear in the **Override Levels** group box. These override levels that are selected are:

• **Payee**

• **Via Elements**

• **Positive Input**

The results are always stored.

See PeopleSoft Global Payroll. Defining Earning and Deduction Elements.

Calculation Page

Use the Calculation page (GP_ERN_DED_CALC) to for Zaikei deductions, enter the effective date of the deduction, set the Calculation Rule option to Amount, and set the Amount Type option to Payee Level.

Navigation:

(Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Payroll Elements** > **Deductions** > **Calculation).**

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

The field entries on this page are the same for all Zaikei deduction elements that you create.

Field or Control	Description
Calculation Rule	Select the *Amount* option.
Amount Type	Select the *Payee Level* option.
Generation Control	The generation control formula *ZK GC RUN TYPE FLG* determines whether to process the deduction based on the Run Type system element.

Accumulators Page

Use the Accumulators page (GP_ERN_DED_AC_ADDL) to specify the accumulator for Zaikei deductions.

Navigation:

(Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Payroll Elements** > **Deductions** > **Accumulators).**

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

The field entries on this page are the same for all Zaikei deduction elements that you create.

Field or Control	Description
Accumulator Element	Enter *ZK AC SAVINGS.*
Accumulator Sign	Select the *Add* option.

Note: On the Contributions tab, the **Percent Option** is *Numeric* and the **Percent to Accumulate** field entry is *100.000000.*

Assigning Zaikei Deductions by Payee

This section discusses element assignment and element details.

Pages Used to Assign a Zaikei Deduction to a Payee

Page Name	Definition Name	Usage
Assignment By Payee Page	GP_ED_PYE	Assign Zaikei deductions to a payee
Element Details Page	GP_ED_PYE_DTL_SEC	Set up calculation and run type information for the assigned deduction.

Assignment By Payee Page

Use the Element Assignment By Payee page (GP_ED_PYE) to .

Navigation:

(Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Element Assignment By Payee).

This example illustrates the fields and controls on the Element Assignment By Payee page. You can find definitions for the fields and controls later on this page.

After you set up the Zaikei deductions, assign them to individual payees. Two instances of each Zaikei deduction are assigned, one for the salary run type, and one for the bonus run type.

Element Details Page

Use the Element Detail page (GP_ED_PYE_DTL_SEC) to set up calculation and run type information for the assigned deduction.

Navigation:

(Global Payroll & Absence Mgmt > **Payee Data** > **Assign Earnings and Deductions** > **Element Assignment By Payee).**Click the **Element Name** link in the Assignments group box.).

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

Field or Control	Description
Begin Date	Enter the date the Zaikei deduction begins.
	Note: The Zaikei deduction amount is defined as of the period end date rather than payment date. For example, if you are going to begin the Zaikei deduction from the monthly salary with a period begin date of January 1, a period end date of January 31, and a payment date of February 10, enter January 31 in the **Begin Date** field on this page.

Chapter 17

Preparing Year-End Adjustment

Understanding YEA

Global Payroll for Japan provides rules that satisfy statutory and business requirements for calculating and reporting YEA on the final salary or bonus payment. In addition, it provides rules for calculating and reporting independent YEA when an event that affects a payee's annual income tax occurs after the YEA adjustment.

When you run the YEA process on the final salary or bonus, the system calculates for each payee the difference between income tax that is withheld and the income tax on actual earnings and settles this tax difference in the final payment of the year. For independent YEA processing, where the tax difference represents an underpayment of income tax, the system carries over the tax difference as a deduction to be taken in the first payment of the following object year. If the tax difference represents excess withholding of income tax, the excess amount is refunded to the payee at year end. You can carry over this amount to the next year.

This section discusses:

- Delivered YEA elements.

- Viewing delivered elements.

- Tax difference carryover for independent YEA.

- YEA reports.

- Self-service YEA data collection.

- YEA data collection through printed reports.

Delivered YEA Elements

Global Payroll for Japan delivers these elements for processing year-end adjustments:

- Deduction elements YE TAX DIF and YE TXDIF CY.

  YE TAX DIF represents the tax difference amount that the system calculates during YEA processing. YE TX DIF CY represents the tax amount difference that is carried over to the next year for employees who are subject to independent YEA processing.

- Process lists, JPRADJSAL, JPRADJBON, and JPRADJIND.

  Use the applicable payroll process list to run the YEA process for salary or bonus, or for independent YEA adjustments.

Viewing Delivered Elements

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

Related Links

"Reviewing Delivered Setup Data in the Global Payroll Database" (PeopleSoft Global Payroll)

Tax Difference Carryover for Independent YEA

When the tax difference that is calculated for an independent YEA represents an underpayment of income tax, the system uses the deduction element, YE TXDIF CY, to carry over the difference to the next object year. When you run the regular payroll process for January (using process list JPRSAL), the system deducts the amount from the payee's earnings. If the tax difference is greater than the payee's earnings in January or cannot be deducted from the January salary, the tax difference is carried over to the next month, until the deduction is taken.

By default, refunds are not carried forward but are paid to employees in the last payment of the year. To carry over refunds, set the value of variable YE VR CYOVR FLG to 1 (one).

The system reports the tax difference that is carried over on the YEA payslips, the Withholding Tax Register report, and the Tax Difference Carried Over from the Previous Year report.

YEA Reports

After year-end adjustments are complete and you prepare your data tables, you can generate these reports to complete the YEA business process:

• Withholding Tax report (GPJPYE01).

• Withholding Tax/Wage Payment report (GPJPYE01).

• Legal Payment Summary report (GPJPYE02).

• Wage Payment Summary report (GPJPYE03).

• Tax Difference Carried Over from the Previous Year report (GPJPYE06).

Self-Service YEA Data Collection

Global Payroll for Japan supports both a paper exchange method and a self-service method for collecting YEA data from employees.

If your organization licenses PeopleSoft ePay and PeopleSoft eProfile, you can collect YEA data from employees through self-service pages. The process for collecting and reviewing self-service YEA data includes these steps:

1. The payroll administrator specifies the time period in which employees can update data through the self-service transaction.

2. Employees access a main YEA Information page in ePay.

From that page, they access other pages where they can review and update this YEA data:

- Employee tax information, such as head of household, disability information and eligibility for Income Amount Adjustment Deduction.

- Employee personal data information, such as name, address, and birth date. (Available only if your organization also licenses eProfile.)

- Dependent tax information, such as relationship and disability types.

- Life insurance and personal pension insurance information.

- Nonlife insurance, social insurance, and small enterprise mutual aid insurance information.

- Spouse special deduction information.

- Housing loan special deduction information.

3. Payroll administrators review the data and accept it or notify the employee to revise it.

4. (Optional) The payroll administrator prints the Dependent Deduction report and Insurance and Spouse Special Deduction report for record-keeping purposes.

YEA Data Collection Through Printed Reports

Payroll administrators perform the following steps to collect YEA data using printed reports:

1. Print and distribute the following two forms on which employees manually enter their YEA data:

- Dependent Deduction report.

- Insurance and Spouse Special Deduction report.

2. Collect the completed forms from employees.

Use these forms to enter data into Global Payroll for Japan income tax and YEA tables.

Retain the completed forms for record-keeping purposes.

Printing the Dependent Deduction Report and Insurance and Spouse Special Deduction Reports

This section provides an overview of the Dependent Deduction report and Insurance and Spouse Special Deduction reports and lists common elements.

Pages Used to Print the Dependent Deduction and Insurance and Spouse Special Deduction Reports

Page Name	Definition Name	Usage
Report YEA Dependent Ded JPN Page	GPJP_RC_YEA04	Run the Dependent Report YEA (GPJPYE04). For manual data collection, print the report and distribute it to employees for review and update. For self-service data collection, print the report for record-keeping purposes after employees have updated their data in the ePay and eProfile transactions.
Report YEA Ins and Spous JPN Page	GPJP_RC_YEA05	Run the YEA - Ins and Spouse report (GPJPYE05). For manual data collection, print the report and distribute it to employees for review and update. For self-service data collection, print the report for record-keeping purposes after employees have updated their data in the ePay transaction.
Payee List Page	GPJP_RC_YEA_SEC	Select individual employees to report. Do not use this page in conjunction with other employee selection criteria.

Understanding Dependent Deduction and Insurance and Spouse Deduction Reports

The data collection method that you use determines when you run these reports and what they contain.

Data Collection Through Printed Reports

Use these reports to collect the data that you later enter into the system manually:

- Dependent Deduction report.

  This report prints the current employee and dependent information, which the employee can modify if a correction or update is needed.

- Insurance and Spouse Special Deduction report.

  This report prints the basic employee information only.

For record-keeping purposes, you can retain the reports that are submitted by employees.

Self-Service Data Collection

With self-service data collection, you can print the reports for record-keeping purposes after employees have updated their data. The reports gather data from the tables on which the self-service data is stored in the system.

Common Elements Used in This Section

Field or Control	Description
Print Options	Select the **Print Bus (business) Unit and Location** check box to print the business unit and location on the report. This information appears at the bottom of the report.
Sort Order	Select the sort order in which you want the report to print. Options include *Business Unit, Location Code, Department,* and *Supervisor Level ID.*

Report YEA Dependent Ded JPN Page

Use the Report YEA Dependent Ded JPN (report year-end adjustment dependent deduction Japan) page (GPJP_RC_YEA04) to run the Dependent Report YEA (GPJPYE04).

For manual data collection, print the report and distribute it to employees for review and update. For self-service data collection, print the report for record-keeping purposes after employees have updated their data in the ePay and eProfile transactions.

Navigation:

Global Payroll & Absence Mgmt > **Year-End Processing** > **Report YEA Dependent Ded JPN** > **Report YEA Dependent Ded JPN**

Field or Control	Description
Object Year	This field determines the date for which report data is retrieved. The Dependent Deduction report is based on information as of the last day of the object year. So if you enter 2004 in this field, the report is based on data that was in effect on December 31, 2004. The exception to this rule is the payee's address, which is retrieved as of the first date of the object year. So if the object year is 2004, the as of date for the address is January 1, 2004.

Report YEA Ins and Spous JPN Page

Use the Report YEA Ins and Spous JPN (report year-end adjustment insurance and spouse Japan) page (GPJP_RC_YEA05) to run the YEA - Ins and Spouse report (GPJPYE05).

For manual data collection, print the report and distribute it to employees for review and update. For self-service data collection, print the report for record-keeping purposes after employees have updated their data in the ePay transaction.

Navigation:

Global Payroll & Absence Mgmt > **Year-End Processing** > **Report YEA Ins and Spouse JPN** > **Report YEA Ins and Spous JPN**

Field or Control	Description
Object Year	If ePay is not installed, this field determines the date for which report data is retrieved. The Insurance and Spouse Special Deduction report is based on information as of the last day of the object year. So if you enter 2004 in this field, the report is based on data that was in effect on December 31, 2004. If ePay is installed, the system uses the date that is entered in the **As of Date** field on the Year End Adjustment Self Service Setup page to retrieve data for the report.
YEA Status	This group box appears only if ePay is installed. Select the appropriate status for the year-end adjustment: *Submitted, Approved,* or *Sent to Payroll.*

Entering Deduction Data for the Year-End Adjustment (YEA)

This section provides overviews of deduction data entry for YEA and manual adjustments to YEA data for multiple jobs.

Pages Used to Enter Deduction Data for YEA

Page Name	Definition Name	Usage
Load YEA Self Service Data JPN (load year-end adjustment self service data Japan) Page	GPJP_RC_YEALOAD_SS	Load self-service deduction data. Payroll administrators run the Load YEA Self Service process (GPJP_YEASSLD) to load updated self-service employee personal data, life and nonlife insurance, and spouse and housing loan deduction information into the YEA Adj Data table and the corresponding page (GPJP_YEA_PYEADJ).
Load YEA Self Service Data JPN Page	GPJP_RC_YEA_SEC	Select individual employees to load their data.
YEA Data Page	GPJP_YEA_PYEADJ	Enter deduction data (housing acquisition deduction, insurance, and spouse deduction) and edit YEA type. Indicate whether employees are subject to adjustment.
Prior Employment Page	GPJP_YEA_PYEPRI	Enter prior employment data, such as income, tax, social insurance premium, and the prior employer's name and address.

Page Name	Definition Name	Usage
Maintain Income Tax Data JPN Page	GPJP_IT_PYE_TAX	Enter the salary payer number and employee tax deduction information that is collected by report, such as employee type and disability type.
Maintain Dep Tax Data JPN Page	GPJP_IT_DEP_TAX	Enter spouse or dependent deduction information that is collected by the report, such as disability type.

Understanding Deduction Data Entry for YEA

Before processing the YEA reports, you must enter deduction information for YEA into the GPJP_YEA_PYEADJ table and ensure that data in the GPJP_IT_PYE_TAX and GPJP_IT_DEP_TAX tables is up-to-date.

Much of this data is collected through either the self-service or the manual method of YEA data collection. The method of entering the data differs according to the collection method.

Note: Even if you use data that is collected through the self-service pages, you must still access the YEA Adj Data (year-end adjustment data) page if you need to edit the employee's YEA type. You must also access the Prior Employment page to enter prior employment data.

Data and Payroll Table That Is Loaded	Self-Service Method	Manual Method
Employee tax deduction data on (GPJP_IT_PYE_TAX)	Automatically updated when the employee saves information that is entered on the Employee Tax Information self-service page.	Collected on the Dependent Deduction report and manually entered on the Maintain Income Tax Data JPN page (GPJP_IT_PYE_TAX).
Dependent tax deduction data on (GPJP_IT_DEP_TAX)	Automatically updated when the employee saves information that is entered on the Edit Dependent Tax Information self-service page.	Collected on the Dependent Deduction report and manually entered on the Maintain Dep Tax Data JPN page (GPJP_IT_DEP_TAX).
Insurance, spouse, and housing loan special deduction data on (GPJP_YEA_PYEADJ)	Run the Load YEA Self Service Data process (GPJP_YEASSLD), which loads data that is entered by employees on the Employee Personal Information and insurances and deductions self-service pages.	Collected on the Insurance and Spouse Special Deduction report and manually entered on the YEA Data page (GPJP_YEA_PYEADJ).

Tax Withholding and Year-End Adjustment Rule Changes

The Japanese government introduced a new benefit system where parents with children get payment from the government in proportion to the number of their children aged 15 or under. It also started funding

high schools so that they can make tuition fees free of charge (public schools) or decrease the fee (private schools with higher fees).

In compensation for these new benefits, income deductions for parents with children aged 15 were repealed, effective January 1st, 2011. As of this same date, parents with children aged 16~18 will enjoy smaller amount of income deduction. That is, children aged 16~18 are no longer classified as Specified Dependent, but are regarded as Ordinary Dependents.

To accomplish this PeopleSoft created a new SQL view called GPJP_IT_DEP_VW. This SQL view joins GPJP_IT_DEP_TAX and DEP_BEN.

In array element IN AR DEPENDENTS the record name was changed from GPJP_IT_DEP_TAX to the GPJP_IT_DEP_VW SQL view. BIRTHDATE was added as the retrieved item. BIRTHDATE was not on this array because there was no reason to evaluate a dependents' age for tax withholding before this new legal requirement:

Understanding Manual Adjustments to YEA Data for Multiple Jobs

When an employee has multiple jobs, YEA Report Data JPN is loaded for each employment record independently. The data is always loaded using the tax type that was in effect as of the payment date for the year-end adjustment process. When the tax type changes during the year, you may need to make a manual adjustment on the Prior Employment page so that the system bases the year-end adjustment and Withholding Tax report on the proper salary amount.

Example: Employee is Paid from One Employment Record Each Month

Empl Rcd #	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
0	Kou	Kou	Kou	Kou	No	No	No	No	Kou	Kou	Kou	Kou
1	No	No	No	No	Kou	Kou	Kou	Kou	No	No	No	No

Assume that the payment date is December 30. Because the employee's tax type as of this date is Kou, as long as the employee meets other conditions that are required for the year-end adjustment, the adjustment is processed on Empl Rec Nbr 0. The year-end adjustment is based on the salaries that were paid for Empl Rec Nbr 0 from January to April and from September to December, and the Withholding Tax report is printed.

To include salaries that were paid from May to August for Empl Rcd Nbr 1 in the year-end adjustment purposes, you must access the Prior Employment page for Empl Rcd Nbr 0 and enter the salaries and deductions for Empl Rcd Nbr 1 before you run the year-end adjustment process for Empl Rec Nbr 0.

Load YEA Self Service Data JPN Page

Use the Load YEA Self Service Data JPN (load year-end adjustment self service data Japan) page (GPJP_RC_YEALOAD_SS) to load self-service deduction data.

Payroll administrators run the Load YEA Self Service process (GPJP_YEASSLD) to load updated self-service employee personal data, life and nonlife insurance, and spouse and housing loan deduction information into the YEA Adj Data table and the corresponding page (GPJP_YEA_PYEADJ).

Navigation:

Global Payroll & Absence Mgmt > **Year-End Processing** > **Load YEA Self Service Data JPN** > **Load YEA Self Service Data JPN**

YEA Data Page

Use the YEA Data (year-end data) page (GPJP_YEA_PYEADJ) to enter deduction data (housing acquisition deduction, insurance, and spouse deduction) and edit YEA type.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Taxes** > **Maintain Year-End Adj Data JPN** > **YEA Data**

This example illustrates the fields and controls on the YEA Data page with Object Year below 2020. You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the YEA Data page with Object Year 2020 and above. You can find definitions for the fields and controls later on this page.

Field or Control	Description
YEA Type (year end adjustment type)	Select a value to indicate whether the employee is subject to income amount adjustment deduction. The default is *Subject.* Select *Not Subject* to exclude the employee from the YEA process.

If user declaration is done outside the system and not though the Self-Service option, you have the flexibility to enter YEA data declaration directly in Maintain Year End Adj JPN page.

If you enter Object Year as '2020' or above, the following checkboxes are displayed.

Field or Control	Description
Subject to Income Amount Adjustment Deduction	Select the checkbox to enable income amount adjustment deduction for an employee. This checkbox is enabled only for employees falling in either of the following categories: • The income earner himself/herself is a special disabled person. • The spouse living in the same household or a dependent relative is a special disabled person. • A dependent relative is under the age of 23. The administrator needs to select the "Subject to Income Amount Adjustment Deduction" check box in "Maintain Income Tax Data JPN" page or "Maintain Dependent Dep Tax Data JPN" page for the above mentioned categories. If the user selects the check box in the "Maintain Year End Adj Data JPN" page without selecting the check box in the respective page then, the application displays error message as "Neither Employee nor Dependent has Subject to Income Amount Adjustment Deduction selected".
No Submission of Basic Deduction Form	Select the check box if the employee has not submitted Basic Deduction Form. If this check box is selected, then the employee will not get Personal Basic Exemption.
No Submission of Spouse Deduction Form	Select the check box if the employee has not submitted Spouse Deduction Form. If this check box is selected, then the spouse deduction amount will be considered as zero.

Prior Employment Page

Use the Prior Employment page (GPJP_YEA_PYEPRI) to enter prior employment data, such as income, tax, social insurance premium, and the prior employer's name and address.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Taxes** > **Maintain Year-End Adj Data JPN** > **Prior Employment**

This example illustrates the fields and controls on the Prior Employment page.

Maintain Income Tax Data JPN Page

Use the Maintain Income Tax Data JPN page (GPJP_IT_PYE_TAX) to enter the salary payer number and employee tax deduction information that is collected by report, such as employee type and disability type.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Taxes > Maintain Income Tax Data JPN > Maintain Income Tax Data JPN

Related Links
Preparing for Income Tax Withholding

Maintain Dep Tax Data JPN Page

Use the Maintain Dep Tax Data JPN page (GPJP_IT_DEP_TAX) to enter spouse or dependent deduction information that is collected by the report, such as disability type.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Taxes > Maintain Dep Tax Data JPN > Maintain Dep Tax Data JPN

Related Links
Preparing for Income Tax Withholding

Preparing for YEA Reporting

This section provides an overview of YEA Report Data JPN preparation.

Pages Used to Prepare for YEA Reporting

Page Name	Definition Name	Usage
Pre-load Inhabitant Tax JPN Page	GPJP_RC_IH_MUN1	Update the municipality codes and recipient numbers by running the Pre-Load Inhabitant Tax process (GPJP_ IHMUN1), which loads the employee, municipality, and recipient numbers for the object year into the Inhabitant Tax table.
Load Inhabitant Tax JPN Page	GPJP_IH_PYE_TAX	View and correct recipient numbers after running the Pre-Load Inhabitant Tax process.
Loading YEA Report Data JPN Page	GPJP_RC_YEALOAD	Load the YEA report data.
Rvw/Update YEA Report Data JPN Page	GPJP_YEA_TABLE	View and update the YEA Data table. View results of the YEA Data Load process and update the **Submit to Tax Office** indicator and the**Summary** field.

Understanding YEA Report Data JPN Preparation

The Load YEA Table Application Engine process (GPJP_YEALOAD) loads an intermediate table that contains most of the data that is necessary for these reports: withholding tax, wage payment, legal payment summary, and withholding tax register.

Regardless of whether you use the self-service or manual method of collecting data, follow this sequence when preparing to report YEA data:

1. Update employee addresses if necessary.

   If you collect YEA data through self-service transaction, you accomplish this step using the Employee Personal Information page and the Load YEA Self-Service Data process (GPJP_YEASSLD).

2. Run the Pre-Load Inhabitant Tax process (GPJP_IHMUN1) to preload municipality codes to the Inhabitant Tax table.

3. Update employee recipient numbers, if necessary, on the Maintain Inhab Tax Data JPN page.

4. Run the Load YEA Report Data JPN process (GPJP_YEALOAD).

5. Update the Submit to Tax Agent indicator and edit the summary, if necessary, on the YEA Report Data JPN page.

Load Inhabitant Tax JPN Page

Use the Load Inhabitant Tax JPN page (GPJP_RC_IH_MUN2) to load inhabitant tax amounts from electronic file.

Run the Load Inhabitant Tax process to load the tax amounts from the municipality if you are using electronic file data.

Navigation:

Global Payroll & Absence Mgmt > **Taxes** > **Load Inhabitant Tax JPN** > **Load Inhabitant Tax JPN**.

Note: You must update and audit employee addresses and the Define Postal Codes JPN table before preloading data.

See Setting Up the Inhabitant Tax Table.

Loading YEA Report Data JPN Page

Use the Load YEA Report Data JPN (load year-end adjustment report data Japan) page (GPJP_RC_YEALOAD) to load the YEA report data.

Navigation:

Global Payroll & Absence Mgmt > **Year-End Processing** > **Load YEA Term Report Data JPN** > **Load YEA Report Data JPN**

This example illustrates the fields and controls on the Load YEA Report Data JPN page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
EmplID (employee ID)	If you select an employee ID, the process updates the row of data for the selected employee only.

Note: To load YEA data for terminated employees, access the process through the Termination Processing menu path.

Related Links
Processing Terminated Employees

Rvw/Update YEA Report Data JPN Page

Use the Rvw/Update YEA Report Data JPN page to view and update the YEA Data table.

Navigation:

(Global Payroll & Absence Mgmt > **Year-End Processing** > **Update YEA Report Data JPN** > **Rvw/Update YEA Report Data JPN).**

This example illustrates the fields and controls on the Rvw/Update YEA Report Data JPN page.

Rvw/Update YEA Report Data JPN

Fusako Endo   Employee   **Empl ID** KJ1003   **Empl Record**   0

Withholding Tax Report Data   Find | View All   First ◀ 1 of 1 ▶ Last

Object Year 2007	☐ **Submit to Tax Office**
Recipient Number KJ1003	☐ **Foreigner**
Calendar Group ID KJ M200712	☐ **Terminated by Death**
Amt of Earnings 3,912,000	**Total Amt of Income Deductions** 1,181,708
Salary after Deductions 2,589,600	**Amt of Withholding Tax** 70,300

Deductible Dependents

Nbr of Dependents (Specified)	**Nbr of Disability (Special)**
Nbr of Dependents (Elderly)	**Nbr of Disability (Other)**
Nbr of Dependents (Other)	

Insurance/Spouse Deductions

Social Insurance Premium

Mutual Aid Ded	
Total SI Premium	801,708.000000

Life Insurance Premium

Earthquake Ins Premium

Housing Loan Deduction

Spouse Total Income

Insurance Premium

New Life Ins Premium

Old Life Ins Premium

Care Medical Ins Premium

New Pension Ins Premium

Old Pension Ins Premium

Long Term Non-Life Ins

This example illustrates the fields and controls on the Rvw/Update YEA Report Data JPN page.

Field or Control	Description
Submit to Tax Office	The system selects this check box if the KOU-type employee's gross income is over 5 million yen or the OTSU-type employee's gross income is over 500,000 yen (formula YE FM SUBMIT). The system does not verify whether the employee is an officer, retired, a disaster victim, or any of the other criteria for determining whether to submit the Withholding Tax report to the tax office.
Summary	The system enters deductible spouse and dependent identification, prior employment data, and the beginning date of residence (for employees who receive the housing acquisition special deduction). You can edit this data. Because of length limitations, the entire summary might not appear on the printed reports.

Running Year-End Reports

This section discusses running and withholding tax reports.

Note: Before running these reports, run the Load YEA Report Data process.

Pages Used to Run Year-End Reports

Page Name	Definition Name	Usage
Withholding Tax Report JPN Page	GPJP_RC_YEAWHRPT	Run the Withholding Tax report (GPJPYE01).
Wage Payment Rpt JPN Page	GPJP_RC_YEAWGRPT	Run the Withholding Tax/Wage Payment report (GPJPYE01).
Legal Payment Summary Rpt JPN Page	GPJP_RC_YEA	Run the Legal Payment Summary report (GPJPYE02).
Wage Payment Summary Rpt JPN (wage payment summary report Japan) Page	GPJP_RC_YEA	Run the Wage Payment Summary report (GPJPYE03).
Tax Difference Carry Over JPN Page	GPJP_RC_IT_TXDIF	Run the Tax Difference Carried Over from the Previous Year report (GPJPYE06).

Related Links

Understanding Termination Processing

Withholding Tax Report JPN Page

Use the Withholding Tax Report JPN (withholding tax report) page (GPJP_RC_YEAWHRPT) to run the Withholding Tax report (GPJPYE01).

Navigation:

Global Payroll & Absence Mgmt > **Year-End Processing** > **E-File Withholding Tax Rpt JPN** > **Withholding Tax Rpt JPN**

This example illustrates the fields and controls on the Withholding Tax Report JPN page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Employees	*All Employees:* Select to deliver the report to all employees after YEA has been processed. *Submit to Tax Office Employees:* Select if you deliver the report to the tax office. The process will select only the employees whose **Submit to Tax Office** check box on Rvw/Update YEA Report Data JPN page is selected.

Note: To run the report for terminated employees, use the page from the Termination Processing menu. On writing to a file if there are more than 100 different municipal codes then the file will get split.

Wage Payment Rpt JPN Page

Use the Wage Payment Rpt JPN (wage payment report) page (GPJP_RC_YEAWGRPT) to run the Withholding Tax/Wage Payment report (GPJPYE01).

Navigation:

Global Payroll & Absence Mgmt > **Year-End Processing** > **Wage Payment Rpt JPN** > **Wage Payment Rpt JPN**

Deliver this report to municipalities after YEA has been processed. **Municipal Code** and **Recipient Number** are optional parameters. Use these to restrict the output.

Legal Payment Summary Rpt JPN Page

Use the Legal Payment Summary Rpt JPN (legal payment summary report Japan) page (GPJP_RC_YEA) to run the Legal Payment Summary report (GPJPYE02).

Navigation:

Global Payroll & Absence Mgmt > **Year-End Processing** > **Legal Payment Summary Rpt JPN** > **Legal Payment Summary Rpt JPN**

This report displays amounts from the withholding tax reports for salary and bonus, as well as amounts from the retirement allowance withholding tax reports.

Chapter 18

Working with Banking

Understanding the Banking Process

The following is a brief summary of the direct deposit banking process that is used for net payments to employees in Japan. Subsequent sections provide more details about these steps:

1. Set up bank accounts and schedule disbursements.

2. Run payroll.

3. Run the Banking process.

4. Run the Japan EFT process, which automatically generates the EFT file and Structured Query Report (SQR).

Terms and Definitions

The following terms are used in discussing the banking process:

Term	Definition
Source bank	The bank that pays out the funds.
Transfer bank	The bank that receives the funds.

For direct deposit, the source bank is the company's bank and the transfer bank is the employee's bank.

Delivered Elements

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

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

Setting Up Banking

Setting up banking involves entering three categories of information on up to 11 pages. The setup involves:

- Identifying banks, branches, and accounts for your company and payees.

- Identifying source banks and defining the level of funding.

- Identifying transfer banks and scheduling disbursements.

  Employees can specify percentage or amount disbursements to any number of bank accounts for each payment type (salary or bonus).

Banking setup steps are documented fully in the "Understanding Banking" topic of the core *PeopleSoft Global Payroll*. However, there are some details about following these steps that are important for banking in Japan.

Banking Setup Details

Page Name	Element	Instructions
Bank Table	**AC Bank Name** (alternate character bank name).	Enter the bank name in single-byte Katakana format.
Bank Branch Table	**Branch Information** group box.	Specify a branch for every source bank and transfer bank that you set up. The EFT process halts with an error message when it encounters a net payment that does not have a branch associated with it.
Bank Branch Table	**AC Branch Name** (alternate character branch name).	Enter the branch name in single-byte Katakana format.
Source Bank Accounts	**AC Account Name** (alternate character account name).	Enter the bank account name in single-byte Katakana format.
Source Bank Accounts	**Other Required Information.**	Click this link to access the Japan Bank Additional Data page, where you must enter the company code and account type. If you leave the **Account Type** field blank, the EFT process supplies the *Regular* value.
Bank Account Information	**AC Account Name** (alternate character account name).	The default value is the alternate character name from the **AC Name** field on the Personal Data page.

Note: All alternate character (AC) fields appear only if you enabled AC functionality on the Organization Defaults by Permission List page.

Related Links

"Using Banking Information with Local Country Processes" (PeopleSoft Global Payroll)
"Working with HCM Local Integrations" (Application Fundamentals)

Setting Up Alternate Source Banks

This section provides an overview of alternate source banks and discusses how to define alternate source banks.

Pages Used to Set Up Alternate Source Banks

Page Name	Definition Name	Usage
Pay Entity Source Bank JPN Page	GPJP_PE_ALT_SBANK	Define alternate source banks for pay entities and organizations.
Alternate Source Bank Page	GPJP_ALT_SBANK_SEC	Define the alternate source banks for an organization link.

Understanding Alternate Source Banks

If needed, you must define multiple pay entity source banks and multiple organizational unit source banks before running the banking process. Doing so establishes the appropriate source bank for each payee based on the recipient bank account.

While running the Global Payroll for Japan banking process, the system tries to match the payee's bank with the source bank in the following order:

1. The organization's default source bank.

2. The organization link's alternate source banks.

3. The pay entity's default source bank.

4. The pay entity's alternate source banks.

When a matching bank is found, the system uses this value for the remainder of the banking process.

Pay Entity Source Bank JPN Page

Use the Pay Entity Source Bank JPN page (GPJP_PE_ALT_SBANK) to define alternate source banks for pay entities and organizations.

Navigation:

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

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

Enter one or multiple source banks for the pay entity level or the organizational link or both. The Global Payroll for Japan banking process uses these values to override the source bank that is used for each payment row on the payment processing results table (GP_PAYMENT).

Click the **Alternate Source Bank** link to further define the source bank associated with the organizational link.

Generating Banking EFT Files and Report

This section provides overviews of the EFT process flow and processing steps and lists a prerequisite.

Pages Used to Run the Banking and EFT Processes and Print the Report

Page Name	Definition Name	Usage
Run Banking Process JPN Page	GPJP_RC_BA02	Run a process to create a payment file that contains banking details.
File Handles JPN Page	GPJP_FILE_HANDL	Assign a handle to each file that you want to export.
Create EFT Payment File JPN Page	GPJP_RC_BA01	Create EFT payment file. Run the EFT process, which prepares the EFT flat file that you transmit to the appropriate bank and launches the SQR program that prints the Banking report (GPJPBA01).

Understanding the EFT Process Flow

This diagram illustrates the payroll EFT process flow for Japan, which includes descriptions of each step from the finalization of payroll to the printing of reports or the creation of a flat output file:

Payroll EFT process flow for Japan, including descriptions of each step to either print a report of the final payment or create a flat output file.
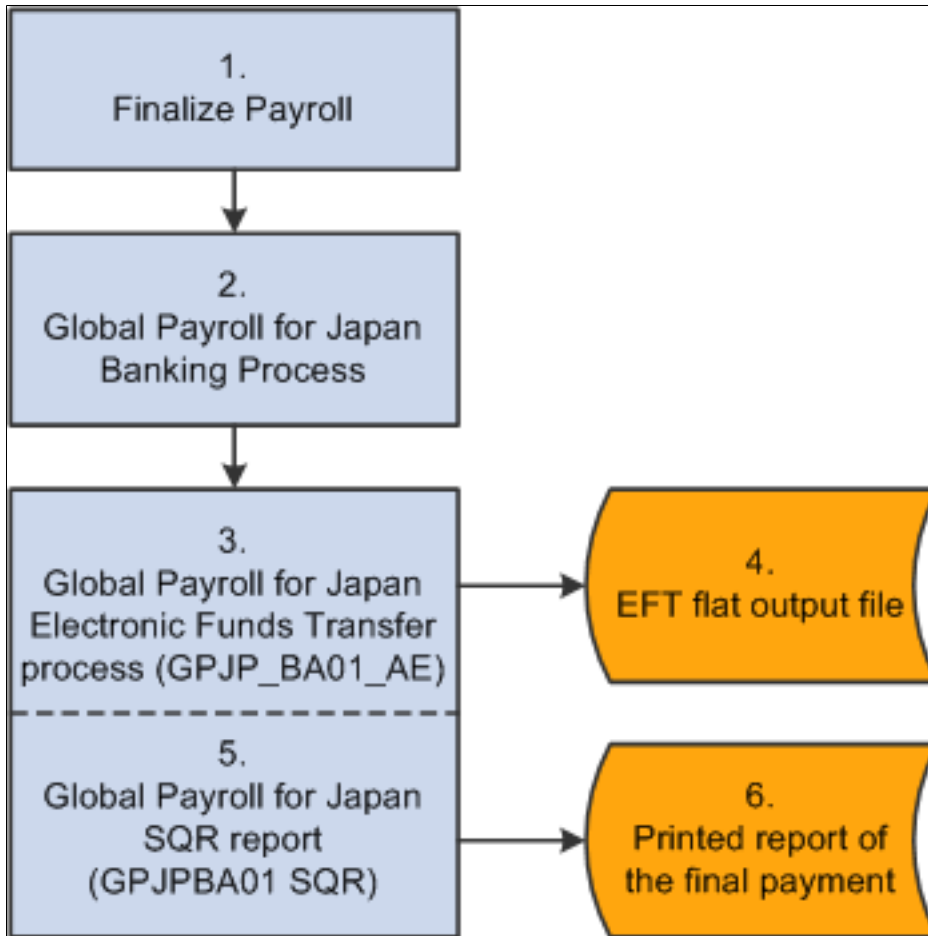
Understanding the Processing Steps

The steps in this section correspond to the numbers in the preceding diagram:

1. Process payroll in the Global Payroll core application.

2. Run the Global Payroll for Japan banking process.

   This process populates the GP_PAYMENT output record.

   Note: Select the **Finalize** check box on the Banking Run Control page when you run the Banking process. If you do not, there won't be any data available for the next step.

3. Run the Global Payroll for Japan EFT process (GPJP_BA01_AE).

This process selects all rows in GP_PAYMENT that have a status of *Finalized* for the specified calendar group ID, run type name, and source bank ID.

The process populates the following records, which form the header, transaction, and trailer of both the EFT file and the printed report:

- GPJP_BA_HEADER: The data in this record comes from the run control parameters that you enter on the EFT page.

  It identifies the company and the source bank account information.

- GPJP_BA_TRANS: The data in this record comes from GP_PAYMENT and from the source and transfer bank data that you set up previously.

  It details the employee information, the transfer bank account information, and the amount of the transfer.

- GPJP_BA_TRAILER: This record stores totals, such as the number of records in the TRANS record and the total amount of money being transferred.

  The process changes the status of rows in GP_PAYMENT from *Finalized* to *Transferred.*

4. The EFT process consolidates the data from the three records into one EFT file that you send to the source bank.

   It uses the file name and character set from the File Handles JPN page.

5. The EFT process launches the SQR program (GPJPBA01 SQR).

6. The SQR program prints the Banking report in the standard character set by using data from the same three records as the EFT file.

Related Links
"Understanding Banking" (PeopleSoft Global Payroll)

Prerequisite

You must set up file handles on the File Handles JPN page before you can run the EFT process. The file handle looks up the file name and character set (single-byte Katakana) that is used to generate the file.

Related Links
Setting Up File Handles

Run Banking Process JPN Page

Use the Run Banking Process JPN page (GPJP_RC_BA02) to run a process to create a payment file that contains banking details.

Navigation:

Global Payroll & Absence Mgmt > **Payment Processing** > **Run Banking Process JPN** > **Run Banking Process JPN**

This example illustrates the fields and controls on the Run Banking Process JPN page. You can find definitions for the fields and controls later on this page.
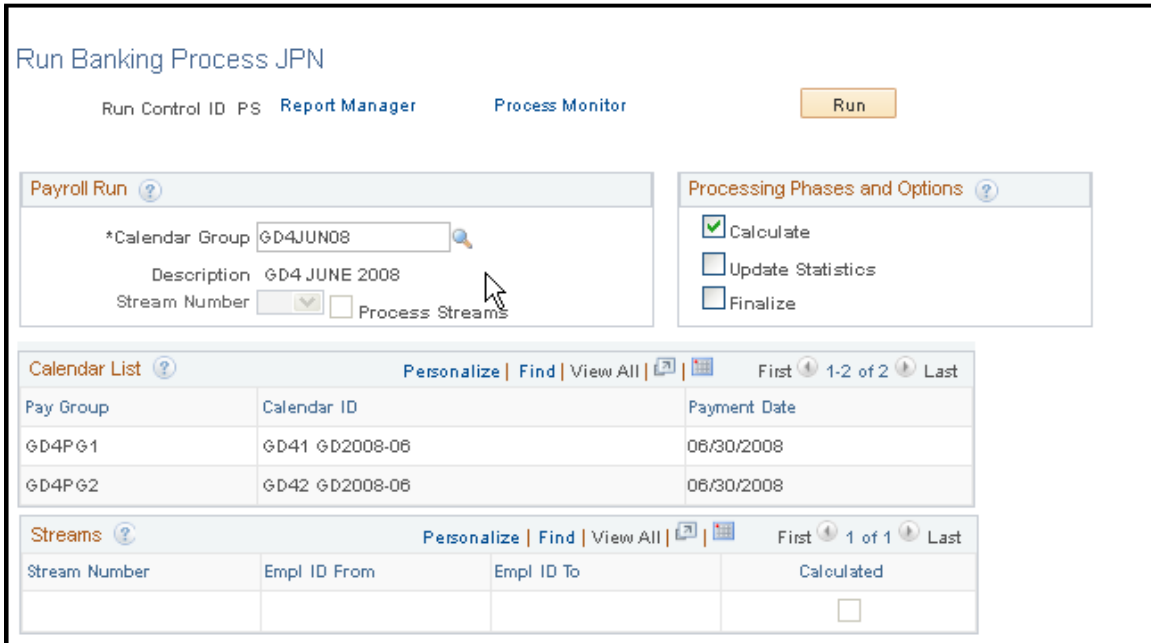
Field or Control	Description
Calendar Group	Select a calendar group for which to run the process. The system processes any items (segments) that are approved or finalized by the payroll process.
Stream Number	If the **Process Streams** check box is selected, and you select *Calculate* in the **Processing Options** group box, you must select the stream number to process. Each stream number represents a predefined range of payees.
Process Streams	The **Process Streams** check box is selected automatically if you selected the stream processing option when defining the calendar group.

Processing Options

Field or Control	Description
Calculate	Select to have the system create the payment file by matching the approved and finalized results from the payroll process with information that you defined in banking setup. You can run the calculate step repeatedly until you finalize the banking process.
Finalize	Select, after everything is calculated. (If you use stream processing for the Calculate phase, the system finalizes all streams for the calendar group simultaneously.) **Note:** If you're not using streams, you can select *Calculate* and *Finalize* at the same time.
Update Statistics	Select to have the banking system generate statistics to help the data administrator fine-tune system performance.

Streams

This group box displays all streams that are associated with the calendar group.

Calendars in Run

After you run the Calculate phase, this group box displays information for each calendar in the calendar run.

Related Links

"Creating Process Streams" (PeopleSoft Global Payroll)

Create EFT Payment File JPN Page

Use the Create EFT Payment File JPN (create electronic funds transfer payment file Japan) page (GPJP_RC_BA01) to create EFT payment file.

Run the EFT process, which prepares the EFT flat file that you transmit to the appropriate bank and launches the SQR program that prints the Banking report (GPJPBA01).

Navigation:

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

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

All of the fields on this page are required to run the process.

Field or Control	Description
Calendar Group ID	The EFT process uses the values that you select in the **Calendar Group ID, Run Type Name,** and **Source Bank ID** fields to extract the appropriate information from the GP_PAYMENT table.
File Handle	The file handle set up on the File Handles JPN page that identifies the file name and character set used in this process.
Payment Type	Valid values are *Salary* and *Bonus.* This data appears in the header of the EFT file.
Deposit Date	This date appears in the header of the EFT file.

Chapter 19

Generating Payslips

Prerequisites

Before generating payslips, you must perform the following setup:

1. Define the data element positions on your payslip forms.

2. Define payslip templates.

3. Assign payslip templates to pay groups and run types.

Related Links
Setting Up Payslips

Viewing Delivered Elements

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

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

Generating Payslips

This section provides an overview of payslip generation and discusses how to run payslips.

Page Used to Generate Payslips

Page Name	*Definition Name*	*Usage*
Create/Print Payslips Page	GPJP_RC_PP01	Run the payslip report (GPJPPP01), which prints a regular (salary) payslip, a bonus payslip, the Tax Amount Difference report (year-end adjustment payslip), or retirement allowance. Define print options and sort order for the payslip.

Understanding Payslip Generation

Before generating payslips, you must set up payslip templates to specify each data element in the report and its exact location on the page. The header at the top of the report always contains department ID, employee ID, employee name, report title, remarks, and company name.

Use the Payslip run control page to print any of the following:

- Regular (salary) payslip.

- Bonus payslip.

- Tax Amount Difference report (year-end adjustment payslip).

- Retirement allowance.

The Create/Print Payslips JPN page launches two processes in sequence:

1. The GPJP_PP01_AE Application Engine process gathers information and creates an intermediate table.

2. The Structured Query Report (SQR) GPJPPP01 prints the payslip.

   PeopleSoft provides a sample of a common payslip format. You might have to change the SQR to work with the specific form and printer that you're using. You must modify only the SQR if you require specific formatting for payslips.

Use the parameters on the Create/Print Payslips JPN page to narrow the selection of employees within the calendar group ID that is selected. The system selects the appropriate payslip template for each employee by pay group for the run type of the calendar group.

You may also enter parameters to define print options and specify a sort order.

Note: Each calendar group can have only one run type, which means that you must set up a unique calendar group ID for each regular, bonus, year-end tax adjustment, or retirement allowance pay run.

Related Links
Setting Up Payslips

Create/Print Payslips Page

Use the Create/Print Payslips page (GPJP_RC_PP01) to run the payslip report (GPJPPP01), which prints a regular (salary) payslip, a bonus payslip, the Tax Amount Difference report (year-end adjustment payslip), or retirement allowance.

Define print options and sort order for the payslip.

Navigation:

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

This example illustrates the fields and controls on the Create/Print Payslips JPN page. You can find definitions for the fields and controls later on this page.

Report Request Parameter(s)

Field or Control	Description
Calendar Group ID	Only finalized pay runs are available.
Report Title	This prints at the top of the payslip.

Payee Selection

Field or Control	Description
Pay Entity	If you select only this parameter, the system prints payslips for all employees who are in the pay entity and calendar group. To narrow the payee group further, select additional parameters.
Business Unit	Required field if you select a department or location.

Field or Control	Description
Location Code	To print payslips for a particular location, select one that is in the business unit that you specified.
Department	To print payslips for a particular department, select one that is in the business unit that you specified.
Supervisor Level	To print payslips for the employees with a particular supervisor level, select one that is in the business unit that you specified.
Payee List	Click this link to access the Payee List page, where you can select any number of individual employees for the payslip run. Employees must be in the calendar group that was selected on the Generate Payslips page.

When you return to the Generate Payslips page, the check box is selected. |

Print Options

Field or Control	Description
Include Bus Unit, Location, Supv Lvl (include business unit, location, supervisor level)	Select the Include Bus Unit, Location, Supv Lvl check box if you want the business unit, location, and supervisor level to appear on the payslip.
Sort Order	Select the sort order in which you want the payslip to print. Options include Business Unit, Location Code, Department, and Supervisor Level ID.

Chapter 20

Managing Off-Cycle Payments

Understanding Off-Cycle Processing

This section discusses:

- The off-cycle process.

- Types of off-cycle transactions.

- 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 prior payments, enter manual payments, or make early termination payments that can't wait until the next scheduled payroll.

Types of Off-Cycle Transactions

The four types of off-cycle transactions are:

- Manual payments

    Manual payments enable you to enter payments that you have calculated and paid outside the payroll system. Examples include paying a new hire with a manual check because their pay details were not entered in time for the normal pay run.

- Corrections

    Corrections enable you to correct results of any finalized payroll. Examples include reversing a sick leave payment when workers compensation should have been paid.

- Unscheduled payments

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

- Advances

    Advances enable you to pay payees before their normally scheduled pay run. Examples include salary due on termination.

Delivered Elements

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

Related Links

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

Understanding Manual Payments

This section provides an overview of manual payments.

Manual Payments

When you enter manual payments for Japanese payees, all calculations should be calculated outside the system and then entered. Observe the following guidelines when entering manual payments:

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

    The selection of the period paid and the payment date need to be considered carefully. When selecting the period paid, you should select the previous finalized calendar or the current open calendar. The selection of the payment date directly affects how elements are accumulated. For example, if you have an accumulator that accrues based on period end date, the payment date may not update the accumulator balances at the right time.

*   Selecting processing controls on the Manual Payments page.

    The *Period Begin Date* and *Period End Date* should be supplied by default after you select *Period (Calendar) Paid.* These dates should not be changed because the delivered Japanese rules have been designed to calculate using whole periods and may not automatically segment if a partial period is entered.

    The run type comes from *Period (Calendar) Paid* and the defaults should be used. To ensure that the payee's manual payment is processed by the system, the **Allow Duplicates** check box must be selected on the run type; otherwise, the payee may not be processed again if the system detects that the payee has already been processed in the period.

    Stop Regular Resolution enables you to stop the resolution of all elements on the process list except the elements that are entered into the manual payment. If you decide to allow regular resolution, an analysis would need to be performed to understand the impact on your supporting elements.

    If using the Limited Element Set, you need to ensure that all elements are calculated independently of pre- or post-processing formulas, because 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.

Corrections

Use the Corrections page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) when you need to change finalized results, usually due to a user error. This page uses period-to-date logic that is built into the Japanese delivered statutory rules.

When you enter 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.

Unscheduled Payments

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 page uses period-to-date logic that is built into the Japanese-delivered statutory rules when calculating.

Consider the following guidelines 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.

*   Use this page to record monetary values only.

    Absence accumulators will not be updated.

Advance Payrolls

Use the Advance Payrolls page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) when you would like to pay an employee before his or her 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 making advance payments:

*   Always select the next open calendar, because skipping calendars may update accumulators incorrectly.

*   Absence accumulators will calculate automatically for the calendar group that is selected.

Chapter 21

Mapping Elements for Programs

Understanding Program Element Mapping

The Program Element Mapping component enables you to add, delete, or modify element assignments to the fields of Application Engine programs. For example, the Global Payroll for Japan program GPJP_YEA_LOAD (Load GPJP_YEA_TABLE) is delivered with the formula YE FM TAX PAY ALL assigned to the GPJP_IT_EARNS field. If you want to assign a different formula or other element to the GPJP_IT_EARNS field, you can do it using the Program Element Mapping component without having to modify the program itself.

Note: The Program Element Mapping component is not specific to Global Payroll for Japan. Any Global Payroll country extension can use it to map program elements.

Modifying Program Element Mapping

Page Used to Modify Program Element Mapping

Page Name	Definition Name	Usage
Program Element Mapping Page	GP_PRINT_PARAM	Add, delete, or modify element assignments to the fields of Application Engine programs.

Program Element Mapping Page

This section discusses how to assign elements to fields for Application Engine programs.

Use the Program Element Mapping page (GP_PRINT_PARAM) to add, delete, or modify element assignments to the fields of Application Engine programs.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Reports** > **Program Element Mapping**

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

Field or Control	Description
Entry Type	Select the type element you want to assign.
Element Name	Enter the name of the element you want to assign.
Field Name	Enter the field name to which you want to assign the element.
Data Type CD	Specify the type of data that each row represents. Values are: *Yes:* Indicates system data. *No:* Indicates user-defined data. *Sample:* Indicates sample data.

Chapter 22

Global Payroll for Japan Reports

Global Payroll for Japan Reports: A to Z

This table lists the Global Payroll for Japan reports, sorted by report ID.

For more information about running these reports, refer to:

- The corresponding topic in this product documentation.

- *PeopleTools: PeopleSoft Process Scheduler*

- PeopleTools: BI Publisher for PeopleSoft

- *PeopleTools: SQR Language Reference for PeopleSoft*

For samples of these reports, see the <u>Report Samples</u> that are published with this online documentation.

Global Payroll for Japan Reports

Report ID and Report Name	Description	Navigation	Run Control Page
GPJPBA01 EFT Banking	Generated as part of the EFT process, it prints the information transferred to the bank by the EFT process.	**Global Payroll & Absence Mgmt** > **Payment Processing** > **Create EFT Payment File JPN** > **Create EFT Payment File JPN**	GPJP_RC_BA01
GPJPIH01 Municipality Audit Rpt JPN Report	Lists error messages for employees with invalid postal code and municipality code in their legal (or home) addresses.	**Global Payroll & Absence Mgmt** > **Taxes** > **Municipality Audit Rpt JPN** > **Municipality Audit Rpt JPN**	GPJP_RC_IH_AUD
GPJPIH02 Mthly Inhabitant Tax Rpt JPN	Provides the number of inhabitant tax collections and the total amount collected for each municipality for each pay period.	**Global Payroll & Absence Mgmt** > **Taxes** > **Monthly Inhab Tax Report JPN** > **Mthly Inhabitant Tax Rpt JPN**	GPJP_RC_IH_MNTH

Report ID and Report Name	Description	Navigation	Run Control Page
GPJPIT01 Withholding Tax Register	Prints payroll data in the following categories: employee identification, salary data, bonus data, PTO data, former employment data, total amounts data, retirement allowance, and year-end adjustment data.	**Global Payroll & Absence Mgmt** > **Taxes** > **Income Tax Withholding Rpt JPN** > **Inc Tax Withhold Reg Rpt JPN**	GPJP_RC_IT_WHRG
GPJPLA01 ANN - EI Exempt Report	Lists employees who are exempt from labor insurance premium because of age.	**Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **ANN – EI Exempt Report JPN** > **ANN – EI Exempt Report JPN**	GPJP_RC_LA01
GPJPLA02 Basic Employment Insurance Rpt (basic employment insurance report)	Provides the workers compensation and employment insurance wage information that you need to complete the Insurance Premium report that you must submit each May.	**Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **ANN – Basic EI Premium Rpt JPN** > **ANN – Basic EI Premium Rpt JPN**	GPJP_RC_LA01
GPJPLA03 Newly Enroll Employee File	Generates a list of new employees.	**Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **EI Newly Enroll Empl Rpt JPN** > **EI Newly Enroll Empl Rpt JPN**	GPJP_RC_LA_PYE_RPT
GPJPPP01 Pay Slip Generation	Prints regular (salary) payslip, bonus payslip, retirement allowance payslip, or Tax Amount Difference report (year-end adjustment payslip).	**Global Payroll & Absence Mgmt** > **Payslips** > **Create/Print Payslips JPN** > **Create/Print Payslips JPN**	GPJP_RC_PP01
GPJPSC01 Monthly Std Remuneration (Rev) (monthly standard remuneration (revised))	Lists social insurance and remuneration information for all employees whose subject indicator is Occasional Revision.	**Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **SI Monthly Rev Remun Rpt JPN** > **SI Mthly Rev Remun Rpt JPN**	GPJP_RC_SC01
GPJPSC02 Monthly Std Remuneration (Reg) (monthly standard remuneration (regular))	Lists social insurance and remuneration information for all employees whose subject indicator is Regular Decision.	**Global Payroll & Absence Mgmt** > **Social Security / Insurance** > **ANN–SI Mthly Reg Remun Rpt JPN** > **ANN–SI Mthly Reg Remun Rpt JPN**	GPJP_RC_SC03

Report ID and Report Name	Description	Navigation	Run Control Page
GPJPSC03 Monthly Std Remuneration (Sum) (monthly standard remuneration (summary)	Summarizes information about employees subject to regular decision and occasional revision.	**Global Payroll & Absence Mgmt > Social Security / Insurance > ANN – SI Mthly Sum Remun Rpt JPN > ANN-SI Mthly Sum Remun Rpt JPN**	GPJP_RC_SC03
GPJPSC04 Pens Insurance Termination Rpt (pension insurance termination report)	Lists employees who became ineligible for Employees' Pension Insurance premium due to reaching the age of 70.	**Global Payroll & Absence Mgmt > Social Security / Insurance > PI 70 Years Old EE Report JPN > PI 70 Years Old EE Rpt JPN**	GPJP_RC_SC04
GPJPSC06 Bonus Payment Reports	Print a bonus payment report.	**Global Payroll & Absence Mgmt > Social Security / Insurance > SI Bonus Payment Report JPN > SI Bonus Payment Report**	GPJP_RC_SC_BNS
GPJPSC07 Social Insurance Check Report	Create the social insurance premium report file.	**Global Payroll & Absence Mgmt > Social Security / Insurance > SI Premium Inquiry Report JPN > SI Premium Inquiry Rpt JPN**	GPJP_RC_SC_CHK
GPJPSC08 SI Summary Report	Summarize information about the social insurance premium for all employees.	**Global Payroll & Absence Mgmt > Social Security / Insurance > SI Premium Summary Report JPN > SI Premium Summary Rpt JPN**	GPJP_RC_SC_GRD
GPJPUC01 Unemployment Certificate	Print an unemployment certificate.	**Global Payroll & Absence Mgmt > Termination Processing > Print Unemployment Cert JPN > Print Unemployment Cert JPN**	GPJP_RC_UC_RPT
GPJPWC01 Wage Certificate at 60	Print Wage Certificate at 60.	Global Payroll & Absence Mgmt, Social Security / Insurance, Print Wage Cert at 60 JPN	GPJP_RC_UC_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
GPJPYE01 Withholding Tax/Wage Payment	Reports income, deductions, and insurance premiums. Deliver this report to all employees after year-end adjustment has been processed and at midyear for terminating employees. You also deliver this report to tax offices for employees who meet specific criteria.	• **Global Payroll & Absence Mgmt** > **Year-End Processing** > **Withholding Tax Report JPN** > **Withholding Tax Report JPN** • **Global Payroll & Absence Mgmt** > **Termination Processing** > **Term Withholding Tax Rpt JPN** > **Withholding Tax Report JPN**	GPJP_RC_YEAWHRPT
GPJPYE01 Withholding Tax/Wage Payment	This is the same SQR as the Withholding Tax Report, but with different parameters to select, sort, and report the data.	**Global Payroll & Absence Mgmt** > **Year-End Processing** > **Wage Payment Rpt JPN** > **Wage Payment Rpt JPN**	GPJP_RC_YEAWGRPT
GPJPYE02 Legal Payment Summary Report	Contains information for the Legal Payment Summary report that you submit to the tax office.	**Global Payroll & Absence Mgmt** > **Year-End Processing** > **Legal Payment Summary Rpt JPN** > **Legal Payment Summary Rpt JPN**	GPJP_RC_YEA
GPJPYE03 Wage Payment Summary Report	Contains information for the Wage Payment Summary report that you submit to municipalities.	**Global Payroll & Absence Mgmt** > **Year-End Processing** > **Wage Payment Summary Rpt JPN** > **Wage Payment Summary Rpt JPN**	GPJP_RC_YEA
GPJPYE04 Dependent Report YEA	For manual data collection, print the report and distribute it to employees for review and update. For self-service data collection, print the report for record-keeping purposes after employees have updated their data in the PeopleSoft ePay transaction.	**Global Payroll & Absence Mgmt** > **Year-End Processing** > **Report YEA Dependent Ded JPN** > **Report YEA Dependent Ded JPN**	GPJP_RC_YEA04

Report ID and Report Name	Description	Navigation	Run Control Page
GPJPYE05 YEA - Ins and Spouse (YEA insurance and spouse)	For manual data collection, print the report and distribute it to employees for review and update. For self-service data collection, print the report for record-keeping purposes after employees have updated their data in the ePay transaction.	**Global Payroll & Absence Mgmt** > **Year-End Processing** > **Report YEA Ins and Spous JPN** > **Report YEA Insurance and Spouse JPN**	GPJP_RC_YEA05
E-file Wage Payment Rpt JPN	The process retrieves each employee's **Reporting Municipality Code** based on Municipal Code (that is Payment Municipality Code) of the employee.	**Global Payroll & Absence Mgmt** > **Year-End Processing** > **Wage Payment Report E-File JPN** > **E-file Wage Payment Rpt JPN**	GPJP_RC_YEAWGRPT

Mthly Inhabitant Tax Rpt JPN Page

Use the Mthly Inhabitant Tax Rpt JPN (GPJP_RC_IH_MNTH) page which provides the number of inhabitant tax collections and the total amount collected for each municipality for each pay period.

Navigation:

Global Payroll & Absence Mgmt > **Taxes** > **Monthly Inhab Tax Report JPN** > **Mthly Inhabitant Tax Rpt JPN**

This example illustrates the fields and controls of the Mthly Inhabitant Tax Rpt JPN page.

Field or Control	Description
Municipal Code	Use the field to prompt and show the Payment Municipal Code.

After payroll is finalized and appropriate adjustments are made, run processes (Load IH Tax Payment Data JPN, Maintain IH Tax File Data JPN and Create IH Tax File JPN) that create a banking file that summarizes inhabitant tax amounts sorted by municipal government. The municipal code used here is now Payment Municipality Code.

E-file Wage Payment Rpt JPN Page

Use the E-file Wage Payment Rpt JPN process to retrieves each employee's **Reporting Municipality Code** based on Municipal Code (that is Payment Municipality Code) of the employee.

Navigation:

Global Payroll & Absence Mgmt > **Year-End Processing** > **Wage Payment Report E-File JPN** > **E-file Wage Payment Rpt JPN**

This example illustrates the fields and controls of E-file Wage Payment Rpt JPN page.

Note: The wage summary payment report and the wage payment paper report will have order by on reporting municipal code, The Wage Payment summary Report will show Reporting Municipal codes in the Report.

The changes to the wage payment report as part of My Number Act implementation are as follows:

1. Employee personal Number is displayed on the report.

2. Count of dependents, count of disabled dependents, count of non-resident employees.

3. List of dependents (Maximum count = 4) with their person number along with the non-resident flag circled.

4. If the count of dependents is more than four, the remaining dependents (non-juvenile) name along with text *non resident* (if the dependent is a non-resident) is displayed in the section above insurance values and Person number is displayed to the right of juvenile dependents section

5. If the count of Juvenile dependents is more than 4, the remaining dependents'(juvenile) name along with text "non resident" (if the dependent is a non-resident) is displayed in the section above insurance

values and Person number is displayed to the right of juvenile dependents section below the Person numbers of the EXTRA Non-Juvenile Dependents.

6. The Corporate number of the establishment is displayed along with address and phone number.

Running Generic Global Payroll Reports for Japan

Global Payroll provides the framework for you to define generic reports of basic payroll results.

Generic Report Templates for Japan

PeopleSoft delivers the following templates specifically for payroll reporting in Japan:

*   JGR01 - Earning/Deduction List (Salary).

*   JGR02 - Accumulator List (Salary).

*   JGR03 - Earning/Deduction List (Bonus).

*   JGR04 - Accumulator List (Bonus).

*   JGR05 - Wage Ledger.

*   JGR06 - Absence and Overtime List .

*   JGR07 - Withholding Tax (Terminated).

*   JGR08 - Retirement Allowance.

See "Understanding Generic Reports" (PeopleSoft Global Payroll).

Generating e-Gov Reports for Labor Insurance

This topic discuss about the generation of different employment insurance reports for e-Gov.

Pages Used to Generate e-Gov Reports for Labor Insurance

Page Name	Definition Name	Usage
EI Create File for e-Gov JPN	GPJP_RC_SC_RPT3	To generate e-Gov files for labor insurance.

EI Create File for e-Gov JPN Page

Use the EI Create File for e-Gov JPN page (GPJP_RC_SC_RPT3) to generate e-Gov files for labor insurance.

Navigation:

Global Payroll & Absence Mgmt > Social Security/Insurance > EI Create File for e-Gov JPN

This example illustrates the fields and controls on the EI Create File for e-Gov JPN page.

Field or Control	Description
Begin Date and **End Date**	Begin date indicates the date from which the report is generated. End Date indicates the date upto which the report is generated.
LI Establishment Number and **SI Establishment Number**	Select LI Establishment Number for which the report need to be generated. Select SI Establishment Number for which the report need to be generated.

Field or Control	Description
Enrollment Report	Select this checkbox to generate employment insurance enrollment report.
	This report contains the details such as Employee personal information, contact information and Monthly Salary Paid.
Termination Report	Select this checkbox to generate employment insurance termination report.
	This report contains the details like Employee information, qualification information and separation details and reason.
Transfer Report	Select this checkbox to generate employment insurance transfer report.
	This report contains the information like employee personal information, previous location and current location details and relocation date.
FD Sequence Number	Enter the unique FD Sequence number. If the number of records exceeds 1000, then the FS sequence number will be generated automatically for the next file.
File Creation Date	Date on which the respective files are created.
Existence of XML Return Desire	Select 'Yes' if you want the XML file to be returned from e-Gov, else select 'No'.
	By default, the value 'Yes' is displayed in this field.
File Handle	Select the delivered file handle **LI** to generate Labor insurance reports, or user can create a new file handle, if required.