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PeopleSoft HCM 9.2: PeopleSoft Global Payroll for the United Kingdom

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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

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

Hosted PeopleSoft Online Help

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

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

Locally Installed 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

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- 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.

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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)

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- E&G (Education and Government)

Translations and Embedded Help

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

Using and Managing the PeopleSoft Online Help

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

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

PeopleSoft HCM Related Links

Oracle Help Center

PeopleSoft Online Help Home

PeopleSoft Information Portal

My Oracle Support

PeopleSoft Training from Oracle University

PeopleSoft Video Feature Overviews on YouTube

PeopleSoft Business Process Maps (Microsoft Visio format)

HCM Abbreviations

PeopleSoft Spotlight Series

Contact Us

Send your suggestions to psoft-infodev_us@oracle.com.

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	Connect with PeopleSoft on LinkedIn

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Chapter 1

Getting Started with Global Payroll for the UK

Global Payroll Documentation

This topic discusses:

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

Global Payroll Application Design

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

Global Payroll is composed of two complementary parts:

- A core payroll application that includes:
  - A payroll rules engine.
  - A payroll processing framework.
  - Processes and setup steps that apply to all countries.
- Country extensions that include:
  - Statutory and customary objects (payroll rules, payroll processes, reports, additional country-specific pages, and self-service applications).
  - Country-specific rules and elements.

Global Payroll Documentation Structure

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

Core Documentation

Like the core portion of the application, which applies to all countries and enables you to develop rules and process a payroll regardless of location, the core book is country neutral. Thus, while it describes the

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core set of tools that you can use to develop a payroll, it doesn't discuss the local country rules that have been set up for you. For information about how PeopleSoft has extended core capabilities to meet local requirements, refer to the country extension documentation.

Country Extension Documentation

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

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

Documentation Roadmap

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

What to Read When

You can approach the documentation in the following way:

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

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

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

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

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

  See “Understanding the Core Application Architecture” (PeopleSoft Global Payroll).

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- Functional

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

- Managerial

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

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

Global Payroll for the UK Overview

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

PeopleSoft delivers elements to manage statutory aspects of payroll such as tax, National Insurance (NI), court orders, student loans, and statutory absence. It also provides non-statutory features, including employee loans and share schemes, that you can use as delivered or modify to meet your organization's unique requirements.

Related Links

Global Payroll for the UK

Global Payroll for the UK Business Processes

The following lists Global Payroll for the UK business processes:

- Tax and National Insurance.
- Court orders and student loans.
- Tax credits.
- Absence.
- Pension contributions.
- Share save and share buy schemes.
- Employee loans.
- Net-to-gross payments.
- Banking.

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- Payslips.
- HM Revenue and Customs (HMRC) submissions.

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

Global Payroll for the UK Integrations

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

- PeopleSoft HCM.
- PeopleSoft Time and Labor.
- PeopleSoft General Ledger.

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

Related Links

"Understanding Payee Data" (PeopleSoft Global Payroll)
"Understanding How to Compensate Employees in Global Payroll for Time Reported Through Time and Labor" (PeopleSoft Global Payroll)
"Understanding the General Ledger Interface" (PeopleSoft Global Payroll)

Global Payroll for the UK Implementation

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

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, 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*

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Chapter 2

Understanding Global Payroll for the UK

Global Payroll for the UK

Global Payroll for the UK delivers numerous elements and rules needed to run a UK payroll. Some of these rules are specifically designed to meet legal requirements, while others support common or *customary* payroll practices.

Global Payroll for the UK Business Processes

Global Payroll for the UK supports the following business processes:

- Tax and national insurance.
- Court orders and student loans.
- Tax credits.
- Statutory absence.
- Pension contributions.
- Employee loans.
- Share save and share buy schemes.
- Net-to-gross payments.
- Payslips.
- Banking.

Understanding Delivered Elements

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

Creating Delivered Elements

All of the elements delivered as part of your country extension were created using the core application —the same application you'll use both to create additional elements and (in many cases) to configure existing elements that are delivered as part of your PeopleSoft Global Payroll system. Because the tools

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needed to redefine or create new payroll elements are fully documented in the core application product documentation, we don't reproduce this information here. Instead, we briefly review the relationship between the core application (which contains the tools you need to define your own elements) and the country extensions (which contain country-specific rules and elements defined by PeopleSoft).

The core application has the following characteristics:

- It consists of a payroll rules engine—a flexible tool that enables users to define the rules 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. Global Payroll enables users to enter and maintain payroll rules through a set of pages and offers a comprehensive set of features that enables 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

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

Understanding Ownership in Global Payroll

There are five possible categories of element ownership in Global Payroll:

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

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

Understanding Element Ownership in Global Payroll for the UK

This table contains an element-by-element description of element ownership and maintenance in Global Payroll for the UK:

Element Type	*Ownership*	*Exceptions*
Earnings	PeopleSoft (PS) Delivered/Maintained or PS Delivered/Not Maintained	
Deductions	PS Delivered/Not Maintained	Earning Arrestment Deduction
Variables	PS Delivered/Not Maintained	Values that cannot be changed without impacting the calculation.
Bracket	PS Delivered/Not Maintained	If the customer should not change values, they are defined as PS Delivered/ Maintained.
Accumulators	PS Delivered/Not Maintained for segment accumulators; otherwise, PS Delivered/Maintained.	In general, the non-segment base accumulators are maintained because customers can modify the funding base segment accumulators. However, the following non-segment accumulators are not PS Delivered/Maintained: • Accumulators for loans and garnishments. • Generic accumulators. • Accumulators for benefits in kind.

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Element Type	*Ownership*	*Exceptions*
Element Group	PS Delivered/Not Maintained	None
Process List	PS Delivered/Not Maintained	None
Section	PS Delivered/Not Maintained	None
Formula	PS Delivered/Maintained	Exceptions if the rule is not strictly legal follow: • Formulas used to create conditional sections in a process list and generation control formulas are not maintained. **Note:** To enable you to choose when and how elements are triggered, generation control formulas and formulas used to create conditional sections are defined as PS Delivered/Not Maintained. • "Situation" formulas are used to manage specific contracts and are not maintained. **Note:** Situation formulas are used to control how HR fields are used in payroll processing. To enable you to determine how to use these fields, situation formulas are defined as PS Delivered/Not Maintained. • Most generic formulas are not maintained (except legal rules and specific process formulas). **Note:** Generic formulas are developed as part of the country setup feature and carry the prefix GEN.
Array	PS Delivered/Maintained	None

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Element Type	*Ownership*	*Exceptions*
Generation Control	PS Delivered/Not maintained	None. To enable you to choose when and how elements are triggered, generation control formulas have been defined as PeopleSoft Delivered/Not Maintained.

Related Links

"Defining Element Names" (PeopleSoft Global Payroll)

Archiving Data for Global Payroll for the United Kingdom

Global Payroll for the UK generates a large amount of result data. To keep the amount of saved data manageable, you should periodically archive it. PeopleSoft PeopleTools delivers an archiving tool called the Data Archive Manager. To aid you in archiving your result data using the Data Archive Manager, Global Payroll for the UK delivers a predefined archive object (GPGB_RSLT_ARCHIVE) and an archive template (GPGBRSLT). 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.

Additional Archiving Considerations

The following Global Payroll for the UK result data is not included in the GPGB_RSLT_ARCHIVE archive object:

Result Data Type	*Data Location*
Loan Results	GPGB_LOAN_WA writable array

The archiving framework delivered with Global Payroll is based on calendar group ID. However, the loan repayment period is variable and can extend across more than one tax year. Loans results data are used by the Loan Review page to view loan history, which means that the data should be available while loans are still active. It is therefore not practical to automatically archive loan results based on the calendar group ID.

If you want to archive this data, you can set up new archive objects, queries, and templates using the Data Archive Manager, or you can use your own archiving solution.

See the product documentation for *PeopleTools: Data Management*

The following result data are included in the GPGB_RSLT_ARCHIVE archive object, but you should consider whether you want to archive this data:

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Result Data Type	*Data Location*
P11D results	GPGB_P11DRSLT_L table GPGB_P11DRSLT_M table GPGB_P11DRSLT_S table

The P11D results data is generated by the P11D data extract tool and is normally loaded into a third-party P11D solution. If you don't want to archive this data, you can remove the tables from the GPGB_RSLT_ARCHIVE archive object.

Related Links

“Archiving Global Payroll Data” (PeopleSoft Global Payroll)

Viewing Delivered Elements

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

Related Links

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

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Chapter 3

Setting Up Country Data

Defining ECONs and SCONs

To define ECONs and SCONs, use the ECON Table GBR component (GPGB_ECON_SETUP) and the SCON Table GBR component (GPGB_SCON_SETUP). This topic provides an overview of ECONs and SCONs and lists the pages used to define ECON and SCON values.

Pages Used to Define ECONs and SCONs

Page Name	*Definition Name*	*Usage*
ECON Table GBR Page	GPGB_ECON_SETUP	Define the ECON values for your organization. You must ensure that the ECON values conform to HMRC specifications. Select the **Active** check box for the ECON values that are in use. Users can select active ECON values only from the Pay Entity Details GBR page or the NI page.
SCON Table GBR Page	GPGB_SCON_SETUP	Define the SCON values for your organization. You must ensure that the ECON values conform to HMRC specifications. Select the **Active** check box for the SCON values that are in use. Users can select active SCON values only from the Pay Entity Details GBR page or the NI page.

Understanding ECONs and SCONs

Before you enter National Insurance details for your payees, you need to define employer contracted out numbers (ECONs) and scheme contracted out numbers (SCONs) for your organization.

In the United Kingdom, employees who are members of a pension scheme that meets certain criteria are *contracted out* of the state second pension and therefore entitled to a rebate on their Class 1 National Insurance Contributions (NICs). HM Revenue and Customs (HMRC) tracks these pension schemes using ECON and SCONs. Employers that set up such pension schemes are issued with ECONs. COMP (Contracted Out Money Purchase) schemes are also issued with an SCON.

In Global Payroll for the UK, you define all the ECON and SCONs for your organization on the ECON Table GBR and SCON Table GBR pages. You select a default ECON for each pay entity on the Pay Entity Details GBR page.

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Payees are associated with ECON and SCONs when you enter their National Insurance details on the Maintain NI Data GBR page. The NI Category code determines whether an ECON or SCON is required (you can also use both). The system displays the pay entity ECON, but you can override this default.

Related Links

Defining Pay Entity Details
Maintain NI Data GBR Page

Defining Pay Entity Details

To define pay entity details, use the Pay Entity Details GBR component (GPGB_PYENT). This topic discusses how to set up pay entity details.

Page Used to Set Up Pay Entity Details

Page Name	*Definition Name*	*Usage*
Pay Entity Details GBR Page	GPGB_PYENT	Define pay entity information required by HMRC.

Related Links

“Defining Pay Entities” (PeopleSoft Global Payroll)

Pay Entity Details GBR Page

Use the Pay Entity Details GBR page (GPGB_PYENT) to define pay entity information required by HMRC.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Organizational** > **Pay Entity Details GBR** > **Pay Entity Details GBR**

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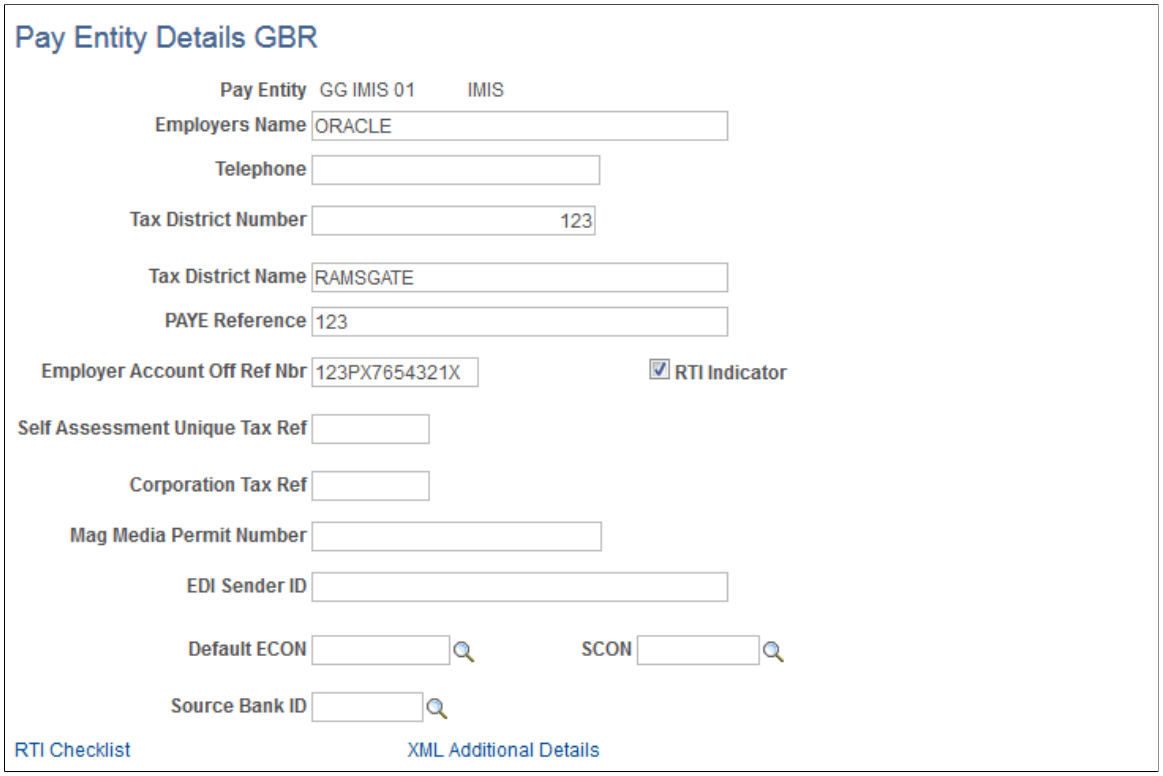
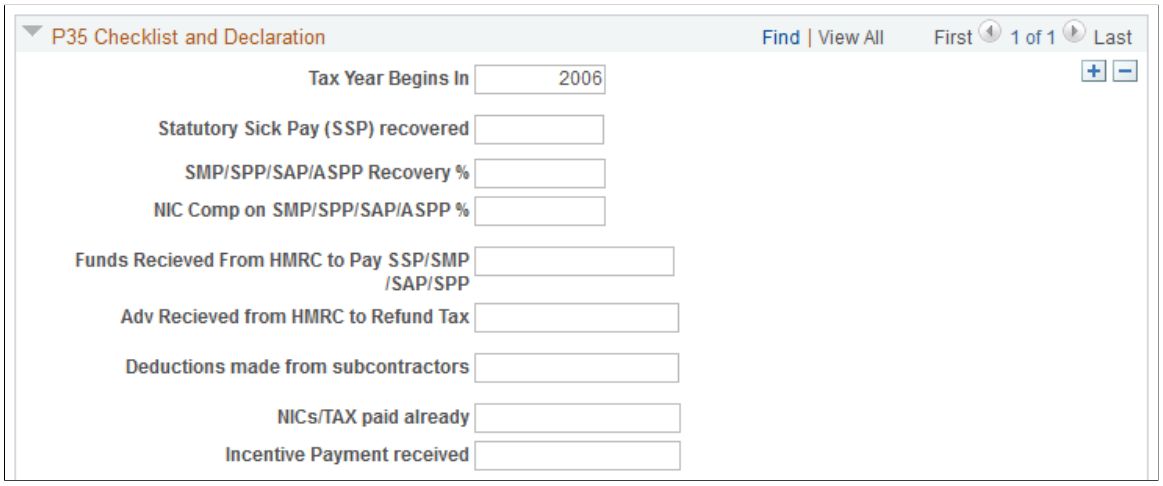
This example illustrates the fields and controls on the Pay Entity Details GBR page (1 of 3).



This example illustrates the fields and controls on the Pay Entity Details GBR page (2 of 3).



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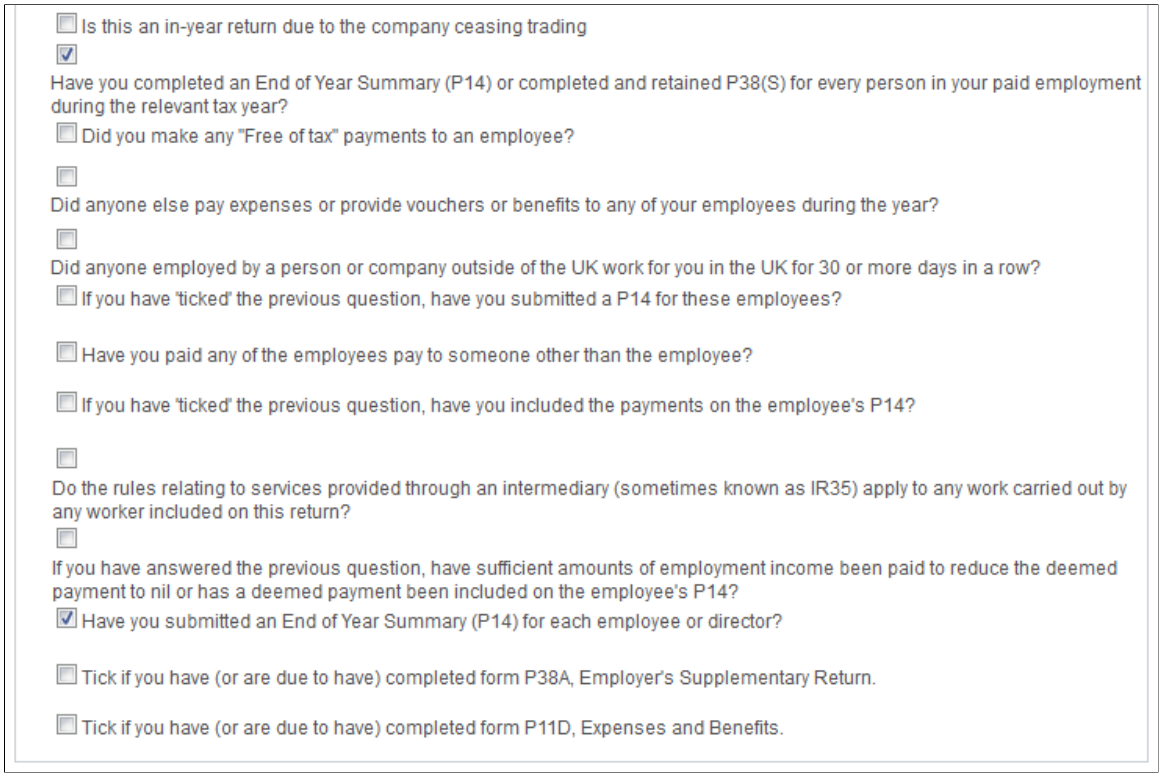
This example illustrates the fields and controls on the Pay Entity Details GBR page (3 of 3).



Field or Control	*Description*
Employers Name	Enter the name of your organization.
Tax District Number	Enter the number of the tax district that deals with the pay entity's tax records.
Tax District Name	Enter the name of the tax district.
PAYE Reference	Enter the HMRC's reference number for your PAYE scheme.
RTI Indicator	Select this checkbox to set the RTI Indicator.
Self Assessment Unique Tax Ref	This field is optional and should only be used when the employer is a sole proprietor. Leave this field blank if a Corporation Tax Reference has been entered.
Corporation Tax Ref	This field is optional and should be used only when the employer is a limited company. Leave this field blank if a Self Assessment Unique Tax Reference has been entered.
Mag Media Permit Number	Enter your permit number for the tax year you're processing. HMRC issues employers with a new permit number for each tax year.

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Field or Control	*Description*
EDI Sender ID	Enter the pay entity's EDI sender ID.
Default ECON (default employer contracted out number)	Select an ECON for the pay entity. The system displays active ECONs only. See Defining ECONs and SCONs.
RTI Checklist	Click this link to open the Pay Entity Details for RTI page (GPGB_PYENT_RTI).
XML Additional Details	Click the XML Additional Details link to open the RTI XML Authentication Page. For more information, see Pay Entity Details GBR Page in RTI Set Up.

P35 Checklist and Declaration

Update these fields for each reportable tax year. The information is used by the End of Year P35 reporting process and P14 if NIC holidays have been claimed.

Field or Control	*Description*
Tax Year Begins In	Enter the year in which the tax year starts.
Deductions made from subcontractors	Enter the amount of deductions made from subcontractors during the tax year.
SMP/SPP/SAP Recovery %	Enter the rate at which statutory maternity pay (SMP), statutory paternity pay (SPP), and statutory adoption pay (SAP) can be recovered. This can be a partial or full recovery according to the employers annual liability for NI. Typically this is 92% for large employers and 100% for small employers.
NIC Comp on SMP/SPP/SAP % (National Insurance compensation on SMP/SPP/SAP percentage)	Enter the rate of NIC Compensation that applies to SMP, SPP and SAP payments. Typically this is 0% for large employers and 4.5% for small employers.
Total NIC Holiday, Funding received from Inland Revenue to pay SSP/SMP/SPP/SAP, Advance received from Inland Revenue to refund tax, Deductions made from subcontractors, Funding received from Inland Revenue to pay tax credits, and **NICs/TAX already paid**	Enter the amounts, including pounds and pence, that are applicable for the tax year. These fields relate to Part 2 (Summary) of the P35.

Select the check boxes that apply for the tax year. These fields relate to Part 3 (Checklist) and Part 5 (Employer's Certificate and Declaration) of the P35.

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Related Links

"Defining Pay Entities" (PeopleSoft Global Payroll)
Understanding End of Year Returns

Setting Up Calendars and Calendar Groups

This topic discusses how to set up calendars and calendar groups.

This topic provides UK-specific information for setting up calendars and calendar groups. For general information about setting up calendars, refer to the PeopleSoft Global Payroll product documentation.

Related Links

"Understanding Calendars" (PeopleSoft Global Payroll)

Setting Up Calendars

For UK payroll, calendars must have these overrides:

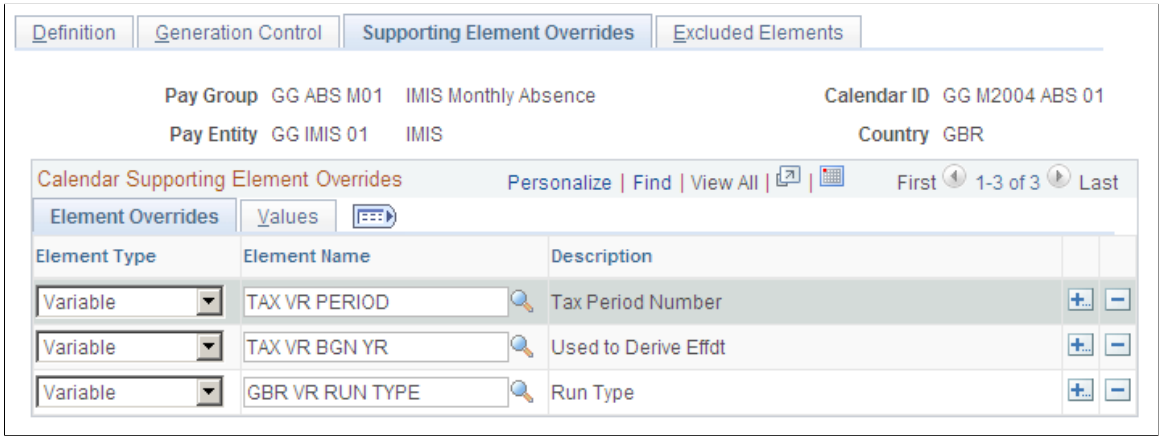
- TAX VR PERIOD defines the tax period.
- TAX VR BGN YR defines the year at the start of the tax year.
- GBR VR RUN TYPE is *REG* for payroll or *ABS* for absence processing.

Note: You can set the GBR VR RUN TYPE to other values for supplementary or expenses processing.

See Defining Processing Elements for Supplementary Runs.

Here is an example of calendar overrides for the UK (select Set Up HCM, Product Related, Global Payroll and Absence Mgmt, Framework, Calendars, Calendars):

This example illustrates the fields and controls on the Supporting Element Overrides page.



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The formula TAX FM EFFDT uses the TAX VR PERIOD and TAX VR BGN YR variables (and the frequency system element PRD FREQ NAME) to determine the tax effective date (TAX DT EFFDT). This is a key date that is used in the statutory tax and NI calculations.

The Tax Effective Date is required to ensure that payroll and statutory reporting are accurate. The year-to-date accumulators for tax and National Insurance are based on the date derived from TAX FM EFFDT. The TAX DT EFFDT date is derived from these variables that are populated by the TAX FM EFFDT formula:

- TAX VR EFF DAY
- TAX VR EFF MTH
- TAX VR ADD YR

Note: An additional supporting element override may be required in the last period of the tax year to ensure that directors' NI is calculated on a cumulative basis in the final period. To indicate that a calendar is the last period of the tax year, add the variable TAX VR LAST PERIOD to the Supporting Element Override page and assign it the value *Y*. Directors' NI is explained in the Entering Statutory Tax and National Insurance Details topic.

Related Links

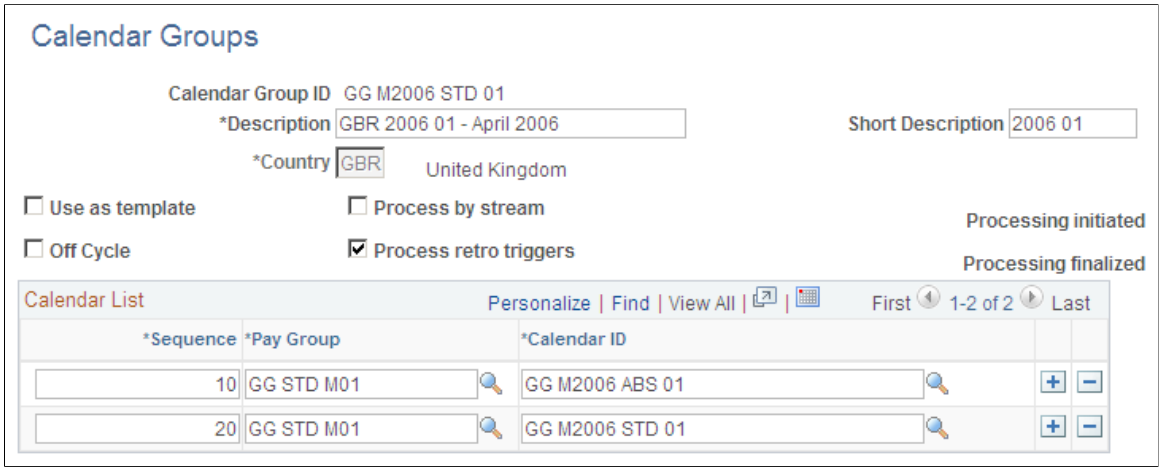
Maintain NI Data GBR Page

Setting Up Calendar Groups

If you are setting up a calendar group to process both absence and payroll, set up two calendars, one for payroll and one for absence. When you define the absence calendar use the Target Calendar field on the Definition page to identify the payroll calendar in which the processed absence is paid.

This means that you must define the payroll calendar before you can define the absence calendar. Here is an example of a calendar group for the U.K (select Set Up HCM, Product Related, Global Payroll and Absence Mgmt, Framework, Calendars, Calendar Groups):

This example illustrates the fields and controls on the Calendar Group page.



The PeopleSoft Global Payroll product documentation explains how to set up calendar groups.

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Related Links

"Understanding Calendars" (PeopleSoft Global Payroll)

Setting Up Process Action and Reason Codes

To define process action and reason codes, use the Process Action/Reasons GBR component (GPGB_PRC_ACTRSN). This topic provides an overview of process action and reason codes, lists prerequisites, and discusses how to set up process action and reason codes.

Pages Used to Set Up Process Action and Reason Codes

Page Name	*Definition Name*	*Usage*
Process Action/Reasons GBR Page	GPGB_PRC_ACTRSN	Define the action codes that you want a process to search for in employees' job data.
Reasons Page	GPGB_PRC_RSN_SEC	(Optional). Select the reasons associated with the action code that you selected on the Process Action/Reasons GBR page.

Understanding Process Action and Reason Codes

This topic discusses:

- Job data action and reason codes.
- Process action and reason page.
- Selecting actions and reasons for P45 processing.

Job Data Action and Reason Codes

When you update employee job data in the PeopleSoft HCM business process, you use action and reason codes to identify the personnel action. The action code identifies the type of change, such as a termination or transfer, and the reason code provides more detail about the action.

For example, you could have one action code for terminations and a set of reason codes associated to the termination code. This table gives some examples of action and reason codes you might set up:

Action	*Reason*	*Description*
TER	EFT	Termination — end of fixed term contract
TER	CON	Termination — misconduct

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Action	*Reason*	*Description*
XFR	ICT	Transfer — intercompany
XFR	TAF	Transfer — to affiliate

You can use action codes without reason codes (the reason field is not a required field) — this is a decision you make during implementation. This table shows how you could create set of different action codes for terminations:

Action	*Description*
TER	Termination
TWB	Termination with benefits
TWP	Termination with pay

PeopleSoft delivers a set of action and reason codes. You can modify these delivered codes and set up your own codes according to your organizational needs. These are the pages for setting up action and reason codes:

Page	*Navigation*
Action Reason	**Set Up HCM** > **Product Related** > **Workforce Administration** > **Action Reasons** > **Action Reason**
Actions	**Set Up HCM** > **Product Related** > **Workforce Administration** > **Job Actions** > **Actions**
Reason Summary	**Set Up HCM** > **Product Related** > **Workforce Administration** > **Actions** > **Reason Summary**

See “Defining Personnel Actions and Reasons” (PeopleSoft Human Resources Administer Workforce).

Process Action and Reason Page

In Global Payroll for the U.K, you may need certain processes to select employees who have rows in job data with particular action and reason codes. The Process Action/Reasons GBR page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Process Action/Reasons GBR) enables you to define which of the Action and Reason codes available in job data apply to a specific payroll process. PeopleSoft delivers data for the P45 process and to identify starters (P01 starter identification) .

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Selecting Actions and Reasons for P45 Processing

The P45 Application Engine process (GPGB_P45) uses the Process Action and Reasons table to identify those employees who require a P45 (combined with the selection criteria you enter when you run the process). It searches employee job data for employees with the action codes that you select on the Process Action/Reasons GBR page. Most commonly P45s are issued to employee who have left employment. Therefore you need to specify the action codes that you use for terminating employees. However, you may also issue P45s in other situations and you need to ensure that these action codes are included on the Process Action/Reasons GBR page.

It is important to set up the Process Action/Reasons GBR page to match the way that your HR personnel use the action and reason codes when updating employee job data.

Important! If the Process Action/Reasons GBR page is set up incorrectly, the P45 process may not identify employees who should be issued with a P45.

For each action code you can select which associated reason codes are processed and whether employees with a blank reason code are selected. This table summarizes the four ways in which you can you set up the Process Action/Reasons GBR page:

Include Blank Reason	*Specified Reasons*	*Description*
Not selected	Not selected	Process selects any reason. It excludes employees with a blank reason code field.
Selected	Not selected	Process selects any reason, including a blank reason code field.
Not selected	Selected	Process selects reasons defined. It excludes employees with a blank reason code field.
Selected	Selected	Process selects reasons defined, including a blank reason code field.

For example, suppose you set up the action and reason codes listed in this table:

Action	*Reason*	*Description*
TER	EFT	Termination — end of fixed term contract
TER	CON	Termination — misconduct

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Action	Reason	Description
TER	UNS	Termination — unsatisfactory performance

You have employees with these rows in job data:

Empl ID	Action	Reason
GB001	TER	EFT
GB002	TER	
GB003	TER	CON

If the Process Action/Reasons GBR page is set up as follows:

Action	Include Blank Reason	Specified Reasons	Reasons
TER	Not selected	Not selected	None selected

The P45 process selects employees GB001 and GB003 only because they have reason codes. GB002 is not selected because the employee does not have a reason code and the Include Blank check box is not selected.

If the Process Action/Reasons GBR page is set up as follows:

Action	Include Blank Reason	Specified Reasons	Reasons
TER	Selected	Not selected	None selected

The P45 process selects employees GB001, GB002 and GB003. Employee GB002 is now selected because the Include Blank check box is selected

If the Process Action/Reasons GBR page is set up as follows:

Action	Include Blank Reason	Specified Reasons	Reasons
TER	Not selected	Selected	CON, UNS

The P45 process selects employees GB003 only. Employee GB002 is not selected because the employee doesn't have a reason code. GB001 is not selected because the employee doesn't have one of the reason codes CON or UNS.

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If the Process Action/Reasons GBR page is set up as follows:

Action	*Include Blank Reason*	*Specified Reasons*	*Reasons*
TER	Selected	Selected	CON, UNS

The P45 process selects employees GB003 and GB002 only. Employee GB002 is now selected because include blank is selected. Employee GB001 is not selected because the employee doesn't have one of the reason codes CON or UNS.

Selecting Action Reasons for Starter Processing

During payroll processing, Global Payroll for the UK uses the Process Action and Reasons table to identify those employees who have a new period of employment within Global Payroll for the UK and require new accumulators for statutory calculations and reporting. This occurs when an employee is hired, rehired, and for certain types of transfers. Typically when an employee is transferred into Global Payroll for the UK from an external entity (for example, from overseas or from another country payroll), this is treated as a new period of employment. The P01 Starter Identification record lists the action and reasons that identify starters. This information is used by Global Payroll for the UK to identify new periods of employment from a payroll perspective.

Prerequisites

Before you can set up the action and reason codes for payroll processes you must review the job data action and reason codes delivered by PeopleSoft. Depending on your organizational requirements you can modify the delivered reasons or create new reason codes.

Related Links

“Defining Personnel Actions and Reasons” (PeopleSoft Human Resources Administer Workforce)

Process Action/Reasons GBR Page

Use the Process Action/Reasons GBR page (GPGB_PRC_ACTRSN) to define the action codes that you want a process to search for in employees' job data.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Processing** > **Process Action/Reasons GBR** > **Process Action / Reasons GBR**

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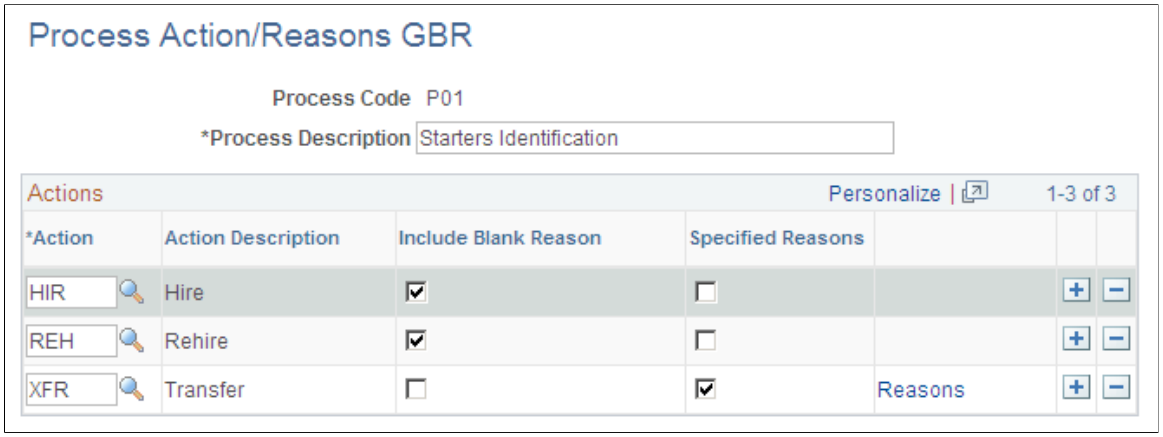
This example illustrates the fields and controls on the Process Action/Reasons GBR page.



Warning! PeopleSoft delivers system data for this page. You can add reasons and new actions, but you must not remove any of the delivered action codes. The P45 processes and the starter identification will not work correctly if the required data is removed.

Field or Control	***Description***
Process Code	Displays the code for the process: *P45:* To set up the action codes for the P45 process. *P01:* To set up the action codes for identifying new starters. See Generating P45 Reports. See Identifying Starters, Leavers, and Transfers.
Action	Select the action code that you want the process to search for in job data. Action codes are defined in HR tables. See “Defining Personnel Actions and Reasons” (PeopleSoft Human Resources Administer Workforce).
Include Blank Reason	Select this check box if you want the process to select employees with the action code specified and no reason code selected. If you deselect this check box, the process excludes employees who have no reason code (a blank field).
Specified Reasons	Select this check box if you want the process to select employees with specific reasons in their job data. Use the Reasons page to define a set of reasons. The process only selects employees whose job data have matching reason codes. If you deselect this check box, the process returns employees whose job data includes the specified action code and any reason code. See Understanding Process Action and Reason Codes.

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Field or Control	*Description*
Reasons	Click this link to access the Reasons page where you select the reasons that the process searches for in employees' job data. You must complete the Reasons page if you select the **Specified Reasons** check box.

Setting Up P45 Parameters

This topic discusses how to set up P45 parameters.

Pages Used to Set Up P45 Parameters

Page Name	*Definition Name*	*Usage*
Destination Page	PRCSDEFNCNTDIST	Define the output destination for the P45L SQR report (GPGBP45L). Usually this is a one-time setup that you define during implementation.
Bracket Data Page	GP_BRACKET_DATA	Define the values returned by the search keys (P45 parameters).

Understanding the P45 Parameters

This topic discusses:

- The UK payroll configuration bracket.
- Defining the output destinations.

The UK Payroll Configuration Bracket

PeopleSoft delivers a bracket, GBR BR CONFIG CHAR, that enables you to configure these parameters for the P45 report:

- Output format.

  PeopleSoft delivers an application engine process and two SQR report for generating and printing P45s:

  - The P45 application engine process (GPGB_P45),

    This is the P45 identification and production process that identifies and extracts data for the payees who require a P45.

  - The P45 SQR report (GPGBP45) creates a PDF version of the data processed and extracted by the GPGB_P45 process.

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- The P45L SQR report (GPGBP45L) creates a laser version of the data processed and extracted by the GPGB_P45 process. This is used to print P45s on HMRC stationery.

  PeopleSoft also delivers three PSJobs for generating one or both versions of the SQR report. Using the bracket, you define which job is run.

- Whether the payroll administrator can specify the output destination of the GPGB_P45 process.
- Whether the payroll administrator can override employees' P45 leaver information to enable reprinting of a P45.

  The P45 Leaver Information group box appears on the Maintain Tax Data GBR page. The fields in this group box are populated by the P45 process when a final P45 is printed for the employee. Once these fields are populated, the employee is not identified by the P45 Identification process again. Generally, payroll administrators do not need to change the P45 Leaver Information. However, if they need to reprint an employee's P45 for some reason, they need to delete the entries in the Calendar Group ID and P45 Leave Date fields in the P45 Leaver Information group box.

See Maintain Tax Data GBR Page.

See Generating P45 Reports.

Defining Output Destinations

The default output destination for the P45 process (GPGB_P45) is the %PS_SERVDIR%\files directory. You can override this default in two ways:

- By modifying GPGBP45.SQC.

  During implementation, update GPGBP45.SQC to set the GPGBIMPORTPREFIX variable to the absolute path where you want the GPGB_P45 process to create its output file.

- By allowing the user to specify the output path when they run the process.

  The setup of the GBR BR CONFIG CHAR bracket determines whether payroll administrators can override the default when they run the P45 process.

In addition to the output destination for the P45 process, you must set up the destination for the P45L report by updating the process definition.

See Destination Page.

Destination Page

Use the Destination page (PRCSDEFNCNTDIST) to define the output destination for the P45L SQR report (GPGBP45L).

Usually this is a one-time setup that you define during implementation.

Navigation:

PeopleTools > **Process Scheduler** > **Processes** > **Destination**

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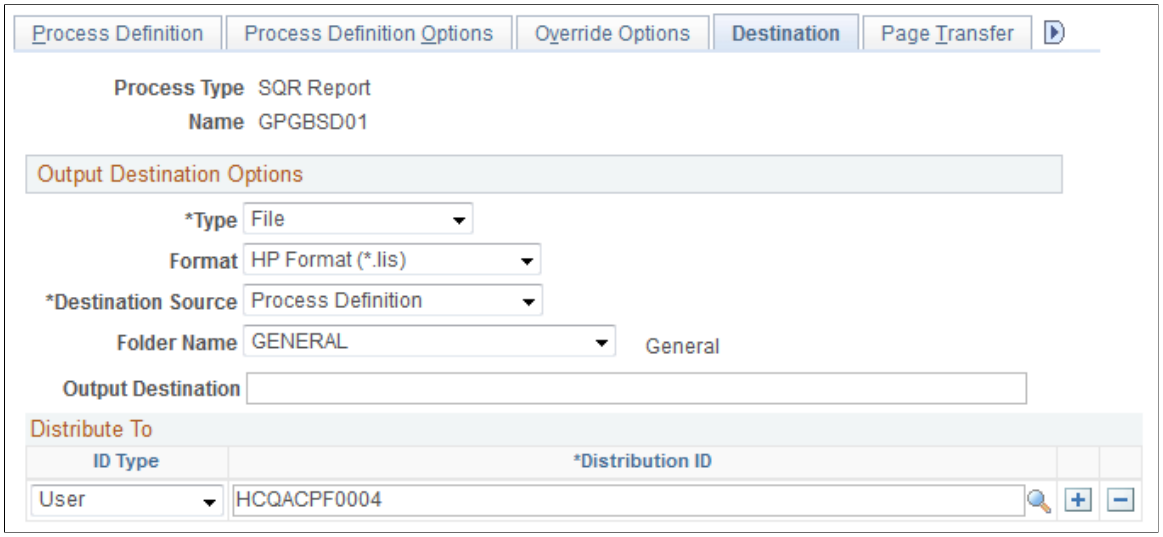
This example illustrates the fields and controls on the Destination page.



Field or Control	*Description*
Output Destination	Enter the path and filename. Enter an absolute path, such as c:\temp\p45.txt, or a relative path of the form: \\machinename\temp\p45.txt.

See the product documentation for *PeopleTools: Process Scheduler*

Bracket Data Page

Use the Bracket Data page (GP_BRACKET_DATA) to define the values returned by the search keys (P45 parameters).

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Bracket Data

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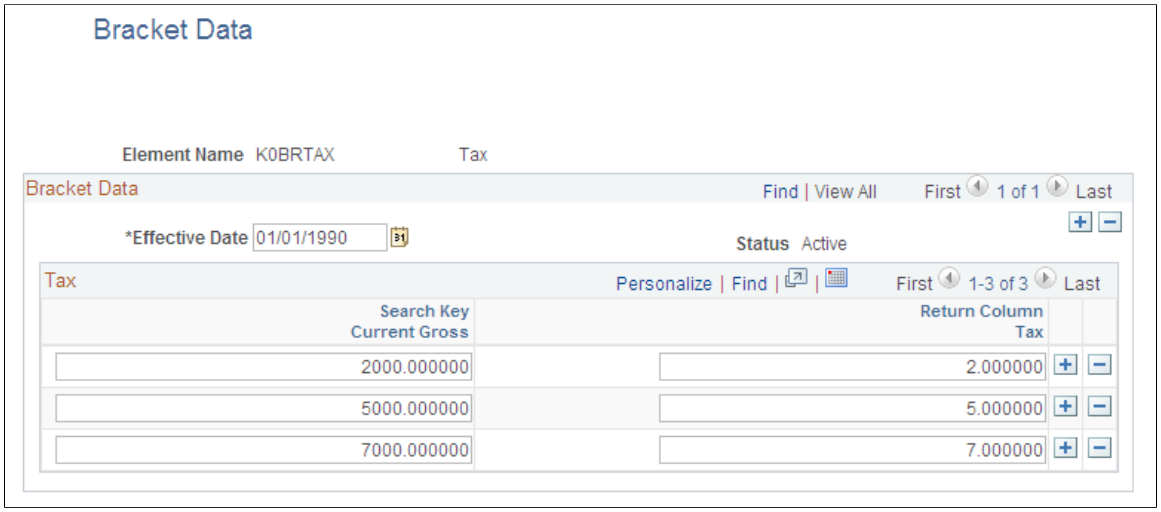
This example illustrates the fields and controls on the Bracket Data page.



The variable GBR VR CONFIG has three search keys:

- P45 JOB

  This defines the PSjob that runs when payroll administrators print P45s.

- P45 PATH OVERRIDE

  This search key controls whether payroll administrators can select the output destination for the GPGB_P45 process.

- P45 TAX OVERRIDE

  This search key controls whether payroll administrators can update the fields in the P45 Leaver Information group box on the Maintain Tax Data GBR page.

To set up the return values for the search keys:

1. For the P45 JOB search key, enter one of these values in the **Return Column UK Payroll Configuration** field:

   GPGBP45J To run the P45 process (GPGB_P45), and both SQR reports for laser output and the PDF output.

   GPGBP45O To run the P45 process (GPGB_P45) and the SQR report for PDF output.

   GPGBP45B To run the P45 process (GPGB_P45) and the SQR report for laser output.

2. For the P45 PATH OVERRIDE search , enter *Y* or *N* in the **Return Column UK Payroll Configuration** field.

   If you enter *Y,* the Output File Path link is displayed on the P45 page and the P45 Identification Results page, which enables the payroll administrator to specify the directory in which the output of the GPGB_P45 process is created. If you enter *N,* the link is not displayed and the report is printed to the default location that is specified in GPGBP45.SQC.

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3. For the P45 TAX OVERRIDE search key, enter *Y* or *N* in the **Return Column UK Payroll Configuration** field.

   If you enter *Y,* payroll administrators can update the fields in the P45 Leaver Information group box on the Maintain Tax Data GBR page, which enables them to reprint P45s by deleting the values in the fields.

   If you enter *N,* payroll administrators can't update these fields.

Setting Up Accumulators

This topic provides an overview of user keys and discusses how to:

- Track separate periods of employment.
- Track NI category changes.
- Set up accumulator periods.

This topic provides UK-specific information for setting up accumulators. For general information about setting up accumulators, refer to the PeopleSoft Global Payroll product documentation.

Related Links

"Understanding Accumulators" (PeopleSoft Global Payroll)

Understanding User Keys

User keys enable you to track balances at various levels. This is important in the UK for tracking:

- Separate periods of employment.
- Changes of NI category.

All court order accumulators have the following user keys:

- User Key 1: Court Order Reference Number
- User Key 2: Order Type
- User Key 3: Region

Tracking Separate Periods of Employment

This example of the Accumulators - Level page (**Set Up HCM** > **Product Related** > **Global Payroll and Absence Mgmt** > **Elements** > **Supporting Elements** > **Accumulators** > **Level**) shows an accumulator defined with user keys:

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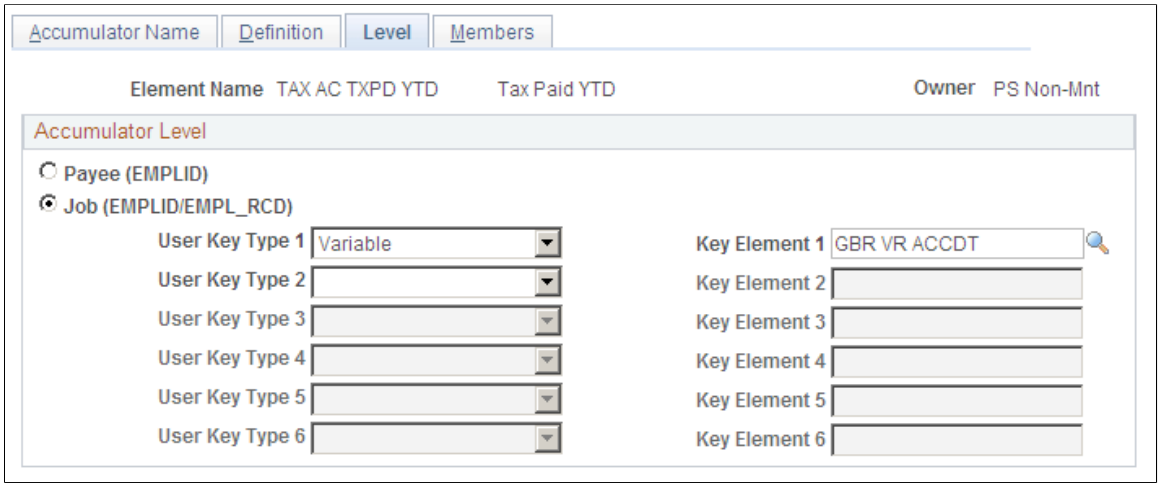
This example illustrates an UK accumulator defined with user keys.



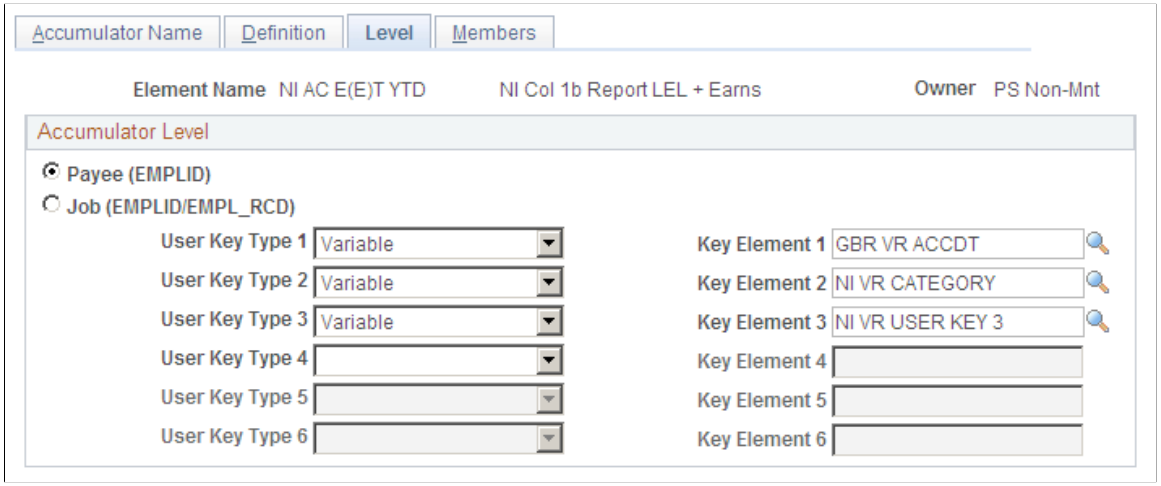
Tracking NI Category Changes

If an employee has a change of NI category code during the year, the Contributions Office expects to receive the amount of NI contributions for an employee for each category code.

To enable reporting on different category codes, the NI accumulators have User Key 2 defined as the value of the NI category code. This is captured in variable NI VR CATEGORY.

This example of the Accumulators - Level page (**Set Up HCM** > **Product Related** > **Global Payroll and Absence Mgmt** > **Elements** > **Supporting Elements** > **Accumulators** > **Level**) shows an accumulator defined with NI Category as a user key.

This example illustrates an UK accumulator defined with NI Category as a user key.



Setting Up Accumulator Periods

For the UK, statutory year to date accumulators:

- Begin Option is Pay Entity Fiscal.

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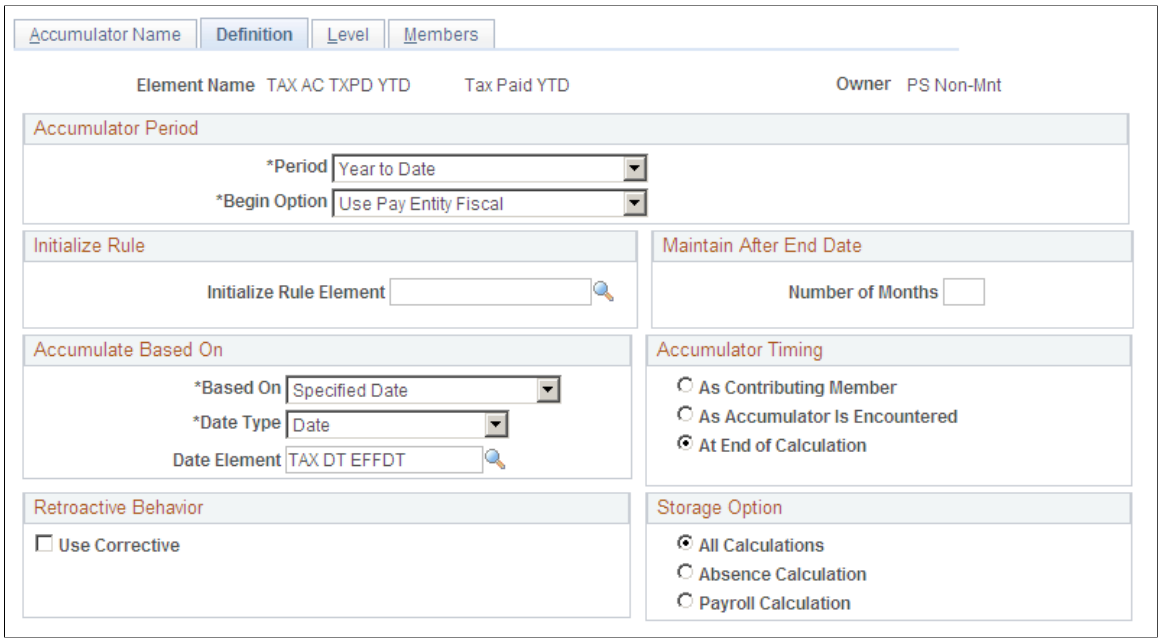
- Pay Entity Fiscal year must be defined with a start date of April 6.

This example of the Accumulators - Definition page (**Set Up HCM** > **Product Related** > **Global Payroll and Absence Mgmt** > **Elements** > **Supporting Elements** > **Accumulators** > **Definition**) shows an accumulator period setup:

This example illustrates an Accumulator Period setup.



Court Orders are not reported within statutory reports and therefore the fiscal YTD is not relevant. However to ensure that the Court Order balance can be calculated, accumulators are required to identify how much has been deducted to date. These accumulators use a Custom Period rather than Fiscal Year to Date.

Reviewing Triggers for the UK

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

Before you can use a trigger to process a payee, perform segmentation, or perform retroactive processing, you must set up a trigger definition to tell the system that when a particular change to the database occurs, it should generate the desired trigger. Define Trigger Event IDs on the Trigger Definitions page in the core application.

Review the triggers delivered by PeopleSoft and decide if you need to define additional triggers for your organization. Global Payroll for the UK delivers a retro trigger for processing starters' payments as explained in this table:

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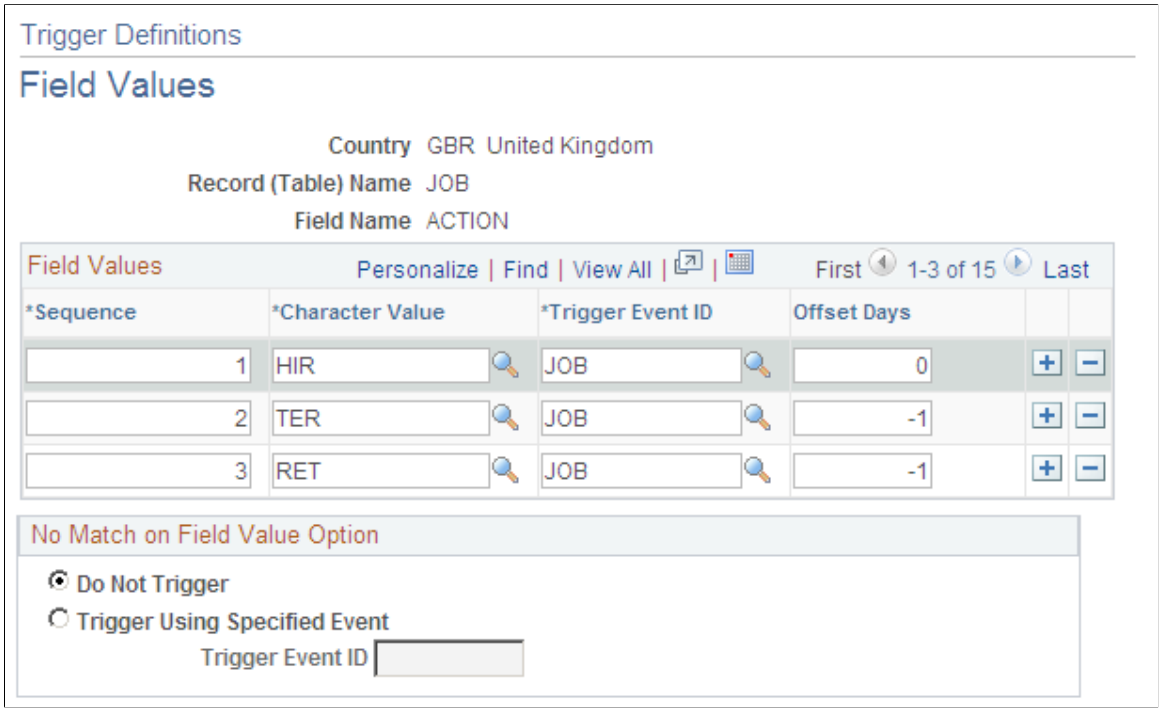
Type	*Retro Process Definition*	*Trigger Definition*	*Purpose*
Retro Forwarding	RETRO HIRE	JOB Field name: ACTION Values: HIR, REH	This trigger is used for payees whose first payment is made several pay periods after the initial Hire Date. For this type of payment, the NI contributions have to be made according to the NI code that applies for the reference period.

For the retro trigger for terminations and retirement actions, the OffSet Days field on the Trigger Definitions - Field Value page is set to *–1* to adjust the effective date of the trigger compared to the effective date of the change in the JOB record. In earlier versions of Global Payroll, the trigger effective date was always equal to the effective date of the JOB record change.

This page shows the Offset Days setting for the UK retro trigger for JOB (select Set Up HCM, Product Related, Global Payroll and Absence Mgmt, Triggers, Trigger Definitions, Trigger Definitions. Click the **List Field Values** link on the Trigger Definitions page):

This example illustrates the fields and controls on the Trigger Definitions - Field Values page for UK Retro Trigger.



PeopleSoft delivers these segmentation triggers for the UK:

Type	*Trigger Definition*	*Purpose*
Period segmentation	JOB Field names: ACTION (HIR, REH and TER), GP_PAYGROUP, and PAYSYSTEM_FLG	This trigger identifies changes in the job data action code, changes in pay group, and a change of the payroll system field.
Element segmentation	JOB Field names: COMPRATE	This trigger identifies changes in employee compensation.

Segmentation is discussed in more detail in the next topic.

Related Links

"Understanding Triggers" (PeopleSoft Global Payroll)

Setting Up Segmentation for the UK

This topic provides an overview of segmentation and discusses how to:

- Set up element segmentation.
- Set up period segmentation.

Understanding Segmentation

Segmentation is the process of dividing a pay period into partial periods, known as segments or slices, and calculating all or a subset of elements for each segment or slice. Segmentation is required when there is a change, such as a pay increase, during the pay period that affects the calculation of elements. Global Payroll provides two types of segmentation:

- Element segmentation

  Element segmentation divides the pay period into slices and only affects the elements that you specify. In element segmentation, the system creates only one gross-to-net result.

- Period segmentation

  Used when the event that triggers the segmentation requires all elements in the process list to be calculated for each partial period. Period segmentation divides the pay period into segments. The system creates separate gross-to-net results for each segment.

This topic provides guidelines on setting up segmentation for the UK. Refer to the PeopleSoft Global Payroll product documentation for detailed information about segmentation.

Related Links

"Understanding Segmentation Setup" (PeopleSoft Global Payroll)

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Setting Up Element Segmentation

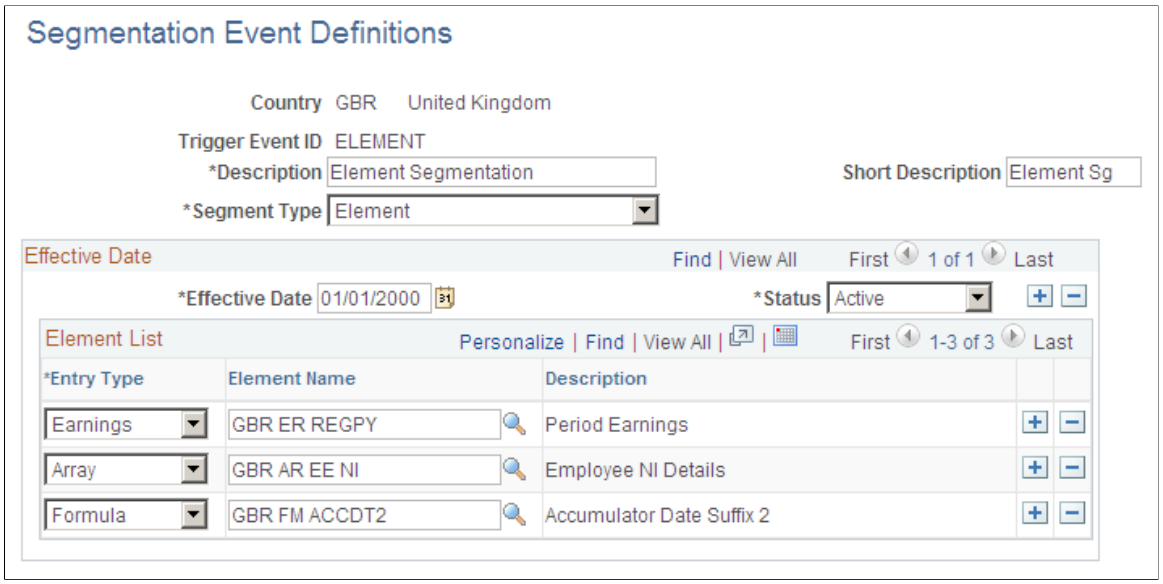
During implementation, consider which of your elements require element segmentation. It's important that you review the design of your primary and supporting elements and add the correct elements to the Segmentation Event Definition page. If element segmentation is not defined correctly, you may have some elements that are not resolved correctly because associated supporting elements are not sliced. Here are some guidelines to explain how element segmentation works:

- Primary elements (earnings and deductions) that you add to the Segmentation Event Definition page are resolved once per slice.
- Supporting elements that you add to the Segmentation Event Definition page are resolved once per slice.
- When you add a primary element to the Segmentation Event Definition page, the supporting elements that are used in the definition of that primary element are also resolved for each slice.
- When you add a primary element to the Segmentation Event Definition page, the accumulators to which the element contributes are also resolved for each slice.

  However, if your accumulators have user keys you need to ensure that these are resolved per slice. You may need to add supporting elements to the Segmentation Event Definition page to ensure that all of the necessary elements are resolved.

To illustrate the importance of adding the correct supporting elements, consider the example trigger event ID that PeopleSoft delivers for UK element segmentation (select **Set Up HCM** > **Product Related** > **Global Payroll and Absence Mgmt** > **Triggers** > **Segmentation Event Definitions** > **Segmentation Event Definition**):

This example illustrates the fields and controls on the Segmentation Event Definition page.



The earning element GBR ER REGPY is the primary element that requires element segmentation. The array GBR AR EE NI and the formula GBR FM ACCDT2 appear on this list because they are used to resolve the user keys of the accumulator GBR AC NIBL PTD to which GBR ER REGPY contributes.

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If the array and the formula were not on this list, the NI category and the hire date would not be resolved for each slice. This would lead to incorrect NI calculations and accumulators without a hire date.

When you have set up the Segmentation Event Definition page for element segmentation, define the trigger definition that links element segmentation to the relevant record. PeopleSoft delivers a trigger for the COMPENSATION record so that if an employee's compensation is modified, element segmentation is triggered.

Related Links

“Setting Up Segmentation” (PeopleSoft Global Payroll)
“Setting Up Trigger Definitions” (PeopleSoft Global Payroll)

Setting Up Period Segmentation

In the UK period segmentation is required only for these events:

- Hire.
- Rehire.
- Transfers.

  This varies depending on your organization structure and types of transfer.
- Termination.
- Change of pay group or payroll system.

Set up period segmentation using the Segmentation Event Definition page and the Trigger Definitions page. Review the trigger definition delivered for the JOB record and adjust to suit your organizational requirements.

Related Links

“Setting Up Segmentation” (PeopleSoft Global Payroll)
“Setting Up Trigger Definitions” (PeopleSoft Global Payroll)

Setting Up Supplementary Runs

This topic provides overviews of supplementary runs and processing requirements, and discusses how to define processing elements for supplementary runs.

Understanding Supplementary Runs

In the UK, supplementary runs are used for processing items outside of the regular payroll run. Typically, companies use supplementary runs for expenses, bonus payments, or for processing late payments. With Global Payroll for the UK, there are two choices for processing outside of the normal payroll schedule. You can:

- Set up a separate processing framework.

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To set up a supplementary run, create processing elements in the same way as for normal payroll. Depending on the your requirements, this could include defining calendars, calendar groups, run types, and process lists that are specifically for supplementary runs.

- Set up off-cycle processing.

  The Global Payroll core application provides the ability to define four types of off-cycle transactions: corrections, additional payments, advances, and manual payments.

This topic explains how to set up a processing framework for supplementary runs.

Refer to the PeopleSoft Global Payroll product documentation for general information about setting up off-cycle processing. However, you should also refer to the guidelines that are provided in this product documentation for using off-cycle in the UK.

See Understanding Off-Cycle Processing.

Understanding Processing Requirements

Before you can implement supplementary runs, you need to consider:

- Who will be processed within a supplementary run.

  It is unlikely that all payees who are processed in a normal payroll will require payment in a supplementary run. You need to consider how you will limit the payees processed.

- Which elements need to be processed within a supplementary run.

  The elements that need to be processed vary according to the purpose of the supplementary run. You may not need to process all of the elements that are processed in the normal payroll.

Defining Payees Processed in Supplementary Runs

You can control who is processed in supplementary runs using any of these:

- Using payee list at calendar level.

  When you set up your calendars using the Calendars component (GP_CALENDAR), you can define a payee list on the Definition page that limits the payees processed. This is the recommended method.

- Using generation control at calendar level.

  Use the Generation Control page in the Calendars component to set up generation controls on your calendars.

- Using a conditional formula within the processing structure.

- Using positive input.

You need to consider the implications of including employees who are not due payment in the supplementary run. Payroll results are produced for all employees identified in the supplementary run. For those employees who are not due payment the payroll results are zero net pay. This has a negative on payroll performance and has potential implications for your payslips and banking.

See “Understanding Calendars” (PeopleSoft Global Payroll).

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See “Understanding Positive Input” (PeopleSoft Global Payroll).

See “Defining Generation Control Elements” (PeopleSoft Global Payroll).

Defining Elements Processed in Supplementary Runs

Review the elements required for your supplementary runs and consider:

- If you need to create a separate process list for supplementary processing.
- If the elements need to be processed every time.

  For example, regular earnings are resolved in the regular payroll but you may need these earnings to be processed in the supplementary run if you are processing retro hire and terminations. Depending on how you control the employees in the supplementary run, you may need conditional processing on the section containing regular pay elements.
- If generation control is needed at the element level.

  You may use generation control to process individual elements depending on the run type.

See “Defining Generation Control Elements” (PeopleSoft Global Payroll).

See “Understanding Processing Elements” (PeopleSoft Global Payroll).

Defining Processing Elements for Supplementary Runs

When you have reviewed your processing requirements for supplementary runs, set up your processing elements:

1. Identify the process list.

   You may need to create a new process list for supplementary runs using the Process Lists component (GP_PROCESS).
2. Create a run type for supplementary processing.

   On the Run Type page, select the supplementary run process list in the Process Name field.
3. Define the calendars for supplementary runs and identify the payees who are processed within the calendar.

   Use the Calendars component to define your supplementary calendars. Add these variables to the Supporting Element Overrides page:

Element Name	***Value***
TAX VR PERIOD	Enter the tax period number.
TAX VR BGN YR	Enter the year in which the tax year starts.

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Element Name	*Value*
GBR VR RUN TYPE	Enter *SUP,* unless it is an expenses run and you have a run type of *EXP* for expenses.

4. Define the calendar group for the supplementary run.

   Add your supplementary calendars to the calendar group.

   Important! Do not select the Off-Cycle check box on the Calendar Group page for supplementary runs.

Related Links

"Understanding Processing Elements" (PeopleSoft Global Payroll)
"Understanding Calendars" (PeopleSoft Global Payroll)

Setting Up Payroll Administrator Results

The Administrator Results pages **(Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Administrator Results)** are configurable inquiry pages that enable administrators to view payroll information after a payroll has been calculated.

The information displayed on these pages is controlled by a list set that you set up on the Define Administrator Results page **(Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Define Administrator Results).** The list set defines the records that appear on the Administrator Results pages and is linked to a role.

PeopleSoft delivers a list set for the UK that is associated with the role GP Administrator GBR. Define list sets that are configured for your organization's roles.

The Administrator Results and the Define Administrator Results pages are discussed in the PeopleSoft Global Payroll product documentation.

Related Links

"Defining Administrator Payroll Results" (PeopleSoft Global Payroll)
"Viewing Administrator Payroll Results" (PeopleSoft Global Payroll)
"Setting Up List Sets" (PeopleSoft Global Payroll)

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Chapter 4

Defining Absence Rules

Understanding Absence Schemes

Global Payroll for the UK provides you with all the elements required to process these statutory absences:

- Statutory sick pay (SSP).
- Statutory maternity pay (SMP).
- Statutory adoption pay (SAP).
- Statutory paternity pay (SPP).
- Statutory parental bereavement pay (SPBP).

You can use the absence management features in the Global Payroll core application to create your own absence schemes, such as for holidays. UK statutory holiday entitlement has no monetary impact on payroll; it is therefore a human resources issue and is not delivered as a standard template by Global Payroll for the UK You can also create occupational schemes that supplement the statutory absence leave and pay.

Related Links

"Understanding Absence Element Setup" (PeopleSoft Global Payroll)

Setting Up Occupational Schemes

Delivered Absence Takes and Entitlements

This table lists the delivered absence takes and entitlements:

Absence Take	*Absence Entitlement*	*Description*
SMP AT1	SMP AE1	Statutory maternity pay before 6 April 2003
SMP AT2	SMP AE2	Statutory maternity pay from 6 April 2003
SAP AT	SAP AE	Statutory adoption pay
SPPB AT	SPPB AE	Statutory paternity pay (birth)
SPPA AT	SPPA AE	Statutory paternity pay (adoption)

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Absence Take	*Absence Entitlement*	*Description*
SSP AT1	SSP AE1	Statutory sick pay
OMP AT1	OMP AE1 OMP AE2	Occupational maternity pay
OSP AT1	OSP AE1 OSP AE2	Occupational sick pay
SPBP AT	SPBP AE	Statutory parental bereavement pay

Delivered Absence Earnings

This table lists the delivered absence earnings for the U.K:

Name/ Description	*Unit*	*Rate*	*Base*	*%*	*Amount*
SAP ER PAY SAP pay	Payee Level	Payee Level	N/A	N/A	N/A
SAP ER OFF SAP pay offset	Payee Level	Payee Level	N/A	N/A	N/A
SSP ER PAY SSP pay	Payee Level	100	N/A	Payee Level	N/A
SSP ER P OFF SSP pay offset	Payee Level	GBR FM MINUS ONE	N/A	N/A	N/A
SMP ER PAY1 SMP pay higher rate	Payee Level	Payee Level	N/A	100	N/A
SMP ER SMP pay lower rate	Payee Level	Payee Level	N/A	100	N/A
SMP ER P OFF SMP pay offset	Payee Level	Payee Level	N/A	N/A	N/A

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Name/ Description	***Unit***	***Rate***	***Base***	***%***	***Amount***
SPPA ER PAY SPP (adoption) pay	Payee Level	Payee Level	N/A	N/A	N/A
SPPA ER OFF SPP (adoption) pay offset	Payee Level	Payee Level	N/A	N/A	N/A
SPPB ER PAY SPP (birth) pay	Payee Level	Payee Level	N/A	N/A	N/A
SPPB ER OFF SPP (birth) pay offset	Payee Level	Payee Level	N/A	N/A	N/A
OMP ER P1 OF OMP pay offset	Payee Level	GBR FM MINUS ONE	N/A	N/A	N/A
OMP ER PAY1 OMP pay full-pay	Payee Level	100	N/A	Payee Level	N/A
OMP ER PAY2 OMP pay half-pay	Payee Level	100	N/A	Payee Level	N/A
OSP ER OFFST OSP offset	N/A	N/A	N/A	N/A	OSP FM OFFST
OSP ER P OFF OSP pay offset	Payee Level	GBR FM MINUS ONE	N/A	N/A	N/A
OSP ER PAY1 OSP pay full-pay	Payee Level	100	N/A	Payee Level	N/A
OSP ER PAY2 OSP pay half-pay	Payee Level	100	N/A	Payee Level	N/A
SPBP ER PAY	Payee Level	Payee Level	N/A	N/A	N/A

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Name/ Description	*Unit*	*Rate*	*Base*	*%*	*Amount*
SPBP ER OFF	Payee Level	Payee Level	N/A	N/A	N/A

Delivered Supporting Elements

This topic discusses:

- Formulas for SSP.
- Formulas for SMP and SAP.
- Formulas for SPP.
- Formulas for SPBP.

Formulas for SSP

This table describes the day formula and formulas for checking PIW and waiting days:

Formula	*Description*
SSP FM MIN ABSENCE	Determines whether an absence entry qualifies as a PIW (4 or more consecutive calendar days). This formula is resolved once per absence entry.
SSP FM WAIT DAYS	Calculates the number of remaining days of absence before the waiting days requirement is met.
SSP FM DAY	The day formula is resolved for each day of an absence entry. SSP FM DAY determines whether the employee is disqualified for SSP. It calls the formula SSP FM DISQUALIFY that checks certain conditions: • Employee not on maternity leave. • Absence not caused by pregnancy-related illness within 4 weeks of the EWC. • PIW does not span more than 3 years. • Employee not terminated. • Disqualification date in absence entry.

This table describes the main formulas used to process the SSP entitlement:

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Formula	*Description*
SSP FM COND ENT	The conditional resolution formula is resolved once per absence entry. It checks employee's eligibility. This formula calls the formula SSP FM ENTITLED. If the employee is not eligible for paid leave, the system creates an absence entry of unpaid. No earning is generated.
SSP FM ENTITLED	This formula calls the following formulas to determine if the employee meets criteria for SSP: • SSP FM HR ENTITLED checks whether the employee is aged 16 or over, and under 65. • SSP FM EARNINGS determines whether the employee's average earnings are at or above the LEL. • SSP FM USER COND is for company-specific SSP criteria. For example, if you have criteria for notification of absence that employee's must meet to qualify for SSP, use SSP FM USER COND to check for this condition.

Formulas for SMP and SAP

This table describes the day formulas for SMP and SAP:

Formula	*Description*
SMP FM DAY2	The day formula is resolved for each day of an absence entry. However, SMP is paid weekly, not daily, and employees must be absent for 7 consecutive days to be eligible for SMP. The day formula, SMP FM DAY2, therefore resolves to true after a 7 day period. If an employee returns to work for a part of a week, SMP is not paid and the system doesn't generate SMP earnings for that week.
SAP FM DAY	The day formula is resolved for each day of an absence entry. However, SAP is paid weekly, not daily, and employees must be absent for 7 consecutive days to be eligible for SAP. The day formula, SAP FM DAY, therefore resolves to true after a 7-day period. If an employee returns to work for a part of a week, SAP is not paid and the system doesn't generate SAP earnings for that week.

This table describes the main formulas used to process the SMP and SAP entitlement elements:

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Formula	*Description*
SMP FM COND ENT	The conditional resolution formula is resolved once per absence entry to determine the employee's eligibility. The formula checks: • Average earnings compared to the LEL. • HR maternity information. If the employee is not eligible for paid leave, the system creates an absence entry of unpaid. No earning is generated.
SMP FM ENT WEEKS	The entitlement formula is resolved once per absence. It calculates the initial entitlement or adjusts entitlement if there has been a break in maternity leave and the employee returns to work for a period. If the employee has entitlement remaining when you run the payroll process, it generates earning SMP ER PAY1 or SMP ER PAY2.
SAP FM COND ENT	Checks employee's eligibility for SAP. This formula checks average earnings. If the employee is not eligible for paid leave, the system creates an absence entry of unpaid. No earning is generated.
SAP FM ENT CALC	Calculates the initial entitlement or adjusts entitlement if there has been a break in adoption leave and the employee returns to work for a period. If the employee has entitlement remaining, when you run the payroll process, it generates earning SAP ER PAY.

Formulas for SPP

This table describes the day formula for SPP (birth) and SPP (adoption):

Formula	*Description*
SPP FM DAY	The day formula, SPP FM DAY, resolves to true after a 7-day period because SPP is a weekly payment. Employees must be absent for 7 consecutive days to be eligible for SPP. If an employee returns to work for a part of a week, SPP is not paid and the system doesn't generate an earning for the absence.

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This table describes the main formulas used to process the SPPB and SPPA entitlement elements:

Formula	*Description*
SPPB FM COND ENT SPPA FM COND ENT	Checks employee's eligibility for SPP. This formula compares the employee's average earnings with the LEL. If the employee is not eligible for paid leave, the system creates an absence entry of unpaid. No earning is generated.
SPPB FM ENT CALC SPPA FM ENT CALC	Calculates the initial entitlement. If the employee has entitlement remaining, when you run the payroll process, it generates the earning SPPB ER PAY for SPP (birth) or SPPB ER PAY for SPP (adoption).

Formulas for SPBP

This table describes the main formulas used to process the SPBP entitlement elements:

Formula	*Description*
SPBP FM COND ENT	Checks employee's eligibility for SPBP. This formula compares the employee's average earnings with the LEL. If the employee is not eligible for paid leave, the system creates an absence entry of unpaid. No earning is generated.
SPBP FM ENT CALC	Calculates the initial entitlement. If the employee has entitlement remaining, when you run the payroll process, it generates the earning SPBP ER PAY.

This table describes the day formula used to process the SPBP entitlement elements:

Formula	*Description*
SPBP FM DAY	The day formula, SPBP FM DAY, resolves to true after a seven day period because SPBP is a weekly payment. Employees must be absent for 7 consecutive days to be eligible for SPBP. If an employee returns to work for a part of a week, SPBP is not paid and the system doesn't generate an earnings for the absence.

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Process Lists and Sections

Global Payroll for the UK delivers the process list, GBR PR ABSENCE, for processing absences. This table lists the sections in this process list that are required for processing statutory absence:

Section	*Description*
GBR SE ABS SETUP	This section is similar to the setup section for payroll, GBR SE SETUP. It includes elements that store information such as employee statutory details, the run type, and other calendar information. This section must be first in the absence process list.
SMP SE BRACKET	Includes one element, the bracket SMP BR STAT RATE, which stores the rates for SMP. This section is required for processing SMP and must appear in the process list before the sections SMP SE1 or SMP SE2.
SMP SE1	Processes the absence take SMP AT1 that was used for SMP prior to 6 April 2003.
SMP SE2	Processes the absence take SMP AT2. Use this section for SMP after 6 April 2003.
SSP SE1	Processes the absence take SSP AT1.
SPP SE	Processes the absence takes SPPA AT and SPPB AT.
SAP SE	Processes the absence take SAP AT.
GBR SE POSTABSENCE	This section contains the writable array GBR WA EE RSLT that writes the results of the absence processing to the UK results table. This section must be the last section in the absence process list.
SPBP SE	Processes the absence take SPBP AT.

Viewing Delivered Elements

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

Related Links

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

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Common Elements Used to Define Absence Rules

Field or Control	*Description*
SSP (statutory sick pay)	The minimum level of sick pay that you must pay to most employees who are absent from work due to sickness for four or more calendar days in a row.
SMP (statutory maternity pay)	The minimum level of maternity pay to most employees who are absent from work to have a baby. SMP is a weekly payment, and the payment is made in multiples of weeks, regardless of the frequency with which the employee is usually paid. SMP is sometimes paid in a lump sum at the start of the maternity leave period. SMP applies to whole weeks starting on a Sunday through to Saturday. If the employee is ineligible for even one day during a week, then no payment is made for that week.
SAP (statutory adoption pay)	The minimum level of adoption pay that you must pay to employees who are absent from work after adopting a child.
SPP (statutory paternity pay)	The minimum level of paternity pay that you must pay to employees. There are two types of paternity pay: SPP (birth) is paid to employees who are absent from work to care for a baby or support the mother in the first few weeks after the birth. SPP (adoption) is paid to employees who are jointly adopting a child with their partner, or whose partners are adopting a child.
EWC (expected week of childbirth)	The week when an employee's baby is due. This date is always the Sunday of the week in which the baby is due.
MW (matching week)	The week when an employee is notified by the adoption agency that he or she is matched with a child.
QW (qualifying week)	The fifteenth week before the EWC.
PIW (period of incapacity for work)	To qualify for SSP, an employee must be absent due to sickness for four consecutive calendar days or more.
APP (adoption pay period)	The period during which SAP can be paid. The APP can start on the date that the child is placed or up to two weeks prior to the expected placement date.

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Field or Control	*Description*
MPP (maternity pay period)	The period during which SMP can be paid. The MPP can start between the eleventh week before the EWC and the Sunday following the birth. The start of the MPP is affected if the employee is absent with a pregnancy-related illness during the four-week period before the EWC or if the child is born early.
PPP (paternity pay period)	The period during which SPP can be paid. PPP can start only after the birth of the child or after the child is placed with the adopter.
OSP (occupational sick pay)	Employers can opt out of paying SSP and provide employees with sick pay, which is at least equal to the statutory sick pay entitlement.
OMP (occupational maternity pay)	Employers can opt out of paying SMP and provide employees with occupational maternity pay, which is at least equal to the statutory maternity pay entitlement.

Setting Up Statutory Sick Pay

Statutory sick pay (SSP) is only paid to employees for qualifying days. Typically, qualifying days are the days that the employee works. However, some companies may agree with their employees qualifying days that differ from actual working days. For this reason, you need to define work schedules specifically for SSP processing. These SSP schedules are assigned to the alternate work schedule.

Alternate work schedules are specified on the Pay Group Name page, but can be overridden at the payee level.

To set up work schedules for SSP:

1. Create schedule definitions using the delivered SSP workdays.

   We deliver definitions for the shifts and workdays for one to seven qualifying days per week. Use the Schedule Definition component to define the schedules. Navigate to this component as follows: **Set Up HCM** > **Product Related** > **Global Payroll & Absence Mgmt** > **Schedules** > **Definitions.**

2. Assign these SSP work schedules to pay groups and payees.

   Assign the SSP schedule to a pay group on the Pay Group Name page. Navigate to the pay group definition as follows: **Set Up HCM** > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Organizational** > **Pay Groups** > **Pay Group Name.** Select the SSP schedule ID in the Alternate Schedule ID field.

   You can override the alternate work schedule at payee level using the Assign Schedule page **(Global Payroll & Absence Mgmt** > **Payee Data** > **Create Overrides** > **Assign Work Schedule).** Use the Alternate Details tab to override the pay group default.

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Related Links

“Understanding Work Schedules” (PeopleSoft Global Payroll)
“Pay Group Name Page” (PeopleSoft Global Payroll)
“Assigning Work Schedules” (PeopleSoft Global Payroll)

Setting Up Absence Reasons

To define absence reasons, use the Absence Reasons GBR component (GPGB_ABS_TYPE). This topic discusses how to define absence reasons.

Page Used to Define Absence Reasons

Page Name	*Definition Name*	*Usage*
Absence Reasons GBR Page	GPGB_ABS_TYPE	Define an absence type and enter absence codes that further define the absence. For example, if you have an employee who is absent from work due to sickness, record the type of sickness: flu, stomach bug, and so on.

Absence Reasons GBR Page

Use the Absence Reasons GBR page (GPGB_ABS_TYPE) to define an absence type and enter absence codes that further define the absence.

For example, if you have an employee who is absent from work due to sickness, record the type of sickness: flu, stomach bug, and so on.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Absence Elements** > **Absence Reasons GBR** > **Absence Reasons GBR**

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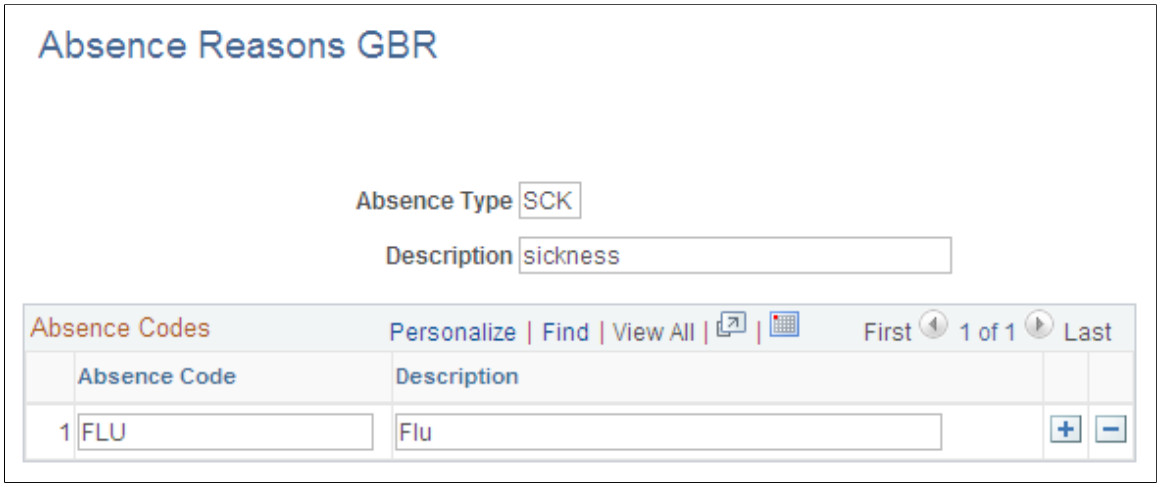
This example illustrates the fields and controls on the Absence Reasons GBR page.



Field or Control	*Description*
Absence Type	Displays the name of the **Absence Type** that you enter.

Absence Codes

Field or Control	*Description*
Absence Code	Enter any **Absence Code** that further defines the Absence Type that you create.

Note: Absence reasons are not required for processing statutory absence.

Setting Up Occupational Schemes

PeopleSoft delivers all the elements required to record and process statutory absences. However, many organizations in the UK have their own company schemes that pay employees absence pay and leave that exceeds the statutory minimum. This topic discusses:

- Absence mapping.
- Designing occupational schemes.

Understanding Absence Mapping

To create an occupational scheme, you can use the mapping functionality provided in the core application to tie company absence takes to the delivered statutory absence takes. Mapping enables you to:

- Create one absence entry, but process the statutory absence take and company-specific absence take together.

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- Track statutory absence pay and leave separate from the occupational absence pay and leave.

Define mapping on the Day Formula page in the Absence Take component. When the system processes absences that are mapped, it:

- Creates separate rows in absence data for each absence take.
- Checks and updates the entitlement balance for each absence take.
- Generates separate earnings (according to the element definitions).

This makes it easy to distinguish the statutory pay and entitlement balance from the occupational pay and entitlement balance. Using mapping, companies that provide their own occupational schemes can track the statutory absence pay if they reclaim the statutory amount (or a percentage of the statutory amount) from HM Revenue and Customs (HMRC).

This table lists the delivered absence mapping:

Statutory Absence Take	***Mapped to Absence Take***
SSP AT1	OSP AT1

Note: The OSP and OMP elements that are delivered are simple examples only. In addition, the OMP AT1 element is not designed to work with the SMP AT2, which is the absence take that should be used for SMP after April 6, 2003.

Related Links

“Absence Takes - Day Formula Page” (PeopleSoft Global Payroll)

Designing Occupational Schemes

To create an occupational scheme, you need to design and define:

- Absence take

  For absence takes, you need to consider how to define the following:

  - Day Formula

    The day formula evaluates each day of an absence event to determine the units for the absence day.

  - Wait days, minimum absence, or linking (if required).

    For statutory absences, wait days, minimum absence and linking only apply for SSP. Depending on your company terms and conditions, you may need to define formulas that check these criteria.

- Absence entitlement

  You need to consider the following:

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    - Entitlement type (per-absence or frequency based). The UK statutory absence entitlements are defined as per-absence entitlements. However, you may have a requirement for a frequency-based entitlement if employees accrue their entitlement or entitlement is for a fixed period per year.
    - Conditional resolution formula

      This formula is required for per-absence entitlements to determine eligibility for paid absence.
    - Entitlement formula

      This formula determines the employee's entitlement balance.

- Absence earning
- Mapping

  You can implement mapping in one of two ways:

    - By mapping the occupational absence take to the statutory absence take.
    - By mapping the statutory absence take to the occupational absence take.

- Organizational and processing framework.

  PeopleSoft delivers a processing framework as a template only. You can create your own process lists and sections or modify the delivered framework.

Warning! If you use mapping, you must ensure that your process lists are set up with the main absence take is processed before the mapped absence.

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Chapter 5

Setting Up Payslips

Defining Elements to Display on Payslips

To define the elements displayed on payslips, use the Templates GBR component (GPGB_PSLIP_D_PNLG). This topic lists common elements and lists the pages used to define payslip elements.

Pages Used to Define Elements to Display on Payslips

Page Name	*Definition Name*	*Usage*
Payslip Earnings Definition Page	GPGB_PSLIP_D_ERNS	Define the earnings that you want to display on your payslip, as well as the order in which those elements should appear.
Payslip Pre Tax Deductions Page	GPGB_PSLIP_D_PTXD	Define the pre-tax deductions that you want to display on your payslip, as well as the order in which those deductions should appear.
Payslip After Tax Deductions Page	GPGB_PSLIP_D_ATXD	Define the after-tax deductions that you want to display on your payslip, as well as the order in which those deductions should appear.
Payslip Tax Definition Page	GPGB_PSLIP_D_TAX	Define the tax elements that you want to display on your payslip, as well as the order in which those elements should appear.
Payslip National Insurance Page	GPGB_PSLIP_D_NI	Define the National Insurance elements that you want to display on your payslip, as well as the order in which those elements should appear.
Payslip Balances Definition Page	GPGB_PSLIP_D_BALS	Define the balance elements that you want to display on your payslip, as well as the order in which those elements should appear.

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Page Name	*Definition Name*	*Usage*
Payslip Positive Input Def. Page (payslip positive input definition)	GPGB_PSLIP_D_POSI	Define the positive input elements that you want to display on your payslip, as well as the order in which those elements should appear.
Payslip Arrears Definition Page	GPGB_PSLIP_D_ARR	Define the arrears that you want to display on your payslip, as well as the order in which those arrears should appear.
Payslip Retro Delta Def. Page (payslip retro delta definition)	GPGB_PSLIP_D_RTO	Define the retro payments that you want to display on your payslip, as well as the order in which those payments should appear.

Common Elements Used to Define Elements to Display on Payslips

Field or Control	*Description*
Payslip ID	The payslip ID that you entered to access the page.
Payslip Element Order	Enter the order in which the elements on your payslip are to appear.
Payslip Description	Enter a description for the element. This description will appear on your payslip.
Detail Element Type	A **Detail Element Type** is an element that adds detail to the information displayed on the payslip (an example would be the NI Category). After selecting the type of detail element, you must select a specific element belonging to the defined type (a specific variable, for example) in the **Detail Element** field.
Detail Element	Enter the name of a specific element belonging to the element type specified in the **Detail Element** field.

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Field or Control	*Description*
Entry Type	Select the type of element that you are using: *Abs Entitl* (absence entitlement) *Abs Take* (absence take) *Accumulatr* (accumulator) *Array,* *Auto Assgn*(auto assign) *Bracket* *Deduction* *Duration* *Earnings* *Formula* *Rate Code* *Seg Accm* (segment accumulator) *SystemElem* (system element) *Variable.* **Note:** On the Payslip Positive Input Definition, Payslip Arrears Definition, and Payslip Retro Delta Def pages, select only earnings or deductions elements.
Current Balance	Enter the element name that you want to use to calculate the current balance for that month.
YTD Balance (year-to-date balance)	Enter the element name that you want to use to calculate the year-to-date balance.

Assigning Payslips to Pay Groups

Once you have designed your payslip, you must assign the payslip to a pay group using the Payslip Definition by Pay Group component (GPGB_PSLIP_GP_PNLG). This topic discusses how to assign created payslips to pay groups.

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Page Used to Assign Payslips to Pay Groups

Page Name	*Definition Name*	*Usage*
Apply Template to Paygroup GBR Page	GPGB_PSLIP_GRP	Assign created payslips to a pay group. Each pay group can have its own payslip.

Apply Template to Paygroup GBR Page

Use the Apply Template to Paygroup GBR page (GPGB_PSLIP_GRP) to assign created payslips to a pay group.

Each pay group can have its own payslip.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Apply Template to Paygroup GBR > Apply Template to Paygroup GBR

This example illustrates the fields and controls on the Apply Template to Paygroup GBR page.

Field or Control	*Description*
Self Service Payslip ID	Select the self-service payslip that you want to assign to the pay group.
Payroll Users Payslip ID	Select the payroll users payslip that you want to assign to the pay group.
Printed Payslip ID	Select an ID for the printed payslip (a printed payslip may not have the same setup as the payroll users or self-service payslip, so it needs its own definition and ID).

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Chapter 6

Setting Up Share Schemes and Loans

Understanding Share Schemes

This topic discusses:

- Delivered share scheme deductions.
- Process lists and sections.
- Viewing delivered elements.

Delivered Share Scheme Deductions

This table lists the deduction elements delivered for share schemes:

Name/ Description	*Unit*	*Rate*	*Base*	*%*	*Amount*
SS DD SVE AA Share Save Actual Amount	N/A	N/A	N/A	N/A	Payee Level
SS DD SVE NA Share Save Normal Amount	N/A	N/A	N/A	N/A	Payee Level
SS DD BUY AA Share Buy Actual Amount	N/A	N/A	N/A	N/A	Payee Level
SS DD BUY NA Share Buy Normal Amount	N/A	N/A	N/A	N/A	Payee Level
SS DD BUY AP Share Buy Actual Percentage	N/A	N/A	Payee Level	Payee Level	N/A

You can modify the delivered deductions or create your own. Link deductions to share schemes on the Define Share Schemes GBR page.

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Note: It is not mandatory to store both the actual amount and normal amount. Only the actual deduction field is required on the Define Share Schemes GBR page.

Related Links

Define Share Schemes GBR Page

Delivered Share Scheme Earnings

This table lists the earnings delivered for share scheme refunds and share sales:

Name/ Description	*Unit*	*Rate*	*Base*	*%*	*Amount*
SS ER SVE CR Share Save Contribution Return	N/A	N/A	N/A	N/A	Payee Level
SS ER SVE RB Share Save Residual Balance	N/A	N/A	N/A	N/A	Payee Level
SS ER BUY CR Share Buy Contribution Return	N/A	N/A	N/A	N/A	Payee Level
SS ER BUY RC Share Buy Residual Cash	N/A	N/A	N/A	N/A	Payee Level
SS ER BUY TX Share Buy Taxable Sale	N/A	N/A	N/A	N/A	Payee Level
SS ER BUY NT Share Buy Non-Taxable Sale	N/A	N/A	N/A	N/A	Payee Level

Note: If you want to use any of these earnings to refund contributions, use positive input to process the earning. The amounts are not calculated by Global Payroll for the UK

Related Links

“Understanding Positive Input” (PeopleSoft Global Payroll)

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Delivered Supporting Elements

This table lists two key supporting elements used in the definition of the delivered share scheme deductions and share schemes:

Element Type	*Element Name*	*Description*
Accumulator	SS AC BUY	The accumulator that is used to calculate contributions based on a percentage of earnings. The accumulator is associated with the share buy scheme on the Define Share Schemes GBR page. You can use the delivered accumulator or define your own for use with your organization's share schemes. See Define Share Schemes GBR Page.
Formula	SS FM POST	A post process formula attached to all the share scheme deductions. It contains rules for suspending contributions during maternity leave, insufficient earnings, leaver and limits processing.

Related Links

“Deductions - Calculation Rules Page” (PeopleSoft Global Payroll)

Process Lists and Sections

These sections are delivered for share scheme processing:

- GBR SE SHAREBUY

  This section is processed before tax because share buy contributions are pre-tax deductions.

- GBR SE SHARESAVE

  This section processes share save contributions, which are post-tax deductions. If you set up your own sections and process lists, you must ensure that the share save scheme section is processed after the statutory deduction sections for tax, NI, court orders, and student loans. Generally, share save contributions are also processed after company loans.

These sections are included in the GBR PR PAYROLL process list.

Viewing Delivered Elements

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

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Related Links

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

Modifying and Updating the Share Scheme Deductions

The deductions delivered for share scheme contributions have ownership set to *PS Delivered/Not Maintained.* Share scheme deductions are not statutory deductions and therefore the rules associated with the deductions vary according to company policies.

You can use the delivered elements, or create your own deduction elements using the delivered elements as a template. During implementation, you need to consider how many deduction elements you want to use for share schemes. It is possible to create different deductions for each share scheme definition, or use the same deduction for multiple share schemes. If you use the same deduction for multiple schemes, the system uses the multiple resolutions feature to process the deduction. The decision to use multiple deductions or multiple resolutions has implications for setting up deduction recipients. This is explained in the Setting Up Deduction Recipients topic.

Note: If you create new deduction elements for share schemes, you must attach the post process formula, SS FM POST, to the deduction.

Related Links

"Deductions - Calculation Rules Page" (PeopleSoft Global Payroll)
Setting Up Deduction Recipients

Setting Up Share Schemes

To set up share schemes, use these components: Define Share Scheme Types GBR (GPGB_SS_TYPES), Define Share Scheme Limits GBR (GPGB_SS_LIMITS), and Define Share Schemes GBR (GPGB_SS_DEFN). This topic discusses how to set up share scheme types, limits, and definitions.

Pages Used to Define Share Schemes

Page Name	*Definition Name*	*Usage*
Define Share Scheme Types GBR Page	GPGB_SS_TYPE	Set up share scheme type IDs.
Define Share Scheme Limits GBR Page	GPGB_SS_LIMITS	Define the minimum and maximum contributions for each type of share scheme.
Define Share Schemes GBR Page	GPGB_SS_DEFN	Set up the rules of share schemes, including the scheme duration, contribution limits, deductions elements, and rules for processing leavers and contribution holidays.

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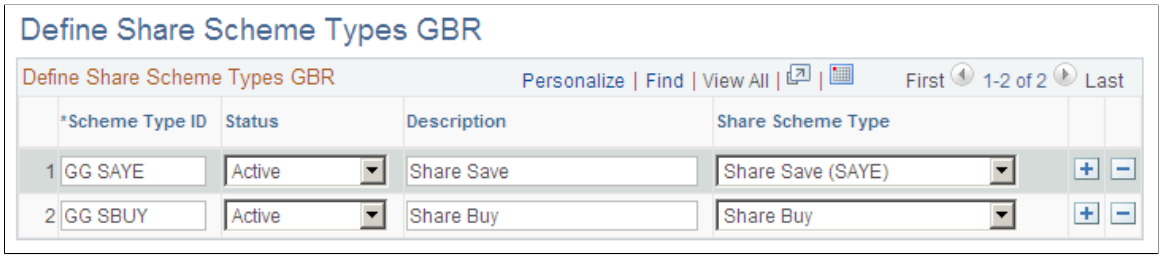
Define Share Scheme Types GBR Page

Use the Define Share Scheme Types GBR page (GPGB_SS_TYPE) to set up share scheme type IDs.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Allowances/Other Benefits > Define Share Scheme Types GBR > Define Share Scheme Types GBR

This example illustrates the fields and controls on the Define Share Scheme Types GBR page.



Field or Control	*Description*
Scheme Type ID	Enter the identifier for the share scheme type.
Share Scheme Type	Select the share scheme type: *Share Save (SAYE)* or *Share Buy.*

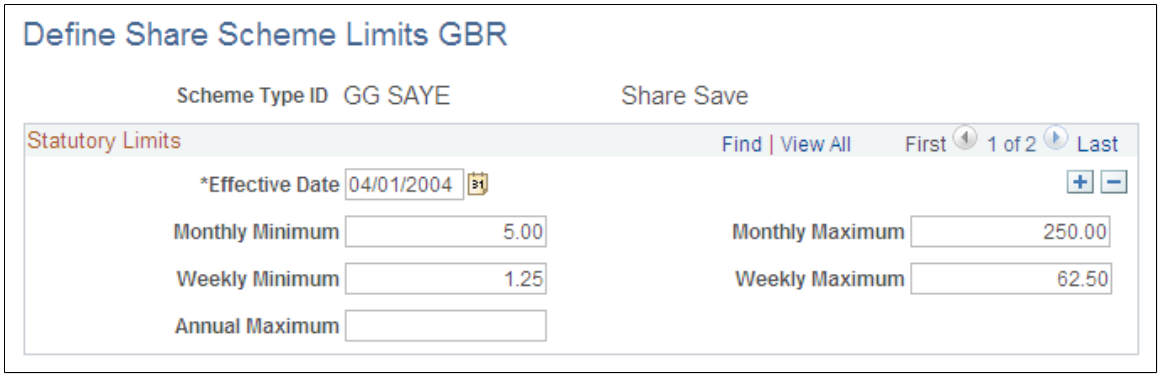
Define Share Scheme Limits GBR Page

Use the Define Share Scheme Limits GBR page (GPGB_SS_LIMITS) to define the minimum and maximum contributions for each type of share scheme.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Allowances/Other Benefits > Define Share Scheme Limits GBR > Define Share Scheme Limits GBR

This example illustrates the fields and controls on the Define Share Scheme Limits GBR page.



Use this page to set up and maintain the HM Revenue and Customs (HMRC) statutory share scheme limits that identify the minimum and maximum contributions that can be made to share save and share

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buy schemes. Share scheme limits define the total contributions to share schemes of the same type. The limits do not apply per share scheme. Therefore if a payee contributes to more than one share scheme of the same type, the system compares the total contributions with the limits on this page.

The HMRC statutory share scheme limits are delivered as sample data, but you must maintain this data.

Field or Control	*Description*
Monthly Minimum and **Monthly Maximum**	Enter the minimum and maximum contribution allowed per month. If you enter monthly limits, you cannot specify an annual limit.
Weekly Minimum and **Weekly Maximum**	Enter the minimum and maximum contribution allowed per week. If you enter weekly limits, you cannot specify an annual limit.
Annual Maximum	Enter the maximum contribution allowed per year. If you enter an annual maximum, you cannot specify weekly or monthly limits.
Maximum Percentage	Enter the maximum percentage of earnings that payees can contribute to share buy schemes. This field is not displayed if the share scheme type ID is defined as a share save scheme (SAYE). You specify which earnings are included in the calculation when you set up the share buy scheme rules on the Define Share Schemes GBR page. The **Accumulator** field specifies the accumulator that stores the relevant earnings.

Define Share Schemes GBR Page

Use the Define Share Schemes GBR page (GPGB_SS_DEFN) to set up the rules of share schemes, including the scheme duration, contribution limits, deductions elements, and rules for processing leavers and contribution holidays.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Allowances/Other Benefits** > **Define Share Schemes GBR** > **Define Share Schemes GBR**

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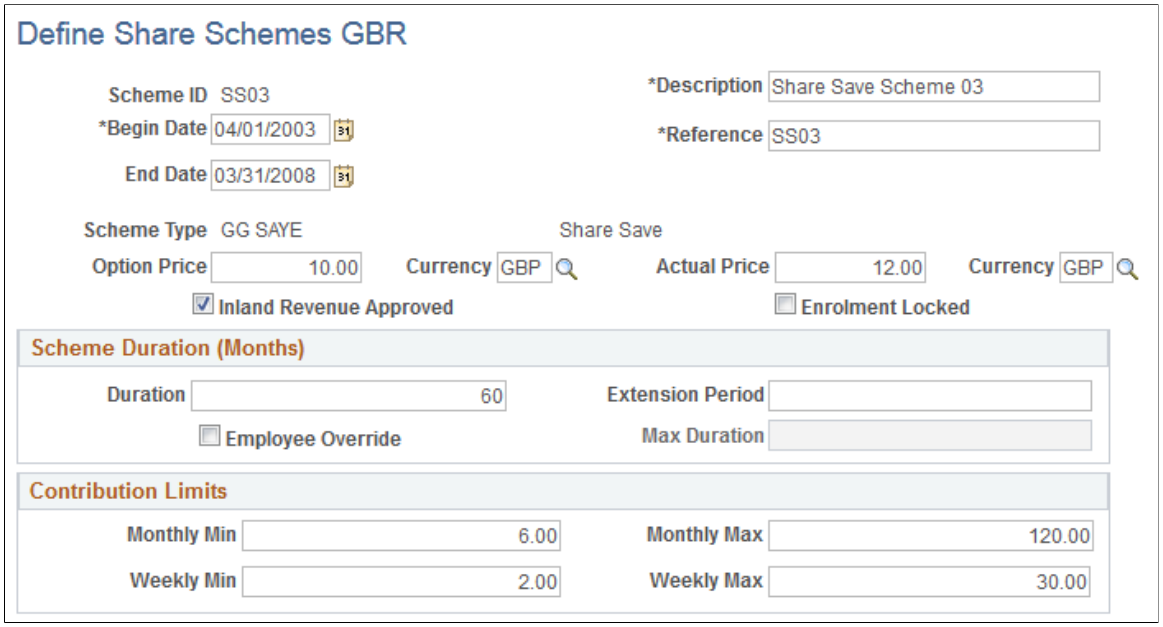
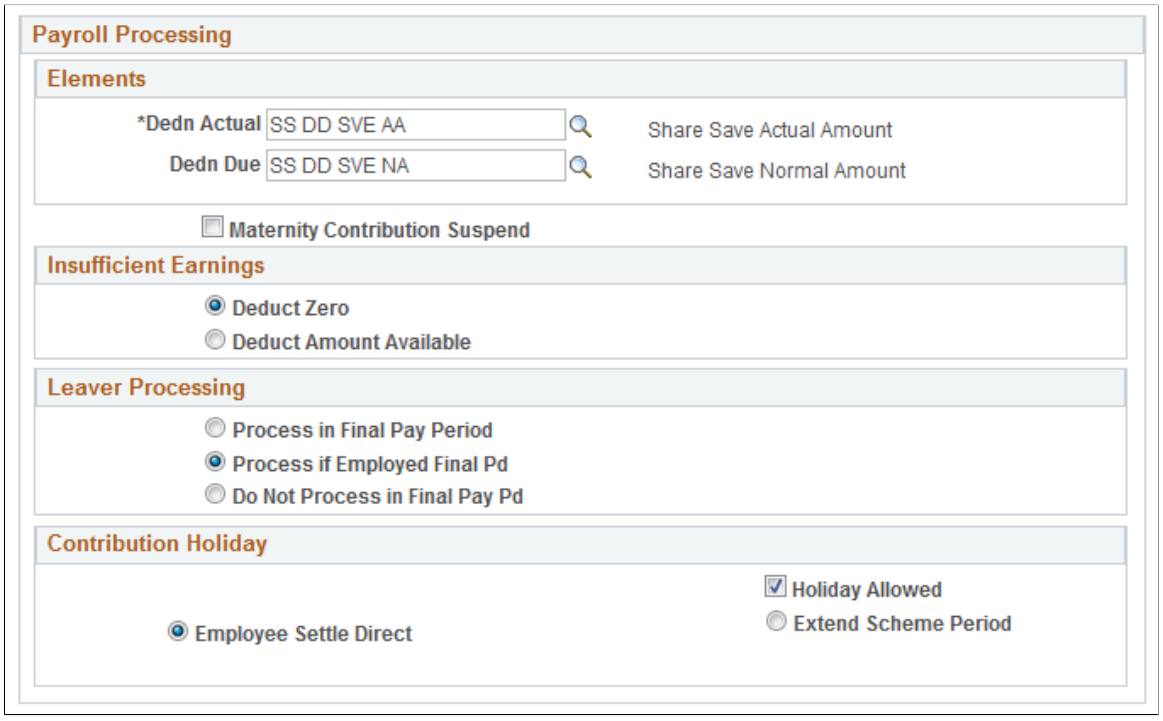
This example illustrates the fields and controls on the Define Share Schemes GBR page (1 of 2).



This example illustrates the fields and controls on the Define Share Schemes GBR page (2 of 2).



Field or Control	*Description*
Reference	Enter an identifier for the share scheme.

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Field or Control	*Description*
Scheme Type	Select the scheme type from the share scheme types you defined on the Share Scheme Type page. The scheme type you select affects the fields that are displayed on this page.
Option Price	Enter the price at which payees have the option to purchase shares and select the currency code for the shares. This field is only displayed if the share scheme type is defined as a share save scheme (SAYE). The price is for information only. It is not used in processing.
Actual Price	Enter the actual share price that applies at the scheme **Start Date** and select the currency code. This field is only displayed if the share scheme type is defined as a share save scheme (SAYE). The price is for information only. It is not used in processing.
Inland Revenue Approved	Select this check box if the share scheme is approved by HMRC.
Enrolment Locked	Select this check box when the enrolment period is closed and payees can no longer join this scheme.

Scheme Duration (Months)

This group box is only displayed if the share scheme type is defined as a share save scheme (SAYE).

Field or Control	*Description*
Duration	Enter the duration, in months, of the share scheme.
Extension Period	Enter the duration, in months, of the extension period if applicable to the scheme. This is the period from the scheme end date in which payees who are enrolled in the scheme can either continue contributing or leave funds and bonus in the scheme.
Employee Override	Select this check box if the rules of the scheme allow the duration to be defined at the employee level. You must enter a maximum duration if you allow employee overrides.
Max Duration (maximum duration)	Enter the maximum duration, in months, if the share scheme allows duration to be defined at employee level.

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Contribution Limits

This group box is only displayed if the share scheme type is defined as a share save scheme (SAYE).

Field or Control	*Description*
Monthly Min (monthly minimum) and **Monthly Max** (monthly maximum)	Enter the minimum and maximum monthly contribution.
Weekly Min (weekly minimum) and **Weekly Max** (weekly maximum)	Enter the minimum and maximum weekly contribution.

Contribution Basis

This group box is only displayed if the share scheme type is defined as a share buy scheme.

Field or Control	*Description*
Basis	Select the basis for the contribution: *Fixed Amount:* Contributions are a fixed amount per pay period. *Percentage:* Contributions are a percentage of earnings.
Monthly Min (monthly minimum) and **Monthly Max** (monthly maximum)	Enter the minimum and maximum monthly contribution. These fields are available if you select *Fixed Amount* as the basis for the contribution.
Weekly Min (weekly minimum) and **Weekly Max** (weekly maximum)	Enter the minimum and maximum weekly contribution. These fields are available if you select *Fixed Amount* as the basis for the contribution.
Min % (minimum percentage) and **Max %** (maximum percentage)	Enter the minimum and maximum percentage of earnings that payees can contribute to share buy schemes. These fields are available if you select *Percentage* as the basis for the contribution.

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Payroll Processing

Field or Control	*Description*
Dedn Actual (deduction actual)	Select the deduction element that stores the actual amount deducted from payees' salary. This is a required field. You can use the same deduction for all share schemes of the same type, or you can use a different deduction for each scheme. If the same deduction element is used for multiple schemes of the same type, multiple resolutions of that element are processed. This has implications for setting up deduction recipients. See “Understanding Multiple Resolutions” (PeopleSoft Global Payroll). See Setting Up Deduction Recipients.
Dedn Due (deduction due)	Select the deduction element that stores the full contribution amount. This field is optional.
Accumulator	Select the accumulator that the system uses to calculate contributions based on a percentage of earnings. This field is displayed if the scheme is a share buy scheme and you select *Percentage* as the basis of contributions. The accumulator SS AC BUY is delivered for this purpose.
Maternity Contribution Suspend	Select this check box if contributions are suspended while payees are on maternity leave. The system checks the payees' absence history records (ABSENCE_HIST). If the payee is on maternity leave during the pay period, the system suspends contributions. **Note:** Contributions are only suspended if you use the absence management functionality in Global Payroll for the UK and PeopleSoft HCM.

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Field or Control	*Description*
Insufficient Earnings	Select an option to define what happens if there are insufficient earnings to deduct the full contribution amount: *Deduct zero:* No deduction is made for the pay period. *Deduct amount available:* To deduct the maximum available to reduce earnings to zero. *Deduct maximum percentage:* To deduct the maximum percentage available. This option is only available if you are defining a share buy scheme and you select *Percentage* as the basis of contributions. The system calculates an employee's contribution by applying the percentage defined for the employee. If there are insufficient earnings to deduct this amount, then the maximum percentage from the Share Scheme limits GBR page is applied to the available pay (defined by GBR AC NETT SEG).
Leaver Processing	Select an option that defines how share scheme contributions are processed for employees terminated within the pay period: *Process in Final Pay Period:* Processes contributions as normal. *Process if Employed Final Pd:* Processes contributions only if the employee worked for the whole pay period. The system checks that the last day worked is the pay period end date. *Do Not Process in Final Pay Pd:* Contributions are not processed for payees who leave during the pay period.

Contribution Holiday

This group box is only displayed if the share scheme type is defined as a share save scheme (SAYE).

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Field or Control	*Description*
Holiday Allowed	Select this check box if the rules of the share save scheme allow employees to stop contributing to the scheme temporarily. When you select this check box, two options are displayed to define how the system manages contribution holidays. Select the option that applies: *Extend Scheme Period:* Extends the scheme duration. Enter the total duration of the contribution holidays permitted under the rules of the scheme in the **Total Duration (in months)** field. *Employee Settle Direct:* The scheme duration is unchanged and the employee pays the shortfall directly to the scheme administrators.
Total Duration (Months)	Enter the maximum duration, in months, of contribution holidays.

Understanding Employee Loans

This topic discusses:

- Delivered loan deduction.
- Process lists and sections.
- Viewing delivered elements.

Delivered Loan Deduction

This table lists the deduction elements delivered for loan repayments:

Name/ Description	*Unit*	*Rate*	*Base*	*%*	*Amount*
LOA DD LOAN Employee Loan	N/A	N/A	N/A	N/A	System Element — Numeric
LOA DD EXCEP Loans — Exceptional repayment	N/A	N/A	N/A	N/A	System Element — Numeric

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Note: We also deliver a deduction element, LOA DD TEMP, which is a temporary deduction used during processing.

For employees with more than one active loan, the system resolves the loan deduction element for each loan. For example, if an employee has 3 loans, the payroll results list three occurrences of LOA DD LOAN, with a separate result for each loan. Multiple resolution of the loan deduction is triggered by a driver accumulator, LOA AC LOAN DRV. This driver accumulator has two user keys LN VR LOAN ID (for loan ID) and LN VR LOAN TYPE (for loan type). The driver accumulator is discussed in the next topic.

Related Links

"Understanding Multiple Resolutions" (PeopleSoft Global Payroll)

Delivered Supporting Elements

This topic discusses:

- Accumulators
- Formulas
- Writable arrays

Accumulators

This table describes the key accumulators used in loan processing:

Element Name	*Description*
LOA AC LOAN DRV	The driver accumulator that triggers multiple resolution of the loan deduction LOA DD LOAN. There are two user keys for this accumulator, LOA VR LOAN ID and LOA VR LOAN TYPE. Multiple resolution is discussed in the PeopleSoft Global Payroll product documentation. See "Understanding Multiple Resolutions" (PeopleSoft Global Payroll).
LOA AC LOAN SEG	Loan segment amount (per Loan ID).
LOA AC EXCEP SEG	Segment accumulator that stores exceptional amounts.
LOA AC LOAN TOT	Stores total amount repaid per Loan ID.

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Formulas

This table describes the key formulas used in loan processing:

Element Name	*Description*
LOA FM CALC	The formula attached to the loan array LOA AR MAIN. It calculates the regular loan deduction.
LOA FM CHECK	Post process formula attached to the loan deductions LOA DD LOAN and LOA DD EXCEP. It checks for positive input entries.
LOA FM DED RECIPNT	Deduction recipient formula attached to the loan deduction LOA DD LOAN. If you want to use general deduction recipients for loans, you must modify the formula with your loan types and deduction recipient IDs. See Setting Up Deduction Recipients.
LOA FM WA	Post process formula attached to the temporary deduction LOA DD TEMP. It writes the loans calculation for the period into the writable array LOA WA LOAN.

Writable Arrays

This table describes the writable array populated by loan processing:

Element Name	*Description*
LOA WA LOAN	Used to store the employee loan results. Use the Review Loan page to view the loan results. See Viewing Payees' Processed Loans.

Process Lists and Sections

The loan deductions are members of the GBR SE LOANS section that is included in the GBR PR PAYROLL process list.

If you set up your own sections and process lists, you must ensure that the loans section is processed after the statutory deduction sections for tax, NI, court orders and student loans.

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Viewing Delivered Elements

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

Related Links

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

Modifying and Updating the Loan Deduction

The deductions delivered for employee loans have ownership set to *PS Delivered/Not Maintained.* Loan deductions are not statutory deductions and therefore the rules associated with the deduction vary according to company policies. You must configure the deductions according to your organizational requirements. For example, you should consider how to set up arrears processing for loan deductions:

- Do you want the system to perform net pay validation to prevent negative net pay?
- Are partial amounts allowed?
- How are arrears paid back?

If you select Perform Net Pay Validation and loans arrears exist, you may want to include the loans section in the process lists for supplementary runs and off cycle processing.

Deduction recipients for loans are determined by a formula, LOA FM DED RECIPNT, that is attached to the loan deduction on the Recipient page. Defining deduction recipients for loans is discussed in the Setting Up Deduction Recipients topic.

Warning! Do not modify the driver accumulator associated with the loan deduction. This is required for multiple resolutions to work.

Setting up deduction elements is part of the Global Payroll core application.

Related Links

"Defining Deduction Elements" (PeopleSoft Global Payroll)

Setting Up Employee Loan Types

To set up loan types, use the Loan Type Definition GBR component (GPGB_LOAN_TYPE). This topic discusses how to set up loan types.

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Page Used to Define Loan Types

Page Name	*Definition Name*	*Usage*
Loan Type Definition GBR Page	GPGB_LOAN_TYPE	Set up loan types. This includes specifying how the loan is repaid, whether breaks are allowed during the repayment period, and rules for processing leavers.

Loan Type Definition GBR Page

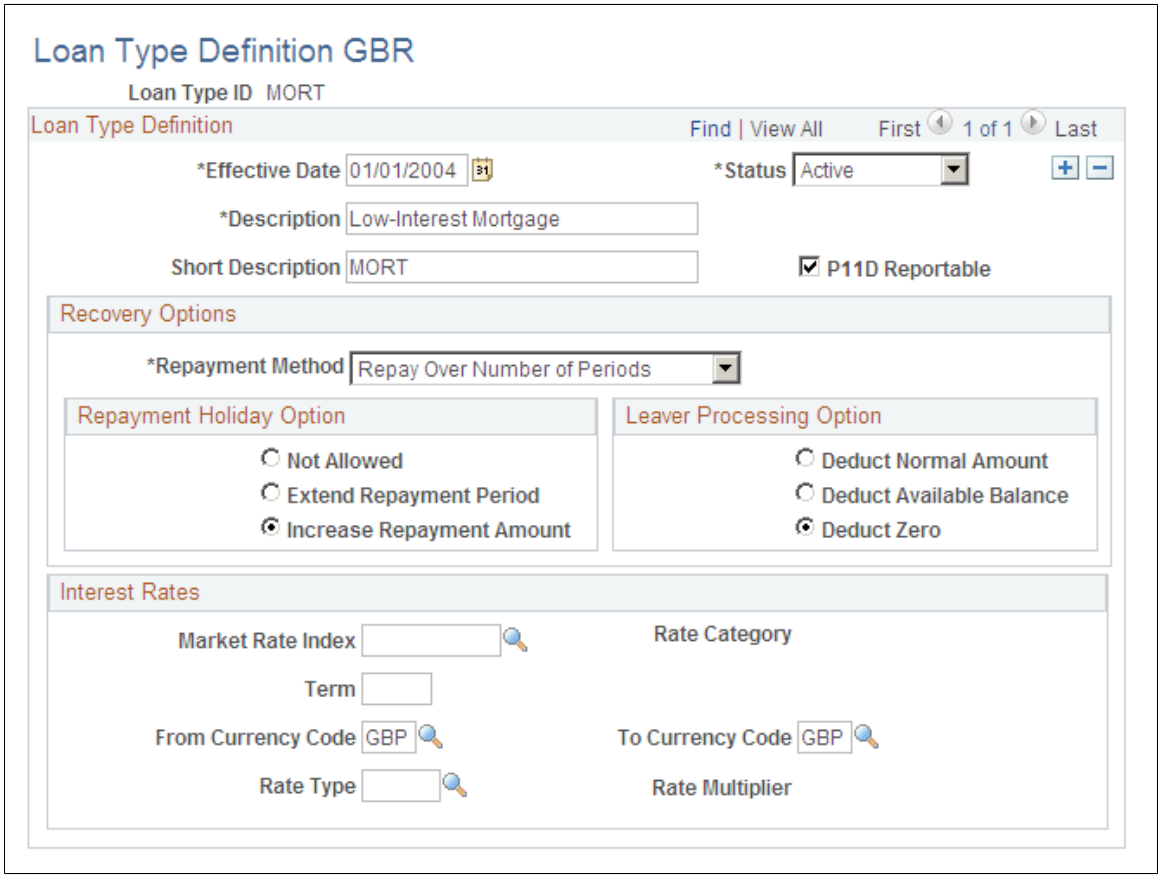
Use the Loan Type Definition GBR page (GPGB_LOAN_TYPE) to set up loan types.

This includes specifying how the loan is repaid, whether breaks are allowed during the repayment period, and rules for processing leavers.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Loans > Loan Type Definition GBR > Loan Type Definition GBR

This example illustrates the fields and controls on the Loan Type Definition GBR page.



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Field or Control	*Description*
P11D Reportable	Select this check box if the loan should be included in payees' P11D reports. **Note:** You can override this setting at payee level when you define loans on the Employee Loans page.
Repayment Method	Select a repayment method. The options are: *Repay Fixed Amount per Period:* Payees repay the same amount every pay period. *Repay Over Number of Periods:* Payees repay the loan over a fixed number of pay periods.
Repayment Holiday Option	Select the repayment holiday option: *Not Allowed:* Repayment holidays are not allowed for the loan type. If you select this option, payees must repay the loan every pay period without a break. *Extend Repayment Period:* Payees are allowed to extend the repayment period. If you select this option, payees can suspend repayments for one or more pay periods and extend the overall repayment period. *Increase Repayment Amount:* Payees are allowed to suspend repayments for one or more pay periods, but the repayment period remains unchanged. Therefore, the repayment amount increases after the repayment holiday to compensate for the break in repayments. The option you select here affects the adjustments you can make on the Employee Loans page. See Entering Payee Loan Information.
Leaver Processing Option	Select the option for processing leavers: *Deduct Normal Amount:* Deducts the normal repayment amount that is defined on the Employee Loans page. *Deduct Available Balance:* Deducts the outstanding loan balance if there is sufficient net pay to cover the loan. Otherwise, the loan deduction reduces net pay to zero. *Deduct zero:* Loan is processed but not deducted.

Interest Rates

Use this group box to record the interest rates that apply to this loan.

Note: Interest rates are informational only. Loan processing does not calculate interest amounts based on interest rates selected on this page. Record the amount of interest included within the loan on the Employee Loans page if interest is charged and the loan is included on the P11D report.

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Field or Control	*Description*
Market Rate Index and **Rate Category**	Select the market rate index for the loan. The system displays the market rate indexes with a **Rate Category** of *Interest.* Interest rates are defined on the Market Rate Index page (RT_INDEX_TBL).
Term	Enter the term that applies to the interest rate. You define the term on the Market Rate Definition page (RT_RATE_DEF_TBL).
From Currency Code and **To Currency Code**	Displays the default currency defined for the user's role using the Org Defaults by Permission Lst component (OPR_DEF_TBL_HR) that you access as follows: **Set Up HCM** > **Foundation Tables** > **Organization** > **Org Defaults by Permission Lst** For UK users, *GBP* is normally the default currency.
Rate Type	Select the rate type. You associate rate types with the market rate index on the Market Rates page (RT_RATE_PNL) .
Rate	Displays the rate defined for the market rate index and rate type. You define the rate on the Market Rates page.

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Chapter 7

Preparing for the Start of the Tax Year

Understanding Tasks for the Start of the Tax Year

At the start of the tax year you need to:

- Apply changes as instructed by HM Revenue and Customs (HMRC).

  HMRC notifies employers of the procedures to be applied at the start of the new tax year and following the spring budget. At the start of the tax year, this includes week 1/month 1 clear down instructions and any tax code uplifts to implement with effect from the start of the tax year on April 6.

- Run the Code Number Changes process.

- Update the Pay Entity Details page for the new tax year.

  Add a new row to the P35 Checklist and Declaration group box to identify the SMP/SAP/SPP recovery rates that will be used for payroll reporting during the new tax year.

  See Defining Pay Entity Details.

HMRC Notifications

HMRC publishes two documents that provide instructions on tax code changes:

- P9X

  The P9X document is included in the Employer's Annual Pack. At the start of the tax year, instructions received in the P9X should be applied using the delivered Tax Code Uplift process.

- P7X

  The P7X document is included in the Employer's Budget Pack, which is usually published in May after the spring budget. It notifies employers of procedures to be applied during the tax year, including any tax code increases.

Start of Tax Year Processes

Global Payroll for the UK delivers two processes that you run at the start of the tax year:

- Tax Code Uplift application engine process (GPGB_TXUP).

  You run the Tax Code Uplift process for two reasons:

  - To change all the Week1/Month1 indicators to a cumulative basis for the first processing period in a new tax year.

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- To apply the tax code uplifts for the tax year that are detailed in either the P9X (if effective from tax year start) or the P7X (if effective during the tax year as a result of changes announced in the Spring budget).

Note: When the P9X includes both Week1/Month 1 indicator and tax code uplift instructions, process the Week1/Month1 updates first with an effective date of April 6. Then process the tax code uplift with the same effective date. Specify P9X in the Notification Source field on the run control page for the Tax Code Uplift process.

- Code Number Changes application engine process (GPGB_CNC).

  After submitting the information generated by the Pay/Pension Identity Numbers process, HMRC processes the information and sends the new tax codes back on magnetic tape. Use the Code Number Changes process to update employees' tax data based on the file received from HMRC.

Loading Tax Code Changes from HMRC

This topic discusses how to run the Code Number Changes process, review the results, and rerun the process.

Page Used to Run the Code Number Changes Process

Page Name	*Definition Name*	*Usage*
MT1 - Code Number Changes GBR Page	GPGB_RUNCTL_CNC	Run the Code Number Changes process.

Understanding the Code Number Changes Process

After processing the employee information that you submitted using the Pay/Pension Numbers process, HMRC issues employees' new tax codes on magnetic tape.

Use the Code Number Changes process to load the updated tax codes into your PeopleSoft database. The process inserts a new row into the tax table for each employee listed in the file.

If any records could not be processed, the system adds an error message to a message log file and adds the data to an error file.

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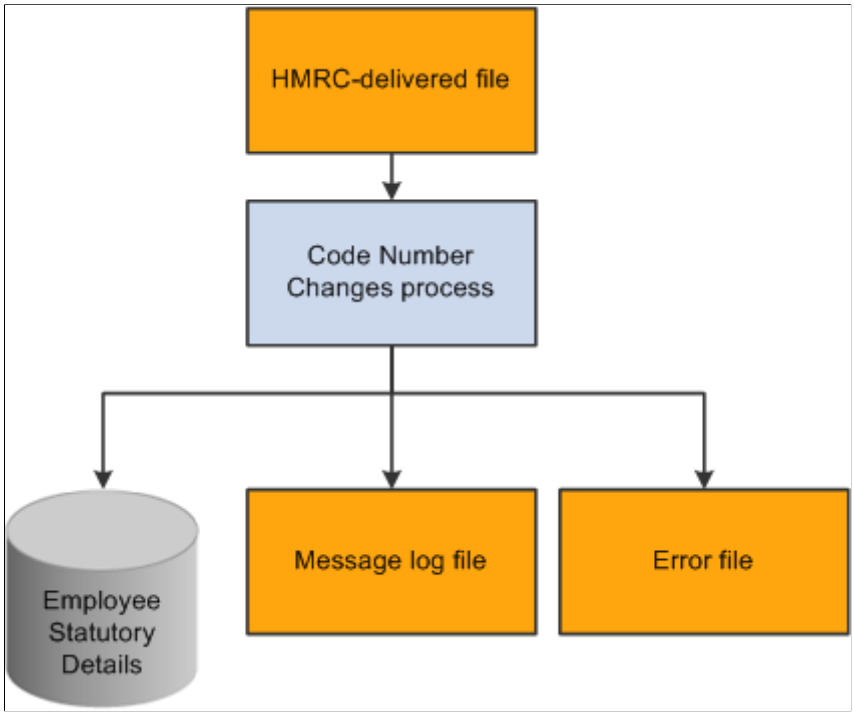
The following diagram illustrates the Code Number Changes process:



Use the message log file and the error file to review the results and resolve issues with the data. To simplify this process, you make corrections in the error file and not in the original HMRC-delivered file.

The error file format meets HMRC format requirements which enables you to use the corrected error file as input if you need to rerun the process.

See *HMRC Submission Instructions and Technical Specifications "Code Number Changes on Magnetic Media" – Reference MT1*

Related Links

Tax Code Updates

Prerequisites

Before you run the Code Number Changes process, do the following:

1. Extract the data from the HMRC tape and copy the file to the %PS_SERVDIR%\files directory.

   The specification of the tape and the format of the records are detailed in the HMRC documentation.

   After you've extracted the file, check that the format is correct. The Code Number Changes process is designed to work with files that match the HMRC specification only.

   Note: The filename can be up to a maximum of 20 characters long.

2. Check your tax table for rows with an effective date that conflicts with the tax code effective date.

   When you run the Code Number Changes process, you specify the effective date for the new rows inserted into the tax table (this is known as the uplift date). If the process encounters a row with

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an effective date that is later than the uplift date, it can't insert the new tax code and adds an error message to a log file.

This problem occurs if, for example, HMRC issue a notice of tax code change for an individual employee that you have manually entered into the system. In this case, you need to check which tax code is correct.

To avoid this problem, it is recommended that you check for rows in the tax table with an effective date later than the uplift date. The following SQL query returns any such rows (replace uplift_date with the actual date):

```
SELECT  EMPLID, TAXCODE_UK, EFFDT
       FROM  PS_GPGB_EE_TAX
       WHERE EFFDT > uplift_date
```

It is not mandatory that you resolve problems with effective date conflicts before you run the process. However, if you don't, the process will not be able to insert new rows for the employees with the conflicting dates.

If there are a small number of employees with date conflicts you can run the process and resolve the conflicts after Code Number Changes has run.

Related Links

Understanding the End of Year Processes

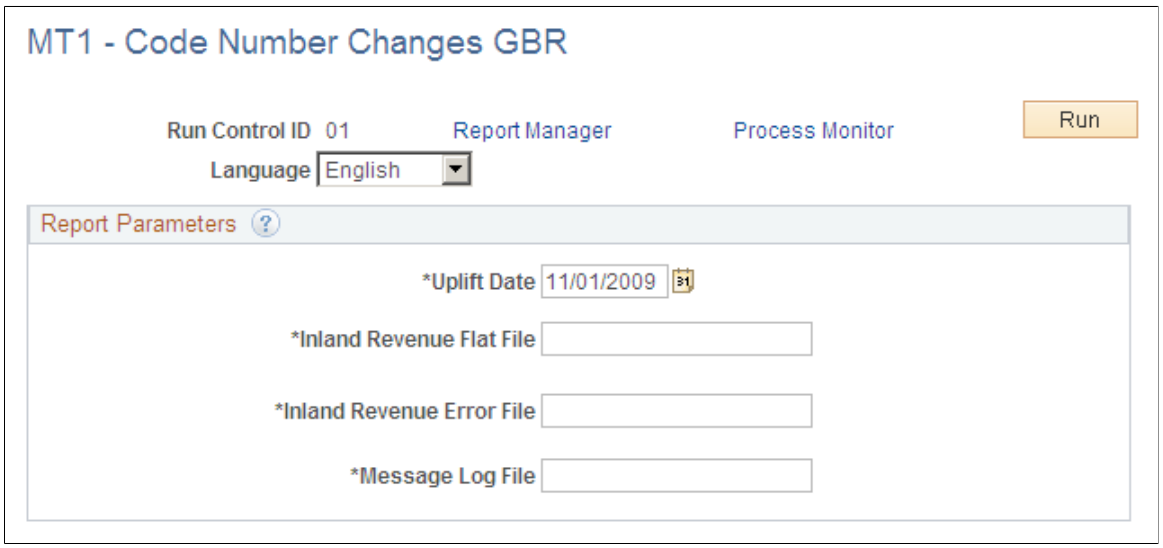
MT1 - Code Number Changes GBR Page

Use the MT1 - Code Number Changes GBR page (GPGB_RUNCTL_CNC) to run the Code Number Changes process.

Navigation:

Global Payroll & Absence Mgmt > Taxes > MT1 - Code Number Changes GBR > MT1 - Code Number Changes GBR

This example illustrates the fields and controls on the MT1 - Code Number Changes GBR page.



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Field or Control	*Description*
Uplift Date	The effective date of the new rows that are inserted into the tax table (that you can view using the Maintain Tax Data GBR page). Global Payroll for the UK uses employees' new tax codes in tax calculations from this date.
Inland Revenue Flat File	Enter the name of the file you copied from the HMRC tape. **Note:** This file must be in the %PS_SERVDIR%\files directory before you can run the Code Number Change process.
Inland Revenue Error File	Enter the name for the error log file.
Message Log File	Enter the name for the process log file.

Reviewing the Results and Rerunning the Process

After running the Code Number Change process, check the results of the process as follows:

1. Use the Process Monitor to check that the process has run successfully. View the process monitor log and trace file.

   Note: It's important to check the process monitor log file even if you see a *Success* run status. If the process does not find the HMRC flat file, it completes with a success status, but the log file shows the error "filename not found".

2. Check the message log file in the %PS_SERVDIR%\files directory. If there are errors, review the error messages and check the error file created.

3. Fix errors and rerun the Code Number Change process, if required.

Steps 2 and 3 are described in more detail in the topics that follow.

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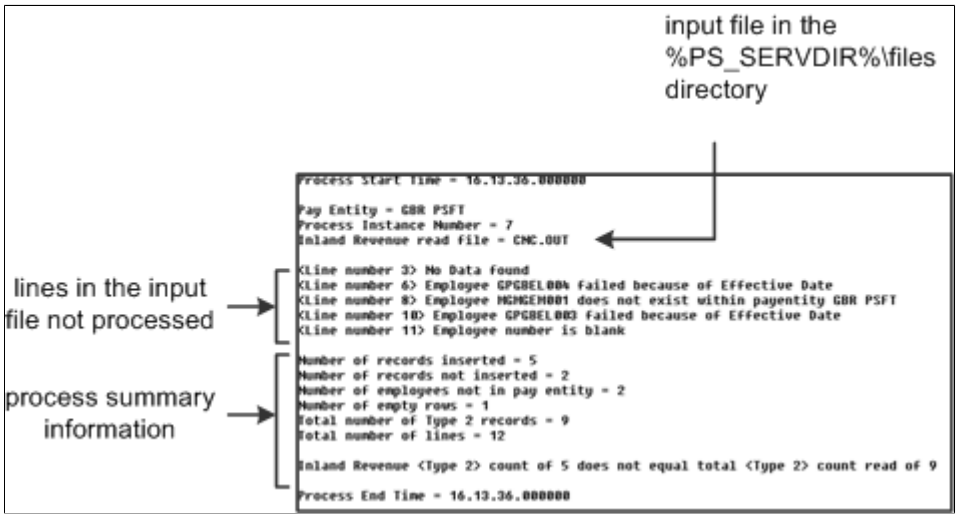
Reviewing the Message Log File

This is an example of a message log file created by the Code Number Changes process:



Note: This topic refers to the "input file". This is the file you specified in the Inland Revenue Flat File field. If this is the first time you've run the process, the input file is the HMRC-delivered file. If you're rerunning the process, the input file is the corrected error file that contains unprocessed employees only. See the Reviewing the Results and Rerunning the Process topic for more information.

The message log file lists:

- The lines in the input file that weren't processed.
- Process summary information.

This table lists the summary information provided and what you should expect to see if the process has run successfully:

Summary Data	***Description***	***Expected Value***
Number of records inserted	Number of records inserted into the tax table	If there are no errors in the data, this number should equal the Total Number of Type 2 Records.
Number of records not inserted	Number of records that can't be updated because of effective date conflicts.	Zero
Number of employees not in pay entity	The lines in the input file with an emplID that isn't in the pay entity.	Zero. If this value is not zero, the input file includes employee IDs that are either not valid or are included in a different pay entity.

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Summary Data	*Description*	*Expected Value*
Number of empty rows	Number of blank lines in the input file.	Not applicable. Blank lines are not processed.
Total number of Type 2 records	Total number of employee records in the input file. This excludes blank lines.	This number should match the Number of records inserted.
Total number of lines	Total lines in the input file, including employee data, blank lines, and the header and footer information.	Not applicable.

For every line in the input file that is not processed, the message log file lists the:

- Line number
- Error message

This table lists the error messages and the reason for the errors:

Error Message	*Reason*
No Data found	A blank line in the input file. This doesn't stop the process completing successfully.
Employee emplID failed because of Effective Date	The employee specified has an existing row in the tax table with an effective date that conflicts with the uplift date. See MT1 - Code Number Changes GBR Page.
Employee emplID does not exist within pay entity entity_ name	The emplID specified is not in the pay entity being processed. Check whether it is a valid emplID.
Employee number is blank	The emplID is missing from the line. Check whether this is a valid employee for the pay entity being processed. If it is a valid employee, you need to add the emplID to the data in the error file.

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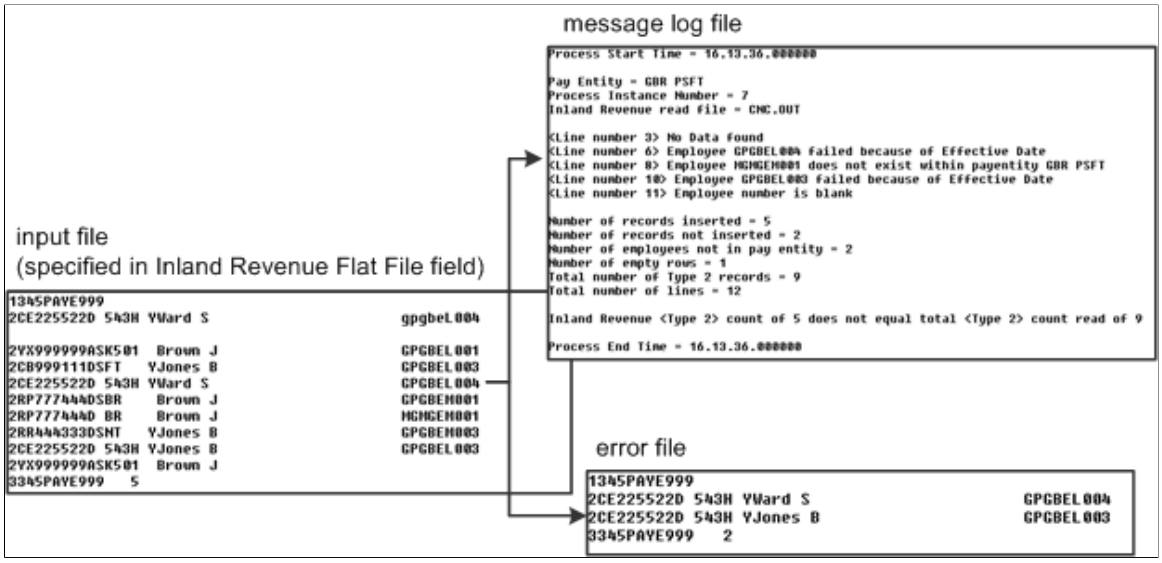
Investigating Errors

The Code Number Changes process copies the lines of data that it could not process to the error file that you specified, as shown in this diagram:



To investigate an error you can look at the input file or the error file. If this is the first time you've run the process, the input file is the HMRC-delivered file which contains all your employees. It is easier to search the error file which contains unprocessed data only. However, remember that the line number in the log file refers to the input file.

Do not update the HMRC-delivered file. Only update the data in the error file because this is the file you use to rerun the process.

To check an employee's details, navigate to the Maintain Tax Data GBR page as follows: **Global Payroll & Absence Mgmt** > **Payee Data** > **Taxes** > **Maintain Tax Data GBR** > **Maintain Tax Data GBR**

Rerunning the Code Number Changes Process

When you have resolved the errors and updated the error file as necessary, you can rerun the Code Number Changes process.

When you rerun the process, don't resubmit the original HMRC flat file because it includes all the employees already processed. Instead, use the corrected error file which has the same format as the HMRC-delivered file.

This table explains how to complete the fields on the run control page when you rerun the process:

Field	*Value*
Uplift Date	Use the same date as before, or enter a different effective date as necessary.

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Field	*Value*
Inland Revenue Flat File	The error file (that you have updated). **Note:** Do not remove the header and footer information from the error file. The process fails if this information is missing.
Inland Revenue Error File	Enter the name of a new error file. The system doesn't allow you to use the same filename for both the flat file and the error file.
Message Log File	Use the same log file name as before, or enter a new log file name.

Note: When you rerun the Code Number Changes process, the message log file refers to lines of data in the corrected error file, and not the original HMRC-delivered file.

See the product documentation for *PeopleTools: Process Scheduler*

Updating Employees' Tax Codes

This topic provides an overview of the Tax Uplift process and discusses how to change employees' tax codes.

Page Used to Run the Tax Uplift Process

Page Name	*Definition Name*	*Usage*
Uplift Tax Codes GBR Page	GPGB_TAXCDE_UPLIFT	Run the Tax Uplift SQR process (GPGBTXUP) that changes the tax codes for employees with the same tax code letter.

Understanding the Tax Uplift Process

For the majority of employees, their tax code comprises a letter and a number:

- The letter denotes the type of tax payer.
- The number indicates the employee's tax free amount for the year.

Each time the UK government introduces changes to personal allowances, this has an impact on the number in employees' tax codes. Global Payroll for the UK provides the Tax Uplift process to automate the updating of employees' tax codes. This process updates tax codes for all employees with the same letter in their tax codes.

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HMRC notifies employers of the tax code increases in the *HMRC P7X* document which is included in the *Employer's Budget Pack.*

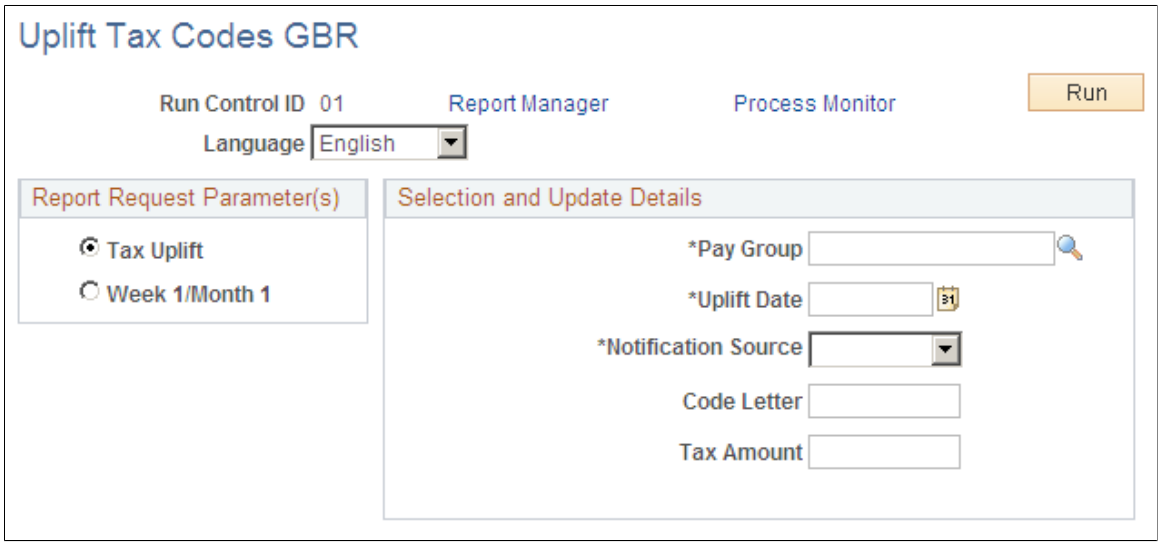
Uplift Tax Codes GBR Page

Use the Uplift Tax Codes GBR page (GPGB_TAXCDE_UPLIFT) to run the Tax Uplift SQR process (GPGBTXUP) that changes the tax codes for employees with the same tax code letter.

Navigation:

Global Payroll & Absence Mgmt > **Taxes** > **Uplift Tax Codes GBR** > **Uplift Tax Codes GBR**

This example illustrates the fields and controls on the Uplift Tax Codes GBR page.



Field or Control	*Description*
Report Request Parameters	Select one of these parameters: *Tax Uplift* to perform a tax uplift. *Week 1 Month 1* to change all the Week1/Month1 indicators to a cumulative basis for the first processing period in a new tax year. If you select *Week 1 Month 1,* the **Code Letter** and **Tax Amount** fields become unavailable for data entry. **Note:** If the P9X document includes both Week1/Month 1 indicator and tax code uplift instructions, process the Week1/Month1 updates first with an effective date of April 6. Then process the tax code uplift with the same effective date. Specify *P9X* in the **Notification Source** field. You cannot process Week1/Month1 indicators and tax code uplifts on the same date if the notification source is P7X.
Pay Group	Select the pay group that is subject to the tax uplift, or for which Week 1/Month 1 indicators are being changed.

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Field or Control	*Description*
Uplift Date	Enter the date from which the Tax Code Uplift or Week 1/ Month 1 changes are effective. The processes will apply this value to the Start Date of the new employee tax records.
Notification Source	Select the notification source code of the tax uplift that you are applying. This is either *P7X* or *P9X*.
Code Letter	Enter the letter or suffix of the tax code that needs to be increased (uplifted).
Tax Amount	Enter the amount to increase the tax code with the code letter specified in the **Code Letter** field. The increase is defined by HMRC in their *Employer Budget Pack* for each code letter. **Note:** You can also decrease the amount by entering a negative number.

The Tax Code Uplift process creates a log file that you can check for error messages. Access the log by clicking the Process Monitor link, then click the **Details** link and click the **Message Log** link.

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Chapter 8

Managing Starters, Leavers, and Transfers

Identifying Starters, Leavers, and Transfers

Global Payroll for the UK identifies starters and leavers during the payroll process based on action codes in employees' job data records. For all starters, the system creates a new set of accumulators used for calculating statutory tax and national insurance. In effect, this identifies a new period of employment and ensures that the employee's tax and national insurance calculations are correct and end of year reporting meet statutory requirements.

Typically, starters are employees who have been hired or rehired during the pay period. Conversely, leavers are typically employees who have left the organization. However, some types of transfers may be treated as starters or terminations by payroll. Employees who have previously transferred overseas should be processed as starters when they return to the UK and employees who transfer overseas from the UK are processed as terminations.

Action and reason codes are configurable, which means that the codes used for starters and terminations vary by organization. Global Payroll for the UK provides the Process Action and Reason page for you to identify which action and reason codes your organization uses for starters and leavers. The Process Action and Reason page is set up for two process codes, *P01* is the starter identification process, and *P45* is the P45 identification process that identifies leavers who require P45s.

When the payroll process runs, Global Payroll for the UK searches for job data entries within the pay period that match the action codes and reasons you have specified.

As delivered, the Process Action and Reason page is set up for starter and termination processing as shown in this table:

Process Code	***Action Codes***
P01 (Starter identification)	*HIR* (hire) and *REH* (rehire)
P45 (P45 Generation)	*TER* (termination)

By default, transfers *(XFR)* are not processed as starters or terminations. If you want certain types of transfers processed as starters or terminations, you must update the Process Action and Reasons page for the P01 or P45 process code.

During termination processing, Global Payroll for the UK populates the variable GBR VR TERM DT with the leave date. Payees are not processed by Global Payroll for the U.K after this date.

Note: The HR termination date is a separate element (stored in a system element TERMINATION DT). The termination date in HR is only populated when you use the *TER* action code to terminate the employee's employment.

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Depending on the action and reason, payees may be considered terminated by Global Payroll for the UK but still active in HR and available for processing by another Global Payroll country extension or other payroll system.

For example, suppose you set up a reason code for overseas transfers and then add this reason to the Process Action and Reasons page for the P45 process code. When Global Payroll for the UK encounters this transfer reason, the payee is processed as a termination and the GBR VR TERM DT variable is populated. Global Payroll for the UK does not process the payee after this date. However, the payee's termination date in HR is not populated. This means that the employee ID is still active. If you have changed the payee's pay group or payroll system on the Job Data — Payroll page, the employee can be processed in the new Global Payroll country extension or other payroll system.

Related Links

Setting Up Process Action and Reason Codes

Managing Termination and Rehire within a Pay Period

This topic discusses how you process an employee who is terminated and then rehired within the same pay period.

To illustrate this, consider the example of an employee who leaves on June 5, and is then rehired on June 20. If the employee is paid monthly the termination and rehire are processed within the same pay period. To process the June payroll correctly you need to ensure that the new period of employment starting on June 20 has the correct P45 information on the Maintain Tax Data GBR page. However, you have not run the payroll for June and therefore you have not generated a P45 for the employee's termination.

To process an employee terminated and rehired within a pay period:

1. Run the payroll for the pay period, but do not finalize it.
2. Run a draft P45 report for the employee.

   This provides you with the total tax and pay for the tax year.
3. Add a new row to the employee's tax data with an effective date that matches the rehire date.

   Navigate to the Maintain Tax Data GBR page as follows: **Global Payroll & Absence Mgmt** > **Payee Data** > **Taxes** > **Maintain Tax Data GBR.** Select *P45* in the **Notification Source** field, and enter the pay to date and tax to date values from the draft P45. This ensures that the calculations for the new period of employment are correct.
4. Rerun and finalize the payroll for the pay period.

Related Links

“Understanding Payroll Processing” (PeopleSoft Global Payroll)
Entering Statutory Tax and National Insurance Details

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Processing Payments to Leavers

When an employee receives payment after leaving, there are implications for the tax and NI calculations.

National Insurance Calculation

When an employee receives payment after leaving, there are implications for the NI calculation:

- Payment type affects the NI frequency applied. If the payment is:
  - Regular then NI is based on the employee's normal earnings period, contributions rates and limits current at the time of payment, and the usual contribution table letter.
  - Irregular then NI is based on a weekly frequency.

    Examples of irregular payments are unexpected bonuses, and arrears of pay following a backdated pay award.

- Payments after six weeks of last payment date are paid at the non-contracted out rate.

  Global Payroll for the UK automatically calculates NI at a contracted out rate for payments made to leavers made more than six weeks after their last payment date, if the P45 has been printed for the leaver. The formula NI FM CAT LEAVER overrides the NI category for payments more than six weeks after last payment date.

When a payment is made to an employee after the termination has been processed, Global Payroll for the UK uses the value of the accumulator GBR AC IRREG SEG to determine whether the payment is irregular. This accumulator tracks all earning elements that constitute irregular payments.

If the value of GBR AC IRREG SEG is equal to the value of the accumulator GBR AC NIBL SEG the weekly NI basis is automatically applied for NI calculation purposes. If GBR AC IRREG SEG and GBR AC NIBL SEG are not the same, then the payment comprises regular payments only, or a combination of regular and irregular payments. In this case, the system calculates NI using the employees pay frequency basis.

Alternatively, you can override the NI frequency on the Maintain NI Data GBR page to force a change of the NI basis. Special consideration needs to be given to irregular earnings for backdated pay awards. If the payment is made using the same earning element as normal salary, it is not identified as irregular and you must manually override the NI frequency.

Refer to HM Revenue and Customs (HMRC) documentation for further information on regular and irregular earnings.

Tax Calculation

When an employee receives a payment after leaving, there are implications for the tax calculation if termination processing is completed (that is, a final P45 has been printed). If a leaver has been processed, Global Payroll for the UK calculates tax using the following:

- Tax Code is BR.
- Tax basis is Week 1/Month 1.

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The formula TAX FM TXCD LEAVER changes the tax code and tax basis if the employee is terminated and the final P45 has been issued.

Generating P45 Reports

This topic discusses how to create P45 reports.

Pages Used to Create P45 Reports

Page Name	*Definition Name*	*Usage*
P45 Identification GBR Page	GPGB_RCTL_P45ID	Run the P45 Identification process (GPGB_P45). This process identifies payees who are due to receive a P45.
P45 Identification Results Page	GPGB_EE_P45_ID	View the results of running the P45 Identification process. You can also adjust the payee list and generate P45 reports from this page. We recommend that when you run the P45 Identification process for a group of employees you should generate the P45s from the results page. Do not use the P45 GBR page to generate P45s when you have already run the identification process for the group of employees.
P45 ID Results Notes Page	GPGB_P45_IDNTS_SEC	Add comments to explain the reason for suspending P45 production.
P45 GBR Page	GPGB_RUNCTL_P45	Produce P45s. Typically, a P45 is issued to employees who leave employment but it can also be issued to employees for other reasons that you define for your organization.
Output File Path Page	GPGB_FILE_PATH_SEC	Enter directory in which the output of the P45 process (GPGB_P45) is created. The Output File Path link is displayed only if the bracket GBR BR CONFIG CHAR is configured to enable payroll administrators to change the output directory. This is explained in the Setting Up P45 Parameters topic.

Understanding the P45 Process

This topic discusses:

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- P45 processing.
- The P45 Identification process.
- The P45 report.

P45 Processing

The P45 report is a statutory report that is issued to employees who leave your employment (although a P45 can be issued in other situations according to your setup). The P45 summarizes the tax and pay as of the date of last payment and the employer's tax and reference details required by the employee.

With Global Payroll for the UK, you can generate P45s for leavers as follows:

1. Run the P45 Identification Application Engine process (GPGB_P45).

   This creates a list of payees who qualify for a P45 and have not already received one. You can view the results of the identification process and adjust the list of identified employees before printing the reports.

2. Produce the P45s.

   The system generates the P45s based on the results of the identification process.

The P45 Identification Process

The P45 Identification process (GPGB_P45) uses these criteria to determine who requires a P45:

- Criteria entered on the run control page.

  When you run the P45 Identification process you define the employees and the period to process. The group of employees are defined by these fields: pay entity, pay group, and calendar group ID.

- Actions and reasons identified for the P45 process on the Process Action and Reason page.

  Updates to payee job data, for changes such as promotions, transfers, and terminations, use action and reason codes to identify the type of personnel change. In Global Payroll for the UK you select those action and reason codes that trigger the production of a P45 on the Process Action and Reason page. Most commonly, P45s are required for terminations so you should ensure that any action codes your organization uses for terminations are included on this page. However, you may also create P45s for other types of changes, such as transfers, and the action codes for these changes must also be added.

  See Setting Up Process Action and Reason Codes.

Using these selection criteria, the P45 Identification process:

- Searches payees' job data for entries with an effective date within the begin and end date range that you specified, and action/reason codes that match those selected on the Process Action and Reason page.

  The process also checks whether payroll has been processed for these job data entries. If an employee is terminated in HR, but this event was not processed in payroll or the event has been processed but the calendar is not finalized, the process sets the **P45 Generation Flag** to *Unprocessed/Unfinalized Termination Calendar ID.*

- Checks that a final P45 has not been printed for the payee.

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The P45 leaver information on the Maintain Tax Data GBR page is populated with the Calendar Group ID and leave date when a final P45 is printed for a payee. Only those payees who don't have these fields populated are identified by the P45 Identification process.

Details of payees who meet the criteria are added to a results table (GPGB_EE_P45_ID), which you can view using the P45 Identification Results page. The **P45 Generation Flag** field indicates whether a P45 should be printed for the payee. Initially, the P45 Identification process assigns a value, but you can update this field from the P45 Identification Results page.

You can:

- Suspend production of a P45.

  Use this option if there is an error in a payee's data such as termination date entered against the wrong employee record. You may also suspend production because there is an adjustment to the employee's pay that needs to be included in the P45. This prevents a P45 from being printed for the payee. Once data has been corrected, for example the removal of termination row within the HR record or adjustment to pay, you must update the P45 Generation Flag to remove payees from this suspend status — neither the P45 Identification process nor the P45 report update this field for payees with a suspend status.

- Delete the payee from the results table.

  Use this option to remove payees with a suspend status from the results table when you have corrected the error that was originally causing the payee to be identified, such as termination entered against the wrong employee.

- Override the calendar group ID.

  The P45 Identification process retrieves the calendar ID in which the payee's termination was processed. You can use a different calendar ID if there is an adjustment to payee payroll. For example you could use this option if you have set up and processed the employee's final payment within a supplementary payroll.

See P45 Identification Results Page.

The P45 Report

If you produce P45s from the P45 Identification Results page, the system generates P45s for payees with a **P45 Generation Flag** set to *Produce P45* or *Calendar Override.*

If you run P45s from the P45 GBR page, the system runs the P45 process and automatically creates P45s for those payees identified who have the **P45 Generation Flag** set to *Produce P45.* You don't have the option to make changes to the list of payees identified when you run the report in this way.

The P45 report prints two version of the P45, a draft and a final report. If you select the **Final Print?** check box on the P45 Identification Results page or the P45 run control page, the report is final and the payee's P45 leaver information is updated. The Calendar Group ID and P45 Leave Date fields on the Maintain Tax Data GBR page are automatically updated when the finalized P45 report is generated.

Note: The EDI P45 leaver transaction only transmits payee data if you have printed a final P45 for that payee. When you process the P45 leaver transaction, the system checks the P45 leaver information for a calendar group.

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See Understanding the EDI Processes.

Prerequisites

During implementation, you need to specify the changes to employees' job data that trigger a P45. To do this, define the combinations of Action and Reason codes, which when inserted into an employee's job data, qualify the employee for a P45. Define the Action and Reason codes for P45s on the Process Action and Reasons page. Actions and action/reasons are delivered as system data. You can add other actions and action/reasons that also trigger P45s.

Before running P45s you should also:

- Define the default destination for the P45L report.

  The process definition for the P45L report (GPGBP45L) includes a default Output Destination field that you need to set up for your system.

- Configure the UK Payroll Configuration bracket, GBR BR CONFIG CHAR.

  Use this bracket to define the job for the P45 output, and specify what P45 information the payroll administrator can update.

Related Links

Setting Up Process Action and Reason Codes
Setting Up P45 Parameters

P45 Identification GBR Page

Use the P45 Identification GBR page (GPGB_RCTL_P45ID) to run the P45 Identification process (GPGB_P45).

This process identifies payees who are due to receive a P45.

Navigation:

Global Payroll & Absence Mgmt > **Termination Processing** > **P45 Identification GBR** > **P45 Identification GBR**

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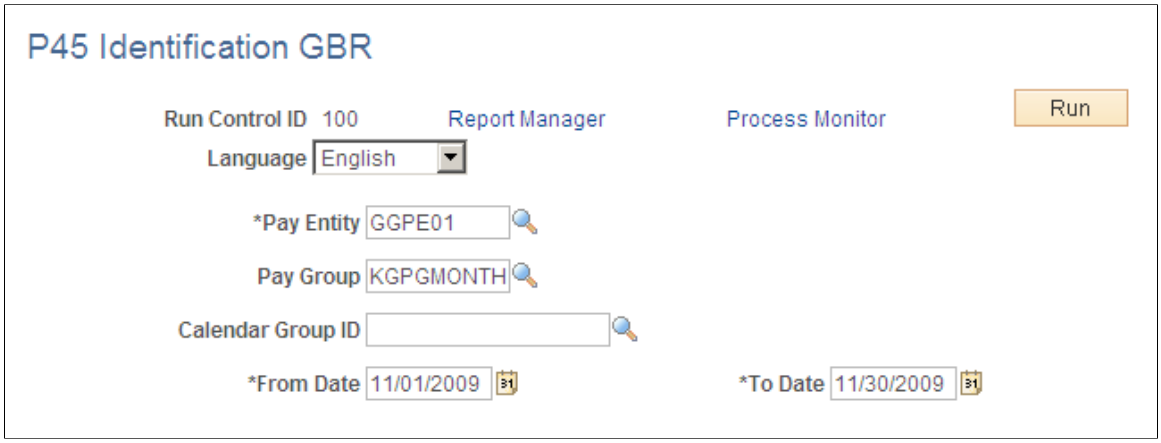
This example illustrates the fields and controls on the P45 Identification GBR page.



Field or Control	*Description*
Pay Entity, Pay Group, and **Calendar Group ID**	Select the group of employees for which you want to run the P45 Identification process. You can run the process for a particular calendar group or pay group. If you complete the **Pay Entity** field only, all the pay groups within the pay entity are processed.
From Date and **To Date**	Enter the begin and end dates for the period. The process searches for payees with job data events within the period who do not have a final P45 printed. The process uses the P45 leaver information (displayed on the Maintain Tax Data GBR page) to determine whether a payee has received a finalized P45. If the calendar group ID and P45 leave date have not been populated, the payee has not received a P45. See Maintain Tax Data GBR Page.

P45 Identification Results Page

Use the P45 Identification Results page (GPGB_EE_P45_ID) to view the results of running the P45 Identification process.

You can also adjust the payee list and generate P45 reports from this page.

Navigation:

Global Payroll & Absence Mgmt > Termination Processing > P45 Identification Results GBR > P45 Identification Results

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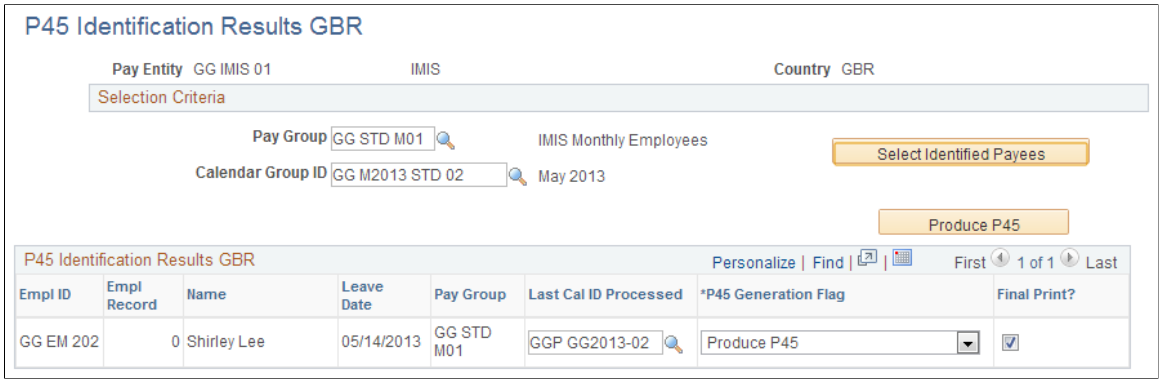
This example illustrates the fields and controls on the P45 Identification Results GBR page.



Field or Control	*Description*
Pay Group, Calendar Group ID, and **Select Identified Payees**	Select the group of employees for which you want to view the results of the identification process and click the **Select Identified Payees** button. You can restrict the list to a pay group or calendar group. If you leave both **Pay Group** and **Calendar Group ID** blank, the system displays the results for all pay groups within the selected **Pay Entity.** If no employees are displayed when you click the **Select Identified Payees** button, this means that no employees were identified by the process in the pay group or calendar group.
Output File Path	Click this link to access the Output File Path page where you can specify the directory in which the output of the P45 process is created. **Note:** This link is only displayed if the UK Payroll Configuration bracket (GBR BR CONFIG CHAR) is set up to allow you to specify the output directory. If the link is not displayed, the report is printed to the default destination defined in the GPGBP45.SQC. See Bracket Data Page.
Produce P45	Click this button to generate P45s for employees with the **P45 Generation Flag** set to *Produce P45 or Calendar Override.* The P45 generated is a draft version, unless you select the **Final Print?** check box.
Last Cal ID Processed (last calendar ID processed)	Displays the calendar ID in which the payee was last processed. Update this field if you select *Calendar Override* in the **P45 Generation Flag** field.

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Field or Control	*Description*
P45 Generation Flag	Select a value to determine whether the P45 is printed when you run the P45 report. Values are: *Produce P45:* To print the P45. This is the default value if the calendar is finalized. *Send P45 Via Email:* To send electronic P45 through email to the employee's registered email ID. **Note:** Employee should have one preferred personal email id configured in his personal data. If there was no valid email address, then mail would not be delivered to the employee. In such cases, administrator can take the help of consolidated P45 generated. *Enable P45 in ESS:* To produce Online P45 through ESS. If enabled, employees can view their P45 by logging in to their Self Service *Suspend P45 Production:* Suspends P45 production. Use this value if a payee's job data has been updated in error. When you select this value, the system displays the Notes link that enables you to add a reason for the suspension. A payee's P45 remains suspended until you change the **P45 Generation Flag,** *Calendar Override:* To use a different calendar ID for the selected employee. Select the calendar to use in the **Last Cal ID Processed** field. *Delete P45 Production:* Prevents production of the P45. Use this option to remove payees with a suspend status from the results table. ***Warning!*** Removing a payee from the results table doesn't stop the payee from being identified the next time you run the P45 Identification process. If the payee's job data has not changed, the employee is identified as requiring a P45 again. For example, if a payee has an incorrect termination date and you delete the payee from the results table, you must also update job data to correct this error. *Unprocess/Unfinal Term Cal ID:* Indicates that the employee has been terminated in job data but one of these conditions apply: • The payroll process has not processed the termination event. • The payroll process has processed the termination but the calendar (in which the termination was processed) is not finalized.
Final Print?	Select this check box to generate a final print of the P45. The system automatically selects this check box if the calendar is finalized. If this is not selected, the P45 report is a draft version ("Draft Report" appears in the report).

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Field or Control	*Description*
Notes	Click to access the P45 ID Results Notes page where you can add comments. This link only appears if you select *Suspend P45 Production* in the **P45 Generation Flag** field. Use the P45 ID Results page to record the reason for the suspension.

P45 GBR Page

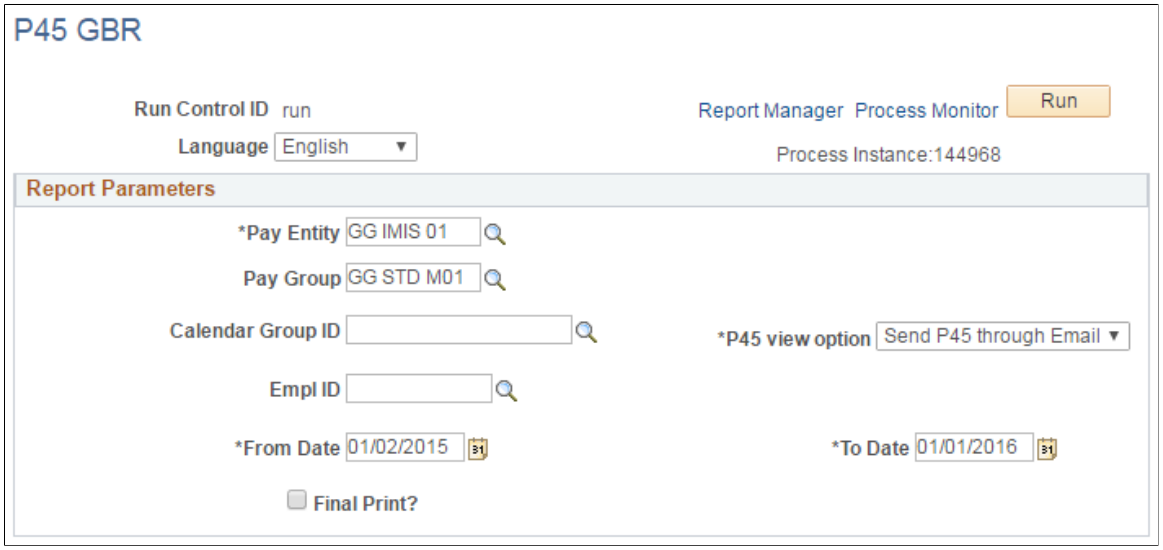
Use the P45 GBR page (GPGB_RUNCTL_P45) to produce P45s.

Typically, a P45 is issued to employees who leave employment but it can also be issued to employees for other reasons that you define for your organization.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Reports** > **Generate P45 Report GBR** > **P45**

This example illustrates the fields and controls on the P45 GBR page.



Field or Control	*Description*
Pay Entity, Pay Group, Calendar Group ID, and **EmplID**	Select the employees for which you want to run the P45 report. You can run the process for a particular employee, calendar group or pay group. If you complete the **Pay Entity** field only, all the pay groups within the pay entity are processed.

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Field or Control	*Description*
P45 view option	Select any of the following option to view/produce Online P45 report. • *Send P45 through Email:* Select to send P45 through email to the employee's registered email ID • *Enable P45 in ESS:* Select to view P45 report in employees's ESS. **Note:** The selection done in P45 Identification Results GBR page overrides the P45 view option selection in the P45 GBR page.
From Date and **To Date**	Enter the begin and end dates for the period. See Maintain Tax Data GBR Page.
Final Print?	Select this check box to generate a final print of the P45. When you select **Final Print?** the **Calendar Group ID** field on the Maintain Tax Data GBR page is automatically updated, indicating that the P45 has been generated for the calendar group that appears in this field. When you ask for a final print, you can only reprint the P45 (if needed) from the same calendar group ID, even if other calculations take place.
Output File Path	Click this link to access the Output File Path page where you can specify the directory in which the output of the P45 process is created. **Note:** This link is only displayed if the UK Payroll Configuration bracket (GBR BR CONFIG CHAR) is set up to allow you to specify the output directory. If the link is not displayed, the report is printed to the default destination defined in the GPGBP45.SQC. See Bracket Data Page.

Printing P45s On HMRC Stationery or Plain Paper

To print your P45 reports on HMRC approved stationery, you need to run the report using the P45 laser version. Select either of these options from the Process Scheduler Request page:

- Process and Print P45 (process name GPGBP45J).

  This PSjob runs the P45 Identification process and both the SQR reports.

- Process and Print P45 — Batch (process name GPGBP45B).

  This PSjob runs the P45 Identification process and the P45L report.

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Starting October 2008, employer's who file online can print P45 parts onto plain A4 paper instead of using HMRC's pre-printed stationary. Employers who file online may choose whether to change to this version, or continue to use HMRC's pre-printed form.

To print on plain paper:

1. Run the report using the P45 laser version.
2. On the Process Scheduler Request page, select Paper P45 (process name GPGB_PRR_P45).
3. Click OK.
4. Navigate to Reports Manager and select the Administration tab.

   The following reports appear under the Description column:

   - GPGB_PPR_P45 Paper P45
   - Paper P45

Produce Online P45 through ESS or Email

To produce online P45 through ESS or Email :

- Run the report after selecting *Send P45 Via Email* or *Enable P45 in ESS* for P45 view option field in P45 GBR page
- On the Process Scheduler Request page, select *Paper P45 process*
- Select Type as *File* and leave Output Destination as blank.
- Click Ok

Once the process run to success, Employee will receive their corresponding P45 either by E-Mail or can view in ESS as per the set-up. Administrator can customize the generic email template, if required.

To view P45 in Self Service:

- Log in to the self service
- Select *P45 — Leaving Form* under UK Transmission Reports
- Click View Report button

To produce Online P45 through ESS or Email, the following configuration set-up should be done at administrator level.

- Employee should have one preferred personal email id configured in his/her personal data.
- Administrator should have a valid email address in his/her profile.
- Administrator must add the record “GPGB_P45_RPT” to query security tree QUERY_SECURITY_GPGBR

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Note: To enable the Self Service, the Self Service Framework is being leveraged. Unless it is configured, the report will not show up.

Output File Path Page

Use the Output File Path page (GPGB_FILE_PATH_SEC) to enter directory in which the output of the P45 process (GPGB_P45) is created. P45 that is generated either by using ESS or via email option will be created in this path for the Administrator to review.

Navigation:

Click the **Output File Path** link on the P45 Identification Results GBR page or P45 GBR page.

To define the output file path, in the Output File Path page, enter the path for the output file created by the P45 process (GPGB_P45). Enter an absolute path, such as *c:\temp*, or a relative path of the form: *\\machinename\temp*.

If you have previously entered a path, the system displays that path as a default.

Viewing P45 Information Online

This topic discusses how to view an employee's P45 information.

Page Used to View a P45

Page Name	*Definition Name*	*Usage*
Review P45 GBR Page	GPGB_EE_P45	View employees' P45 information. You can use this page to view P45 information for all employees, whether or not they have been issued with a P45. If the employee has received a P45, the system displays the information that was printed on that P45. For employees still working for your organization, the system displays the most current tax and pay information for the tax year.

Review P45 GBR Page

Use the Review P45 GBR page (GPGB_EE_P45) to view employees' P45 information.

You can use this page to view P45 information for all employees, whether or not they have been issued with a P45. If the employee has received a P45, the system displays the information that was printed on that P45. For employees still working for your organization, the system displays the most current tax and pay information for the tax year.

Navigation:

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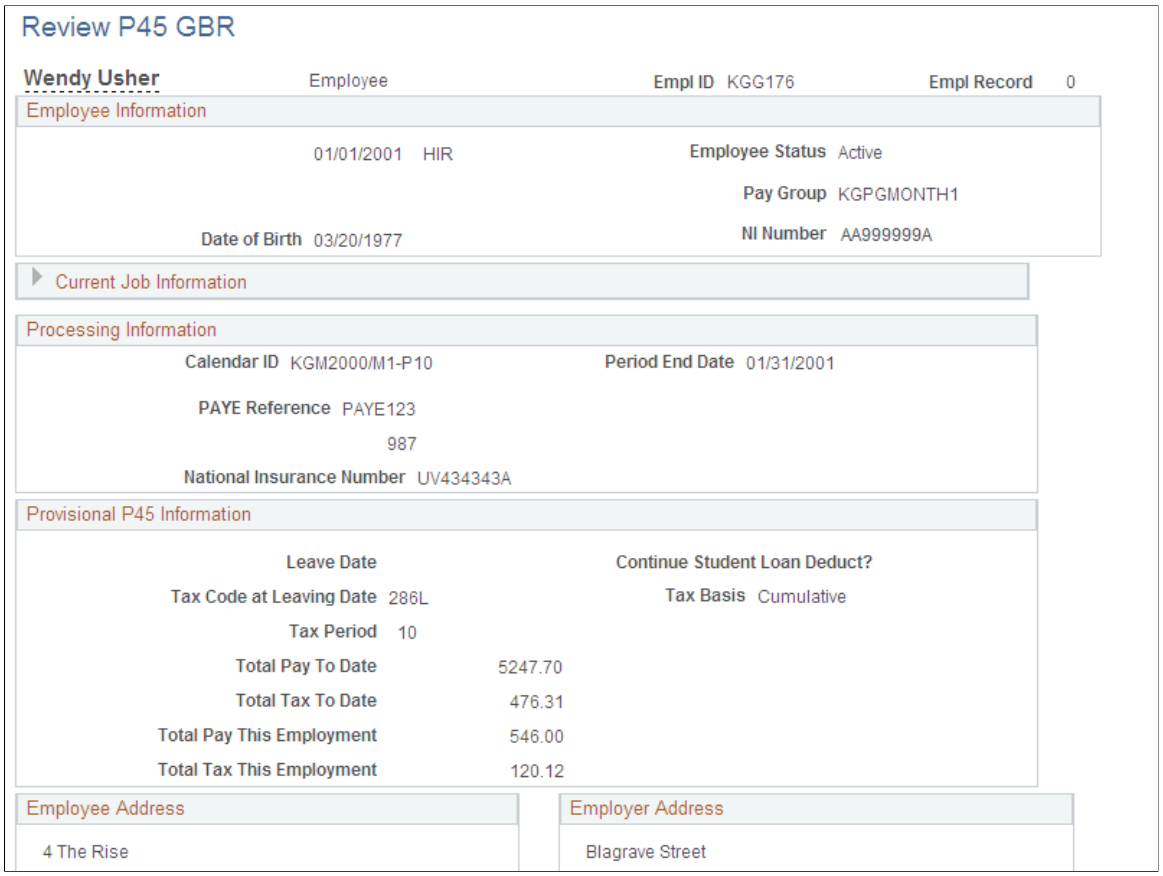
Global Payroll & Absence Mgmt > Payee Data > Terminations > Review P45 GBR > Review P45 GBR

This example illustrates the fields and controls on the Review P45 GBR page.



Provisional P45 Information

This group box is displayed if the employee has not been terminated. It lists the most current pay and tax information for the current tax year.

Finalized P45 Information

This group box is displayed if the employee has been issued with a P45. It lists the pay and tax information that was printed on the final P45.

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Chapter 9

Defining Payee Statutory Tax and National Insurance Details

Understanding Statutory Tax and National Insurance

This topic discusses:

- Tax and National Insurance.
- P46 (Expat) starter notification.
- Delivered tax and national insurance deductions.
- Viewing delivered elements.

Tax and National Insurance

All employees who are over the age of 16 but below state retirement age, and whose income is above the Lower Earnings Limit (LEL), are required by law to pay National Insurance contributions (NICs). All employees pay Pay As You Earn (PAYE) income tax. HM Revenue and Customs (HMRC) provides detailed information about the regulations for NICs and PAYE tax.

After hiring an employee in PeopleSoft HR, you must enter the employee's statutory details using pages in Global Payroll for the UK. If you run payroll without setting up tax and NI details for a payee, the payroll calculation uses these default tax and NI values and it generates payee messages for the payee:

- Tax Code: BR
- NI category: A

If you want to apply different default values, change the value of these variables:

- TAX VR CD ALPHA
- TAX VR TXBASIS
- GBR VR TAXCODE
- NI VR CATEGORY

See “(Classic) Adding a Person” (PeopleSoft Human Resources Administer Workforce).

See “Understanding Job Data” (PeopleSoft Human Resources Administer Workforce).

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Managing Starters from an NI Perspective

Global Payroll for the UK automatically calculates National Insurance for new employees who are paid later than the period in which they begin working—for example, an employee starts on May 25 but is not paid all he or she is due until the June payroll. In a situation like this, Global Payroll for the UK calculates the National Insurance contribution for May and June separately and posts the results in the correct period. To activate this feature, the automatic retro feature for National Insurance calculations should be activated at implementation.

Managing Leavers from an NI Perspective

When payments are made to employees after the pay period in which termination occurs, there are specific statutory requirements in the UK for establishing the basis on which National Insurance should be calculated. For regular payments, the normal NI basis is used. If the payment is irregular, a weekly basis should be used. HMRC defines regular and irregular payments.

When a payment is made to an employee after the termination has been processed, the system uses the value of the accumulator GBR AC IRREG SEG to determine whether the payment is irregular. This accumulator tracks all earning elements that constitute irregular payments.

If the value of GBR AC IRREG SEG is equal to the value of the accumulator GBR AC NIBL SEG the weekly NI basis is automatically applied for NI calculation purposes. If GBR AC IRREG SEG and GBR AC NIBL SEG are not the same, then the payment comprises regular payments only, or a combination of regular and irregular payments. In this case, the system calculates NI using the employees' pay frequency basis.

Alternatively, you can also override the NI frequency on the Maintain NI Data GBR page to force a change of the NI basis.

Note: When you define earning elements for irregular payments, make the earnings members of the accumulator GBR AC IRREG SEG.

P46 (Expat) Starter Notification

The P46 (Expat) Starter Notification is a new form. It is one of a number of In Year Movement messages sent from your payroll system to HMRC. It is used to send starter notification to HMRC of employees who are transferred to work in the UK.

The employees who fall under this category include:

- Individuals working wholly or partly in the UK for a UK resident employer on assignment whilst remaining employed by an overseas employer.
- Individuals assigned to work wholly or partly in the UK at a recognized branch of their overseas employer's business.
- All individuals included by an employer within a dedicated expatriate scheme.
- All individuals included by an employer within an expatriate modified PAYE scheme (the employer would typically be a multinational company).

Starting on April 6, 2009, it is mandatory for employers with 50 or more employees to send information to HMRC online on employees starting their employment who have been transferred to work in the

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United Kingdom. To help you meet this requirement, PeopleSoft Global Payroll for the United Kingdom has delivered an EDI message type, P46 (EXPAT).

The P46 EXP EDI message is generated for an employee seconded to work in the UK only. According to the specifications, when a person is seconded to work in the UK, they must be provided a P46 (Expats) form, which is used to capture relevant employee details.

Once the employee fills in the details, the employer section of this form has to be filled in and the form or EDI details must be sent to HMRC. The section completed by the employee determines the applicable tax code.

The standard P46 form only relies on statements A, B or C to determine the tax code. The new P46 (Expat) form also relies on an optional entry in the European Economic Area (EEA)/Commonwealth Citizen check box to determine the tax code.

If an employee enters X in the EEA/Commonwealth citizen box, employers must use the emergency tax code on a cumulative basis (which applies to Statement A) even if the employee has completed Statements B or C. PeopleSoft Global Payroll for the United Kingdom provides a page within the application to enroll an expatriate in the system and then generate the EDI message thereafter.

This message is also a part of In-year movements which have to be filed electronically starting April 6, 2009. The EDI message type complies with the new legislation.

Note: We are delivering only the EDI format, not the P46 (Expat) form.

You should follow the general process used for existing In-year returns. Although it's a new form, it has been given version number 6.0 to be consistent with other In-year movements messages, which were activated in April 2009.

Delivered Tax and National Insurance Deductions

These deductions are delivered for statutory tax and National Insurance deductions:

- TAX DD PAYE (employee's PAYE tax deduction).
- NI DD EES (National Insurance employee deduction).
- NI DD ERS (National Insurance employer deduction).
- NI DD EESRBT (National Insurance employee rebate).
- NI DD ERSRBT (National Insurance employer rebate).

These deductions are delivered for processing NI overrides:

- NIO DD EES (employee NI override).
- NIO DD ERS (employer NI override).
- NIO DD EESRB (employee NI rebate override).
- NIO DD ERSRB (employer NI rebate override).

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Related Links

Overriding NI Using Positive Input

Viewing Delivered Elements

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

Related Links

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

Entering Statutory Tax and National Insurance Details

You must provide the system with essential information so that it can generate earnings and calculate tax and National Insurance contributions accurately. This topic discusses how to enter statutory tax and National Insurance details.

Pages Used to Enter Statutory Tax and National Insurance Details

Page Name	*Definition Name*	*Usage*
Maintain Tax Data GBR Page	GPGB_EE_TAX	Enter an employee's tax details.
Previous Employment Totals Page	GPGB_EE_TAX_SEC	Displays a summary of the payee's P6 and P45 details entered for a given tax year. Use this page to review the total pay and total tax from previous employment when you have more than one tax code notification for a payee for the same tax year
Tax Notes Page	GPGB_EE_TAX_NTS	Enter additional notes about the payee's tax information. For example, if you are waiting for a P45 or P46 from an employee and create a temporary BR tax record, you could use this page to record the reason for the BR tax record. The P45 (3) EDI transaction adds the EDI submission number and submission date to this page.
Maintain NI Data GBR Page	GPGB_EE_NI	Enter an employee's National Insurance details.
NI Notes Page	GPGB_EE_NI_NTS	Enter additional NI information.

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Page Name	*Definition Name*	*Usage*
P46 Expat Details GBR Page	GPGB_EXPAT_EE_DTL	Enter P46 expatriate details.

Maintain Tax Data GBR Page

Use the Maintain Tax Data GBR page (GPGB_EE_TAX) to enter an employee's tax details.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Taxes** > **Maintain Tax Data GBR** > **Maintain Tax Data GBR**

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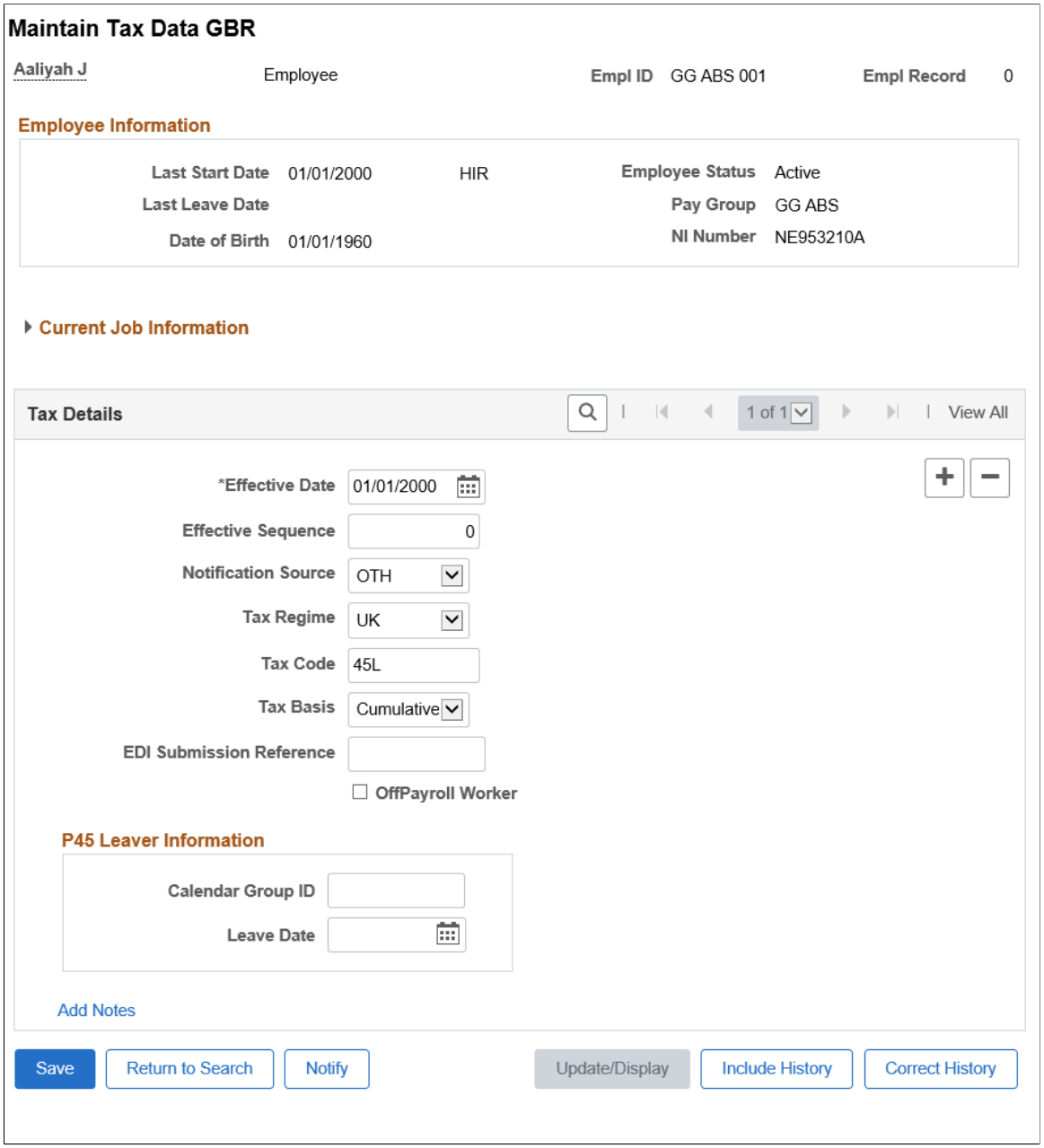
This example illustrates the fields and controls on the Maintain Tax Data GBR page.



Field or Control	*Description*
Effective Sequence	Enter a sequence number if you have multiple modifications to a payee's tax details with the same effective date. Use the effective sequence number to indicate the order in which the changes are applied.

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Field or Control	*Description*
Notification Source	Select the notification source of the employee's tax code: *OTH* (other), *P38S, P45, P46, P6, P6B, P6T, P7X, P9, P9T,* and *P9X.* Depending on the notification source that you select, the system displays certain fields and hides others.
Tax Regime	Select an appropriate value from the Tax Regime field. Available values are: • UK: Select this value if the employee is a UK tax payer. • Scottish: Select this value if the employee is a Scottish tax payer. • Welsh: Select this value if the employee is a Welsh tax payer. Welsh tax regime is effective from year 2019. **Note:** If no value is selected, UK tax regime is applied for tax calculations by default.
Tax Code	Enter the employee's tax code for the current tax year. The system checks that the format of the tax code conforms to HMRC specifications. Tax codes for Scottish employees must be prefixed by an *S.*
Tax Basis	Select the basis on which the employee's tax is calculated, *Cumulative* or *Week 1/Month 1*.
EDI Submission Reference	Displays the EDI submission number if a P45 (1) transaction has been transmitted to HMRC for the employee.
Offpayroll Worker	Select the checkbox to identify offpayroll employees.

P45 Leaver Information

The system populates the fields in this group box only if a P45 has been generated for the employee and a final print has been specified. The EDI Submission Reference field is populated by the EDI process when a P45 is transmitted.

The UK Payroll Configuration bracket, GBR BR CONFIG CHAR, controls whether the fields in this group box can be updated. Generally, you do not need to modify these fields once the system has generated a P45 for the employee. However, if you need to reprint the P45, you must delete the values in the Calendar Group ID and P45 Leave Date fields. To delete the values in these fields, the bracket GBR BR CONFIG CHAR must be configured to give you access to the fields in this group box.

See Setting Up P45 Parameters.

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Field or Control	*Description*
Calendar Group ID	If the employee's P45 report has been printed, this field displays the calendar group ID containing the payroll results on which the P45 was based. If you need to reprint the P45, this field enables you to identify which results (identified by Calendar Group ID) were used to create the original P45, so that you can reprint using the same set of results. Remember, if the P45 needs to be reprinted, it should be reprinted using the same results used to generate the original report. The EDI P45(1) transaction and the Review P45 GBR page use this field to identify that the P45 process has been finalized and the reportable P45 values. **Note:** This field contains a value only when the P45 report has been run and final print has been specified. If you need to reprint the P45, delete the value in this field. See Generating P45 Reports.
P45 Leave Date	Displays the date that the employee left your organization. This date is populated by the P45 report. Typically the leave date is the termination date, but it could also be a transfer date, depending on the reason for the P45. If you need to reprint the P45, delete the value in this field.

P6 Details

This group box appears if you select *P6, P6B,* or *P6T* in the **Notification Source** field. The P6 form is issued by HMRC to notify employers of an employee's tax code and tax basis. It also includes the employee's total earnings and tax for the current tax year. Use the P6 to complete the fields in this group box.

Note: Because Global Payroll for the UK uses the P6 and P45 details that you enter on this page in the tax calculation process, ensure that they are accurate.

Field or Control	*Description*
Previous Pay	Enter the previous pay recorded on the P6 form.
Previous Tax	Enter the previous tax recorded on the P6 form.
Tax Year End	Enter the tax year recorded on the P6 form.

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P45 Previous Employment

This group box appears if you select *P45* in the **Notification Source** field. When employees leave an organization, they receive a P45 form from the employer. This form provides the information that you enter here.

Note: If an employee is terminated and rehired in the same pay period, you must create a draft P45 for the employee before you update this group box for the rehire. See Managing Termination and Rehire within a Pay Period.

Field or Control	*Description*
Tax District	Enter the tax district code that is recorded on the P45 form.
PAYE ID	Enter the PAYE reference that is recorded on the P45 form.
Leave Date	Enter the leaving date that is recorded on the P45 form.
Student Loan Deductions	Select this check box if the P45 form indicates that the employee has a student loan. The system automatically creates student loan details for the employee when you select this check box. The automatically generated loan has a reference of *P45 Notification* and the loan start date is the effective date you enter on this page.
Tax Code	Enter the tax code that is recorded on the P45 form.
Tax Basis	Enter the basis on which the employee's previous employer calculated tax: *Cumulative* or *Week 1/Month 1*.
Pay Period	Enter the tax period in which the employee was last paid by the previous employer.
Week or Month	Select *Week* or *Month* to identify whether the tax period in which the employee was last processed is weekly or monthly
Pay to Date	Enter the total pay to date that is recorded on the P45 form.
Reported Tax to Date	Enter the correct tax amount if the previously entered tax amount entered in the P45 form is incorrect.
Tax to Date	Enter the total tax to date that is recorded on the P45 form.
Tax Year End	Enter the tax year to which the P45 applies.

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Field or Control	*Description*
Student Loans	Click this link to view and update the Maintain Student Loan page.
Previous Employment Totals	This link appears if you select *P45, P6, P6B,* or *P6T* in the **Notification Source** field. Click this link to access the Previous Employment Totals page. This page provides a summary of the payee's total pay and tax from previous employment, for the tax year associated with the effective date.

Starter Declaration

This group box appears if you select *P45* in the **Notification Source** field.

Section 1 of the P45 form contains three statements: A, B, and C. The employee must select each box that applies to them. Select the check boxes, **Statement A, Statement B,** and **Statement C,** that the employee has selected on the P46 form.

Field or Control	*Description*
Statement A	Select this check box if the employee has selected statement A on the P45 form.
Statement B	Select this check box if the employee has Selected statement B on the P45 form.
Statement C	Select this check box if the employee has selected statement C on the P45 form.
Post Graduate Loan	Select this check box if the employee has Post Graduate Loan.
Student Loan Deductions	Select this check box if the P45 form indicates that the employee has a student loan.
Add Notes and Edit Notes	Click this link to access the Tax Notes page where you enter additional tax notes. The link Add Notes indicates that there are no existing notes for this tax row. If notes exist, the link Edit Notes is displayed.

P46 Declaration

This group box appears if you select *P46* in the **Notification Source** field.

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Section 1 of the P46 form contains three statements: A, B, and C. The employee must select each box that applies to them. Select the check boxes, **Statement A, Statement B,** and **Statement C,** that the employee has selected on the P46 form.

Field or Control	*Description*
Statement A	Select this check box if the employee has selected statement A on the P46 form. If you select this check box and Statement C is not selected, the system updates the **Tax Code** with the emergency tax code, as defined by HMRC, and sets the **Tax Basis** to *Cumulative.*
Statement B	Select this check box if the employee has Selected statement B on the P46 form. If you select this check box only, the system updates the **Tax Code** field with the emergency tax code, and sets the **Tax Basis** to *Week 1/Month 1*.
Statement C	Select this check box if the employee has selected statement C on the P46 form. If you select this check box the system updates the **Tax Code** to *BR* and the **Tax Basis** to *Cumulative.*
Post Graduate Loan	Select this check box if the employee has Post Graduate Loan.
Student Loan Deductions	Select this check box if the P46 form indicates that the employee has a student loan.
Add Notes and Edit Notes	Click this link to access the Tax Notes page where you enter additional tax notes. The link Add Notes indicates that there are no existing notes for this tax row. If notes exist, the link Edit Notes is displayed.

Managing Leavers for Tax Purposes

When an employee leaves before receiving their final payment, you can adjust the tax code using the normal manual procedure − or if the P45 has already been run and processed, the tax code will be adjusted to BR Wk 1/Mth 1 automatically.

Previous Employment Totals Page

Use the Previous Employment Totals page (GPGB_EE_TAX_SEC) to displays a summary of the payee's P6 and P45 details entered for a given tax year.

Use this page to review the total pay and total tax from previous employment when you have more than one tax code notification for a payee for the same tax year.

Navigation:

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Click the **Previous Employment Totals** link on the Maintain Tax Data GBR page.

This example illustrates the fields and controls on the Maintain Tax Data — Previous Employment Totals page.

This page displays a summary of a payee's total pay and tax from previous employment, as recorded on a P45 or P6. It displays the previous employment information you have entered for the payee with a notification source of *P45, P6, P6B,* or *P6T* within the same tax year.

Previous Employment Totals

This group box displays the total pay and tax calculated by the system based on the information you have entered. If you have entered P45, P6, P6B, or P6T notifications for the tax year and you receive another P45 or P6 for the same tax year, when you enter the latest notification the system determines the totals as described in this table:

New Notification Source	***Calculation***
P45	Adds pay and tax values from the P45 to the pay and tax that you previously entered.
P6, P6B, or P6T	Pay and tax values on the P6, P6B, or P6T replace any existing pay to date and tax to date values you have entered from a P45 or earlier P6. The P6 is cumulative and therefore includes any pay and tax recorded on earlier P45s or P6.

Example 1: Multiple P45 and P6 Notifications

You have a payee with these tax details:

Field	***Value***
Notification Source	P6

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Field	*Value*
Tax Code	BR
Previous Pay	250.00
Previous Tax	55.00

You then add this notification for the payee for the same tax year:

Field	*Value*
Notification Source	P45
Tax Code	474L
Previous Pay	1500.00
Previous Tax	223.27

This table lists the values shown on the Previous Employment Totals page for this payee and how they are calculated:

Field	*Value*	*Calculation*
P45 Pay to Date	1750.00	250 + 1500.00
P45 Tax to Date	278.27	55.00 + 223.27

Example 2: Multiple P45 and P6 Notifications

In the second example, you have a payee with these tax details:

Field	*Value*
Notification Source	P6
Tax Code	320T
Previous Pay	50

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Field	*Value*
Previous Tax	0

You then add this notification for the payee for the same tax year:

Field	*Value*
Notification Source	P6
Tax Code	320T
Previous Pay	416.00
Previous Tax	14.80

This table lists the values shown on the Previous Employment Totals page for this payee and how they are calculated:

Field	*Value*	*Calculation*
P45 Pay to Date	416.00	Value from latest P6
P45 Tax to Date	14.80	Value from latest P6

Maintain NI Data GBR Page

Use the Maintain NI Data GBR page (GPGB_EE_NI) to enter an employee's National Insurance details.

Navigation:

Global Payroll l & Absence Mgmt > **Payee Data** > **Social Security/Insurance** > **Maintain NI Data GBR** > **Maintain NI Data GBR**

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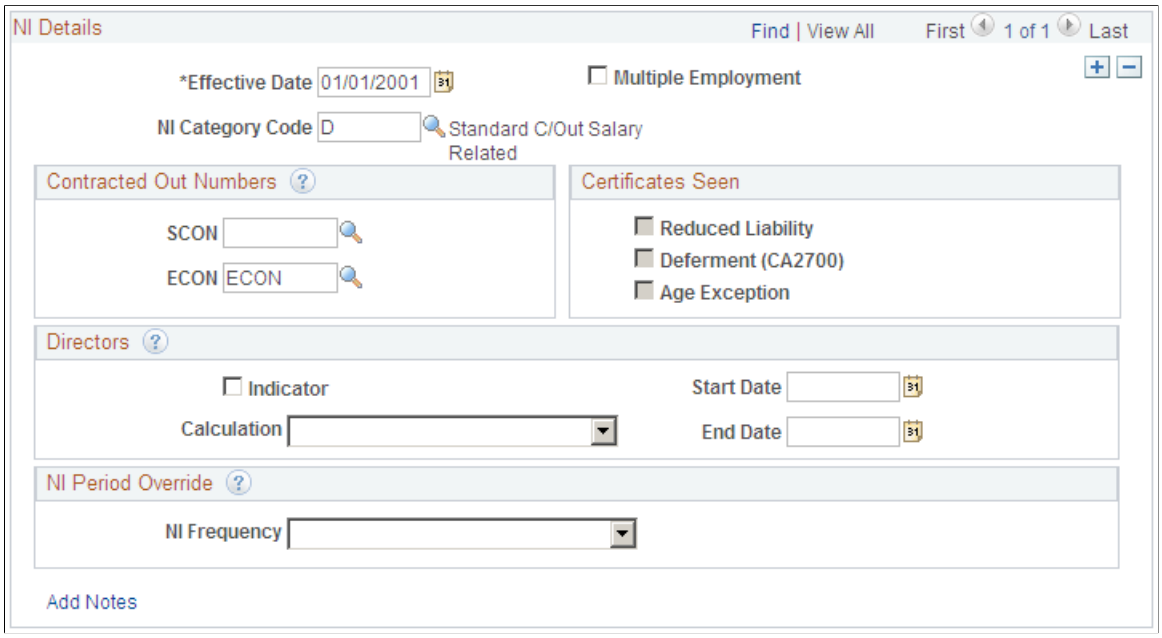
This example illustrates the fields and controls on the Maintain NI Data GBR page (1 of 2).

This example illustrates the fields and controls on the Maintain NI Data GBR page (2 of 2).



Employee Information

Field or Control	*Description*
NI Number (National Insurance number)	Displays the employee's National Insurance number. You enter National Insurance numbers on the Biographical Details page in the HR Administer Workforce business process. **Note:** You must define an employee's National Insurance number as the primary ID on the Biographical Details page. See “Biographical Details Page” (PeopleSoft Human Resources Administer Workforce).

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NI Details

Field or Control	*Description*
Multiple Employment	Select if the employee has multiple jobs, and you want to aggregate National Insurance for each job for NI calculation purposes. **Note:** You must select the **Multiple Employment** check box for each job to aggregate them.

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Field or Control	*Description*
NI Category Code (National Insurance category code)	Select the National Insurance contribution table letter under which National Insurance contributions are payable. This is a required field because all employees over the age of 16, under state retirement age, and whose income is above the LEL should pay National Insurance contributions. The NI Category Code is required for all legislative reporting, such as payslips and end-of-year documentation. An employee's payslip cannot be calculated without this information. Valid values are: *A:* Not contracted-out National Insurance contributions. *AA:* Not contracted out in appropriate personal pension. *B:* Reduced rate not contracted out. This category applies to only female employees. *BA:* Reduced rate not in appropriate personal pension. This category applies to only female employees. *C:* Over state retirement age or not contracted-out salary-related pension scheme. This category code can also be used for deferment certificates. *D:* Contracted-out money purchase pension scheme (COSR). *E:* Reduced rate COSR. This category applies to only female employees. *F:* Contracted-out money purchase pension scheme (COMP). *G:* Reduced rate COMP. This category applies to only female employees. *J:* Deferment Not Contracted. *L:* Deferment contracted out salary related. *S:* Contracted-out deferment certificate in contracted-out money purchase scheme. *X:* No National Insurance contributions (for example, for overseas employees).

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Contracted Out Numbers

Field or Control	*Description*
SCON (Scheme Contracted Out Number)	Select the SCON. This field is required if you select one of these NI category codes: *F, G,* or *S* for contracted-out money purchase schemes or contracted-out money purchase stakeholder pension schemes. Set up your SCONs on the SCON Table page.
ECON (Employer Contracted Out Number)	Select the ECON. The system displays the default ECON value defined for the payee's pay entity. You can accept the default ECON or override this value. This field is required if you select one of these NI category codes: *D, E, F, G, L,* or *S.* Set up your ECONs on the ECON Table page.

See Defining ECONs and SCONs.

Certificates Seen

Field or Control	*Description*
Reduced Liability	This check box is available for entry if you select the NI Category Code *B, E,* or *G.* Select if the employee has a valid certificate and therefore complies with the eligibility regulations for this category. This check box reminds you that the employee should have a valid certificate.
Deferment (CA2700)	This check box is available for entry if you select the NI Category Code *J, L,* or *S.* Select if the employee has a valid certificate and therefore complies with the eligibility regulations for this category. This check box reminds you that the employee should have a valid certificate.
Age Exception	This check box is available if you select the NI Category Code *C.* Select if the employee has a valid certificate and therefore complies with the eligibility regulations for this category. This check box reminds you that the employee should have a valid certificate.

Directors

There are special rules for calculating National Insurance contributions for company directors. An employee who is a director at the beginning of the tax year (April 6) has an annual earnings period for

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that tax year, even if he or she ceases to be a director before the end of the tax year (April 5). Employees who are first appointed as company directors *during the current tax year* have a pro-rata earnings period for the rest of the current tax year, based on the date when they are appointed as directors (rather than the day when they are first paid as directors).

It is therefore important that you specify whether employees are directors and when they became directors because the system calculates directors' National Insurance contributions on an annual or pro-rata annual basis accordingly.

Directors' National Insurance contributions are calculated on a cumulative basis, unlike other employees whose National Insurance contributions are calculated each week or each month. However directors may have easement applied so that their National Insurance is calculated on a periodic rather than a cumulative basis throughout the tax year. According to legislation, when easement is applied, the system must reassess directors' earnings on the basis of an annual or pro-rata annual earnings period, within the last payment of earnings in a tax year to that employee, whether directors are paid on a weekly or monthly basis.

If directors have been calculated on a non-cumulative basis (that is, like an standard employee) during the tax year, in the last period of the tax year, the calculation must revert to that of a director. This is known as the Directorship, and NI is calculated on a cumulative basis within this final period. To indicate that a calendar is the last period of the tax year, enter a supporting element override on the calendar, using the variable TAX VR LAST PERIOD. Set the variable to *Y* to ensure that director's pay is recalculated in the last period of the tax year. It has to be placed on the last calendar of the tax year for which directors will be calculated.

See Setting Up Calendars and Calendar Groups.

Field or Control	***Description***
Indicator	Select if the employee is a company director. You must enter the date when the employee became a director because this affects how the system calculates National Insurance contributions.
Calculation	Displays how a company director's National Insurance contributions are calculated. Valid values are: *Annual Cumulative:* Select if you want to calculate a director's National Insurance contributions on a cumulative basis. This means that the earnings period for the assessment of directors' National Insurance contributions is annualized. *Period Non Cumulative:* Select if you want to calculate a director's National Insurance contributions as you would for a regular employee, with directorship calculated within the last period for which the director is paid within the tax year.
Start Date	Enter the date the employee became a director.

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Field or Control	*Description*
End Date	Enter the date the employee ceased to be a director. This date must be entered against the actual row on which you entered the start date of the directorship--in case there is a further period of directorship for the company (a second term of directorship requires a new row of information).

NI Period Override

Field or Control	*Description*
NI Frequency (National Insurance frequency)	Select the frequency for NI calculations if you need to override the pay group frequency. The frequency you select applies to NI calculations only and it determines the limits used for the NI calculation. For example, payments made after an employee leaves a company must be made on a weekly basis. If the payee is normally paid monthly, you may use this field to override the NI calculation for that payee (the system automatically applies the appropriate basis if irregular earning elements are accumulated to GBR AC IRREG SEG). Valid values are: *Weekly:* To calculate National Insurance contributions on a weekly basis. *Bi-Weekly:* To calculate National Insurance contributions on a fortnightly basis. *Lunar:* To calculate National Insurance contributions on a four-weekly basis. *Monthly:* To calculate National Insurance contributions on a monthly calendar basis. *Quarterly:* To calculate National Insurance contributions on a quarterly basis. *Annual:* To calculate National Insurance contributions on a yearly basis.
Add Notes and **Edit Notes**	Click this link to access the NI Notes page where you enter additional notes about this employee. The link Add Notes indicates that there are no existing notes. If notes exist, the link Edit Notes is displayed.

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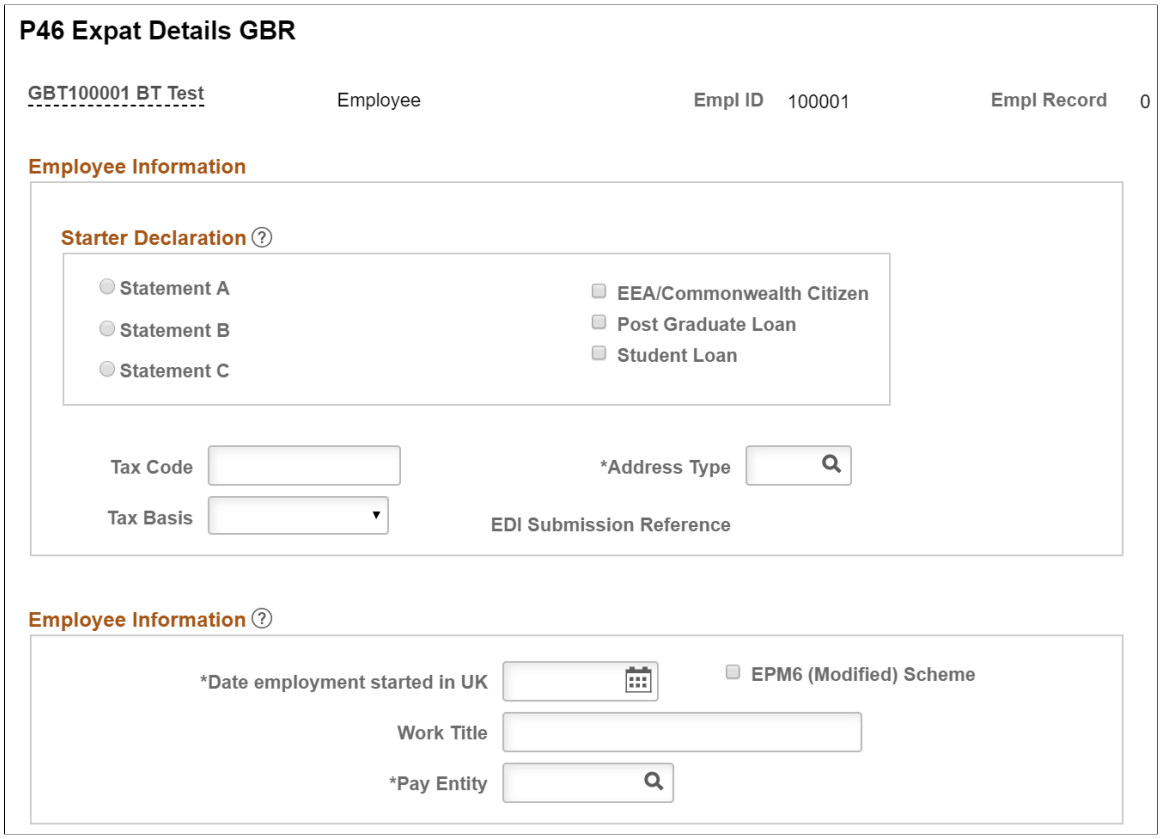
P46 Expat Details GBR Page

Use the P46 Expat Details GBR page (GPGB_EXPAT_EE_DTL) to enter P46 expatriate details.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > P46 Expat Details GBR > P46 Expat Details GBR

This example illustrates the fields and controls on the P46 Expat Details GBR page.



P46 (Expat) Declaration

Field or Control	*Description*
Statement A	Select if the employee intends to live in the UK for more than six months.
Statement B	Select if the employee intends to live in the UK for less than six months.
Statement C	Select if the employee will be working for the employer both inside and outside of the UK, but will be living abroad.

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Field or Control	*Description*
EEA/Commonwealth Citizen (European Economic Area/ Commonwealth Citizen)	The new P46 (Expat) form relies on an optional entry in this check box to determine the tax code. If you select this check box, the employer must use the emergency tax code on a cumulative basis, which applies to statement A, even if the employee has completed Statements B or C.
Post Graduate Loan	Select this check box if the P46 form indicates that the employee has a post graduate loan.
Student Loan	Select this check box if the P46 form indicates that the employee has a student loan. When you select this check box for an employee, the system automatically makes an entry in the Student Loan table. Employers must deduct student loan repayments from the earnings of employees who took out one or more student loans after August 1998. They must then remit these student loan repayments, together with PAYE tax and NICs, to HM Revenue and Customs (HMRC). This law has been in effect since November 1, 1999. Student loan repayments are made on a per-pay-period basis; that is, they are non-cumulative.
Tax Code	The system automatically enters the appropriate tax code when you select either **Statement A, Statement B,** or **Statement C.** The system enter a tax code that conforms to HMRC specifications.
Address Type	Select the address type to be used in the P46 (Expat) message.
Tax Basis	Based on the statement that you select, the system automatically enters an appropriate value in this field, either *Cumulative* or *Week 1/Month 1.* The entry in this field determines the basis on which the employee's tax is calculated. • Statement A = Cumulative • Statement B = Week 1/Month 1 • Statement C = Cumulative

Note: Only one statement must be obtained from the employee and reported. Statements A, B and C are mutually exclusive. Every P46 (Expat) submission must contain a completed statement. There is no default option specified by HMRC when a user does not select a statement.

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Employment Information

Field or Control	*Description*
Date Employment started in UK	Enter the date the employee started work in the UK.
EPM6 (Modified) Scheme	Select this check box if the employer selected the EPM6 (Modified) scheme on the Employee seconded to work in the UK form
Work Title	Enter the employee's work title.
Pay Entity	Select the pay entity for which the employee is associated.

Related Links

Running the EDI Processes

Overriding NI Using Positive Input

This topic discusses how to enter positive input to override NI and create a payee supporting element override.

Pages Used to Override NI

Page Name	*Definition Name*	*Usage*
Positive Input Page	GP_PI_MNL_ERNDED	Create a positive input entry for the NI override amount.
Supporting Elements Page	GP_PAYEE_SOVR	Create a supporting element override for the variable NI VR OVR IND.

Understanding Overrides for NI

Normally, National Insurance (NI) is calculated automatically during payroll processing based on the NI information you entered on the Maintain NI Data GBR page. However, in exceptional situations you may need to override NI deductions manually using positive input.

To override NI deductions:

1. Create a positive input entry using the appropriate NI override deductions delivered for this purpose.

   When you process payroll, the system populates the normal NI deductions with the values you assign the NI override deductions in the positive input entry. You must include all the NI override deductions

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in your positive input entry because the system does not calculate any of the normal NI deductions when an NI override is processed.

2. Create a payee level supporting element override using the variable NI VR OVR IND.

   This supporting element override is required to trigger resolution of an alternative NI formula specifically designed for NI overrides that updates the NI accumulators correctly.

   Note: You must create the supporting element override at the payee level. Overrides created at any other level will not generate the correct results.

When you process payroll, the system generates a payee message for payees whose NI is adjusted using positive input. This helps you track NI overrides.

Note: You should only override NI for the current pay period and the NI category that is active for the current period. Do not use this method to correct NI calculations for pay periods that have been finalized.

Positive Input Page

Use the Positive Input page (GP_PI_MNL_ERNDED) to create a positive input entry for the NI override amount.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Assign Earnings and Deductions** > **One Time (Positive Input)**

To create a positive input entry, add a row for each NI override deduction:

1. Complete the fields on the Action tab as follows:

Field or Control	***Description***
Entry Type	Select *Deduction.*
Element Name	Add these deductions to the positive input entry: *NIO DD EES:* To override the employee NI contributions. *NIO DD EESRB:* To override the employee NI rebate. *NIO DD ERS:* To override the employer NI amount. *NIO DD ERSRB:* To override the employer NI rebate. **Important!** You must add all the NI override deductions to the positive input entry and assign the appropriate value to each deduction. If you omit a deduction, the system assigns the value zero to the deduction.
Action Type	Select *Override.*

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2. Complete the fields on the Main Components tab as follows:

Field or Control	*Description*
Amount	Enter the NI override amount. The system uses the value to populate the normal NI deductions so it's important that this value is correct.
Currency Code	Select *GBP.*

Related Links

"Understanding Positive Input" (PeopleSoft Global Payroll)

Supporting Elements Page

Use the Supporting Elements page (GP_PAYEE_SOVR) to create a supporting element override for the variable NI VR OVR IND.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Create Overrides** > **Supporting Elements** > **Supporting Elements**

To create the payee level supporting element override:

1. Complete the Elements/Dates tab as follows:

Field or Control	*Description*
Element Type	Select *Variable.*
Element Name	Select *NI VR OVR IND*
Begin DateEnd Date	Enter the current pay period begin and end dates.

2. Complete the Values tab as follows:

Field or Control	*Description*
Numeric Values	Enter *1*.

Note: You must create the supporting element override at the payee level. Overrides created at any other level will not generate the correct results.

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Related Links

“Defining Payee Overrides” (PeopleSoft Global Payroll)

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Chapter 10

Managing Court Orders and Student Loans

Understanding Delivered Elements

This topic discusses:

- Delivered court order and student loan deductions.
- Viewing delivered elements.

Delivered Court Order and Student Loan Deductions

This table lists the deductions that are delivered for court orders and student loans:

Element Name	*Description*
COURT FEE	Court Order Fee
COURT ORDER	Court Order Deduction
SL DD AMOUNT	Student Loan Deduction Amount

Keys allow automatic creation of multiple deduction elements. Court order deduction elements are driven by the following keys.

Key Element Name	*Description*
CO VR GEN REF	Reference
CO VR GEN TYPE	Court Order Type
CO VR GEN LEG	Legislation Indicator
CO VR INSTANCE	Instance From The Database

Viewing Delivered Elements

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

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Related Links

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

Managing Court Orders

This topic provides an overview of court orders and discusses how to assign and manage court orders.

Understanding Court Orders

UK legislation requires that if an employee is issued with an order from a court or other government agency or if an employee took out a student loan after August 1998, an employer must deduct money from that employee's earnings and return it to the relevant authority.

Global Payroll for the UK assists you in computing and recording the amount of court order repayments that must be returned to the authorities who issue them.

Depending on the type of order, the amount of money to be paid can be determined by referring to tables published by the Court Service or by applying a percentage to a portion of earnings. Alternatively, the court or other authority making the order may advise repayment of a regular sum.

The following countries in the UK have separate legislation regarding orders from courts and other government agencies:

- England and Wales
- Scotland
- Northern Ireland

This legislation refers to the priority of loans and orders; that is, the legislation refers to the sequence in which deductions should be made if an employee has a student loan or one or more orders to pay.

You can assign multiple court orders of the same type across multiple regions at the same time. If an employee receives court orders from more than one country, for example, if an employee receives one order from England and Wales and another from Scotland, contact the courts directly for guidance.

Pages Used to Manage Court Orders

Page Name	*Definition Name*	*Usage*
Court Order Assign Page	GPGB_EE_CO_VW	Assign court orders or enter criteria to view court orders for an employee.
Assign Court Order Page	GPGB_EE_CO_DATA	Enter statutory information about an employee who has been issued an order from a court or other government agency.

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Page Name	*Definition Name*	*Usage*
Assignment Details Page	GPGB_EE_CO	View or update details of a court order assignment.
Amend a Court Order Page	GPGB_EE_CO_DATA	Record changes to an existing court order after the payroll has been finalized.
Store Order Files Page	GPGB_CO_FILEUPLOAD	Add, view, or delete attachments and comments related to the court order.
Review Court Orders GBR Page	GPGB_EE_CO_REVIEW	Track outstanding balance of a court order.
Update End Date GBR Page	GPGB_CO_EDST_RUNCL	Run the process to update the stop date for a court order.
Issuing Authorities GBR Page	GPGB_CO_AUTHORITY	Add custom issuing authority values.
Court Order Reasons GBR Page	GPGB_CO_REASONS	Add custom court order reason values.

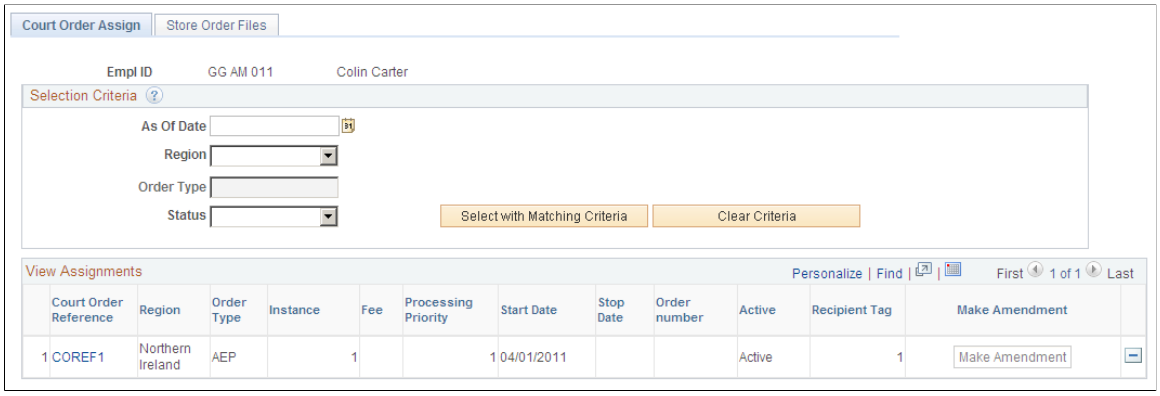
Court Order Assign Page

Use the Court Order Assign page (GPGB_EE_CO_VW) to assign court orders or enter criteria to view court orders for an employee.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Garnishments/Court Orders > Assign Court Orders GBR > Court Order Assign

This example illustrates the fields and controls on the Court Order Assign page.



Use this page to view information from orders issued by a court or other government agency that have been entered in the system for an employee. You can also assign new court orders on this page.

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Selection Criteria

Field or Control	*Description*
Select with Matching Criteria	Enter some or all data, and click the **Select with Matching Criteria** button to search for existing orders that match the data you enter. Results appear in the View Assignments grid.
Clear Criteria	Click the **Clear Criteria** button, leave all fields blank, and click the **Select with Matching Criteria** button to search for all existing court orders in the system for the employee.

View Assignments

Field or Control	*Description*
Court Order Reference	Click the Court Order Reference link of the court order to view details of a court order assigned for an employee or make changes to the court order.
Make Amendment	Click this button to record changes to an existing court order after the payroll has been finalized.
Assign New Court Order	Click this button to access the Assign Court Orders page where you can enter court order information to add a court order for the employee.

Assign Court Order Page

Use the Assign Court Order page (GPGB_EE_CO_DATA) to enter statutory information about an employee who has been issued an order from a court or other government agency.

Navigation:

Click the **Assign New Court Order** button on the Court Order Assign page.

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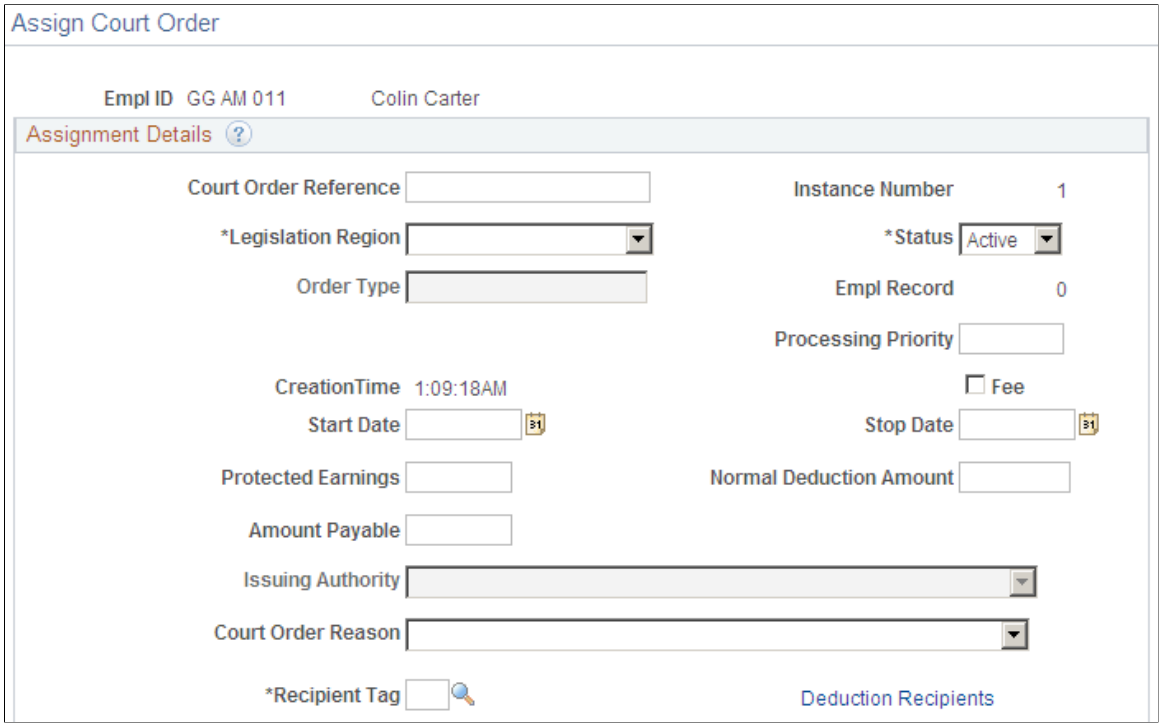
This example illustrates the fields and controls on the Assign Court Order page.



Field or Control	*Description*
Court Order Reference	Enter the reference number assigned to the court order by the issuing agency. Use this number in all correspondence with the court that issued the order.
Instance Number	A number created by the PeopleSoft system whenever a new court order is assigned.
Legislation Region	Select the country in which the court order was issued.
Status	Select *Active* to process the court order. The system ignores court orders with a status of *Inactive.*

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Field or Control	*Description*
Order Type	Select the type of court order to be paid, as notified by the court issuing the order. The order type that is available depends on the region in which the order was issued. Order Types in England and Wales are: *AEF* (Attachment - Fines) *AEN* (Attachment - Non Priority) *AEP* (Attachment - Priority) *CCA* (Community Charge AEO) *CTA* (Council Tax AEO) *DEO* (Deduction from Earnings Order). *CTW* (Council Tax AEO - Wales) Order Types in Northern Ireland are: *AEF* (Attachment - Fines) *AEN* (Attachment - Non Priority) *AEP* (Attachment - Priority) *DEO* (Deduction from Earnings Order). Order Types in Scotland are: *CAO* (Conjoined Order) *CMA* (Current Maintenance Arrestment) *DEO* (Deduction from Earnings Order) *DPP* (Debt Payment Program) *EAO* (Earnings Arrestment Order).
Empl Record	A number assigned by the PeopleSoft system that helps identify the number of assignments available for an employee.
CAO type ind (Conjoined order type indicator)	This field appears only if the Order Type is *CAO* (Conjoined Order). Select *Fines*, *Maintenance*, or *Both*.
Processing Priority	Enter a number or other indicator to determine the priority of court order to be processed.
Fee	Select this check box if your organization charges employees a fee for processing court orders. The fee allowed is determined by Court Service.

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Field or Control	*Description*
Start Date	Enter the date when deductions are to start.
Stop Date	Enter the stop date if a notification is received from the court or relevant authority stating that you must stop making deductions on a specific date. If not, the system will use the date when the employee has repaid the amount specified in the **Amount Payable** field.
Protected Earnings	Enter the protected earnings as stated by the issuing authority. This is the amount that the court calculates is necessary for an employee's family and household bills. Employers must set aside the protected earnings before making a deduction.
Normal Deduction Amount	Enter the normal deduction amount as stated by the issuing authority. This is the amount that the court calculates is reasonable to pay the employee's debt(s).
Amount Payable	Enter the initial amount of debt or fines that the employee owes. **Note:** Although the amount of initial debt remains constant on this page, the system reduces it by the amount of payments made each period.
Issuing Authority	Select to specify the authority issuing the order. The issuing authority values change as per the **Legislation Region** selected.
Court Order Reason	Select the reason for change in the existing order, if any.
Recipient Tag	Enter the number that identifies the recipient who receives payments of the deductions that are withheld from payees. Recipient tag identifiers are defined on the Add Deduction Recipients page.
Deduction Recipients	Click this link to access the Add Deduction Recipients page where you can assign an individual deduction recipient to a payee. The Add Deduction Recipients page opens in a new window. Close it to return to the Assign Court Order page.

Assignment Details Page

Use the Assignment Details page (GPGB_EE_CO) to view or update details of a court order assignment.

Navigation:

Click the Court Order Reference link of the court order on the Court Order Assign page.

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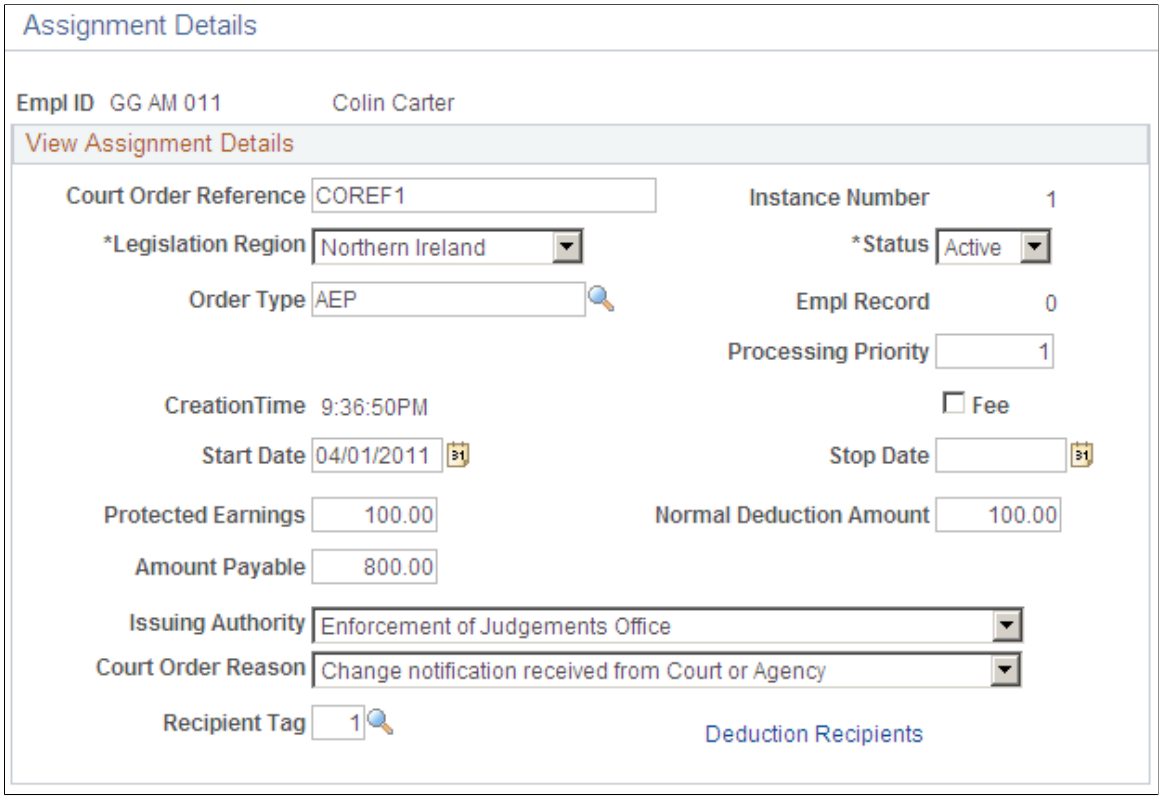
This example illustrates the fields and controls on the Assignment Details page.



The fields and controls on the Assignment Details page are the same as the fields and controls on the Assign Court Order page. See the Assign Court Order Page topic for more information.

Amend a Court Order Page

Use the Amend a Court Order page (GPGB_EE_CO_DATA) to record changes to an existing order if the payroll has been finalized.

Navigation:

Click the **Make Amendment** button of the court order on the Court Order Assign page.

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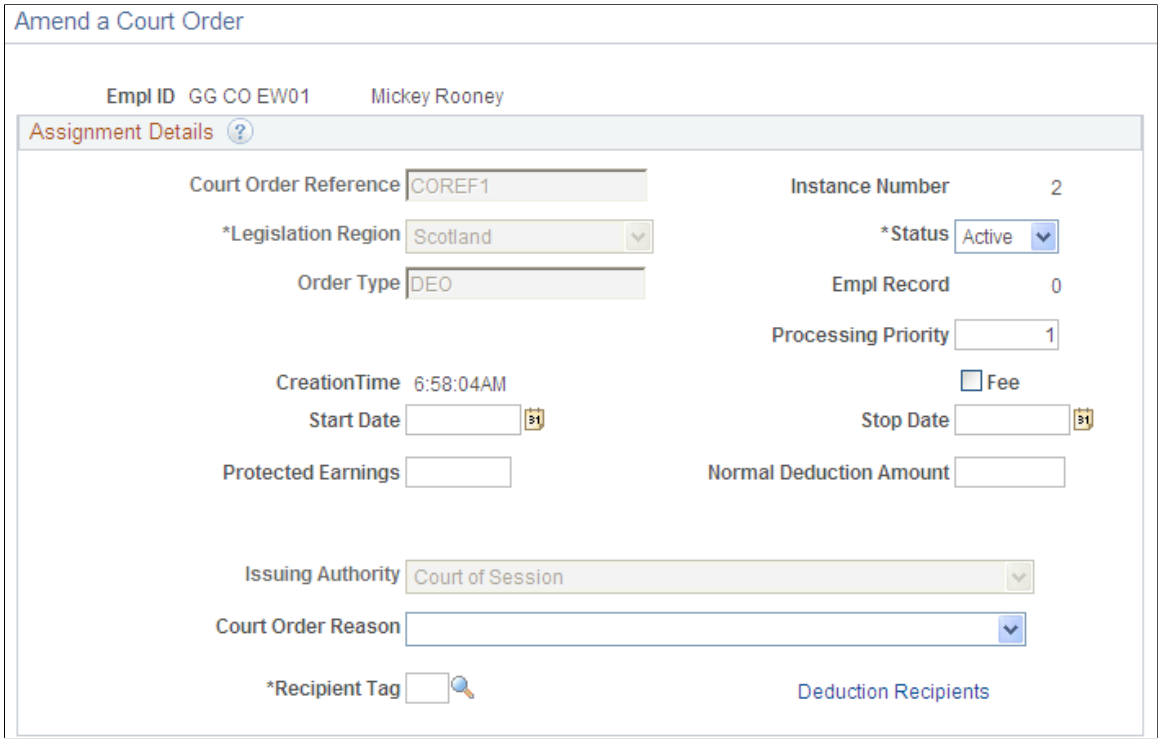
This example illustrates the fields and controls on the Amend a Court Order page.



The fields and controls on the Amend a Court Order page are the same as the fields and controls on the Assign Court Order page. See the Assign Court Order Page topic for more information.

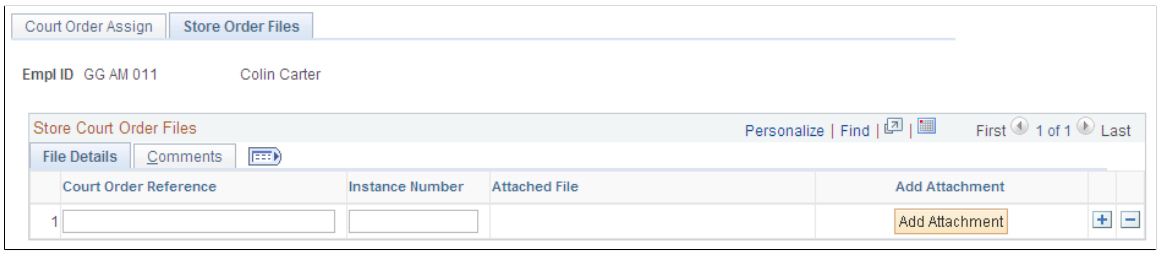
Store Order Files Page

Use the Store Order Files page (GPGB_CO_FILEUPLOAD) to add, view, or delete attachments and comments related to the court order.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Garnishments/Court Orders > Assign Court Orders GBR > Store Order Files

This example illustrates the fields and controls on the Store Order Files page.



Field or Control	*Description*
Add Attachment	Click to browse and add attachments related to the court order. The **Delete Attachment** and **View Attachment** buttons appear when a file is attached.
Court Order Reference and **Instance Number**	Enter the reference number and the instance number of the court order. See the Assign Court Order Page topic for description of the **Court Order Reference** and **Instance Number** fields.

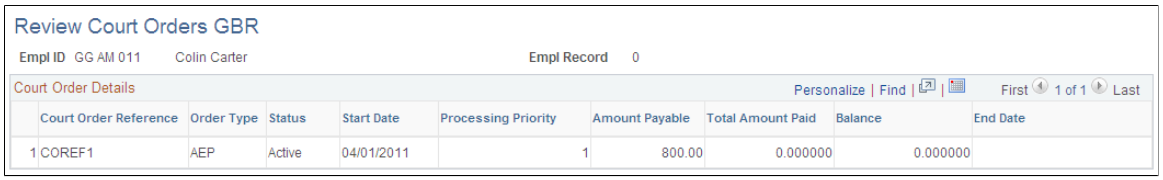
Review Court Orders GBR Page

Use the Review Court Orders GBR page (GPGB_EE_CO_REVIEW) to track outstanding balance of a court order.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Garnishments/Court Orders** > **Review Court Orders GBR** > **Review Court Orders GBR**

This example illustrates the fields and controls on the Review Court Orders GBR page.



Field or Control	*Description*
Total Amount Paid	Indicates the amount deducted from the employee for the court order.
Balance	Indicates the outstanding balance amount for the court order.
End Date	The Update End Date GBR page is used to run the process to update the end date of a court order. See the Update End Date GBR Page topic for more information.

Refer to the Assign Court Order Page topic for description of the other fields on the Review Court Orders GBR page.

Update End Date GBR Page

Use the Update End Date GBR page (GPGB_CO_EDST_RUNCL) to run the process to update the stop date for a court order.

Navigation:

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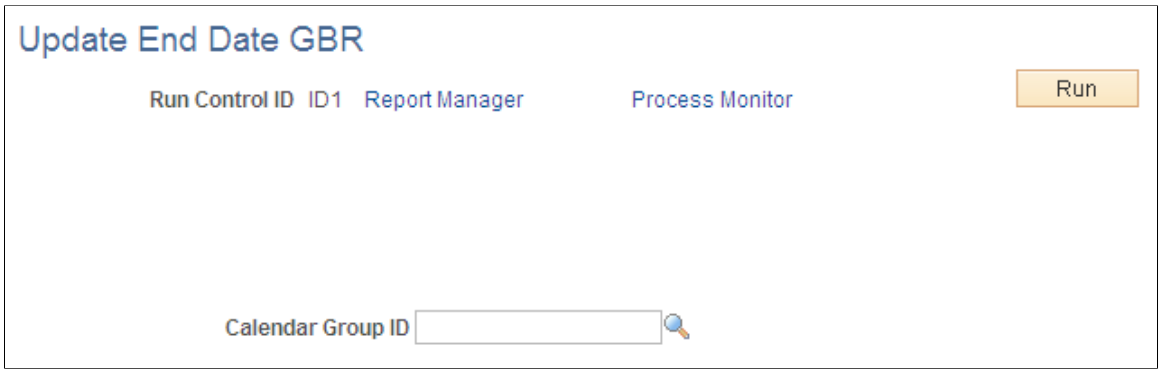
Global Payroll & Absence Mgmt > **Payee Data** > **Garnishments/Court Orders** > **Upd Court Order End Date GBR** > **Update End Date GBR**

This example illustrates the Update End Date GBR page.



Field or Control	*Description*
Calendar Group ID	Select the ID for the set of calendars to process.

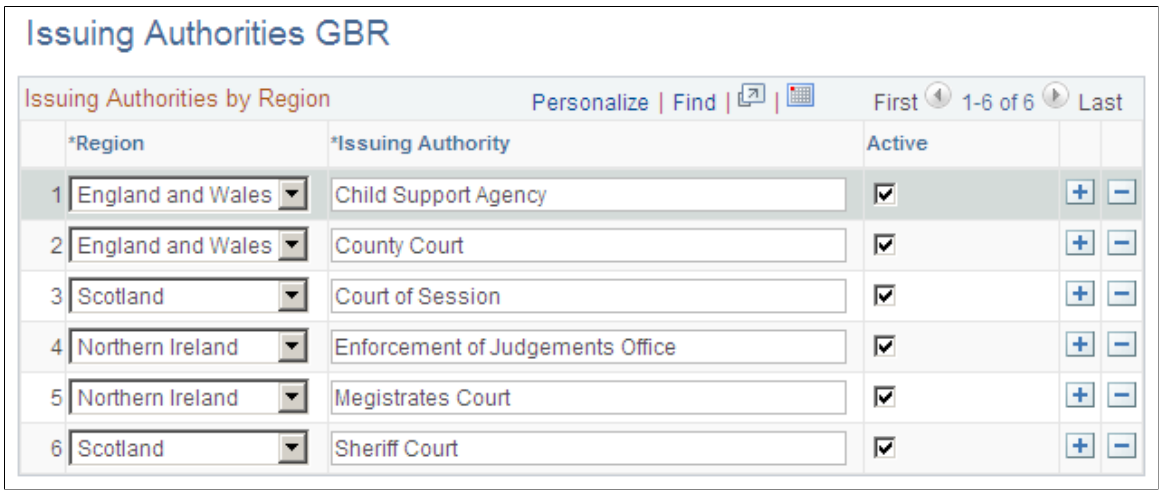
Issuing Authorities GBR Page

Use the Issuing Authorities GBR page (GPGB_CO_AUTHORITY) to add custom issuing authority values.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Garnishments/Court Orders** > **Issuing Authorities GBR** > **Issuing Authorities GBR**

This example illustrates the fields and controls on the Issuing Authorities GBR page.



The issuing authorities values selected are displayed in the **Issuing Authority** drop-down list of the Assign Court Order, Assignment Details, and Make Amendment pages.

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Court Order Reasons GBR Page

Use the Court Order Reasons GBR page (GPGB_CO_REASONS) to add custom court order reason values.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Garnishments/Court Orders > Court Order Reasons GBR > Court Order Reasons GBR

This example illustrates the fields and controls on the Court Order Reasons GBR.

The court order reasons values selected are displayed in the **Court Order Reason** drop-down list of the Assign Court Order, Assignment Details, and Make Amendment pages.

Managing Student Loans

This topic provides an overview of student loans and discusses how to enter student loan information.

Page Used to Enter Student Loan Information

Page Name	*Definition Name*	*Usage*
Maintain Student Loans GBR Page	GPGB_EE_STLOAN	Enter student loan data for a payee.

Understanding Student Loans

Employers must deduct student loan repayments from the earnings of employees who took out one or more student loans after August 1998. They must then remit these student loan repayments, together with PAYE tax and NICs, to HM Revenue and Customs (HMRC). (This law has been in effect since November 1, 1999.)

Note: Student loan repayments are made on a per-pay-period basis; that is, they are non-cumulative.

HMRC sends you a start notice, informing you when to start deducting the repayments from an employee's earnings. Contributions are a fixed percentage of an employee's salary, provided that the

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employee earns more than the amount specified by HMRC. Once the loan has been repaid, HMRC sends you a stop notice informing you to stop making the deductions.

Global Payroll for the UK meets the HMRC's requirements for processing student loans, enabling you to record the amount of loan repayment deducted on these documents:

- Employee's payslip
- P11
- P45 forms

For new employees who are already making student loan repayments, their P45 forms display a *Y* in the Student Loan check box. When you enter their details on the Maintain Tax Data GBR page and select the **Student Loan Deductions** check box, the system automatically creates a student loan for that employee.

Related Links

Maintain Tax Data GBR Page
Running Statutory Reports

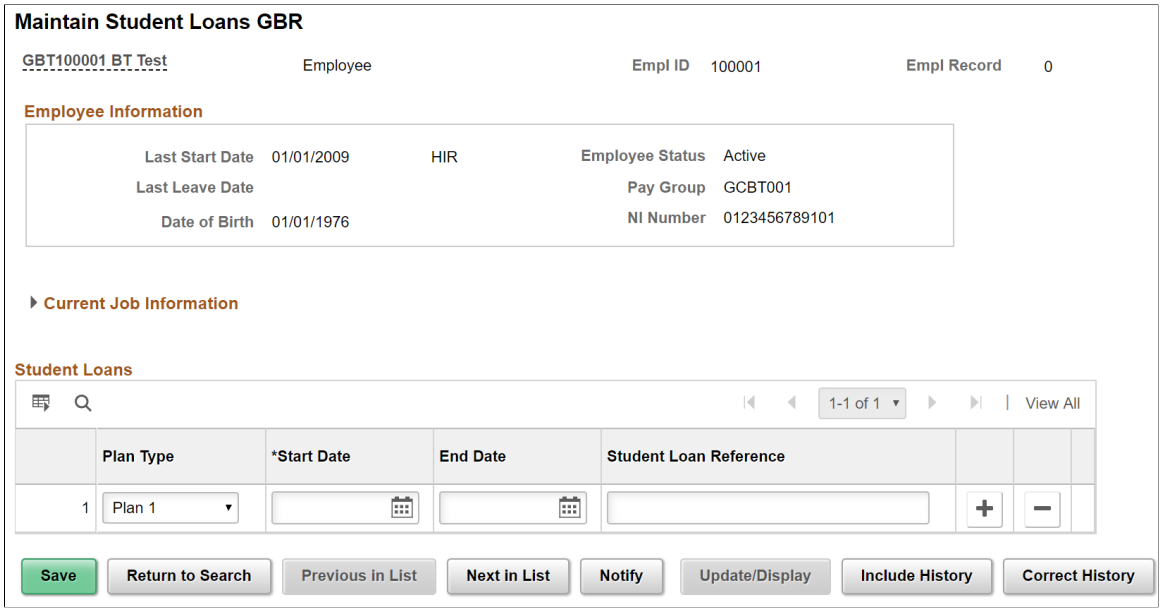
Maintain Student Loans GBR Page

Use the Maintain Student Loans GBR page (GPGB_EE_STLOAN) to enter student loan data for a payee.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Taxes > Maintain Student Loans GBR > Maintain Student Loans GBR

This example illustrates the fields and controls on the Maintain Student Loans GBR page.



Field or Control	*Description*
Plan Type	Select the required plan type. If you want to enter post graduate loan details, select the Plan Type as ‘PG Loan’. The Plan Type field is displayed only when the Student Loan checkbox is selected in P46 Expat Details GBR page **Note:** If the user want to select plan type of the student loan, then you need to select the Student Loan checkbox in P46 Expat Details GBR page.
Start Date	Select the date when employers must start deducting student loan repayments from the employee's earnings.
End Date	Select the date when employers should stop deducting student loan repayments from the employee's earnings.
Student Loan Reference	Enter the student loan reference for an employee. Use this reference in all correspondence with HMRC.

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Chapter 11

Entering Employee Pension Scheme Information

Understanding Workplace Pension - Auto Enrolment

This topic provides an overview of the auto-enrolment of workplace pension.

Auto-enrolment is a semi-compulsory approach to retirement saving introduced by the UK government. Auto-enrolment includes the automatic enrolment of all qualifying employees into a qualifying pension scheme. An employee's workplace pension is a way of saving for retirement arranged through the employer. Workplace pension is also known as a 'company pension', 'occupational pension', or 'works pension'. The employer and employee together need to make a contribution that adds up to 8% value of the employee's earnings.

The UK government made it compulsory, from October 2012, for all employers with at least one worker in the UK to automatically enroll certain members of their workforce into a pension scheme. The start date, called the staging date, varies according to the number of employees in each Pay As You Earn (PAYE) scheme. The UK government made is mandatory for all employers with 250 or more employees to comply by February 2014.

Preparing for Automatic Enrolment

Following are the steps to prepare for automatic enrolment:

1. Identifying the staging date - Staging dates are determined by the number of employers in the employer's largest Pay As You Earn (PAYE) scheme. Smaller schemes automatically have the same staging dates. It is each employer's responsibility to identify the staging date by which they must be ready for the new enrollment duties. Employers can advance their staging date in order to align with their other key business dates. However, staging must commence on the 1st of the month. Employers can identify their staging date by entering their PAYE references into a 'Staging date tool' offered by the Pension Regulator.

2. Workforce assessment - Employers need to check if they employ anyone classified as a 'worker' and they need to assess their contractual relationships. When an employer has identified a worker, the next step is to ascertain the type of the worker so that they can determine if enrolment is required. There are two main categories of workers - jobholders and entitled workers. Jobholders can be further classified into eligible and non-eligible job holders.

   The following are definitions of the different worker categories:

   - Worker: An employee or individual who has a contract to perform work or services personally, and is not undertaking the work with the employer as part of an own business.

   - Job holder: A worker aged between 16 and 74, working or ordinarily works in the UK under a contract, and has qualifying earnings.

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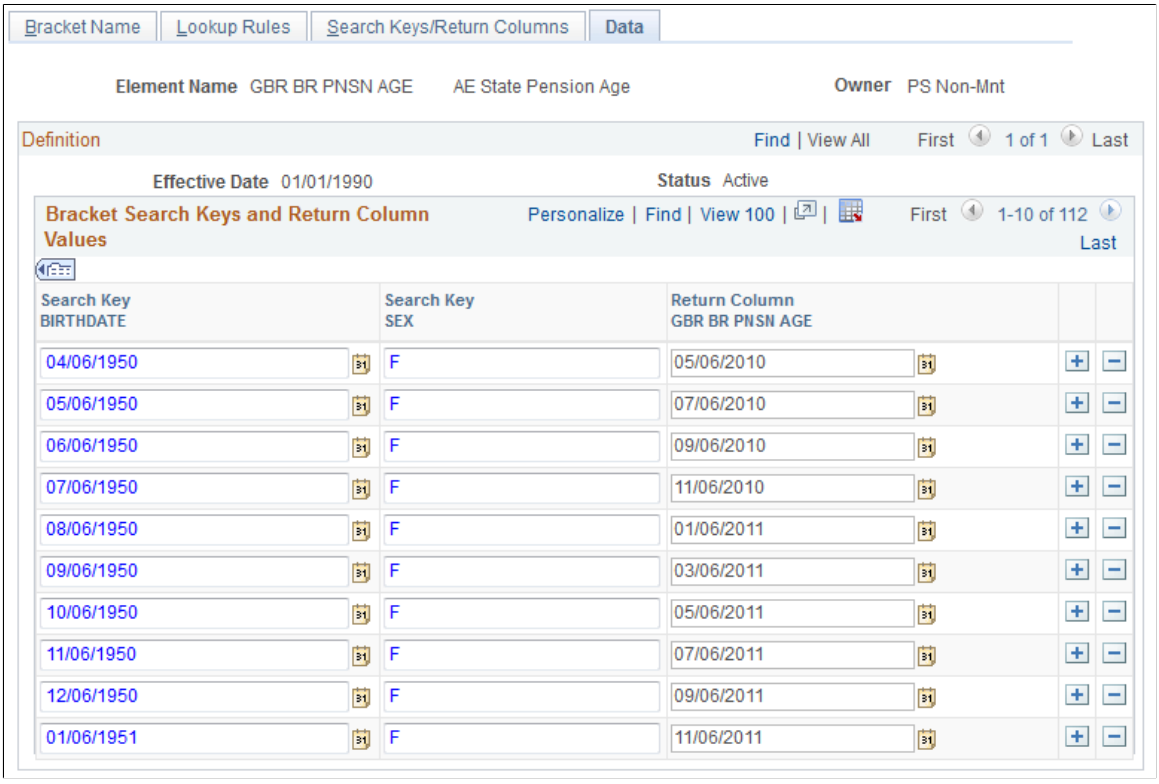
- Eligible jobholder: A jobholder aged between 22 and the state pension age, and has qualifying earnings above the earnings trigger for automatic enrolment.
- Non-eligible job holder: A jobholder aged between 16 and 21 or between the state pension age and 74, and has qualifying earnings above the earnings trigger for automatic enrolment; or aged between 16 and 74 and has qualifying earnings below the earnings trigger for automatic enrolment.
- Entitled worker: A worker aged between 16 and 74, working or ordinarily works in the UK under a contract, and does not have qualifying earnings.

The workforce assessment includes the following steps:

a. Assessing the worker's age: Employers need to identify if the worker meets the age brackets for automatic enrolment.

   This example illustrates the Brackets - Data page displaying the state pension age for automatic enrolment.



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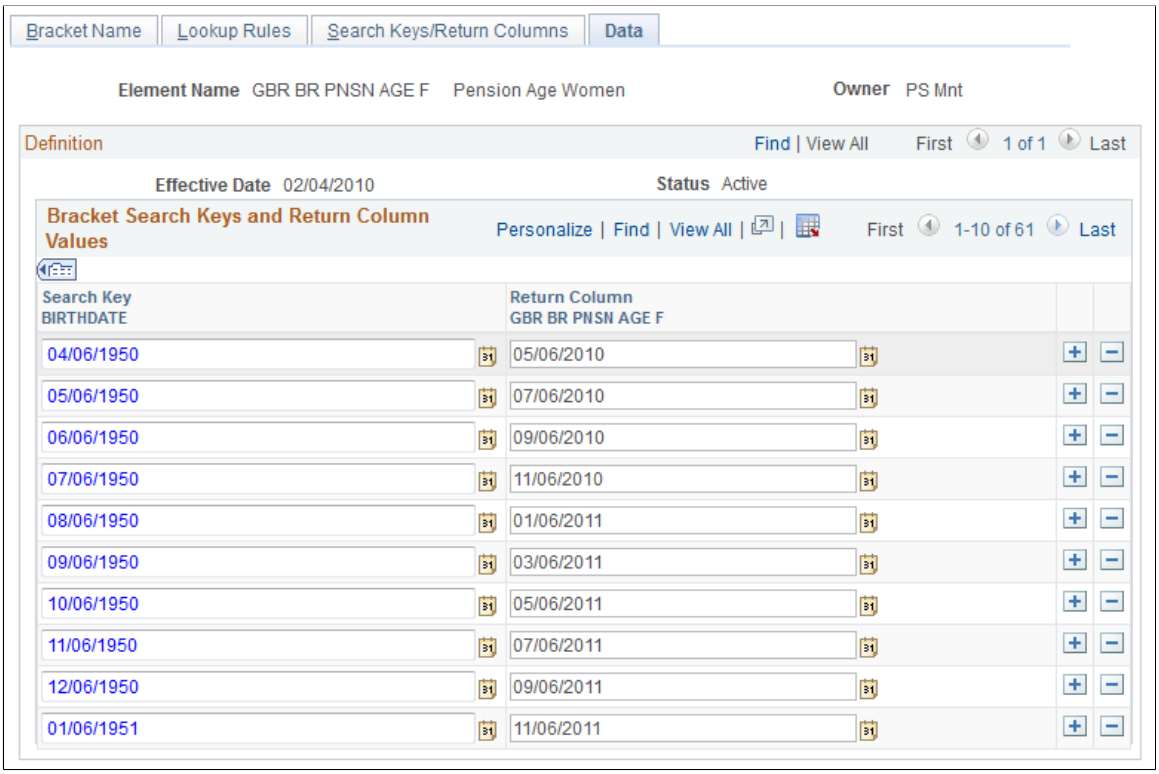
This example illustrates the Brackets - Data page displaying the state pension age for women for automatic enrolment.



b. Identifying where the worker is based: Employers need to identify if the worker is working or ordinarily works in the UK under their contract.

c. Assessing the worker’s earnings: Employers need to identify if the worker’s earnings qualify them for automatic enrolment.

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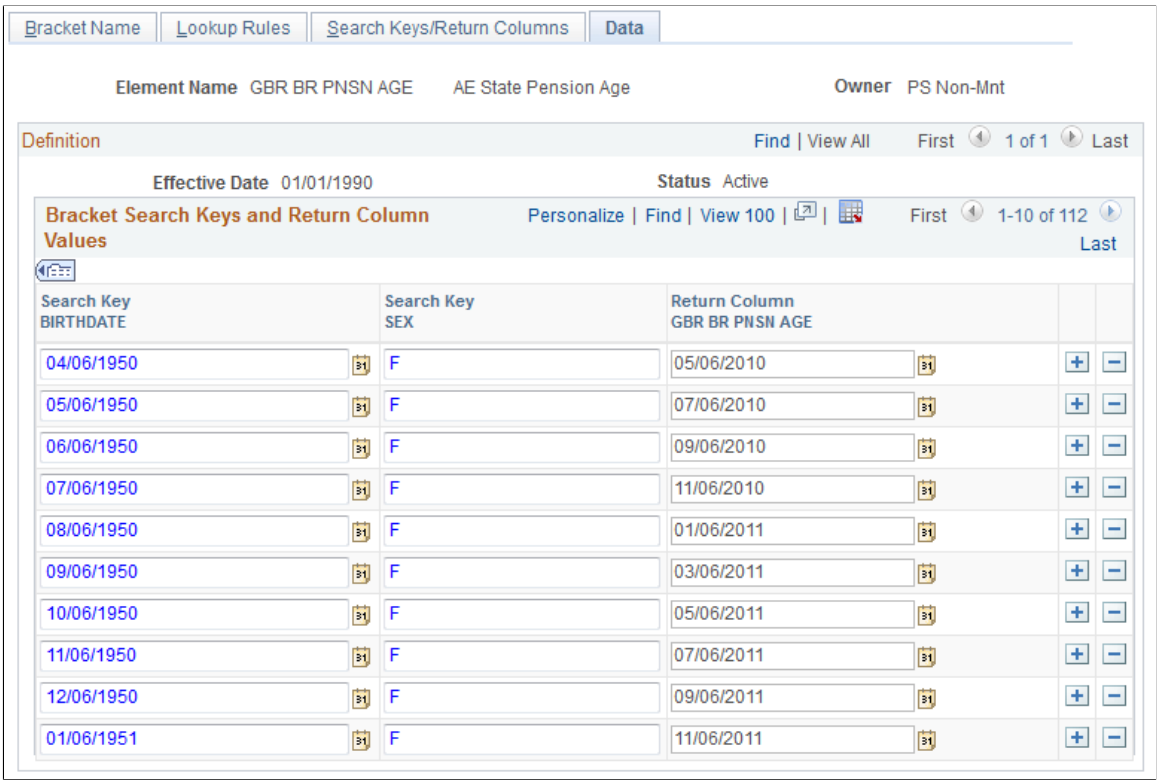
This example illustrates the Brackets - Data page displaying the earnings thresholds for 2014 - 2015.



3. Reviewing pension arrangements: Employers need to identify and understand the type of pension scheme required. Employers can choose an automatic enrolment scheme, a qualifying scheme, or a combination of the two. Employers may have existing pension schemes and they need to check that the minimum requirements are covered in their existing pension related processes.

Automatic Enrolment

An employer must automatically enroll any eligible employee, who is not already a member of a qualifying pension scheme with that employer, either from the automatic enrolment date, or from the end of the postponement period, if they chose postponement.

Employers must, on or after the automatic enrolment date, deduct any contributions payable by the eligible employee from any qualifying earnings or pensionable pay due for the eligible employee in each pay reference period.

There is a specific time limit for completing automatic enrolment. One month from the eligible employee's automatic enrolment date is the 'joining window'. Before the end of the joining window the employer must:

- Provide information about the eligible employee to the pension scheme.
- Provide enrolment information to the eligible employee.

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- Make arrangements to achieve active membership for the eligible employee, effective from their automatic enrolment date.

A key feature of an automatic enrolment scheme is that the eligible employee is not required to provide information in order to either join or remain a member. It is the employer's responsibility to work with the pension scheme trustees, managers, or pension scheme provider to achieve active membership for the eligible employee. It is also the employer's responsibility to provide the required personal information about the eligible employee. Employers must complete this activity before the end of the joining window.

Opting In

The following are some of the opting in rules applicable for the different worker types:

- A jobholder can request the employer and make arrangements to become an active member of an automatic enrolment scheme, with effect from the enrolment date by providing an 'opt-in notice' to the employer.
- An entitled worker can request the employer and make arrangements to become an active member of a pension scheme by providing a 'joining notice' to the employer.
- A non-eligible jobholder can opt in by providing a notice to the employer. They can request the employer to arrange for an active membership of an automatic enrolment scheme.
- An eligible jobholder who has been automatically enrolled, but subsequently opted out or ceased membership also can opt back into an automatic enrolment pension scheme.
- An eligible jobholder who was not automatically enrolled because they were a member of another qualifying scheme on their automatic enrolment date, but subsequently ceased membership of that scheme can also opt into an automatic enrolment scheme.
- An entitled worker can join a pension scheme by providing a notice to the employer. They can request the employer to arrange for an active membership of a pension scheme. The scheme that the employer chooses does not have to be an automatic enrolment scheme or even a qualifying scheme.
- A jobholder can opt into an automatic enrolment scheme, unless they are an:
    - Active member of another qualifying scheme with the employer,
    - Eligible jobholder for whom the employer has an automatic enrolment duty, or
    - Eligible jobholder for whom the employer has a re-enrolment duty.

Note: If the opt-in notice is submitted within 12 months of a previous opt-in notice and the employee has subsequently stopped membership of the automatic enrolment scheme into which they were enrolled, the employee will not be considered for auto enrolment but will be considered for the voluntary opt-in.

Opting Out

Ongoing membership of the scheme is not compulsory for a jobholder. When a jobholder has been automatically enrolled, or enrolled as a result of an opt-in request, they can choose to opt out of a pension scheme.

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‘Opt out’ refers to the provision under the law which allows an employee to undo an active membership. It will be considered that the worker had never been a member of a scheme. Opting out can be done only within a specific time period, known as the ‘opt-out period’. The opt-out period varies between the different pension schemes.

Eligible jobholders may choose to opt out after they have been automatically enrolled. Non-eligible jobholders who have opted in may choose to opt out after they have been enrolled.

Workers who have been enrolled under contractual enrolment and entitled workers who requested to be opted in do not have the right to choose to opt out. If they want to leave the scheme, they must cease membership in accordance with the scheme’s rules.

Receiving Refunds

When an employer receives a valid opt-out notice, they must refund to the employee any contributions that have been deducted from the employee’s pay, less any tax due, by the refund date. The refund date can be within one month of receiving the valid opt-out notice. If the payroll arrangements closed before the employer received the notice then the last day of the second applicable pay reference period can be the refund date.

Jobholders who cease their active membership after the opt-out period has ended may also be entitled to receive a refund of contributions. This depends on the length of the employee’s pensionable service and the pension scheme’s rules.

Ceasing Active Memberships

A jobholder can opt out only till the end of the opt-out period. However, if they want to leave the scheme after the opt-out period, they can cease the active membership as per the scheme rules.

Entitled workers who volunteered to join the scheme cannot opt out. They can cease the active membership in accordance with the scheme rules.

A worker enrolled into a qualifying scheme by the employer under a contractual agreement rather than under the employer duties cannot opt out. They can cease active membership in accordance with the scheme rules.

When an employer receives a valid cease notice, a deduction will happen for that notice period. From the subsequent month, deduction will not happen.

Note: Refund is not applicable if the employee uses the cease option.

Accumulators

This table lists accumulators related to Pension - Auto Enrolment.

Accumulator Name	***Type***
GBR AC APNEED SEG	Segment

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Accumulator Name	*Type*
GBR AC APNEED PTD	Calendar Period
GBR AC APNEED YTD	Year To date
GBR AC APNEER PTD	Calendar Period
GBR AC APNEER SEG	Segment
GBR AC APNEER YTD	Year To date
GBR AC APNERD PTD	Calendar Period
GBR AC APNERD SEG	Segment
GBR AC APNERD YTD	Year To date
GBR AC APNERR PTD	Calendar Period
GBR AC APNERR SEG	Segment
GBR AC APNERR YTD	Year To date
GBR APN AC EE	Custom Period
GBR APN AC ER	Custom Period
GBR AC APN DR	Segment
GBR AC APN EER DR	Segment
GBR AC APN ER DR	Segment
GBR AC APN ERR DR	Segment

Understanding Pension Schemes

This topic discusses:

- Pension scheme templates.

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- Delivered pension scheme deductions.
- Viewing delivered elements.

Pension Scheme Templates

Global Payroll for the U.K provides you with a sample template that you can use as a starting point for processing two kinds of pension schemes: standard occupational pensions and stakeholders pensions. Because pension schemes are not a statutory requirement, you should tailor the provided template to your own requirements or create your own.

Pension schemes are created at the job level. That is, if an employee has multiple employment contracts, the employee can have different pension schemes for different contracts.

Within the two main pension types, the delivered template enables you to define these types of employee and employer contributions:

- A fixed scheme, in which an employee and an employer pay a fixed amount per pay period.
- A percentage scheme, in which both employee and employer pay a specified percentage of employee earnings per pay period.
- An additional voluntary contribution scheme, in which the employee can contribute a fixed amount or percentage.

Delivered Pension Scheme Deductions

This topic lists the deductions that Global Payroll for the UK delivers for the standard and stakeholder pension schemes.

Standard Pension Scheme

This table lists the deductions for standard pension schemes:

Deduction	***Description***
PEN DD EE	Deduction to process standard employee pension deduction.
PEN DD ER	Deduction to process the standard employer pension deduction.

Stakeholder Pension Scheme

This table lists the deductions for stakeholder pensions:

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Deduction	*Description*
STK DD EEAMT	Deduction to process the stakeholder pension employee amount.
STK DD ERAMT	Deduction to process the stakeholder pension employer amount.
STK DD EEPCT	Deduction to process the stakeholder pension employee percent.
STK DD ERPCT	Deduction to process the stakeholder pension employer percent.

Viewing Delivered Elements

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

Related Links

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

Setting Up Pension

This topic discusses how to set up the pension feature.

Pages Used to Set Up Pension

Page Name	*Definition Name*	*Usage*
Define Pension Scheme GBR Page	GPGB_DEFPEN_SCHME	Define a pension scheme and the corresponding contribution details.
Qualifying Pension Scheme GBR Page	GPGB_QPNSH_DFLT	Define the Qualifying Pension Scheme for a pay entity.
Pension Event Setup GBR Page	GPGB_SET_EVNT	Maintain events and the corresponding status for a pension applicant.

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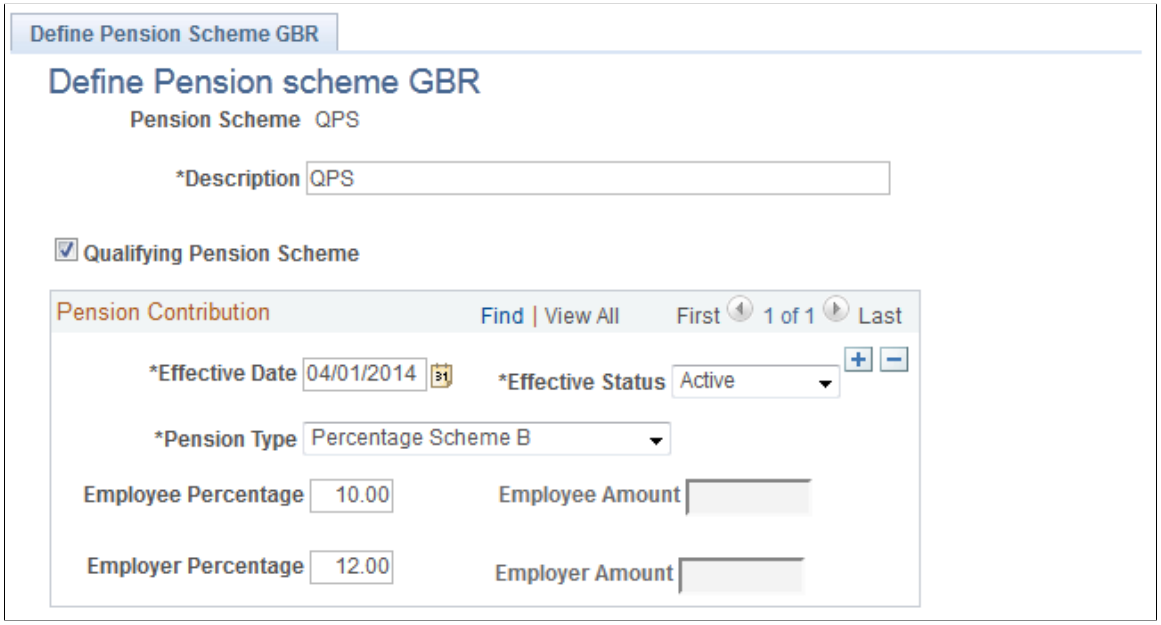
Define Pension Scheme GBR Page

Use the Define Pension Scheme GBR page (GPGB_DEFPEN_SCHME) to define a pension scheme and the corresponding contribution details.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Pensions > Define Pension Scheme GBR > Define Pension Scheme GBR

This example illustrates the fields and controls on the Define Pension Scheme GBR page.



The contribution details entered in the Pension Contribution grid is used to update payee data for the pension during the auto enrolment process.

Field or Control	*Description*
Pension Scheme	Enter a pension scheme to identify it as either Qualifying Pension Scheme (QPS) or Non-Qualifying Pension Scheme (NQPS).
Description	Enter a description about the pension scheme.
Qualifying Pension Scheme	Select the check box to indicate that the pension scheme is a QPS.

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Field or Control	*Description*
Pension Type	Select one of the following pension types to define the format for contribution: • AVC1 – This type allows you to enter the percentage and amount value. • Fixed Scheme A – This type allows you to enter the amount value. • Percentage Scheme B – This type allows you to enter the percentage value.
Effective Date	Enter the date from which the pension scheme is effective.
Effective Status	Select the status of the pension scheme.
Employee Percentage	Enter the percentage of employee contribution for the pension.
Employer Percentage	Enter the percentage of employer contribution for the pension.
Employee Amount	Enter the amount of employee contribution for the pension.
Employer Amount	Enter the amount of employer contribution for the pension.

Related Links

Auto Pension Enrollment GBR Page

Qualifying Pension Scheme GBR Page

Use the Qualifying Pension Scheme GBR page (GPGB_QPNSH_DFLT) to define the Qualifying Pension Scheme for a pay entity.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Pensions** > **Qualifying Pension Scheme GBR** > **Qualifying Pension Scheme GBR**

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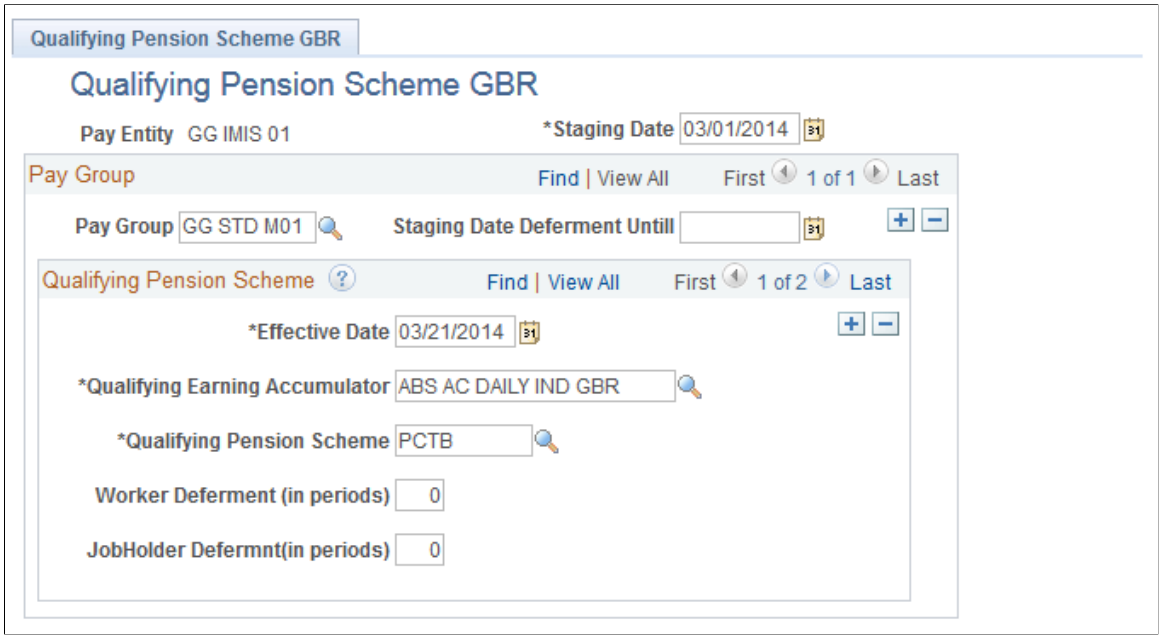
This example illustrates the fields and controls on the Qualifying Pension Scheme GBR page.



Field or Control	*Description*
Pay Entity	Indicates the pay entity to which the qualifying pension scheme will be mapped.
Staging Date	Enter the staging date defined for the employer.
Staging Date Deferment Untill	Enter an alternate staging date if the current staging date needs to be deferred.
Effective Date	Enter a base date to calculate the end date of worker/job holder deferment.
Qualifying Earning Accumulator	Enter the earning accumulator to be used by the auto enrolment batch process to validate against the qualifying earning thresholds.
Qualifying Pension Scheme	Enter the pension scheme to be mapped to the pay entity.
Worker Deferment (in periods)	This field is applicable for new employees in the organization. Enter a period value for the system to apply worker deferment (if available) for employees for whom either no event has been triggered or postponement has been triggered.

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Field or Control	*Description*
JobHolder Defermnt (in periods)	This field is applicable for the current employees in the organization. Enter a period value for the system to apply job holder deferment (if available) for employees for whom no event for postponement has been triggered. **Note:** The number of periods entered in the Worker Deferment (in periods) or JobHolder Defermnt (in periods) fields are used for the automatic enrolment batch process. For example, if worker deferment period is entered as '1' for a monthly pay group then an employee is the worker deferred by 1 month from his hire date. Similarly, If a job holder deferment period is entered as '1' for a weekly pay group then an employee is the job holder deferred by 1 week from his first eligibility date. See Auto Pension Enrollment GBR Page.

Related Links

Auto Pension Enrollment GBR Page

Pension Event Setup GBR Page

Use the Pension Event Setup GBR page (GPGB_SET_EVNT) to maintain events and the corresponding status for a pension applicant.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Pensions** > **Pension Event Setup GBR** > **Pension Event Setup GBR**

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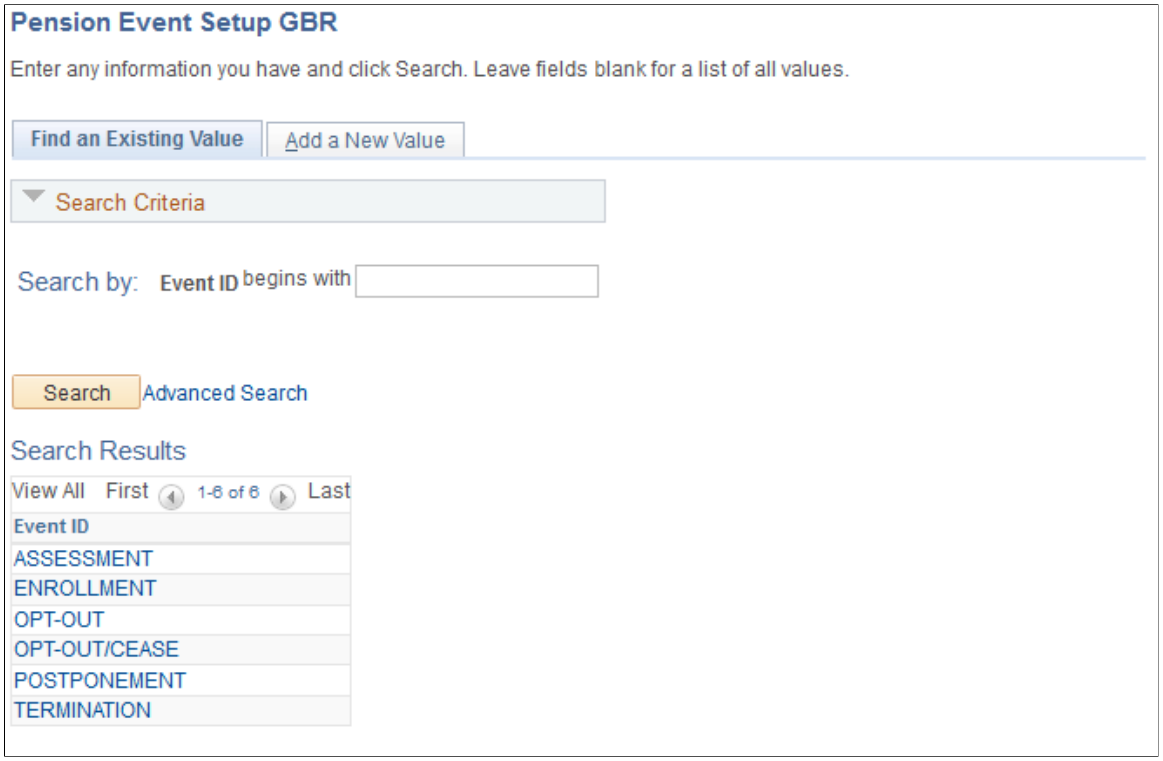
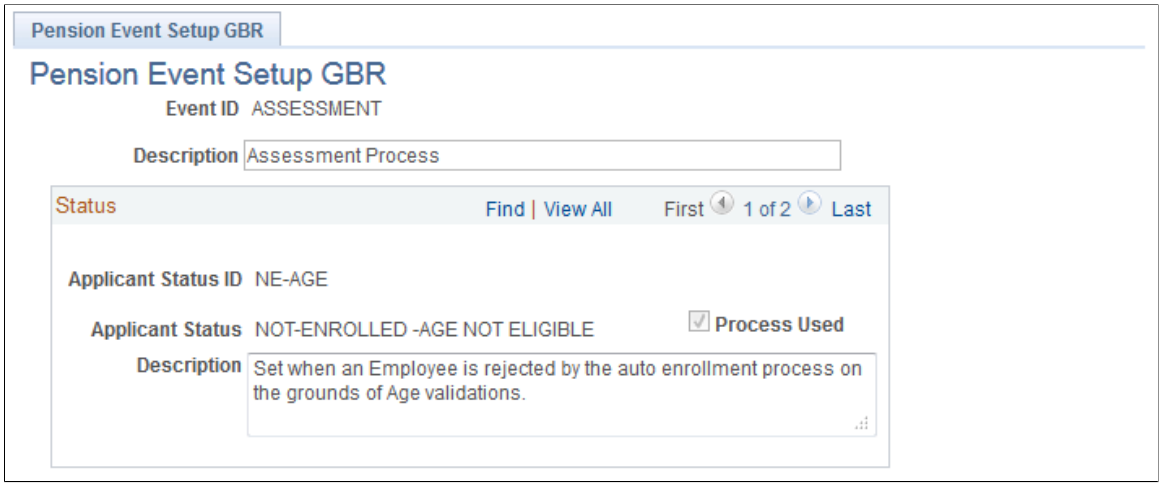
This example illustrates the fields and controls on the Pension Event Setup GBR search page.



This example illustrates the fields and controls on the Pension Event Setup GBR page.



Whenever the auto enrolment process is run, the process updates the event and status corresponding to the process run date in the events table. The setup for the updates is defined in the Pension Event Setup GBR page.

The following table lists setup data available by default in the system. You can define your own events, statuses, and description but you need to ensure that the statuses are added to the automatic enrolment process.

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Event ID	*Applicant Status*	*Description*
ASSESSMENT	NOT-ENROLLED -AGE NOT ELIGIBLE	Set when an Employee is rejected by the auto enrollment process on the grounds of Age validations.
ASSESSMENT	NOT-ENROLLED -EARNING NOT ELIGIBLE	Set when an Employee is rejected by the auto enrollment process on the grounds of Earning validations.
ENROLLMENT	AUTO ENROLLED	Set when an Employee is auto enrolled. Conditions are as follows: 1. Age is 22 or older but less than State Pension Age 2. Earnings reach or exceed Automatic Enrollment Threshold.
ENROLLMENT	ENROLLED AS ELIGIBLE JOB HOLDER	Set when Employee will be enrolled on check of an Opt-In flag in Pension Payee data. Conditions are as follows: 1. Age is 22 or older but less than State Pension Age 2. Earnings reach or exceed Automatic Enrollment Threshold.
ENROLLMENT	ENROLLED AS ENTITLED WORKER	Set when Entitled Workers will be enrolled on check of an Opt-In flag in Pension Payee data Conditions are as follows: 1. Age is 16 or over but under 75 with earnings equal to and lesser than lower threshold for qualifying earnings.

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Event ID	*Applicant Status*	*Description*
ENROLLMENT	ENROLLED AS NON ELIGIBLE JOB HOLDER	Set when Employee will be enrolled on check of an Opt-In flag in Pension Payee data. Conditions are as follows: 1. Age is 16 or over but under 75 with earnings above the lower threshold for qualifying earnings but less than or equal to the automatic enrollment threshold (Or) 2. Age is 16 or over but under 22 with earnings above the automatic enrollment threshold. (Or) 3. Age is State Pension Age or over but under 75 with earnings above the automatic enrollment threshold.
ENROLLMENT	SEIZED ENROLLED	Set when Employee will be enrolled on check of an Opt-In flag in Pension Payee data Conditions are as follows: 1. Age is 16 or over but under 75 with earnings equal to and lesser than lower threshold for qualifying earnings.
ENROLLMENT	VOLUNTARY ENROLLED	Set when Employee will be enrolled on check of an Opt-In flag in Pension Payee data. Conditions are as follows: 1. Age is 16 or over but under 75 with earnings above the lower threshold for qualifying earnings but less than or equal to the automatic enrollment threshold (Or) 2. Age is 16 or over but under 22 with earnings above the automatic enrollment threshold. (Or) 3. Age is State Pension Age or over but under 75 with earnings above the automatic enrollment threshold.

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Event ID	*Applicant Status*	*Description*
OPT-OUT	OPTED OUT FOR SEIZED MEMBERSHIP	Set when an applicant has opted from the pension scheme and the applicant was enrolled under Status\Reason as Enrolled \ Seized Enrollment
OPT-OUT	OPTED OUT WITH REFUND	Set when an Employee has opted out before the opt-out date defined from the pension scheme and the applicant was enrolled under Status\Reason as Enrolled \Auto Enrollment or Enrolled\ Voluntary Enrollment.
OPT-OUT	OPTED OUT WITHOUT REFUND	Set when an Employee has opted out after the opt-out date defined from the pension scheme and the applicant was enrolled under Status\Reason as Enrolled \Auto Enrollment or Enrolled\ Voluntary Enrollment.
OPT-OUT/CEASE	CEASED	Set when Employee is Ceased from an Active Membership. Refunds are not processed.
OPT-OUT/CEASE	OPTED-OUT	Set when Employee is opted out of an Active Membership. Refunds are processed.
POSTPONEMENT	JOBHOLDER DEFERMENT	Set when an Job Holder Deferment is applied.
POSTPONEMENT	STAGING DATE DEFERMENT	Set when an Staging Date Deferment is applied.
POSTPONEMENT	WORKER DEFERMENT	Set when an Worker Deferment is applied.
TERMINATION	TERMINATION	Set when an employee is terminated.

Note: For the values mentioned in the above table, the **Process Used** check box in the Pension Event Setup GBR page is selected. The check box appears in display-only mode. The auto enrolment process sets these events and statuses in the Pension Schemes and Pension Events grids in the Auto Pension Enrollment GBR page. However, the Payroll Administrator can add more events or statuses. Refer Auto Pension Enrollment GBR Page and Assign Scheme GBR Page.

Related Links

Auto Pension Enrollment GBR Page

Assign Scheme GBR Page

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Entering Employee Pension Scheme Data

This topic discusses how to enter employee pension scheme data.

Pages Used to Enter Employee Pension Scheme Data

Page Name	*Definition Name*	*Usage*
Assign Scheme GBR Page	GPGB_EE_PENSION	Define payee data for pension.
Stakeholders Pension GBR Page	GPGB_EE_STKHLD	Enter stakeholders pension scheme data for an employee.
P46 Pensioner GBR Page	GPGB_P46_PENSN_DTL	Enter P46 pensioner information for pensioners and eligible dependents.

P46 (Pen) EDI Message Type

Beginning April 6, 2009, it is mandatory for employers with 50 or more employees to send pension starter information to HMRC online. HMRC has asked software developers to use the term P46 (Pen), as its intention is to rebrand PENNOT as P46 (PEN).

To help you comply with this requirement, Global Payroll for the UK has delivered the P46 (Pen) EDI message type. You must generate this message for new pensioners when they start receiving pension payments. This EDI message is used by pension providers for all pensioners they pay, even if they did not previously work for the company (for example, widows or widowers of those that have died).

You also need to enroll eligible dependents and include them in the pension notification. Use the P46 Pensioner GBR page to manually enroll pensioners and dependants. Based on this information, the system generates the EDI file.

On the Process EDI GBR run control page, Global Payroll for the UK has added the *P46 Pension Starter* value to the **EDI transaction** field. The system creates messages in the standard message log as part of the Application Engine program and is available through the standard on-line process page.

Related Links

Running the EDI Processes

Assign Scheme GBR Page

Use the Assign Scheme GBR page (GPGB_EE_PENSION) to define payee data for pension.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Pension Information** > **Assign Scheme GBR** > **Assign Scheme GBR**

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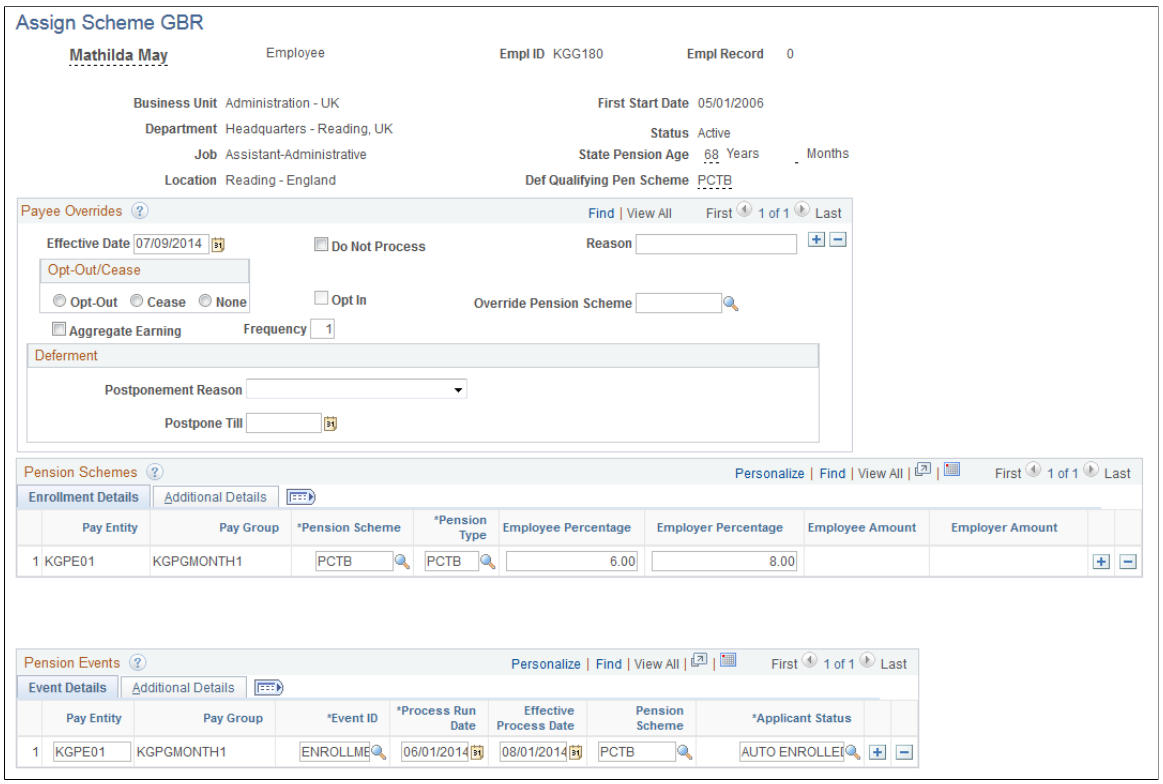
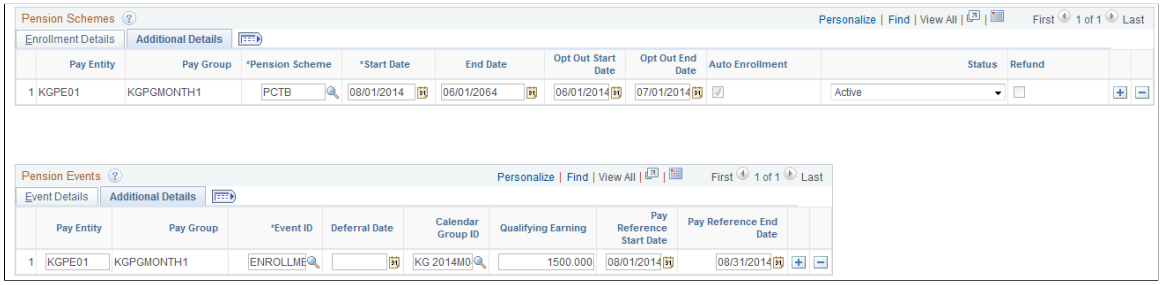
This example illustrates the fields and controls on the Assign Scheme GBR page.



This example illustrates the fields and controls on the Pension Schemes and Pension Events - Additional Details tabs.



The Pension Schemes and Pension Events grids are updated by the auto enrolment process run using the Auto Pension Enrollment GBR page. See Auto Pension Enrollment GBR Page.

Payee Overrides

The Payee Overrides grid is used by Administrators to enroll non-eligible workers/job holders using the Opt-in functionality. The applicant is opted out in the subsequent auto enrolment process run. Administrators can also define postponement at payee level.

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Field or Control	*Description*
Effective Date	If you select the **Opt In** check box, enter the date on which the opt-in notice is received. If you select the **Opt-Out** option, specify the end date of the qualifying pension scheme currently active in the system. See Qualifying Pension Scheme GBR Page. **Note:** The system considers the maximum effective dated entry.
Opt-Out/Cease	Select the **Opt-Out** option to opt out the employee from the pension scheme. The auto enrolment batch process opts out the employee. The auto enrolment process updates the pension end with the effective date provided for the opt-out. The pension end date is displayed in the **End Date** field in the Pension Schemes – Additional Details tab. The employee receives the entire pension amount deducted as a refund. Select the **Cease** option to stop the employee's pension scheme. The process updates the Pension end date with the effective date provided for the opt-out or cease. Pension deduction happens during the cease period. Refund is not applicable for the **Cease** option. When the **Opt In** check box is selected to enroll an employee back into the pension scheme, the **Opt-Out**/**Cease** options are disabled till the auto enrolment process is run. **Note:** Eligible employees can be auto-enrolled only after three years of opting out.
Do Not Process	Select this check box for employees who should not be includes for the auto enrolment batch process.
Opt In	Select this check box if a non-eligible employee needs to be opted in. Specify a new effective date and select the **Opt In** check box for re-enrolment, if the previous enrolment has been cancelled using the **Opt-Out** option, as requested by the employee. The employee can be opted back into the system immediately after the opt-out or cease. Opt in is enabled if the employee is not enrolled in any pension scheme or employee has already been opted out from the pension scheme.

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Field or Control	*Description*
Override Pension Scheme	Select the applicable pension scheme for employees who need to be enrolled using the **Opt In** check box.
Aggregate Earning	Select this check box if earnings from multiple jobs need to be added before comparison with the earnings threshold to calculate eligibility for auto enrolment.
Frequency	If the employee has multiple records in different pay reference periods, enter a frequency. When the most recent payroll earnings are multiplied by the frequency, it calculates the amount paid to the employee in the default pay reference period.
Postponement Reason	Select the valid reason. Values include **Job Holder Deferment**, **Staging Date Deferment**, and **Worker Deferment**.
Postpone Till	Enter the postponement date.

Pension Schemes – Enrollment Details Tab

Field or Control	*Description*
Employee Percentage/Employer Percentage/Employee Amount/Employer Amount	Appropriate values are updated by the auto enrolment batch process.

Pension Schemes – Additional Details Tab

Field or Control	*Description*
Start Date	Enter the start date of the pension scheme.
End Date	Enter the end date of the pension scheme.
Opt Out Start Date	Enter the start date of the opt-out period.
Opt Out End Date	Enter the end date of the opt-out period.

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Pension Events – Event Details Tab

Field or Control	*Description*
Event ID	Events are automatically updated by the auto enrolment batch process.
Process Run Date	The process run date entered in the for the auto enrolment batch process is updated in this field.
Effective Process Date	Indicates the first day of the period from which the event will be effective.
Pension Scheme	Indicates the name of the pension scheme.
Applicant Status	The status is automatically updated by the auto enrolment batch process.

Pension Events – Additional Details Tab

Field or Control	*Description*
Calendar Group ID	Enter the calendar run ID of the most recent payroll that needs to be used by system for assessment. For example, if the April Payroll is finalized and May Payroll is being processed, you can select either April or May payroll for assessment.
Qualifying Earning	Enter the qualifying earning value for the calendar mentioned in the **Calendar Group ID** field.
Pay Reference Start Date	Enter the start date of the most recent period in which the pension payment was made.
Pay Reference End Date	Enter the end date of the period in which the pension payment was made.

Stakeholders Pension GBR Page

Use the Stakeholders Pension GBR page (GPGB_EE_STKHLD) to enter stakeholders pension scheme data for an employee.

Navigation:

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Global Payroll & Absence Mgmt > Payee Data > Pension Information > Stakeholders Pension GBR > Stakeholders Pension GBR

This example illustrates the fields and controls on the Stakeholders Pension GBR page.

Pension Schemes

Field or Control	*Description*
Scheme	Select the type of pension scheme that you require. Valid values are: *AMT* (fixed amount scheme) *PCT* (percentage scheme).
Employee Percentage	This field is available for entry only if you enter *PCT* in the **Scheme** field. Enter the percentage of employee earnings that the employee pays into the pension scheme.
Employer Percentage	This field is available for entry only if you enter *PCT* in the **Scheme** field. Enter the percentage of employee earnings that the employer pays into the pension scheme.
Employee Amount	This field is available for entry only if you enter *AMT* in the **Scheme** field. Enter the fixed amount that an employee pays into the pension scheme each pay period.
Employer Amount	This field is available for entry only if you enter *AMT* in the **Scheme** field. Enter the amount that the employer pays into the pension scheme each pay period.
Begin Date	Select the start date when the pension scheme is processed.

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Field or Control	*Description*
End Date	Select the end date when the pension scheme is processed. The **End Date** is a mandatory field.

Note: Create multiple rows for the same employee as long as the scheme type is not the same. For example, you can create a pension scheme based on percentage contributions and then create a new row for an additional, voluntary contribution of a fixed amount.

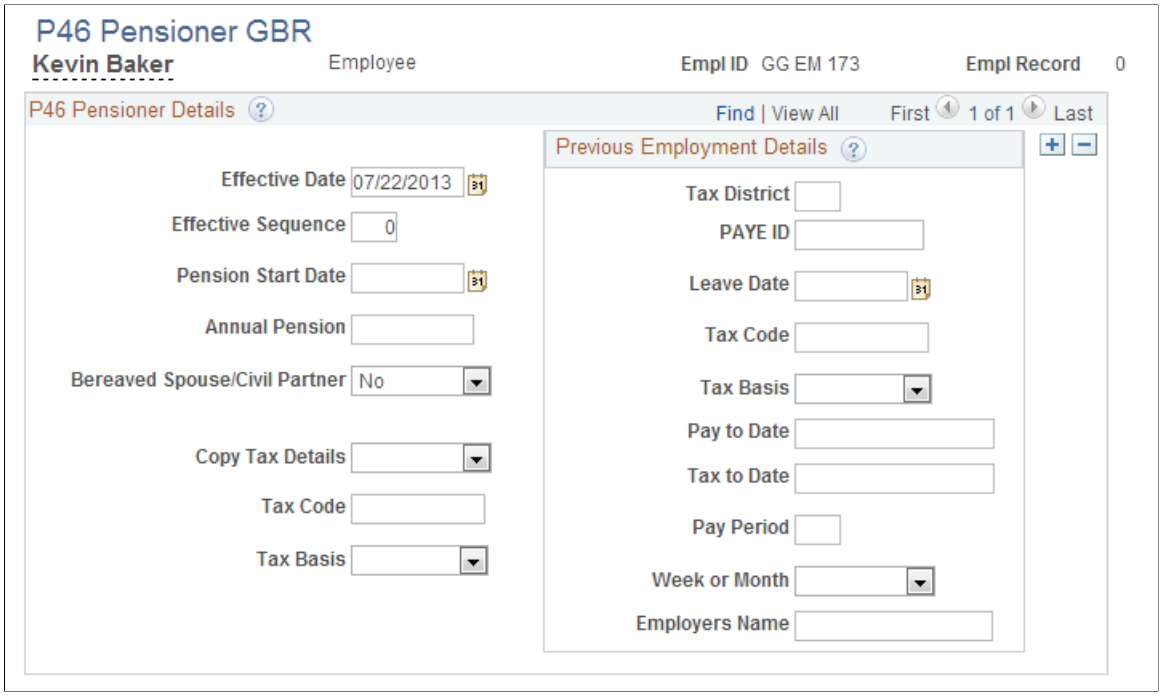
P46 Pensioner GBR Page

Use the P46 Pensioner GBR page (GPGB_P46_PENSN_DTL) to enter P46 pensioner information for pensioners and eligible dependents.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Pension Information** > **P46 Pensioner GBR** > **P46 Pensioner GBR**

This example illustrates the fields and controls on the P46 Pensioner GBR page.



P46 Pensioner Details

Field or Control	*Description*
Bereaved Spouse/Civil Partner	No and Yes

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Field or Control	*Description*
Dependent ID	If you select *Yes* in the **Bereaved Spouse/Civil Partner** field, the system displays this field. Select the dependent that should receive pension benefits.
Copy Tax Details and **Tax Code**	If you select *No* in the **Bereaved Spouse/Civil Partner** field, the system displays this field. Select *Yes* to copy tax details. The system automatically fills in the **Tax Code** and **Tax Basis** fields. Select *No* if you do not want to copy tax details. In this case the system fills in the **Tax Code** field.
Tax Basis	If you select *No* in the **Copy Tax Details** field, select either *Cumulative* or *Wk 1/Mnth1*.

Previous Employment Details

If the person you are enrolling worked for another employer, fill in these fields:

- Tax District
- PAYE ID
- Leave Date
- Tax Code
- Tax Basis
- Pay to Date
- Tax to Date
- Pay Period
- Week or Month
- Employers Name

Related Links

Entering RTI Details
P46 Pensioner GBR Page

Processing Pension Details

This topic discusses how to process pension details.

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Pages Used to Process Pension Details

Page Name	*Definition Name*	*Usage*
Auto Pension Enrollment GBR Page	GPGB_PEN_RUNCTL	Run the automatic enrolment batch process which automatically enrolls all eligible employees in the default qualifying pension scheme.
Assign Scheme GBR Page	GPGB_PEN_RUNCTL	Define payee data for pension.

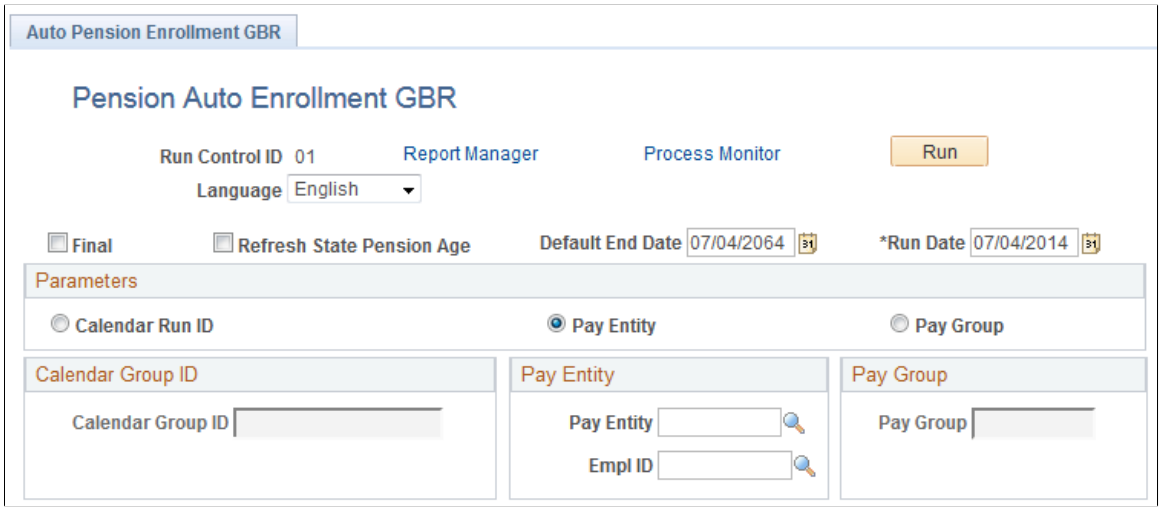
Auto Pension Enrollment GBR Page

Use the Auto Pension Enrollment GBR page (GPGB_PEN_RUNCTL) to run the automatic enrolment batch process which automatically enrolls all eligible employees in the default qualifying pension scheme.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Pension Auto Enrollment GBR Auto Pension Enrollment GBR

This example illustrates the fields and controls on the Auto Pension Enrollment GBR page.



Field or Control	*Description*
Refresh State Pension Age	Select this check box to flush the previously calculated state pension age values and recalculate. State pension age values are displayed in the Assign Scheme GBR page. See Assign Scheme GBR Page.

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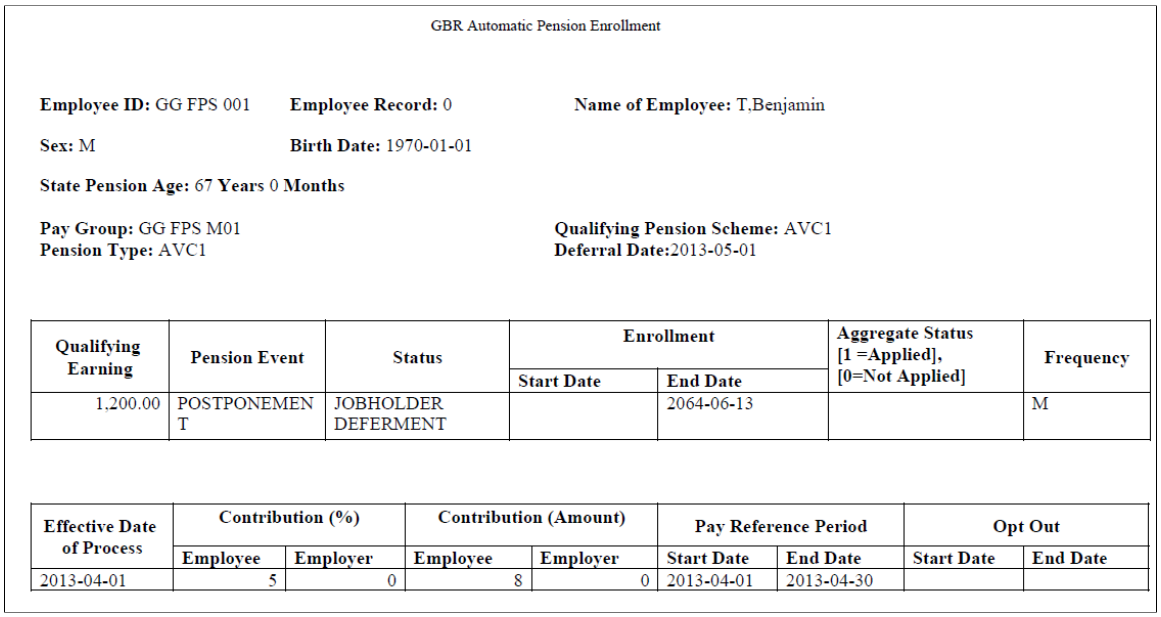
Field or Control	*Description*
Final	Select this check box to run the process in the final mode which enrolls the eligible employees in the qualifying pension scheme defined in the Qualifying Pension Scheme GBR page. See Qualifying Pension Scheme GBR Page. You can deselect this check box and run the process to just generate an XMLP report for the employees who will be automatically enrolled if the process is run in the final mode. After the process is run, you can view the report to see the list of payees who are assessed and enrolled. The report is available in the Report Manager.

This example illustrates the GBR Automatic Pension Enrollment report sample.



GBR Automatic Pension Enrollment

Employee ID: GG FPS 001 **Employee Record:** 0 **Name of Employee:** T,Benjamin

Sex: M **Birth Date:** 1970-01-01

State Pension Age: 67 **Years** 0 **Months**

Pay Group: GG FPS M01 **Qualifying Pension Scheme:** AVC1
Pension Type: AVC1 **Deferral Date:**2013-05-01

Qualifying Earning	Pension Event	Status	Enrollment		Aggregate Status [1 =Applied], [0=Not Applied]	Frequency
			Start Date	End Date		
1,200.00	POSTPONEMENT	JOBHOLDER DEFERMENT		2064-06-13		M

Effective Date of Process	Contribution (%)		Contribution (Amount)		Pay Reference Period		Opt Out	
	Employee	Employer	Employee	Employer	Start Date	End Date	Start Date	End Date
2013-04-01	5	0	8	0	2013-04-01	2013-04-30		

Related Links

Assign Scheme GBR Page
Qualifying Pension Scheme GBR Page

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Chapter 12

Administering Loans

Understanding Loan Deductions

This topic lists prerequisites and discusses:

- Delivered loan deduction.
- Viewing delivered elements.

Prerequisites

Before you can enter and process payee loans, you must:

- Define loan types for your organization.
- Set up the processing structure to include loans.

  Global Payroll for the UK delivers a loans section that is included in the delivered payroll process list. You can use the delivered structure or create your own sections and process lists.

Related Links

Setting Up Employee Loan Types

Delivered Loan Deduction

These two deductions are used to process loan repayments:

- LOA DD LOAN (employee loan).

  Use this deduction for the normal loan repayment. This deduction is only processed if you enter loan information for a payee on the Employee Loans page. You can override the deduction amount using positive input (with supporting element overrides).

  For payees with more than one loan, the payroll process resolves the deduction multiple times. Multiple resolution is described in the PeopleSoft Global Payroll product documentation.

- LOA DD EXCEP (loans — exceptional repayment).

  Use this deduction for processing exceptional loan payments. An exceptional payment reduces the loan balance but is not deducted from net pay.

Related Links

Overriding Loan Repayment Amounts

“Multiple Resolutions” (PeopleSoft Global Payroll)

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Viewing Delivered Elements

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

Related Links

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

Entering Payee Loan Information

This topic discusses how to enter payee loan information.

Pages Used to Enter Payee Loan Repayments

Page Name	*Definition Name*	*Usage*
Employee Loans Page	GPGB_EE_LOAN_DT	Set up and adjust loan data for payees. Use this page to specify the loan type, loan amount, the interest rate and amount.
Employee Loans - Comments Page	GPGB_COM_SEC	Enter comments related to the loan, if required.
Loan Beneficiaries Page	GPGB_EE_LOAN_BN	Enter the names of the beneficiaries of a loan.
P11D Loan Interest Page	GPGB_EE_LOAN_IN	Record the interest paid by the payee for each tax year during the repayment period. The information entered on this page is used for P11D reporting.

Employee Loans Page

Use the Employee Loans page (GPGB_EE_LOAN_DT) to set up and adjust loan data for payees.

Use this page to specify the loan type, loan amount, the interest rate and amount.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Loans** > **Maintain Loans GBR** > **Employee Loans**

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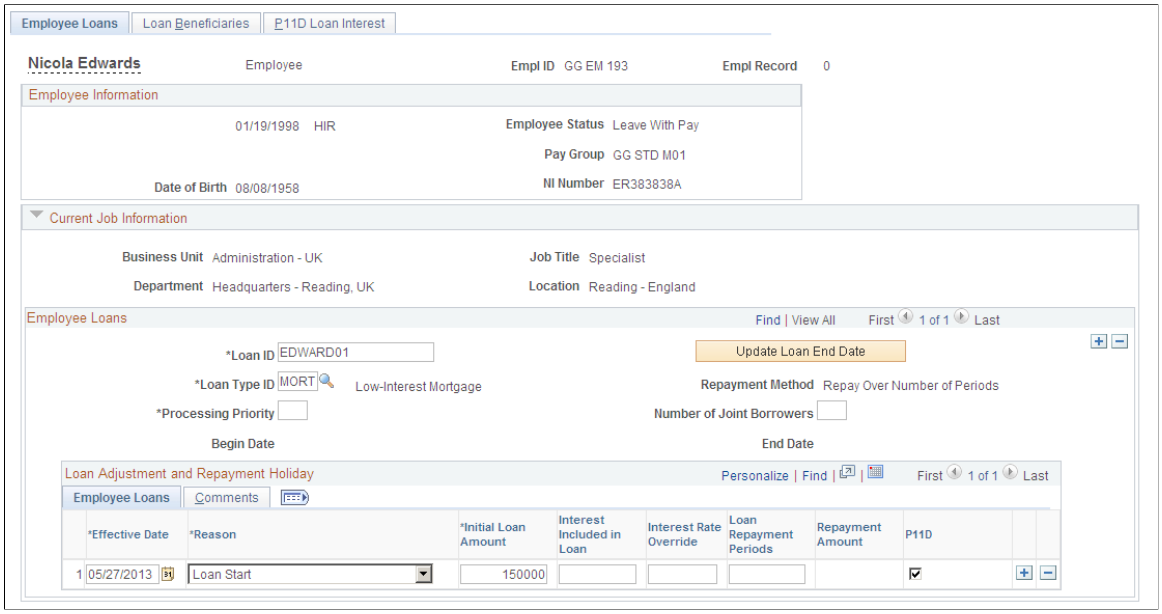
This example illustrates the fields and controls on the Employee Loans page.



Field or Control	*Description*
Loan ID	Enter a unique identifier for each employee loan. This can be any identifier you require. The loan ID is used as *user key1* for the loan accumulators.
Loan Type ID	Select the loan type. You define loan types on the Loan Type Definition GBR page. The Loan Type ID is used as *user key2* for the loan accumulators and is used as an identifier to set up deduction recipients. See Setting Up Deduction Recipients.
Repayment Method	Displays the repayment method: *Repay Fixed Amount Per Period:* Payee pays a fixed amount each pay period. *Repay Over Number of Periods:* Payee pays the loan over a fixed number of pay periods. The repayment method is defined when you set up loan types on the Loan Type Definition GBR page. See Setting Up Employee Loan Types.
Processing Priority	If an employee has multiple employee loans, assign each loan a priority. Priority determines the order in which the loans are processed. The lower the number, the higher the priority.
Number of Joint Borrowers	Enter the number of borrowers for joint loans. This information is required for P11D reporting.

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Field or Control	*Description*
Begin Date	Displays the start date for the loan. This is the date you entered for the *Loan Start* row in the Loan Adjustment and Repayment Holiday group box. This date is used in P11D reporting.
End Date	Displays the date on which the loan was repaid or loan processing was terminated. The system populates this field when: • The loan is repaid in full. • An employee is terminated. • You enter a **Reason** of *Stop Loan* on this page. The **Update Loan End Date** button updates the **End Date** field if loan processing results exist. This date is used in P11D reporting. See Understanding Loan Processing.
Update Loan End Date	Click this button to update the **End Date** field. The system checks loan processing results and populates the **End Date** field if the payroll has been finalized and the loan has been repaid, or the employee was terminated. A warning message appears if the system does not find a value to populate the end date (because the loan balance is greater than zero or the payroll results are not finalized).

Loan Adjustment and Repayment Holiday - Employee Loans

Use this group box to:

- Define the loan start date and loan repayment information when you add a loan initially.
- Make adjustments to existing loans.

Access the Employee Loans tab.

Field or Control	*Description*
Effective Date	Enter the loan start date, loan end date, or date of the changes to the loan data, according to the reason you select. For the loan start date, enter the date when the first repayment is made. The first loan repayment is taken out of the employee's earnings in the pay period within which the start date falls.

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Field or Control	*Description*
Reason	Select a reason for the change to the loan information. Options are: *Loan Start:* Use this to define the loan data initially. You cannot save this page without a row for the loan start information. *Stop Loan:* Indicates when the loan was repaid or loan processing was terminated. The system inserts a *Stop Loan* row when the loan is repaid or when a payee is terminated. You can also add a row manually to force the system to stop processing a loan. See Understanding Loan Processing. *Holiday Suspend Recovery:* Stop loan processing temporarily. You can only suspend loan deductions if the loan type allows repayment holidays. See Setting Up Employee Loan Types. *Holiday Resume Recovery:* Restart loan processing after a repayment holiday. This reason must follow a *Holiday Suspend Recovery* row. *Interest/Amount Change:* Select to make an adjustment to the loan amount or the interest included in the loan. *P11D Reporting:* Select if there is a change in P11D reporting. *Revised Repayment Plan:* Select to change the repayment amount or the number of repayment periods. Depending on the repayment method for the loan, the system makes the **Loan Repayment Periods** or the **Repayment Amount** field available when you select this reason.
Initial Loan Amount	Enter the initial amount of the loan that was taken out by the employee. The value you enter must include interest. This field is available when you select *Loan Start* or *Interest/Amount Change* only in the **Reason** field.
Interest Included in Loan	Enter the total interest paid on the loan.
Interest Rate Override	Enter the interest rate for the payee's loan, if the default interest rate for the loan type does not apply. The default interest rate is defined on the Loan Type Definition GBR page.

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Field or Control	*Description*
Loan Repayment Periods	Enter the number of periods over which the loan is to be repaid. Periods are determined by the frequency of the pay period that you defined. This field is not available if the repayment method is *Repay Fixed Amount Per Period.* You can adjust the repayment period for existing loans if you select *Revised Repayment Plan* or *Interest/Amount Change* in the **Reason** field.
Repayment Amount	Enter the amount that is deducted from the payee's net pay each pay period. You can change the repayment amount if you select *Holiday Resume Recovery, Revised Repayment Plan,* or *Interest/Amount Change* in the **Reason** field. If the repayment method is *Repay Over Number of Periods* this field is not editable. Instead, the system calculates and displays the repayment amount (initial loan amount divided by the number of loan repayment periods).
P11D	Select this check box if the loan should be included in the payee's P11D report. The system displays the default for the loan type but you can override the default if required. This field is available if you select *Loan Start* or *P11D Reporting* in the **Reason** field.

Loan Adjustment and Repayment Holiday - Comments

Access the Comments tab.

Field or Control	*Description*
Comments	Click this link to access the Comments page where you can enter comments if required.

Loan Beneficiaries Page

Use the Loan Beneficiaries page (GPGB_EE_LOAN_BN) to enter the names of the beneficiaries of a loan.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Loans** > **Maintain Loans GBR** > **Loan Beneficiaries**

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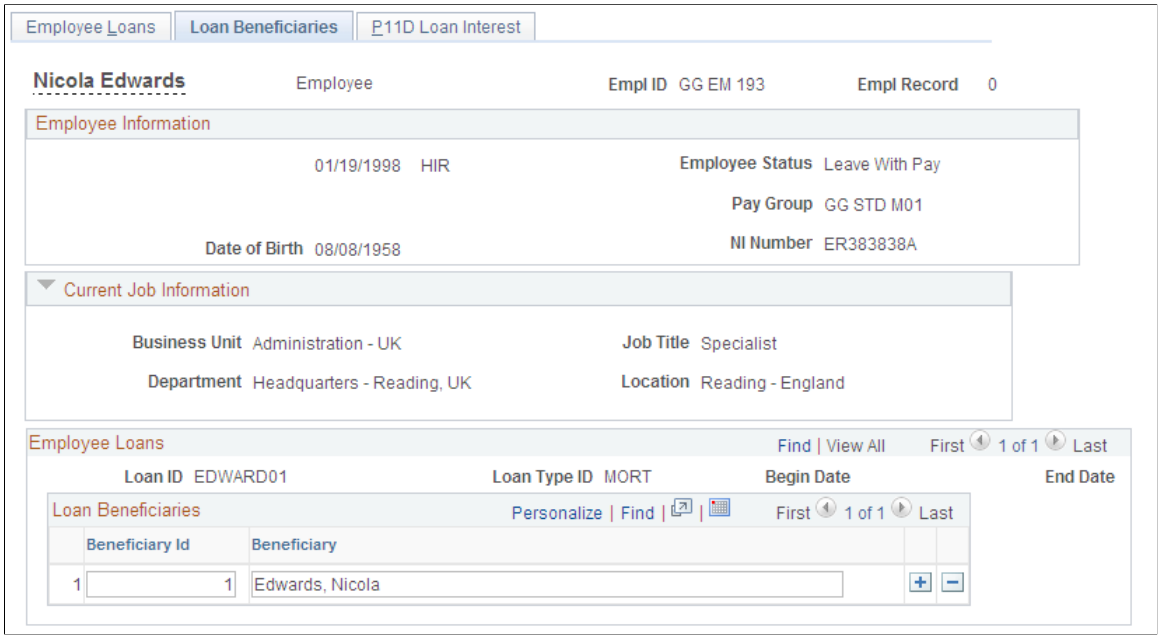
This example illustrates the fields and controls on the Loan Beneficiaries page.



The beneficiary information is not used in loan processing or P11D reporting. The data is for information only.

Field or Control	*Description*
Beneficiary Id	Enter a number for each beneficiary. The system automatically increments this value, but you can override this value.
Beneficiary	Enter the name of the person or persons to whom the loan was paid.

P11D Loan Interest Page

Use the P11D Loan Interest page (GPGB_EE_LOAN_IN) to record the interest paid by the payee for each tax year during the repayment period.

The information entered on this page is used for P11D reporting.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Loans > Maintain Loans GBR > P11D Loan Interest

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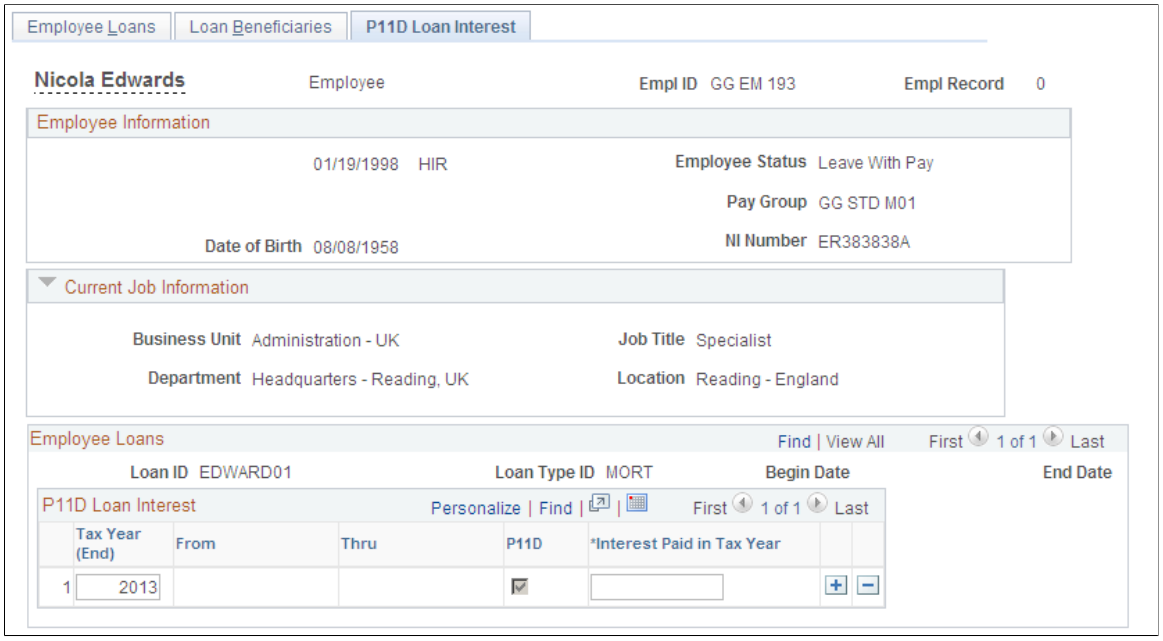
This example illustrates the fields and controls on the P11D Loan Interest page.



Field or Control	*Description*
Tax Year (End), From, and **Thru**	Enter the year in which the loan is reported to HM Revenue and Customs (HMRC). The system displays the start and end dates for the tax year in the **From** and **Thru** fields.
P11D	Indicates if the report is included on the payee's P11D report for the reportable tax year. This is determined by the setting of the **P11D** check box on the Employee Loans page as at the end of the tax year you specified.
Interest Paid in Tax Year	Enter the interest paid during the tax year. This information is included in the P11D report.

Overriding Loan Repayment Amounts

This topic and discusses how to override loan repayment amounts.

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Pages Used to Override Loan Repayment Amounts

Page Name	*Definition Name*	*Usage*
Positive Input Page	GP_PI_MNL_ERNDED	Create the positive input entry for a employee for a selected pay period. Select the loan deduction element and specify the override, additional, or exceptional amount.
Positive Input - Details Page	GP_PI_MNL_SEC	Create supporting element overrides to specify the loan ID and loan type.
Positive Input by Template Page	GP_PI_BULK_SSN	Use the template delivered for the UK to enter positive input for loans.

Understanding Overrides for Loan Repayments

The amount deducted each pay period to repay a loan is defined on the Employee Loans page. When you enter an employee loan, you either define the repayment amount or the system calculates the repayment amount based on the repayment period.

However, there are times when you need to adjust the repayment amount for one pay period. There are 3 ways in which you can vary the repayment amount. Using positive input, you can enter an:

- Override amount

  An override specifies the amount to deduct from the payee's net pay. This overrides the normal repayment amount, that is defined on the Employee Loans page, for the selected pay period.

- Additional amount

  If you specify an additional amount, the system resolves the loan deduction twice. Once for the normal repayment amount and a second time for the additional amount. For example, if the repayment amount is 150GBP but the payee wants to pay 50GBP extra for one pay period, you enter a positive input entry for 50GBP.

- Exceptional amount

  An exceptional payment is not deducted from a payee's net pay, but is deducted from the loan balance. For example, if a payee repays a lump sum payment of 1000GBP by cheque (in addition to their normal repayment amount), you enter positive input for 1000GBP using the deduction LOA DD EXCEP. This ensures that the amount is not deducted from net pay.

Note: When you enter positive input for loans, you must enter a supporting element override to specify the loan ID and the loan type. Set the variable LN VR LOAN ID to the loan ID and variable LN VR LOAN TYPE to the loan type of the loan id. This is explained in detail in the next two topics.

You can enter positive input in two ways, using the Positive Input page or using the template that is delivered for loans.

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Related Links

"Understanding Positive Input" (PeopleSoft Global Payroll)

Positive Input Page

Use the Positive Input page (GP_PI_MNL_ERNDED) to create the positive input entry for a employee for a selected pay period.

Select the loan deduction element and specify the override, additional, or exceptional amount.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Assign Earnings and Deductions** > **One Time (Positive Input)**

To create a positive input entry for the selected employee:

1. Complete the fields on the Action tab as follows:

Field or Control	*Description*
Entry Type	Select *Deduction.*
Element Name	Select one of these elements: *LOA DD LOAN:* If the amount must be deducted from net pay. *LOA DD EXCEP:* If the positive input is for an exceptional payment, which is not deducted from net pay. When this deduction is processed, it reduces the loan balance but is not deducted from net pay.
Action Type	Select one of these options: *Override:* To override the repayment amount for the pay period. *Additional:* To enter an additional repayment amount or an exceptional amount.

2. Complete the fields on the Main Components tab as follows:

Field or Control	*Description*
Amount	Enter the override, additional, or exceptional amount.
Currency	Select *GBP.*

3. Click the **Details** link to access the Positive Input - Details page and enter supporting element overrides to define the loan ID and loan type:

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Element Entry Type	*Element Name*	*Character Value*
Variable	LN VR LOAN ID.	Enter the loan ID
Variable	LN VR LOAN TYPE	Enter the loan type

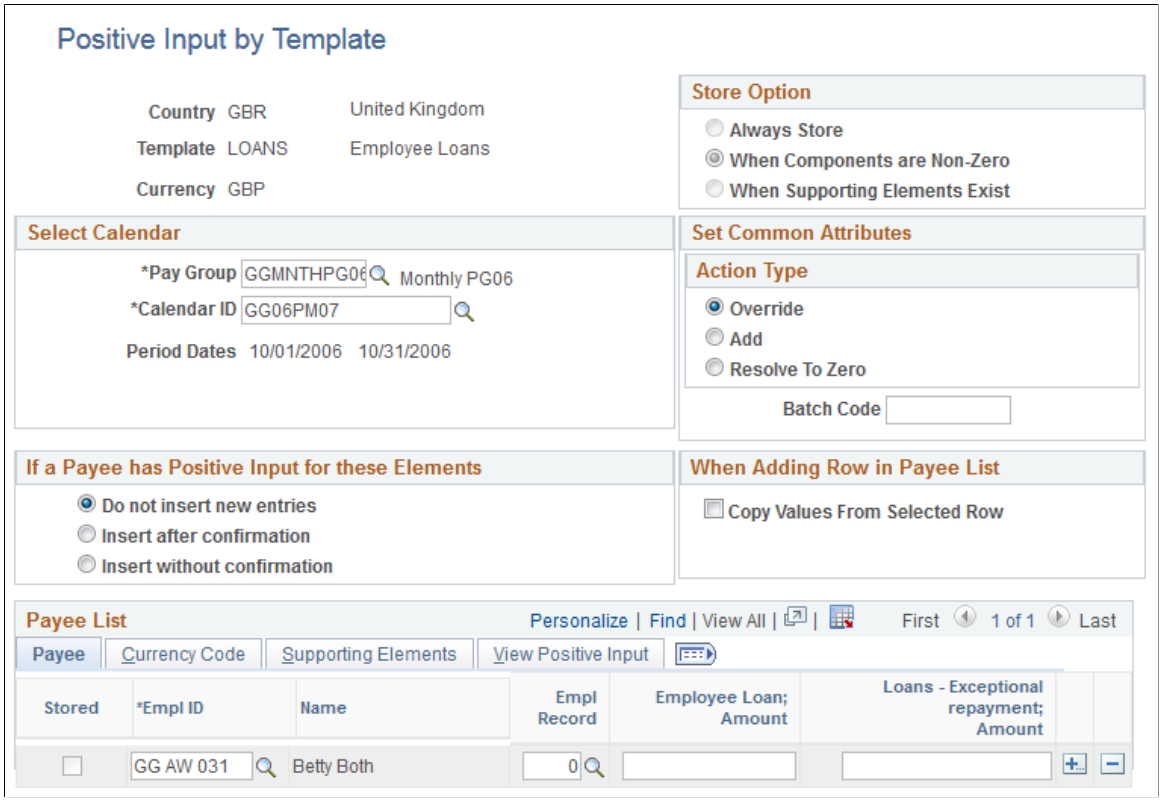
Positive Input by Template Page

Use the Positive Input by Template page (GP_PI_BULK_SSN) to use the template delivered for the UK to enter positive input for loans.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Positive Input by Template > Positive Input by Template

This example illustrates the fields and controls on the Positive Input by Template page.



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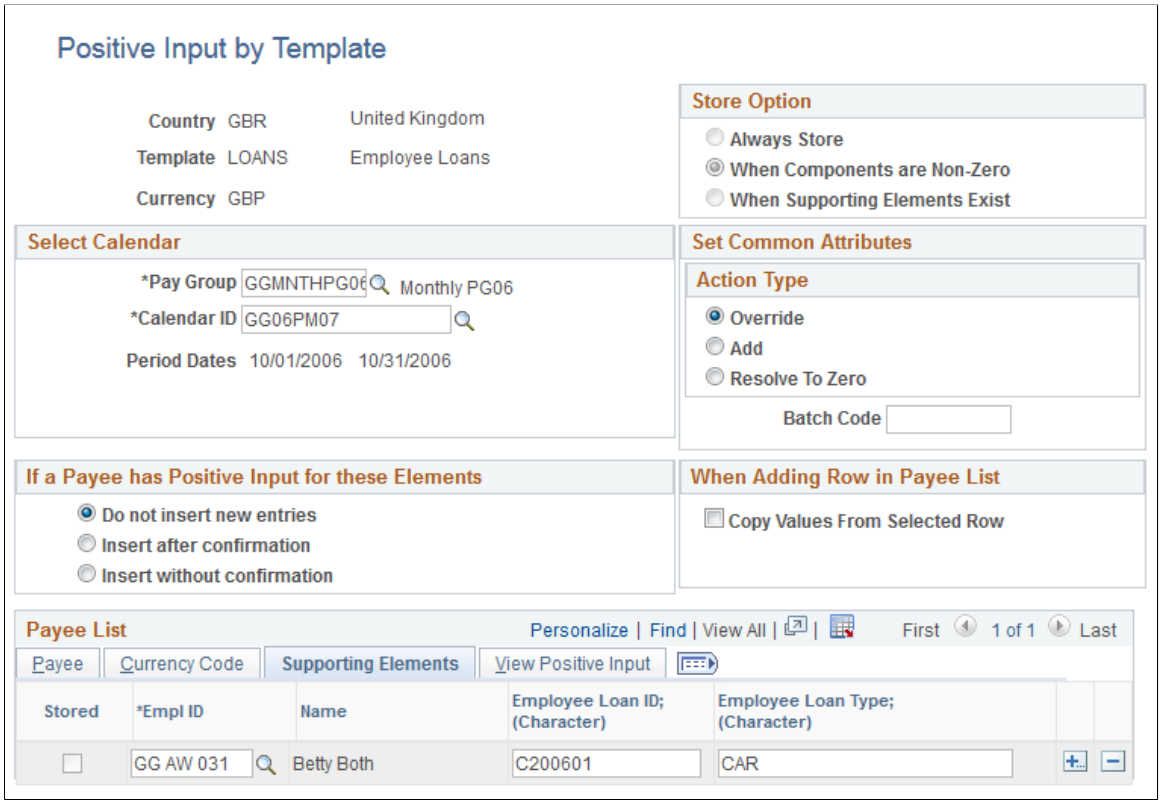
Field or Control	*Description*
Action Type	Select one of these options: *Override:* To override the repayment amount for the pay period. *Add:* To enter an additional repayment amount or an exceptional amount.
Employee Loan: Amount	Enter the override or additional amount. Leave this field blank if the positive input is for an exceptional amount.
Loan – Exceptional repayment: Amount	Enter the exceptional amount. Leave this field blank if the positive input is for an override or additional amount.

Supporting Elements

Access the Supporting Elements tab.

This example illustrates the fields and controls on the Supporting Elements tab of the Positive Input by Template page.



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Field or Control	*Description*
Employee Loan ID (Character)	Enter the loan ID defined for this loan on the Employee Loans page.
Employee Loan Type (Character)	Enter the loan type.

Processing Loans

This topic provides overviews of loan processing, multiple resolution of loan deductions, and the Update Loan End Date Process, and discusses how to run the Update Loan End Date process.

Page Used to Update Loan End Dates

Page Name	*Definition Name*	*Usage*
Update Loans End Date GBR Page	GPGB_RC_LOAN_UPD	Run the Update Loan End Date application engine process (GPGB_LOAN).

Understanding Loan Processing

Loan deductions are calculated and processed in the normal payroll process. Loans are a post-tax deduction and processed after statutory deductions for tax, National Insurance (NI), court orders, and student loans.

Loan processing checks:

- For loan repayment holidays.

  If there is a repayment holiday defined within the pay period, the loan isn't processed. When you view payee messages you will see the message "Loan Repayment Holiday detected (17135,422)"

- Whether the loan has been repaid or stopped.

  If the loan has been repaid, the employee terminated, or the loan stopped, you will see the payee message "Last repayment made this period (17135,423)"

- For positive input entries.

  The system checks whether positive entries for loans are for loan IDs that are being processed in pay period. If a positive input entry is for a loan ID that will not be processed in the period, you will see the payee message "Positive Input for Loan Id %1 incorrect (17135,424)"

The system writes the amounts processed for the pay period to a writable array. You can view the data in this writable array using the Review Loans GBR page.

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See Viewing Payees' Processed Loans.

After you have run and finalized payroll for the pay period, you need to run the Update Loan End Date application engine process. The purpose of this process is to update the employee loans table with a loan end date when loans have been repaid.

Note: The Update End Date button on the Employee Loans page performs the same function as the Update Loan End Date process for an individual payee.

Understanding Multiple Resolution of Loan Deductions

Employee loans use one loan deduction, LOA DD LOAN, to process loan repayments. A driver accumulator generates multiple resolutions of this deduction.

Multiple resolutions of the loan deduction, LOA DD LOAN, are driven by the accumulator LOA AC LOAN DRV. This accumulator has two user fields:

User Field	*Element*	*Description*
User Field 1	LN VR LOAN ID	Identifies loan ID
User Field 2	LN VR LOAN TYPE	Identifies loan type

Example: Multiple Resolutions of Loan Deduction

In this example, the payee has three loans:

Loan ID	*Loan Type*	*Repayment Amount (GBP)*
CAR2005	CAR	300
SSNT2005	SSNT	150
SSNT2006	SSNT	200

When this is processed in payroll, it creates three instances of the driver accumulator:

User Field1	*User Field 2*	*Repayment Amount (GBP)*
CAR2005	CAR	300
SSNT2005	SSNT	150
SSNT2006	SSNT	200

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This creates three instances of the deduction LOA DD LOAN in the payroll results:

Instance	*Amount*
1	300
2	150
3	200

Understanding the Update Loan End Date Process

Loan deductions are calculated and processed in the normal payroll process. However, the payroll process does not update the loan end date that determines whether the loan is processed in the next pay period.

After you have run and finalized payroll for the pay period, you need to run the Update Loan End Date application engine process (GPGB_LOAN). The purpose of this process is to update the employee loans table with a loan end date when loans have been repaid or loan processing or the employee is terminated. The process checks the most recent finalized payroll results for employees with active loans. If a loan has been repaid or the employee was terminated in the pay period, the process inserts a row in the employee loan table with a *Stop Loan* reason and populates the Loan End Date field with the pay period payment date. The next time you run the payroll process, the employee loans that have an end date are not processed.

You can run the process manually or schedule the process to run at regular intervals automatically.

Payroll administrators can use the **Update End Date** button on the Employee Loans page to perform the same function as the Update Loan End Date process for an individual payee.

Related Links

Employee Loans Page

Update Loans End Date GBR Page

Use the Update Loans End Date GBR page (GPGB_RC_LOAN_UPD) to run the Update Loan End Date application engine process (GPGB_LOAN).

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Update Loans End Date GBR > Update Loans End Date GBR

Field or Control	*Description*
Stream Number	If you use streams in your payroll processing, select the stream you want to process and the system displays the range of employee IDs included in that stream.

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When the Update Loan End Date process has completed, view the message log to see which employee loans have been updated. The log lists the employee ID, loan ID, loan type and the end date.

Viewing Payees' Processed Loans

This topic discusses how to view processed loans.

Page Used to View Processed Loan

Page Name	*Definition Name*	*Usage*
Review Loans GBR Page	GPGB_EE_LOAN_RV	Review details of payee loans that have been processed. The page shows the amounts deducted, total amounts repaid, and the outstanding balance.

Review Loans GBR Page

Use the Review Loans GBR page (GPGB_EE_LOAN_RV) to review details of payee loans that have been processed.

The page shows the amounts deducted, total amounts repaid, and the outstanding balance.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Loans > Review Loans GBR > Review Loans GBR

This example illustrates the fields and controls on the Review Loans GBR page.

This page displays loan information from the latest payroll results.

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Field or Control	*Description*
Tax Period	Displays the tax period.
Amount Period	Displays the repayment amount for the tax period.
Arrears	Displays the arrears for the pay period. Loan repayments can go into arrears if you select the **Perform Net Pay Validation** check box on the Arrears page for the loan deduction LOA ADD LOAN. If the employee's net pay is too low to deduct the normal repayment amount, this field displays the arrears amount. See Modifying and Updating the Loan Deduction.
Exceptional Amount	Displays the exceptional amount paid by the payee during the pay period. Exceptional amounts are not deducted from the payee's net pay but reduce the outstanding balance. See Understanding Overrides for Loan Repayments.
Amount for Tax Year	Displays the total amount repaid this tax year, including exceptional amounts.
Total Amount Repaid	Displays the total amount repaid to date.
Balance Amount	Displays the amount outstanding.
End Date	Displays the date on which the loan was repaid in full or the date when loan processing was terminated. Loan processing may stop before a loan is repaid if a payee is terminated or you manually stop loan processing. The end date is populated by the Update Loan End Date process or by using the Update Loan End Date button on the Employee Loans page. See Employee Loans Page.

Processing Details

Access the Processing Details tab.

This tab displays calendar group, segment details, and the payment date.

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Chapter 13

Administering Share Save and Share Buy Schemes

Understanding Share Scheme Administration

This topic lists prerequisites and discusses:

- Delivered share scheme deductions.
- Delivered share scheme earnings.
- Viewing delivered elements.

Prerequisites

Before you can enter and process share scheme contributions, you must:

- Set up share scheme types, share scheme limits, and share scheme definitions.
- Set up your processing structure to include share scheme processing.

  Two sections are delivered for share schemes that are included in the payroll process list. You can use the delivered structure or create your own sections and process lists.

Related Links

Understanding Share Schemes

Delivered Share Scheme Deductions

These deduction elements are delivered for share scheme contributions that you can use as a basis when creating your own elements:

- SS DD SVE AA (share save actual amount).

  Use this deduction for the actual amount deducted for the pay period. Depending on payees' level of net pay, the actual amount deducted may differ from the contribution defined on the Save page in the Assign Share Scheme GBR component.

- SS DD SVE NA (share save normal amount).

  Use this deduction for the full contribution for the pay period if you need to record and report the full contribution due as well as the actual amount deducted. This is optional. The amount is defined at payee level on the Save page.

- SS DD BUY AA (share buy actual amount).

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Use this deduction for the actual amount deducted for share buy contributions, where the contribution is based on a fixed amount. Depending on payees' net pay, the actual amount may differ from the contribution defined on the Buy page in the Assign Share Scheme GBR component.

- SS DD BUY NA (share buy normal amount).

  Use this deduction for the full contribution for the pay period if you need to record and report the full contribution due as well as the actual amount deducted. This is optional. This amount is defined at payee level on the Buy page.

- SS DD BUY AP (share buy actual percentage).

  Use this deduction for the actual percentage of earnings that is deducted for share buy contributions, where the contribution is based on a percentage. Depending on payees' net pay, the percentage actually deducted may differ from the contribution defined on the Buy page in the Assign Share Scheme GBR component.

The deductions that are used for share scheme deductions are specified on the Define Share Schemes GBR page. Your organization may use different deductions for each share scheme ID or use the same deduction for multiple share schemes.

Delivered Share Scheme Earnings

These earnings elements are delivered for share scheme refunds:

- SS ER SVE CR (share save contribution return).

  Use this earning for refunding payees' contributions and bonus amounts. This earning is not taxable because the contributions are post-tax deductions.

- SS ER SVE RB (share save residual balance).

  Use this earning for refunding any balance that remains after purchasing shares. This earning is not taxable because the contributions are post-tax deductions.

- SS ER BUY CR (share buy contribution return).

  Use this earning for refunding payees' contributions. This may occur when the employee leaves the scheme and deductions are continued after the stop date due to late notification. This earning is taxable because the contributions are pre-tax deductions.

- SS ER BUY RC (share buy residual cash).

  Use this earning for refunding any balance that remains after purchasing shares. This earning is taxable because the contributions are pre-tax deductions.

- SS ER BUY TX (share buy taxable sale).

  Use this earning to record share buy sales that are subject to tax.

- SS ER SVE NT (share buy non-taxable sale).

  Use this earning to record share buy sales that are non-taxable.

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There is no automatic processing associated with these earnings. If you want to process refunds use positive input to specify the payee and amount.

Related Links

“Understanding Positive Input” (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 the United Kingdom. Instructions for running the query are provided in the PeopleSoft Global Payroll product documentation.

Related Links

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

Entering Employee Share Scheme Information

This topic discusses how to enter employee share scheme information.

Pages Used to Enter Share Scheme Information

Page Name	*Definition Name*	*Usage*
Save Page	GPGB_EE_SS_SVE	Enrol payees in a share save scheme. If your organization has eligibility rules associated with share schemes you must check that payees meet those criteria before enrolling them. Global Payroll for the UK doesn't perform any eligibility checking.
Contribution Holiday Page	GPGB_EE_SS_HOL_SEC	Enter the begin and end dates and duration of contribution holidays. These are periods when payees suspend contributions to share schemes. The share save scheme definition defines whether contribution holidays are allowed, the maximum duration of holidays and how contributions that were due during the contribution holiday period are collected.
Contribution Holiday Notes Page	GPGB_EE_SS_CMT_SEC	Enter comments about the contribution holiday.

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Page Name	*Definition Name*	*Usage*
Buy Page	GPGB_EE_SS_BUY	Enrol payees into a share buy scheme. If your organization has eligibility rules associated with share schemes you must check that payees meet those criteria before enrolling them. Global Payroll for the UK doesn't perform any eligibility checking.
Share Save Holidays GBR Page	GPGB_EE_SS_HOL	Enter the begin and end dates and duration of contribution holidays. These are periods when payees suspend contributions into share save schemes. The share save scheme definition defines whether contribution holidays are allowed, the maximum duration of holidays and how contributions that were due during the contribution holiday period are collected.

Save Page

Use the Save page (GPGB_EE_SS_SVE) to enrol payees in a share save scheme.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Assign Share Schemes GBR** > **Save**

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

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Field or Control	*Description*
Scheme ID	Select the share save scheme that the payee wants to join. The system displays only those share schemes defined with a share scheme type of share save that are open for enrolment. If the **Enrolment Locked** check box is selected on the Define Share Schemes GBR page, the share scheme is not available in this field.
Begin Date and **End Date**	Enter the date that the payee joined the share scheme and the date that the scheme will cease. The default end date is the scheme end date. If employee override is allowed and this applies to the payee, enter the revised end date
Duration	Displays the duration (in months) of the share save scheme you selected. If the share scheme definition allows employee override, you can modify the default duration. See Define Share Schemes GBR Page.

Share Save Schemes — Contributions

Access the Contributions tab.

Field or Control	*Description*
Account Number	Enter the payee's account number issued by the share system administrators.
Amount	Enter the payee's contribution to the scheme each pay period. The amount must be within the minimum and maximum contributions defined for the share scheme. If payees are enrolled in more than one share save scheme, their total contributions across all share save schemes must be within the statutory limits defined on the Share Scheme Limits GBR page. See Pages Used to Define Share Schemes. See Define Share Scheme Limits GBR Page.
Holidays	Displays *Yes* or *No* to indicate whether contribution holidays already exist for the payee. If the field displays *No* and the **Holiday** link doesn't appear, the scheme doesn't allow contribution holidays.

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Field or Control	*Description*
Holiday	Click this link to access the Contribution Holiday page where you can view and add contribution holiday dates. This link is only displayed for schemes that allow contribution holidays.

Buy Page

Use the Buy page (GPGB_EE_SS_BUY) to enrol payees into a share buy scheme.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Assign Share Schemes GBR** > **Buy**

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

Field or Control	*Description*
Scheme ID	Select the share buy scheme that the payee wants to join. The system displays only those share schemes defined with a share scheme type of share buy.
Begin Date and **End Date**	Enter the date that the payee joined the share scheme. You only enter an end date at such time as the payee withdraws from the scheme.

Share Buy Schemes — Contributions

Access the Contributions tab.

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Field or Control	*Description*
Account Number	Enter the payee's account number issued by the share system administrators.
Contribution Basis	Displays the contribution basis defined for the share scheme: *Amount:* If contributions are based on a fixed amount. *Percent:* If contributions are based on a percentage of earnings.
Contribution Amount	Enter the payee's contribution to the scheme each pay period. The amount must be within the minimum and maximum amount specified in the share scheme definition. If payees are enrolled in more than one share buy scheme, their total contributions across all share buy schemes must be within the statutory limits defined on the Share Scheme Limits GBR page. This field is available if the **Contribution Basis** is *Amount.*
Percentage Value	Enter the percentage of earnings that are contributed to the share scheme each pay period. The percentage must be within the minimum and maximum percentage specified in the share scheme definition. If payees are enrolled in more than one share buy scheme, their total contributions across all share buy schemes must be within the statutory limits defined on the Share Scheme Limits GBR page. This field is available if the **Contribution Basis** is *Percent.* The earnings on which this percentage is based is defined in the share scheme definition. Rules for share schemes are defined on the Define Share Schemes GBR page. See Pages Used to Define Share Schemes.

Note: You cannot enrol employees in more than one share buy scheme with the same contribution basis (fixed amount or percentage). However, employees can be enrolled in two share buy schemes if one is based on a fixed contribution amount, and the other scheme is based on a percentage of earnings.

Share Save Holidays GBR Page

Use the Share Save Holidays GBR page (GPGB_EE_SS_HOL) to enter the begin and end dates and duration of contribution holidays.

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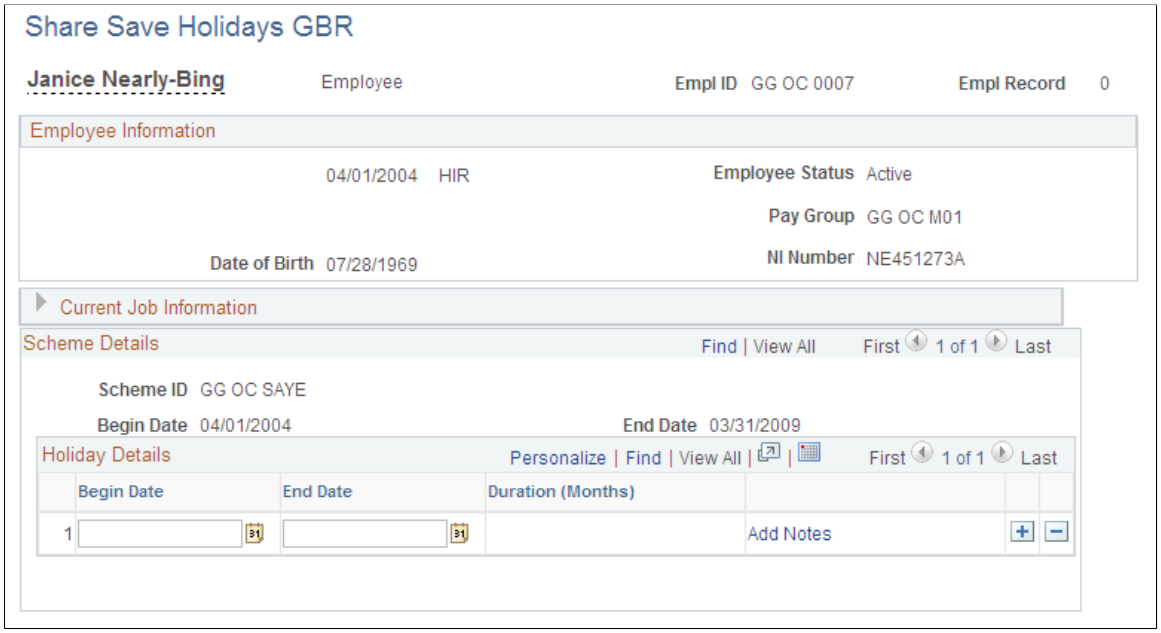
These are periods when payees suspend contributions into share save schemes. The share save scheme definition defines whether contribution holidays are allowed, the maximum duration of holidays and how contributions that were due during the contribution holiday period are collected.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Share Save Holidays GBR > Share Save Holidays GBR

This example illustrates the fields and controls on the Share Save Holidays GBR page.



Holiday Details

Enter the details of the payee's contribution holidays. Where contribution holidays are permitted, and the share scheme has a maximum total duration for contribution holidays, the system checks that the payee has not exceeded this limit.

See Pages Used to Define Share Schemes.

Field or Control	*Description*
Begin Date and **End Date**	Enter the start and end date for the period when the payee's share scheme contributions stopped.
Duration (months)	Displays the number of months that the payee is not contributing to the share scheme when you click **Save.** The duration is rounded to two decimal places, based on an average month of 30.4166 days.

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Processing Share Scheme Contributions

Share scheme deductions are calculated and processed in the normal payroll process. If a payee contributes to more than one share scheme, the system processes the deductions in order of the payee's start date. The scheme that the payee joined first is processed first.

Share save and buy contributions are processed separately:

- Share buy scheme contributions are pre-tax deductions and processed before statutory deductions.
- Share save scheme contributions are post-tax deductions and processed after statutory deductions for tax, National Insurance (NI), court orders, and student loans.

Share scheme processing checks:

- Whether contributions are suspended.

  The rules of the share scheme define whether contributions are suspended during maternity leave. For share save schemes, contributions can also be suspended for contribution holidays if these are permitted by the rules of the scheme.

- Whether the payee was terminated during the pay period.

  The rules of the share scheme determine how terminated payees' contributions are processed. There are three options: process the contribution as normal, process the contribution only if the payee left on the last date of the pay period, or do not process contributions.

- Whether payees' pay is sufficient to process the full contribution.

  The system checks the GBR AC NETT SEG accumulator to determine whether there is sufficient pay to deduct the full contribution amount. The rules of the share scheme defined on the Define Share Schemes GBR page determine what happens when net pay is not sufficient to take the full amount. There are two options: deduct zero, or deduct the maximum amount available.

- Total contributions are within the statutory limits.

  When you set up payees' contributions, the system checks that the amount is within the limits defined for the scheme. However, when you process payroll, the system also checks that the total contributions are within the HM Revenue and Customs (HMRC) limits for share save and buy schemes defined on the Share Scheme Limits GBR page. If the total contributions exceed statutory limits, the system does not process the contribution that would exceed the limit.

Multiple Resolutions of Share Scheme Deductions

Multiple resolutions of share scheme deductions are generated by multiple assignments of share scheme deductions as follows:

- The Define Share Schemes GBR page identifies the deductions associated with a share scheme.
- The system automatically assigns the share scheme deductions to a payee when you enrol the payee in a share scheme.
- If you enrol a payee in multiple share schemes that use the same deduction, the system assigns the deduction multiple times.

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- Payroll processing resolves the deduction once for each assignment.

Multiple resolutions of elements is explained in the PeopleSoft Global Payroll product documentation.

Related Links

Setting Up Share Schemes
“Understanding Multiple Resolutions” (PeopleSoft Global Payroll)

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Chapter 14

Processing Statutory Absences

Understanding Statutory Absence Processing

This topic describes how to record an employee's absence due to maternity leave, paternity leave, or adoption leave.

Eligibility Validation

Employees are entitled to receive payment for statutory absences if they meet certain criteria and conditions associated with these payments.

Global Payroll for the UK automatically checks some of the eligibility criteria and conditions based on the stored employee information. Other eligibility criteria must be validated before you enter the absence in the system.

Global Payroll for the UK calculates employees' average weekly earnings to determine whether their earnings are at or above the LEL. Employees below the LEL are not eligible for any statutory absences. You can override the calculated value using the Override Average Earnings page.

See Override Average Earnings Page.

For SAP and SPP, you must check the following eligibility criteria before recording the absence in the system:

- Documentary proof of entitlement.

  Employees are required to supply evidence of their entitlement to SAP and SPP. Global Payroll for the UK does not store this information or validate that the employee has provided documentary proof.

- Notification period.

- Employment conditions.

  Statutory absences are only available to employees who have worked for an employer for a certain period. These conditions are not validated by Global Payroll for the UK for SAP and SPP.

Note: For SMP, you must use PeopleSoft HR to record some eligibility information. See the next topic for details.

Recording Maternity Leave in Human Resources

For most statutory absences, you enter all the required employee information into Global Payroll for the UK pages. However, for SMP you must record some information using the Monitor Absence business process in HR.

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Navigate to the Maternity Leave page as follows: **Workforce Administration** > **Absence and Vacation** > **Maternity/Parental Leave UK** > **Maintain Maternity Leave** > **Maternity Leave.**

Use this page to enter MPP start and end dates, the employee's eligibility for SMP based on length of service, and the date that you received MAT1B notification. Global Payroll for the UK will not pay SMP if you have not completed the Maternity Leave page in HR.

Related Links

"Tracking Maternity Absence Data" (PeopleSoft Human Resources Monitor Absence)

Processing Statutory Absence Payments for Terminated Employees

In certain situations, employees are entitled to statutory absence payments after leaving their jobs. To process such employees using Global Payroll for the UK, you must terminate the employee in HR with the Action/Reason code *Termination with Pay.*

Note: Ensure that you set up the terminated employees correctly so that they are not paid other regular payments, such as salary, when you run the payroll process. When you have paid the statutory absence payments that the employee is entitled to, update the Action/Reason code to stop further payments being processed.

Related Links

"Changing Job Data" (PeopleSoft Human Resources Administer Workforce)

Delivered Absence Take and Entitlements

The following table lists the absence take and absence entitlement elements delivered for the UK:

Absence	*Absence Take*	*Absence Entitlement*
Statutory maternity pay before 6 April 2003	SMP AT1	SMP AE1
Statutory maternity pay from 6 April 2003	SMP AT2	SMP AE2
Statutory adoption pay	SAP AT	SAP AE
Statutory paternity pay (birth)	SPPB AT	SPPB AE
Statutory paternity pay (adoption)	SPPA AT	SPPA AE
Statutory Sick Pay	SSP AT1	SSP AE1

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Absence	*Absence Take*	*Absence Entitlement*
Occupational sick pay	OSP AT1	OSP AE1 OSP AE2
Occupational maternity pay	OMP AT1	OMP AE1 OMP AE2

Note: The OMP and OSP absence takes are provided as simple templates for occupational schemes. They are not intended to be used as delivered.

Related Links

Setting Up Occupational Schemes

Delivered Absence Earnings

The following table lists the earnings delivered with Global Payroll for the UK:

Earnings	*Description*
SMP ER PAY1	SMP pay higher rate
SMP ER PAY2	SMP pay lower rate
SMP ER P OFF	SMP pay offset
SPPA ER PAY	SPP (adoption) pay
SPPA ER OFF	SPP (adoption) pay offset
SPPB ER PAY	SPP (birth) pay
SPPB ER OFF	SPP (birth) pay offset
SAP ER OFF	SAP pay offset
SAP ER PAY	SAP pay
SSP ER PAY	SSP pay
SSP ER P OFF	SSP pay offset

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Earnings	*Description*
OMP ER PAY1	OMP pay
OMP ER P1 OF	OMP offset
OMP ER PAY2	OMP half pay
OSP ER PAY1	OSP sick pay
OSP ER PAY2	OSP half pay
OSP ER OFFST	OSP offset
OSP ER P OFF	OSP offset

Related Links

Understanding Absence Schemes

Understanding Changes to Statutory Payments

This topic discusses:

- PeopleSoft delivered system changes.
- Keeping in Touch (KIT) days.
- Any day start for all maternities.
- Daily payments.

PeopleSoft Delivered System Changes

Effective April 2007 the British government passed a bill requiring a number of changes to statutory payments. The main purposes of the bill and new regulations are to:

- Extend the maximum period for which statutory payments are payable from 26 weeks to 52 weeks. The initial change to the regulation specified a period of 39 weeks starting in 2007. However, the intention of the bill is to increase payments to 52 weeks over the next couple of years.
- Allow a number of *Keeping in Touch* days without the loss of any SMP.
- Introduce an *any day start* for all maternities.
- Allow employers to provide daily payments, although it would be left to the choice of the employer.

In response to these changes, PeopleSoft has:

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- Delivered the SPP Adoption Statutory Entitlement (SPPA VR STAT ENT) and SAP Statutory Entitlement (SAP VR STAT ENT) variables with the Via Elements check box selected on the Variable Name page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Variable Name).

- Delivered a new bracket for ABS Entitlement Rates (ABS BR STAT ENT). See the Bracket Name component (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Brackets).

- Delivered a new variable for Expected Placement Date (GBR_VR_EPD). See the Variable Name page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Variable Name).

- Delivered a new variable for ABS Daily Payment for Individuals (ABS_VS_DAILY_IND). See the Variable Name page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Variable Name).

- Modified the UK Absence Event Junior View (GBR AR ABS EVT JR). See the Field Map and Keys page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Arrays, Field Map and Keys).

- Created a new accumulator for the Absence Daily Indicator (ABS_AC_DAILY_IND). See the Accumulator Name page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Accumulator Name).

- Created a new field on the Absence Entry - Adoption Dates page called **Expected Placement date.**

Note: The maximum period for which SMP is payable has increased from 26 to 39 weeks. The first 6 weeks are paid at 90 percent of average earnings. The remaining weeks are paid at a standard rate (or 90% of average earnings if this amount is lower). The calculation has not changed; only the number of week has changed. This is effective for all births with a due date on or after Sunday, April 1, 2007, regardless of the actual date of birth.

Note: The maximum period for which SAP is payable has increased from 26 to 39 weeks, with all weeks being paid at a standard rate (or 90% of average earnings if this amount is lower). The calculation has not changed; only the number of week has changed. This is effective for all adoptions with an expected placement date on or after Sunday, April 1, 2007, regardless of when the placement actually happened.

For SMP, SAP, SPPB and SPPA, PeopleSoft changed the way the entitlements are stored. We now deliver the entitlement values in the ABS Entitlement Rates bracket (ABS BR STAT ENT). See the Data page in the Bracket Name component (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Bracket Name).

The variables that used to hold the entitlement values are now populated through this bracket. The entitlement value is retrieved as of the expected date of child birth (due date) for SMP and SPPB, and as of the expected placement date for SAP and SPPA.

The expected placement date was added for input within the Absence Event GBR component (Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event GBR, Absence Data), and can be found by clicking the **Adoption Dates** link from the Additional Information page.

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Keeping in Touch (KIT) Days

By mutual agreement between the employee and the employer, employees may work up to 10 days during the statutory leave, without losing the benefit of their statutory payment. If further days are worked, they lose it for the week.

KIT days may not be taken in the first 2 weeks after childbirth, as the law prohibits a woman from working during this period. Such days do not extend the period of maternity pay or leave.

When an employee returns to work after having used all of their 10 KIT days, you must manually stop the absence and then restart it once this period is over so that statutory payment is interrupted.

Any Day Start for All Maternities

Current law states that any MPP where the due date is on or after Sunday April 1, 2007 may begin on any day of the week, rather than starting on Sunday, with the exception of an early birth or pregnancy related illness. When there is an early birth or PRI, the MPP must still follow the current rules.

For example, the maternity pay period would start on the day after the date of birth, or on the day after the first full day of sickness. As such, PeopleSoft has extended the logic that applied to early birth or pregnancy related illness to all maternities.

Daily Payments

The system calculates statutory maternity, adoption and paternity pay as a weekly benefit. This remains unchanged. PeopleSoft, however, has been made changes to allow the calculation of a daily rate, which is considered one seventh of the weekly rate.

Although the calculation must always take into account full weeks only, the payment may be split to accommodate the normal payment frequency. For example, for a monthly pay frequency, 3 days may be paid in the first month, with the remaining 4 days are paid in the second month.

PeopleSoft has reviewed the statutory payment calculation to allow daily payment of the weekly rate, which is one seventh of the weekly rate being paid daily. If you wish to take advantage of this new amendment, PeopleSoft has added a new check box called **Daily Payment** on the Additional Information page within the Absence Event GBR component. When you select this check box, the system makes payments on a daily basis.

Note: The **Daily Payment** check box is displayed for absences with an expected date of birth or expected placement date that is on of after April 1, 2007. Daily payments are not mandatory. If you leave the **Daily Payment** check box deselected, the system continues to process payments on a weekly basis.

Recording Employee Absences

This topic discusses how to record employee absences.

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Pages Used to Enter Absence Events

Page Name	*Definition Name*	*Usage*
Absence Data Page	GPGB_ABS_EVENT_1	Record general information about an employee's absence from work. Use this page to record the absence take and the absence begin and end date.
SSP Disqualification Details Page	GPGB_ABS_DIS_SEC	Record the date when and the reason why an employee is no longer paid SSP.
Notification of Absence Page	GPGB_NOTIFY_SEC	Record how you were notified of an employee's absence. Use this information for reporting purposes.
Absence Certificate Details Page	GPGB_ABS_CERT_SEC	Record the type of certificate supplied by an employee to support the absence. Use this information for reporting purposes only. The information entered here is not used in processing statutory absence.
Process Details Page	GPGB_ABS_PROC_SEC	View information about the last time the absence was processed. It also displays the calendar group in which the absence was processed and the date when the absence was last updated. This page is display only and is intended for tracking purposes.
Additional Information Page	GPGB_ABS_EVENT_2	Record additional information about an employee's absence.
User Defined Fields Page	GPGB_ABS_CNFG_SEC	Define the four fields that you can use to enter additional information about an absence.
Override/Adjust Entitlement Page	GPGB_OVRD_ENT_SEC	Change the entitlement for an absence scheme. This applies only to absences that have a *per absence entitlement.*
Override Average Earnings Page	GPGB_ABS_ERNS_SEC	Override an employee's average earnings. For statutory absences, the system calculates an employee's average weekly earnings. Employees below the lower earnings limit are not entitled to paid absence. You may need to override an employee's average earnings if the system does not have sufficient earnings history for that employee.

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Page Name	*Definition Name*	*Usage*
Birth Dates Page	GPGB_MAT_SEC	Record data about the EWC and the actual week of child birth. You must complete this page for SMP and SPP (birth).
Adoption Dates Page	GPGB_ADP_SEC	Record the date that the employee was matched with a child. You must complete this page for SAP and SPP (adoption).
Override/Adjust Entitlement for Mapped to Scheme Page	GPGB_OVRD_MAP_SEC	Override entitlement for the scheme to which you mapped on the Day Formula page in the core application. This applies only to absences that have a *per absence* entitlement. The fields on this page are identical to those on the Override/Adjust Entitlement page.
Comments Page	GPGB_ABS_EVENT_4	Enter any additional comments about an employee's absence.

Absence Data Page

Use the Absence Data page (GPGB_ABS_EVENT_1) to record general information about an employee's absence from work.

Use this page to record the absence take and the absence begin and end date.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Maintain Absences** > **Absence Event GBR** > **Absence Data**

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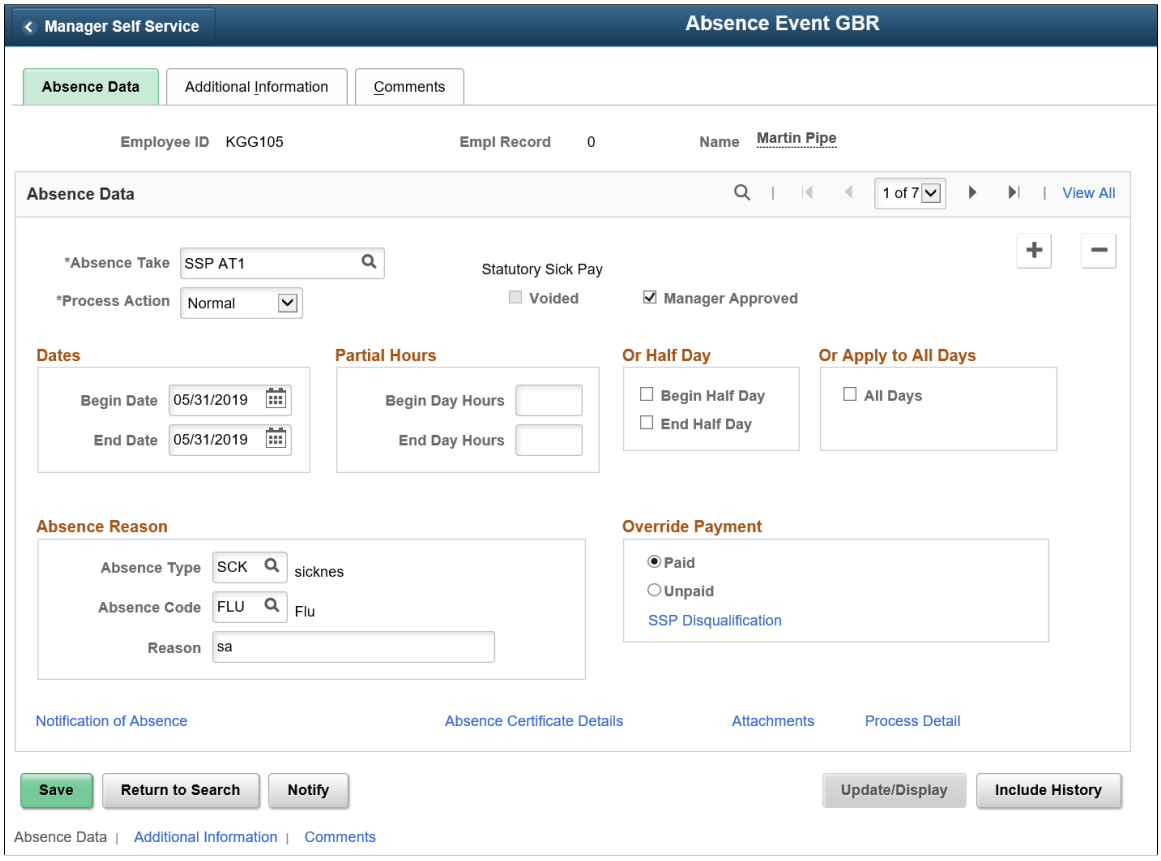
This example illustrates the fields and controls on the Absence Data page.



Note: Some of the fields on this page are identical to those on the Absence Event Entry Detail page. You'll find documentation for these fields in the PeopleSoft Global Payroll product documentation.

Field or Control	*Description*
Absence Take	Select the type of absence that you require. These are the delivered take elements for UK statutory absences: *SSP AT1* for SSP. *SMP AT1* for SMP where the EWC is before April 6, 2003. *SMP AT2* for SMP where the EWC is on or after April 6, 2003. *SPPB AT* for SPP (birth). *SPPA AT* for SPP (adoption). *SAP AT* for SAP.
Begin Date, End Date	Enter the dates of the employee absence. For SPP, employees are entitled to 2 weeks paid leave. If you enter a period spanning more than 2 weeks, only the first 2 weeks are processed as paid absence.

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Field or Control	*Description*
Partial Hours	For the statutory absence takes if you enter any partial hours during an employee's absence, then the absence won't be paid for that day. This applies regardless of the number of hours entered in the Partial Hours field.
Or Half Day	For the statutory absence takes if you select this check box, then the absence won't be paid for that day.
Or Apply to All Days	For the statutory absence takes if you select this check box, then the absence won't be paid for that day.
Absence Type	Select an absence type that you defined on the Absence Reasons GBR page. Absence types are informational only and don't affect statutory absence processing.
Absence Code	Select an absence code that you defined on the Absence Reasons GBR page. Absence codes are informational only and don't affect statutory absence processing.
Reason	Enter an additional reason why an employee was absent from work. Absence reasons are informational only and don't affect statutory absence processing.
Paid, Unpaid	The system sets the payment to **Paid.** This field doesn't affect the calculation of the statutory absences delivered as part of Global Payroll for the UK. You might want to use this field when setting up your own absence schemes, to determine whether an absence is paid or unpaid.
SSP Disqualification	Click to access the SSP Disqualification Details page.
Notification of Absence	Click to access the Notification of Absence page.
Absence Certificate Details	Click to access the Absence Certificate Details page.
Attachments	Click to add attachments. An administrator can add, view, modify or delete attachments for the selected employee through Absence Event GBR in support of leave taken by the employee. **Note:** The absence takes must be enabled at Maintain Definition component by either selecting all PIN Number or the PIN Number of the desired absence take.
Process Detail	Click to access the Process Details page.

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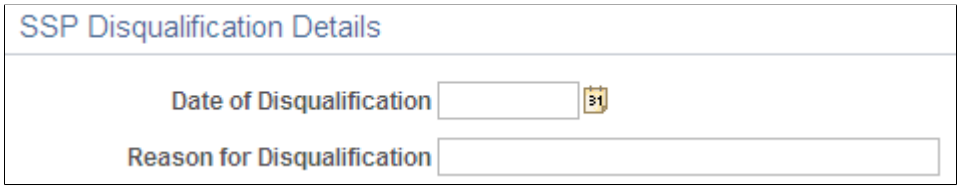
SSP Disqualification Details Page

Use the SSP Disqualification Details page (GPGB_ABS_DIS_SEC) to record the date when and the reason why an employee is no longer paid SSP.

Navigation:

Click the **SSP Disqualification** link on the Absence Data page.

This example illustrates the fields and controls on the SSP Disqualification Details page.



Disqualification is due to reasons beyond the scope of Global Payroll for the UK SSP is not payable for employees who are on strike, for example. Because the system cannot know whether an employee is on strike, this facility prevents SSP from being paid from the date that you specify.

Global Payroll for the UK takes into account the rules governing SSP disqualification. If an employee is disqualified from SSP for whatever reason, then all absences within 56 days of the end of that absence are also disqualified.

Field or Control	***Description***
Date of Disqualification	Select the date when the employee was disqualified for SSP.
Reason for Disqualification	Enter the reason why an employee is disqualified for SSP.

Notification of Absence Page

Use the Notification of Absence page (GPGB_NOTIFY_SEC) to record how you were notified of an employee's absence.

Use this information for reporting purposes.

Navigation:

Click the **Notification of Absence** link on the Absence Data page.

This example illustrates the fields and controls on the Notification of Absence page.

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Field or Control	*Description*
Notified of Absence By Whom	Enter the name or relationship of the person who notified you of the employee's absence.
Date First Notified	Select the date when you were first notified of the employee's absence.
Time	Enter the time when you were notified of the employee's absence.

Note: In the UK, statutory rules state that an employee must meet the notification and certificate criteria as defined by a company in order to be eligible for SSP. For SSP, Global Payroll for the UK includes the formula SSP FM USER COND. You may edit this formula to include your company's additional criteria, such as notification of absence, that an employee must meet before SSP can be paid.

Related Links

"Defining Formula Elements" (PeopleSoft Global Payroll)

Absence Certificate Details Page

Use the Absence Certificate Details page (GPGB_ABS_CERT_SEC) to record the type of certificate supplied by an employee to support the absence.

Use this information for reporting purposes only. The information entered here is not used in processing statutory absence.

Navigation:

Click the **Absence Certificate Details** link on the Absence Data page.

This example illustrates the fields and controls on the Absence Certificate Details page.

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Field or Control	*Description*
Certificate Type	Select the type of certificate that the employee holds: *Medical Certificate* *Self Certificate.*
Valid From, Valid To	Enter the dates the absence certificate

Note: In the UK, statutory rules state that an employee must meet the notification and certificate criteria as defined by a company in order to be eligible for SSP. For SSP, Global Payroll for the UK includes the formula SSP FM USER COND. You may edit this formula to include your company's additional criteria, such as absence certificate details that an employee must meet, before SSP can be paid.

Related Links

"Defining Formula Elements" (PeopleSoft Global Payroll)

Process Details Page

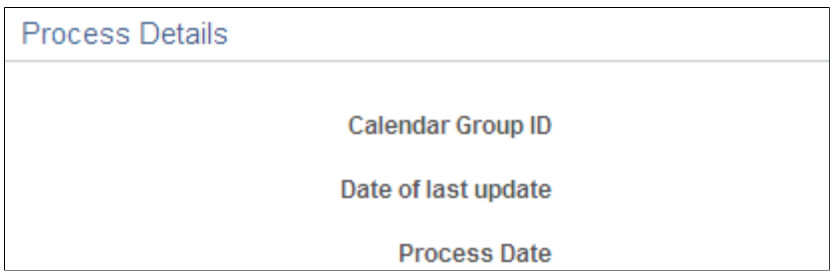
Use the Process Details page (GPGB_ABS_PROC_SEC) to view information about the last time the absence was processed.

It also displays the calendar group in which the absence was processed and the date when the absence was last updated. This page is display only and is intended for tracking purposes.

Navigation:

Click the **Process Detail** link on the Absence Data page.

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



Field or Control	*Description*
Calendar Group ID	Displays the calendar group ID in which the absence was last processed.
Date of last update	Displays the date when the absence was last updated.
Process Date	Displays the date when the absence was last processed.

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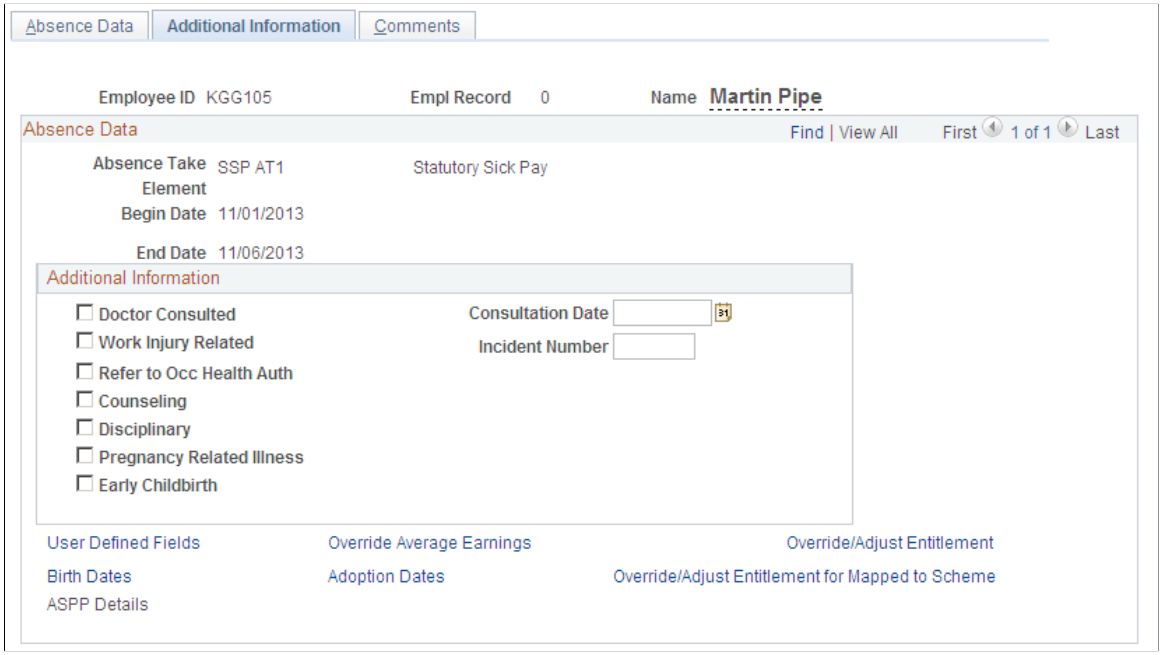
Additional Information Page

Use the Additional Information page (GPGB_ABS_EVENT_2) to record additional information about an employee's absence.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event GBR > Additional Information

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



Additional Information

Field or Control	*Description*
Doctor Consulted	Select this check box if the employee has consulted his or her doctor.
Consultation Date	Select the date when the employee consulted his or her doctor.
Work Injury Related	Select this check box if it applies to the employee's absence.
Incident Number	Enter the incident number if an employee has a work related injury.
Refer to Occ. Health Auth. (refer to occupational health authority), **Counselling**, **Disciplinary**	Select the check boxes that apply to the employee's absence.

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Field or Control	*Description*
Pregnancy Related Illness	Select this check box if the employee has an illness related to her pregnancy. If you select this check box for an SSP absence, when you run the payroll process the system checks whether the absence is within the four week period before the EWC. If it is within this four week period, the system generates a warning and you should instead enter an SMP absence (SMP AT2). According to UK legislation, the MPP starts on the day after the first day of absence with a pregnancy-related illness within four weeks of the EWC. If the MPP is triggered by a pregnancy-related illness, SMP can start on any day of the week (normally SMP is paid weekly starting with a Sunday start date).
Early Childbirth	Select this check box if the absence is due to early birth of the child. If the MPP is triggered by an early birth, SMP can start on any day of the week (normally SMP is paid weekly with a Sunday start date). **Note:** This check box is for SMP AT2 absences only. It does not apply to SMP AT1. Prior to April 6, 2003, SMP always started on a Sunday.
User Defined Fields	Click to access the User Defined Fields page.
Override/Adjust Entitlement	Click to access the Override/Adjust Entitlement page.
Override Average Earnings	Click to access the Override Average Earnings page.
Birth Dates	Click to access the Birth Dates page. Use this page to enter the EWC and the actual week of child birth. This is required for SMP and SPP (birth).
Adoption Dates	Click to access the Adoption Dates page. Use this page to enter the matching date, which is required for SAP and SPP (adoption).
Override/Adjust Entitlement for Mapped to Scheme	Click to access the Override/Adjust Entitlement for Mapped to Scheme page.

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Related Links

Entering Additional Information About SSP and SMP

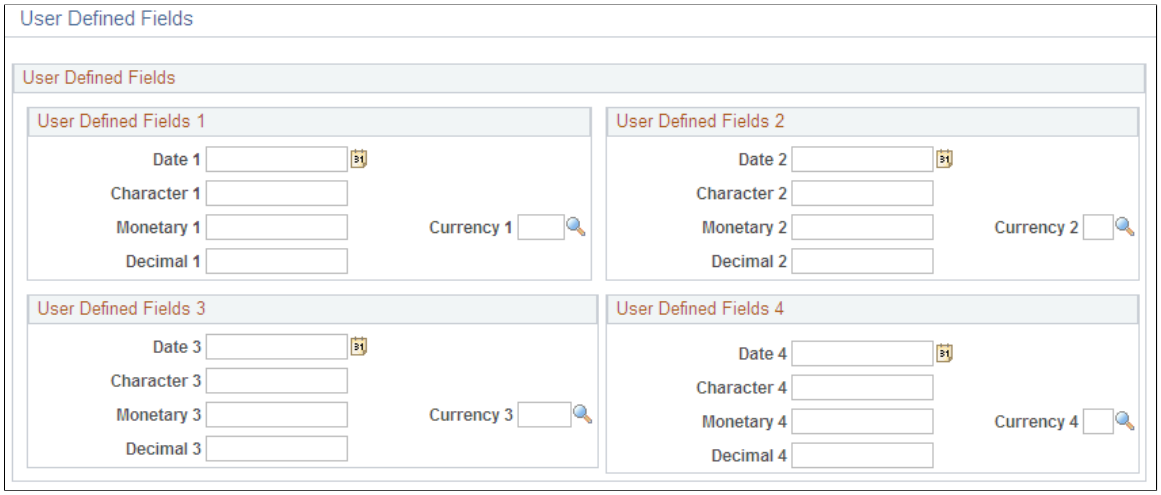
User Defined Fields Page

Use the User Defined Fields page (GPGB_ABS_CNFG_SEC) to define the four fields that you can use to enter additional information about an absence.

Navigation:

Click the **User Defined Fields** link on the Additional Information page.

This example illustrates the fields and controls on the User Defined Fields page.



User Defined Fields

You can create your own fields to further define an absence. Possible field types are *Date, Decimal, Character,* and *Monetary.* If you create a monetary field, you must specify the *Currency.*

Override/Adjust Entitlement Page

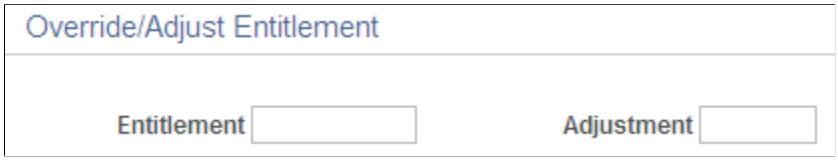
Use the Override/Adjust Entitlement page (GPGB_OVRD_ENT_SEC) to change the entitlement for an absence scheme.

This applies only to absences that have a per absence entitlement.

Navigation:

Click the **Override/Adjust Entitlement** link on the Additional Information page.

This example illustrates the fields and controls on the Override/Adjust Entitlement page.



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Field or Control	*Description*
Entitlement	Enter the number of days or weeks by which you want to override entitlement. For example, if a new employee gives you a leaver's statement (form SSP1(L)) completed by a former employer and the employee has used five weeks of SSP, enter 23 in the Override Entitlement field, (28 weeks statutory entitlement minus 5 weeks of SSP used). **Note:** Statutory absence schemes are defined as weeks. If you define your own absence schemes, definitions may vary. For example, if you define an absence scheme, such as holiday entitlement, the definition is probably in terms of days.
Adjustment	Enter the number of days or weeks by which you want to adjust entitlement. If a new employee gives you a leaver's statement (form SSP1(L)) completed by a former employer and the employee has used five weeks of SSP, enter *-5* in the Adjust Entitlement field.

Override Average Earnings Page

Use the Override Average Earnings page (GPGB_ABS_ERNS_SEC) to override an employee's average earnings.

For statutory absences, the system calculates an employee's average weekly earnings. Employees below the lower earnings limit are not entitled to paid absence. You may need to override an employee's average earnings if the system does not have sufficient earnings history for that employee.

Navigation:

Click the **Override Average Earnings** link on the Additional Information page.

This example illustrates the fields and controls on the Override Average Earnings page.

Field or Control	*Description*
Statutory Average Earnings	Enter the amount that you want to apply as the statutory average earnings. For example, if you have a new starter with no earnings, enter the contractual amount that was calculated.

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Field or Control	*Description*
Occupational Average Earnings	Enter the amount that you want to apply as the occupational average earnings. **Note:** Because you may require your occupational average earnings to be different from your statutory average earnings, Global Payroll for the UK provides you with two fields. You may use them for OSP schemes where the amount of pay depends on past earnings. For example, a shift worker is usually paid a combination of basic pay and overtime. If that employee is off sick, you can use the Occupational Average Earnings field to enter the employee's overtime payments. This ensures that SSP compensates for both the employee's basic pay and the overtime that he or she would normally have worked.

Birth Dates Page

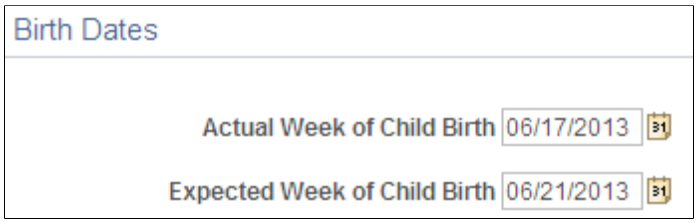
Use the Birth Dates page (GPGB_MAT_SEC) to record data about the EWC and the actual week of child birth.

You must complete this page for SMP and SPP (birth).

Navigation:

Click the **Birth Dates** link on the Additional Information page.

This example illustrates the fields and controls on the Birth Dates page.



Field or Control	*Description*
Actual Week of Child Birth	Enter the date of the week when the baby was born. For childbirths on or after 6 April 2024, an employee is entitled to take two weeks' leave of one block or one week of two blocks within 52 weeks of the childbirth. If the user enters the same date in the "Actual week of childbirth" field for more than 1 absence, then a warning message will be displayed as "Actual Week of child birth and expected week of child birth matches with the earlier applied leave. Please verify the dates as paternity leave can be taken as a single block of 2 weeks, or as to separate blocks of 1 week each per child."

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Field or Control	*Description*
Expected Week of Child Birth	Enter the date of the Sunday in the week before the baby is due. This date is required for SMP and SPP (birth). **Note:** For SMP, this date must match the one calculated by Monitor Absence in HR.

Adoption Dates Page

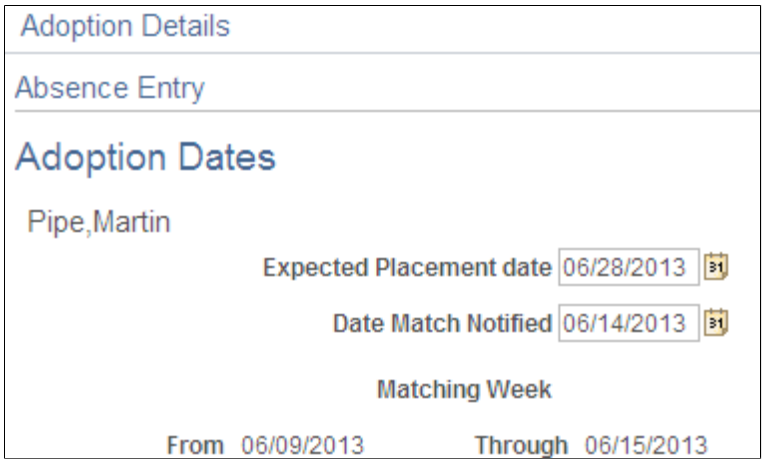
Use the Adoption Dates page (GPGB_ADP_SEC) to record the date that the employee was matched with a child.

You must complete this page for SAP and SPP (adoption).

Navigation:

Click the **Adoption Dates** link on the Additional Information page.

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



Field or Control	*Description*
Date Match Notified	Enter the matching date. This is the date that the employee received notification from the adoption agency that he or she has been matched with a child. This date is required for SAP and SPP (adoption).
Matching Week	The system automatically completes this field when you complete the **Date Match Notified** field.

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Override/Adjust Entitlement for Mapped to Scheme Page

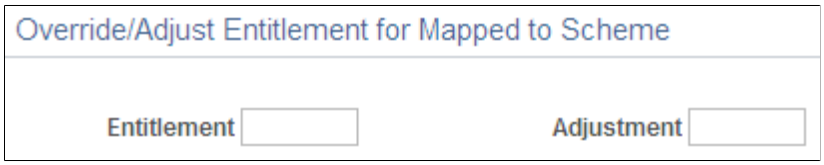
Use the Override/Adjust Entitlement for Mapped to Scheme page (GPGB_OVRD_MAP_SEC) to override entitlement for the scheme to which you mapped on the Day Formula page in the core application.

This applies only to absences that have a per absence entitlement.

Navigation:

Click the **Override/Adjust Entitlement for Mapped to Scheme** link on the Additional Information page.

This example illustrates the fields and controls on the Override/Adjust Entitlement for Mapped to Scheme page.



Note: The fields on this page are identical to those on the Override/Adjust Entitlement page.

Related Links

Override/Adjust Entitlement Page

Entering Additional Information About SSP and SMP

This topic discusses:

- Processing SMP and stillbirths.
- Additional SSP and SMP entitlement conditions.

Processing SMP and Stillbirths

This table describes how you process stillbirths using Global Payroll for the UK:

Entitlement Condition	*Resolution*	*Comments*
Baby is stillborn *after* the start of the 16th week prior to the EWC.	SMP must be paid as normal.	It is a statutory requirement that the employee be paid SMP, as for a live birth. You do not have to record details of the stillbirth in Global Payroll for the UK because SMP is paid as normal.

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Entitlement Condition	*Resolution*	*Comments*
Baby is stillborn *before* the 25th week of pregnancy; that is, baby is stillborn earlier than the 16th week prior to the EWC.	The employee is not eligible for Statutory Maternity Pay. Deselect the Eligible for Maternity Pay Based on Employment Conditions option on the UK Maternity Leave page in HR.	If the employee is absent from work, you may want to record this as an SSP absence on the Absence Data page (do not select Pregnancy Related Illness on the Additional Information page). You may also want to make a relevant comment on the Comments page.

Note: This is a manual procedure; there is no check box to record stillbirths. This decision was based on the fact that stillbirths are an emotive issue and occur relatively infrequently.

Related Links

"Tracking Maternity Absence Data" (PeopleSoft Human Resources Monitor Absence)

Additional SSP and SMP Entitlement Conditions

This table explains how the system handles different SSP and SMP entitlement conditions:

Entitlement Condition	*Resolution*	*Comments*
Absence is entered after an employee's termination date. (SSP)	The system displays a warning on the Absence Data page.	The employee is not paid SSP.
Absence start date is more than 11 weeks before the EWC. (SMP)	The system displays a warning on the Absence Data page.	The employee is paid SMP as the system assumes that the birth is premature.
An employee is sick on the hire date. (SSP)	The system displays a warning on the Absence Data page.	If you enter an absence, Global Payroll for the UK assumes that the employee has done some work for the employer and SSP must be paid.
An employee works part of a day during an absence. (SSP)	None.	SSP is not paid for any part day that an employee has worked.
Average weekly income is less than the LEL. (SSP and SMP)	Global Payroll for the UK calculates the employee's average earnings and override is included on the page.	If average earnings are below the LEL, SSP and SMP are not paid.

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Entitlement Condition	*Resolution*	*Comments*
Birth occurs before the date that the employer was notified, or no notification has been given. (SMP)	Global Payroll for the UK does not pay SMP unless you enter a date in the Form MATB1 Received field on the UK Maternity Leave page in HR.	The employee must notify the employer of the actual date of the birth and the expected date of the birth.
Employee is in continuous employment for 26 weeks prior to and including the Qualifying Week. (SMP)	Select the Eligible for Maternity based on Employment Conditions check box on the UK Maternity Leave page in HR.	If the employee has not been in continuous employment for the qualifying period, leave the check box deselected. SMP is paid only for an employee if you select this check box.
Employee is over 65 or under 16 at start of PIW. (SSP)	The system displays a warning on the Absence Data page in the core application.	The employee is not paid SSP.
No MATB1 form. (SMP)	Global Payroll for the UK does not pay SMP unless you enter a date in the Form MATB1 Received field on the UK Maternity Leave page in HR.	Enter a date in the Form MATB1 Received field on the UK Maternity Leave page in HR.
No notification of absence 28 days after the birth. (SMP)	The system displays a warning on the UK Maternity Leave page if you do not enter a date in the Form MATB1 Received field on the UK Maternity Leave page.	Enter a date in the Form MATB1 Received field on the UK Maternity Leave page.
PIW spans over three years. (SSP)	None.	Global Payroll for the UK does not pay SSP on the date when the PIW reaches the three-year mark.
Pregnancy related illness within four weeks prior to the EWC. (SMP)	The system displays a warning message if you enter an SSP absence within four weeks of the EWC.	Global Payroll for the UK does not pay SSP if the absence is pregnancy related and within four weeks of the EWC.

Viewing Employee Absence Data

This topic discusses how to view employee absence data.

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Pages Used to View Absence Details

Page Name	*Definition Name*	*Usage*
Review Absence Exceptions GBR Page	GPGB_ABS_EXCEP	View absence exceptions, absence dates, and payment details for your payees.
Absence Data Page	GPGB_ABS_EXCEP_SP	View additional details about a payee's absence.

Review Absence Exceptions GBR Page

Use the Review Absence Exceptions GBR page (GPGB_ABS_EXCEP) to view absence exceptions, absence dates, and payment details for your payees.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Maintain Absences** > **Review Absence Exceptions GBR** > **Review Absence Exceptions GBR**

This example illustrates the fields and controls on the Exceptions Details tab of the Review Absence Exceptions GBR page.

Exception Details Tab

The Exception Details tab displays the **EmplID, Name, EmplRcd#,** and an absence **Description** for each absent payee in the calendar group identified in the **Calendar Group ID** field. If you want to view additional details of a payee's absence, click the **Detail** link, which takes you to the Absence Data page.

Absence Dates Tab

Access the Absence Dates tab.

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This example illustrates the fields and controls on the Absence Dates tab of the Review Absence Exceptions GBR page.

The Absence Dates tab displays the **Absence Start Date, Absence End Date,** and the **Disqualification Date** for each payee absence.

Payment Details Tab

Access the Payment Details tab.

This example illustrates the fields and controls on the Payment Details tab of the Review Absence Exceptions GBR page.

The Payment Details tab displays the **Calendar Group ID, Calendar ID, Pay Group,** and **Segment Number** for each absence payment.

Absence Data Page

Use the Absence Data page (GPGB_ABS_EXCEP_SP) to view additional details about a payee's absence.

Navigation:

Click the **Detail** link on the Payee Absence Exceptions GBR page.

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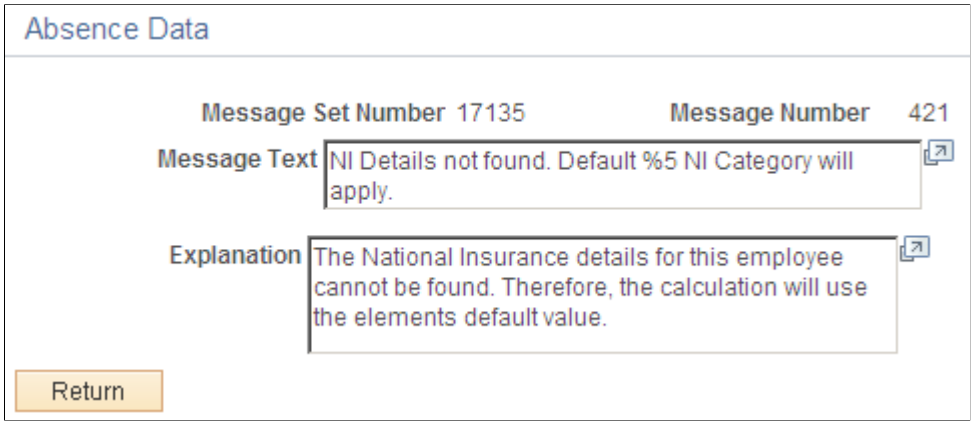
This example illustrates the fields and controls on the Absence Data page.



Field or Control	*Description*
Message Set Number	This is the message set containing the messages (text) displayed in the **Message Text** and **Explanation** fields.
Message Number	This is the message number corresponding to the content in the **Description** and**Explanation** fields.
Message Text	Displays the description of the absence, as defined in the message catalog.
Explanation	Displays an explanation of the absence, as defined in the message catalog.

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Chapter 15

Entering Employee Overtime

Understanding Delivered Elements

This topic discusses:

- Delivered overtime earning.
- Viewing delivered elements.

Delivered Overtime Earning

The earning OVT ER OVTM is delivered for overtime payment. This earning calculates the overtime payment that is to be made to the employee.

Viewing Delivered Elements

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

Related Links

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

Entering Overtime Payments

Global Payroll for the UK provides a template for calculating and recording any overtime that employees work. This overtime can be salary based (where the system calculates an hourly rate for each employee) or calculated as a factor multiplied by the number of hours multiplied by an overtime rate.

This topic discusses how to enter overtime data.

Page Used to Enter Overtime Data

Page Name	*Definition Name*	*Usage*
Overtime GBR Page	GPGB_EE_OVERTIME	Enter overtime data for an employee.

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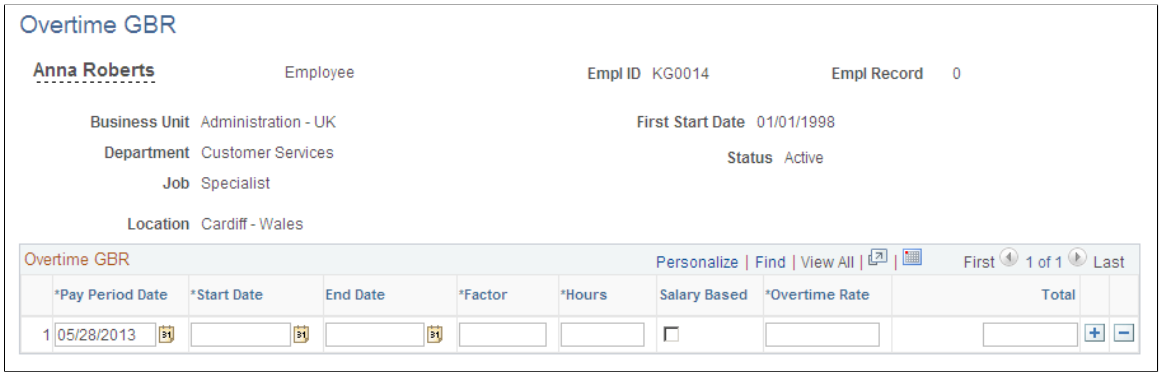
Overtime GBR Page

Use the Overtime GBR page (GPGB_EE_OVERTIME) to enter overtime data for an employee.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Overtime GBR > Overtime GBR

This example illustrates the fields and controls on the Overtime GBR page.



Note: Overtime data is created at the job level. Therefore, if an employee has one or more employment contracts, he or she can be paid overtime rates for each one.

Field or Control	*Description*
Pay Period Date	Enter the date when the overtime is to be paid. This date must be within the start and end date of the pay period. The value for this field defaults to the current date, which you can override.
Start Date	(Required). Enter a start date of the period when the employee commenced the overtime. If you select the **Salary Based** check box, the system checks the hourly rate that applied at that time, even if the rate has since changed.
End Date	(Optional) Enter the last day of the period of overtime that the employee worked. The data that you enter here is used for informational purposes. **Note:** The start and end dates provide you with information about when the overtime was worked.
Factor	Enter the factor by which overtime is calculated.

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Field or Control	*Description*
Hours	Enter the number of hours of overtime that an employee has worked during the period that you specified in the **Start Date** and **End Date** fields.
Salary Based	Each employee has an hourly rate that is calculated by the system. Select the **Salary Based** check box if you want to calculate the overtime at this hourly rate.
Overtime Rate	Enter the rate at which overtime is paid. If you select **Salary Based,** the system automatically enters the overtime rate and makes the field unavailable for entry. **Note:** If you make subsequent changes to the hourly rate on the Job Data − Compensation page, the overtime rate that you enter here prevails unless you return to the Overtime GBR page and update the Overtime Rate field.
Total	The system automatically calculates the total gross amount of overtime that an employee is paid. This data is for information only because the actual amount due to the employee is calculated during the payroll process.

Related Links

“Compensation Page” (PeopleSoft Human Resources Administer Workforce)

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Chapter 16

Calculating Net-to-Gross Payments for the UK

Setting Up Net-to-Gross Calculations for Earnings

Some earnings, such as bonuses, are paid as net amounts, so you must calculate the corresponding gross amounts. For example, if you want to pay your employee a one-time bonus of 100 GBP, you can use Global Payroll for the UK to calculate the gross payment, which ensures that the employee receives 100 GBP after taxes and National Insurance contributions have been deducted.

Note: If you want to make net-to-gross payments that are subject to tax only or to National Insurance only, you must build your own net-to-gross process.

Set up net-to-gross payments for the UK in the core application using elements that are specific to Global Payroll for the UK. There are no specific pages in Global Payroll for the UK for setting up net-to-gross payments.

To set up net-to-gross calculations for an earning:

1. Define the earning that stores the net payment to be grossed-up on the Earnings Name page in the core application.

   Global Payroll for the UK is delivered with earning GU ER TAXNI, which you can use for payments that are liable for both tax and National Insurance contributions. If you want the net amount that you enter to be liable for either tax only or National Insurance only, you must create your own earning. This earning is a member of the GU AC GRSUP SEG accumulator, which is a member of the accumulator GU AC TAXABLE PTD.

2. Define the earning that stores the grossed-up result of the net-to-gross process on the Earnings Name page in the core application.

   Global Payroll for the UK delivers earning GU ER RESULT, which stores the grossed-up result in the core application. This earning is a member of the accumulator GBR AC ALLPAY.

   Note: If you have created a net-to-gross earning that is subject to either tax only or National Insurance contributions only, you must create an additional earning that stores the corresponding grossed-up result.

   ---

3. Add both earnings to the earnings element group on the Element Groups − Members page in the core application.

   Note: Global Payroll for the UK provides you with element group GBR EG ALLPAY, which contains both of these earnings. If you create your own earnings in Steps 1 and 2, you must add them to an element group.

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4. Set up the necessary formulas to calculate the grossed-up amount on the Formula Name Page in the core application.

   PeopleSoft delivers the following formulas that calculate the grossed-up amount:

   - GU FM 2

     This formula determines the net amount to be grossed-up and provides the process with a first resolution for the gross amount.

   - GU FM 3

     This formula is responsible for the iterative processing that calculates the actual gross amount.

   - GU FM 4

     This formula populates the element GU VR RESULT, which displays the results of the net-to-gross process.

5. Set up a net-to-gross section, where all earnings are processed, on the Definition page in the core application.

   Global Payroll for the UK delivers the section GBR SE NTG, which includes the net-to-gross earnings, the grossed-up earnings, and the formulas that the system processes.

   Section GBR SE NTG references both the net payment earnings and the grossed-up result earnings, as well as the GU FM 2, GU FM 3, and GU FM 4 formulas.

   GBR SE NTG is defined as a subprocess, with a maximum number of 15 iterations. If you are defining your own net-to-gross process, you can amend the number of iterations accordingly.

   Warning! Do not change the delivered formulas and/or sections. Doing so may impact statutory calculations. If you create your own net-to-gross process, discuss this with your PeopleSoft consultant.

   ---

6. Add the net-to-gross section to the process list component on the Definition page in the core application.

   Global Payroll for the UK is delivered with section GBR SE NTG in the GBR PR PAYROLL process list. The position of the section in the process list is important. You must place the process list prior to the tax and National Insurance processing so that the grossed-up amount is derived before tax and National Insurance are calculated.

Related Links

“Understanding Earning and Deduction Elements” (PeopleSoft Global Payroll)
“Defining Element Groups” (PeopleSoft Global Payroll)
“Defining Formula Elements” (PeopleSoft Global Payroll)
“Setting Up Sections” (PeopleSoft Global Payroll)

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Delivered Tax and National Insurance Earnings

The following table lists the earnings delivered for the gross-up functionality of tax and National Insurance.

Earning	*Description*
GU ER NET NI	Calculates the gross up value of NI on the net earnings. This earning is provided as a positive input for the net value.
GU ER PRN GU	Holds the primary gross up value of the GU ER NET NI earning. When the primary gross up is calculated, the secondary gross up value is calculated based on tax code and NI category of employee.
GU ER SCN GU	Calculates the gross up value of tax and NI on the net element gross up value of NI based on the primary gross up results. The secondary gross of tax and NI is calculated based on the tax rate and NI category of the employee.
GU ER NET TX	Calculates the gross up value of tax on the net earnings. This earning is provided as a positive input for the net value.
GU ER PRT GU	Holds the primary gross up value for the GU ER NET TX earning. When the primary gross up is calculated, the secondary gross up is calculated based on tax code and NI category of employee.
GU ER SCT GU	Calculates the gross up value of tax and NI on the net element gross up of tax based on the primary gross up results. The secondary gross of tax and NI is calculated based on the tax rate and NI category of the employee.

Entering Net-to-Gross Payments

Set up the various components for resolving net-to-gross processing on the core pages. On the Positive Input page, enter the amount to be gross-up in the Amount field. In the **Currency Code** field, enter *GBP* as the currency.

Note: Use the pages in the core application to enter net-to-gross payments. There are no UK-specific pages in PeopleSoft Global Payroll.

Global Payroll for the UK delivers element GU ER TAXNI, which is subject to both tax and National Insurance contributions. This element was defined so that the amount can be entered as Positive Input in the core application.

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Related Links

“Understanding Positive Input” (PeopleSoft Global Payroll)

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Chapter 17

Running the Banking Processes

Prerequisites

Before you define deduction recipients or run banking, you need to:

- Set up bank account information.
- Set up funding (source banks) for pay entities.
- Define payee bank account information.
- Define payee net pay elections.

Related Links

"Understanding Banking" (PeopleSoft Global Payroll)
"Setting Up Banks and Bank Branches" (Application Fundamentals)
"Understanding Bank and Bank Branch Setup" (Application Fundamentals)
"Entering Bank Account Information" (PeopleSoft Human Resources Administer Workforce)

Setting Up Deduction Recipients

This topic discusses how to set up deduction recipients.

Pages Used to Define and Assign Deduction Recipients

Page Name	*Definition Name*	*Usage*
Define Deduction Recipients Page	RECIPIENT	Define the recipient ID, address, and payment method. If the payment method is *Bank Transfer* or *Wire Transfer,* select the recipient's bank account. Set up bank accounts using the Banks component.
Recipient Page	GP_RCP_DED	Assign a general deduction recipient to a deduction.
Add Deduction Recipients Page	GP_RCP_PYE	Assign an individual deduction recipient to a payee.

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Understanding Deduction Recipient Setup

To set up deduction recipients:

1. Define the recipient's bank account information.
2. Define recipient ID

   Use the Define Deduction Recipients component to set up the recipient ID and payment information. Link the recipient ID to the recipient's bank account .
3. Assign recipients to deductions or payees.

   Deduction recipients are attached to deductions (on the Recipient page of the Deduction component) if the same recipient is used for all payees. If a deduction recipient varies by payee, assign the deduction and deduction recipient to payees using the Add Deduction Recipients page.

The pages used to define deduction recipients are discussed in the PeopleSoft Global Payroll product documentation.

Related Links

“Understanding Banking” (PeopleSoft Global Payroll)

Define Deduction Recipients Page

Use the Define Deduction Recipients page (RECIPIENT) to define the recipient ID, address, and payment method.

If the payment method is Bank Transfer or Wire Transfer, select the recipient's bank account. Set up bank accounts using the Banks component.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Banking** > **Deduction Recipients** > **Define Deduction Recipients**

For statutory deductions for PAYE tax, NI, and student loans, the deduction recipient is a *General* recipient because the deductions are paid to the same recipient for all employees. Attach the recipient to the deduction using the Recipient page in the Deduction component **(Set Up HCM** > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Payroll Elements** > **Deductions** > **Recipient).**

This table lists the deduction recipient IDs that you must set up for statutory deductions:

Recipient ID	*Deduction*	*Description*
PAYE	TAX DD PAYE	Deduction recipient for PAYE tax
STL	SL DD AMOUNT	Deduction recipient for student loans

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Recipient ID	*Deduction*	*Description*
NI	NI DD EES NI DD ERS	Deduction recipient for NI.
NI_RE	NI DD EESRBT NI DD ERSRBT	Deduction recipient for NI rebates.

Important! You must use the recipient IDs listed above. The UK banking process will not work correctly if you set up different recipient IDs for tax, NI, and student loans.

Defining Deduction Recipients for Court Orders

The recipients for court orders are either general or individual, depending on the court order type. For example, council tax payments are paid to the appropriate council and this varies by payee, but child support payments are paid to the same recipient.

Assign general recipients to the court order deduction using the Recipient page in the Deduction component. For court orders that vary by payee, define the deduction recipient and assign it at the payee level as follows:

1. Define the deduction recipients for the payee's court order on the Define Deduction Recipients page.

   Select *Individual* in the Recipient Category, select the deduction recipient's bank account.

2. Assign the deduction and the deduction recipient to the payee on the Add Deduction Recipients page **(Global Payroll & Absence Mgmt** > **Payee Data** > **Net Pay / Recipient Elections** > **Add Deduction Recipients** > **Add Deduction Recipients).**

   Select the court order deduction in the Element Name field and select the deduction recipient in the Recipient ID field.

Related Links

“Defining Recipients” (PeopleSoft Global Payroll)
“Assigning Recipients to Deductions and Payees” (PeopleSoft Global Payroll)

Defining Deduction Recipients for Loans

Loan processing uses one deduction, LOA DD LOAN, that is resolved once for each loan ID. If you want to set up a different deduction recipient for each loan type, you need to use a formula to identify the deduction recipient based on loan type and attach this formula to the deduction LOA DD LOAN.

PeopleSoft delivers the formula LOA FM DED RECIPNT for this purpose. Modify the delivered formula for your loan types and deduction recipients.

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LOA FM DED RECIPNT identifies the loan type based on the value of the variable LN VR LOAN TYPE, which is a user field for the driver accumulator LOA AC LOAN DRV. Here is the formula as delivered by PeopleSoft:

```
If LN VR LOAN TYPE = 'ENTER LOAN TYPE 1' Then
    'ENTER RECIPIENT ID'   >>  LOA FM DED RECIPNT
    Exit
Endif
If LN VR LOAN TYPE = 'ENTER LOAN TYPE 2' Then
    'ENTER RECIPIENT ID'   >>  LOA FM DED RECIPNT
    Exit
Endif
If LN VR LOAN TYPE = 'ENTER LOAN TYPE 3' Then
    'ENTER RECIPIENT ID'   >>  LOA FM DED RECIPNT
    Exit
Endif
```

To modify this formula, for each loan type:

1. Replace the text ENTER LOAN TYPE1 with your loan type.
2. Replace the text ENTER RECIPIENT ID with the recipient ID.

For example, suppose that these are the loan types and deduction recipients:

Loan Type	***Deduction Recipient***
MORT	MORTREC
CAR	CARREC

The formula would look like this:

```
If LN VR LOAN TYPE = 'MORT' Then
    'MORTREC'   >>  LOA FM DED RECIPNT
    Exit
Endif
If LN VR LOAN TYPE = 'CAR' Then
    'CARREC'   >>  LOA FM DED RECIPNT
    Exit
Endif
```

To set up deduction recipients for loans:

1. Define deduction recipients for each loan type on the Define Deduction Recipients page.

   Define the deduction recipient for each loan type as a *General* recipient and select the bank account into which loan deductions for that loan type are transferred.
2. Modify the formula LOA FM DED RECIPNT to include your loan types and recipients.
3. Check that the formula LOA FM DED RECIPNT is attached to the loan deduction LOA DD LOAN.

   On the Recipient page of the Deduction component, check that the Recipient Type field is set to *Recipient* and *LOA FM DED RECIPNT* appears in the Recipient field.

When you view the payroll results, using the Results by Calendar Group component, the loan type is displayed in the User Field 2 column on the Earnings and Deductions page.

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Defining Deduction Recipients for Share Schemes

When you define share save and share buy schemes, you specify the deduction elements used for each scheme. This enables you to use one deduction per scheme ID or the same deduction for multiple schemes. Using one or multiple deductions has implications for setting up the deduction recipients for those schemes.

To illustrate how this affects payment processing, suppose that your share schemes are associated with deductions as listed in this table:

Scheme ID	***Deduction***
SS001	SS DD SVE 01
SS002	SS DD SVE 02
SS003	SS DD SVE 00
SS004	SS DD SVE 00

If you enrol an employee in all these schemes, the system automatically assigns deductions to the payee as follows:

Deduction	***Instance***
SS DD SVE 01	
SS DD SVE 02	
SS DD SVE 00	1
SS DD SVE 00	2

For schemes SS001 and SS002, the deduction is unique to the scheme, which means that you can define one recipient for that deduction. However, schemes SS003 and SS004 use the same deduction. If you want different recipients for SS003 and SS004 you can't define one recipient for the deduction; the recipients must be defined at the payee level.

If you define a different deduction for each scheme ID, set up deduction recipients as follows:

1. Define each deduction recipient as a *General* recipient.
2. Attach the deduction recipient to the deduction on the Recipient page in the Deduction component.

However, if you have one deduction linked to multiple scheme IDs and you have different recipients for each scheme ID, the deduction recipients must be defined at the payee level:

1. Define each deduction recipient as an *Individual* recipient.

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2. Assign the deduction recipients to employees enrolled in the schemes on the Add Deduction Recipients page **(Global Payroll & Absence Mgmt > Payee Data > Net Pay / Recipient Elections > Add Deduction Recipients > Add Deduction Recipients).**

   If an employee is enrolled in multiple schemes with the same deduction, use the Recipient Tag field to distinguish instances of the same deduction. For example, if an employee is enrolled in two share schemes that have the same deduction, on the Add Deduction Recipients page you add that deduction twice, select the respective recipients in the Recipient ID field, and enter unique values in the Recipient Tag field.

3. If an employee is enrolled in multiple schemes with the same deduction, update the Element Assignment by Payee page to assign the recipient tag to the relevant deduction instance.

You can view payee assignments on the Element Assignment By Payee page **(Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Element Assignment By Payee).**

After running the GP UK Banking process, the results show multiple payments for the share scheme deduction. The View Deductions page of the Review Payments by Cal Group component shows the deduction, the recipient tag, and the recipient ID.

Example: Defining Deduction Recipients for Share Schemes at Payee Level

In this example, there are two share save schemes. This table lists the scheme IDs, the deduction for each scheme, and the corresponding deduction recipients:

Scheme ID	*Deduction*	*Recipient ID*
SS00 (Share save 2000)	SS DD SVE AA	RCP2000
SS01 (Share save 2001)	SS DD SVE AA	RCP2001

If an employee is enrolled in both the SS00 and SS01 scheme, you add the following rows on the Add Deduction Recipients page:

Deduction	*Recipient Tag*	*Recipient ID*
SS DD SVE AA	10	RCP2000
SS DD SVE AA	20	RCP2001

On the Element Assignment by Payee page, you add the recipient tag as follows:

Deduction	*Instance*	*Recipient Tag*
SS DD SVE AA	1	10

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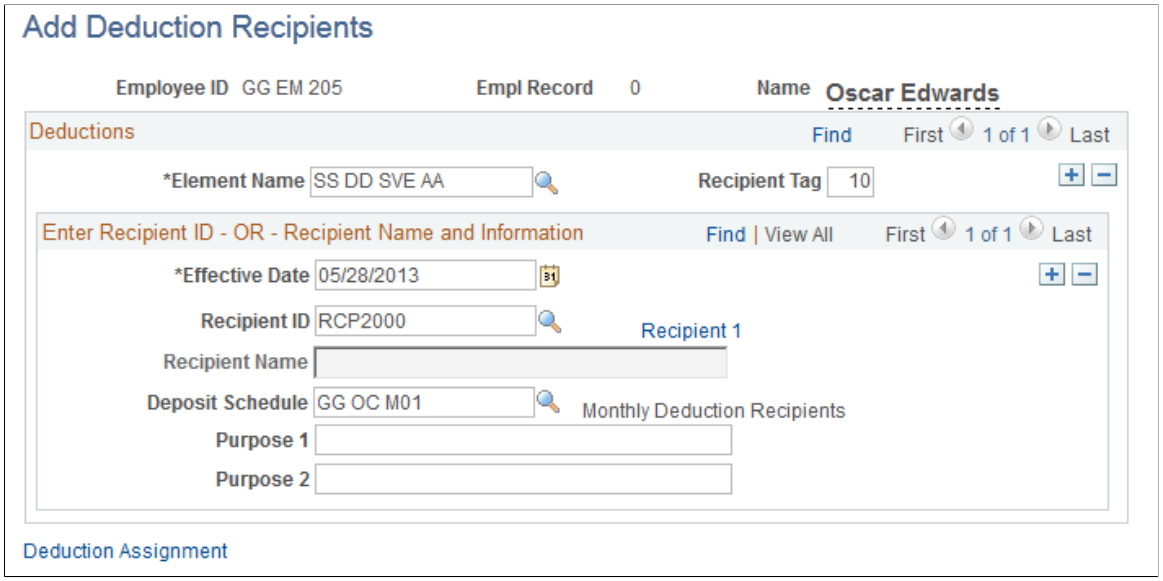
Deduction	*Instance*	*Recipient Tag*
SS DD SVE AA	2	20

Note: When you enrol an employee in a share scheme, the system automatically creates the element assignments and instance values.

When you run the banking processes, instance 1 of deduction SS DD SVE AA is associated with the recipient tag 10, which means that the deduction is paid to recipient RCP2000. Similarly, instance 2 is associated with recipient tag 20 and hence recipient RCP2001.

Here is an example showing a payee with two recipients for the deduction SS DD SVE AA:

This example illustrates the fields and controls on the Add Deduction Recipients page (1 of 2).



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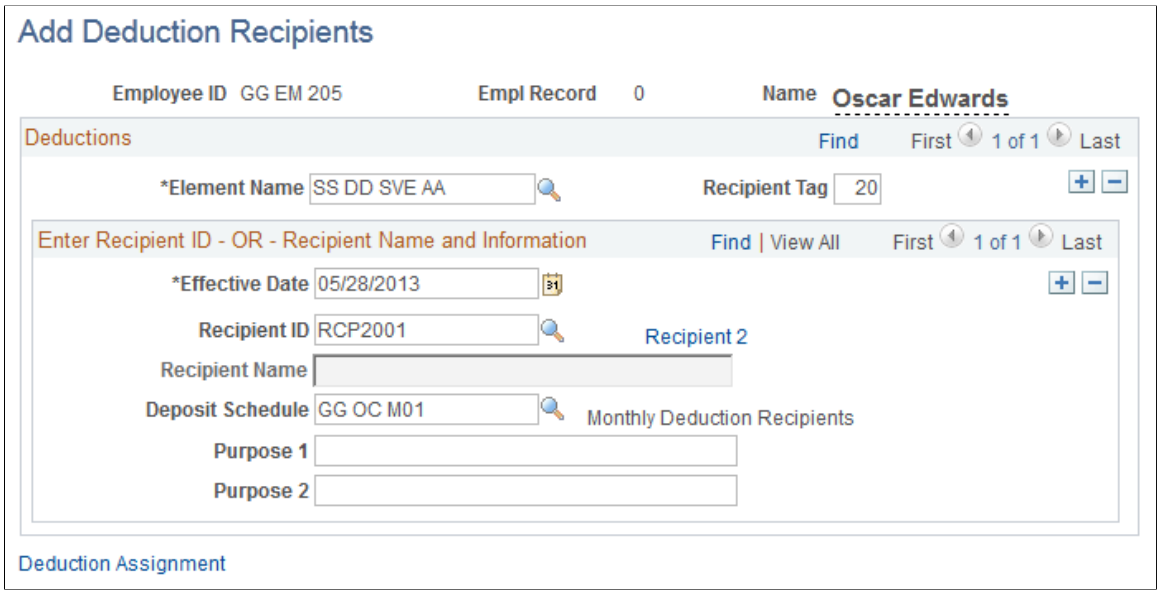
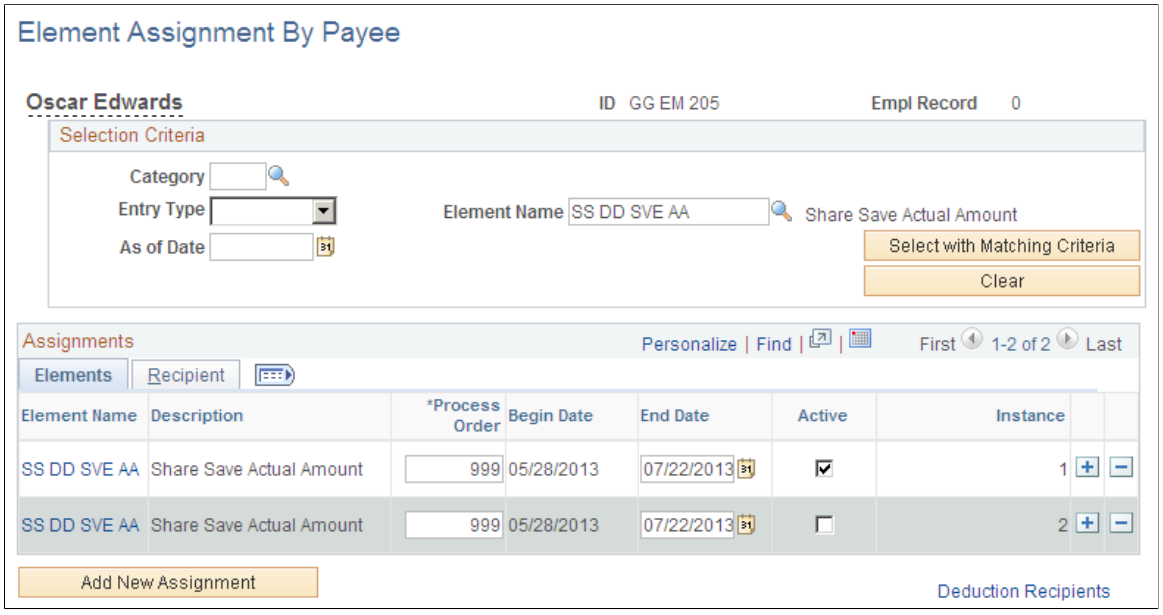
This example illustrates the fields and controls on the Add Deduction Recipients page (2 of 2).



Here is an example showing how the recipient tag is assigned to each instance of the deduction SS DD SVE AA:

This example illustrates the fields and controls on the Element Assignment by Payee page.



Related Links

“Assigning Recipients to Deductions and Payees” (PeopleSoft Global Payroll)
“Reviewing Banking Results by Calendar Group” (PeopleSoft Global Payroll)
“Defining Payee Overrides” (PeopleSoft Global Payroll)

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Running the UK Banking Processes

This topic provides an overview of the UK banking processes and discusses how to create a file for BACS transmission.

Pages Used to Run the UK Banking Processes

Page Name	*Definition Name*	*Usage*
Run Payment Prep Process GBR Page	GPGB_PAYMENT	Run the GP UK Banking Application Engine process (GPGB_PAYMENT) that populates the GPGB_PAYMENT table. Run this process after running the core banking process.
Create BACS File GBR Page	GPGB_BANK_EFT	Run the Create the EFT File SQR process (GPGBEFT). This process creates a fixed-length ASCII file that can be used as input to BACS processing software. The system displays as valid values only those calendar run IDs that have had the banking finalize step run.

Understanding the UK Banking Processes

When you have finalized a pay run, run the Global Payroll core banking process. This banking process has two steps: calculate and finalize. Run the calculate step any number of times, but the finalize step only once. You can use the Review Payment by Calendar Group page to view net pay and deduction recipient banking transactions before you run the UK banking process.

When you have run the core banking process, run these processes provided in Global Payroll for the UK:

1. Banking process GBR.

   This process populates a UK-specific table, GPGB_PAYMENT, that contains basic calendar run information and the transaction and bank data necessary to create a file for BACS-processing software. View the results of this process using the Review Payments by Cal Group component **(Global Payroll & Absence Mgmt > Payment Processing > Review Payments by Cal Group).**

2. Create BACS File process.

   This process transfers the data from GPGB_PAYMENT, for a given calendar run ID, into a fixed-length file on disk suitable for BACS transmission.

   Note: The process does not write negative values to the BACS file. It reports any negative values in the process log file.

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Prerequisites

Before you can run the UK banking process, you must run the core Global Payroll Application Engine process (GP_PMT_PREP).

Related Links

“Understanding Banking” (PeopleSoft Global Payroll)

Create BACS File GBR Page

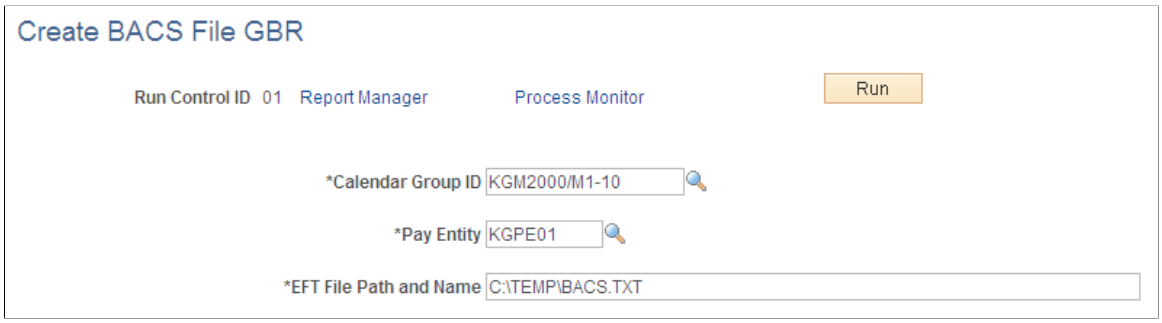
Use the Create BACS File GBR page (GPGB_BANK_EFT) to run the Create the EFT File SQR process (GPGBEFT).

This process creates a fixed-length ASCII file that can be used as input to BACS processing software. The system displays as valid values only those calendar run IDs that have had the banking finalize step run.

Navigation:

Global Payroll & Absence Mgmt > **Payment Processing** > **Create BACS File GBR** > **Create BACS File GBR**

This example illustrates the fields and controls on the Create BACS File GBR page.



Field or Control	*Description*
EFT File Path and Name (electronic file transfer file path and name)	Enter the path and file name for location of the EFT file that you want to create.

Related Links

“Understanding Banking” (PeopleSoft Global Payroll)

Running Banking Reports

This topic lists the page used to run the banking reports.

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Page Used to Run the Banking Reports

Page Name	*Definition Name*	*Usage*
Net Payment / BACS Audit Page	GPGB_RC_BACS_REP	Use this page to generate these reports: • BACS Net Payment List report (GPGBEFTP). This report lists BACS transactions, including the bank, employee ID, bank account information, and amounts transferred. • Net Payment Summary report (GPGBEFTS). A summary of employees' net pay. It includes the bank account information and net pay amount.

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Chapter 18

Generating and Viewing Payslips

Prerequisites

Before you can define messages for payslips, you must:

1. Define the elements that appear on the payslips.
2. Assign payslips to pay groups.

Related Links

Defining Elements to Display on Payslips

Defining Messages on Payslips

To set up payslip messages, use the Payslip Message by Pay Group GBR component (GPGB_PSLIP_PGRP_M). This topic discusses how to define messages on payslips.

Pages Used to Include Messages on Payslips

Page Name	*Definition Name*	*Usage*
Add Payslip Messages GBR Page	GPGB_MESS_GRP	Define messages on the payslips for all employees who belong to a specific pay group.
Create Messages GBR Page	GPGB_MESS_EE	Define messages on the payslip for a specific employee.

Add Payslip Messages GBR Page

Use the Add Payslip Messages GBR page (GPGB_MESS_GRP) to define messages on the payslips for all employees who belong to a specific pay group.

Navigation:

- **Global Payroll & Absence Mgmt** > **Payslips** > **Add Payslip Messages GBR** > **Add Payslip Messages GBR**
- **Set Up HCM** > **Product Related** > **Global Payroll & Absence Mgmt** > **Payslips** > **Messages by Pay Group GBR** > **Add Payslip Messages GBR**

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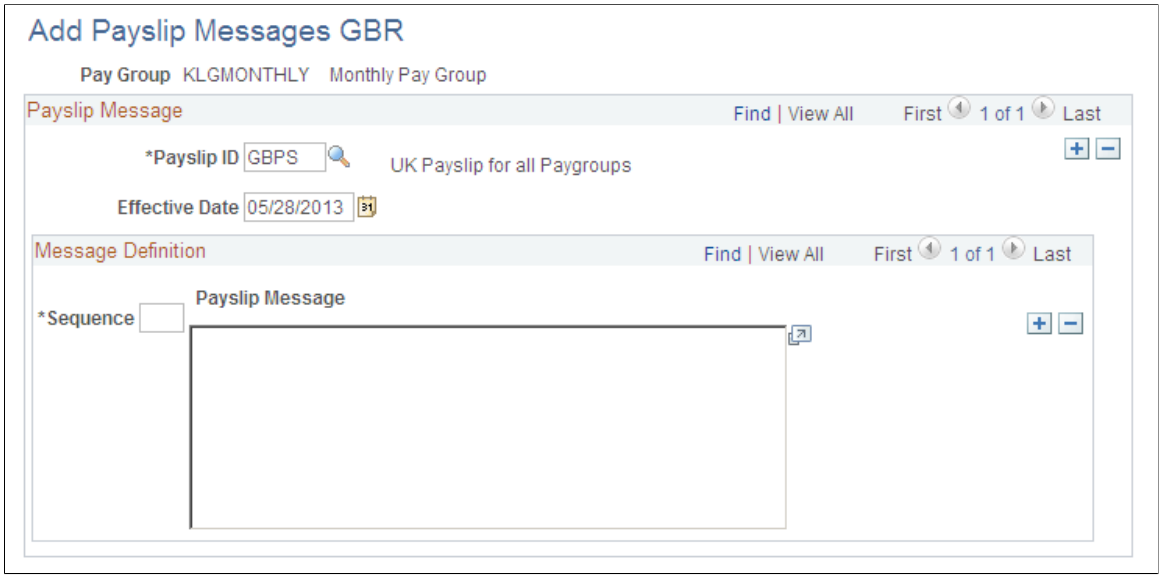
This example illustrates the fields and controls on the Add Payslip Messages GBR page.



Note: The Effective Date field displays all the messages for an employee or a pay group where the effective date is within the segment.

Field or Control	*Description*
Payslip ID	Select the payslip. You must have defined a payslip first.
Sequence	Enter the order in which you want to display your messages.
Payslip Message	Enter the message that you want to display on the payslip. The message will be sent to all employees who belong to the pay group that you specified.

Create Messages GBR Page

Use the Create Messages GBR page (GPGB_MESS_EE) to define messages on the payslip for a specific employee.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Payslips > Create Messages GBR > Create Messages GBR

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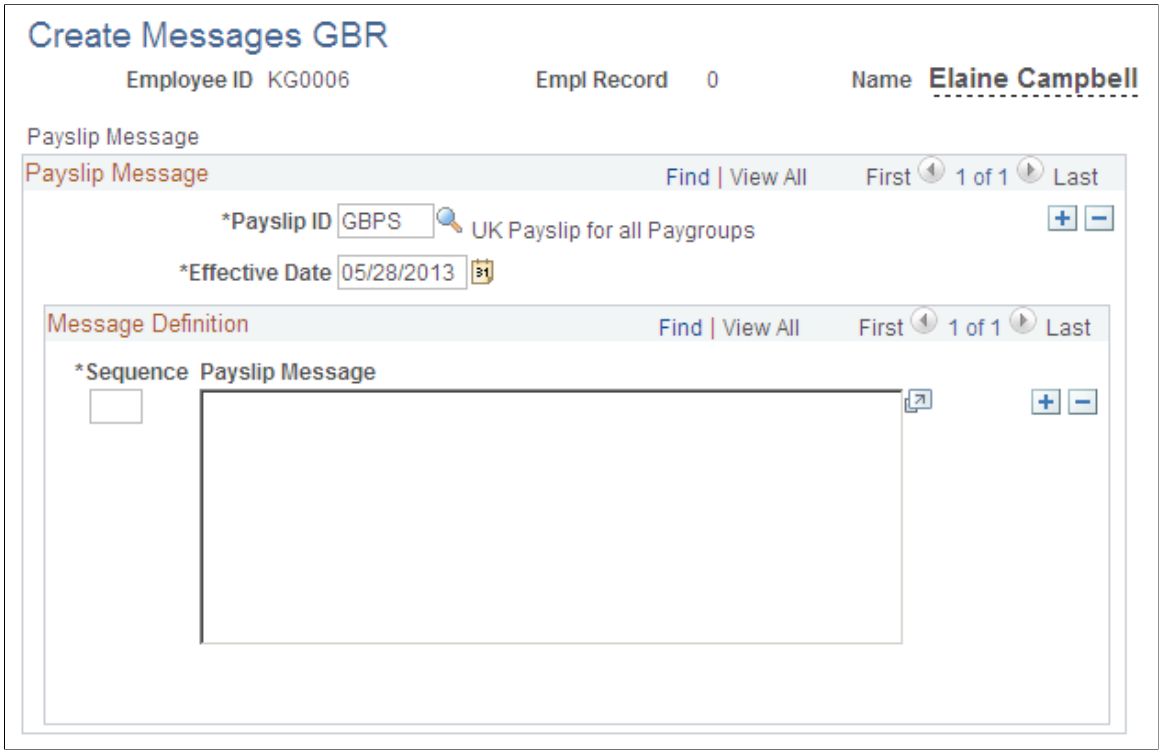
This example illustrates the fields and controls on the Create Messages GBR page.



Note: The Effective Date field displays all the messages for an employee or a pay group where the effective date is within the segment.

Field or Control	*Description*
Payslip ID	Select the payslip that you require.
Sequence	Enter the sequence in which you want to display your messages.
Payslip Message	Enter the message that you want to display on the payslip. The message will be sent only to the employee that you specify.

Generating Payslips

This topic discusses how to generate payslips.

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Page Used to Generate Payslips

Page Name	*Definition Name*	*Usage*
Create/Print Payslips GBR Page	GPGB_PSLIP	Run the Printed Payslip Job PSJob process (GPGBPYSP). This job runs the Payslip Preparation process (GPGB _PSLIP_X), followed by the Printed Payslip SQR report (GPGBPSLP), and the Create Self Service Payslip process (GP_EPAY). You must set up payslips on the payslip definition pages before running the payslip processes.

Create/Print Payslips GBR Page

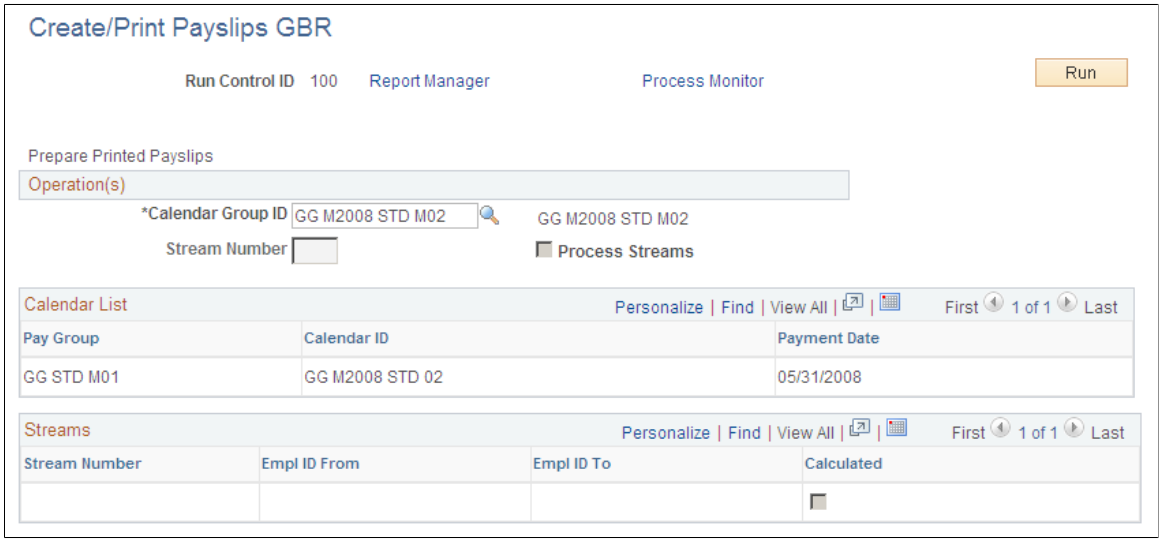
Use the Create/Print Payslips GBR page (GPGB_PSLIP) to run the Printed Payslip Job PSJob process (GPGBPYSP).

This job runs the Payslip Preparation process (GPGB_PSLIP_X), followed by the Printed Payslip SQR report (GPGBPSLP), and the Create Self Service Payslip process (GP_EPAY). You must set up payslips on the payslip definition pages before running the payslip processes.

Navigation:

Global Payroll & Absence Mgmt > Payslips > Create/Print Payslips GBR > Create/Print Payslips GBR

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



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Operations

Field or Control	*Description*
Calendar Group ID	Select the calendar group for which you want to load payslip result data.
Stream Number and **Process Streams**	Select the stream for which you want to load payslip result data. Stream and Process Stream fields are as defined on the Streams and Payroll/Absence Run Control pages. If you have defined them for processing, then you can use them to select results.

Calendar List

Field or Control	*Description*
Pay Group	Displays the pay group for which you are loading payslip result data.
Calendar ID	Displays the calendar ID for which you are loading payslip result data.
Payment Date	Displays the payment date for which you are loading payslip result data.

Off Cycle Groups

Field or Control	*Description*
Pay Group	Displays the pay group for which you are loading payslip result data
Period ID	Displays the period ID for which you are loading payslip result data
Off Cycle Group	Displays the off cycle group for which you are loading payslip result data

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Streams

Field or Control	*Description*
Stream Number	Select the streams you are using to load data into the payslip printing tables.
Calculated	Indicates which streams have been calculated.

Payslip Processes

The Payslip Print page launches a Job (GPGBPYSP) containing three processes in sequence:

1. The GPGB_PSLIP_X Application Engine process populates a payslip result table which can be used as a basis for internal or external payslip printing.
2. The Structured Query Report (SQR) GPGBPSLP prints the payslip report and provides self service related information for PeopleSoft ePay if ePay is licensed.
3. The GP_EPAY Application Engine process uses the payslip report and self service related information provided by the prior processes in this job to create self-service payslips for each payee. If ePay is not licensed, this process will report that ePay has not been licensed and will complete with success.

Important! When running the GPGBPYSP Job, the following Type and Format options can be used with ePay: *None* and *None* (defaults to Web and PDF), *Web* and *PDF,* or *File* and *PDF.* If using *File* and *PDF,* do not use the custom output destination from the Process Scheduler Request page.

Related Links

“Creating Process Streams” (PeopleSoft Global Payroll)
“Setting Up View Payslip” (PeopleSoft ePay)

Viewing Payslips

This topic provides an overview of payslip options and discusses how to view payslips.

Page Used to View Payslips

Page Name	*Definition Name*	*Usage*
Rvw Admin Payslip/Results GBR Page	GPGB_PSLIP_PU	Payroll administrators use this page to view employees' payslips.

Understanding Payslip Options

PeopleSoft delivers three pages for viewing payslips:

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- The payroll administrator's Pay Advice page.

  This page enables payroll administrators to view employees' payslips.

- The employee's self-service Pay Advice page.

  This page enables employees to view their own payslip in a self-service transaction after payslips have been finalized.

- The payroll administrator's Rvw Admin Payslip/Results GBR page.

  This page aids in resolving questions raised by employees about their payslips. The payroll administrator can view employees' self service payslips in an online view that replicates the employees' view.

Note: The employee payslip is delivered as part of ePay and is documented in the PeopleSoft ePay product documentation.

In addition to the payslip page delivered with Global Payroll for the UK, the Global Payroll core application includes Administrator Results pages that you can configure to display payroll results.

Related Links

“(GBR) Viewing Payslips Online” (PeopleSoft ePay)
“Defining Administrator Payroll Results” (PeopleSoft Global Payroll)
“Viewing Administrator Payroll Results” (PeopleSoft Global Payroll)
“Viewing Payslips Online” (PeopleSoft ePay)

Rvw Admin Payslip/Results GBR Page

Use the Rvw Admin Payslip/Results GBR page (GPGB_PSLIP_PU) to payroll administrators use this page to view employees' payslips.

Navigation:

Global Payroll & Absence Mgmt > **Payslips** > **Review Payslip/Results GBR** > **Rvw Admin Payslip/Results GBR**

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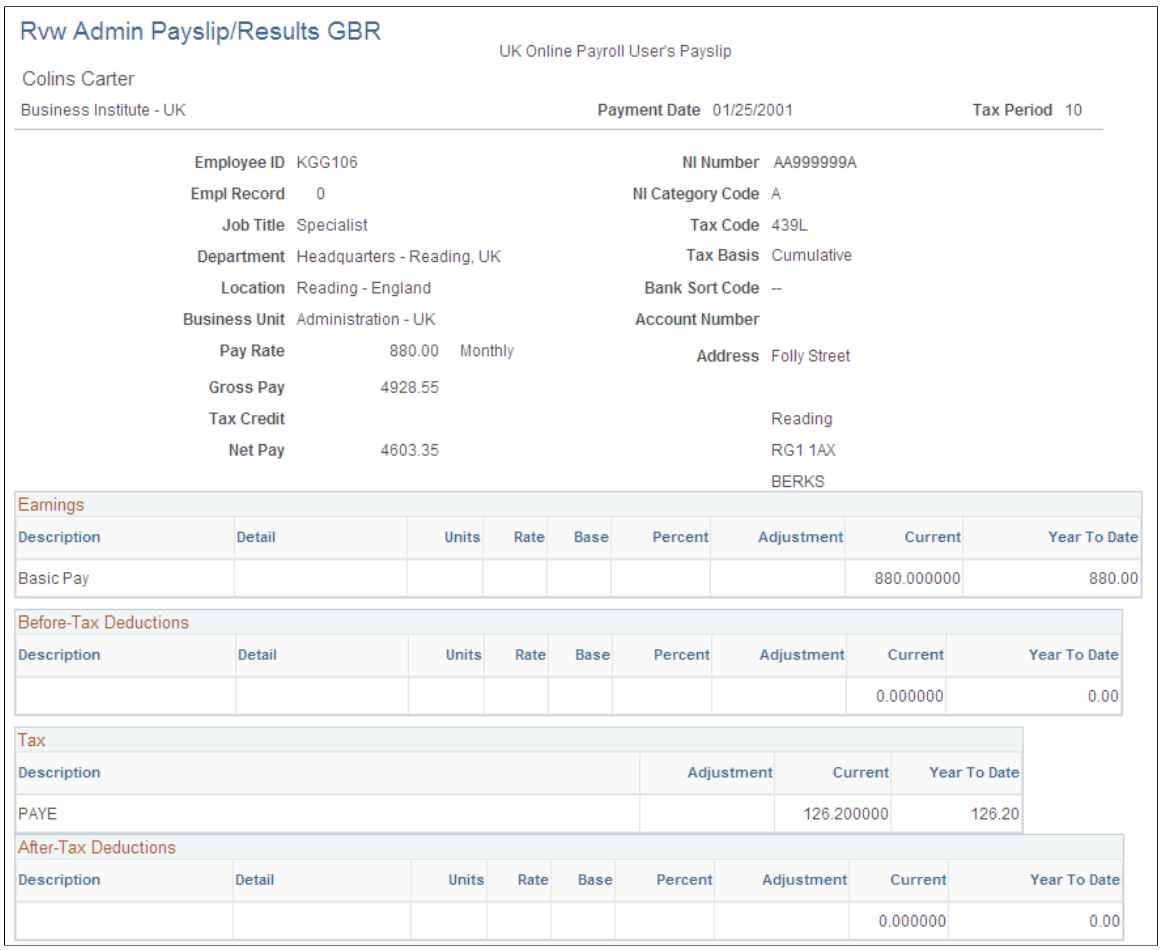
This example illustrates the fields and controls on the Rvw Admin Payslip/Results GBR page (1 of 2).



Rvw Admin Payslip/Results GBR

UK Online Payroll User's Payslip

Colins Carter

Business Institute - UK | Payment Date 01/25/2001 | Tax Period 10

Employee ID	KGG106	NI Number	AA999999A
Empl Record	0	NI Category Code	A
Job Title	Specialist	Tax Code	439L
Department	Headquarters - Reading, UK	Tax Basis	Cumulative
Location	Reading - England	Bank Sort Code	--
Business Unit	Administration - UK	Account Number	
Pay Rate	880.00 Monthly	Address	Folly Street
Gross Pay	4928.55		
Tax Credit			Reading
Net Pay	4603.35		RG1 1AX
			BERKS

Earnings

Description	Detail	Units	Rate	Base	Percent	Adjustment	Current	Year To Date
Basic Pay							880.000000	880.00

Before-Tax Deductions

Description	Detail	Units	Rate	Base	Percent	Adjustment	Current	Year To Date
							0.000000	0.00

Tax

Description	Adjustment	Current	Year To Date
PAYE		126.200000	126.20

After-Tax Deductions

Description	Detail	Units	Rate	Base	Percent	Adjustment	Current	Year To Date
							0.000000	0.00

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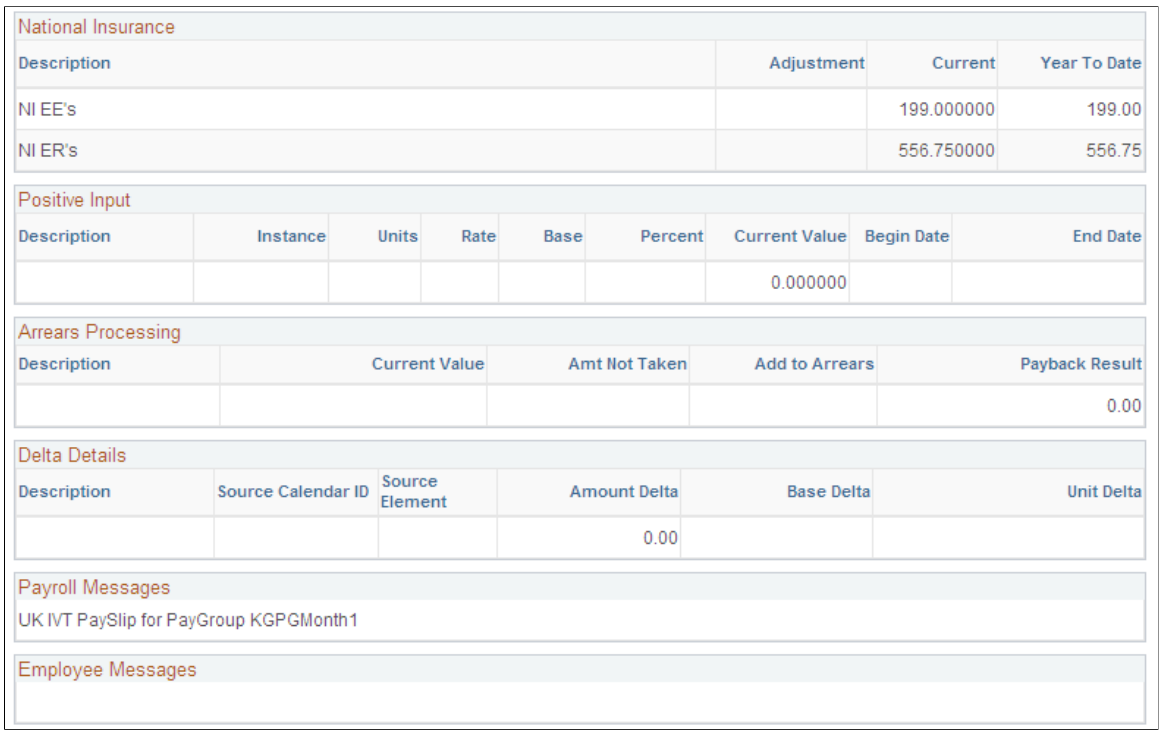
This example illustrates the fields and controls on the Rvw Admin Payslip/Results GBR page (2 of 2).



National Insurance

Description	Adjustment	Current	Year To Date
NI EE's		199.000000	199.00
NI ER's		556.750000	556.75

Positive Input

Description	Instance	Units	Rate	Base	Percent	Current Value	Begin Date	End Date
						0.000000		

Arrears Processing

Description	Current Value	Amt Not Taken	Add to Arrears	Payback Result
				0.00

Delta Details

Description	Source Calendar ID	Source Element	Amount Delta	Base Delta	Unit Delta
			0.00		

Payroll Messages

UK IVT PaySlip for PayGroup KGPGMonth1

Employee Messages

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Chapter 19

Running Payroll Reports

Common Elements Used to Run Payroll Reports

Field or Control	*Description*
Tax Year Begins In	(Required) Enter the tax year that you want to process.
Parameters	Select one of these values: *Calendar Run ID:* To run the report for a specific calendar run ID. When you select this parameter, the Calendar Group ID and Department field are available for entry. *Pay Entity:* To run the report for a specific pay entity. When you select this parameter, the Pay Entity and EmplID field are available for entry. *Pay Group:* To run the report for a specific pay group. Select the pay group in the Pay Group field.
All Periods	Select if you want the report to include results for the tax year that you specify. If you select All Periods but do not specify a frequency ID, the system displays all results for that tax year.
Frequency	Select the frequency ID that you require: *A* (annual) *B* (biweekly) *F* (four weekly) *M* (monthly) *Q* (quarterly) *W* (weekly) **Note:** If you select All Periods and also select the frequency ID that you require, the system displays the results for that frequency. For example, if you select All Periods and enter the Frequency ID *M,* the system displays all monthly payroll results for that tax year.

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Field or Control	Description
Tax Period	Enter the tax period whose results the report should display. For example, if you enter a frequency ID of *Q* and enter the value *4* in the Tax Period field, the report displays the payroll results of the fourth quarter of the tax year that you specify. This field is available for entry only if you enter a frequency ID and move out of the field.

Running Statutory Reports

This topic discusses how to run statutory reports.

Pages Used to Run Statutory Reports

Page Name	Definition Name	Usage
P11A, P11B, P11C, P14/P60, P32, and P35 Pages	GPGB_GPSQR_PNL	Run these reports: • P11 - Part 1 (GPGBP11A), Part 2 (GPGBP11B), and Part 3 (GPGBP11C) reports. These list the National Insurance contributions section, PAYE income tax and tax credits section of the P11 form, and the tax credits section of the P11 deductions working sheet. • P14/P60 report (GPGBP14). The P14 summarizes at the end of the year each employee for whom any tax and National Insurance contributions were payable. The P60 is the Employee's Certificate of Pay that provides income tax and national insurance information. • P32 report (GPGBP32). Employer's payment record that lists required details each time that an employer makes a payment. • P35 report (GPGBP35). Lists at the end of the year all PAYE tax and National Insurance contributions, as well as the employer's annual return.

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Page Name	*Definition Name*	*Usage*
P46(Car) GBR Page	GPGB_RC_P46C	Run the P46(Car) report (GPGBP46C). This report is submitted to HM Revenue and Customs (HMRC) every quarter for employees with a company car. The report extracts information from both PeopleSoft HCM and Global Payroll for the UK tables: • Company car data in Administer Company Cars. • Employee and director information from the Global Payroll for the UK tax table. • Employer information from the Pay Entity Details table.

P11A, P11B, P11C, P14/P60, P32, and P35 Pages

Use the P11A, P11B, P11C, P14/P60, P32, or P35 page (GPGB_GPSQR_PNL) to run the GBR P11, P14/P60, P32, and P35 reports respectively.

Navigation:

- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **P11-Part 1 GBR**
- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **P11-Part 2 GBR**
- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **P11-Part 3 GBR**
- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **Generate P14/P60 Report GBR**
- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **P32 GBR**
- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **P35 GBR**

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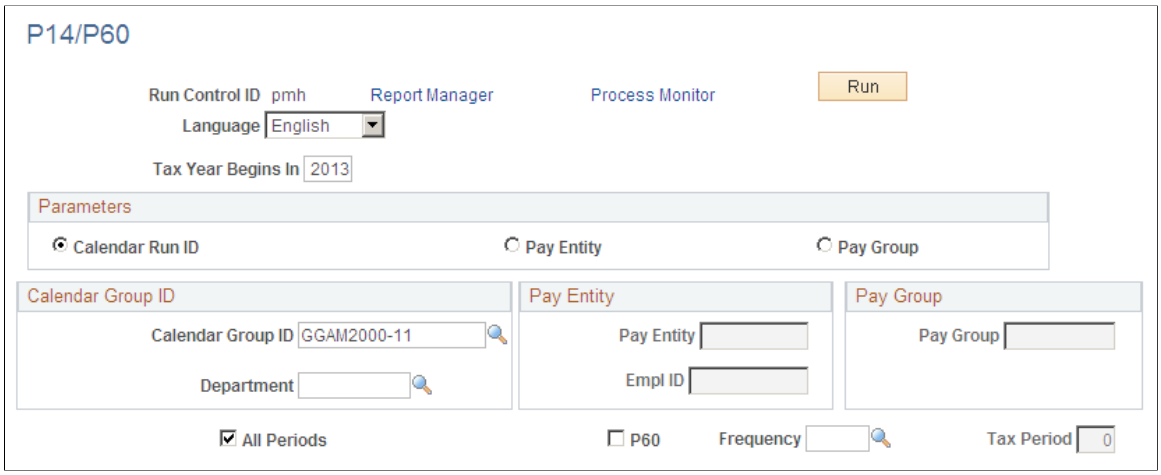
This example illustrates the fields and controls on the P14/P60 page, which is one example of P11A, P11B, P11C, P14/P60, P32, and P35 pages.



Note: The title of the page changes based on the GBR report — P11, P14/P60, P32, or P35—that you select from the Absence and Payroll Processing, Reports menu. The fields and controls are the same for each report except that the page for P14/P60 has an extra check box.

Field or Control	*Description*
P60	Select this check box to run the P60 report.

P46(Car) GBR Page

Use the P46(Car) GBR page (GPGB_RC_P46C) to run the P46(Car) report (GPGBP46C).

This report is submitted to HM Revenue and Customs (HMRC) every quarter for employees with a company car. The report extracts information from both PeopleSoft HCM and Global Payroll for the UK tables:

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > P46(Car) GBR > P46(Car) GBR

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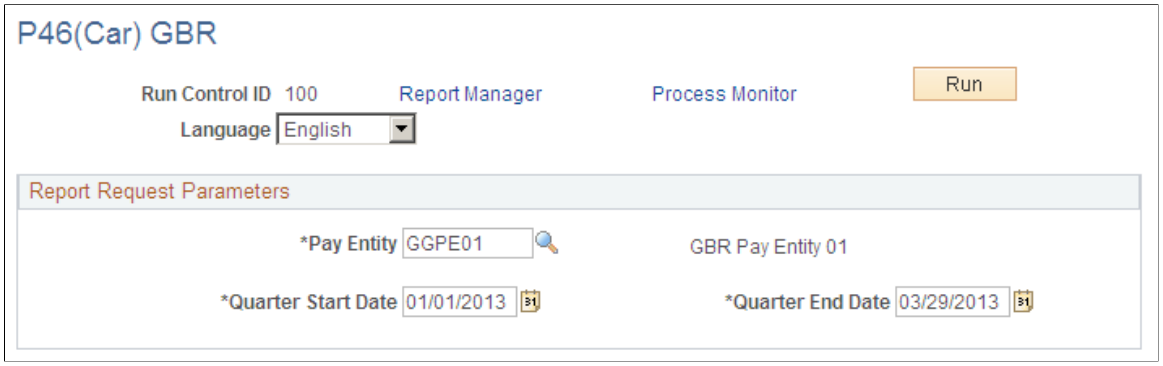
This example illustrates the fields and controls on the P46(Car) GBR page.



Field or Control	*Description*
Pay Entity	Select the pay entity for which you want to run the report. The system generates a report for each employee in the pay entity who has a company car or has withdrawn from the company car scheme during the quarter. **Note:** Make sure that you complete the Pay Entity Details page for the pay entity. The P46(Car) report uses the employer information from the Pay Entity Details page.
Quarter Start/End Date	Enter the start and end date for the quarter.

Running Non-Statutory Reports

This topic discusses how to run non-statutory reports.

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Pages Used to Run the Non-Statutory Reports

Page Name	*Definition Name*	*Usage*
Validation Exception GBR Page	GPGB_RNCTL_VE	Run these reports: • Validation Exception (payroll) (GPGBPVE). Lists results of data validation checks for general employees. • Validation Exception (starters and leavers) (GPGBSVE). Lists results of data validation checks for starters and leavers. These reports can be run before or after a payroll processing, depending on the information you want to validate. Full validation is only possible when payroll has been processed.
Element Summary Report GBR Page	GPGB_RNCTL_ES	Run these reports that summarizes total earnings and deductions for a group of payees: • Element Summary (period) (GPGBEPTD). • Element Summary (year to date) (GPGBEYTD). The elements are grouped by user-defined list sets.
EOYR Pre Validation GBR Page	GPGB_RNCTL_EOY	Run the EOY Pre Validation report (GPGBEOY) to identify data that does not meet the requirements of the HM Revenue and Customs validation standards. The report checks payee and pay entity data against the HMRC standards and lists those payees and pay entities that have missing or incorrect data. This includes payees with invalid NINO prefixes, and payees and pay entities with ECON or SCON numbers in the wrong format. There is also an option to check for invalid characters in the payee or pay entity name and address fields. Use this report to identify invalid data before you submit end of year returns. However, you can also run this report at any time during the year to check for invalid data.

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Page Name	*Definition Name*	*Usage*
High/Low Earners GBR Page	GPGB_GPSQR_PNL3	Run the High/Low Earners report (GPGBHLE). This report evaluates earnings based on an element that you select. For example, you can use this report to display all employees who earned more than 2,000 GBP as basic pay for a specific period, or to display those employees who received a tax refund during a specific period.
Gross To Net Reports Page	GPGB_GPSQR_PNL	Run the Gross to Net report (GPGBGTNA). Use this report to reconcile your payroll. Run at any time during the tax year.

Validation Exception GBR Page

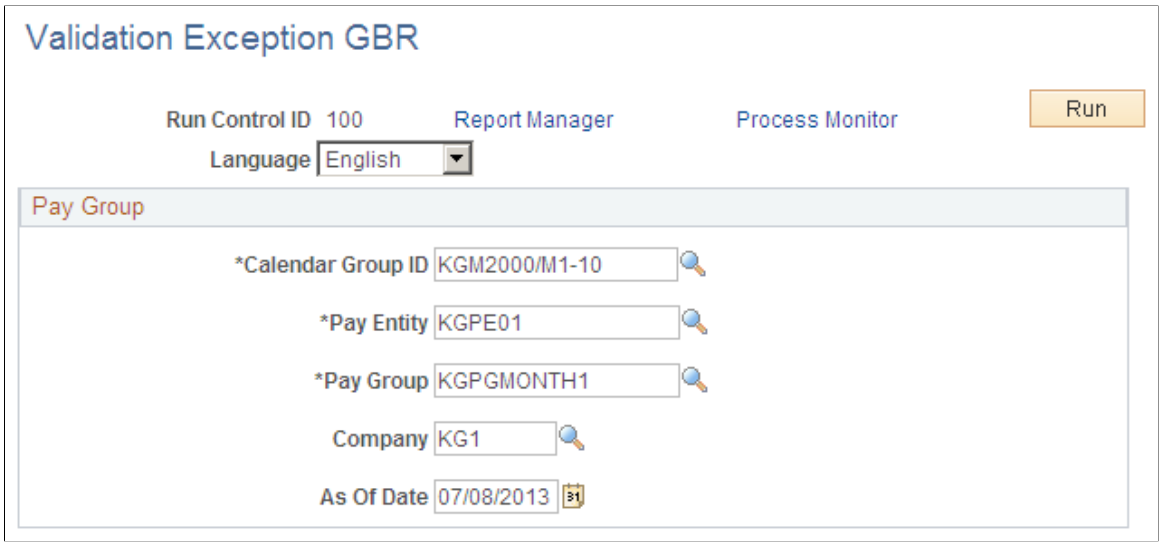
Use the Validation Exception GBR page (GPGB_RNCTL_VE) to run the Validation Exception (payroll) and Validation Exception (starters and leavers) reports. These reports can be run before or after a payroll processing, depending on the information you want to validate.

Full validation is only possible when payroll has been processed.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Reports** > **Validation Exception GBR** > **Validation Exception GBR**

This example illustrates the fields and controls on the Validation Exception GBR page.



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Field or Control	Description
Calendar Group ID, Pay Entity, Pay Group, Company	Use these fields to define the group of employees to include in the report.

Element Summary Report GBR Page

Use the Element Summary Report GBR page (GPGB_RNCTL_ES) to run these reports that summarizes total earnings and deductions for a group of payees:The elements are grouped by user-defined list sets.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Element Summary Report GBR > Element Summary Report GBR

This example illustrates the fields and controls on the Element Summary Report GBR page.

Field or Control	Description
List Set	Select the list set you want to use for the report. To define list sets, use the Define List Set page **(Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Define List Set).** PeopleSoft delivers two list sets for the UK, ELEMENT_SUMMARY and ELEMENT_LIST. Modify the delivered list sets to include the elements that you want included in the report.

From the Process Scheduler Request page, you can select the period report or the year to date report.

Related Links

"Setting Up List Sets" (PeopleSoft Global Payroll)

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EOYR Pre Validation GBR Page

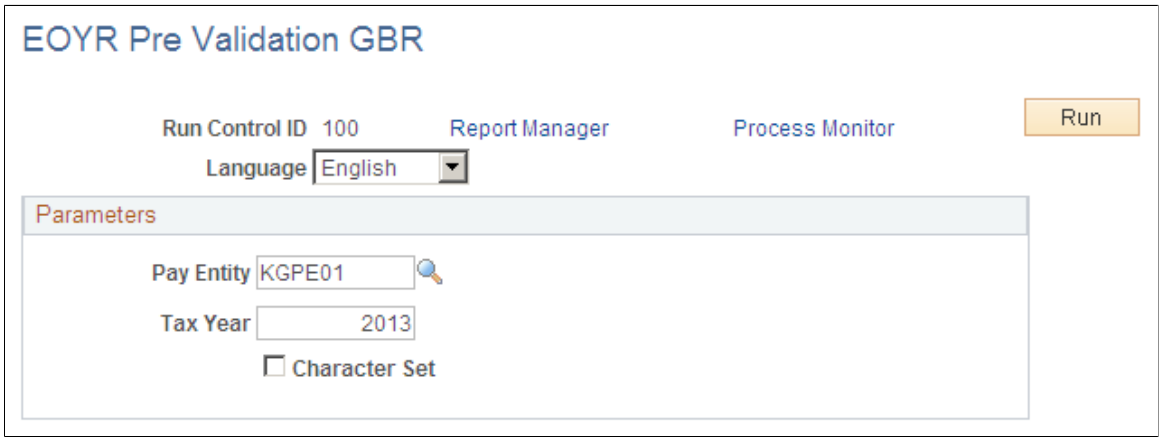
Use the EOYR Pre Validation GBR page (GPGB_RNCTL_EOY) to run the EOY Pre Validation report (GPGBEOY) to identify data that does not meet the requirements of the HM Revenue and Customs validation standards.

The report checks payee and pay entity data against the HMRC standards and lists those payees and pay entities that have missing or incorrect data. This includes payees with invalid NINO prefixes, and payees and pay entities with ECON or SCON numbers in the wrong format. There is also an option to check for invalid characters in the payee or pay entity name and address fields. Use this report to identify invalid data before you submit end of year returns. However, you can also run this report at any time during the year to check for invalid data.

Navigation:

Global Payroll & Absence Mgmt > **Year-End Processing** > **EOYR Pre Validation GBR** > **EOYR Pre Validation GBR**

This example illustrates the fields and controls on the EOYR Pre Validation GBR page.



Field or Control	*Description*
Tax Year	Enter the year in which the tax year starts. When the report runs, it checks payee data for those payees who are in the selected pay entity and who will be included in the end of year return for the tax year you specify.
Character Set	Select this check box if you want the report to check for invalid characters, including the payee and pay entity name and address fields. If this check box is selected, the report lists the data fields that contain invalid characters. If you don't select the check box, the report does not check for invalid characters.

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High/Low Earners GBR Page

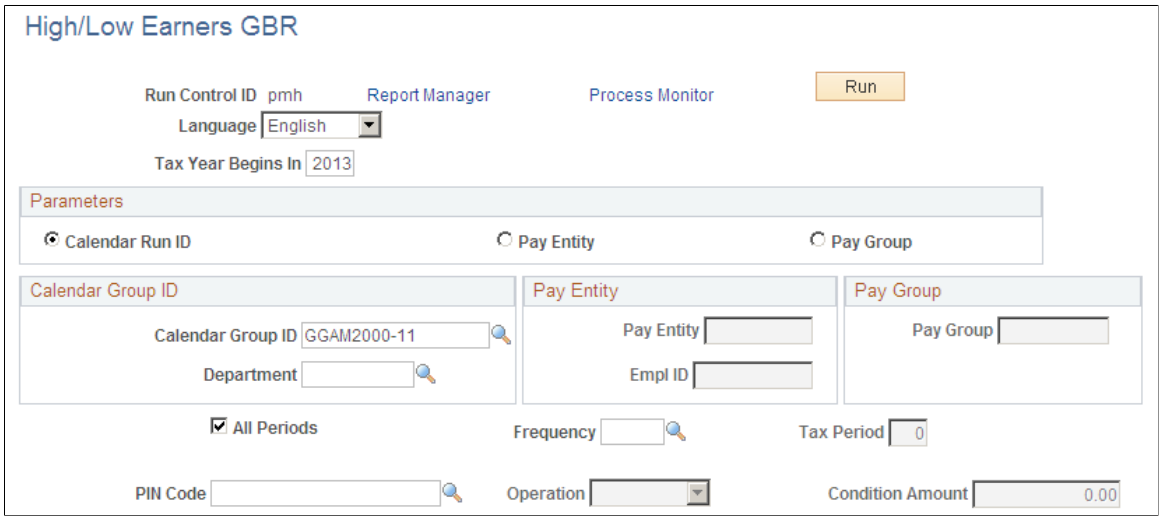
Use the High/Low Earners GBR page (GPGB_GPSQR_PNL3) to run the High/Low Earners report (GPGBHLE).

This report evaluates earnings based on an element that you select. For example, you can use this report to display all employees who earned more than 2,000 GBP as basic pay for a specific period, or to display those employees who received a tax refund during a specific period.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > High/Low Earners GBR > High/Low Earners GBR

This example illustrates the fields and controls on the High/Low Earners GBR page.



Field or Control	*Description*
PIN Code (pay item name code)	Select the element that you want to evaluate against the statement.
Operation	Select the operator that you want to use in the calculation: <, <=, =, >, or >=.
Condition Amount	Enter the amount against which you want to evaluate the element.

Setting Up and Running Report Profiles

This topic provides an overview of report profiles and discusses how to create report profiles.

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Pages Used to Set Up and Run Report Profiles

Page Name	*Definition Name*	*Usage*
Report Profile GBR Page	GPGB_PROFILE_PNL	Create a profile for a user. This profile is then used in the Profile Report, which displays exactly the information that you specified.
Profile Report GBR Page	GPGB_GPSQR_PNL2	Run the Profile report (GPGBRPRF). This report displays exactly the information that you require based on report profiles that you create. You must set up Report Profiles before you can run this report.

Understanding Report Profiles

The Profile Report is provided as a mechanism for creating simple listing reports of selected elements. For example, you can use profile reporting to create a payment or deduction listings.

Before you can run the Profile report, you must first set up a report profile that lists the elements to include in the report. Use the Report Profile GBR component (GPGB_PROFILE_PNLG) to define report profiles.

Global Payroll core provides generic reporting that enables you to define your own reports of basic payroll results.

Related Links

“Understanding Generic Reports” (PeopleSoft Global Payroll)

Report Profile GBR Page

Use the Report Profile GBR page (GPGB_PROFILE_PNL) to create a profile for a user.

This profile is then used in the Profile Report, which displays exactly the information that you specified.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Reports** > **Report Profile GBR** > **Report Profile GBR**

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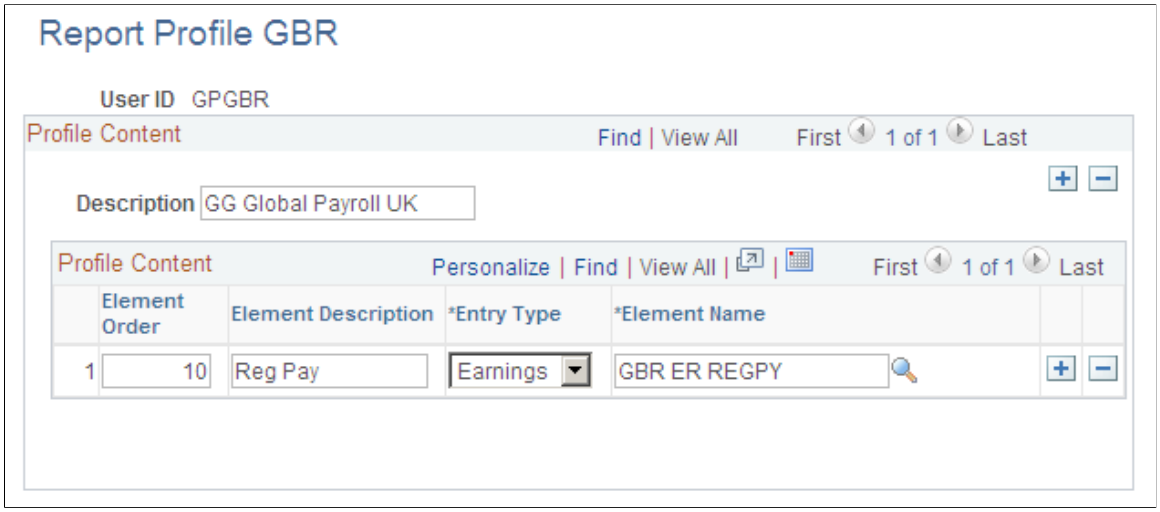
This example illustrates the fields and controls on the Report Profile GBR page.



Field or Control	*Description*
Element Order	Enter the order in which you want the elements to appear in the Profile Report.
Entry Type	Select the type of element that you want to display on the Profile Report.
Element Name	Select the element that you want to appear on the Profile Report. The elements that are available are those belonging to the entry type that you select.

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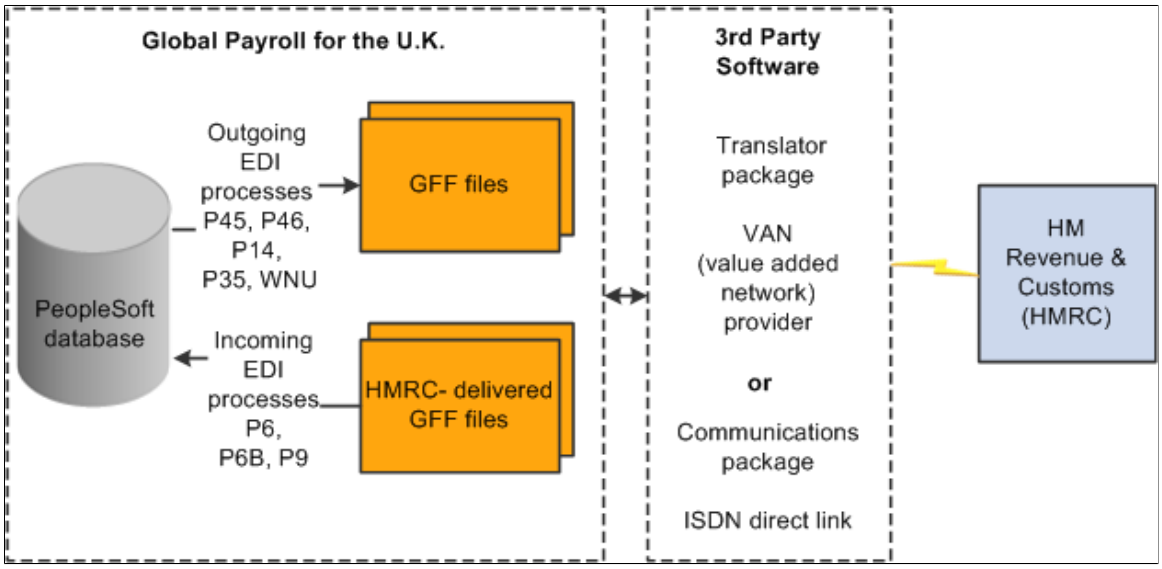
Chapter 20

Managing EDI Submissions

Understanding the EDI Processes

Global Payroll for the UK EDI functionality provides you with the ability to undertake electronic transactions of statutory data with HM Revenue and Customs (HMRC).

This diagram illustrates the EDI functionality consisting of application engine processes that either generate or load flat files that are exchanged, via third-party software or providers, with HMRC:



The flat files of statutory data typically are a replacement for existing statutory reports and forms.

There are two types of EDI transactions:

- Outgoing transactions

  In this type of transaction, the application engine process creates a flat file containing information from your PeopleSoft database that you then submit to HMRC via third-party software or provider. The outgoing transactions are: P46, P45 Part 1 (leaver), P45 Part 3 (starter), P14, P35, and works number update (WNU).

- Incoming transactions

  In this type of transaction, the application engine updates employee data in your PeopleSoft database using information from a flat file that you obtain from HMRC via third-party software or provider. The incoming transactions are: P6 and P9.

All the flat files, whether for outgoing or incoming transactions, are in HMRC-defined Generic Flat File (GFF) format. Global Payroll for the UK does not support any other file format. There are four types of GFF format on which Global Payroll for the UK continuous EDI transactions are based:

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- Movements and Deductions (MOVDED).
- Work Number Update (WNU).
- P14 (P14nn, where nn is the tax year. P1405 is the format for the tax year 2004/2005).
- P35 (P35nn, where n is the tax year).

Each transaction has a file layout based on the GFF format type. For outgoing transactions, an application engine process extracts data from the system and then uses the file layout associated with the transaction to create the flat file. For more detailed information about these GFF format types and file layouts, consult the EDI EBN range of documents provided by HMRC.

Note: Consult your EDI provider or HMRC for information about how to submit files generated by outgoing transactions to HMRC.

Understanding the 2009 HMRC Requirements

This topic discusses:

- Overview of changes
- EDI
- General changes

Overview of Changes

Starting in April 2009, medium sized employers with 50 or more employees must send their in-year P45 (1), P45 (3), and P46 transactions online to the HMRC. These changes are part of a larger initiative being undertaken by HMRC to standardize all data fields across all HMRC forms. Certain fields like DOB (date of birth) and Gender were optional in April 2008, but became mandatory starting in April 2009.

The new paper P45 form, which includes the DOB and Gender fields, and the new P46 (Pension), which replaced the P160 and PENNOT, were introduced in April 2009. In April 2008, PeopleSoft implemented several format changes and added new validation rules to address the new requirements. Starting on April 6, 2008, the HMRC began rejecting any in- year submissions sent in the old format.

EDI

Previously all EDI in-year messages were transmitted using the MOVDED Version 3.0 message type. Individual message types have been created, each with their own layout and validation requirements (although much of this is common across the message types). For each of the message types used for in-year filing, a GFF file must be produced to comply with the HMRC EB5 - Message Implementation Guidelines available on the HMRC website.

Validations are specified in the individual MIGs in section 4.0.3. You can find the format changes in the Notes for Software Developers Series 10 - Number 35, which is posted on the same website.

Note: The GFF file that you produce must comply with all formatting and validation in the specifications.

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General Changes

Here is a short summary of the changes that were made:

- The Recipient ID in the GFF 4* Header has been changed from *INLAND REVENUE* to *HMRC*.
- Message types have changed from MOVDED to individual messages: P45PT1, P45PT3, and P46.
- It is still possible to include all four of the in-year version 5 message types in the same transmission file, although the file must not include messages of a different type (for example, WNU).
- Many of the new fields are common across all the messages.
- Previously when a monetary amount for a mandatory field was zero, it was not necessary to report it; however, this is no longer the case. The validation rules against mandatory monetary fields allows for them to be greater than or equal to zero. Therefore all zero monetary values must be reported for mandatory fields.
- Since the date of birth and gender fields are mandatory beginning April 2009, the system displays a payee warning message when these fields are blank.

Prerequisites

Before you can run the EDI processes, you need to define the EDI Sender ID for your pay entities on the Pay Entity Details page.

You must also complete the P35 Checklist and Declaration group box on the Pay Entity Details page if you are submitting either a:

- P35.
- P14 and you have NIC holidays during the tax year.

If you are creating end of year returns, you may want to run the EOY Pre Validation report to validate your payee and pay entity data before running the EDI transaction. The report checks that payee and pay entity data conform to the HMRC validation standards and lists any payees and pay entity data that does not meet the standards. This enables you to identify invalid data that should be corrected before submitting the end or year return.

Related Links

Defining Pay Entity Details
EOYR Pre Validation GBR Page

Setting Up the EDI Processes

To set up EDI, use the EDI Configuration GBR component (GPGB_EDI_SETUP). This topic discusses how to define your EDI setup.

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Page Used to Set Up the EDI Processes

Page Name	*Definition Name*	*Usage*
EDI Configuration GBR Page	GPGB_EDI_SETUP	Define your EDI setup.

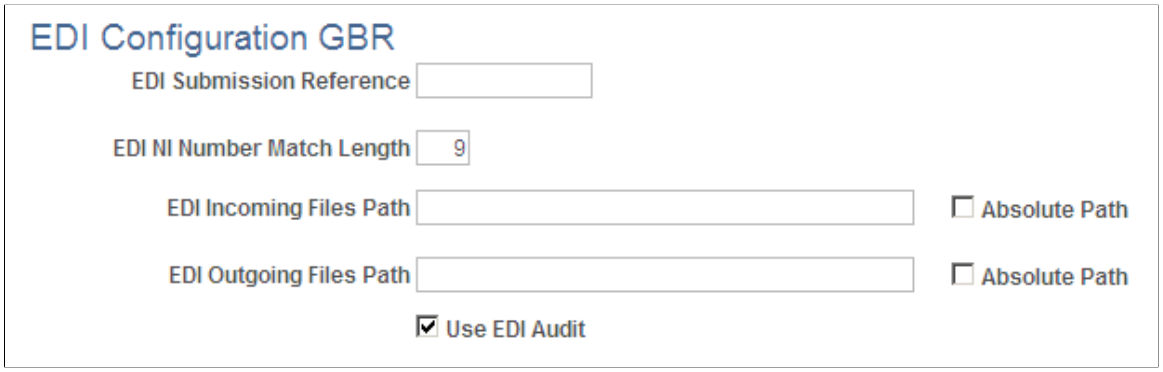
EDI Configuration GBR Page

Use the EDI Configuration GBR page (GPGB_EDI_SETUP) to define your EDI setup.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Processing** > **EDI Configuration GBR** > **EDI Configuration GBR**

This example illustrates the fields and controls on the EDI Configuration GBR page.



Field or Control	*Description*
EDI Submission Reference	Enter an applicable numeric value. This is the unique reference sent in outgoing EDI transactions. Complete this field the first time you send outgoing EDI transactions only. After this initialization, the system automatically increments the EDI transaction reference number.
EDI NI Number Match Length	Enter the number of characters of the NI number that should be used to match employee information in the HMRC delivered file to those in the system. This is applicable for the P6/P9 process only and is required since historically some HMRC delivered data has contained arbitrary suffixes.

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Field or Control	*Description*
EDI Incoming Files Path and **Absolute Path**	If you want to place incoming files in a location other than the default files subdirectory (%PS_CFG_HOME%\appserv \prcs\<Process Scheduler Name>), enter the file path. If the location is a subfolder in the default subdirectory, enter only the folder name; otherwise, enter the entire file path and select the **Absolute Path** check box. **Note:** The location of all files generated or loaded by the EDI processes is determined by the configuration of the process scheduler. The default location is the files subdirectory on %PS_CFG_HOME%\appserv\prcs\<Process Scheduler Name>. If you change the configuration of the process scheduler, this may change the location of the EDI files.
EDI Outgoing Files Path and **Absolute Path**	If you want to place outgoing files in a location other than the default files subdirectory (%PS_CFG_HOME%\appserv \prcs\<Process Scheduler Name>), enter the file path. If the location is a subfolder in the default subdirectory, enter only the folder name; otherwise, enter the entire file path and select the **Absolute Path** check box.
Use EDI Audit	Select this check box to store details of final run actions processed by employee and submission. Select this check box if you want to: • Use the two EDI inquiry pages, EDI Audit by Submission and EDI Audit by Employee, to review EDI processing. • Be able to re-submit certain EDI transactions.

Running the EDI Processes

This topic discusses how to process EDI transactions.

Pages Used to Run the EDI Processes

Page Name	*Definition Name*	*Usage*
Process EDI GBR Page	GPGB_RNCTL_EDI	Process EDI transactions.
Previous EDI Transactions Page	GPGB_EDI_RNCTL_SEC	Enter the EDI submission number for a previous P45 Leaver Notification transaction when you want to regenerate the transaction.

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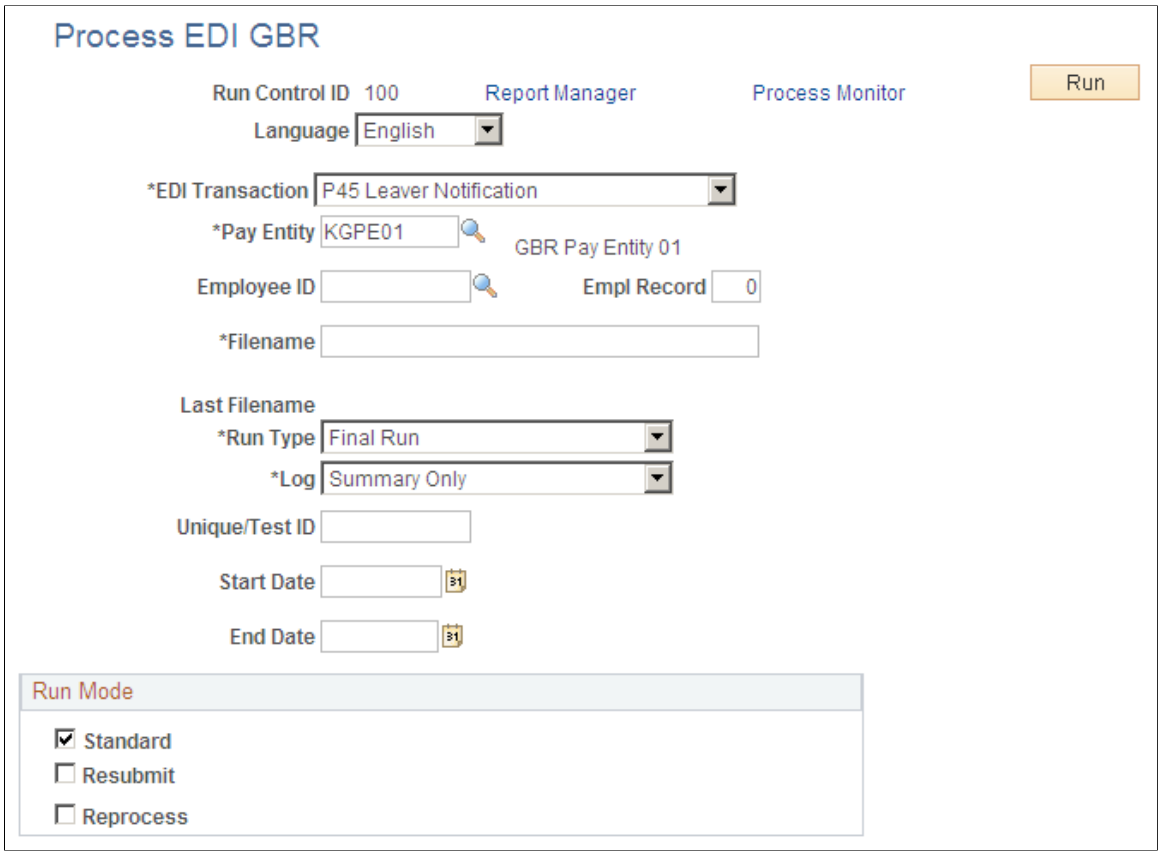
Process EDI GBR Page

Use the Process EDI GBR page (GPGB_RNCTL_EDI) to process EDI transactions.

Navigation:

Global Payroll & Absence Mgmt > Taxes > Process EDI GBR > Process EDI GBR

This example illustrates the fields and controls on the Process EDI GBR page.



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Field or Control	*Description*
EDI Transaction	Select the type of EDI transaction to process. Options are: • P14 • P35 • P45 Leaver Notification • P45 Starter Notification • P46 Expat Started Notification • P46 Pension Starter • P46 Starters • P6 • P6B • P9 • SL1 Start Notice • SL2 Stop Notice • Works Number Update • PGL1 Start Notice • PGL2 Stop Notice For more information see the transaction descriptions in this topic. **Note:** The fields that appear on this page depend on the type of EDI transaction you select.
Pay Entity	Select the pay entity for which to run the EDI transaction.
Employee ID and **Empl Rcd Nbr** (employee record number)	Select a specific employee ID and **Empl Rcd Nbr** to restrict the transaction to that employee's details. This field is only available for P45, P46, and P14 transactions.
Filename	For incoming transactions, enter the filename of the file to load. For outgoing transactions, enter the name of the file to be created. If you enter an asterisk (*) as part of the file name, the system automatically generates a unique filename by replacing the asterisk with an incrementing number. For example, if you enter EDIWNU*.TXT as the file name, the process names the first WNU file generated EDIWNU1.TXT, the second EDIWNU2.TXT, and so on.

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Field or Control	*Description*
Last Filename	Displays the last filename created or loaded.
Run Type	Select the mode to run the process in: *Trial Run:* Use this mode to review flat file information and identify any problems updating the database or creating flat files to send to HMRC. For outgoing transactions, running the process in this mode creates a flat file with the test flag set. For incoming transactions, running the process in this mode identifies the updates that would occur, without updating the database. *Final Run:* Use this mode to update the database or create flat files to send to HMRC. For outgoing transactions, final runs create flat files without the test flag and update the EDI audit tables (if you chose to generate EDI audit tables during setup). A unique transaction number is also allocated. For incoming transactions, final runs update the database and update the EDI audit tables (if you chose to generate EDI audit tables during setup).
Log	Select the level of information recorded about a transaction in the process log file. The options are: *Summary Only, Detail - All, Detail – Warnings and Errors,* and *Detail – Errors Only.* **Note:** If you select the **Use EDI Audit** check box on the EDI Setup GBR page, the audit tables contain all information regardless of the log type you select here.
Unique/Test ID	This field is available for P14, and P35 transactions only. For a P14 transaction, enter the unique ID required by HMRC. This identifier is chosen by the sender and is quoted when HMRC sends the P14 acknowledgement. The unique ID replaces the permit number previously issued for each PAYE scheme. For trial submissions **(Run Type** set to *Trial*), the system automatically prefixes the unique ID with *TEST.* For a P35 transaction, enter a test ID that is required for trial submissions. Leave this field blank for a final run.
Tax Year Begins In	Enter the year in which the tax year begins. This field is available for P14 and P35 transactions only.
Num of P14 submissions sent	Enter the number of P14 transactions submitted for the PAYE scheme for the tax year. This field is required for P35 transactions only. For example, if you submitted one P14 transaction for 40,000 employees, enter 1 in this field.

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Field or Control	*Description*
Start Date and **End Date**	Enter a start and end date for the EDI processing. The use and impact of these fields depends on the EDI transaction. See the individual transaction descriptions below for more information.

Return Type

This group box appears if you select P14 or P35 in the **EDI Transaction** field.

Field or Control	*Description*
Original Return	Select if you are submitting the P14 or P35 transaction for the first time.
Amended Return	Select if you are resubmitting a P14 or P35 transaction.

Run Mode

This group box appears if you select the *P45 Leaver Information* in the **EDI Transaction** field. This field further defines the employees selected.

Field or Control	*Description*
Standard	Select if you are submitting employees whose P45 details have not yet been submitted via an EDI P45 leaver transaction (the **EDI Submission Reference** field on the Maintain Tax Data GBR page is blank).
Resubmit	Select to regenerate an EDI submission based on the employees that have been previously selected in a submission. The **Resubmission Details** link appears when you select this check box. A previous submission number is required. **Note:** The employee population is the same but the detailed information reported in the submission may differ if any adjustments have been made to setup and/or result data in the interval between submissions.
Reprocess	Select to reselect all employees within the date range – regardless of the value in the **EDI Submission Reference** field on the Maintain Tax Data GBR page.

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Field or Control	*Description*
Resubmission Details	Click this link to enter the EDI submission number when you are re-submitting P45 Leaver Information transactions.

EDI Transaction Description

P14

The P14 is an outgoing transaction that provides HMRC with your P14 End of Year Summary. It does not update any statutory information. It is an EDI-specific version of the paper P14 report and magnetic media (electronic P14) process.

If you have NIC holidays during the tax year, provide that information on the Pay Entity Details page in the P35 Checklist and Declaration group box for the relevant tax year.

If you specify an Original Return, the system uses the calculated results and adjusted accumulator values (if any) for the last processed calendar for each employee. If you specify an Amended Return, the system uses the adjusted accumulator values only. Accumulator adjustments are made using the core Adjust Accumulator Balance page.

For more information about P14 EDI returns refer to HMRC documentation on the EBU (Electronic Business Unit) web site.

Note: You may want to run the EOY Pre Validation report to validate your payee and pay entity data before running the P14 transaction. The report checks that payee and pay entity data conform to the HMRC validation standards and lists any payees and pay entity data that does not meet the standards. This enables you to identify invalid data that should be corrected before submitting a P14 to HMRC.

P35

The P35 is an outgoing transaction that provides HMRC with the P35 Employer's Annual Return. It does not update any statutory detail information. This is an EDI-specific version of the paper P35 report.

You must complete the P35 Checklist and Declaration group box on the Pay Entity Details page for the relevant tax year before you submit this transaction. This ensures that the correct summary values are included in the P35 submission.

If specifying an Original return then calculated results and adjusted accumulator values (if any) for the last processed calendar will be used for each employee. Specifying an Amended return will cause only adjusted accumulator values to be used.

For more information about P35 EDI returns, refer to HMRC documentation on the EBU (Electronic Business Unit) web site.

Note: You may want to run the EOY Pre Validation report to validate your payee and pay entity data before running the P35 transaction. The report checks that payee and pay entity data conform to the HMRC validation standards and lists any payees and pay entity data that does not meet the standards. This enables you to identify invalid data that should be corrected before submitting a P35 to HMRC.

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Works Number Update (WNU)

The WNU is an outgoing transaction that provides HMRC with a list of employee names, Employee ID numbers, and NI numbers. It does not update any statutory detail information.

The key fields for this EDI transaction are **Pay Entity, Start Date,** and **End Date.** The EDI process selects employees who are members of the pay entity (by checking the maximum job effective-dated row that is before or on the end date for a pay group that is part of the pay entity) who are not terminated/ transferred or who have a termination/transfer date on or after the start date.

P46

P46 (Notification of new starter) is an outgoing transaction that provides HMRC with new starter P46 information for those new starters who do not have a P45. The transaction adds a note to existing tax information on the Tax Notes page.

The key fields for this EDI transaction are **Pay Entity, Employee ID, Start Date,** and **End Date.** The EDI process selects employees who are members of the pay entity (by checking the maximum job effective-dated row that is on or before the end date for a pay group that is part of the pay entity) who have a P46 statutory detail notification on the Maintain Tax Data GBR page whose date is on or after the start date and on or before the end date.

P45 Part 3 (Starter)

P45 Part 3 (starter) is an outgoing transaction that provides HMRC with new starter P45 information for those new starters who have a P45. The transaction adds a note to existing tax information on the Tax Notes page.

The key fields for this EDI transaction are **Pay Entity, Employee ID, Start Date,** and **End Date.** The EDI process selects employees who are members of the pay entity (by checking the maximum job effective-dated row that is on or before the end date for a pay group that is part of the pay entity) who have a P45 statutory detail notification whose date is on or after the start date and on or before the end date.

P45 Part 1 (Leaver)

P45 Part 1 (leaver) is an outgoing transaction that provides HMRC with a set of P45 leaver notifications.

The key fields for this EDI transaction are **Pay Entity, Employee ID, Start Date, End Date,** and **Run Mode.** This EDI transaction is only transmitted for employees who have been issued with a finalized paper P45. When you run a final P45 paper report, the process updates the employee's P45 Leaver Information fields on the Maintain Tax Data GBR page with the Calendar Group (that was used to print the P45s) and a P45 leave date.

The EDI process searches the P45 leaver information for employees in the Pay Entity (or a specific employee) where there is a P45 calendar group and the P45 leave date is between the **Start Date** and **End Date.**

When the P45(1) EDI process is run in final mode it updates employees' P45 leaver information on the Maintain Tax Data GBR page with the EDI Submission Number.

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P6, P6B, and P9

P6, P6B, and P9 are incoming transactions that apply employee tax code changes supplied by HMRC. The transaction inserts or updates rows of tax data on the Maintain Tax Data GBR page.

The key field for these EDI transactions is **Pay Entity.** The EDI process reads the employee information from the file sent by HMRC. The transaction inserts data into the tax data on the Maintain Tax Data GBR page, if possible.

Before loading information from the file, the EDI process performs the following validations:

1. Is the input file flagged as a test file?

   If yes, then the run type mode (if specified as Final) is ignored and no updates are made.

2. Does the transaction type specified on the Process EDI GBR page match that provided in the input file?

   P6 and P9 transactions are interchangeable and processing will continue as long as the transaction type specified on the Process EDI GBR page is *P6, P6B,* or *P9*

3. Does the pay entity specified on the Process EDI GBR page match the pay entity provided in the input file?

4. Does the tax office reference of the pay entity on the Process EDI GBR page match the tax office provided in the input file?

5. Can the process match the employee in the P6 file with an employee in the system based on works ID (emplid, empl_rcd), national ID (NI number), and surname?

   If the process can match two out of three, then it updates the employee's information. NI matching is controlled by the **EDI NI Number Match Length** field on the EDI Setup GBR page; for example, an NI match length of 8 AA999999A format ignores the last character of NI numbers.

6. Does the employee have future dated tax row?

   If so, the process does not update the employee's information, but the log contains all details that would have been applied to enable you to make manual adjustments if required.

7. Does the employee have a matching dated tax row?

   If so, the process creates a new effective sequence tax row for the employee.

8. Does the employee have multiple jobs?

   If so, then certain validation/defaulting occurs and the log contains the details.

SL1 and SL2

SL1 and SL2 XML files can be read using Process EDI GBR page and will be loaded into Maintain Student Loan page. SL1 is start notice of student loan which has start date and plan type as information, whereas SL2 is stop notice of Student loan from HMRC consisting of Stop date of student loan.

SL1 and SL2 transactions will read SL1 and SL2 files, validates employee information using National Insurance Number, Work ID and Last Name provided in the file. If it matches information with database

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then it inserts or updates the Maintain Student Loan component. It also logs all error/warning messages depending upon log parameter selected in run control similar to other transaction.

PGL1 Start Notice and PGL2 Stop Notice

PGL1 and PGL2 files can be read using Process EDI GBR page and will be loaded into Maintain Students Loan page. PGL1 is Start Notice of Post Graduate Loan which has start date as information, where as PGL2 is Stop notice of Post Graduate Loan from HMRC consisting of Stop Date of Post Graduate Loan.

PGL1 and PGL2 transactions will read PGL1 and PGL2 Files, validates employee information using National Insurance Number, Work ID and Last Name provided in the file. If it matches the information with database, then it inserts or updates the Maintain Student Loan component. It also logs all error/warning messages depending upon log parameter selected in run control similar to other transaction.

Related Links

Managing Student Loans

"Understanding XML Reporting Framework" (Application Fundamentals)

Reviewing the Results

This topic discusses how to review EDI results.

Pages Used to Review EDI Results

Page Name	*Definition Name*	*Usage*
EDI Audit by Submission Page	GPGB_EDI_AUDIT	Review EDI results by submission.
EDI Audit by Employee Page	GPGB_EDI_AUDIT_EE	Review EDI results by employee.
Maintain Tax Data GBR Page	GPGB_EE_TAX	Review any notes added to the employee's tax data by EDI transactions.

Reviewing the Message Log

After running the EDI process, check the results of the process as follows:

1. From the Process EDI GBR page, click the **Process Monitor** link and check that the process has run successfully.
2. To view the message log click the **Details** link, then click either the **View Log/Trace** link or the **Message Log** link.

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Here is an example of a log if you use the **View Log/Trace** link and redirect the output to the terminal:

```
PeopleTools 8.48.01 - Application Engine Server
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PSAESRV started service request at 09.22.06 2006-07-06


Final P46 process initiated. (0,0)

Employee KGG105 has NI number   which is Invalid. (17135,473)

P46 generated for Pipe (KGG105,000) (0,0)

1 P46(s) written to file P46cv3.txt (reference 144) (0,0)
Application Engine program GPGB_EDI ended normally

PSAESRV completed service request at 09.22.07 2006-07-06
```

If there are any warnings or errors, see Resolving Errors and Warnings for more information about the problem and how to fix it.

Related Links

Resolving Errors and Warnings

EDI Audit by Submission Page

Use the EDI Audit by Submission page (GPGB_EDI_AUDIT) to review EDI results by submission.

Navigation:

Global Payroll & Absence Mgmt > **Taxes** > **EDI Audit by Submission GBR**

Note: To view data using this inquiry page you must first select the **Use EDI Audit** check box on the EDI Setup GBR page.

EDI Audit by Employee Page

Use the EDI Audit by Employee page (GPGB_EDI_AUDIT_EE) to review EDI results by employee.

Navigation:

Global Payroll & Absence Mgmt > **Taxes** > **EDI Audit by Employee GBR**

Note: To use this inquiry page, you must first select the **Use EDI Audit** check box on the EDI Setup GBR page.

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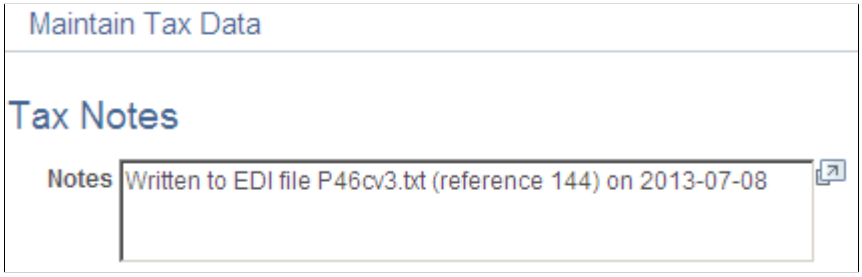
Maintain Tax Data GBR Page

Use the Maintain Tax Data GBR page (GPGB_EE_TAX) to review any notes added to the employee's tax data by EDI transactions.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Taxes** > **Maintain Tax Data GBR** > **Maintain Tax Data GBR**

This example illustrates the fields and controls on the Maintain Tax Data - Tax Notes page.



You can view notes from P45 Part 3 (starters) and P46 transactions on the Tax Notes page. You can also view updated or inserted rows from P6 or P9 transactions.

Resolving Errors and Warnings

This topic discusses:

- Warning messages
- Error messages

Note: In the following tables, %1 is a parameter that will be replaced by the name of the input/output file you specified on the run control page.

Warning Messages

This table describes the warning messages that the EDI processes generate:

Message	***Reason***
P6/P9 Warning : no empl rcd provided in works id for employee %1 - defaulting to 0.	A WorksID (employee ID) has been provided but does not include the employment record number. The majority of employees have an employment record number of 0 (employees with multiple jobs are the exception). Consequently, if an employment record number is not specified as part of the WorksID an employment record number of 0 is assumed and this warning is generated.

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Message	*Reason*
P6/P9 Warning : employee %1 has multiple jobs - will only update empl rcd 0.	The employment record number is defaulted to 0 (because the WorksID does not provide the employment record number or the employee is matched on NI number only) and the employee has multiple jobs. Only the job with an employment record number of 0 will be updated.
Warning: EDI file %1 already exists - processing continues.	A file already exists and is about to be overwritten. For outgoing (P45, P46 and WNU) transactions only. **Note:** Using an asterisk in the filename will prevent this problem.
P6/P9 Warning: The EDI file is flagged as a test file - no updates will be made.	The incoming P6 or P9 file has a test indicator in the header record. When the process encounters a test indicator, then the file is treated as a trial run regardless of processing type (trial or final run) so that no updates will be made to employee data.
P6/P9 Warning: Over-riding run type to Trial Run instead of Final Run.	The incoming P6 or P9 file has a test indicator in the header record and the processing type is final run. The processing type on the run control page (final run) is overridden so that no updates will be made to employee data.
Warning: Run control transaction type of %1 does not match file transaction of %2.	The transaction type on the EDI run control page doesn't match the transaction type specified in the BGM1 record of the incoming file. For incoming (P6 and P9) transactions only.
Warning: Transaction types are compatible - processing continues.	This message occurs with the previous message. Because P6, P6B, and P9 transactions all use the same structure if a user has specified the incorrect transaction type, then the incorrect transaction type is 'ignored' and processing continues.
P6/P9 Warning: Unhandled ATT2 record encountered (%1) - processing continues.	An ATT2 record is encountered for which there is no logic to process. The ATT2 record should be reviewed to determine what the data is and if it is applicable. If it is, additional program logic will be required. **Note:** You should log a case with the Global Support if this error occurs.

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Message	*Reason*
P6/P9 Warning: could not read total updates count (CNT1) record in EDI file.	The totals record (CNT1) either cannot be read or cannot be located. There is either a file structure issue or logic issue. The EDI process does not understand the structure of the file being processed. You should log a case with the Global Support if this error occurs.
P6/P9 Warning : employee %1 (%2) surname does not match %3 - processing continues.	The P6/P9 process managed to match the payee on other details
No P14/P35 Declaration for Pay Entity (%1) for Tax Year (%2) - Totals may be Incorrect.	The P35 Checklist and Declaration group box on the Pay Entity Details page has not been completed.

Related Links

Defining Pay Entity Details

Error Messages

This table describes the error messages that the EDI processes generate:

Message	*Reason*
Error: Problem opening EDI file %1 - processing cancelled.	The file specified on the run control page cannot be opened for reading/writing. Check your file security. **Note:** This error may be caused by the process scheduler not having correct permissions to access the file. Process scheduler permissions against (any) path information in the setup should be checked.
Error: Cannot find EDI file %1 - processing cancelled.	The file specified on the EDI run control page doesn't exist (applies to incoming transactions only - P6 and P9).
Error: EDI transaction type (%1) is not a %2 - processing cancelled.	The transaction type indicator in the BGM1 record (incoming file) doesn't match the transaction type specified on the EDI run control page. **Note:** If the transaction type is equivalent (the file structure is the same), then processing continues with a warning.
Error: File PAYE ref (%1) mismatch with pay entity PAYE ref (%2) - processing cancelled.	The PAYE reference in the ATT1 record doesn't match the PAYE reference for the pay entity specified on the EDI run control page.

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Message	*Reason*
Error: File tax office ref (%1) mismatch with pay entity tax office ref (%2) - processing cancelled.	The Tax office reference in the ATT1 record doesn't match the Tax office reference for the pay entity specified on the EDI run control page.
Error: Problem loading %1 structure definition - processing cancelled.	The message segment structure cannot be loaded from the database. The process does not understand the structure of the file being processed. This message will be generated if the process that reads file structure data from the PeopleSoft database (as opposed to the external files) doesn't work correctly. You should log a case with the Global Support if this error occurs. **Note:** For error messages where there is a problem with the file structure, you should check the file structure of the incoming file. This may not be a PeopleSoft problem if HMRC or 3rd party provider have sent an incorrect file.
Error: No structure definition available for %1 - processing cancelled.	The message segment structure cannot be loaded from the database. The process does not understand the structure of the file being processed. You should log a case with the Global Support if this error occurs.
P6/P9 Error : could not find employee %1 with NI number %2.	The process could not find an employee in the system with the corresponding NI number. This type of matching occurs only if a WorksID (employee ID) is not provided in the transaction file.
P6/P9 Error : could not find employee %1 (%2) employment information - no update possible.	Because the employment record number may be defaulted to 0 (see previous message), an additional check is done to ensure there is at least one employment record for this employee. If no employment records are found, then this message is generated.
P6/P9 Error : employee %1 (%2) has future dated rows - no update possible.	The employee already has future-dated tax data rows. The update could potentially invalidate the future-dated, so the employee's data is not updated.

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Message	*Reason*
P6/P9 Error: LIN record count (%1) does not match internal count (%2) - processing cancelled.	There is a sequence issue while reading an incoming transaction. LIN records are counts of employee information in the file. If the LIN count and the internal count are not synchronized then there is either a logic or file structure issue that could result in data integrity issues, so processing is cancelled. **Note:** As this is an external file structure/sequence issue — resolution of this error would require a call to the Global Support.
P6/P9 Error: Unexpected NAD2B record encountered - processing cancelled. P6/P9 Error: Unexpected ATT2 record encountered (%1) - processing cancelled. P6/P9 Error: Unknown MOA1 record value encountered (%1) - processing cancelled. P6/P9 Error: Unexpected TAX1 record encountered (%1) - processing cancelled. P6/P9 Error: Unexpected MOA1 record encountered (%1) - processing cancelled. P6/P9 Error: Unexpected DTM2 record encountered (%1) - processing cancelled. P6/P9 Error: Unexpected ALC1 record encountered (%1) - processing cancelled. P6/P9 Error: Unexpected ATT3 record encountered (%1) - processing cancelled	A record is encountered when not anticipated. There is either a file structure issue or logic issue. The process does not understand the structure of the file being processed. You should log a case with the Global Support if this error occurs.
P6/P9 Error : employee %1 (%2) tax code error of: %3 - no update possible.	The submitted tax code has failed our internal verification (the details will be included in the message). The user should check to see what tax code had been sent and either ask HMRC to re-send or manually add/update the information from the details in the log.
P6/P9 Error : employee %1 (%2) details are %3.	The log will show what P6/P9 details were sent so that the user can verify and check with HMRC or manually add.
P6/P9 Error : found more than 1 employee with NI number %1.	The EDI process found more than one employee with the NI number supplied in the incoming file.
P6/P9 Error : employee %1 (%2) NI numbers do not match %3 - no update possible.	The NI number in the incoming file doesn't match that stored in the employee's biographical details (National ID field).

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Message	*Reason*
P6/P9 Error : employee %1 (%2) surname does not match %3 - no update possible.	The surname in the incoming file does not match that stored in the employee's personal details. The log will show what P6/P9 details were sent so that the user can verify and check with HMRC or manually add.

Modifying the Employee Selection Process

This topic discusses how employees are selected during EDI processing of outgoing transactions and how you could modify this selection for your organization.

Note: Modifying the selection process involves changes to PeopleTools Application Engine programs. Such changes must be made by technical users with a good understanding of PeopleTools and PeopleCode.

The EDI outgoing transactions (P45, P46, P14, P35, and WNU) are application engine programs. These programs call other application engine programs that determine the employees selected for processing. By modifying these application engine programs you can change the employee population that is selected during EDI processing.

See the product documentation for *PeopleTools: Application Engine* and *PeopleTools: PeopleCode Developer's Guide*

To illustrate how employee selection works, consider the Works Number Update (WNU) transaction. When you run the WNU process, the GPGB_EDI application engine program, which is the controlling program, calls the GPGB_EDIWNU application engine program. The GPGB_EDIWNU program:

1. Runs the GPGB_EDIWNU.WNU.EEs step that uses SQL to select the list of employees who match the run control parameters.
2. For each employee identified in the list, a call is made to GPGB_EDIWNU.WNUConf. This program:
    a. Calls GPGB_EDI_EXT.Confirm PeopleCode.

       The PeopleCode returns a value of Y or N to indicate whether the employee should be processed. This is the PeopleCode that you need to modify if you want to override the employee selection process.

    b. If GPGB_EDI_EXT.Confirm returns a value of Y, GPGB_EDIWNU.WNUConf calls GPGB_EDIWNU.WNUEEs to write the employee information to the flat file.

Note: The GPGB_EDI_EXT.Confirm.Status PeopleCode includes comments that provide more information about the changes required.

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Chapter 21

Managing Other Submissions to HM Revenue and Customs

Understanding the End of Year Processes

This topic discusses:

- End of year processes.
- Tax code updates.
- Directory used by the end of year processes.

End of Year Processes

This table lists the processes that Global Payroll for the UK delivers for handling end of year submissions to HM Revenue and Customs (HMRC) and subsequent updates to your PeopleSoft database:

Process Name	*Process ID*	*Usage*
GP UK End of Year Returns Application Engine process	GPGB_EOYR	Produces an electronic version of the P14 and P35 reports for magnetic media submission.
Pay/Pension Numbers Application Engine process	GPGB_PPIN	Generates an employee listing that is submitted to HMRC for tax code processing purposes.
Code Number Changes Application Engine process	GPGB_CNC	Updates employees' tax codes based on data received from HMRC.

Note: As of the tax year 2004/05, HMRC requires all medium and large employers to submit end of year returns using EDI or the internet. Employers who submit magnetic media submissions will be liable to fines imposed by HMRC. Global Payroll for the UK provides the processes but these are no longer maintained.

Related Links

Understanding the EDI Processes

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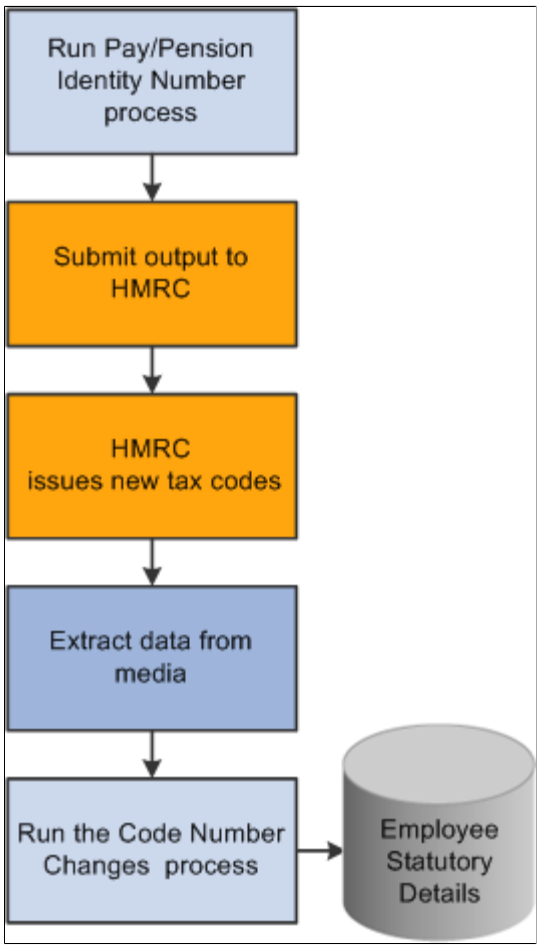
Tax Code Updates

At the end of every tax year, HMRC calculates employees' tax codes for the next tax year.

This diagram illustrates how the Pay/Pension Numbers and Code Number Changes processes enable you to submit information to HMRC and receive updated tax codes electronically:



The Code Number Changes process is discussed in an earlier topic.

Related Links

Loading Tax Code Changes from HMRC

Directory Used by the End of Year Processes

All the processes use the following PeopleTools directory on the machine where your Process Scheduler runs: %PS_SERVDIR%\files

This directory is used as follows:

- The files generated by the GP UK End of Year Returns and Pay/Pension Numbers processes are stored in this directory.

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- The Code Number Changes process searches this directory for the data file you received from HMRC. The process also creates a log file and error file in the same directory.

Prerequisites

Before you run the end of year processes, ensure you:

- Define HMRC reference information for each pay entity.

  The end of year processes require information such as the tax district and PAYE reference number. Enter this information on the Pay Entity Details page.

- Set up your employer contracted out numbers (ECONs).

  Enter this information on the ECON Setup Table page.

- Understand the HMRC's technical requirements and submission procedures.

  See *HM Revenue and Customs Technical Guide "Submitting Year End Returns on Magnetic Media" – Reference CA51/52*, *HM Revenue and Customs Submission Instructions and Technical Specifications "Updating of Pay/Pension Identity Numbers" – Reference MT3*, and *HM Revenue and Customs Submission Instructions and Technical Specifications "Code Number Changes on Magnetic Media" – Reference MT1*

Generating End of Year Returns

This topic discusses how to generate the End of Year Returns process.

Page Used to Run the End of Year Returns Process

Page Name	***Definition Name***	***Usage***
End of Year Return GBR Page	GPGB_RNCTL_EOYR	Run the GP UK End of Year Returns process.

Understanding End of Year Returns

At the end of every tax year, employers submit certain information to HMRC about their employees, including details of National Insurance Contributions, pay, and income tax.

This information is submitted in hard copy, using P14 and P35 schedules, or electronically. Global Payroll for the UK supports two options for generating year end returns:

- P14 and P35 reports.
- GP UK End of Year Returns process.

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This process generates an output file that you copy to magnetic media (flexible diskette, open reel tape, or data cartridge) and submit to the HMRC.

Note: The GP UK End of Year Returns process produces an output file that conforms to the HMRC formatting requirements.

Related Links

Running Statutory Reports

Prerequisites

Before you run the GP UK End of Year Returns process, you must:

- Finalize your payroll data for the tax year.

  Do not create the year end returns until you have run and finalized the last payroll for the tax year.

- Obtain a magnetic media permit number from HMRC for each pay entity.

  Permit numbers are detailed in the HMRC guidelines.

Warning! You should understand the HMRC's technical requirements and process for year end submission before you run PeopleSoft's year end return process, or submit the output to HMRC. See *HM Revenue and Customs Technical Guide "Submitting Year End Returns on Magnetic Media" – Reference CA51/52*

Related Links

“Understanding Payroll Processing” (PeopleSoft Global Payroll)
Defining Pay Entity Details

End of Year Return GBR Page

Use the End of Year Return GBR page (GPGB_RNCTL_EOYR) to run the GP UK End of Year Returns process.

Navigation:

Global Payroll & Absence Mgmt > **Year-End Processing** > **End of Year Return GBR** > **End of Year Return GBR**

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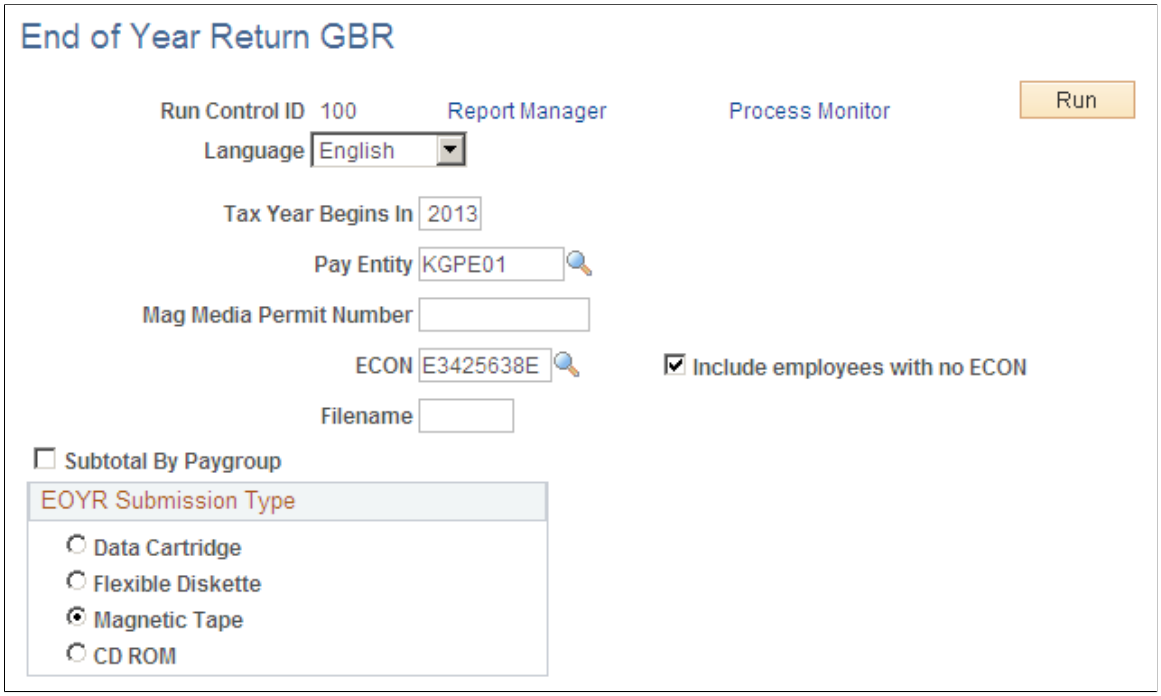
This example illustrates the fields and controls on the End of Year Return GBR page.



Field or Control	*Description*
Tax Year Begins In	Enter the year for the start of the tax year.
Pay Entity	Select the pay entity for which you want to create the year end return. **Note:** Pay entity tax details must exist for the pay entity before you can run the process. Use the Pay Entity Details page to define this information.
Mag Media Permit Number (magnetic media permit number)	Enter the permit number for the tax year you're processing. HMRC issues employers with a new permit number for each tax year.
ECON (employer contracted out number) and **Include employees with no ECON**	Select an ECON. The process selects employees in the pay entity with the ECON that you specify here. Select the **Include employees with no ECON** check box if you want the process to include any employees in the pay entity who do not have an ECON identified at employee level.
Filename	Enter the name of the output file. Refer to the HMRC guidelines for file naming conventions.
Subtotal By Paygroup	Select this check box if you want the output file to include a subtotal record for each pay group.

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Field or Control	*Description*
EOYR Submission Type	Select the media you're using to submit the end of year return.

See *HM Revenue and Customs Technical Guide "Submitting Year End Returns on Magnetic Media" – Reference CA51/52*

Submitting the End of Year Returns

Once you have successfully run the GP UK End of Year Returns process, you need to:

1. Prepare your magnetic media.

   The HMRC guidelines specify the types of media accepted and the format of information for each media type.

2. Copy the file generated by the GP UK End of Year Returns process to the prepared media.

   The process creates an output file in the %PS_SERVDIR%\files directory on the machine where your Process Scheduler runs.

Note: As of the tax year 2004/05, HMRC requires all medium and large employers to submit end of year returns using EDI or the internet. Employers who submit magnetic media submissions will be liable to fines imposed by HMRC.

See *HM Revenue and Customs Technical Guide "Submitting Year End Returns on Magnetic Media" – Reference CA51/52*

Reporting Pay/Pension Numbers

This topic discusses how to run the Pay/Pension Numbers process.

Page Used to Run the Pay/Pension Numbers Process

Page Name	*Definition Name*	*Usage*
MT3 - Pay/Pension Numbers GBR Page	GPGB_PPIN_FL	Run the Pay/Pension Numbers process.

Understanding the Pay/Pension Numbers Process

As part of the process for updating employees' tax codes, HMRC requires employers to submit a list of their employees, including the following information:

- Employee name
- Employee NI number

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- Employee ID

This allows HMRC to update their systems with an up-to-date list of employees in preparation for the tax coding notification for the next tax year.

The MT3 - Pay/Pension Numbers process creates a file containing this information, formatted to the HMRC requirements.

See *HM Revenue and Customs Submission Instructions and Technical Specifications "Updating of Pay/ Pension Identity Numbers" – Reference MT3*

Related Links

Tax Code Updates

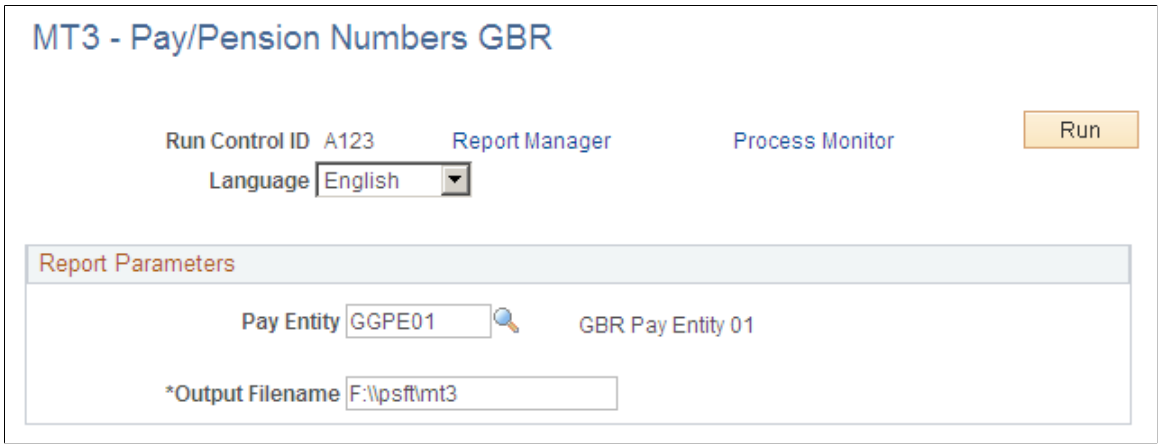
MT3 - Pay/Pension Numbers GBR Page

Use the MT3 - Pay/Pension Numbers GBR page (GPGB_PPIN_FL) to run the Pay/Pension Numbers process.

Navigation:

Global Payroll & Absence Mgmt > Social Security/Insurance > MT3 - Pay/Pension Numbers GBR > MT3 - Pay/Pension Numbers GBR

This example illustrates the fields and controls on the MT3 - Pay/Pension Numbers GBR page.



Field or Control	*Description*
Pay Entity	Select the pay entity you want to process. **Note:** You must set up the tax district and HMRC reference numbers associated with this pay entity before you run this process. Use the Pay Entity Details page to define these tax details.
Output Filename	Enter the name for the output file. Refer to the HMRC guidelines for file naming conventions.

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See *HM Revenue and Customs Submission Instructions and Technical Specifications "Updating of Pay/ Pension Identity Numbers" – Reference MT3*

Related Links

Defining Pay Entity Details

Submitting the Pay/Pension Identity Numbers Data

Once you have successfully run the Pay/Pension Numbers process, you need to:

1. Prepare your magnetic media.

   The HMRC guidelines specify the types of media accepted and the format of information for each media type.

2. Copy the file generated by the Pay/Pension Identity Numbers process to the prepared media.

   The process creates an output file in the %PS_SERVDIR%\files directory on the machine where your Process Scheduler runs.

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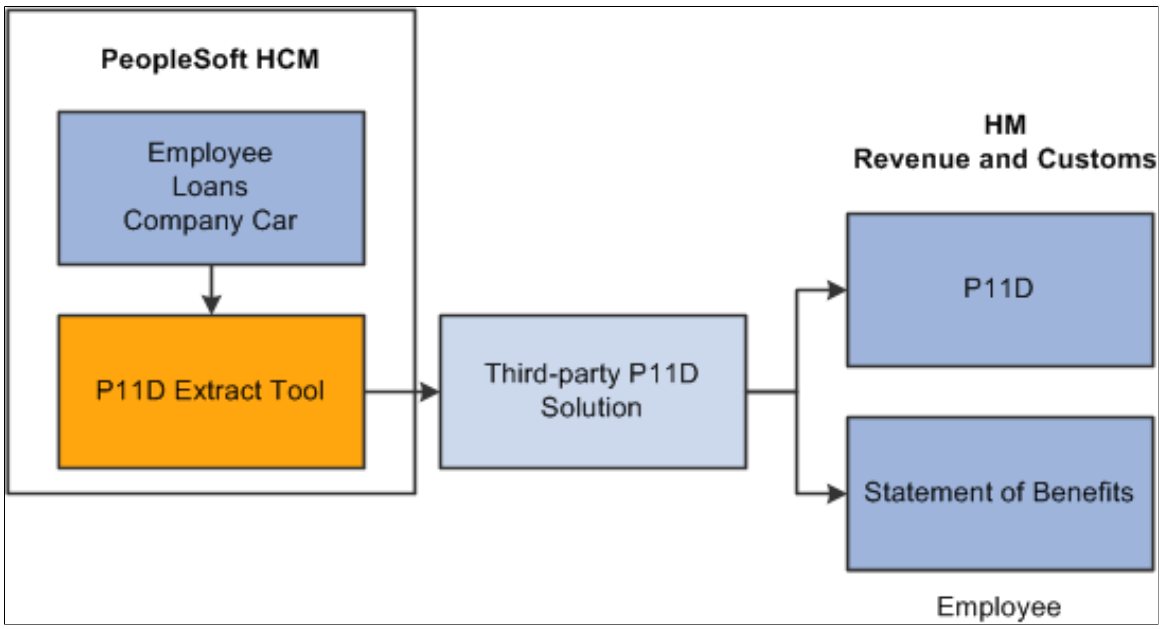
Chapter 22

Extracting P11D Information

Understanding P11D Data Extraction

The P11D is a statutory report, created annually, to report employee expenses and benefits to HM Revenue and Customs (HMRC) for employees whose earnings exceed the limit set by the government. Employers are also required to provide a Statement of Benefits to their employees covered by the legislation. The information required for the P11D is diverse and includes benefits such as employee loans, company cars, and medical insurance. Typically this information is stored in different systems, including HR, payroll, and financial systems.

This diagram shows how the Global Payroll for the UK provides a P11D data extract tool that enables you to extract the P11D information that is stored in the standard PeopleSoft HR tables and creates extract files in a CSV format that can be processed by a third-party P11D solution:



The P11D data extract tool retrieves data from Global Payroll for the UK and PeopleSoft HCM:

- Employee details

  Employee information such as name, employee ID, and employee record number are retrieved from HR tables.

- Company car data

  This is extracted from the company car tables in HR Manage Company Cars business process.

- Loan data

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Employee loans are administered and processed in payroll. The P11D data extract takes the loans information from the loans tables in Global Payroll for the UK

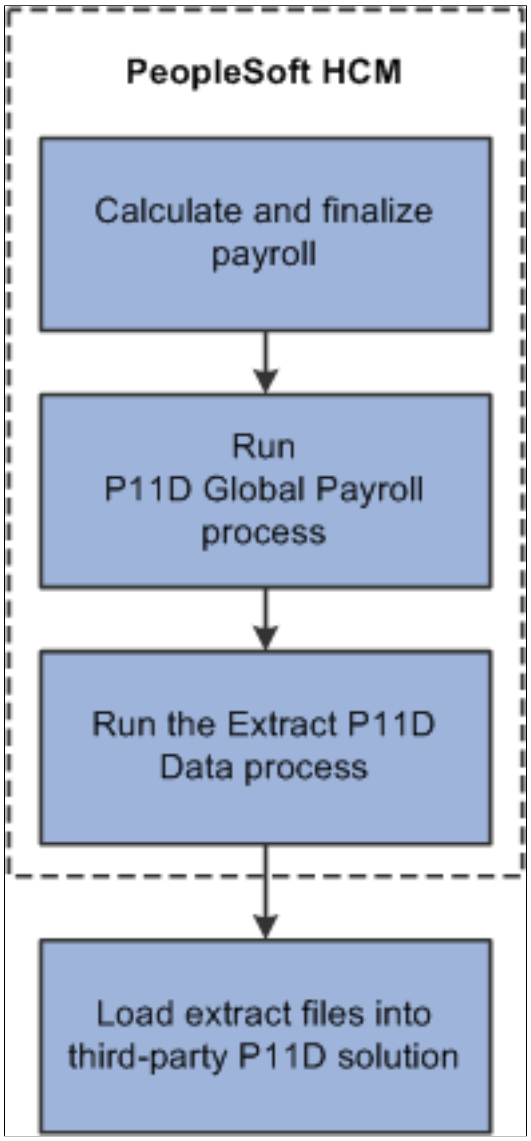
- Employer information

  Employer information is extracted from the pay entity tables.

Important! PeopleSoft HR does not store all the information required to produce a P11D. Therefore, you cannot generate a complete P11D report using the P11D data extract tool as delivered. However, you can modify the delivered solution to include additional information in the extract files. This is discussed in more detail later in this product documentation.

See Modifying the P11D Data Extract Tool.

This flowchart shows the steps in the P11D data extract process from calculating and finalizing payroll to loading the extract files into third-party P11D solutions:



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Before you can run the P11D processes, the payroll for the entire tax year must be calculated and finalized. You cannot run the P11D process if payees are open in any calendars. Therefore, you must plan carefully when you run the process between payroll runs.

The first step in the P11D data extract process is to run the P11D Global Payroll process. This process:

- Is run in the same way as payroll.

  Use the normal Calculate Absence and Payroll run control page to initiate P11D processing. However, the process requires a specific calendar and processing structure.

  See Understanding P11D Extraction Setup.

- Retrieves employee, company car, and loan data using arrays.

  See Delivered Supporting Elements.

- Populates a set of P11D results tables.

  The process populates the result tables GPGB_P11DRSLT_L, GPGB_P11DRSLT_M, and GPGB_P11DRSLT_S. These generic result tables hold data from different source tables. The process assigns an extract type to each row of data that specifies the type of information. The Extract types page identifies the extract types that are delivered.

  See Delivered Supporting Elements.

- Retrieves data for all employees who have company car or loans data for the tax year.

Note: If some of your employees do not required P11Ds because their salaries are below the statutory minimum, then you can identify these employees using your P11D solution. This is done after the extraction is completed and the data has been loaded into the third-party P11D solution.

Use the message log to view the results of the process. You can also use the normal payroll results pages to view a list of employees who were processed.

When you have successfully run the payroll process, run the Extract P11D Data Application Engine process (GPGB_P11D). This process:

- Extracts P11D information from various PeopleSoft tables.

  The process extracts data from the P11D result tables, previously populated by the P11D global payroll process, and other HR tables.

- Generates a series of CSV files using the extracted data.

  The resulting CSV files are stored in the report repository.

The Extract P11D Data process uses the extract definition, which you define for your P11D solution, to determine the data extracted and the format of the CSV file.

Set up extract definitions using the Define P11D Solution GBR (GPGB_P11D_SOLUTION) component.

See Understanding P11D Extraction Setup.

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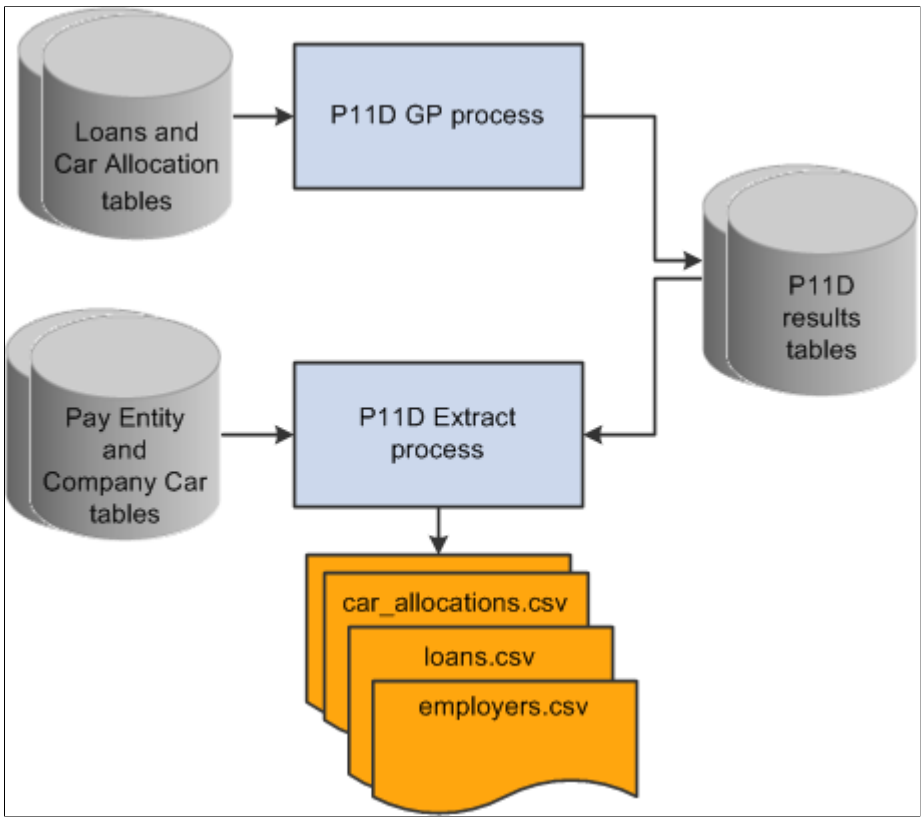
This diagram summarizes the two processes that comprise the P11D data extract tool:



Note: The diagram shows an example of the extract files only. The CSV files produced differ according to the third-party P11D solution you are using.

Global Payroll for the UK delivers an extract definition that works with the KPMG P11D Solutions 2004 application, but this is provided as an example only. You can create extract definitions and modify the delivered elements for your own P11D solution.

Related Links

Delivered Supporting Elements
Loading P11D Data Extracts into Third-Party P11D Solutions

Understanding P11D Extraction Setup

This topic discusses:

- Setting up extract types and extract definitions.
- Setting up the P11D processing structure.
- Delivered supporting elements.
- Viewing delivered elements.

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Setting Up Extract Types and Extraction Definitions

There are two setup components for the Extract P11D Data process:

- Define P11D Extract Types GBR component (GPGB_P11D_E_TYP).

  The extract type is a key field for the P11D result tables (GPGB_P11RSLT_L, GPGB_P11RSLT_M, and GPGB_P11RSLT_S). These tables store data retrieved from more than one source table. The extract type identifies the type of information stored in a row of data. For example, the GPGB_P11DRSLT_L table stores results relating to both Employee Details and Company Car allocations and the extract type is used to distinguish between these two sets of data. The extract type enables the Extract P11D Data process to select the relevant rows from the result tables. Do not change the delivered extract types unless you need to modify the global payroll process to retrieve additional data.

  See Modifying the P11D Data Extract Tool.

- Define P11D Solution GBR component (GPGB_P11D_SOLUTION).

  The P11D Solution page is where you set up the extract definition for your P11D solution. The extract definition defines:

  - The tables from which data is extracted.
  - The extract type, if applicable.

    If data is extracted from the P11D results table, then an extract type is required to define the rows extracted.

  - How to map the extracted data into the CSV file.

    Each third-party P11D solution has specific format requirements for loading data. Use the P11D Solution page to define the name of the CSV files and the format of data in the CSV files. Refer to the documentation for your third-party P11D solution for details of the formatting requirements.

Related Links

P11D Solution Page

Setting Up the P11D Processing Structure

Before you run the P11D global payroll process, set up a processing structure to process results for the tax year for your pay groups. Here are the elements required and a description of the delivered elements:

- Period for the tax year.

  Global Payroll for the UK delivers a set of periods that correspond to tax years:

  - GBRTAX0304 (UK tax year April 6, 2003 to April 5, 2004).
  - GBRTAX0405 (UK tax year April 6, 2004 to April 5, 2005).
  - GBRTAX0506 (UK tax year April 6, 2005 to April 5, 2006).

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- GBRTAX0607 (UK tax year April 6, 2006 to April 5, 2007).
- GBRTAX0708 (UK tax year April 6, 2007 to April 5, 2008).
- GBRTAX0809 (UK tax year April 6, 2008 to April 5, 2009).
- GBRTAX0910 (UK tax year April 6, 2009 to April 5, 2010).

These periods are provided as sample data only. You can use the delivered periods or create your own. However, each period must be defined for the whole tax year.

- A P11D Run Type

  A P11D run type is delivered specifically for P11D data extract processing that is linked to the GBR PR P11D process list.

- Calendars

  Define a P11D calendar for your pay groups that is linked to a tax year period and the P11D run type.

- Calendar groups

  Note: The calendar group for P11D processing is defined when the Off Cycle check box is deselected. The P11D process is not an off-cycle process.

- Sections

  A P11D section is delivered for each type of extract:

  - P11D SE EE DETS extracts employee details.
  - P11D SE LOANS extracts loan information.
  - P11D SE LOAN BAL extracts loan balance.
  - P11D SE CAR ALLOC extracts company car data.

- Process List

  The delivered process list GBR PR P11D includes all the P11D sections listed above.

PeopleSoft delivers elements for P11D processing as sample data. You can use the delivered structure, or create your own.

Related Links

“Understanding Processing Elements” (PeopleSoft Global Payroll)

Delivered Supporting Elements

This table lists the arrays that PeopleSoft delivers to retrieve information for the P11D:

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Array	*Description*
GBR AR EMPLOYEE	Retrieves employee information from the table PERSONAL_DT_FST
GBR AR NAME	Retrieves employee first and last name from the view NAMES_VW.
GBR AR PAY ENTITY	Retrieves employer name and tax reference from the pay entity table GPGB_PYENT
P11D AR CAR ALLOC	Retrieves car allocations from the company car table CAR_ALLOC
P11D AR CAR DATA	Retrieves car data from the table CAR_DATA
P11D AR LOAN BAL	Retrieves loan balance from the writable array GPGB_LOAN_WA, which stores loan processing results.
P11D AR LOAN HD A	Retrieves loan data from the table GPGB_EE_LOAN_HD
P11D AR LOAN HD B	Retrieves loan data from the table GPGB_EE_LOAN_HD
P11D AR LOAN IN	Retrieves loan interest amount from table GPGB_EE_LOAN_IN.
P11D AR CAR PAY	Retrieves information about car payments.
P11D AR UNAV	Retrieves car information related to the periods when a car is not available.
P11D AR LOAN DT	Retrieves employee loan details.

This table lists the writable arrays that are delivered to populate the P11D results tables:

Writable Array	*Description*
P11D WR RESULT L	Populates the results table GPGB_P11DRSLT_L
P11D WR RESULT M	Populates the results table GPGB_P11DRSLT_M
P11D WR RESULT S	Populates the results table GPGB_P11DRSLT_S

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Viewing Delivered Elements

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

Related Links

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

Modifying the P11D Data Extract Tool

The P11D Data Extract tool is designed to be adapted to different third-party P11D solutions, and to enable organizations to modify the data extracted.

Each third-party P11D solution is different and therefore the steps for adapting the P11D data extract tool vary for each solution. Here are some guidelines describing the key tasks:

1. Review the documentation for your third-party P11D solution to determine data requirements and the file format required for importing data.
2. Map your PeopleSoft data to the third-party data structure.

   Find out if the data items are in the same format in both systems or require manipulation. You need to determine which PeopleSoft tables store the data required by your third-party P11D solution.
3. Determine if any of the delivered sections can be reused.

   For example the section P11D SE EE DETS may already select all the data elements you need relating to employee details.
4. If an existing section is close to your requirements, copy the section and supporting elements then modify the new section, rather than modifying the delivered section.
5. Create any new sections and supporting elements, if required.

   Review the design of the delivered sections and the supporting elements. Use these as a basis for creating new sections and supporting elements.
6. Create a new process list and include the sections previously identified or created.
7. Determine whether you can use one of the existing result tables.

   Review the definition of tables, GPGB_P11DRSLT_L, GPGB_P11DRSLT_M, and GPGB_P11DRSLT_S. Use the smallest table with enough fields to match your data requirements. For example, if the smallest table, GPGB_P11DRSLT_S, has enough fields then use that rather than GPGB_P11DRSLT_L or GPGB_P11DRSLT_M, which have more fields. If your data does not easily map to one of the existing result tables you may need to create a new table and a writable array to populate it.
8. Decide if new views are required.

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For example, you need views if the data for an item in the third-party P11D solution exists across various tables in HR, or if only a subset of data is required based on some criteria.

9. Use the Define P11D Solution page to specify the mappings.

10. If complex data manipulation is required, then you may need to create some PeopleCode by adding methods to the Application Class GPGB_P11D:Extract.

During the development process, you can make use of a debug field. PeopleCode in the application engine sets the value of a debug field GPGB_P11D_AET.P11D_DEBUG. The field is set to "N" when delivered. If you modify the PeopleCode to set the debug field to "Y" then the log file generated by the Extract P11D Data process includes additional information which may help when developing modifications.

Typically the data required by your third-party P11D solution comes from a number of different sources. The data that resides in HR can be extracted using the P11D data extract tool. The data from other systems can be loaded into your third-party P11D solution directly. Alternatively you could make use of the various PeopleSoft integration tools to load the data into PeopleSoft HR first and then channel it through the P11D data extract tool.

Setting Up P11D Extraction

This topic discusses how to set up P11D extraction.

Pages Used to Set Up P11D Extraction

Page Name	*Definition Name*	*Usage*
Define P11D Extract Types GBR Page	GPGB_P11D_E_TYP	Define extract types.
P11D Solution Page	GPGB_P11D_SOLUTION	Define the extract definition for your third-party P11D solution.
Viewing Mapping Page	GPGB_P11D_SOL_VIEW	View the mapping defined on the P11D Solution page.

Define P11D Extract Types GBR Page

Use the Define P11D Extract Types GBR page (GPGB_P11D_E_TYP) to define extract types.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Processing** > **Define P11D Extract Types GBR** > **Define P11D Extract Types GBR**

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This example illustrates the fields and controls on the Define P11D Extract Types GBR page.

Field or Control	*Description*
Extract Type	Enter the extract type.

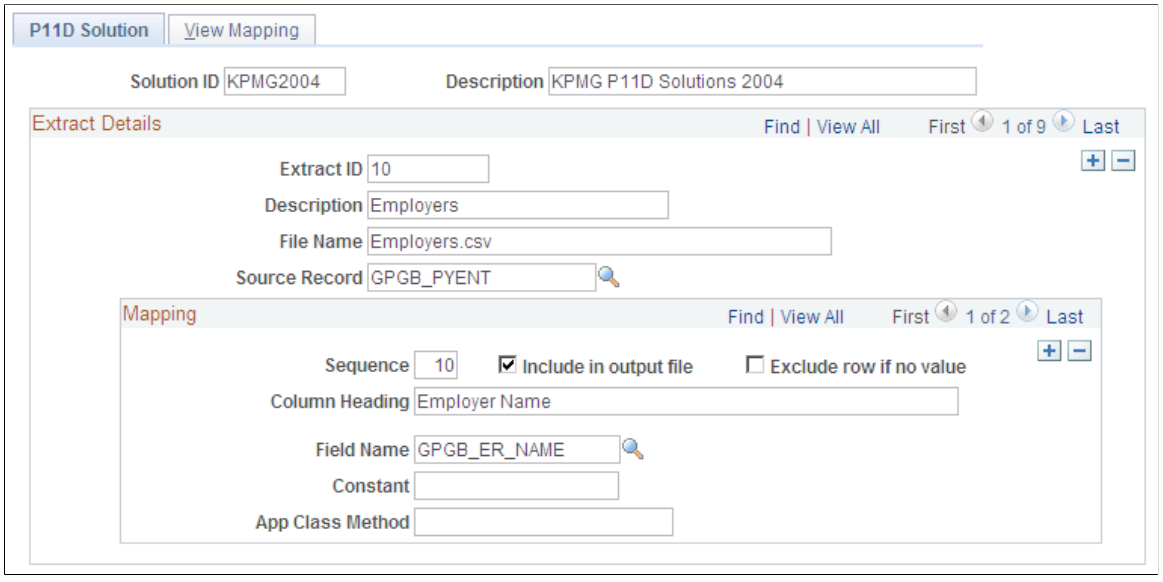
P11D Solution Page

Use the P11D Solution page (GPGB_P11D_SOLUTION) to define the extract definition for your third-party P11D solution.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Processing > Define P11D Solution GBR > P11D Solution

This example illustrates the fields and controls on the P11D Solution page.



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Field or Control	*Description*
Solution ID	Enter the identifier for your P11D solutions software.
Extract ID	Enter a number for the extract.
File Name	Enter the name of the CSV file that is created by the Application Engine process. ***Warning!*** The file name must not include spaces. If your third-party solution requires a file name that includes spaces, rename the file after running the Extract P11D Data process.
Source Record	Select the record from which data is extracted.
Extract Type	Select the extract type. This field is only available if the source record is GPGB_P11DRSLT_L, GPGB_P11DRSLT_M, or GPGB_P11DRSLT_S. It defines the information that is extracted from these generic results tables (the extract type is a key field for these tables).

Mapping

This group box defines how the information in the source record maps to the output file.

Field or Control	*Description*
Sequence	Enter a sequence number that defines the ordering of the columns in the csv file.
Include in output file	Select this check box if the data is written directly to the output file. Deselect the check box if a value is selected but it is not included in the output file. The value can then be used by another mapping, which usually calls an App Class Method to manipulate the data in some way. For an example of how this works review the delivered KPMG solution, extract 11 (PAYE Reference Numbers). The mapping with sequence 10 selects the field GPGB_ER_TAXNUM and the mapping with sequence 11 selects the field GPGB_ER_PAYE_REF. Both of these are not included in the output file, but are used by the method defined on mapping 12 to create the tax office reference.
Exclude row if no value	Select this check box to prevent the whole row of data being written to the CSV file if the value of this field is null.

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Field or Control	*Description*
Column Heading	Enter the name of the column heading in the CSV file. The column heading is determined by the requirements of your third-party P11D solution.
Field Name	Select the field in the source record that stores the value you want to write to the CSV file. If you complete this field, you can't complete the **Constant** field or the **App Class Method** field.
Constant	Enter the value written to the CSV file in the column specified by **Column Heading.** If you complete this field, you can't complete the **Field Name** field or the **App Class Method** field.
App Class Method (application class method)	Enter the name of the application class method. Use this field if you want to call a PeopleCode program to return the value that is written to the CSV file. The method you enter here must be defined in the application class GPGB_P11D: Extract. This application class is in the application package GPGB_P11D. If you complete this field, you can't complete the **Field Name** field or the **Constant** field. **Note:** The system does not validate the name of the method you enter in this field. You must ensure that the method is entered correctly. Otherwise, the application engine process returns the status "*No Success*" if it is unable to find the method specified.

Viewing Mapping Page

Use the View Mapping page (GPGB_P11D_SOL_VIEW) to view the mapping defined on the P11D Solution page.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Processing** > **Define P11D Solution GBR** > **View Mapping**

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This example illustrates the fields and controls on the View Mapping page.

This page summarizes the mapping that you defined on the P11D Solution page. The left hand column shows the heading that appears in the CSV file created. The right hand column shows where the data comes from (a record and field name, a constant, or an App Class Method).

Running the P11D Extract Processes

This topic discusses how to run the P11D extract process.

Pages Used to Run P11D Extract

Page Name	*Definition Name*	*Usage*
Calculate Absence and Payroll Page	GP_RUNCTL	Run the P11D global payroll process to populate the P11D results tables. Remember that you must run this process when the payroll for the tax year is finalized and the payees are not linked to any open calendars. The P11D global payroll process must be finalized before normal payroll processing can resume. However, you should check that the Extract P11D Data process runs correctly before finalizing the payroll process.
Extract P11D Data GBR Page	GPGB_P11D_RC	Run the Extract P11D Data process to create the CSV files.

Extract P11D Data GBR Page

Use the Extract P11D Data GBR page (GPGB_P11D_RC) to run the Extract P11D Data process to create the CSV files.

Navigation:

Global Payroll & Absence Mgmt > Year-End Processing > Extract P11D Data GBR > Extract P11D Data GBR

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This example illustrates the fields and controls on the Extract P11D Data GBR page.

Field or Control	*Description*
Tax Year (End)	Enter the tax year for which to run the P11D data extract process. This is the year the tax years ends.
P11D Solution ID	Select the third-party P11D solution you want to use for the extraction. This defines the information that is extracted from HR tables and the output created. The Solution IDs are defined on the P11D Solution page.
Generate Log File	Select this check box to generate a log file.

Reviewing Log File

Here is an example of a log file generated by the P11D Data Extract process:

```
Parameters
   P11D Solution: KPMG
   UK Tax Year End: 2005
   Debug: N

Extract ID: 10
   Record: GPGB_PYENT
   Extract Type: n/a
   File Name: Employers.csv
   Rows Selected: 5

Extract ID: 11
   Record: GPGB_PYENT
   Extract Type: n/a
   File Name: PAYE_References.csv
   Rows Selected: 5

Extract ID: 12
   Record: GPGB_PYENT
   Extract Type: n/a
   File Name: PAYE_Allocations.csv
   Rows Selected: 5

Extract ID: 20
```


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```
   Record: GPGB_P11DRSLT_L
   Extract Type: EE DETS
   File Name: Employees.csv
   Rows Selected: 3

Extract ID: 30
   Record: GPGB_CAR_VW
   Extract Type: n/a
   File Name: Car_Details.csv
   Rows Selected: 5

Extract ID: 31
   Record: GPGB_CAR_EXT_VW
   Extract Type: n/a
   File Name: Car_Extras.csv
   Rows Selected: 2

Extract ID: 32
   Record: GPGB_P11DRSLT_L
   Extract Type: CAR ALLOC
   File Name: Car_Allocations.csv
   Rows Selected: 2

Extract ID: 40
   Record: GPGB_P11DRSLT_M
   Extract Type: LOANS
   File Name: Loans.csv
   Rows Selected: 2

Extract ID: 41
   Record: GPGB_P11DRSLT_S
   Extract Type: LOAN BAL
   File Name: Loan_Balances.csv
   Rows Selected: 3

End of processing
```

Loading P11D Data Extracts into Third-Party P11D Solutions

Loading the extract files into your third-party P11D solution varies according to the requirements of the solution. Refer to the documentation for your third-party P11D solution.

Here are some general guidelines:

- Check the file formats accepted by the third-party P11D solution and convert the CSV files if necessary.

  The Global Payroll for the UK processes generate CSV files. Some applications, such as KPMG P11D Solutions 2004, accept spreadsheets.

- Check the file naming conventions used by the third-party software and adjust filenames if necessary.

  The filenames of CSV files created by the Extract P11D Data process do not include spaces. This is a restriction of Application Engine processes. If your third-party P11D solution uses a filenaming convention that includes spaces, rename the CSV files.

- Check if data must be loaded in a particular order.

- Identify employees who do not require a P11D.

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The P11D data extract tool extracts data for all employees with benefits data (company cars or loans). If there are employees who are not eligible for a P11D, identify them using your third-party P11D solution.

Loading P11D Data Extracts into KPMG P11D Solutions 2004

To load the P11D data into KPMG's P11D Solutions 2004:

1. Convert the CSV files into Excel spreadsheets.

   Open the CSV file from within Excel and save the file as an Excel spreadsheet. You can load all the CSV files into one workbook (xls) file or create a separate file for each CSV file. If you create one workbook (xls file), each extract file goes on a separate sheet with the appropriate name in the tab.

2. Edit the worksheet names.

   When you save the CSV files as Excel spreadsheets, the worksheet name defaults to the CSV file name. Replace the underscores (_) with spaces. For example, when you import the file PAYE_References.csv, edit the worksheet name to PAYE References.

3. Load the Excel spreadsheets in the correct order.

   KPMG P11D Solutions 2004 requires data loading in a certain order. The order is defined by the Extract ID field on the P11D Solutions page.

4. Identify employees who do not require a P11D.

   Refer to the KPMG documentation for instructions about selecting employees who don't require a P11D.

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Chapter 23

Managing Off-Cycle Payments

Understanding Off-Cycle Processing

This topic discusses:

- The off-cycle process.
- Types of off-cycle transactions.
- Delivered off-cycle processing 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, to process late notification of a new hire, to make early termination payments that can't wait until the next scheduled payroll, to process unscheduled payments such as bonus or expense runs, or to process advance holiday pay

Types of Off-Cycle Transactions

The four types of off-cycle transactions are:

- Corrections

  Corrections enable you to correct results of any finalized payroll. Examples include reversing an overpayment, processing late notification of a new hire, or correcting pay (for example, following late notification of a termination).

- Additional payments

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

- Advances

  Advances enables you to pay payees before their normally scheduled pay run. Examples include advance holiday pay or salary due on termination.

- Manual payments

  Manual payments enable you to enter payments that you have calculated and paid outside of the payroll system. Manual payments are unlikely to be required in the UK An example when a manual payment may be used is to record a payment to a terminated employee that is in cash.

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Delivered Off-Cycle Processing Elements

Global Payroll for the UK delivers this processing structure for off-cycle processing:

- The GBR PR OFFCYCLE process list.
- The GBRRTOFF run type.
- The GBR EG TAX NI LES limited element set.

  Use this limited element set with manual payments, additional payments, and corrections to limit the elements resolved during the off-cycle process. GBR EG TAX NI LES contains the deductions for tax and NI.

Global Payroll for the UK also delivers an off-cycle configuration for the UK that provides default settings when you enter an off-cycle request. Refer to the PeopleSoft Global Payroll product documentation for details of Off-Cycle Configuration page.

Related Links

"Understanding Off Cycle Configurations" (PeopleSoft Global Payroll)

Making Corrections

This topic discusses:

- Using corrections in the UK
- Entering corrections.

Using Corrections in the UK

Corrections enable you to correct the results of a finalized payroll before the next scheduled payroll run. Essentially, you use corrections to make changes that would normally be corrected by retroactivity processing in the next payroll.

Here are some examples when you may use corrections in the U.K:

- Late notification of new employees.

  Use corrections to pay employees who were hired in the previous period but were not processed in payroll.

- Pay changes.

  If an employee has a retrospective change in salary or other earnings, you can use corrections to calculate the changes and pay the employee before the next scheduled payroll run.

- Late notification of terminations.

  Use corrections to correct the payroll results of an employee who left employment in the previous period but was incorrectly processed as an active employee.

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- Retrospective NI category code changes.

  Use corrections to recalculate National Insurance when an employee's NI category is retrospectively changed.

- Retrospective change of hire date.

  Use corrections to recalculate employees' pay and correct accumulators when an employee's pay has been processed using an incorrect hire, rehire, or transfer date.

Note: Corrections are only processed if retro triggers already exist.

Related Links

Reviewing Triggers for the UK
"Understanding Retroactive Methods" (PeopleSoft Global Payroll)

Entering Corrections

Enter the correction details on the Correction Request Detail page. The two fields in the Method of Correction group box define how the correction works:

Field or Control	*Description*
Type of Correction	Select *Replacement* or *Forced Reversal.* A replacement is used when a calculation in the finalized payroll was incorrect, for example if a payee's overtime was incorrect. A forced reversal is used to correct payments made in error.
Retro Method	Select one of these values: *Use Existing Retro Rules:* To use the default retroactive method determined by the triggers generated. *Forced Corrective:* To use the corrective retroactive method.

This table explains the four types of corrections that you can create and how these are used in the U.K:

Type of Correction	*Retro Method*	*Description*
Replacement	*Use Existing Retro Rules*	This is a replacement using the retroactive method determined by the generated triggers. This is the most common type of correction you will make.
Replacement	*Forced Corrective*	A replacement using the corrective retroactive method. No elements are forwarded and any deltas must be managed in another way.

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Type of Correction	*Retro Method*	*Description*
Forced Reversal	*Use Existing Retro Rules*	This is a reversal using the retroactive method determined by the triggers, which means that all elements are recalculated and forwarded and the retro process override list is ignored.
Forced Reversal	*Forced Corrective*	A reversal using the corrective retroactive method. The original calculation is reversed and there are no elements forwarded.

Example: Late Hire

Consider the example of an employee who was hired in a finalized period, but the employee was not processed. How you enter a correction for this employee depends on the timing of the correction:

- If the accounting period is closed and the HM Revenue and Customs (HMRC) payment has been completed, select *Replacement* in the **Type of Correction** field and *Use Existing Retro Rules* in the **Retro Method** field.

  For this type of correction, the **Target Period** is the next open period. The retro method processed depends on the retro method linked to the generated trigger.

- If the hire occurred within the most recently processed period, the accounting period is not closed and the HMRC payment has not been made, select *Replacement* in the **Type of Correction** field and *Forced Corrective* in the **Retro Method** field.

  Using these settings, the hire is processed within the period in which the hire actually occurred. Therefore, the **Target Period** is the most recently processed period.

Example: Change in Pay

In the example of a change to pay, there are three possibilities:

- The employee is owed money.

  Select *Replacement* in the **Type of Correction** field and *Use Existing Retro Rules* in the **Retro Method** field to use the retro method determined by the generated trigger. Select the next open period as the **Target Period.**

- The employee was overpaid and he or she will be processed in the next scheduled payroll.

  In this situation, we recommend that you do not use a correction, but let the retro calculation deduct the overpayment in the next regular payroll run. If overpayment is processed using off-cycle processing, the negative pay is forwarded to the next target period. However, because it is an off-cycle process, there is no positive pay from which to deduct the overpayment. The negative pay will then have to be managed, possibly as a deduction from the next regular payroll run.

- The employee was overpaid and he or she will not be processed in the next scheduled payroll.

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In this example, select *Replacement* in the **Type of Correction** field and either *Use Existing Retro Rules* or *Forced Corrective* in the Retro Method field. However, the result of the correction will be a negative net pay and you will need to determine how to collect the overpayment.

Example: Late Termination

Consider the example of an employee terminated in the previous (finalized) period who was processed as an active employee. You process this as a reversal as follows:

- If the employee has already been paid (bank transfer is completed), select *Forced Reversal* in the **Type of Correction** field and *Use Existing Retro Rules* in the **Retro Method** field.

  The **Target Period** is the next open period. This correction sets all results for the finalized period to zero and forwards the negative pay to the next open period.

- If the employee has not been paid (bank transfer stopped), select *Forced Reversal* in the **Type of Correction** field and *Forced Corrective* in the **Retro Method** field.

  The **Target Period** is the previous finalized period. In this case, the correction sets all results for the finalized period to zero and there are no elements forwarded.

Making Additional Payments

This topic discusses:

- Using additional payments in the UK
- Entering additional payments.

Using Additional Payments in the UK

Additional payments are one-time payments such as a bonus payment or for reimbursement of expenses. Do not use additional payments for bonus payments that are paid at regular intervals; process regular payments in on-cycle processes.

Entering Additional Payments

Enter information about the additional payment on the Additional Payment Detail page:

- Restrict element resolution to those elements with positive input, or by using a limited element set, depending on the payment type.

  In the Element Selection group box, select *Limited Element Set* or *Elements with Positive Input* to restrict element resolution. If you select *Elements with Positive Input,* the system resolves only those elements for which you enter positive input. This means that tax and national insurance are not calculated. Typically, you would use this option for an expense payment that does not require tax and national insurance calculations.

  If you select *Limited Element Set,* the system resolves the elements included in the limited element set in addition to those entered using positive input. Typically, you would use a limited element set when

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the payment is subject to tax and national insurance. Global Payroll for the UK delivers the limited element set GBR EG TAX NI LES for this purpose.

- Enter supporting element overrides for the variables TAX VR PERIOD and TAX VR BGN YR.

  On the Additional Payment Detail page, click the **Supporting Element Overrides** link to display the Payee Calendar SOVR page. Add the variables and assign the appropriate values on this page. The TAX VR PERIOD identifies the tax period and TAX VR BGN YR identifies the tax year in which the payment is made.

Additional payments are discussed in detail in the PeopleSoft Global Payroll product documentation.

Related Links

"Making Additional Payments" (PeopleSoft Global Payroll)

Entering Advances

This topic discusses:

- Using advances in the UK
- Processing advances.

Using Advances in the UK

Advances provide a way to process payments before the next scheduled payroll run. Typically, you would use advances to:

- Pay terminated employees before the normal payroll is run.
- Pay holiday advances.

When you run the next scheduled payroll, employees who receive advances are not identified.

Processing Advances

Enter the advance details on the Advance Request Detail page. Select the next scheduled (on-cycle) calendar group in the Calendar Group field.

We recommend that you process advances for whole pay periods only.

When you later process the next on-cycle calendar, the payroll process does not identify the employees whose pay was advanced.

Advances are discussed in detail in the PeopleSoft Global Payroll product documentation.

Related Links

"Processing Advances" (PeopleSoft Global Payroll)

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Recording Manual Payments

This topic discusses:

- Using manual payments in the UK
- Entering manual payments.

Using Manual Payments in the UK

Manual payments provide a way to record one-time payments that were calculated and paid outside of the payroll system. You should not use manual payments for regular payments because the payee would be identified for the payment during the normal on-cycle payroll process.

Manual payments are unlikely to be required in the UK In general, you should use additional payments to process payments that were paid outside of the payroll system and override the payment method to ensure that the payment is not processed by the banking process.

Entering Manual Payments

To enter a manual payment:

- Calculate the employee's gross and net pay before you enter the manual payment.

  When you click the **Validate** button on the Manual Payment Detail page, the system calculates the gross and net pay based on the earnings and deductions entered. If it does not match the values you have entered, the payment can't be processed.

- Use a limited element set to restrict the elements that are resolved.

  In the Element Selection group box select *Limited Element Set* and select the element set in the **Limited Element Set** field. Global Payroll for the UK delivers the GBR EG TAX NI LES for this purpose.

- Enter supporting element overrides for the variables TAX VR PERIOD and TAX VR BGN YR.

  On the Manual Payment Detail page, click the **Supporting Element Overrides - Payment Level** link to display the Payee Calendar SOVR page. Add the variables and assign the appropriate values on this page. The TAX VR PERIOD identifies the tax period and TAX VR BGN YR identifies the tax year that apply for the payment.

Related Links

“Recording Manual Payments” (PeopleSoft Global Payroll)

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Chapter 24

Processing Tax Credits

Understanding Tax Credits

This topic discusses:

- Tax credit processing.
- Delivered tax credit earnings.
- Viewing delivered elements.

Tax Credit Processing

From April 2000 until March 31, 2006 employers who operated a PAYE scheme had to pay eligible employees tax credits through the payroll. HM Revenue and Customs (HMRC) informed the employer if an employee was eligible for tax credits, the amount to pay, and when to stop paying tax credits.

Global Payroll for the UK enabled you to:

- Calculate the tax credits for the pay period from a daily date and pay them through the payroll.
- Display the tax credit amount to be paid on an employee's payslip.
- Record the total tax credits paid in a tax year.
- Record tax credits on the P14 and P60 reports.

Warning! From April 2006 HMRC is responsible for paying tax credits and employers must not pay tax credits in payroll.

Delivered Tax Credit Earnings

Global Payroll for the UK delivers these earnings for tax credits:

- TC ER TXCRD1

  This is the tax credit payment earning. It was paid per pay period and accumulated over the tax year.

- TC ER OVRD

  This element was used for overriding the normal tax credit amount for one pay period. It was entered using positive input. However, the tax credit was actually paid using the normal earning TC ER TXCRD1 and you do not see the earning TC ER OVRD in the payroll results.

Note: Do not use the tax credit earnings from April 1, 2006.

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Viewing Delivered Elements

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

Related Links

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

Entering Tax Credit Information

This topic discusses how to record employee tax credit information.

Page Used to Enter Tax Credit Information

Page Name	*Definition Name*	*Usage*
Maintain Tax Credits GBR Page	GPGB_EE_TAXCRD	Record tax credit information for an employee.

Maintain Tax Credits GBR Page

Use the Maintain Tax Credits GBR page (GPGB_EE_TAXCRD) to record tax credit information for an employee.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Taxes** > **Maintain Tax Credits GBR** > **Maintain Tax Credits GBR**

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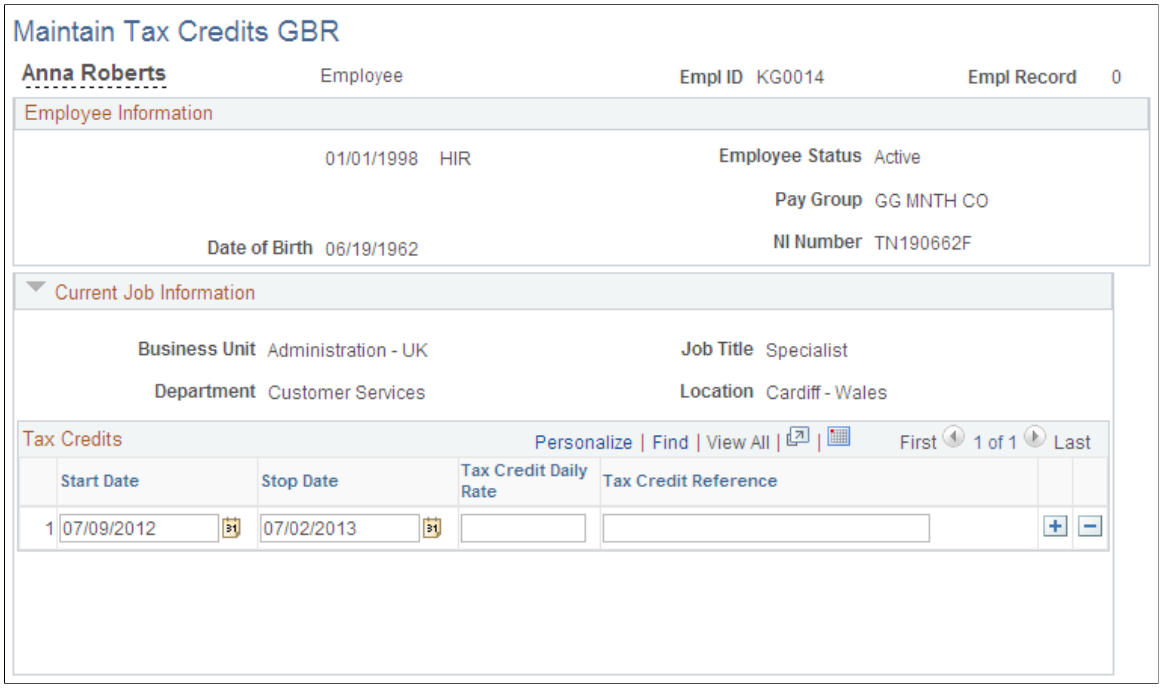
This example illustrates the fields and controls on the Maintain Tax Credits GBR page.



Tax Credits

Enter the tax credit data that applies to a payee.

Note: Only one tax credit can be running at any time. If an employee has more than one tax credit in a pay period (this is possible if a new tax credit is awarded for an employee with a change of daily rate, for example), make sure that the start dates and end dates do not overlap. In the unlikely event that an employee has more than three tax credits, you can enter more than three in the system, but the system processes and pays only three tax credits in any one pay period.

Field or Control	*Description*
Start Date	Enter the date from which you must start paying tax credit to an employee. HMRC sends you a start notification by post, giving you either 14 (for weekly paid employees) or 42 days' notice (for all other employees). **Note:** The start date must not be after March 31, 2006. HMRC is responsible for payment of tax credits after this date. Global Payroll for the UK issues a warning message if the start date is April 1, 2006 or later, but it does not prevent you creating a tax credit.
Stop Date	Enter the date when your responsibility for paying tax credits to an employee ends. HMRC notifies you of the date when they want payment to end.

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Field or Control	*Description*
Tax Credit Daily Rate	Enter the daily amount that applies to each calendar day for which you must pay tax credit. HMRC notifies you of this amount.
Tax Credit Reference	Enter any reference that HMRC uses for the employee's tax credits.

Stopping Tax Credit Payments

When you receive notification from HMRC to stop paying tax credits to an employee, you must stop paying tax credit as instructed. Also, if an employee leaves your organization, you do not have to pay tax credit from the last day of employment. Global Payroll for the UK automatically takes this change into consideration and stops paying tax credits accordingly.

Note: If you want to stop paying tax credit to an employee who is involved in a trade dispute, for example, or because an employee is leaving within three months, you must manually stop the payment in the system. Global Payroll for the UK does not calculate this automatically.

You must show the tax credit paid on the employee's payslip, as well as record the total tax credits paid in a tax year for an employee on the P14 and P60 reports.

Related Links

Running Statutory Reports

Overriding Tax Credit Amounts

If you need to override the normal tax credit amount defined on the Maintain Tax Credit page, create a positive input entry for the payee. This topic discusses how to enter positive input for tax credits.

Page Used to Override Tax Credits

Page Name	*Definition Name*	*Usage*
Positive Input Page	GP_PI_MNL_ERNDED	Create the positive input entry for a payee for a selected pay period.

Positive Input Page

Use the Positive Input page (GP_PI_MNL_ERNDED) to create the positive input entry for a payee for a selected pay period.

Navigation:

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Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > One Time (Positive Input) > Positive Input

To create a positive input for the selected payee:

1. Complete the fields on the Action tab as follows:

Field or Control	*Description*
Entry Type	Select *Earnings.*
Element Name	Select the tax credit override earning *TC ER TXCRD1.*
Action Type	Select *Override.*

2. Complete the fields on the Main Components tab as follows:

Field or Control	*Description*
Amount	Enter the total tax credit amount for the pay period. The positive input entry overrides all tax credits for the payee. Therefore, if the payee has multiple tax credits, the amount entered here must include all tax credits for the pay period.
Currency	Select *GBP.*

Note: Using positive input you can process tax credit overrides for any employee. Therefore, you must ensure that you create positive input entries for the correct employees.

Note: Use positive input for one-time changes to tax credits only. To process tax credits in each pay period, define them on the Maintain Tax Credits page.

Positive input is discussed in detail in the PeopleSoft Global Payroll product documentation.

Related Links

"Understanding Positive Input" (PeopleSoft Global Payroll)

Updating Your Process Lists After March 2006

From April 1, 2006 you should not process tax credits in payroll. To stop Global Payroll for the UK processing tax credits, update your payroll process lists as follows:

1. Insert a new row with an effective date of April 1, 2006.
2. Delete the tax credit section GBR SE TAXCRD.

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The payroll process list GBR PR PAYROLL that is delivered as sample data has been updated as of April 1, 2006.

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Chapter 25

Managing Real Time Information (RTI)

Understanding the RTI Functionality

This topic discusses:

- RTI benefits.
- Tasks to be performed prior to RTI.
- RTI process.

UK employers and pension providers can electronically submit Pay as You Earn (PAYE) deductions information to the HM Revenue & Customs (HMRC) as and when the deductions are made. HMRC introduced major changes to the process of making statutory returns for PAYE and National Insurance (NI), and transferring data between HMRC and employers. This is often referred to as Real Time Information (RTI). RTI reporting is mandatory for all employers as of October 2013.

RTI Benefits

RTI is a system introduced by HMRC to improve the operation of PAYE. The RTI functionality helps collect PAYE information more regularly and efficiently when employers submit their regular payroll submissions.

The following are some of the benefits:

- As a part of RTI, employers and pension providers report all earnings and deductions made to an individual at the time payment is made to the individual, instead of reporting these figures only at the end of the tax year.
- RTI reporting is an integral part of the normal payroll activity. When employers run their payroll calculations, the payroll software gathers the information required and reports it to HMRC.
- RTI supports Universal Credits by simplifying and streamlining benefits into one payment. RTI provides the Department of Work and Pensions (DWP) with up to date information about a claimant's employment income enabling them to calculate Universal Credits payments without the need for claimants to supply employment or pension income information.
- RTI also removes the need to submit P35s and P14s at year end and simplifies the employee new starter and leaver processes.
- RTI helps HMRC to respond more efficiently to errors, improves the accuracy of employee PAYE data, and enables efficient collection of outstanding PAYE and National Insurance Contributions (NIC) liabilities from employers.

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Tasks to be Performed Prior to RTI

Employers are required to perform the following key tasks prior to using RTI processing:

- Data Improvement - This involves cleansing of existing employee data and is a key requirement before any RTI data can be submitted to HMRC. Employers are expected to ensure that the data they have on all current employees as of April 2013, is as accurate as possible. This data includes name, address, gender, date of birth, and tax code. To assist this process, HMRC alerts employers to any data discrepancies such as invalid NI numbers, or missing or incomplete biographical data.
- Payroll Alignment - The HMRC requires all employers to go through a payroll alignment exercise before they start sending RTI payment returns. The employee data maintained by employers is likely to be more current than HMRC's records. The alignment exercise updates HMRC records with the latest employee data from the employers. Each employer must provide an extract of all individuals who are employed within a particular PAYE scheme in the current tax year, including those who have left since the start of the tax year. This process needs to be run only once, prior to the first RTI returns.

RTI Process

The RTI process includes the following steps:

1. Employer Alignment Submission (EAS).
2. Full Payment Submission (FPS).
3. Employment Payment Summary (EPS).
4. National Insurance Verification Request (NVREQ).
5. National Insurance Verification Reply (NVREP).

Generating EAS

Perform the following steps to generate EAS.

1. Pay Entity Set Up - This is a one time activity and users need to verify the Pay Entity Set Up information before generating the EAS file.
2. Process FPS Details - You need to perform the following steps before generating the EAS file.
    a. Update Employment Number RTI (GPGB_EMPMAP).
    b. Process Starter Declaration (GPGB_STARTER).
3. Process RTI GBR - Once this process is generated, the user needs to validate the RTI Validation Report. The RTI Validation Report log reports missing information and classifies it as Error or Warning. If the message is classified as Error then the user needs to take appropriate action to incorporate the changes to ensure that mandatory information is included in the output file.

    Users have the option to generate the file in the Trial or Final mode. The Trial mode can be used for validating the file structure and data items. The file generated in Final mode goes through validation of employee data with HMRC core systems.

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Generating FPS

Perform the following steps to generate FPS.

1. Pay Entity Set Up - Users need to verify the Pay Entity Set Up information before generating the FPS file.
2. Run and Process Payroll - Users need to ensure that the payroll is processed before generating the FPS file.
3. Process FPS Details - Users need to perform the following steps before generating the FPS file.
    a. Update Employment Number RTI (GPGB_EMPMAP).
    b. Process Starter Declaration (GPGB_STARTER).
4. Report and RTI Preparation GBR - Once the payroll is processed, users need to run this process based on various run control parameters available. This is a mandatory process before generation of FPS.
5. Process RTI GBR - Once this process is generated, users need to validate the RTI Validation Report. The RTI Validation Report log reports missing information and classifies it as Error or Warning. If the message is classified as Error then the user needs to take appropriate action to incorporate the changes to ensure that mandatory information is included in the output file.

Generating EPS

Perform the following steps to generate EPS.

1. Pay Entity Set Up - Users need to verify the Pay Entity Set Up information before generating the EPS file.
2. Run and Process Payroll - Users need to ensure that the payroll is processed before generating the EPS file.
3. Report and RTI Preparation GBR - Once the payroll is processed, users need to run this process based on various run control parameters available. This is a mandatory process before generation of EPS.
4. Process RTI GBR - Once this process is generated, the user needs to validate the RTI Validation Report. The RTI Validation Report log reports missing information and classifies it as Error or Warning. If the message is classified as Error then the user needs to take appropriate action to incorporate the changes to ensure that mandatory information is included in the output file.

Generating NVREQ

Perform the following steps to generate NVREQ.

1. Pay Entity Set Up - Users need to verify the Pay Entity Set Up information before generating the NVREQ file.
2. Process FPS Details - You need to perform the following steps before generating the NVREQ file.
    a. Update Employment Number RTI (GPGB_EMPMAP).
    b. Process Starter Declaration (GPGB_STARTER).

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3. Process RTI GBR - Once this process is generated, users need to validate the RTI Validation Report. The RTI Validation Report log reports missing information and classifies it as Error or Warning. If the message is classified as Error then the user needs to take appropriate action to incorporate the changes to ensure that mandatory information included in output file. Users have the option to generate the file in the Trial or Final mode. The Trial mode can be used for validating the file structure and data items. The file generated in Final mode goes through validation of employee data with HMRC core systems.

Generating NVREP

Perform the following steps to generate NVREP.

1. Pay Entity Set Up - Users need to verify the Pay Entity Set Up information before generating the NVREP file. Before running the NVREP process, users must first configure the location where incoming files from HMRC will be saved. This configuration may already be in place for your existing EDI infrastructure.
2. Process RTI GBR - Once this process is generated users have to validate the RTI Validation Report. The RTI Validation Report log reports details of whether the NINO will get updated or not.

   Users have the option to generate the file in the Trial or Final mode. The Trial mode can be used for validating the file structure and data items. The file generated in Final mode goes through validation of employee data with HMRC core systems.

Related Links

Setting Up RTI
Entering RTI Details
Processing RTI Details

Setting Up RTI

This topic discusses how to set up RTI.

Pages Used to Set Up RTI

Page Name	*Definition Name*	*Usage*
Pay Entity Details GBR Page	GPGB_PYENT	Set the RTI Indicator flag and enter information in the Pay Entity Details for RTI page.
Pay Entity Details for RTI Page	GPGB_PYENT_RTI	Enter high level information required for RTI in addition to your existing EDI configuration.
EDI Configuration GBR Page	GPGB_EDI_SETUP	Configure the location for the incoming NVREP files from HMRC to be saved.

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Page Name	*Definition Name*	*Usage*
RTI Elements Mapping Page	GPGB_RTI_REC_MAP	Used to map any customized Earnings/ Deductions that is used instead of the PeopleSoft delivered Earnings/ Deductions.
RTI Qualifier Mapping Page	GPGB_RTI_QL_MAP	Used to map the RTI Qualifiers to the GPGB_FPS_SUBMIT fields.
RTI Field Mapping Page	GPGB_RTI_FL_MAP	Used to map the GPGB_FPS_SUBMIT fields to Payroll Earning/Deduction Elements and Accumulators.

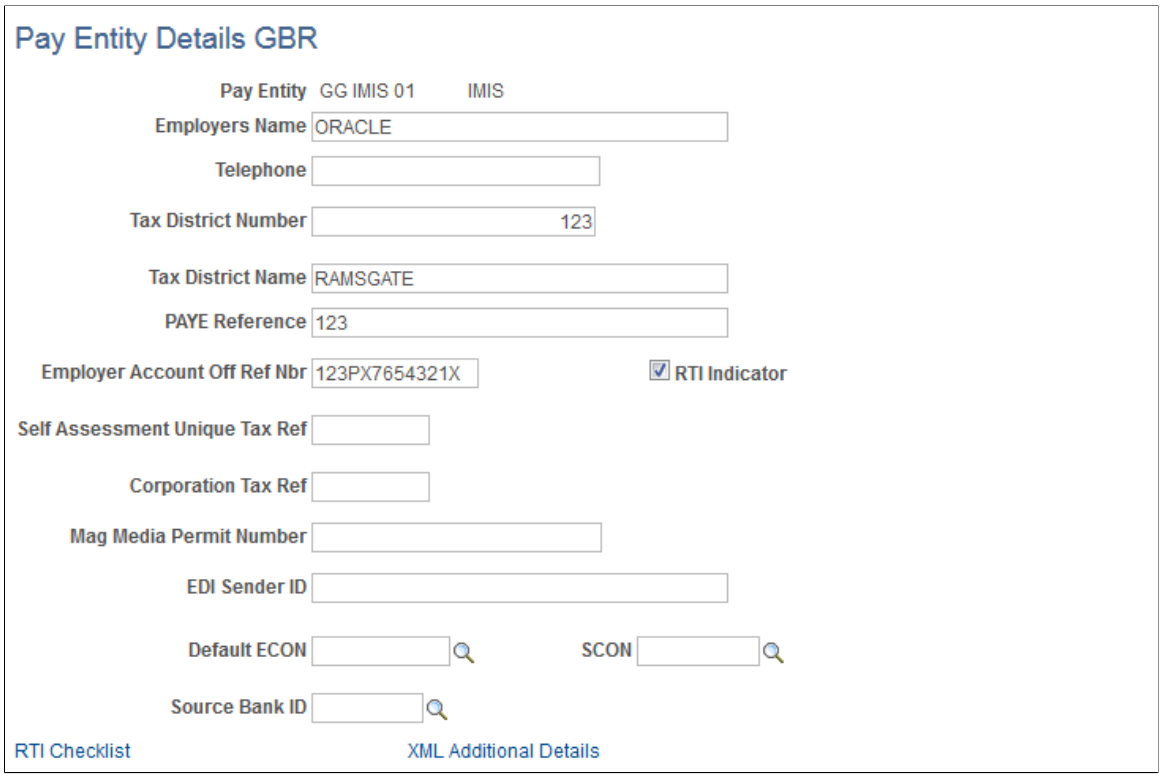
Pay Entity Details GBR Page

Use the Pay Entity Details GBR page (GPGB_PYENT) to set the RTI Indicator flag and enter information in the Pay Entity Details for RTI page.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Organizational** > **Pay Entity Details GBR** > **Pay Entity Details GBR**

This example illustrates the fields and controls on the Pay Entity Details GBR page.



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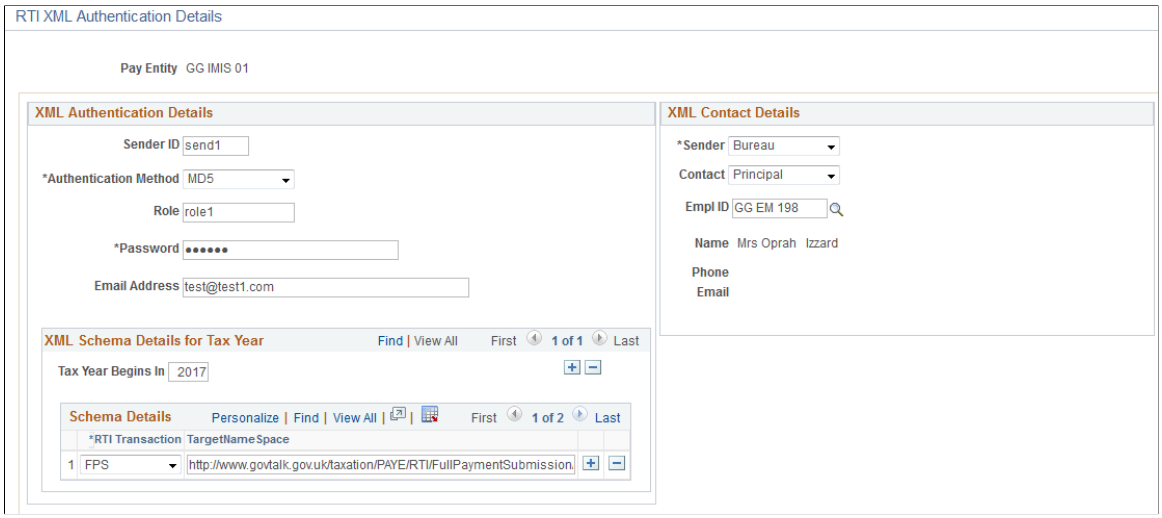
Field or Control	*Description*
Employer Account Off Ref Nbr (Employer Accounts Office Reference Number)	This field is mandatory for all employers using RTI. It is reported in the header of all EDI files for RTI. The Employer Accounts Office Reference Number should be provided for each PAYE reference (Pay Entity).
RTI Indicator	Select this check box to set the RTI Indicator flag. **Note:** Once the employer is live on RTI, the RTI Indicator flag should always be set.
Self Assessment Unique Tax Ref	This field is optional and should only be used when the employer is a sole proprietor. Leave this field blank if a Corporation Tax Reference has been entered.
Corporation Tax Ref	This field is optional and should be used only when the employer is a limited company. Leave this field blank if a Self Assessment Unique Tax Reference has been entered.
RTI Checklist	Click this link to open the Pay Entity Details for RTI page (GPGB_PYENT_RTI).
XML Additional Details	Click the XML Additional Details link to open the RTI XML Authentication Page.

This example illustrates the fields and controls on the RTI XML Authentication page



Field or Control	*Description*
Sender ID	Enter the Gateway User ID.
Authentication Method	Enter the value as *MD5*.

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Field or Control	*Description*
Role	Enter the Authentication Role.
Password	Enter the Gateway password.
Sender Email Address	Enter the Sender's Email Address.
Tax Year Begins in	Enter the tax begin year for which the RTI files are run.
RTI Transaction	Enter the RTI Report Type.
TargetNameSpace	Enter the URL that is used by HMRC for validation. **Note:** A unique URL is used for each RTI report type and for each tax begin year. HMRC will be using this for validating the XML file submitted to them. The URL is given by HMRC for each year and for each report type in the tax year.
Sender	Select the sender from the available options.
Contact	Select the contact. This data helps HMRC to identify whether the files are sent by the Employer or through an Agent. **Note:** If you select "Principal" in the Contact field, then the Employee ID is automatically populated and the selected Employee's contact details gets printed in the XML Report. If you select "Agent" in the Contact field, then the Set ID and Vendor ID needs to be entered. The selected Vendor's contact details gets printed in the XML Report.

For more information, see Pay Entity Details GBR Page

Related Links

Defining Pay Entity Details

Pay Entity Details for RTI Page

Use the Pay Entity Details for RTI page (GPGB_PYENT_RTI) to enter high level information required for RTI in addition to your existing EDI configuration.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Organizational** > **Pay Entity Details GBR** > **Pay Entity Details GBR.**
Click the **RTI Checklist** link.

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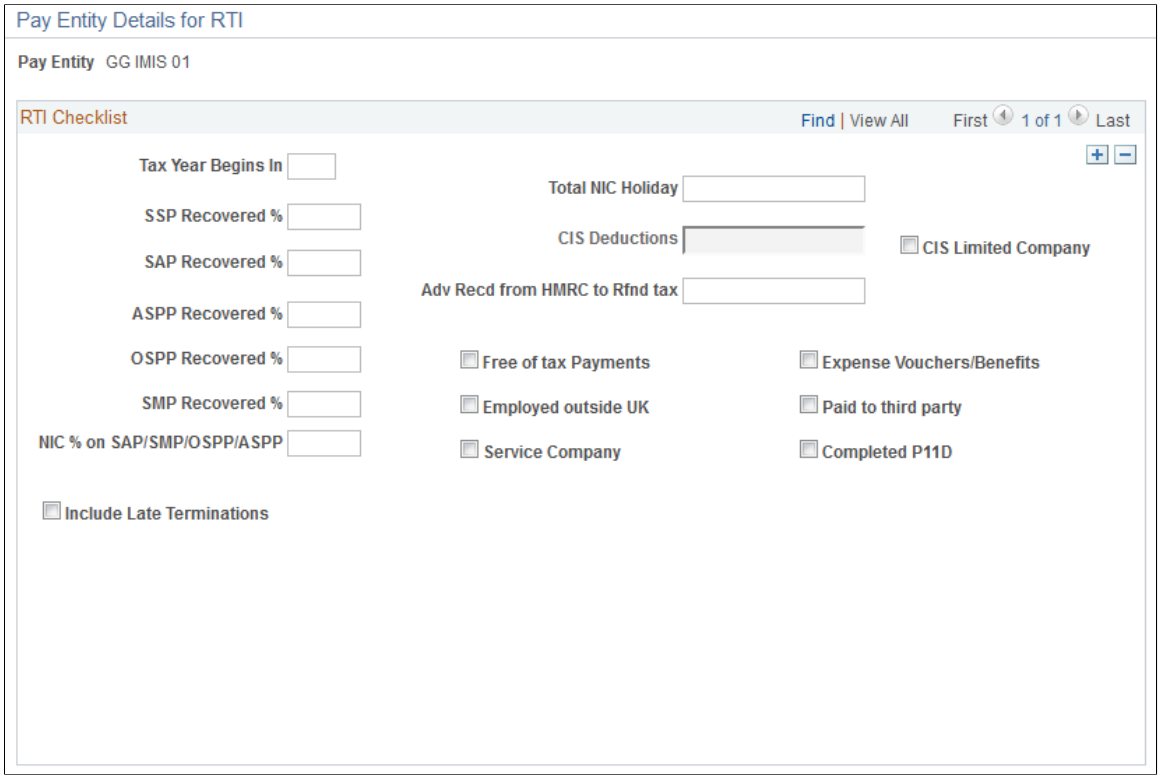
This example illustrates the fields and controls on the Pay Entity Details for RTI page.



Field or Control	*Description*
Tax Year Begins In	Indicates the corresponding tax year in order for which the RTI files will be generated. **Note:** No files will be generated if this field is blank.
SSP Recovered %, **SAP Recovered %**, **ASPP Recovered %**, **OSPP Recovered %**, and **SMP Recovered %**.	The statutory payment amounts to be recovered are calculated using the percentage values entered in these fields. These amounts are calculated when generating the EPS file.

If the ‘Tax Year Begins in’ is selected as 2017, two additional fields will be displayed as shown below.

Field or Control	*Description*
Apprenticeship Levy Allowance	Specify the Apprenticeship Levy Allowance.
Apprenticeship Levy%	Enter the percentage of apprenticeship levy if there are any amendments in the mid of the fiscal year.

If the ‘Tax Year Begins in’ is selected as 2020 or above, the page is displayed as shown below.

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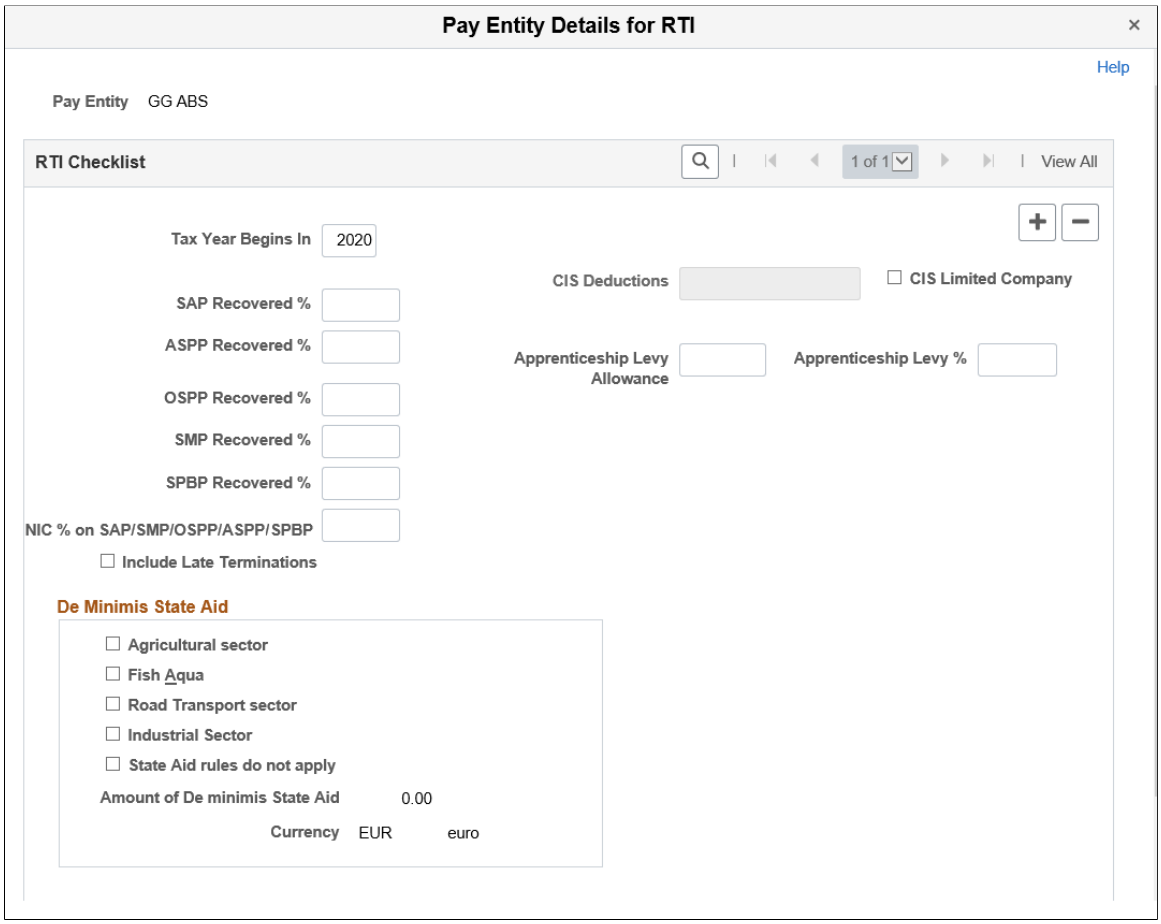
This example illustrates the Pay Entity Details for RTI page when ‘Tax Year Begins in’ is selected as 2020.



Field or Control	*Description*
SPBP Recovered%	Enter the rate at which Statutory Parental Bereavement Pay (SPBP) can be recovered. This can be a partial or full recovery according to the employers annual liability for NI. Typically this is 92% for large employers and 100% for small employers.
De Minimis State Aid	Select the appropriate sector if you are claiming for Employment Allowance. If State Aid rules do not apply is selected than do not select any other options.

Related Links

Defining Pay Entity Details

EDI Configuration GBR Page

Use the EDI Configuration GBR page (GPGB_EDI_SETUP) to configure the location for the incoming NVREP files from HMRC to be saved.

Navigation:

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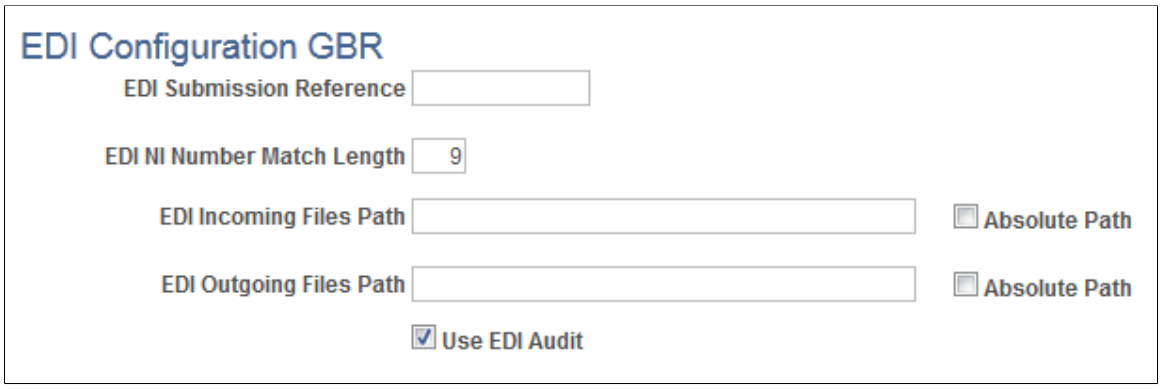
Set Up HCM > **Product Related** > **Global Payroll & Absence Management** > **Framework** > **Processing** > **EDI Configuration GBR** > **EDI Configuration GBR**

This example illustrates the fields and controls on the EDI Configuration GBR page.



The EDI configuration may already be in place for your existing EDI infrastructure. See the EDI Configuration GBR Page topic for more information.

Related Links

Setting Up the EDI Processes

RTI Elements Mapping Page

Use the RTI Elements Mapping page (GPGB_RTI_REC_MAP) to map any customized Earnings/Deductions that is used instead of the PeopleSoft delivered Earnings/Deductions that are being reported in RTI. The mapping data will be delivered pre-populated and can be changed based on payroll elements, if required.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Management** > **Reports** > **RTI Elements Mapping GBR**

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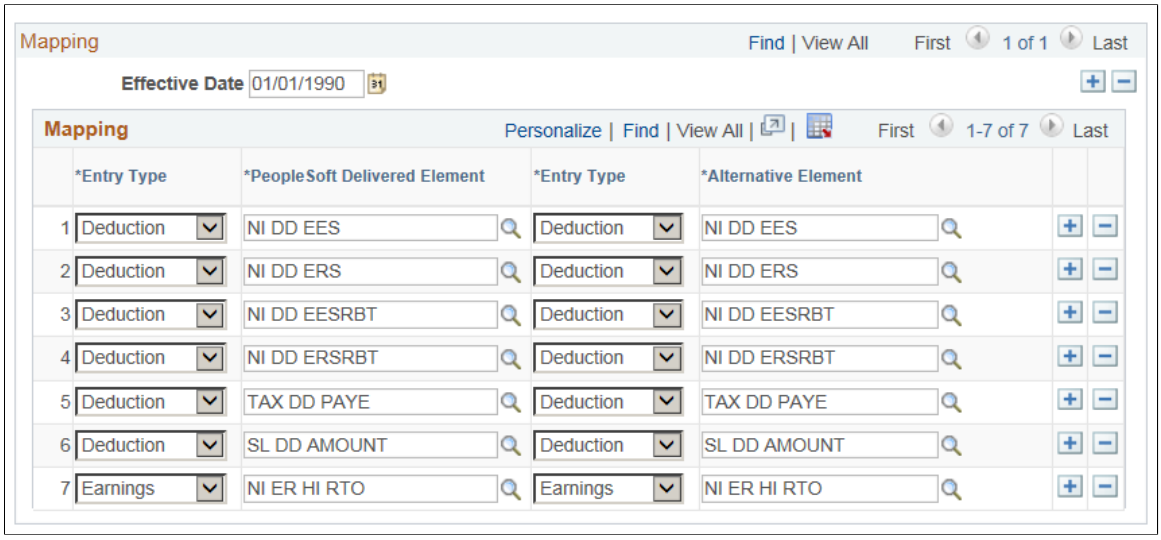
This example illustrates the fields and controls on the RTI Elements Mapping GBR page.



Field or Control	*Description*
Effective Date	The date from which the Mapping is valid.
Entry Type	Displays the Element Type. Values can be: • Earning • Deduction
PeopleSoft Delivered Element	The Element Name that is used/delivered by PeopleSoft.
Alternative Element	The Element Name that is used by the customer for the same Earning/Deduction as delivered by PeopleSoft.

RTI Qualifier Mapping Page

Use the RTI Qualifier Mapping page (GPGB_RTI_QL_MAP) to map the RTI Qualifiers to the GPGB_FPS_SUBMIT fields. The mapping data will be delivered pre-populated and is recommended to not modify this data. The Reconciliation Process will pick up the mappings from this page.

Note: This mapping is only used for RTI Reconciliation and not used in the process to generate the RTI files.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Management > Reports > RTI Qualifier Mapping GBR

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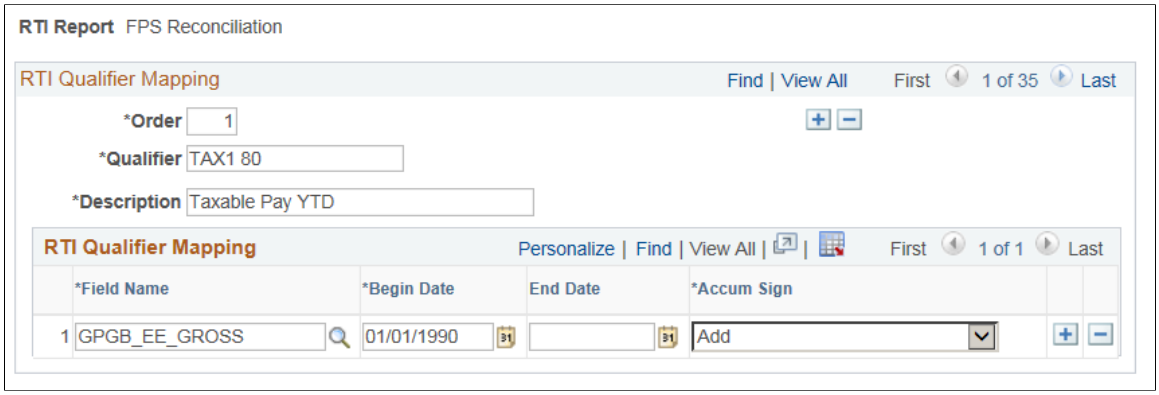
This example illustrates the fields and controls on the RTI Qualifier Mapping GBR page.



Field or Control	*Description*
RTI Report	Values can be: • FPS Reconciliation • EPS Reconciliation • Payroll Reconciliation
Order	The Sequence Order of the Field on the Report.
Qualifier	The actual Qualifier Name on the Report as specified by HMRC.
Description	The description of the Qualifier.
Field Name	The name of the field from GPGB_FPS_SUBMIT that is mapped to the particular Qualifier.
Begin Date	The date from which the mapping is valid.
End Date	The date till which the mapping is valid.
Accum Sign	Values can be: • Add: Specify whether the corresponding field adds to the Qualifier Total. • Subtract: Specify whether the corresponding field deducts from the Qualifier Total.

RTI Field Mapping Page

Use the RTI Field Mapping page (GPGB_RTI_FL_MAP) to map the GPGB_FPS_SUBMIT fields to Payroll Earning/Deduction Elements and Accumulators. The mapping data will be delivered pre-

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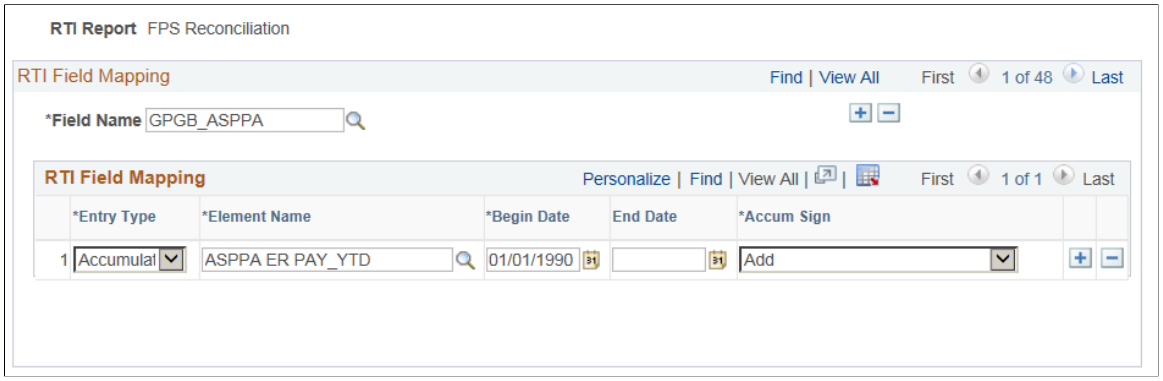
populated and is recommended to not modify this data. The Reconciliation Process will pick up the mappings from this page.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Management > Reports > RTI Field Mapping GBR

This example illustrates the fields and controls on the RTI Field Mapping GBR page.



Field or Control	*Description*
RTI Report	
Field Name	The name of the fields that are being used for reporting and are mapped on the Qualifier Mapping page.
Entry Type	Displays the Element Type. Values can be: • Earning • Deduction • Accumulator
Element Name	The Element Name that is mapped to the Field.
Begin Date	The date from which the mapping is valid.
End Date	The date till which the mapping is valid.
Accum Sign	Values can be: • Add: Specify whether the corresponding field adds to the Qualifier Total. • Subtract: Specify whether the corresponding field deducts from the Qualifier Total.

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Entering RTI Details

This topic discusses on how to enter the employee details required for RTI processing.

Pages Used to Enter RTI Details

Page Name	*Definition Name*	*Usage*
Employee Irregular Payment GBR Page	GPGB_EE_IR_PYMT	Set the Irregular Employment Payment Indicator flag for an employee.
Starter Declaration Page	PGB_EE_RTI_STARTR	Enter a value for all new employees hired since the start of the Tax Year, if the information is not entered through the Maintain Tax Page GBR page.
Payroll ID Page	GPGB_EE_HMRCID	Maintain unique IDs per employment.
Employee UK Stay Info Page	GPGB_EE_RTI_STAY	Enter stay details.
Earning Period Info Page	GPGB_EE_ERNPRD	View or override the number of periods for which the employee is receiving payment in the FPS.
Additional Info Page	GPGB_RTI_ADDL_INFO	Specify whether the payment is for a non-individual or if the employee is available.
Late Termination Info Page	GPGB_RTI_FPSADJ	Report the leaving date of employees terminated from the previous pay period and not processed in the current pay period.
Maintain Tax Data GBR Page	GPGB_EE_TAX	Update Starter Notification if the notification source is through P46.
P46 Pensioner GBR Page	GPGB_P46_PENSN_DTL	Complete the P46 Pensioner page information when customers do not create a new employment record for employees who become pensioners.
RTI Flexi Pension GBR Page	GPGB_RTI_PEN_FL_IN	To select the RTI flexi drawdown pension.
RTI Car Details Page	GPGB_RTI_CAR	Enter the Company Car details.

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Page Name	*Definition Name*	*Usage*
Personal Information Page	GPGB_RTI_PERD_ADJ	To capture the personal information of the employees that needs to be modified while running EYU process.
Tax/Absence Adjustments Page	GPGB_RTI_TAX_ADJ	To capture the adjustment tax details of the employees for EYU process.
NI Adjustments Page	GPGB_RTI_NI_ADJ	To capture the adjustment NI details of the employees for EYU process.
Other Adjustments Page	GPGB_RTI_ADJ_OTH	To capture any additional adjustments required for EYU.

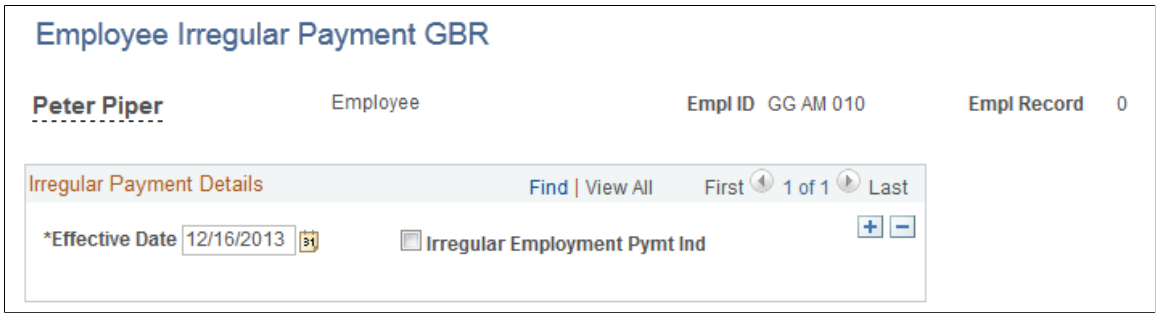
Employee Irregular Payment GBR Page

Use the Employee Irregular Payment GBR page (GPGB_EE_IR_PYMT) to set the Irregular Employment Payment Indicator flag for an employee.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > RTI > Employee Irregular Payment GBR > Employee Irregular Payment GBR

This example illustrates the fields and controls on the Employee Irregular Payment GBR page.



You can upload a list of employees who have an irregular payment pattern. See the Process Irregular Payment GBR Page for more information.

Field or Control	*Description*
Irregular Employment Pymt Ind (Irregular Employment Payment Indicator)	Select this check box to indicate that the employee does not always receive a payment every pay period. If the check box is deselected the employee does not receive a payment for 13 weeks and HMRC will assume that the employee is no longer employed by the employer and has left. An example of where this flag is set is for employees with zero contract hours.

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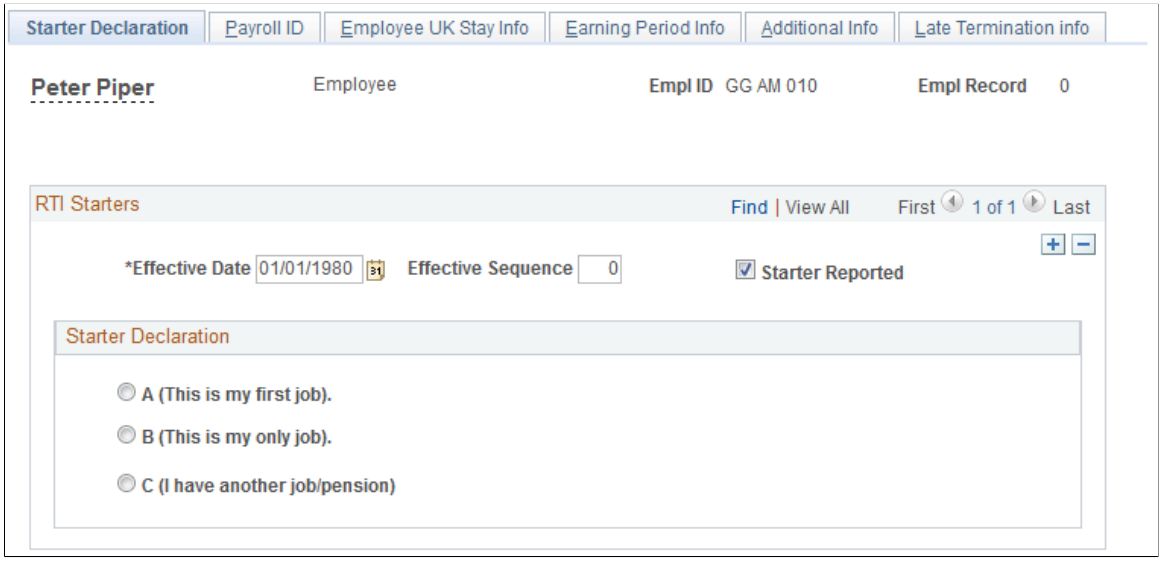
Starter Declaration Page

Use the Starter Declaration page (GPGB_EE_RTI_STARTR) to enter a value for all new employees hired since the start of the Tax Year, if the information is not entered through the Maintain Tax Page GBR page.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > RTI > Employee RTI Details GBR > Starter Declaration

This example illustrates the fields and controls on the Starter Declaration page.



Field or Control	*Description*
Effective Date	The effective date on this page should match the employee's hire date. This date is typically populated by a batch process but can be overridden.
Starter Declaration	When P46 data exists for the employee the batch process populates the Starter Declaration value. You need to manually set this value for all employees when no P46 data is present.

Payroll ID Page

Use the Payroll ID page (GPGB_EE_HMRCID) to maintain unique IDs per employment.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > RTI > Employee RTI Details GBR > Payroll ID

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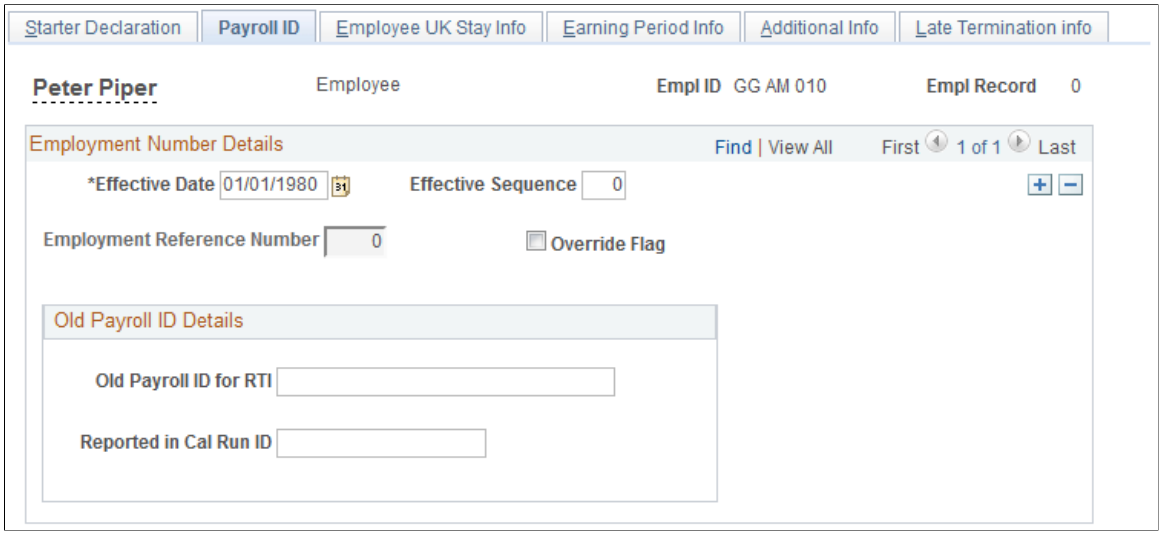
This example illustrates the fields and controls on the Payroll ID page.



HMRC requires a separate Payroll ID for each period of employment within the same tax year under the same PAYE reference (Pay Entity). The Payroll ID page allows you to accommodate the re-use of employee IDs for rehired employees in PeopleSoft.

The Payroll ID is based on the Employee ID (EMPLID), Employment Record Number (EMPL_RCD), and the Employment Reference Number values.

For example, if an individual's Employee ID is 1234 and the UK payroll data is maintained on EMPL_RCD 1, then for their first period of employment the Payroll ID is 1234,001,000 (Employment Reference Number is 0). If the employee was terminated and rehired within the same tax year, the Employment Reference Number is then incremented to 1, giving a Payroll ID of 1234,001,001. This does not affect how the EMPLID is stored in PeopleSoft.

Field or Control	***Description***
Effective Date	The date in this field should match the employee's Hire Date.
Employment Reference Number	The value in this field is typically maintained by a batch process but you can manually override this value.

Employee UK Stay Info Page

Use the Employee UK Stay Info page (GPGB_EE_RTI_STAY) to enter stay details.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **RTI** > **Employee RTI Details GBR** > **Employee UK Stay Info**

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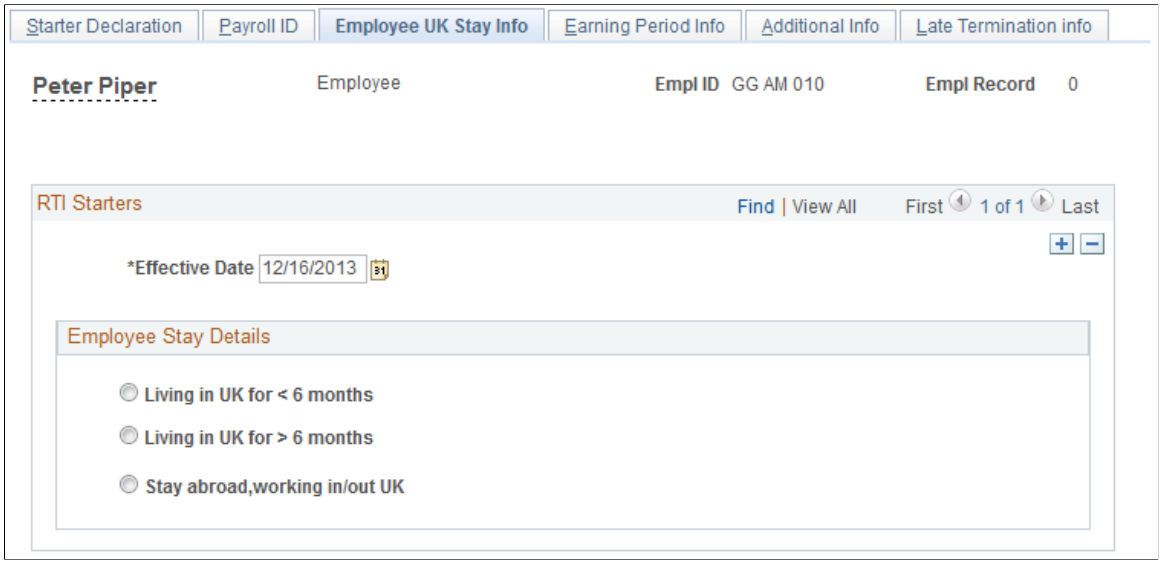
This example illustrates the fields and controls on the Employee UK Stay Info page.



Field or Control	*Description*
Employee Stay Details	Select an option under this section when data has been entered on the P46 Expat Details GBR page (**Global Payroll & Absence Mgmt** > **Payee Data** > **P46 Expat Details GBR** > **P46 Expat Details GBR**) for the employee. **Note:** For the employee to be recognized as an Expat, they must be set up on the P46 Expat Details GBR page. If the P46 (Expat) Declaration information is being captured in the P46 Expat Details GBR page, while running the GPGB_EMPMAP and GPGB_STARTER Processes, the Employee Stay Details are updated in the Employee UK Stay Info page.

Earning Period Info Page

Use the Earning Period Info page (GPGB_EE_ERNPRD) to view or override the number of periods for which the employee is receiving payment in the FPS.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **RTI** > **Employee RTI Details GBR** > **Earning Period Info**

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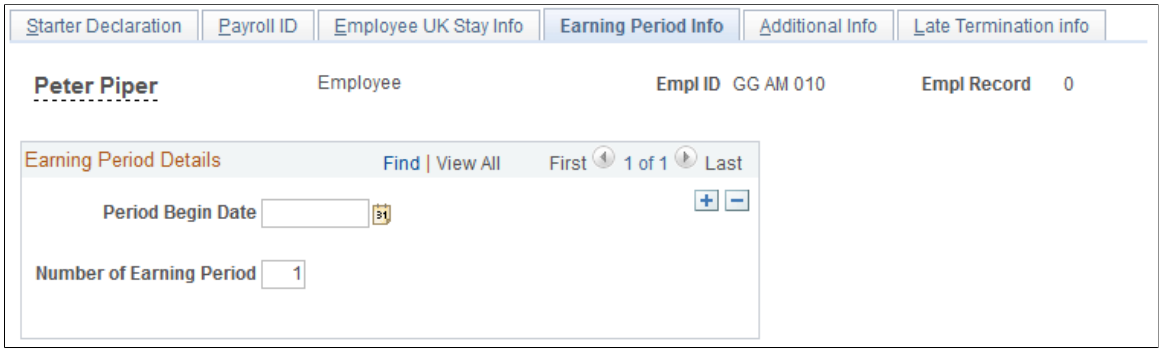
This example illustrates the fields and controls on the Earning Period Info page.



Field or Control	*Description*
Number of Earning Period	The field indicates the number of periods for which the employee is receiving payment in the FPS. However, as an employee you can override this value. The default value is *1*. The FPS process determines the number of periods covered by a payment and updates this value wherever appropriate. For example, if you are processing an employee who was hired in June for the first time on the July payroll, you need to enter a value of *2* in this field to indicate that the payment being made covers both the June and July payrolls.

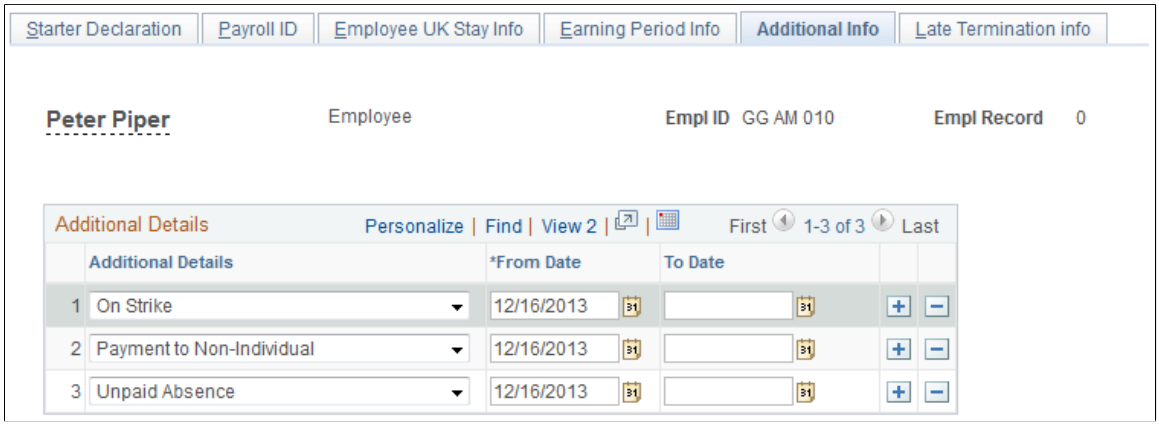
Additional Info Page

Use the Additional Info page (GPGB_RTI_ADDL_INFO) to specify whether the payment is for a non-individual or if the employee is available.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **RTI** > **Employee RTI Details GBR** > **Additional Info**

This example illustrates the fields and controls on the Additional Info page.



Select a value from the **Additional Details** drop-down list.

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Field or Control	*Description*
On Strike	Select this value from the **Additional Details** drop-down list if an employee is considered to be on strike this should be reported on the FPS. Specify the From Date and To Date to indicate the period that the individual was on strike.
Payment to Non-Individual	Select this value from the **Additional Details** drop-down list if the payment is for a non-individual. For example, payments to a contractor's limited company or a self-employed person who gets paid an invoice amount rather than a salary. If specified, this is reported on the FPS. Specify the From Date and To Date.
Unpaid Absence	Select this value from the **Additional Details** drop-down list if an individual is on unpaid absence this should be reported on the FPS. Specify the From Date and To Date to indicate the period of unpaid absence.

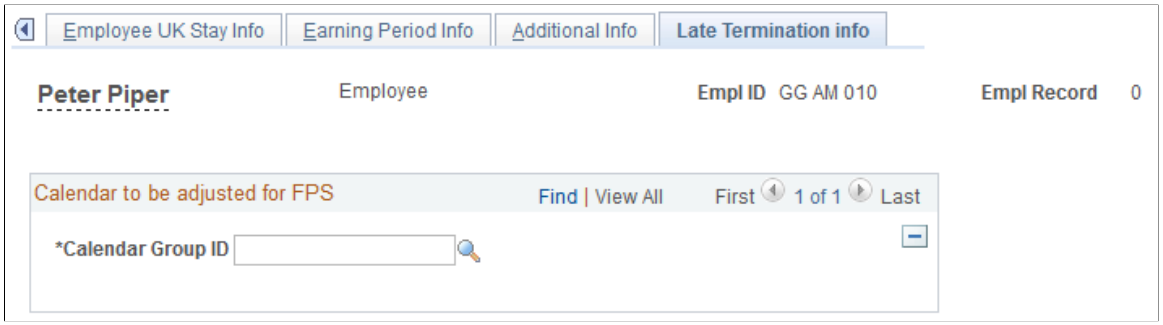
Late Termination Info Page

Use the Late Termination Info page (GPGB_RTI_FPSADJ) to report the leaving date of employees terminated from the previous pay period and not processed in the current pay period.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > RTI > Employee RTI Details GBR > Late Termination info

This example illustrates the fields and controls on the Late Termination Info page.



Field or Control	*Description*
Calendar Group ID	Specify the calendar group ID of the terminated employee who needs to be included in the subsequent FPS.

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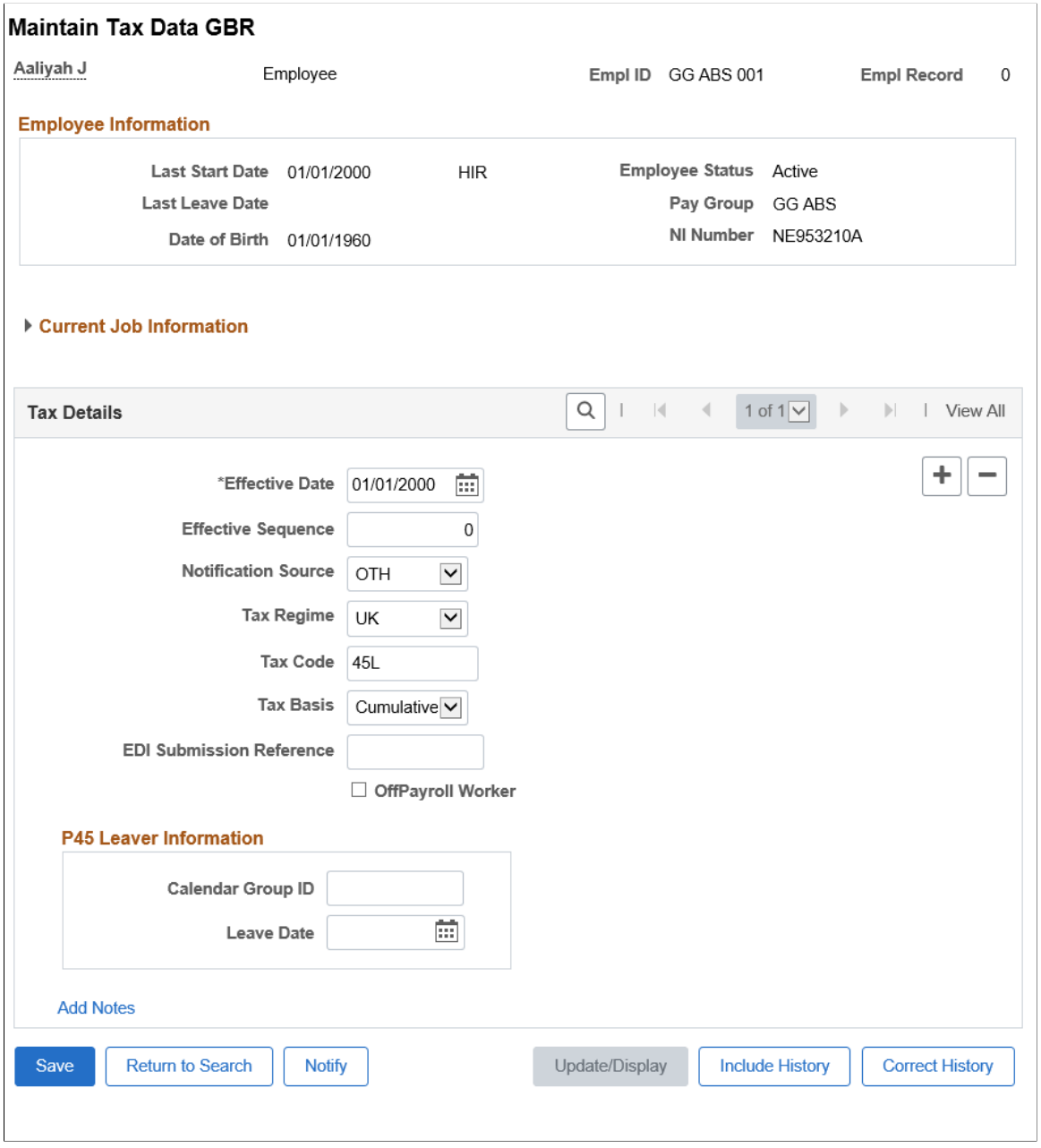
Maintain Tax Data GBR Page

Use the Maintain Tax Data GBR page (GPGB_EE_TAX) to update Starter Notification if the notification source is through P46.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Taxes > Maintain Tax Data GBR > Maintain Tax Data GBR

This example illustrates the fields and controls on the Maintain Tax Data GBR page.



Field or Control	*Description*
Notification Source	Select *P46* from this field to enable the Starter Declaration details and allow the user to update the Starter Declaration details through the Maintain Tax Data GBR page. The Starter Process populates the value in Employee RTI Details.

See the Maintain Tax Data GBR Page topic for more information.

Related Links

Entering Statutory Tax and National Insurance Details
Reviewing the Results

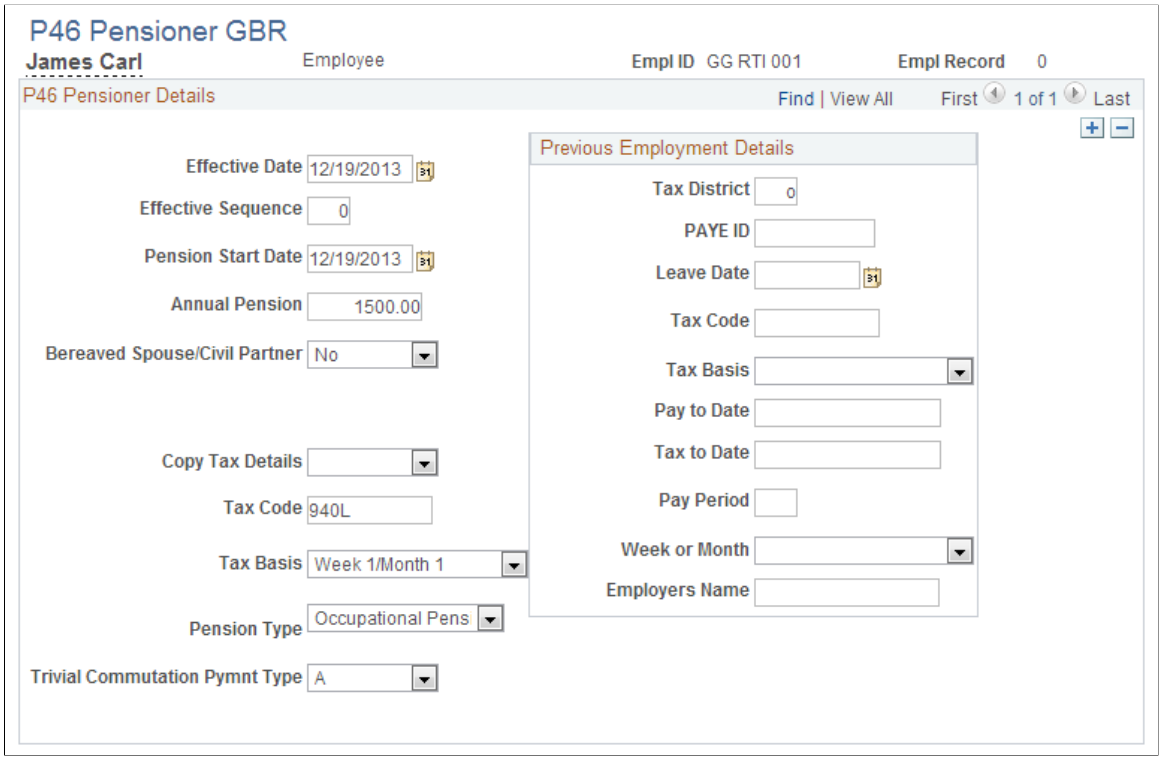
P46 Pensioner GBR Page

Use the P46 Pensioner GBR page (GPGB_P46_PENSN_DTL) to complete the P46 Pensioner page information when customers do not create a new employment record for employees who become pensioners.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Pension Information > P46 Pensioner GBR > P46 Pensioner GBR

This example illustrates the fields and controls on the P46 Pensioner GBR page.



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When customers do not create a new employment record for employees who become pensioners, the Starter Declaration for a pensioner is sent to HMRC but the date that the pension started is sent in place of the employee's hire date. The P46 Pensioner page is used under such instances.

Field or Control	*Description*
Trivial Commutation Pymnt Type (Trivial Commutation Payment Type)	A trivial commutation pension payment and other lump sum pension payments are one-off lump sums that pay off or are paid in place of a small pension, instead of paying the usual weekly, monthly or annual payments. Typically, these one-off payments are used if the regular payments would be very small. Categorize these payments in the **Trivial Commutation Payment Type** field. The field indicates the type of lump sum paid (other than lump sum death benefits and on serious ill-health).

See the P46 Pensioner GBR Page topic for more information.

Related Links

Entering Employee Pension Scheme Data

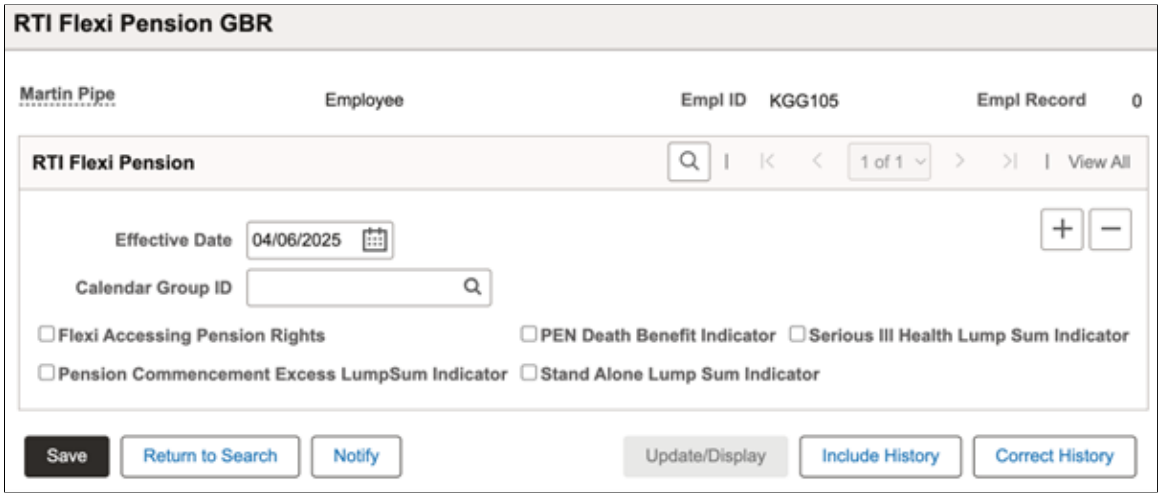
RTI Flexi Pension GBR Page

Use the RTI Flexi Pension GBR Page (GPGB_RTI_PEN_FL_IN) to select the RTI flexi drawdown pension. Flexibly accessing pension rights details are incorporated in RTI using FPS.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **RTI Flexi Pension GBR**

This example illustrates the fields and controls on the RTI Flexi Pension GBR page.



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Field or Control	*Description*
Effective Date	Enter the date from which the pension is effective.
Calendar Group ID	Select the required calendar group id for the Flexi Pension to be selected.
Flexi Accessing Pension Rights	Select if any part of the taxable/non-taxable payment is a flexi accessing pension rights payment.
PEN Death Benefit Indicator	Select if any part of the taxable/non-taxable payment is a Pension death benefit payment.
Serious Ill Health Lump Sum Indicator	Select if any part of the taxable/non-taxable payment is a serious ill health lump sum payment.
Pension Commencement Excess LumpSum Indicator	Select if any part of the taxable/non-taxable payment is a pension commencement excess lump sum payment.
Stand Alone Lump Sum Indicator	Select if any part of the taxable/non-taxable payment is a stand alone lump sum payment.

RTI Car Details Page

Use the RTI Car Details Page (GPGB_RTI_CAR) to enter the Car details. Company Car details is incorporated in RTI using FPS.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Real Time Information GBR** > **RTI Car Details GBR**

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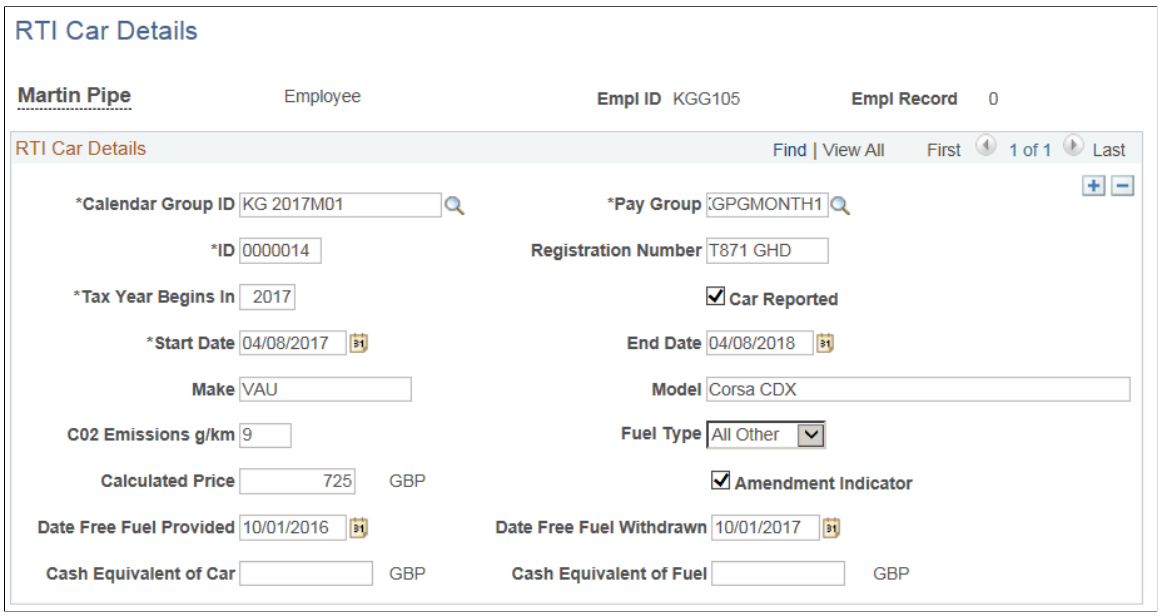
This example illustrates the fields and controls on the RTI Car Details GBR page.



Field or Control	*Description*
Calendar Group ID	Select the required calendar group id for the car. Car will be added in the FPS report with the specified Calendar Group ID.
Pay Group	Select the pay group for the car. Car will be added in the FPS report with the selected Pay Group details.
ID	Enter a unique identification for the car. This helps to distinguish multiple car added for the same employee in the same Calendar group ID.
Registration Number	Enter the registration number of the car. It is the car identifier in the FPS report.
Car Reported	Once the car is reported in the Calendar Group, Car Reported check box will be selected by the FPS process. If we rerun FPS for the same Calendar Group, the cars will be reported again but not for the subsequent calendars.
Start Date	Enter the date from which the car is available.
End Date	Enter the date up to which the car is available.
Amendment Indicator	Select the check box if there is any amendment in the already reported cars.

If the tax year begins in 2020, two additional fields will be displayed as shown:

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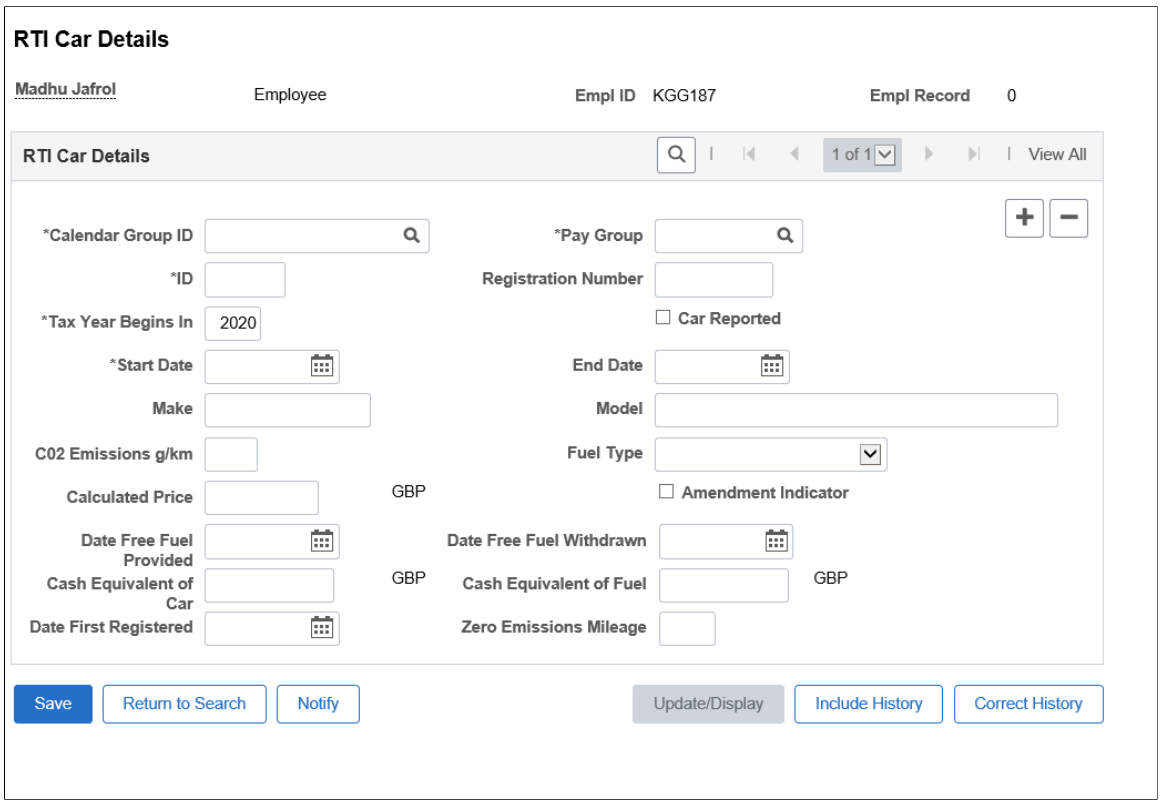
This example illustrates the fields and controls on the RTI Car Details GBR page.



Field or Control	*Description*
Date First Registered	Date on which the car was registered.
Zero Emissions Mileage	Enter the zero emission miles.

Personal Information Page

Use the Personal Information Page (GPGB_RTI_PERD_ADJ) to capture the personal information of the employees that needs to be modified while running EYU (Earlier Year Update) process.

Note: Using EYU process, employers can submit amendments to YTD figures for previous tax years after the end of year processing date has passed. The EYU adjustment values are captured using the RTI Adjustment Details GBR page. For more information on running EYU process, seeProcess RTI GBR Page

---

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Taxes > RTI Adjustment Details GBR > Personal Information

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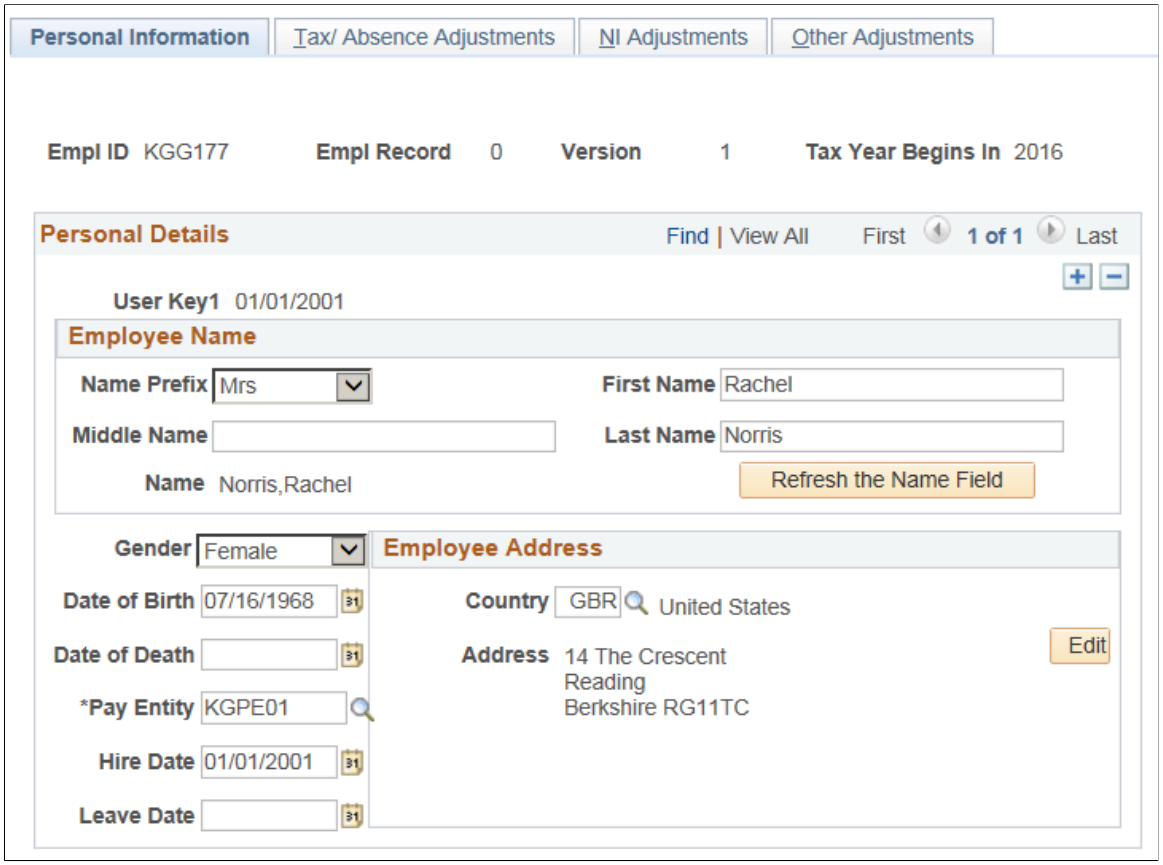
This example illustrates the Personal Information page.



Note: Based on the selected employee, the details are displayed. If you update any data the same will be considered while reporting EYU.

Tax/Absence Adjustments Page

Use the Tax/Absence Adjustments page(GPGB_RTI_TAX_ADJ) to capture the tax details that need to be modified while running EYU process.

Note: The values submitted in the EYU file are adjustments and not replacement values. For example, consider a scenario where you have submitted a value of £1000 in the final FPS for an employee's Tax Paid YTD value, and then you want to change it as £1500. Here, to change the amount, you should submit a value of £500 in the EYU file, not £1500. Adjustment values may be positive or negative.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Taxes > RTI Adjustment Details GBR > Tax/ Absence Adjustments

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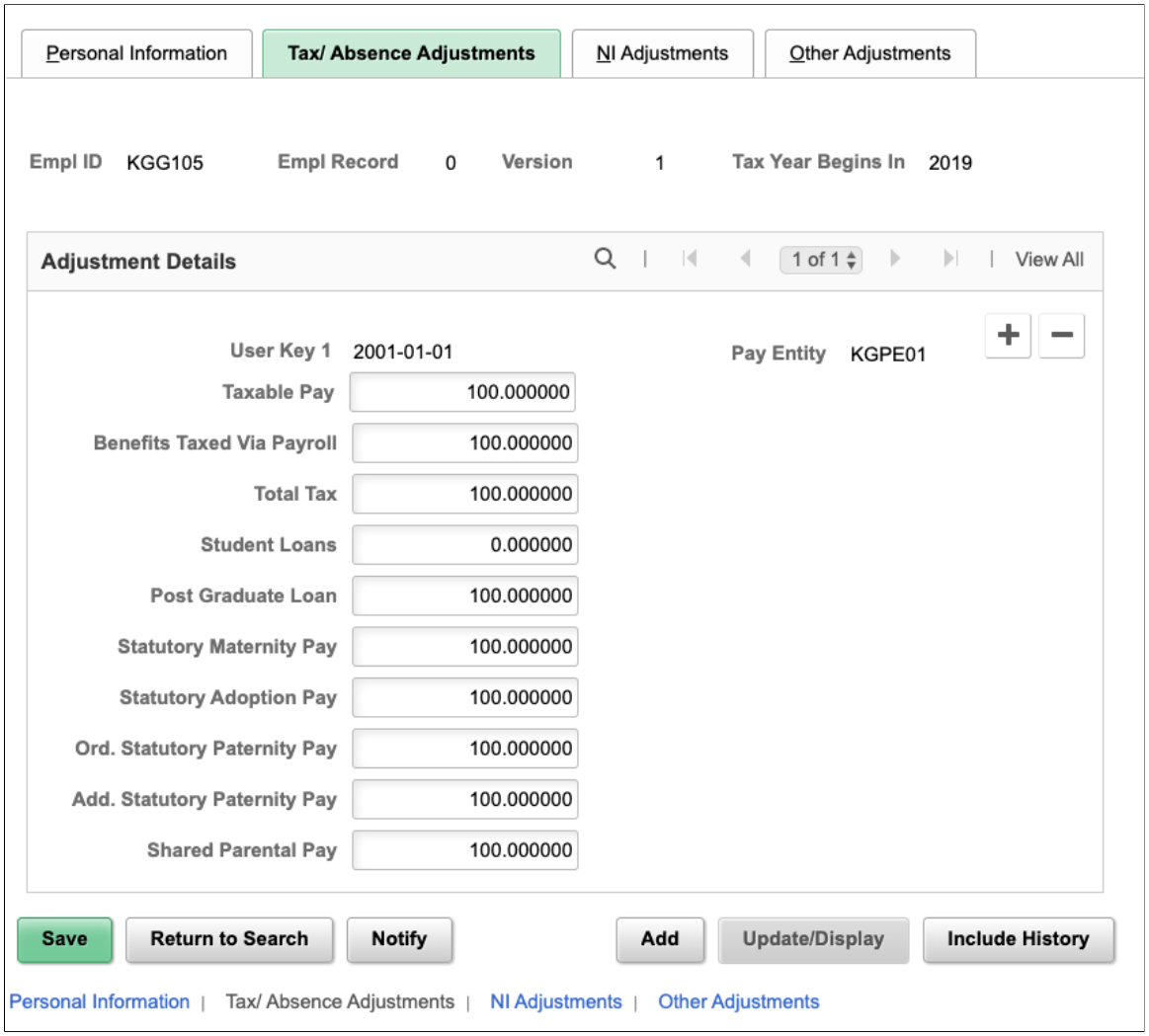
This example illustrates the Tax/Absence Adjustments Page.



Note: If you update any data the same will be considered while reporting EYU.

NI Adjustments Page

Use the NI Adjustments page(GPGB_RTI_NI_ADJ) to capture the NI details that need to be modified while running EYU process.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Taxes > RTI Adjustment Details GBR > NI Adjustments

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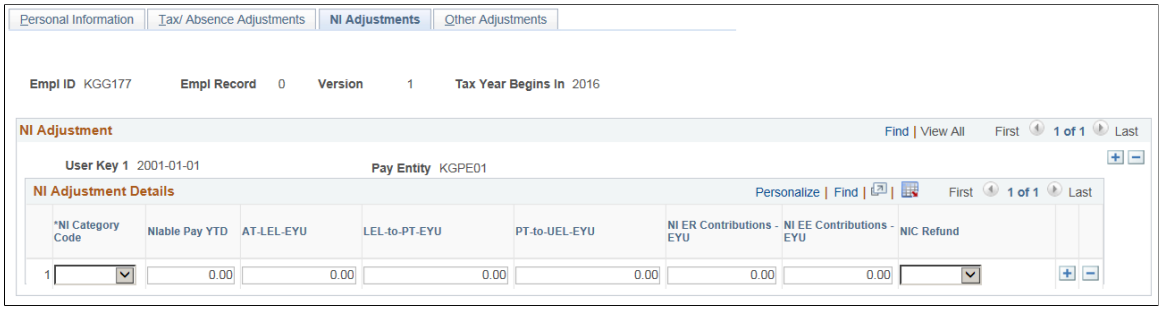
This example illustrates the NI Adjustments Page



Note: If you update any data the same will be considered while reporting EYU.

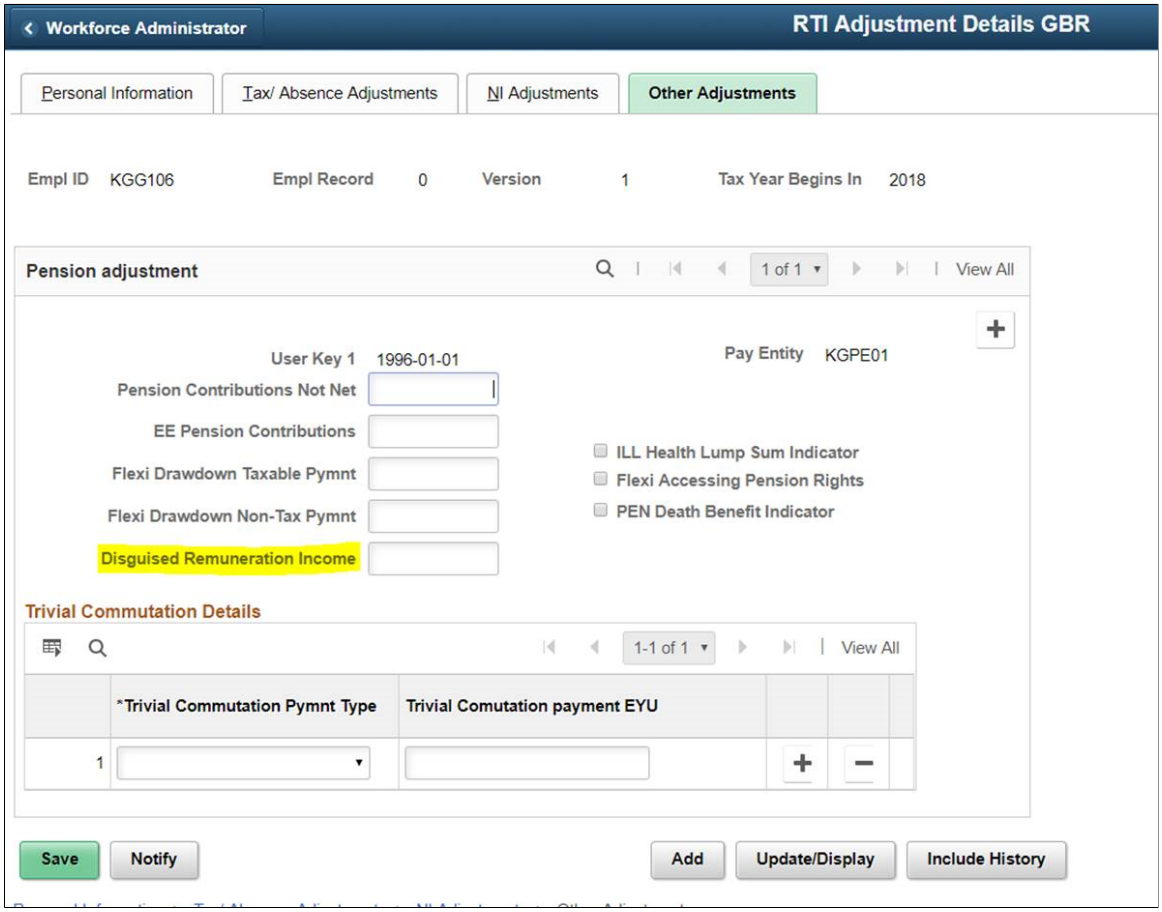
Other Adjustments Page

Use the Other Adjustments Page(GPGB_RTI_ADJ_OTH) to capture any additional adjustments required for EYU..

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Taxes > RTI Adjustment Details GBR > Other Adjustments

This example illustrates the Other Adjustments Page.



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Note: You can enter any adjustments made for previous tax years in the Disguised Remuneration Income field. This field is displayed only if tax year is 2018 or above.

Note: If you update any data the same will be considered while reporting EYU.

Processing RTI Details

This topic discusses how to process files and reports for RTI.

Pages Used to Process RTI Details

Page Name	*Definition Name*	*Usage*
Process Irregular Payment GBR Page	GPGB_IRPYMT_PRC	Upload a list of employees who have an irregular employment payment pattern.
Process FPS Details GBR Page	GPGB_RNTL_EMMAP	Run the GPGB_STARTER (Process Starter Declaration) and the GPGB _EMPMAP (Update Employment Number RTI) processes.
Process RTI GBR Page	GPGB_RNCTL_PRC	Submit EAS as an employer or run the FPS, EPS, NVREQ, or NVREP process.
Report and RTI Preparation GBR Page	GPGB_RNCTL_FPS	Run the Report and RTI Preparation process to extract payroll data relevant to RTI processing from the core payroll results tables.

Process Irregular Payment GBR Page

Use the Process Irregular Payment GBR page (GPGB_IRPYMT_PRC) to upload a list of employees who have an irregular employment payment pattern.

Navigation:

Global Payroll & Absence Mgmt > **Taxes** > **Process Irregular Payment GBR** > **Process Irregular Payment GBR**

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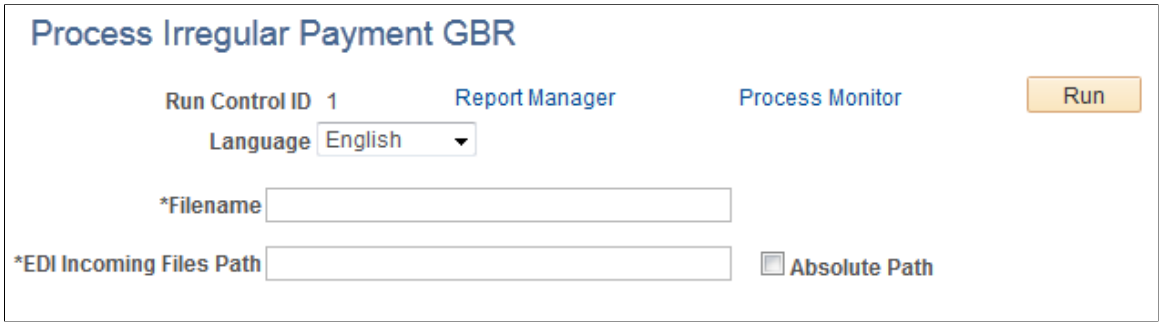
This example illustrates the fields and controls on the Process Irregular Payment GBR page.



Field or Control	*Description*
Incoming Files Path	Enter an accessible network path and place the upload files in this location. The file should be CSV format.

This is the CSV File format to be used and an example of the format

```
EMPLID,     EMPL_RCD,          EFFDT,              GPGB_IRG_PYMT_IND
99999999,         0,           MM/DD/YYYY,               Y
```

Apart from uploading a list of employees with irregular employment payment pattern you can set the indicator for a single employee. See the Employee Irregular Payment GBR Page for more information.

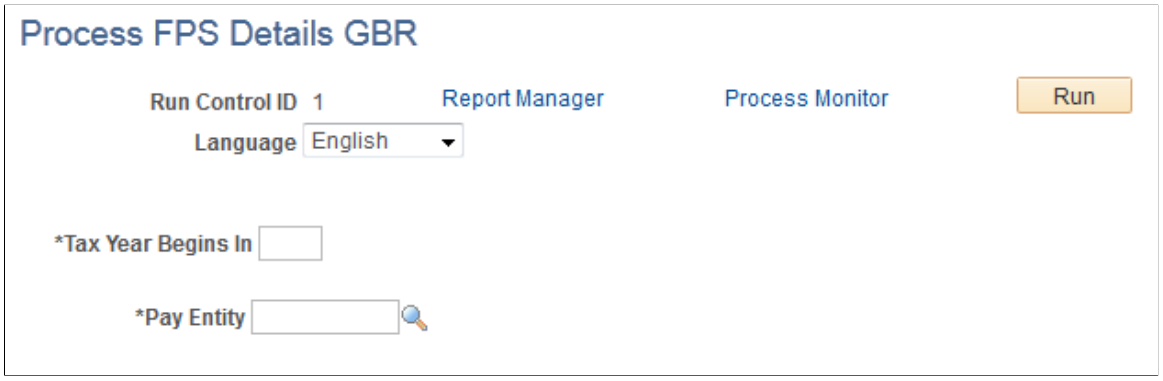
Process FPS Details GBR Page

Use the Process FPS Details GBR page (GPGB_RNTL_EMMAP) to run the GPGB_STARTER (Process Starter Declaration) and the GPGB_EMPMAP (Update Employment Number RTI) processes.

Navigation:

Global Payroll & Absence Mgmt > **Taxes** > **Process FPS Details GBR** > **Process FPS Details GBR**

This example illustrates the fields and controls on the Process FPS Details GBR page.



GPGB_STARTER (Process Starter Declaration) Process

The Process Starter Declaration process should be run by each employer to populate the Starter Declaration information for new hires whose tax details are entered through Maintain Tax GBR page, if the notification source is either P45 or P46. The process updates the statement A, B, or C (whichever applicable) based on the entry available in Maintain Tax GBR page.

The process needs to be carried out for each pay reference period before generation of FPS for the subsequent pay period. The process also validates whether the start date is being reported through EDI and updates the starter report flag to Y. In addition, during FPS generation, the following validation is also included.

1. Starter Declaration (A, B, or C) is reported in FPS for employees who are hired on or after 6th April 2013. This includes starters who are not reported through EDI.
2. Starter Declaration is not reported in FPS if Expat or Pensioner Indicator is Yes.
3. Start Date is also not reported for employees who have been already intimated to HMRC through P45.

GPGB_EMPMAP (Update Employer Number RTI) Process

The process should be run by each employer if the employer needs to report data to HMRC by Unique HMRC Reference ID. The process needs to be run by the user as a first activity before generating files which include EAS, FPS, and NVREQ.

Users also need to ensure that the process is carried out for each pay reference period that is before generation for FPS for the subsequent pay period. This is primarily to ensure that the Unique HMRC Reference ID is created for the new hires/rehires. If the employer needs to validate the NI numbers for new hire/rehire, then the process needs to be run before generation of NINO Verification Request.

Note: This process is required if the employer needs to report the EMP ID and EMP RCD through a unique ID. This is applicable only when a rehire is carried out with the same EMP ID and EMP RCD.

Steps Involved in the Update Employment Number RTI Process

1. When running the Update Employment Number RTI process for the first time, the process inserts the Employee Reference Number for all employees in GPGB_RTI_EMPMAP, who are active as on the start of fiscal year along with new hires and leavers in the current tax year. This includes employees from current system date + 30 days.
2. For each subsequent process, the process generates the Employee Reference Number for the hire or rehires.

Process RTI GBR Page

Use the Process RTI GBR page (GPGB_RNCTL_PRC) to process Early Year Update, submit EAS as an employer or run the FPS, EPS, NVREQ, or NVREP process.

Navigation:

Global Payroll and Absence Mgmt > **Taxes** > **Process RTI GBR** > **Process RTI GBR**

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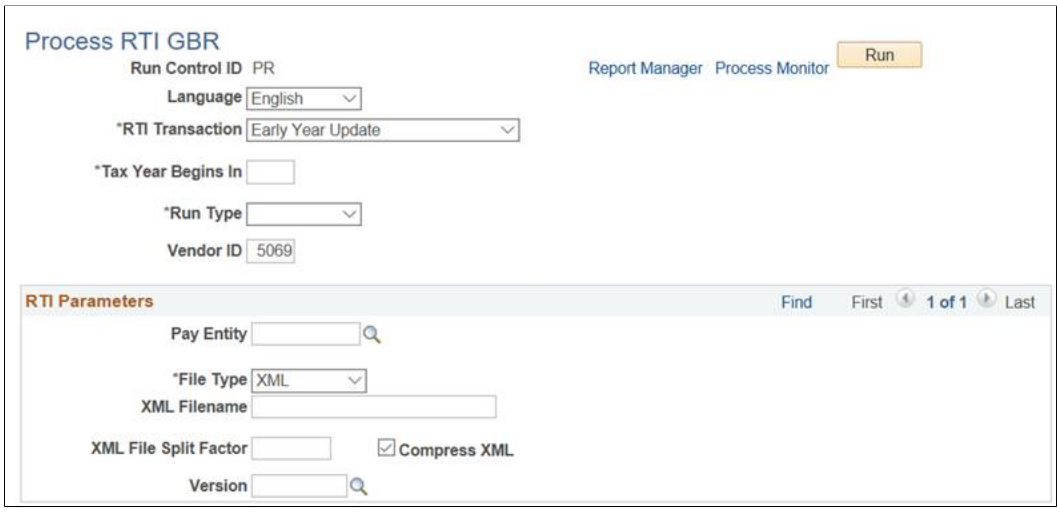
This example illustrates the fields and controls on the Process RTI GBR page to run Early Year Update (RTI Transaction is selected as 'Early Year Update').



Earlier Year Update process is introduced by HMRC to allow employers to submit amendments to YTD figures for previous tax years after the end of year processing date has passed. Earlier Year Updates adjustments can be captured using RTI Adjustment Details GBR page. For more information see, Entering RTI Details

Field or Control	***Description***
Tax Year Begins In	The tax year for which the EYU needs to be validated. **Note:** The year cannot be before 2012.
Run Type	Run in Trial or Final Mode. Trial mode is used for testing files to ensure that they pass HMRC validation before running the final submission. You may only submit a file in final mode once per payroll.
Pay Entity	The Pay Entity for which the data is being reported.
File Type	Select the file type from the following options: • XML • TXT • Both Based on the selected FileType, the reports are generated
TXT File Name	Enter the TXT file name **Note:** This field appears only if you have selected File Type as TXT or Both. This is a mandatory field.

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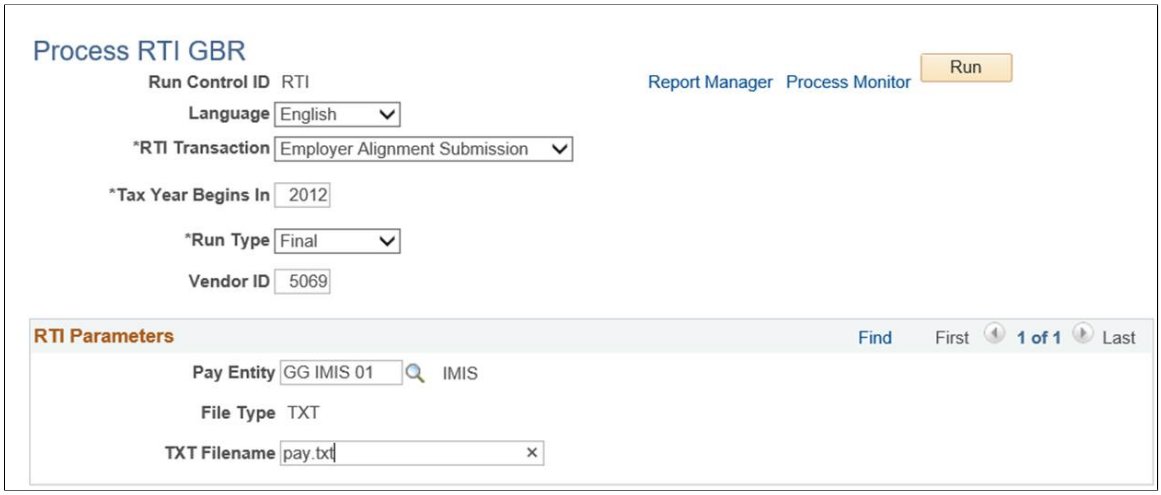
Field or Control	*Description*
XML Filename	Enter the XML file name. **Note:** This field appears only if you have selected File Type as XML or Both. This is a mandatory field.
XML File Split Factor	Enter the number of employees to be included in each file. **Note:** This field appears only if you have selected File Type as XML or Both. This field is valid only for FPS(Full Payment Submission) and EYU (Early Year Update) and not for other reports
Compress XML	**Note:** Select the checkbox to compress the XML file. By default this check box is checked for FPS and EYU.
Version	To report the employees for the latest adjustment value.

This example illustrates the fields and controls on the Process RTI GBR page for EAS (RTI Transaction is selected as ‘Employer Alignment Submission’).



The EAS process is a one off submission that will be used by HMRC to match and align your company and employee records against the data they have. The EAS is typically an employer's first RTI submission. An EAS must be submitted by employers employing more than 250 employees. It is optional for small and medium employer with fewer employees.

Field or Control	*Description*
Tax Year Begins In	Enter the tax year for which the EAS needs to be validated.

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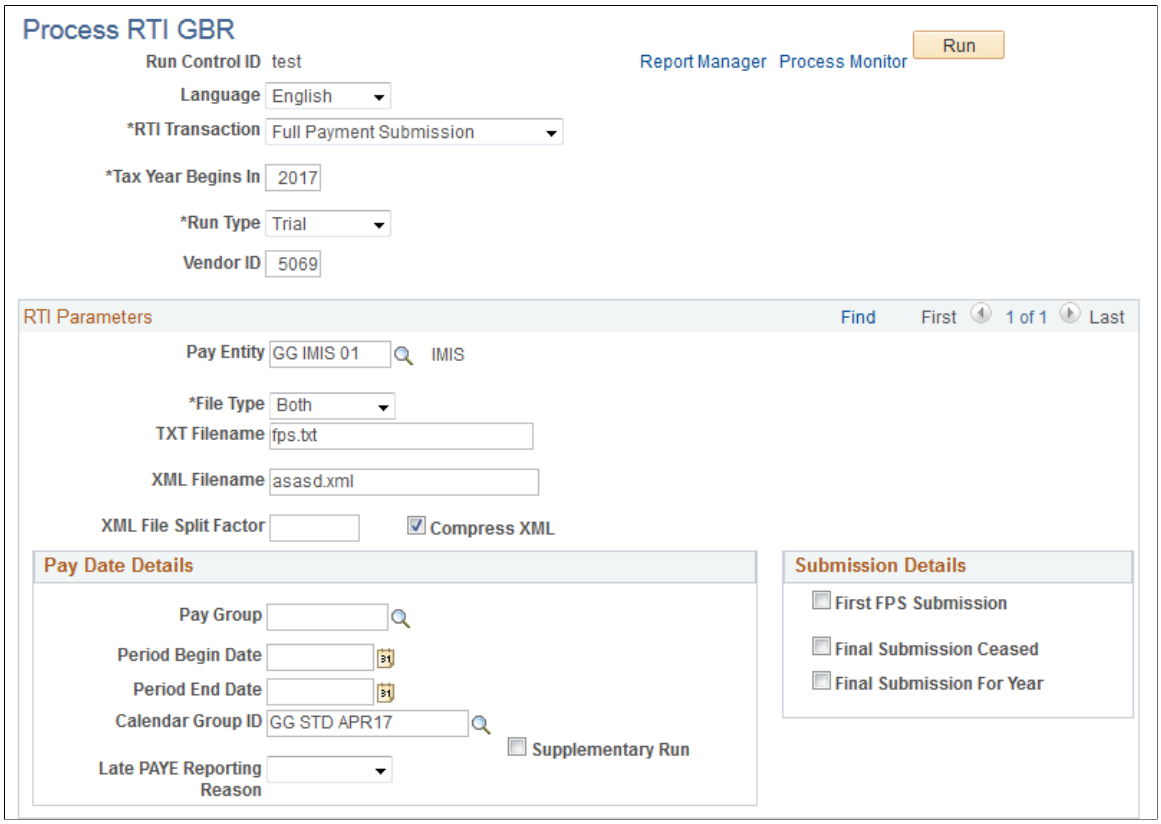
Field or Control	*Description*
Run Type	Run the EAS in either in Trial or Final mode. The Trial mode is for the test transmission of the file to get validated before submission of the live data to HMRC. This can be run any number of times.
Pay Entity	You can enter multiple pay entities and one file per pay entity is generated. File name validation is available to avoid duplication of the file name for two separate entities.
TXT File Name	Enter the TXT file name.

This example illustrates the fields and controls on the Process RTI GBR page for FPS (RTI Transaction is selected as ‘Full Payment Submission’).



The FPS is the main and most common submission type consisting of employee payments and deductions. FPS must be sent each time an employer makes a payment to an employee. HMRC uses the data provided by this submission to calculate the employer's PAYE and NIC liability for each tax period.

The submission must be made on or before the date the employee is paid. It must be sent each time a payment is made. This may be weekly and/or monthly or more frequently for supplementary payrolls.

Larger employers employing more than 250 employees must ensure that they have already submitted an EAS prior to sending their first FPS. Where an EAS has been sent, the first FPS must be sent to the

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HMRC within 30 days of the live/final EAS. Small employers must ensure that they have checked the accuracy of all employee data before submission if it is the first FPS submission.

Note: The FPS replaces submission of P14, P35, P45 and P46 returns through EDI (Electronic Data Interchange) and employers should not submit any of these forms once live on RTI.

Field or Control	*Description*
Tax Year Begins In	Enter the Calendar Year in which the Tax Year begins.
Run Type	Run the FPS in either in Trial or Final mode. The Trial mode is for the test transmission of the file to get validated before submission of the live data to HMRC. This can be run any number of times. You can only submit a file in Final mode once per payroll.
Pay Entity	Enter the Pay Entity for which you want to run the process.
File Type	Select the file type from the following options: • XML • TXT • Both Based on the selected FileType, the reports are generated
TXT File Name	Enter the TXT file name. **Note:** This field appears only if you have selected File Type as TXT or Both. This is a mandatory field.
XML File Name	Enter the XML file name. **Note:** This field appears only if you have selected File Type as XML or Both. This is a mandatory field.

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Field or Control	*Description*
XML File Split Factor	Enter the number of employees to be included in each file. If the resultant file contains many number of employees then the files can be split into as many number of files so that the number of employees in the resultant files will not be more than the number mentioned in this field. For example, If the Calendar Run ID holds ten thousand employees and if the XML File Split Factor is chosen as 1000, then 10 files will be produced with each file holding thousand employees. **Note:** This field appears only if you have selected File Type as XML or Both. This field is valid only for (Full Payment Submission) and EYU (Early Year Update) and not for other reports.
Compress XML	Select the checkbox to compress the XML file. By default this check box is checked for FPS and EYU. **Note:** For optimum performance, Oracle recommends to have this checkbox always checked..
Pay Group	This is an optional field. Enter the Pay Group for which you want to run the process.
Period Begin Date and **Period End Date**	Enter the Period Begin and End Dates for appropriate the pay period.
Calendar Group ID	As an alternate to entering the Period Begin Date and Period End Date, you can enter the Calendar Group ID for the payroll that you wish to run the process for. This is typically used for supplementary payrolls.

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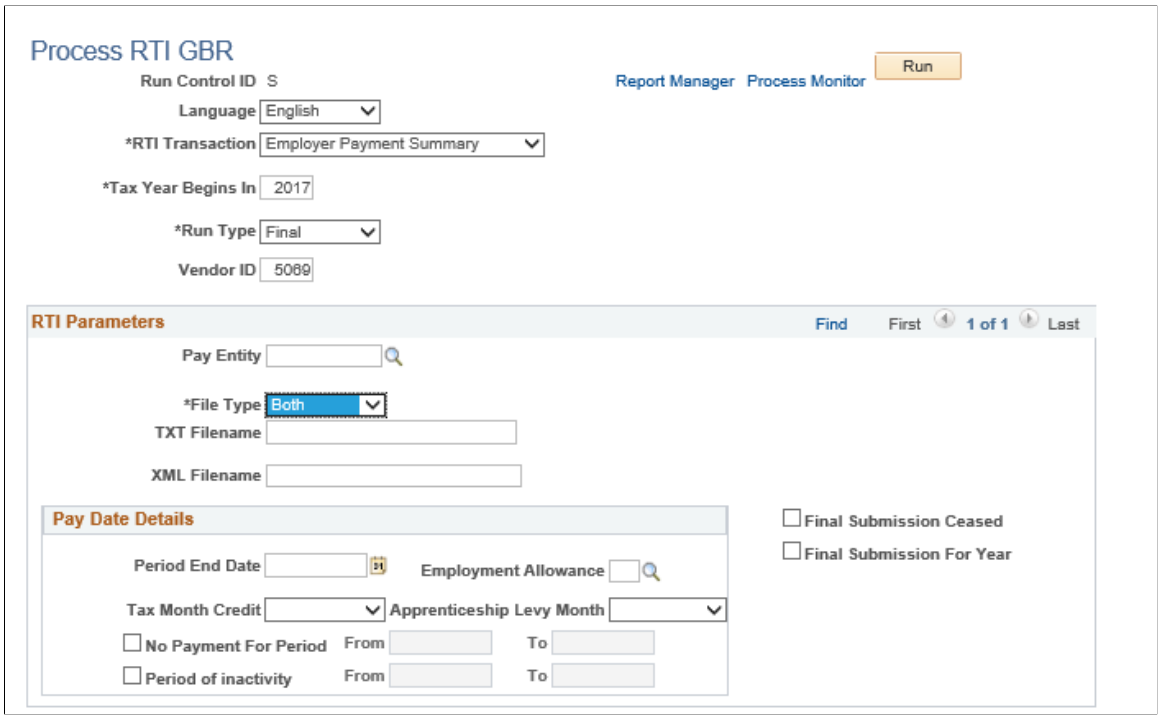
This example illustrates the fields and controls on the Process RTI GBR page for EPS (RTI Transaction is selected as ‘Employer Payment Summary’).



HMRC identifies an employer's PAYE and NIC liability from the regular FPS submissions. The Employer Payment Summary (EPS) is an optional submission that only needs to be made when the employer needs to advise HMRC of any alteration to their liability. This might include reclaiming statutory payments or advising them of a nil payment.

The EPS reports adjustments to the tax and NI liability for that tax period. The EPS should only be sent once per tax period per PAYE reference.

EPS should be sent on or before the liability payment is due to HMRC. The employer needs to determine if an EPS is required. The system does not automatically determine the need for EPS.

Field or Control	***Description***
Tax Year Begins In	Enter the Calendar Year in which the Tax Year begins.
Run Type	Run the EPS in either in Trial or Final mode. The Trial mode is for the test transmission of the file to get validated before submission of the live data to HMRC. This can be run any number of times. You can only submit a file in Final mode once per payroll.
Pay Entity	Enter the Pay Entity for which you want to run the process.

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Field or Control	*Description*
File Type	Select the file type from the following options: • XML • TXT • Both Based on the selected FileType, the reports are generated
TXT File Name	Enter the TXT file name. **Note:** This field appears only if you have selected File Type as TXT or Both. This is a mandatory field.
XML File Name	Enter the XML file name. **Note:** This field appears only if you have selected File Type as XML or Both. This is a mandatory field.
Apprenticeship Levy Month	Select the appropriate 'Apprenticeship Levy Month' in order to report respective qualifiers related to Apprenticeship Levy.
No Payment For Period	Select the check box and enter the date details in the **From** and **To** fields. The date format is *06-Apr-YYYY*.
Period of inactivity	Select the check box and enter the date details in the **From** and **To** fields. The date format is *06-Apr-YYYY*.
Final Submission Ceased	Select and enter the date on which the scheme ceased in the **Date Scheme Ceased** field. The date format is *06-Apr-YYYY*.
Final Submission For Year	Select to indicate that it is the final submission for the year.

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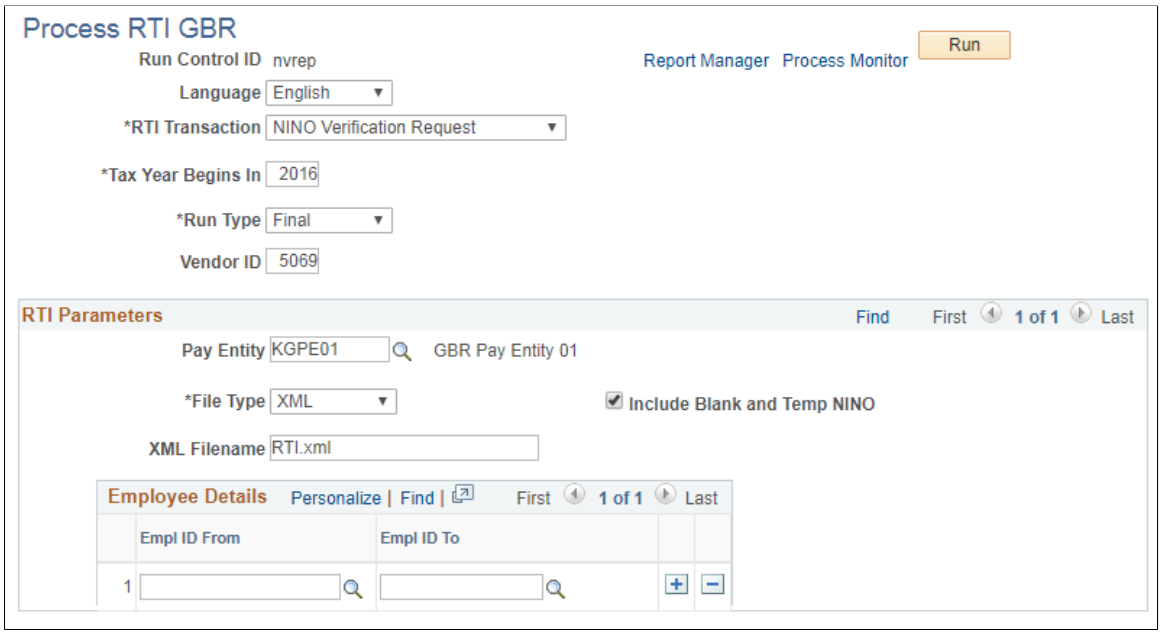
This example illustrates the fields and controls on the Process RTI GBR page for NVREQ (RTI Transaction is selected as ‘NINO Verification Request’).



An employee’s National Insurance Number (NINO) is the method by which RTI uniquely identifies an employee. An NVREQ submission allows employers to validate an employee’s NINO or request when an employee does not already have or does not know the NINO. This is an ad hoc submission and runs on demand. A maximum of 100 NINOs may be requested in a single submission.

Field or Control	***Description***
Tax Year Begins In	Enter the Calendar Year in which the Tax Year begins.
Run Type	Run the process either in Trial or Final mode. The Trial mode is for the test transmission of the file to get validated before submission of the live data to HMRC. This can be run any number of times. You can only submit a file in Final mode once per payroll.
Pay Entity	Enter the Pay Entity for which you want to run the process.
File Type	Select the file type from the following options: • XML • TXT • Both Based on the selected FileType, the reports are generated

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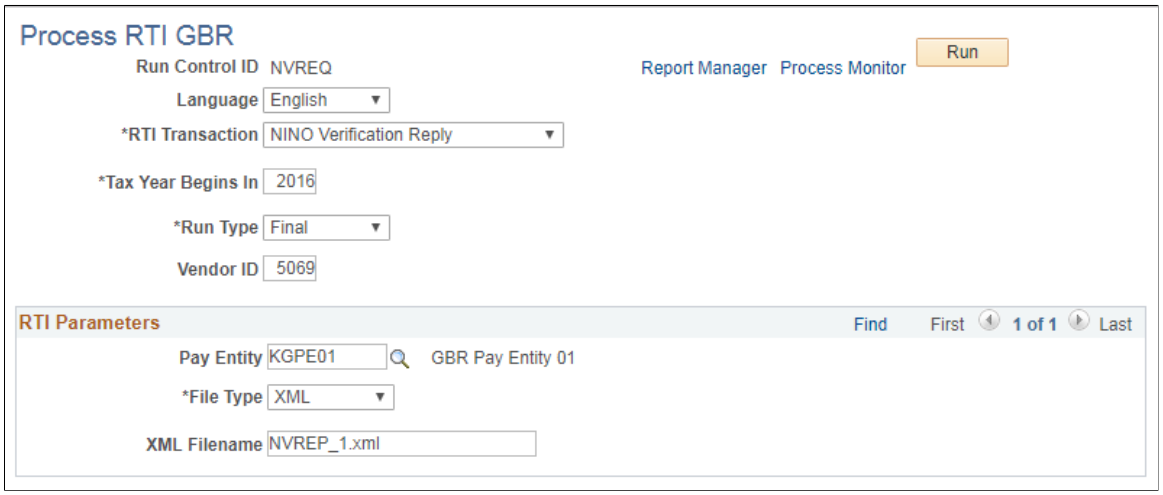
Field or Control	*Description*
XML Filename	Enter the XML file name. **Note:** This field appears only if you have selected File Type as XML or Both. This is a mandatory field.
TXT File Name	Enter the TXT file name. **Note:** This field appears only if you have selected File Type as TXT or Both. This is a mandatory field.
Empl ID From (Employee ID From) and **Empl ID To** (Employee ID To)	Specify the list of employee IDs for which you want to run the process. If you specify more than 100 employees, the file reports only the first 100 employees.
Include Blank and Temp NINO	Select to include blank and temporary NINOs.

This example illustrates the fields and controls on the Process RTI GBR page for NVREP(RTI Transaction is selected as 'NINO Verification Reply').



The NINO Verification Reply (NVREP) is a message sent by the HMRC to an employer, typically in response to a NINO Verification Request (NVREQ) message. It may also be generated by HMRC when an invalid NINO is found in an FPS or EAS submission. The PAYE NINO Verification Reply message is used to either confirm or correct NINO details.

Before running the NVREP process, you must first configure the location where incoming files from HMRC will be saved. See the EDI Configuration GBR Page topic for more information.

Field or Control	*Description*
Tax Year Begins In	Enter the Calendar Year in which the Tax Year begins.

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Field or Control	*Description*
Run Type	Run the process either in Trial or Final mode. The Trial mode is for the test transmission of the file to get validated before submission of the live data to HMRC. This can be run any number of times. You can only submit a file in Final mode once per payroll. If it is trial then it will give a report and if it is final it will update NINO number in database
Pay Entity	Enter the Pay Entity for which you want to run the process.
File Type	Select the file type from the following options: • XML • TXT Based on the selected FileType, the reports are generated
XML File Name	Enter the name of the XML file received from HMRC. **Note:** Only the XML file name should be entered. Do not enter the full path of the folder location. The file must be available in the location entered on the EDI configuration page. For more information see, EDI Configuration GBR Page

Report and RTI Preparation GBR Page

Use the Report and RTI Preparation GBR page (GPGB_RNCTL_FPS) to run the Report and RTI Preparation process to extract payroll data relevant to RTI processing from the core payroll results tables.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Report and RTI Preparation GBR** > **Report and RTI Preparation GBR**

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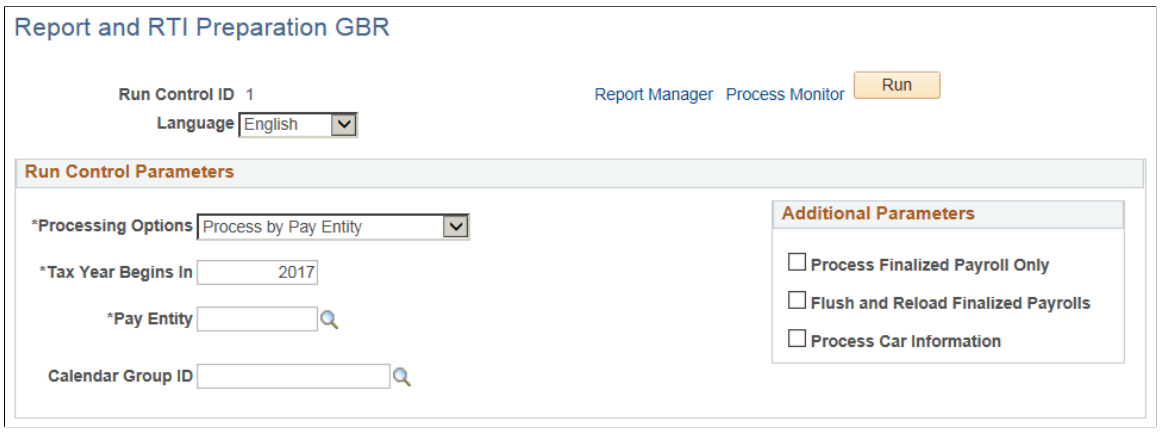
This example illustrates the fields and controls on the Report and RTI Preparation GBR page.



Field or Control	*Description*
Processing Options	Process by Pay Entity, Employee ID, Group List, or Streams. The fields that are available are based on the Processing Option that you select.
Tax Year Begins In	Enter the Calendar Year in which the Tax Year begins.
Pay Entity	Enter the Pay Entity for which data should be extracted.
Empl ID	This field appears when the *Process by Emplid* option is selected in the **Processing Options** drop-down list. Enter the Employee ID for whom you want to run the process.
Group List ID	This field appears when the *Group List* option is selected in the **Processing Options** drop-down list. Enter the Group List ID of the group for which you want to run the process.
Stream Number	This field appears when the *Streams* option is selected in the **Processing Options** drop-down list. Enter the Stream Number.
Process Finalized Payroll Only	Select this check box to consider/retrieve the finalized payroll results when running with this option.
Flush and Reload Finalized Payrolls	Select this check box and rerun the process, flush existing data, and populate new data. This option can be used when previous processing data exists.
Process Car Information	Select this check box to consider/retrieve the car information for RTI processing. **Note:** This field is available only from Tax Begin Year 2017.
Calendar Group ID	Select a Calendar Group ID from within a pay entity.

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Reconciling RTI Details

For RTI (Real Time Information) reporting, the employer needs to submit Full Payment Summary / Employer Payment Summary to HMRC in real time.

- An FPS (Full Payment Summary) is submitted to HMRC each time employees are paid, this could be monthly, weekly fortnightly or on an adhoc basis for supplementary pay-runs.
- An EPS (Employer Payment Summary) submission is made to HMRC once per tax period (monthly), reporting totals per tax period for certain values that may affect the employer's liability. The totals on the EPS are an accumulation of certain values reported in the FPS totals during a tax period.

It is important for Employers to ensure the accuracy of the figures sent to HMRC on the FPS as this drives their liability declaration on the EPS and the amount of Tax and NI paid to HMRC. If HMRC disagree with the amount of Tax and NI paid by an employer it is essential to be able to prove the accuracy of the figures.

PeopleSoft provides the facility to generate three reconciliation reports that can be used for this purpose.

- FPS Reconciliation: Compare values reported in the FPS file to actual payroll result values.
- EPS Reconciliation: Compare values reported in EPS and ensure they agree with values reported in the FPS file.
- Payroll Reconciliation: Calculation of employer liabilities owed to HMRC for tax and NI.

Using these Reconciliation reports, the employers can check that their Real Time Information totals match those of their payroll results on a Period to Date (PTD) and a Year to Date (YTD) basis.

Prerequisites for Running Reconciliation Reports

To run the FPS Reconciliation Report:

- Run the Payroll.
- Run the RTI Prep Process.
- Run the FPS Report for the Cal Run ID.
- Run the FPS Reconciliation Report for the Cal Run ID.

Note: The FPS Reconciliation Report can be generated irrespective of whether the Payroll was finalized or FPS was run in Trial or Final Mode.

To run the EPS Reconciliation Report:

- Run the Payroll.
- Run the RTI Prep Process.
- Run the EPS Report for the month.

Note: You need to run FPS report before running the EPS report.

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- Run the EPS Reconciliation Report for the Period End Date.

To run Payroll Reconciliation Report:

- Run the Payroll.
- Run the RTI Prep Process.
- Run the FPS Report for the Cal Run ID.
- Run the Payroll Reconciliation Report for the Period End Date.

Page Used to Generate RTI Reconciliation Reports

Page Name	*Definition Name*	*Usage*
RTI Reconciliation GBR Page	GPGB_RTI_REC_RUN	Used to generate RTI Reconciliation Reports.

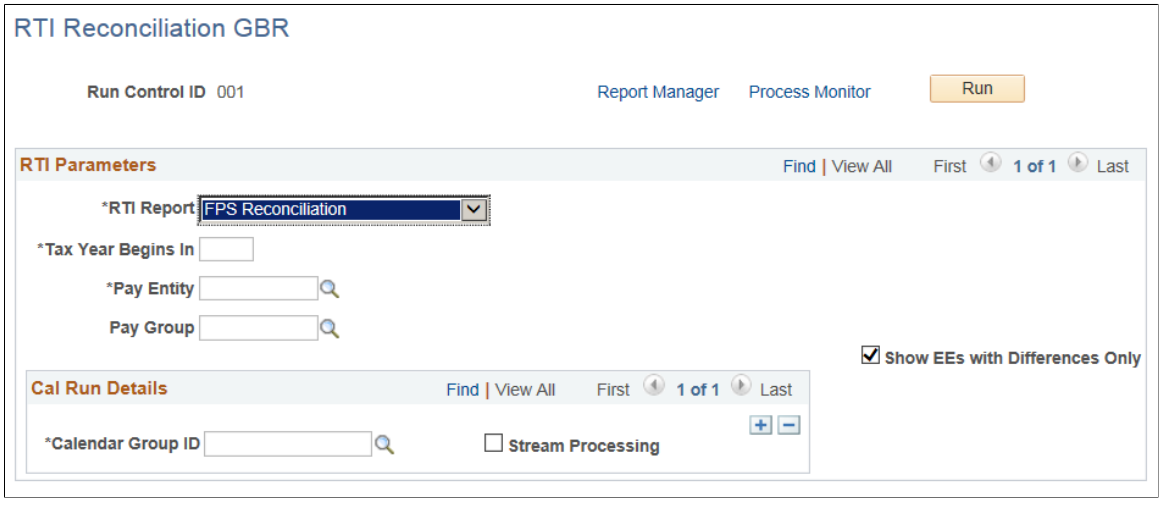
RTI Reconciliation GBR Page

Use the RTI Reconciliation GBR page (GPGB_RTI_REC_RUN) to generate RTI Reconciliation Reports — FPS Reconciliation report, EPS Reconciliation report or Payroll Reconciliation report.

Navigation:

Global Payroll & Absence Mgmt > Taxes > RTI Reconciliation GBR

This example illustrates the fields and controls on the RTI Reconciliation GBR page for generating the FPS Reconciliation report.



Field or Control	*Description*
RTI Report	Select the FPS Reconciliation report type from the following options: • FPS Reconciliation • EPS Reconciliation • Payroll Reconciliation
Tax Year Begins In	The year in which the Fiscal Year begins. Example: For FY 2013-14, the value will be 2013.
Pay Entity	Select the Pay Entity for whom the user wants to run the report.
Pay Group	Select the Pay Group for which the user wants to run the report. **Note:** This field is visible only if FPS Reconciliation is selected in the RTI Report field.
Calendar Group ID	Select the Calendar Run ID for which the user wants to run the report. User can run the report for multiple Calendar Run IDs at the same time. **Note:** This field is visible only if FPS Reconciliation is selected in the RTI Report field.
Stream Processing	Select the check box if stream processing was used during the payroll process. This field is visible only if FPS Reconciliation is selected in the RTI Report field. **Note:** On selecting the Stream processing check box, a new field is displayed to select the stream number to process.
Show EEs with Differences Only	Select the check box if you want the report to contain only the employees with differences. Leave the check box blank if you want to include all the employees in the report. By default, this check box is selected. **Note:** This field is visible only if FPS Reconciliation or EPS Reconciliation is selected in the RTI Report field.
Run	Click the Run button to generate FPS Reconciliation Reports. You can view the generated report using the Report Manager link.

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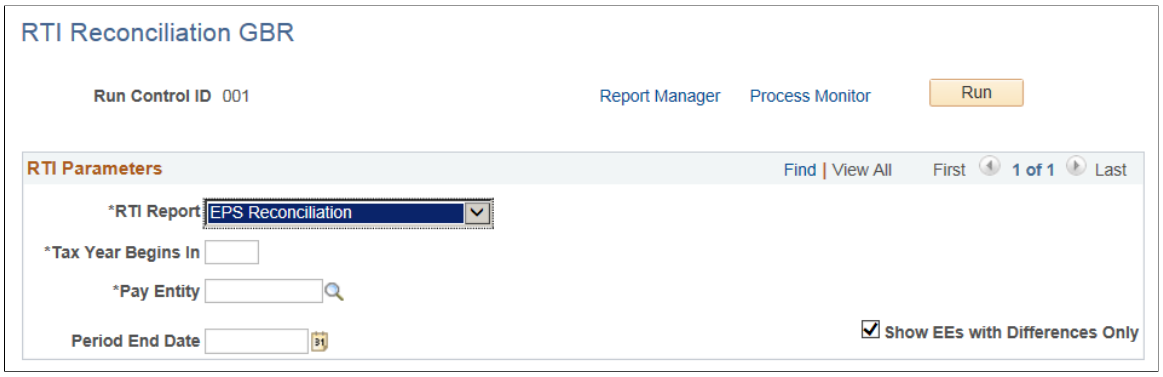
This example illustrates the fields and controls on the RTI Reconciliation GBR page for generating the EPS Reconciliation report.



Field or Control	*Description*
RTI Report	Select the EPS Reconciliation report type from the following options: • FPS Reconciliation • EPS Reconciliation • Payroll Reconciliation
Tax Year Begins In	The year in which the Fiscal Year begins. Example: For FY 2013-14, the value will be 2013.
Pay Entity	Select the Pay Entity for whom the user wants to run the report.
Period End Date	The Period End Date for which the user wants to run the report. **Note:** This field is visible only if EPS Reconciliation or Payroll Reconciliation is selected in the RTI Report field.
Show EEs with Differences Only	Select the check box if you want the report to contain only the employees with differences. Leave the check box blank if you want to include all the employees in the report. By default, this check box is selected. **Note:** This field is visible only if FPS Reconciliation or EPS Reconciliation is selected in the RTI Report field.
Run	Click the Run button to generate EPS Reconciliation Reports. You can view the generated report using the Report Manager link.

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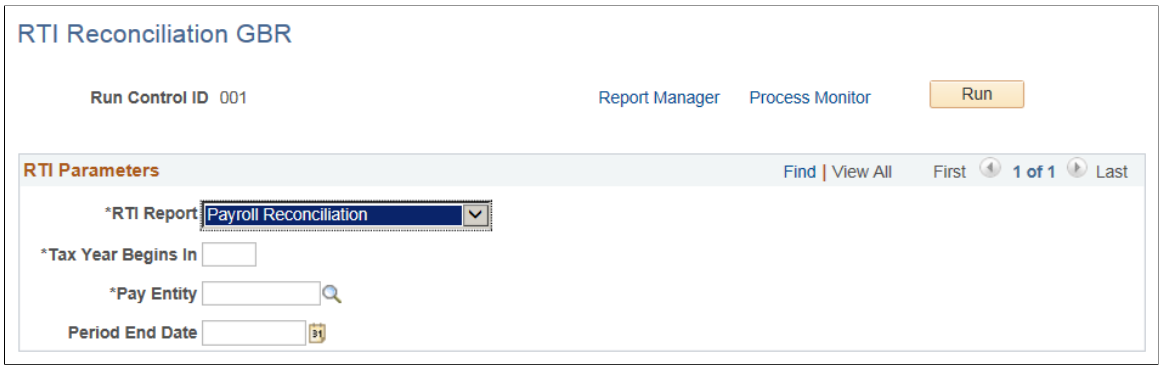
This example illustrates the fields and controls on the RTI Reconciliation GBR page for generating the Payroll Reconciliation report.



Field or Control	*Description*
RTI Report	Select the Payroll Reconciliation report type from the following options: • FPS Reconciliation • EPS Reconciliation • Payroll Reconciliation
Tax Year Begins In	The year in which the Fiscal Year begins. Example: For FY 2013-14, the value will be 2013.
Pay Entity	Select the Pay Entity for whom the user wants to run the report.
Period End Date	The Period End Date for which the user wants to run the report. **Note:** This field is visible only if EPS Reconciliation or Payroll Reconciliation is selected in the RTI Report field.
Run	Click the Run button to generate Payroll Reconciliation Reports. You can view the generated report using the Report Manager link.

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Chapter 26

Global Payroll for the UK Reports

Global Payroll for the UK Reports: A to Z

The table in this topic lists the Global Payroll for UK reports, sorted report ID.

For more information about running these reports, refer to:

- The corresponding topic in this product documentation.
- *PeopleTools: Process Scheduler*
- *PeopleTools: BI Publisher for PeopleSoft*
- *PeopleTools: SQR Language Reference for PeopleSoft*

For samples of these reports, see the Report Samples that are published with this online documentation.

See Running Statutory Reports.

See Running the UK Banking Processes.

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
GPGBEFTP BACS Net Payment List	Creates a report of BACS transactions. It lists the bank, employee ID, bank account information, and amounts transferred.	**Global Payroll & Absence Mgmt** > **Payment Processing** > **Net Payment/ BACS Audit GBR**	GPGB_RC_BACS_REP
GPGBEFTS Net Payment Summary	Summarizes employees' net pay. It includes the bank account information and net pay amount.	**Global Payroll & Absence Mgmt** > **Payment Processing** > **Net Payment/ BACS Audit GBR**	GPGB_RC_BACS_REP

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
GPGBEOY End Of Year Pre Validation Report	Lists data that does not meet the requirements of the HM Revenue and Customs (HMRC) validation standards. The report checks payee and pay entity data against the HMRC standards and lists those payees and pay entities that have missing or incorrect data. This includes payees with invalid NINO prefixes, and payees an pay entities with ECON or SCON numbers in the wrong format. There is also an option to check for invalid characters in the payee or pay entity name and address fields. Use this report to identify invalid data before you submit end of year returns. However, you can also run this report at any time during the year to check for invalid data.	**Global Payroll & Absence Mgmt** > **Year End Processing** > **EOYR Pre Validation GBR** > **EOYR Pre Validation**	GPGB_RNCTL_EOY
GPGBEPTD Element Summary (period)	Summarizes total earnings and deductions for a group of payees. The elements are grouped by user-defined list sets.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **Element Summary Report GBR**	GPGB_RNCTL_ES
GPGBEYTD Element Summary (year to date)	Summarizes year-to-date earnings and deductions for a group of payees. The elements are grouped by user-defined list sets.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **Element Summary Report GBR**	GPGB_RNCTL_ES
GPGBGTNA Gross to Net	Reconciles your payroll. You can run this report at any time during the tax year.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **Gross to Net GBR**	GPGB_GPSQR_PNL

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
GPGBHLE High/Low Earners	Evaluates earnings based on an element that you select. For example, you can use this report to display all employees who earned more than 2,000 GBP as basic pay for a specific period, or to display those employees who received a tax refund during a specific period.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **High/Low Earners GBR**	GPGB_GPSQR_PNL3
GPGBP11A P11 − Part 1	Lists the National Insurance contributions section of the P11 form.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **P11-Part 1 GBR**	GPGB_GPSQR_PNL
GPGBP11B P11 − Part 2	Lists the PAYE income tax section of the P11 form.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **P11-Part 2 GBR**	GPGB_GPSQR_PNL
GPGBP11C P11 − Part 3	Lists the tax credits section of the P11 deductions working sheet.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **P11-Part 3 GBR**	GPGB_GPSQR_PNL
GPGBP14 P14/P60	P14: Summarizes at the end of the year each employee for whom any tax and National Insurance contributions were payable. P60: Employee's Certificate of Pay, detailing income tax and national insurance.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **P14/P60 GBR**	GPGB_GPSQR_PNL
GPGBP32 P32	Employer's payment record that lists required details each time an employer makes a payment.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **P32 GBR**	GPGB_GPSQR_PNL
GPGBP35 P35	Employer's Annual Return that provides totals of all statutory elements including PAYE tax and National Insurance Contributions at the end of the year.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **P35 GBR**	GPGB_GPSQR_PNL

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
GPGBP45 P45	Issued to an employee who leaves your employment. This report details current tax information as of the date of last payment and includes the employer's tax reference details required by the tax office and employee.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **P45 GBR**	GPGB_RUNCTL_P45
GPGBP46C P46(Car)	Submitted to HM Revenue and Customs (HMRC) every quarter for employees with a company car.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **P46(Car) GBR**	GPGB_RC_P46C
GPGBPSLP Print Payslip	Use this page to generate a set of result tables which can be used as a basis for internal or external payslip printing.	**Global Payroll & Absence Mgmt** > **Payslips** > **Create/Print Payslips GBR** > **Payslip Print**	GPGB_PSLIP
GPGBPVE Validation Exception (payroll)	Lists results of data validation checks for general employees. The report can be run before or after a payroll processing, depending on the information you want to validate. Full validation is only possible when payroll has been processed.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **Validation Exception Report GBR**	GPGB_RNCTL_VE
GPGBRPRF Profile Report	Displays the information that you define in the profile.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **Profile Report GBR**	GPGB_GPSQR_PNL2
GPGBSVE Validation Exception (starters and leavers)	Lists results of data validation checks for starters and leavers. The report can be run before or after a payroll processing, depending on the information you want to validate. Full validation is only possible when payroll has been processed.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **Validation Exception Report GBR**	GPGB_RNCTL_VE
FPS Reconciliation Report	Compares the values reported in the FPS file to actual payroll result values.	**Global Payroll & Absence Mgmt** > **Taxes** > **RTI Reconciliation GBR**	GPGB_RTI_REC_RUN

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
EPS Reconciliation Report	Compares the values reported in EPS and ensure they agree with values reported in the FPS file.	**Global Payroll & Absence Mgmt** > **Taxes** > **RTI Reconciliation GBR**	GPGB_RTI_REC_RUN
Payroll Reconciliation Report	Calculates thef employer liabilities owed to HMRC for tax and NI.	**Global Payroll & Absence Mgmt** > **Taxes** > **RTI Reconciliation GBR**	GPGB_RTI_REC_RUN

Related Links

Running Statutory Reports

Setting Up and Generating Self Service Reports

The Self-Service Reporting Framework enables administrators to provide employees with the ability to generate statutory reports through self-service. PeopleSoft Global Payroll for UK enables users to generate, view and download the P60 and P45 reports through the self service portal.

Using the self service portal, administrators can define and configure the report, whereas the employees can view and download. For more information on generating P45 report, see Generating P45 Reports.

Defining and Generating P60 Reports Using Self Service Portal

The administrator follows the procedure to define and generate the P60 reports.

1. Receive notification to include P60 Report as part of Employee Self Service.
2. Obtain BI Publisher report object names for P60 report.
3. Create an appropriate Report Group, if it does not already exist and enable it.
4. Create an appropriate Report ID for the P60 report and attach it to the respective Report Group.
5. Map the BI Publisher report object name to the Report ID.
6. Map a filter query and define the filter fields for the generation of P60 report.
7. Define a security query to restrict the access of the report to only the required employees.

Some of the steps in the above procedure are detailed in the following sections.

Creating a Report Group

The Administrator creates a Report Group to define a cluster of reports. Each report group is mapped to a country. The administrator creates a new Report Group for United Kingdom (UK) by clicking the Add a New Value tab.

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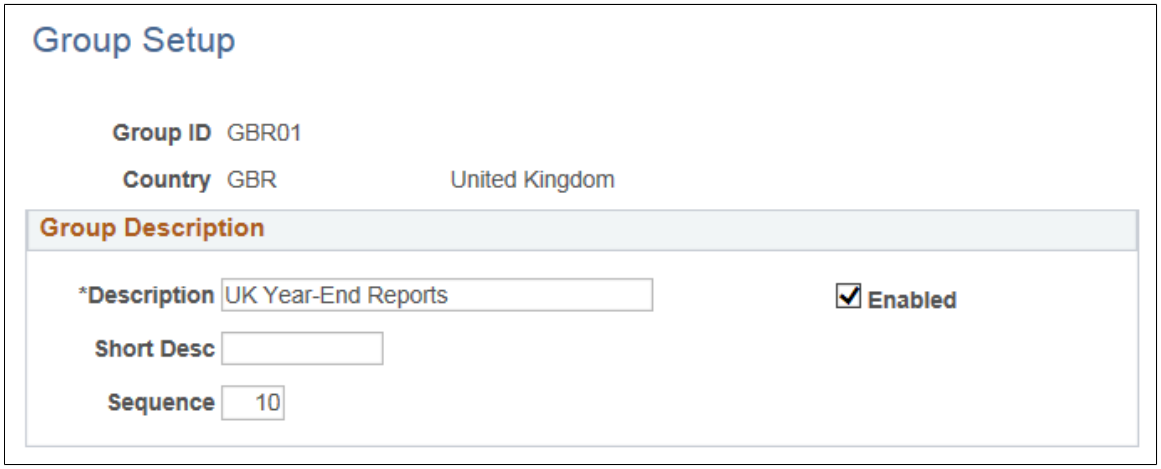
Navigation:

Set Up HCM > **Common Definitions** > **Self-Service Report Framework** > **Self-Service Report Groups** > **Group Setup**

This example illustrates the Group Setup page.



To know more about creating a report group, see “Group Setup Page” (Application Fundamentals)

Enabling Self-Service Reports

To enable self service reporting, the administrator creates a Report ID using the Enable Self-Service Report page. To link the report to a report group, you need to map the Report ID to the Group ID. You can map multiple reports to a report group.

Navigation:

Set Up HCM > **Common Definitions** > **Self-Service Report Framework** > **Enable Self-Service Reports** > **Enable Self-Service Reports**

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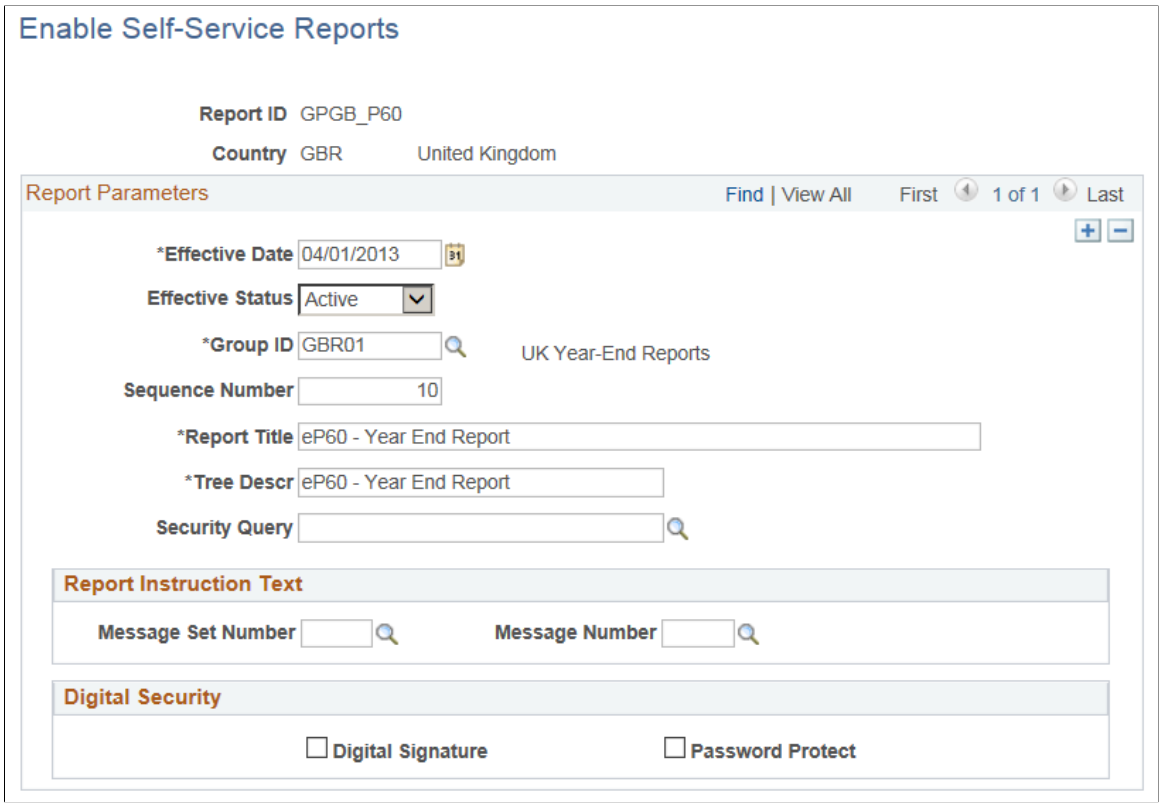
This example illustrates the Enable Self-Service Reports page.



To know more about enabling self service reports, see “Enable Self-Service Reports Page” (Application Fundamentals)

Configuring Self Service Reports

The administrator maps the existing reports developed in BI Publisher to the Report IDs. For this, the report to be mapped to a Report ID must be available in BI Publisher. The two key items required from BI Publisher are:

- Report Name: All reports created by the report developer using BI Publisher has a unique identifier and key to map Report IDs and Reports.
- Query Name: Every report runs SQL queries that retrieve data from the database. There are multiple parameters passed to these queries to retrieve the right set of data required to be displayed in the report. These parameters are either dynamically fetched by system or are inputs provided by employee on the self-service portal. These queries are named.

  For example, if you need to create P60 Report:

  Create a new PS query to select data from GPGB_P60_RPT record and filter data. This query will filter data as per following prompts:

  1. Employee Id
  2. Employee Record
  3. Pay Entity

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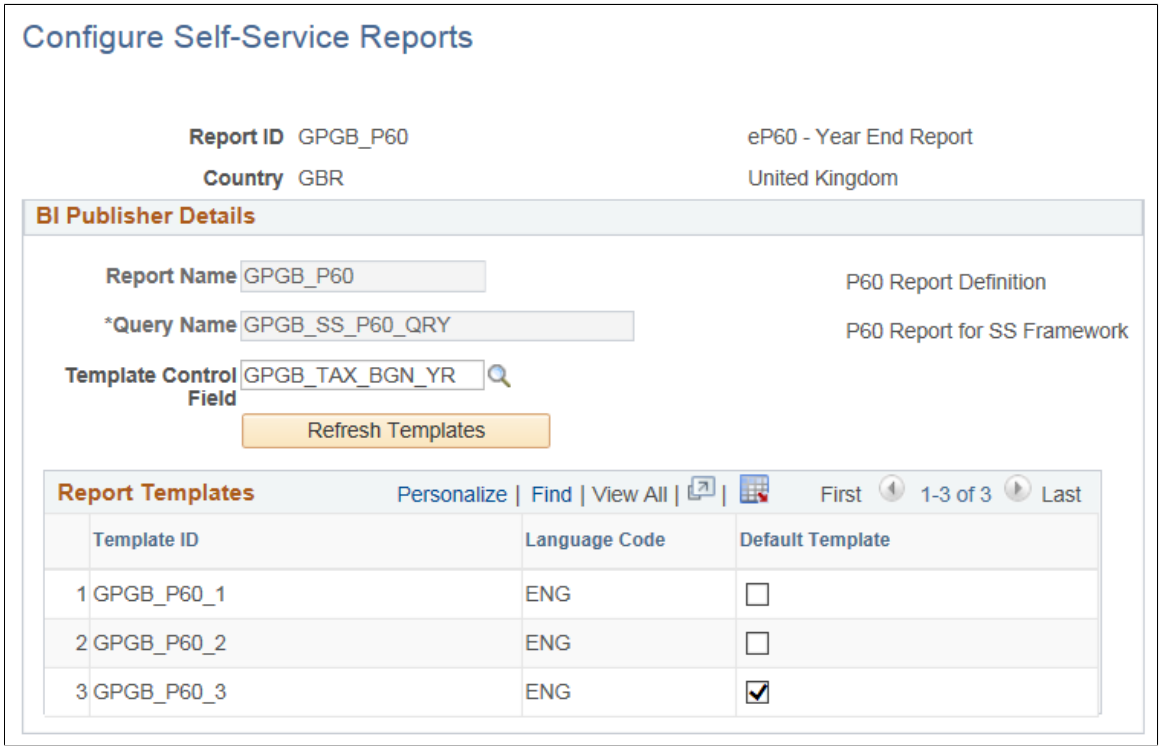
4. Tax year

   Reports created using BI Publisher are mapped to Report IDs. Here, link the existing BI publisher definition (GPGB_P60) to self-service configuration. The administrator can search and select from a list of existing Report IDs and define the parameters.

Navigation:

Set Up HCM > **Common Definitions** > **Self-Service Report Framework** > **Configure Self-Service Reports** > **Configure Self-Service Reports**

This example illustrates the Configure Self-Service Reports page.



To know more about configuring self service reports, see “Configure Self-Service Reports Page” (Application Fundamentals)

Defining Report Filters

Report Filters are parameters that are passed to an SQL query to fetch data to populate the report template. These parameters can either be dynamically passed or can be taken as an input from an employee through the self-service portal. Using the Define Report Filters page, the employees can define the input parameters. The administrator searches and selects from a list of existing Report IDs and define the report filter parameters.

Navigation:

Set Up HCM > **Common Definitions** > **Self-Service Report Framework** > **Self-Service Report Filters** > **Define Report Filters**

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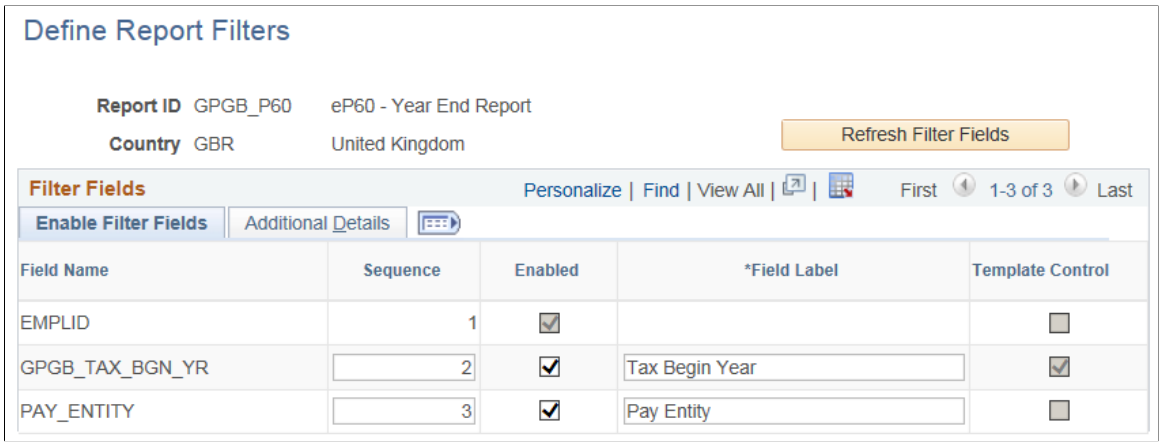
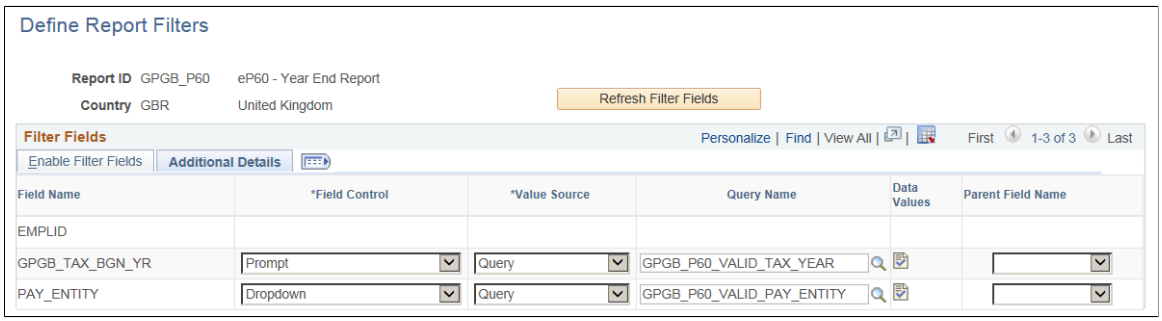
This example illustrates the Define Report Filters page.



Here, select the Tax Year as a template control field and configure the filter fields from the setup to enable Tax Year and Pay Entity.

This example illustrates the Define Report Filters_Additional Details page.



To know more about defining report filters, see “Define Report Filters Page” (Application Fundamentals)

If you want to restrict self-service generation of the report to a specific set of users you can define a query with the desired criteria and enter the query while defining report filters. For more information on defining queries, see the product documentation for PeopleTools: Query.

Refreshing Report Security

The Self Service reports depends on two layers of security:

1. User’s Primary Permission List country.
2. Security Query defined while enabling Report definition within the framework.

If the Security Query is not defined, then the report is available to all users whose primary permission list country matches with the report definition country. If the Security Query is defined, then the query result is used to enable the report. Here, the query result may be:

1. EMPLOYEE ID - User ID of the Employee IDs returned by the query will be granted access to the report.
2. ROLENAME - Role Users will be granted access to the query.

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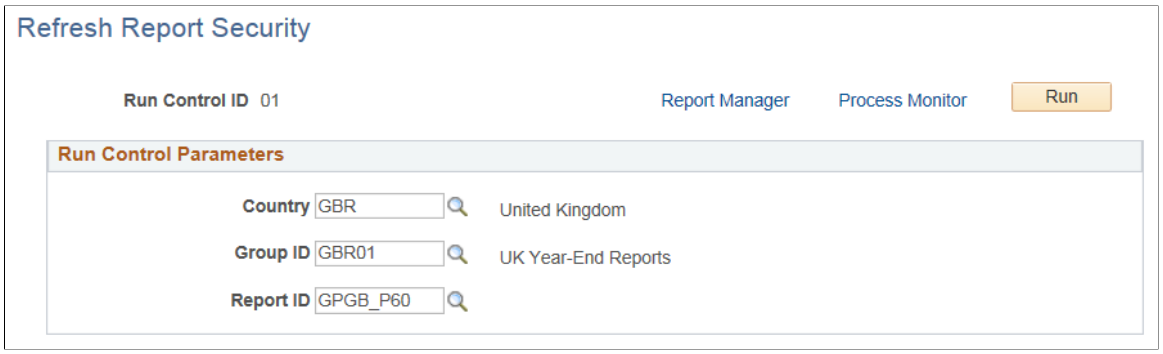
The Report Security Application Engine process uses the above logic to load a Report Security Table with basic report details for each employee ID. The Self-Service pagelet uses this table to readily display the appropriate reports to employees. Use the Refresh Report Security page to refresh the report security data

Navigation:

Set Up HCM > **Common Definitions** > **Self-Service Report Framework** > **Self-Service Report Security** > **Refresh Report Security**

This example illustrates the Refresh Report Security page.



To know more about refreshing report security, see “Refresh Report Security Page” (Application Fundamentals)

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