Oracle Fusion Cloud Human Resources

Using France, Germany, and Netherlands Payroll Guide

24D

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1 Introduction

Guide Overview

This guide contains help for implementing and using Oracle Payroll for France, Germany, and the Netherlands. It's not intended to be a complete guide.

Objectives

It is assumed that you have working knowledge of the basic principles of payroll and you're familiar with the customary payroll terms.

For more in-depth information about related tasks, in addition to this guide, the implementation team must refer to the specific resources mentioned in the Other Documents section.

Before you start implementing the payroll application, it's imperative that:

- You have the Payroll license
- You have completed the initial setup of the Oracle Fusion application
- You have completed implementing Global Human Resources and the HR-specific tasks required for payroll implementation and processing. For example, setting up requisite jurisdictions for tax reporting.

Other Documents

For more information about generic and related tasks, you must refer to the guides at docs.oracle.com/cloud/latest/globalcs_gs/docs.htm.

It is also assumed that you have consulted the following guides:

- Implementing Global Human Resources guide to complete the related prerequisite tasks required for payroll implementation.
- Oracle Applications Cloud Using Functional Setup Manager guide to have a detailed understanding of the Functional Setup Manager and the implementation tasks.
- Implementing Global Payroll to understand basic payroll concepts and familiarize yourself with payroll terminology.
- Also refer to country-specific implementation document available at My Oracle Support.

For more country-specific information, refer to the specific Information Center for the country at https://support.oracle.com/

To receive important Country-specific Legislative Product News, you must subscribe to the *Hot Topics Email* feature available in My Oracle Support. For example for France, refer to:

France-Welcome tab > Other Documents > How to Use My Oracle Support Hot Topics Email Subscription Feature

2 France

Introduction

Overview

This chapter contains help for implementing and using Oracle Human Resources for France. It's not intended to be a complete guide.

Objectives

It's assumed that you have working knowledge of the basic principles and you're familiar with the customary terms.

Other Documents

For more information about generic and related tasks, you must refer to the guides at docs.oracle.com.

It's also assumed that you have consulted the following guides:

- Implementing Global Human Resources guide.
- Oracle Applications Cloud Using Functional Setup Manager guide to have a detailed understanding of the Functional Setup Manager and the implementation tasks.
- The country-specific implementation document (Doc ID 1504483.1) available on My Oracle Support.

Enterprise Structures

Enterprise Structure Setup for HCM for France

France supports the implementation of the three-tier organization model. Use the global setup tasks to define legal entities, legal reporting units, and legal addresses.

To ensure that the French legal reports, such as the French Disability Report (DOETH), Social Report (Bilan Social), Social Data Statement (DADS), and Contributions Report (DUCS), are processed accurately, you should consider the following key points as you design and create enterprise structures for Oracle Fusion Human Capital Management (HCM).

Legal Entities, Legal Employers, and Payroll Statutory Units

You must define a legal entity as both a legal employer and a payroll statutory units (PSU). There's a one-to-one relationship between the legal employer and the PSU.

Use the organization Système d'identification du répertoire des établissements (SIREN) from Oracle Fusion Financials for France as the legal entity registration code for the identifying jurisdiction.

You can manage the external organizations by defining locations. Use the Manage Locations task to create external organizations.

Tax Reporting Units, Reporting Establishment, and Registrations

The application automatically creates the default tax reporting unit (TRU) for a legal entity when the PSU is created. There's a one-to-one relationship between the TRU and the reporting establishment. Every TRU must be designated as a reporting establishment. Use a reporting establishment to assign employees to the establishment. Use the TRU to manage the payroll calculations for the employees in that establishment.

The application automatically designates the default TRU as the identifying jurisdiction for the legal entity. Use the organization SIRET from Oracle Financials as the reporting establishment registration code for the identifying jurisdiction.

Tax Reporting Unit Details

Use the Manage Legal Reporting Units HCM Information task to specify additional information used by the payroll application. For example, you can specify the monthly reference hours and activity code for the reporting establishment, whether the reporting establishment is part of the Alsace-Moselle region, and all the external organizations to which the reporting establishment is attached to.

Tax Reporting Unit Associations and Deduction Cards

You can create the Statutory Deductions calculation card and Pension and Welfare calculation card at the TRU-level.

You can only create one calculation card of each type per TRU.

Use the **Manage Legal Reporting Unit Calculation Records** task from the **Payroll Calculations** work area to access the TRU level calculation card.

Related Topics

- How can I manage work accident rates at the department level for France?
- How can I define external organizations for the French reporting establishment ?
- Organization-Level Pension and Welfare Calculation Card for France
- Organization-Level Statutory Deductions Calculation Card for France

Contract Types for France

This topic explains the contract types that France supports. To define a contract for the employee's term of employment, use the Manage Employment Information task. You can select the contract type and specify relevant contract information in the Contract Details section.

France supports the following contract types:

- Standard contract
- Apprenticeship contract
- Professionalization contract
- Unique employment initiative contract (CUI-CIE)

France supports the obsolete contract types only for data integrity purposes. The application can integrate existing employees with obsolete contract types, but you can't assign them to new employees.

Contract types determine which employees are included in the various legal reports.

Standard Contracts

Select the contract type Standard and contract duration type as either Permanent (CDI) or the Fixed-term (CDD).

- Permanent (CDI): No specific end date is required for CDI. You can include the professionalization contract period or employment initiative contract period in a standard contract with permanent duration. Select the appropriate contract subtype and specify the start and end dates to define the period.
- Fixed-term (CDD): This contract is defined for specific purposes and duration. Employees on fixed-term standard contracts are reported in the Unique Statement of Employment (DUE), Manpower Movement (MMO), and Access to Training (BIAF), Disability Employment (DOETH), and Social reports.

Apprenticeship Contracts

Apprentices are reported in the DUE report. Apprentices who are disabled are reported in the DOETH report.

Apprentices aren't included in the headcount of the employees. This may have an impact on contributions that depend on the number of employees in the organization

Professionalization Contracts

Select **Professionalization contract** as the contract type to define a fixed-term professionalization contract.

Employees on this type of contract aren't included in the headcount of employees. This rule also applies to the duration of the professionalization contract period if it's part of a standard permanent contract.

Employees on professionalization contracts are reported in the DUE, RUP, DOETH, and Social reports.

Unique Employment Initiative Contracts (CUI-CIE)

Select **Unique employment initiative contract** as the contract type to define a fixed-term professionalization contract.

Employees on this type of contract aren't included in the headcount of employees. This rule also applies for the duration of the employment initiative period if it's part of a permanent contract.

Employees on CUI-CIE contracts are reported in the DUE, Personnel Register (RUP), DOETH, and Social reports.

Related Topics

- How can I specify the professionalization period or employment initiative period as part of a permanent contract?

Examples of Multiple Assignments in a French Enterprise

This topic illustrates examples covering different scenarios where an employee has multiple assignments in a French enterprise. The examples are set in a fictional company, InFusion Paris, which is a legal entity.

InFusion Paris is also defined as a legal employer and payroll statutory unit (PSU). The company has implemented a three-tier employment model. There are two branch offices, InFusion Nice and InFusion Brittany. Each branch office is a tax reporting unit and a reporting establishment. Each branch office has several departments, including InFusion Sales and Marketing (SM), InFusion Manufacturing and Operations (MO), and InFusion Legal Operations (LO).

Multiple Departments in a Single Reporting Establishment

This example illustrates an employee assigned to multiple departments in the branch office (InFusion Nice) of the company (InFusion Paris). The employee has one contract with InFusion Nice reporting establishment, which covers two assignments. Supported employment models for this example are:

- 3-Tier - Multiple Employment Terms - Multiple Assignment
- 3-Tier - Single Employment Terms - Multiple Assignment

You must create the following details for the employee:

- One Work Relationship, WR1, with InFusion Paris
- One Payroll Relationship, PR1, with InFusion Paris
- One Employment Terms, ER1, for InFusion Nice
- Assignment1 in department InFusion SM, part-time at 60 percent
- Assignment2 in department InFusion MO, part-time at 40 percent

Only one Statement of Earnings is generated, and no assignment-level split of earnings is required. Employee earnings, legal reporting, and declarations are processed at the reporting establishment level. Even if the employee is reassigned to another department, only a new assignment is created without affecting the legal reports or declarations.

Multiple Establishments with Separate Declarations

This example illustrates an employee working with two separate establishments (InFusion Nice and InFusion Brittany) within the same company (InFusion Paris). Supported employment models for this example are:

- 3-Tier - Multiple Employment Terms - Multiple Assignment
- 3-Tier - Multiple Employment Terms - Single Assignment

The employee works part-time at both InFusion Nice and InFusion Brittany and has separate contracts with InFusion Nice and InFusion Brittany. You must create the following details for the employee:

- One Work Relationship, WR1, with InFusion Paris
- One Payroll Relationship, PR1, with InFusion Paris
- One Employment Terms, ER1, for InFusion Nice with Assignment1
- One Employment Terms, ER2, for InFusion Brittany with Assignment2

The employee receives a separate statement of earnings from each establishment for each contract. Each reporting establishment independently processes the employee earnings, payments, legal reporting, and declarations.

Multiple Employment Terms or Contracts

Multiple employment terms or contracts are required when an employee has distinct roles that are subject to different rules for processing earnings, legal reporting, and declarations. The most common scenarios are:

- A manager and a nonmanager
- Permanent contract (part-time) and fixed-term contract (part-time) for the same employee

This example illustrates an employee working as a manager and a nonmanager in the same reporting establishment. The employee has two contracts with InFusion Nice, Contract1 as a marketing manager and Contract2 as a regular employee at the creative design department. The employee must have separate contracts because different rules apply to a manager and a nonmanager.

Supported employment models for this example are:

- 3-Tier - Multiple Employment Terms - Multiple Assignment
- 3-Tier - Multiple Employment Terms - Single Assignment

You must create the following details for the employee:

- One Work Relationship, WR1, with InFusion Paris
- One Payroll Relationship, PR1, with InFusion Paris
- One Employment Terms, ER1, for InFusion Nice with Assignment1 as manager
- One Employment Terms, ER2, for InFusion Nice with Assignment2 as nonmanager

The employment category is part-time. The employee receives separate statement of earnings for each contract. Earnings, payments, legal reporting, and declarations are processed for each contract separately.

Multiple Assignments for Different Person Types

Possible scenarios for multiple assignments for different person types are:

- Employee and trainee (nonworker)
- Employee and contingent worker

Supported employment models for this example are:

- 2-Tier - Single Contract - Single Assignment
- 3-Tier - Multiple Employment Terms - Multiple Assignment
- 3-Tier - Multiple Employment Terms - Single Assignment
- 3-Tier - Single Employment Terms - Multiple Assignment

Employee and Trainee (Nonworker)

In this scenario, the employee has one fixed-term contract and one training agreement with InFusion Nice. You must create the following details for the employee:

- One Work Relationship, WR1, for person type Employee with InFusion Paris
- One Payroll Relationship, PR1, for person type Employee with InFusion Paris
- One Employment Terms, ER1, for Assignment1 as a fixed-term employee
- One Work Relationship, WR2, for person type Trainee with InFusion Paris
- One Payroll Relationship, PR2, for person type Trainee with InFusion Paris
- One Employment Terms2, ER2, for Assignment2 as Trainee

The employee receives an for the fixed-term contract. The trainee has no salary. If the training period is more than two months, then the trainee receives a bonus which is processed separately.

Earnings, payments, legal reporting, and declarations are processed for the contract and as per the training agreement.

Employee and Contingent Worker

The person has a permanent contract with InFusion Paris as a part-time employee. The person also performs specialized tasks as a contingent worker. You must create the following details for the employee:

- One Payroll Relationship, PR1, for person type Employee with InFusion Paris
- One Work Relationship, WR1, for person type Employee with InFusion Paris
- One Employment Terms, ER1, with Assignment1 as an employee
- One Work Relationship, WR2, for person type Contingent Worker with InFusion Paris
- One Assignment2 as a contingent worker

> **Note:** No payroll relationship is required for contingent worker as the person has no payment through the company payroll.

The employee receives one statement of earnings for the permanent contract. Earnings, payments, legal reporting, and declarations are processed for employee on contract.

Legal reporting for the contingent worker is processed by the reporting establishment.

Related Topics

- Contract Types for France
- How can I add a trainee in France?
- Overview of Implementing Payroll Relationship

Calculation Cards

Organization-Level Pension and Welfare Calculation Card for France

The Pension and Welfare calculation card enables you to enter information related to the statutory complementary pension contracts for the tax reporting unit (TRU). For France, every TRU is designated as a reporting establishment.

Use the Manage Legal Reporting Unit Calculation Records task to create the Pension and Welfare calculation card.

You can have only one Pension and Welfare calculation card for each TRU at any point.

You must consider the following points when you create a TRU calculation card:

- Complementary Pension Component
- Contract Information Component Details

Complementary Pension Component

The application creates the Complementary Pension component when the calculation card is created. Use the Edit and Update options to enter the Institution Contract Reference for complementary pension.

Contract Information Component Details

The application creates the Contract Information component details record upon calculation card creation. In the Contract Information component details, specify the following information:

Field	Description
Institution Group	You can only select institutions for which a location has been identified that match the institution type.
Mandatory	Indicates whether the subscription is mandatory or optional.
Institution Type	Identifies the type of institutions that manage the pension contracts. For example, AGIRC, ARRCO, contingency fund, mutual insurance or other insurances.

Related Topics

- Enterprise Structure Setup for HCM for France

Organization-Level Statutory Deductions Calculation Card for France

The Statutory Deductions calculation card enables you to capture work accident and transport-related information for the tax reporting unit (TRU). For France, every TRU is designated as a reporting establishment. Use the Manage Legal Reporting Unit Calculation Records task to create the Statutory Deductions

You can have only one Statutory Deductions calculation card for each reporting establishment at any point.

You must consider the following points when you create a Statutory Deductions calculation card:

- Work Accident Calculation Component and Component Details
- Transport Calculation Component

Work Accident Calculation Component and Component Details

You can define a work accident rate that applies to all employees in the reporting establishment. However, certain departments within the TRU may have different work accident rates than the ones defined at the establishment-level.

When a single rate applies to the whole reporting establishment, select the value for Reference as All Departments.

In the Work Accident Information component details, specify the Section Code, Office, and Risk Code to identify the rate for the payroll work accident contribution.

If a department has a specific work accident rate, create a new Work Accident calculation component and select the department from the list of available departments.

> **Note:** Use the Manage Departments task to specify whether a specific work accident rate applies to a department in the France Department Information section. Specify the value for the Specific Work Accident Rate field as Yes. This adds the department to the list of values in the Work Accident component.

In the Enterable Calculation Values on Calculation Cards tab, specify the work accident employer rate for the reporting establishment or the department, whichever is applicable.

Transport Calculation Component

You can define standard and additional rates for the Transport component for each reporting establishment. The Transport component has no component details. Use the Enterable Calculation Values on Calculation Cards tab to enter the calculation values for Transport Rate and Transport Additional Rate.

Automatic Statutory Deductions Calculation Card Creation for France

If the value of your country setting in the Manage Features by Countries or Territories page is either Payroll or Payroll Interface, then a personal Statutory Deductions calculation card is automatically created for a person upon completion of the New Hire process.

Use the Calculations Cards task in Payroll to view and update the card as needed. The automatically created card contains the most commonly used values for the key fields.

The following are the important aspects of the automatic card creation process:

- You must have defined an organization-level Statutory Deductions calculation card before the Hire an Employee task can create a personal Statutory Deductions calculation card. Use the Legal Reporting Unit Calculation Records task to do this.
- You must define the element eligibility for the French Payroll Processing element. Use the Elements task from the Payroll Calculations work area to do this.
- For each reporting establishment, indicate if it's located in the Alsace-Moselle region. Use the Legal Reporting Unit HCM Information task to do this.

Employee Information Calculation Component and Component Details

The application creates the Employee Information component and component details record automatically upon card creation.

Field	Default Value
Context Value	Employee Information
Employee Scheme	Derived from person attributes: Contract Type, Contract Subtype, and Employee Age.
Local Scheme	Derived from the value you set for the Alsace-Moselle region in the organization-level Statutory Deductions calculation card.
Employee Pension Scheme	Derived from the values you set for person attributes - Contract Type and Employee Category AGIRC-ARRCO.
Resident Abroad	Derived from person home address. This value is selected if their country of residence isn't France.
State Pension Contribution Base-Full-Time	Unselected
Complementary Pension Contribution Base - Full-Time	Unselected
Reduced Percentage Rate for DFS	Blank

Default Values for Employee Scheme, Local Scheme, and Employee Pension Scheme

Employee Scheme: The application derives the default value for the employee scheme from a combination of person attributes as described in the table below:

System Person Type	Contract Type	Contract Subtype	Employee Age	Employee Scheme
Employee	All contract types except Apprenticeship or Professionalization	All except Professionalization Period	Any	General
Employee	Apprenticeship	Not applicable	Any	Apprentices
Employee	Professionalization contract	Not applicable	Up to 45 years	Professionalization
Employee	Professionalization contract	Not applicable	45 years and above	Professionalization over 45
Employee	Standard	Professionalization period	45 years and above	Professionalization
Employee	Standard	Professionalization period	Up to 45 years	Professionalization over 45
Trainee	Not applicable	Not applicable	Any	Any

Local Scheme: The application derives the default value for local scheme as follows:

Alsace-Moselle Region (in the French TRU Details)	Other
Yes	Alcase-Moselle
No	Other areas

Employee Pension Scheme: The application derives the default value for employee pension schemes based on a combination of Contract Type and Employee Category AGIRC-ARRCO:

Contract Type	Employee Category AGIRC-ARRCO	Employee Pension Scheme
Apprenticeship	04 - Nonmanagers - general staff	Nonmanager Apprentice
Other Contract Types	04 - Nonmanagers - general staff	Nonmanager
Other Contract Types	02 - Extension managerial staff for complementary pension	Manager and Extension
Other Contract Types	01- Managerial staff - Clause 4/4B	Manager and Extension

Associations and Association Details

The application automatically associates the calculation card with the default TRU of the reporting establishment to which the employee belongs. The calculation card and all the employment terms and assignment for the employee can be associated with only one TRU.

Reports

Overview of Statutory Reports for France

Payroll managers run a number of statutory reports that are required by external organizations such as legal authorities, tax office or social insurance office, or to be given to the employees.

Run these reports from the Regulatory and Tax Reporting work area.

Report Task	Purpose	When to Run	Report Results
Run French Personnel Register	Statutory report containing the list of persons currently employed in an establishment, and those previously employed with the establishment in the last five years.	As required for statutory purposes.	Employer information includes company and establishment names, SIREN, SIRET, and addresses. Employee information includes basic information, job details, visa information and specific contract information.
Run French Unique Statement of Employment (DUE)	Statutory report to be submitted to the URSSAF when an employee is hired or rehired by the company.	As required for statutory purposes.	Employer information includes establishment name and addresses, and contact name. Employee information includes basic information, national identifier, and contract details.
Run French Work Certificate	Certificate or letter provided to the terminated employees.	Employee termination.	Employer information includes company and establishment names, SIRET, and addresses. Employee Information includes basic information, jobs held and their description, and information on individual entitlement to training.
Run French Access to Training Report (BIAF)	Required document provided to every employee on fixed-term contract allowing them access to training and competency development managed by OPACIF.	At the time of providing the fixed-term contract, ad-hoc employee requests or upon employee termination.	Employer information includes company and establishment names, SIRET, OPCA, NAF number, and addresses. Employee Information includes basic information, fixed-term

Report Task	Purpose	When to Run	Report Results
			contract dates and details and training duration applicable.
Run French Social Report	Statutory report published to compare the results of the current year with the previous two years using a given set of indicators. You can generate this report at the tax reporting unit (TRU) level and for a legal employer.	Annually or as required for statutory purposes.	Report results depend on whether the report is generated for a reporting establishment or the legal employer.
Run French Manpower Movement Report	Statutory report containing the movements of employees in an establishment with details of newly hired employees, salary changes of existing employees, and terminated employees. Includes contingent workers for headcount calculation.	Monthly or as required for statutory purposes.	Establishment data, headcount details and employee details based on the number of work terms, and whether they're hired, rehired, transferred or terminated.

Related Topics

- French Disability Report (DOETH)

Worker Data Validation Report for France

Run the Worker Data Validation Report to get a list of employees with missing or noncompliant statutory HR data. Using this report, you can verify whether the relevant person information has been entered:

Validation Level	Attribute
Assignment	Activity Mode Department Job Population Type
Employment Terms	Assignment Category Contract Type Grade Job Reporting Establishment
Person	Home Address Citizenship

Validation Level	Attribute
	Country of Birth Date of Birth Worker Category

HR managers and payroll managers can run this report from the Data Exchange work area or the Payroll Checklist work area.

Parameters

Specify the legal employer and the effective date to run the report.

Report Results

The report is delivered in PDF format and lists the persons with the missing attributes as of the effective date. Use the report results to make the HR data statutory compliant and complete by adding the missing information for the listed persons.

This table contains a sample output of the report.

Person Name	Person Number	Validation Message
Daniel Ross	955160008175784	A value for the attribute Grade is required. A value for the attribute Activity Mode is required.
Marian Ziss	955160008175782	A value for the attribute Citizenship Status is required.

Related Topics

- Payroll Data Validation Report for France

Payroll Data Validation Report for France

Run the Payroll Data Validation Report to generate a list of workers with missing or noncompliant payroll data. Using this report, you can verify whether the required data setup for all employees for payroll run or processes is complete.

You can also create additional validations as required.

Parameters

Payroll managers or administrators can run this report from the **Payroll Calculations** or the **Payroll Checklist** work area.

Report Results

The report is delivered in PDF format and lists the persons with the missing payroll attributes as of the effective date. This table contains a sample output of the report.

Person Name	Person Number	Validation Message
Emily Thorne	955160008175745	A value for the attribute Tax Reporting Unit is required.
Daniel Grayson	955160008175763	A value for the attribute Tax Reporting Unit is required.

Related Topics

French Disability Report (DOETH)

The French Disability Report or the DOETH is a mandatory declaration of disabled workers in the establishment. The application provides four reports that enable you to fill the DOETH:

- Disabled employees with relevant information
- Disabled trainees
- Employees with ECAP jobs
- Total headcount

Payroll administrators and payroll managers run this report from the Tax and Regulatory Reporting work area. This is an annual report.

When you run the report for a specific legal employer, the above mentioned four reports are generated irrespective of their reporting establishments.

When you run the report for a specific legal employer and a reporting establishment associated with it, the above mentioned four reports are generated for that reporting establishment.

Employer information includes company and establishment names, SIRET, and report date and the year for which the report is generated. Employee information includes:

- Personal and Assignment details such as person name, person type, gender, employment start date, and job details.
- Disability information such as disability registration or category

Parameters

The parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Legal Employer

Indicates the legal employer for which the Disability report must be reported.

Establishment

Optionally, you can extract the data for a single establishment.

Start Date and Effective Date

Indicates the period for which the report is generated.

Related Topics

- Overview of Statutory Reports for France

Access to Training Report

The Access to Training Report (BIAF) is a statutory document that must be provided to employees on fixed-term contract allowing them access to training and competency development managed by OPACIF.

Frequently Asked Questions

The following table lists frequently asked questions about this report.

FAQ	Answer
How do I find this report?	In the Checklist work area, select Submit a Process or Report. Specify a France legislative data group (LDG). Select French Access to Training Report..
Who uses this report?	HR Managers
When do I use this report?	Run this report at the time of providing the fixed-term contract to the employee. You can also run this report for employee requests or upon employee termination.
What prompts can I use to narrow the results of this report?	Use the Payroll Flow field to uniquely identify this payroll flow submission. Use the Legal Employer field to specify the legal entity. Use the Establishment field to run the report for a specific reporting establishment. Use the Person field to run this report for a specific employee. Use the Effective Date field to run the report for all eligible persons as on the specified date.
How do I share this report?	Add to briefing book Schedule an agent to run the report
What tool can I use to edit this report?	Oracle Business Intelligence Publisher

Manpower Movement Report

The Manpower Movement Report is a statutory HR report that must be submitted to the department of labor and it reports every work contract that was started or ended within the reporting period.

The report contains details of newly hired employees, employee transfers, and terminated employees.

Frequently Asked Questions

The following table lists frequently asked questions about this report.

FAQ	Answer
How do I find this report?	In the Checklists work area, select Submit a Process or Report. Specify a France legislative data group (LDG). Select French Manpower Movement.
Who uses this report?	HR Managers and Payroll Managers
When do I use this report?	Run this report every month or as required for statutory purposes.
What prompts can I use to narrow the results of this report?	Use the Payroll Flow field to uniquely identify this payroll flow submission. Use the Legal Employer field to specify the legal entity. Use the Establishment field to run the report for a specific reporting establishment. Use the Start Date Field to specify the reporting period, for example, the first day of the month. Use the Effective Date field to specify the end date for the reporting period.
How do I share this report?	Add to briefing book Schedule an agent to run the report
What tool can I use to edit this report?	Oracle Business Intelligence Publisher

Personnel Register

The French Personnel Register(RUP) is a mandatory report of persons currently employed in an establishment, and who were previously employed with the establishment in the last five years.

Frequently Asked Questions

This table lists frequently asked questions about this report.

FAQ	Answer
How do I find this report?	In the Checklists work area, select Submit a Process or Report. Specify a France legislative data group (LDG). Select French Personnel Register.
Who uses this report?	HR Managers and Payroll Managers
When do I use this report?	Run this report every month or as required for statutory purposes.
What prompts can I use to narrow the results of this report?	Use the Payroll Flow field to uniquely identify this payroll flow submission. Use the Legal Employer field to specify the legal entity. Use the Establishment field to run the report for a specific reporting establishment. Use the Start Date Field to specify the start of the reporting period. Use the Effective Date field to specify the end date for the reporting period.
How do I share this report?	Add to briefing book Schedule an agent to run the report
What tool can I use to edit this report?	Oracle Business Intelligence Publisher

FAQs

How can I manage work accident rates at the department level for France?

In the Setup and Maintenance work area, go to the following:

- Offering: Workforce Deployment
- Functional Area: Workforce Structures
- Task: Manage Departments

Select the appropriate value for specific work accident rate. The work accident rates are defined for the whole establishment at the tax reporting unit (TRU) level. These rates are usually applicable to all the departments within an establishment. As an exception, you can specify whether certain departments within a single establishment can have different rates if the level of risk varies from department to department.

The default value is No and it indicates there is no specific work accident rate defined for this department in the establishment.

Select Yes to enter work accident rates for a specific department or set of departments in the TRU-level calculation card.

Related Topics

- Enterprise Structure Setup for HCM for France

How can I add a trainee in France?

Add a nonworker person using the person type Trainee. This is the only person type available for trainees. For additional trainee types, use the Manage Person Types task to create new person types, for example, young trainees or other trainees.

On the Employment Information page, update the training duration for each trainee.

How can I define INSEE PCS job code and extensions, and ECAP?

In the Setup and Maintenance work area, select:

- Offering: Workforce Deployment
- Functional Area: Workforce Structures
- Task: Manage Job

Define the job legislative information such as INSEE PCS job code, Extension to PCS job code, and whether the job is recognized as ECAP.

How can I set a person's CPAM or local social security office?

In the Manage Person Information page, open the Gender and Marital Status section for editing. Click View More Details. This invokes the Legislative Information page where you can set the value for Person Social Security Office Location (CPAM).

How can I specify the professionalization period or employment initiative period as part of a permanent contract?

On the Manage Employment Information page, in the Contract Details section, select the contract type Standard and the contract duration Permanent. Select the contract subtype as either Professionalization Contract Period or Employment Initiative Contract Period (CUI-CIE).

Specify the start and end dates to define the contract period.

How can I enable full contract functionality for France?

Use the Manage Legal Entity HCM Information task to select the relevant employment model in the Legal Employer Details page. Select the 2-Tier - Single Contract - Single Assignment employment model.

How can I update disability information for a person in France?

Navigate to the Disabilities tab on the Manage Person Information page and click Create. In the Disability Information section, select France as the country and specify the disability category and the status.

In the Legislative Information section, select France Disability Information as the context value and enter the relevant disability information.

How can I define external organizations for the French reporting establishment ?

Use the Manage Locations task to create and manage locations for the French reporting establishment. You can use this to specify relevant details such as address, contact, and other information required to communicate with the external organizations and information related to legal reporting

The location centers are used in the French reporting establishment to display the locations of external organizations based on location types.

Related Topics

3 Germany

Introduction

Overview

This chapter contains help for implementing and using Oracle Human Resources for Germany. It's not intended to be a complete guide.

Objectives

It's assumed that you have working knowledge of the basic principles and you're familiar with the customary terms.

Other Documents

For more information about generic and related tasks, you must refer to the guides at docs.oracle.com.

It's also assumed that you have consulted the following guides:

- Implementing Global Human Resources guide.
- Oracle Applications Cloud Using Functional Setup Manager guide to have a detailed understanding of the Functional Setup Manager and the implementation tasks.
- The country-specific implementation document (Doc ID 1504483.1) available on My Oracle Support.

Reports

Disability Report for Germany

The German Disability Report allows employers to report the number of disabled employees and additional information about them to the Employment Agency. This report generates three CSV files (a, c, and d), and an audit file.

This report generates three CSV files (a, c, and d), and an audit file. For more information on the files a, c, and d, visit the REHADAT-Elan website.

Frequently Asked Questions

This table lists frequently asked questions about this report.

FAQ	Answer
How do I find this report?	In the Checklists work area, select Submit a Process or Report. Specify a German legislative data group (LDG). Select REHADAT Disability Report.

FAQ	Answer
Who uses this report?	HR Managers and HCM Specialists
When do I use this report?	Run this report annually or as required for statutory purposes.
What prompts can I use to narrow the results of this report?	Use the Payroll Flow field to uniquely identify this payroll flow submission. Use the Legal Employer field to specify the legal entity. Use the Effective Date field and Start Date field to extract all disabled employees that have a work relationship with the company during the specified date range.
How do I share this report?	Add to briefing book Schedule an agent to run the report
What tool can I use to edit this report?	Oracle Business Intelligence Publisher

Related Topics

- Worker Data Validation Report for Germany

Worker Data Validation Report for Germany

The Worker Data Validation Report is generated to get a list of employees with missing or noncompliant statutory HR data. The report is delivered in PDF format and lists the persons with the missing attributes as of the effective date.

You can use the report results to make the HR data statutory compliant and complete by adding the missing information for the listed persons.

Frequently Asked Questions

The following table lists frequently asked questions about this report.

FAQ	Answer
How do I find this report?	In the Checklists work area, select Submit a Payroll Flow. Specify a German legislative data group (LDG). Select Run Worker Data Validation Report.
Who uses this report?	HR Managers and HCM Specialists
When do I use this report?	Run this report before running periodic processes (for example, payroll run) or reports.
What prompts can I use to narrow the results of this report?	Use the Payroll Flow field to uniquely identify this payroll flow submission. Use the Legal Employer field to specify the legal entity.

FAQ	Answer
	Use the Effective As-of Date field to specify the reporting date.
How do I share this report?	Add to briefing book Schedule an agent to run the report
What tool do I use to edit this report?	Oracle Business Intelligence Publisher

Related Topics

- Disability Report for Germany

4 Netherlands

Introduction

Overview

This chapter contains help for implementing and using Oracle Human Resources for Netherlands. It's not intended to be a complete guide.

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Enterprise Structures

Enterprise Structure Setup for HCM for the Netherlands: Points to Consider

Use the setup tasks and define legal entities, legal reporting units, legal authorities, legal addresses, and reporting establishments. The Dutch localization supports both the two-tier and the three-tier employment models. Consider the following key points as you design and create enterprise structures for Oracle

Legal Jurisdictions, Legislative Category, and Legal Authorities

Use the **Manage Legal Jurisdictions** task to create your own legal jurisdiction to define the tax office. This legal jurisdiction you create is associated with the legal authority and uses the tax registration number as the legal reporting unit registration code.

The Wage Tax legislative category is predefined. Use this legislative category when you define the legal authority for a tax office.

Legal Entities, Legal Employers, and Payroll Statutory Units

When you set up legal entities, you can identify them as legal employers and payroll statutory units (PSUs). This makes them available for use in Oracle Fusion HCM.

For a Dutch organization model, you must define a legal entity as both a legal employer and a PSU. A one-to-one relationship must exist between the legal employer and the PSU.

Tax Reporting Units, Reporting Establishments, and Registrations

When you create a legal entity and identify it as a PSU, the application automatically creates a default tax reporting unit (TRU). You can create additional TRUs, if required.

A TRU is used to group employees for the purpose of tax and social insurance reporting. A reporting establishment is an organization that's used for statutory reporting other than tax and social insurance reporting. You must define every TRU as a reporting establishment for the Dutch organization.

The registration with the identifying jurisdiction is automatically created for the default TRU.

You must register every TRU that you create with the tax office using the tax registration number.

Tax Reporting Unit Details

Use the Manage Legal Reporting Units HCM Information task to specify additional information for the TRU. Specify the Wage Report details and Sickness Report details in the TRU information.

Tax Reporting Unit Calculation Card

Use the **Manage Legal Reporting Unit Calculation Records** task for the TRU-level calculation card.

Use this calculation card to manage data at the TRU-level statutory deductions and taxes specific to the TRU. You can create only one calculation card at the TRU-level. On this card, you can specify information that's specific to the employer, such as:

- Sector fund contribution
- WGA contribution rate
- Wage tax subsidies
- Tax calculation settings

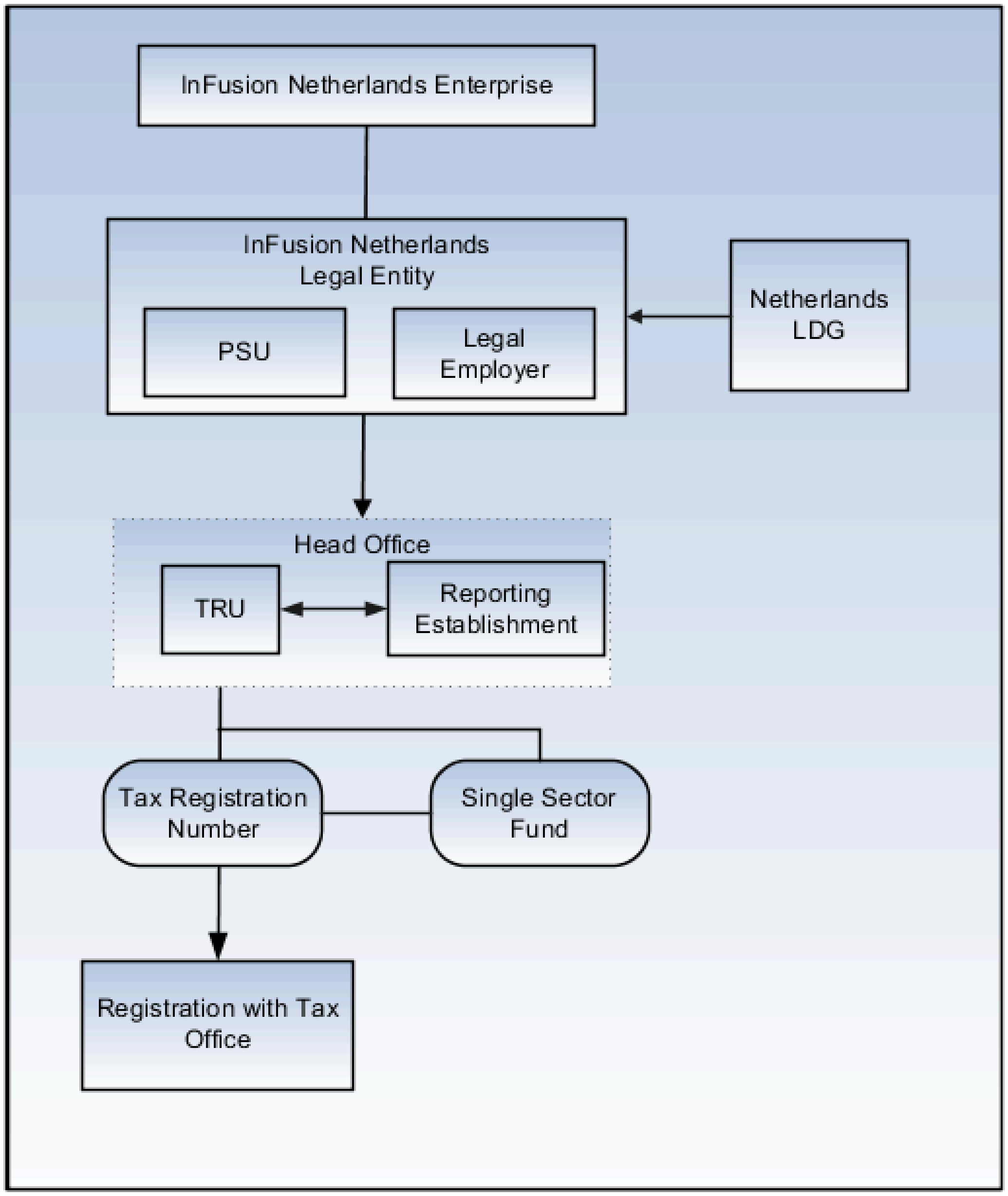
Related Topics

Examples of Organization Models for the Netherlands

These examples illustrate different models for the Dutch organizations in the Oracle Fusion HCM. Each example includes a legislative data group (LDG). LDGs aren't an organization classification, but are included in the example to show how they're associated with the payroll statutory unit (PSU).

Single Company with Single Payroll Statutory Unit and Single Tax Reporting Unit

Here's an example that illustrates a fictional company, InFusion Netherlands, with a single sector fund and single tax office registration. It's a registered company with the corporate head office in Amsterdam. Tax calculation and sector fund management are managed through a single tax reporting unit (TRU).



You can use the basic setup for this model involving these steps:

1. Create an InFusion Netherlands organization with the Enterprise classification.
2. Create a Dutch LDG.
3. To define the tax office, create a legal jurisdiction and set the territory to Netherlands. Use the Wage Tax legislative category when you define the legal authority for the tax office.
4. Create a legal entity for InFusion Netherlands. Designate is as both legal employer and PSU.

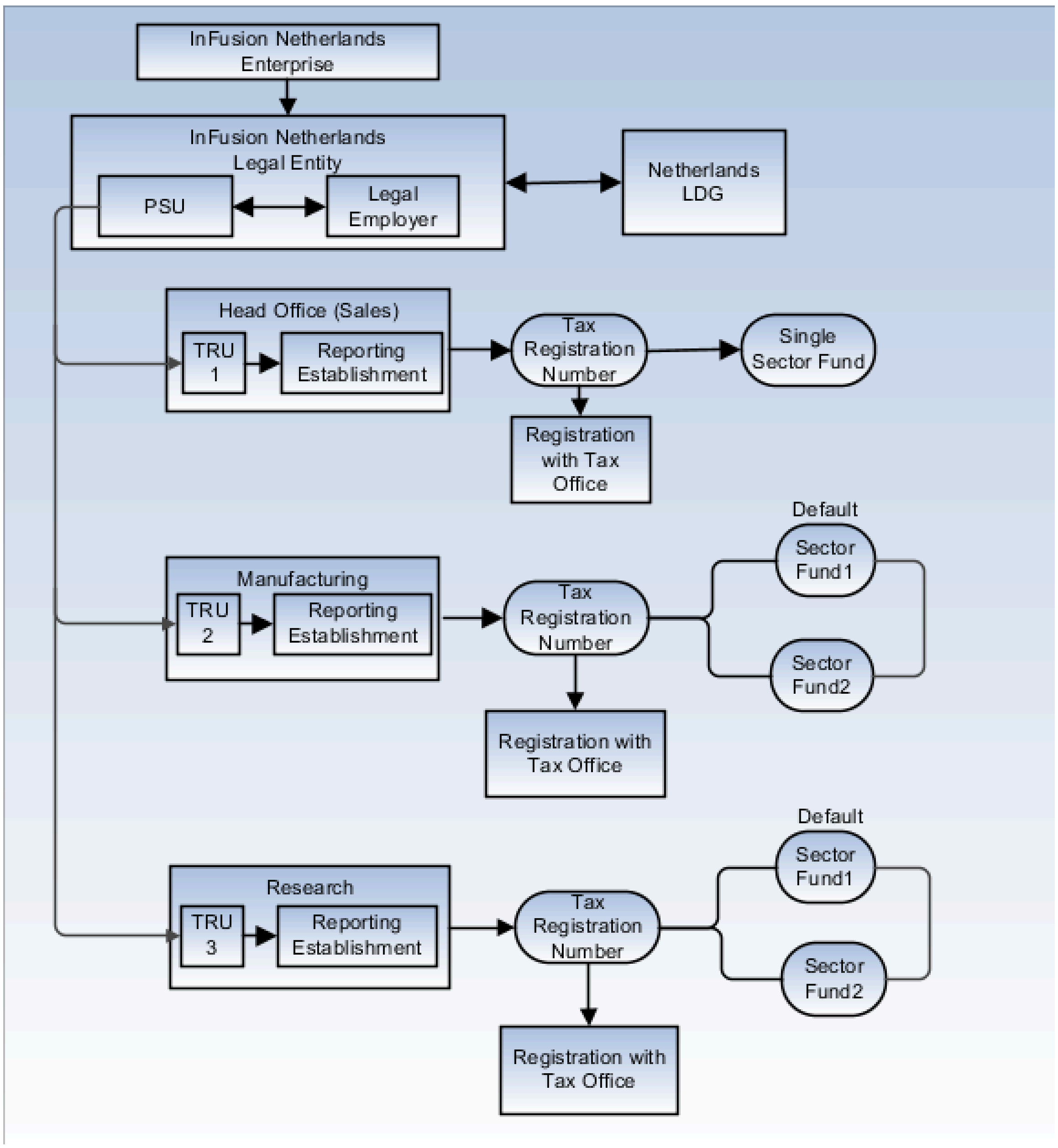
5. Select the TRU that was created when you defined the legal entity and designate it as a reporting establishment.
6. Use the unique tax registration number to register the TRU with the tax office.

> **Note:** The sector fund, wage tax, and deduction information are stored in the TRU created for this legal entity.

7. Use the TRU deduction card to define a single sector fund for the TRU.

Single Company with Single Payroll Statutory Unit and Multiple Tax Reporting Units

In this example, there's a a fictional company InFusion Netherlands with a single PSU with tax office registrations for multiple purposes. All the offices share a single payroll. Each office is registered separately with the tax office using a unique tax registration number. The manufacturing and research offices have multiple sector fund contribution rates.



Setup for this model involves the same steps as in the previous example. In addition, it's possible for a legal employer to have multiple tax registration numbers for different purposes.

In this example, you must create separate TRUs for the Head Office (Sales), Manufacturing, and Research office. Register each TRU separately with the tax office using its unique tax registration number. For the Manufacturing and Research offices, create multiple sector fund contribution components such as Sector Fund1 and Sector Fund2. Select Sector Fund1 as the default for each office.

> **Note:** If you have multiple sector fund contribution rates, you must select one of them as the default for the TRU.

Related Topics

- Enterprise Structure Setup for HCM for the Netherlands: Points to Consider
- Tax Reporting Unit Calculation Card for the Netherlands
- Overview of Legal Entities, Business Units, and Divisions

Name Styles and Name Formats for the Netherlands

You can use a suite of predefined name styles and predefined name formats.

Name Styles

A name style determines how the name is displayed on a person record. It specifies which components are shown, the sequence in which they're displayed, and whether they're optional or required. The name style must not be modified during the implementation phase. This topic explains the predefined Dutch Name Styles and Name Formats.

The predefined name style for the Netherlands is:

- Correspondence Title
- First Name (required)
- Initials (required for employees)
- Prefix
- Last Name (required)
- Title 1
- Title 2
- Title 3
- Partner Last Name
- Partner Prefix
- Name Format

  Use the Manage Common Lookups task to view or edit the list of values for the various Title fields, that is, Title 1, Title 2, and Title 3 using the lookup HRX_NL_TITLE.

Name Formats

A name format is a template for arranging the predefined components of a name (such as first name, last name, and title) in a specified order for a particular purpose. For example, in an ordered list of names, the last name may appear before the first name. But in other contexts, the first name may appear before the last name.

In addition to the four global name formats that are available for use in all localizations (display name, list name, full name, and order name), three additional local format types are predefined for the Netherlands:

- Own last name and partner last name: [Initial] [Prefix] [Last Name] [Partner Prefix] [Partner Last Name]
- Partner last name and own last name: [Initial] [Partner Prefix] [Partner Last Name] [Prefix] [Last Name]
- Partner name: [Initial] [Partner Prefix] [Partner Last Name]

You can select one of these name formats in the person record in a Dutch legislative data group (LDG). The selected Dutch name format is used wherever the default full name format is otherwise used, such as on statutory reports or a payslip. If there is no value specified in the name format field, then the default Dutch full name format is used for the person. Optionally, select a specific name format at the individual employee level and display the name as the employee prefers (using the predefined Dutch name style components) instead of the default full name format.

To set up additional Dutch name format styles, configure a new name format in the two lookups, PER_NAME_FORMATS and HRX_NL_FULL_NAME_FORMAT. Use the Manage Person Name Formats task to set up the actual name formats. These name formats are available to use in all the Dutch legislative data groups (LDGs) in your enterprise.

Related Topics

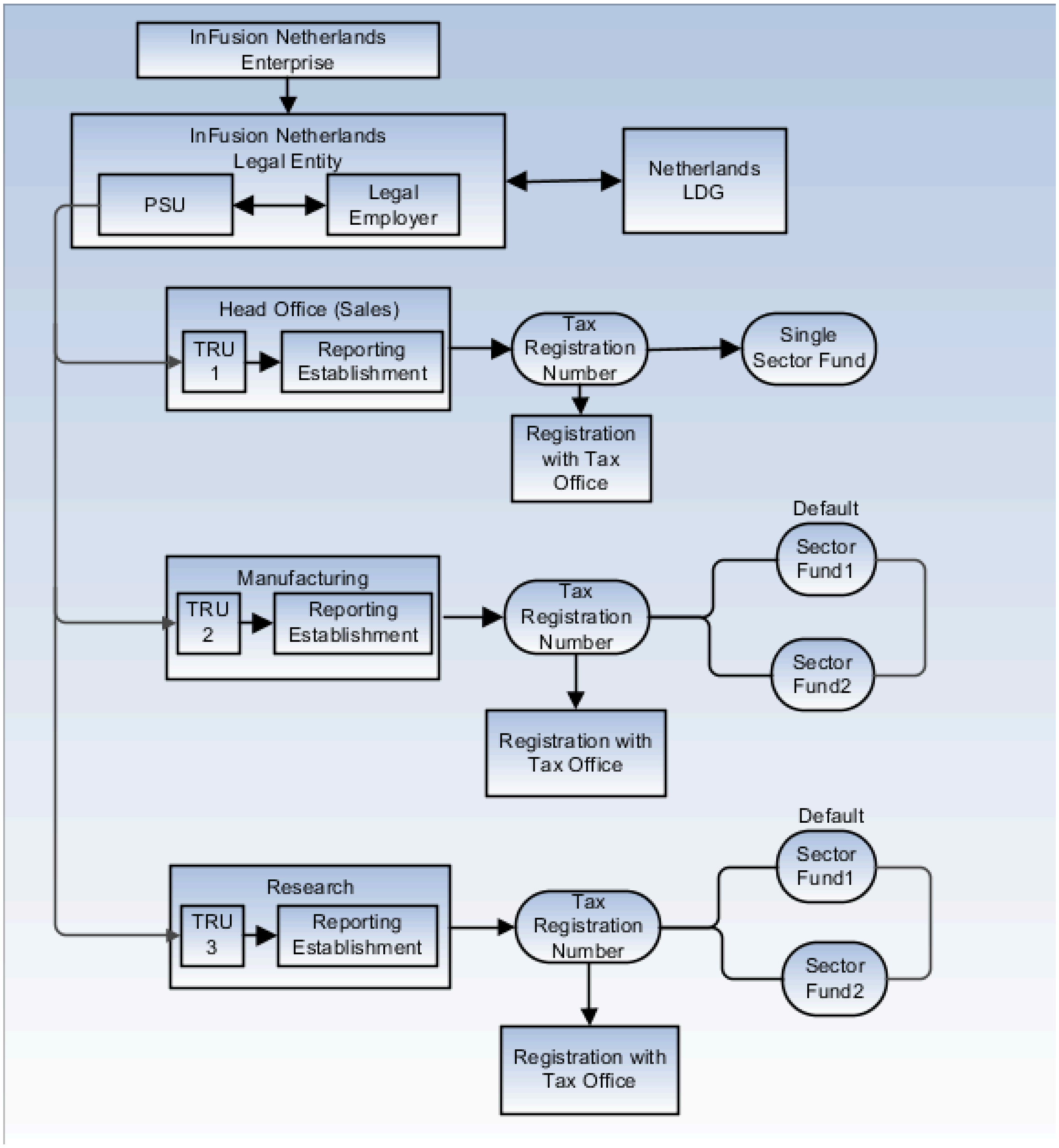
- Person Name Formats

Calculation Cards

Statutory Deductions and Reporting Calculation Card Components for Netherlands: How They Work Together

The Dutch Statutory Deductions and Reporting Card consists of statutory deductions and information related to the Wage Report for a particular payroll relationship.

The calculation components on this card correspond to the Wage Report and the payroll elements for social insurance and taxes defined at the legislative level. Depending on whether the calculation card is created automatically or manually, the calculation components and component details are created. The sector fund details may vary by employee. For example, if an employee has multiple assignments that correspond to different sector funds, you can create multiple Sector Fund WW calculation components, one for each assignment associated with the calculation card.



Tax Reporting Unit Association

Associating a tax reporting unit (TRU) with a calculation card enables the payroll process to apply rules and rates defined for the TRU for calculating deductions. The Statutory Deductions and Reporting Card can only be associated with a single TRU. In an automatically created card, the association with the TRU is automatically-created and can't be edited.

In a manually created card, you create the association between the calculation card and the TRU in the Tax component. All assignments attached to the card are automatically associated with the TRU.

Wage Report Calculation Component

The Wage Report calculation component belongs to the Wage Reporting Information calculation group. When the card is created either manually or automatically, the application automatically creates the Wage Report component and the component details. There can only be one Wage Report component for a calculation card.

The Wage Report calculation component details contain data that's reported to the tax office. The Contract Type is a required field in the Wage Report for contract codes. The contract type in the calculation card is derived from the contract type that's specified during the new hire process. For example, if a two-tier employment model is used and no value was specified, this is set to Unlimited contract.

Tax Calculation Component

The Tax deduction component belongs to the deduction group for Taxes.

- Standard-Rate Tax: When you create the calculation card, the application automatically creates the Tax component and Standard-Rate Tax component details record.
  - Income code and tax code is required for standard-rate tax.
  - You can select a nonstandard tax code from the list of predefined statutory values.
  - To define a standard tax code, you must enter the taxation type, tax table, and the payroll period.
  - The payroll period is the same as the one defined for the associated TRU.
  - The 30 percent rule, defined for foreign nationals, reduces the earnings basis for social insurance and tax by thirty percent.
- Special-Rate Tax: When the calculation card is created automatically, the application also automatically creates the Special-Rate Tax component and component details. If you created the card manually, this component isn't automatically created and must be created manually, if required. The Special-Rate Annual Income is calculated based on the previous year income and is used to calculate the special-rate tax.

  Use the **Enterable Values on Calculation Cards** tab to create overrides for special-rate tax. You can specify values for individual percentage or specify the amount for previous year annual income. The individual percentage value overrides the values specified at the legislative levels.

Social Insurance Component

The Social Insurance component belongs to the Social Insurance calculation group. In an automatically created card, all the Social Insurance components and component details are created automatically.

When the card was created automatically, the sector fund is derived from the default sector fund specified in the TRU card. In the manually created card, you must choose the Sector Fund WW components from the sector funds that apply to the TRU. You can create multiple instances of the Sector Fund WW calculation component, if the sector funds are defined for the TRU.

In the Social Insurance Information component details, you can review or modify the relevant health care insurance (ZVW) information for the employee. You can also specify information related to unemployment, invalidity, disability, and work schedule.

The Subsidies and Discounts component details enables you to specify which tax and social insurance discounts apply to the card.

Assignments Association Details for Sector Funds

The assignments in the calculation card are automatically associated with the default sector fund for the TRU. If the card was created manually, you must associate the sector funds with the assignments. In case of multiple assignments, each employment term may correspond to a different sector fund or the same sector fund.

The following rules apply when creating associations between sector funds and assignments:

- You can associate one assignment with one sector fund only.
- You can associate multiple assignments with a single sector fund.
- You can associate each assignment with a different sector fund, when multiple assignments exist.
- You must have created components for sector funds, and entered funds as contexts of those components for the calculation card.

If additional assignments are added, the existing card isn't updated automatically nor is a new card created. If required, you must create a new card (for example, for a different TRU) or update the existing calculation card with the assignments, provided the same tax and social insurance rules apply to the new set of terms or assignments.

Tax Reporting Unit Calculation Card for the Netherlands

To create the tax reporting unit (TRU) calculation card, in the Setup and Maintenance work area, use this navigation:

- Offering: Workforce Structures
- Functional Area: Legal Structures
- Task: Manage Legal Reporting Unit Calculation Records

You must consider these points when you create a TRU calculation card:

- Calculation cards per TRU
- Calculation card components and component details
- Default and multiple sector funds

Calculation Cards per TRU

You can only have one calculation card for each TRU at any point.

Calculation Card Components and Component Details

These calculation card components are created automatically when the calculation card is created. You must provide TRU information in the component details:

- Sector Fund WW Contribution: Use this component to create social insurance contributions to create sector funds for the TRU. One sector fund component is created automatically when the calculation card is created.
- Tax Calculation: Specify the proration tax table in the component details.
- Wage Tax Subsidy: Specify whether actual working hours or contractual hours are used for the part-time percentage method.

- WGA Contribution: Use the overrides tab to specify the WGA contribution percentage for the TRU.

Default Sector Fund and Multiple Sector Funds

You can create more than one sector fund for a TRU. To specify a sector fund as default, create component details and select the default option.

If there is only one sector fund component, it becomes the default sector fund for the TRU.

If you create multiple sector fund components, specify one of them as the default.

The default sector fund is associated with all the personal calculation cards for the TRU.

You can override the default sector fund in the employee personal calculation card and specify another sector fund. You can only select from the sector funds created for this TRU.

Create a Statutory Deductions and Reporting Card Manually for the Netherlands

If your Oracle Product Usage is set to Oracle Fusion Payroll or Payroll Interface, then a Statutory Deductions and Reporting card is created automatically as part of the new hire process.

However, sometimes you must manually create a personal calculation card. This examples illustrate three such scenarios:

- An employee takes on an additional assignment with a different tax reporting unit (TRU) than the one associated with their main assignment.
- A company upgrades their Oracle Product Usage from HR-only to Payroll, and existing employees don't have calculation cards.
- A company transfers some or all of its employees from one TRU to another.

  In all examples, use the **Manage Calculation Cards** task in the **Payroll Calculation** work area to create the card.

Additional Assignment for a Different TRU

If an employee with an existing assignment and associated calculation card takes on an additional assignment that reports to a different TRU, you must create a new calculation card. On the new card, associate the assignment with the new TRU and the sector fund that applies for the TRU. The employee receives two different payslips, one for each calculation card.

Upgrade to Oracle Fusion Payroll

In this scenario, you must create an additional calculation card for each employee or load the data using a batch upload process.

Transfer of Employees to New TRU

If your organization is transferring all or some employees to a new TRU, here's what you must do:

1. On the existing calculation cards, set the end date for all association details and the TRU association.
2. For each transferring employee, create a new calculation card. Define an association to the new TRU and association details for the sector funds.

Create a Statutory Deductions and Reporting Card for the Netherlands

This example demonstrates how you can create a personal calculation card for a Dutch employee.

This table summarizes key decisions for this scenario:

Decisions to Consider	In This Example
Will calculation card be created manually?	Yes
Will employee have multiple employment terms?	Yes. The employee has two employment terms with the same tax reporting unit (TRU)
What TRU handles reporting for this card?	InFusion TRU-NL
Will multiple sector funds apply to the TRU?	Yes
Will associations be created manually?	Yes
Will both employment terms be associated with the same sector fund?	No. Each set of employment terms is associated with a different sector fund, but both sector funds are defined for the same TRU.
What sector funds are defined for InFusion TRU-NL?	10 - 01 Metal industry 1 - 01 Agrarian business, short

Before You Start

1. Complete the new hire process for the employee.
2. Ensure that the employee has a payroll relationship with two employment terms and each term is assigned to the same payroll.
3. Ensure that sector funds, **10 - 01 Metal industry** and **1 - 01 Agrarian business, short**, are defined for InFusion TRU-NL in the TRU calculation card.

Create the Calculation Card

1. Select **Manage Personal Calculations** from the Payroll Administration or **Payroll Calculation** work area.
2. On the **Person Search** page, complete the fields, as shown here:

Field	Value
Name	Martijn, Lorissa

Field	Value
Legislative Data Group	NL LDG
Process Date	Current Date

3. Click **Search** to display a list of matching payroll relationships.
4. Click on the record for Lorissa Martijn.

   > **Note:** A person can have multiple payroll relationships. In this example, only one payroll relationship exists for the person.

5. Click **Create**.
6. On the Create Calculation Card window, select **Statutory Deductions and Reporting** in the Name field and click **Continue**.

   > **Note:** When you create the calculation card, the Wage Report component, Social Insurance component, and the Tax component are automatically created.

Create TRU Association in Tax Component

When the calculation card is created, you must associate the card with a TRU.

1. In the Calculation Card Overview section, click **Taxes**.
2. Select **Tax** in the calculation component tab.
3. Select **Edit**, and **Correct**.
4. In the Update Calculation Component window, select the Tax Reporting Unit as InFusion TRU-NL.
5. Click **OK**.
6. Click **Save**.

   > **Note:** A calculation card and all the employment terms in the card must be associated only with one TRU.

Update Tax Calculation Component

The Tax calculation component and the Standard-Rate Tax component details are automatically created when you create the calculation card.

1. Select the **Tax** calculation component.
2. Expand the **Standard-Rate Tax** component details
3. Complete the required fields as shown here:

Field	Value
Income Code	15 - All other wage employees
Tax Type	0 - Standard tax
Tax Table	White table

Field	Value
Payroll Period	2 - Monthly
30% Rule	No
Student Taxation Rate	No
Daily Table Applied	No

> **Note:** You must either select a nonstandard tax code or specify values for Tax Type, Tax Table, and Payroll Period for a standard tax code.

4. Click **OK**.
5. In the Calculation Components, click **Create**.
6. Complete the required fields as shown here:

Field	Value
Calculation Component	Special-Rate Tax
Parent Calculation Component	Tax

7. Click **OK**. The Special-Rate Tax calculation component and calculation component details are created.
8. Expand the Special-Rate Tax calculation component details.

Field	Value
Use Beneficial Rule	No

9. Click **Save**.

> **Note:** There can only be one instance of the Tax calculation component, Special-Rate Tax calculation component, Standard-Rate Tax calculation component details, and Special-Rate Tax calculation component details.

Create Social Insurance Components

The social insurance component is automatically created when you create the calculation card. The Social Insurance Information component details and Subsidies and Discounts component details are also automatically created. You must create the Sector Fund WW calculation component.

1. In the Calculation Card Components section, click **Create**.
2. Select **Sector Fund WW**.
3. Complete the required fields as shown here:

Field	Value
Parent Calculation Component	Social Insurance
Sector Fund	10 - 01 Metal industry

4. Click **OK**.
5. In the Calculation Card Components section, click **Create**.
6. Select **Sector Fund WW**, and complete the fields as shown here:

Field	Value
Parent Calculation Component	Social Insurance
Sector Fund	1 - 01 Agrarian business, short

7. Click **OK.**

   You must associate the employment terms with the Sector Fund WW calculation component. In this example, each employment terms is associated with a different Sector Fund WW calculation component.
8. In the Association Details section, click **Create.**
9. On the Create Association Details window, complete the fields as shown here:

Field	Value
Employment Terms Number	ET955169008166252
Calculation Component	Sector Fund WW - 1 - 01 Agrarian business, short

10. In the Association Details section, click **Create.**

11. On the Create Association Details window, complete the fields as shown here:

Field	Value
Employment Terms Number	ET955169008166300
Calculation Component	Sector Fund WW - 10 - 01 Metal industry

12. Click **OK**.

Update Social Insurance Component Details

The Social Insurance Information component detail and Subsidies and Discounts component details are automatically created.

1. In the Calculation Card Overview section, select **Social Insurance**.
2. In the Calculation Component Details tab, select **Social Insurance Information** component details.
3. Complete the required fields as shown here:

Field	Value
WAO Insured	Yes
WW Insured	Yes
ZW Insured	Yes
ZVW Insured	C - Insured, regular rate
Tax and SI Work Schedule	Full-time

4. Expand the **Subsidies and Discounts** section.
5. Complete the required fields as shown here:

Field	Value
Wage Tax Discount	Yes
Holiday Coupon Days	19 Days or less

Field	Value

Note: There can be only one instance of the Social Insurance calculation component and Social Insurance Information calculation component details.

6. Click **Save.**

Update Wage Report Component

The Wage Report component is automatically created when you create the calculation card.

1. In the Calculation Card Overview section, select **Reporting Information**.
2. In the Calculation Components section, select **Wage Report Information**.
3. Complete the required fields as shown here:

Field	Value
Contract Type	Unlimited Contract
Temporary Worker Labor Code	0 - Unknown or not applicable

Note: You can have only one instance of the Wage Report component in a calculation card.

4. Click **OK**.
5. Click **Save** and **Close**.

Related Topics

- Statutory Deductions and Reporting Calculation Card Components for Netherlands: How They Work Together
- Tax Reporting Unit Calculation Card for the Netherlands
- Create Automatic Statutory Deductions and Reporting Calculation Card for Netherlands
- Can I associate the Dutch Statutory Deductions and Reporting calculation card with more than one TRU?
- Create a Statutory Deductions and Reporting Card Manually for the Netherlands

Create Automatic Statutory Deductions and Reporting Calculation Card for Netherlands

If the value of your country setting in the Manage Features by Countries or Territories page is either Payroll or Payroll Interface, then the application automatically creates a Statutory Deductions and Reporting Card upon completion of the new hire process.

Use the Calculation Cards task in Payroll to view and update the card as needed. The automatically-created card contains the most commonly used values for the key fields.

Here are some important aspects of the automatic card creation process:

- The personal calculation card is created automatically for all payroll relationships of type Standard. The standard payroll relationship applies to the person types Employee and Nonworker (paid).
- A tax reporting unit (TRU) calculation card must exist for the personal calculation card to be automatically created. Use the Manage Legal Reporting Unit Calculation Records task to do this.
- You must have defined the element eligibility for the element Tax and Social Insurance for the Dutch legislative data group (LDG).
- You must have specified the TRU in the Employment Information page while hiring the employee.
- If additional assignments exist, the card isn't updated automatically nor is a new card created. If required, you must create a new card (for example, for a different TRU) or update the existing calculation card with the assignments, provided the same tax and social insurance rules apply to the assignments.
- The associations for the assignments are created only if the payroll is specified during the new hire process. If assignments are specified during the new hire process, then association details are created on the card, linking them to the automatically created components.
- When an employee is rehired on an existing payroll relationship, the existing calculation card can be reactivated for the employee.

Social Insurance Calculation Group

The social insurance calculation group has these component and component details:

- Social Insurance calculation component - Social Insurance calculation component details:

Field	Default Value
WAO, IVA, and WGA Insured	Selected
WAO Discount Eligible	Not Selected
WW Insured	Selected
ZW Insured	Selected
ZVW Insured	K - Insured, standard employer rate
Tax and SI Work Schedule	5 days a week

- Social Insurance calculation component - Subsidies and Discounts component details:

Field	Default Value
Wage Tax Discount	Selected
Single Senior Discount	Not Selected

Field	Default Value
Employer Discount	Blank
Employer Discount Start Date	Blank
Employer Discount End Date	Blank
Holiday Coupon Days	Blank
Temporary Worker End of Income Relations	Blank
Wage Contains AOW Allowance - Single People	Not Selected
Wage Contains WAJONG Allowance	Not Selected
Employee Loans	Not Selected
Transportation Provided by Employer	Not Selected
Incidental Income Decrease	Blank

- Sector Fund WW component: This value is derived from the default sector fund specified in the TRU calculation card.

Taxes Calculation Group

The taxes calculation group has the following component and component details:

- Special-Rate Tax component and component details:

Field	Default Value
Special-Rate Annual Income	Blank
Use Beneficial Rule	Selected
Individual Percentage Override Date	Blank

- Tax calculation component and Standard-Rate Tax component details:

Field	Default Value
Income Code	Public Sector - 11 - Wage public servants, PS law 1929 Private Sector - 15 - All other wage employees.
Tax Type	0 - Standard tax
Tax Table	1 - White table
Payroll Period	2 - Monthly
Tax Code	Blank
30% Rule	Not Selected
Student Taxation Rate	Not Selected
Daily Tax Table Applied	Not Selected
Temporary Tax Discount	Blank

Wage Report Information Calculation Group

The calculation group for Wage Report Information consists of Wage Report Information component and component details:

Field	Default Value
No Private Use of Company car	Blank
Unemployment Public Sector - Old Arrangement	Not Selected
Contract Type	Derived from the contract type that's specified during the new hire process. If no value was specified, the default value is Unlimited contract.
Employment Type Code	Depends on the Income Code specified in the Tax component details. If Income Code is 11, then 13 - civil servant or ABP. If Income Code is 15, then 01 - Contract - labor relation.
Influence Code	Blank
Temporary Worker Labor Code	0 - Unknown or not applicable

Field	Default Value

Associations and Association Details

The application automatically associates the calculation card with the default TRU of the reporting establishment to which the employee is attached. Associations are also automatically created between all the employment assignments created during the new hire and the default sector fund for the TRU. You can associate the calculation card and all the assignments for the employee with only one TRU.

Autoindirect Elements, Element Eligibility, Element Entries

Autoindirect elements are predefined for triggering social insurance and tax calculations. The element eligibility for these autoindirect elements must be defined during implementation. This is a one-time activity.

The element entry for the Tax and Social Insurance element is created automatically when the card is created, provided that eligibility has been defined for those elements and the employee meets the eligibility criteria.

Edit the Calculation Card

Once the card is created, you can review and update the card as needed.

In the Special-Rate Tax component details, you can select the Enterable Value on Calculation Cards tab to define employee-specific values for special-rate tax. You can specify values for individual percentage, or you can specify the amount for previous year annual income:

Field	Default Value
Name	Blank - You can select either Individual Percentage or Special-Rate Previous Year Income.
Effective Start Date	Current Date
Effective End Date	Blank. The end date must not be later than the last date of the current tax year.
Range Name	Individual Percentage
Item to Override	Rate
UOM	Blank
Periodicity	Blank
Rate	Blank
Amount	Blank

> **Note:** Any override that you enter is valid for the current tax year only.

Gatekeeper Law

Gatekeeper Law Absence Case

The Gatekeeper Law defines the rules and procedures that an employer must follow to reintegrate employees who have been absent due to illness or injury, back into the workforce within two years.

All illness and injury related absences are managed under the sickness absence type.

The aim of the Gatekeeper Law is to support the employees in their return to work and thus avoid long-term sickness benefit payments.

The management of Gatekeeper Law absence cases is divided into phases. Each phase is triggered according to the start date of the absence case. The phases are guided by a Case Manager.

Oracle Fusion HCM for Netherlands supports the Gatekeeper Law by allowing you to manage:

- Absence Cases for Gatekeeper Law
- Checklist Templates and Tasks for Gatekeeper Law Absence Case
- Document Records for Gatekeeper Law

Absence Cases for Gatekeeper Law

Before creating a Gatekeeper Law absence case, you must set up your sickness absence types and associate them with the predefined Gatekeeper Law absence category. Use the Manage Absence Case task on the Person Management page to group one or more absences together and represent them as a single absence case for Gatekeeper Law.

When you create a Gatekeeper Law absence case with one or more absence records, Oracle Fusion HCM for the Netherlands:

- Calculates the Gatekeeper Law Start Date: This is the start date that applies to the entire absence case and is used to calculate the start dates that are used for the checklist tasks.
- Allocates the Gatekeeper Law HR checklist and subsequent allocation of tasks as they become due.
- Automatically calculates checklist tasks start and end dates, and recalculates these dates when absence records in the Gatekeeper Law absence case are modified.

Checklist Templates and Tasks for Gatekeeper Law Absence Case

Oracle Fusion HCM for Netherlands provides a predefined Gatekeeper Law HR checklist template that includes tasks to reflect the statutory milestones in the Gatekeeper Law process. The allocation of checklist template is triggered when you create a Gatekeeper Law absence case that includes one or more absence records. You can also copy the predefined checklist template and modify it to suit your requirements.

When an employee returns to work, the checklist tasks are automatically suspended. If the employee goes on another Gatekeeper Law related absence within 28 days, the outstanding tasks are resumed.

Document Records for Gatekeeper Law

Manage the documents associated with a Gatekeeper Law absence case by attaching the supporting documents compliant with Gatekeeper Law. You can add the supporting documents for Gatekeeper Law using the predefined document types which are grouped together in the Dutch-specific document category called Gatekeeper Law. Once created, you can view them from the Document Records region.

Related Topics

- How to Add Documents to a Gatekeeper Law Absence Case
- Create a Gatekeeper Law Absence Case
- Manage Gatekeeper Law Checklist Template
- How the Gatekeeper Law Start Date is Calculated

How the Gatekeeper Law Start Date is Calculated

The milestones and deliverable associated with the statutory Gatekeeper Law are due for completion in a given time period according to statutory rules. These dates are based on the start date of the absence case that's displayed as the Gatekeeper Law Start Date field.

This topic describes the rules for the calculation (and, where applicable, recalculation) of that date.

Settings That Affect Gatekeeper Law Start Date

Absence Case Start Date

Absence start dates are required for statutory reporting. The start date of the absence records added to an absence case remains unchanged irrespective of changes to the Gatekeeper Law Start Date.

28-Day Rule on Connected Absences

A Gatekeeper Law absence case can include multiple, related absences. When you add a new absence record to an existing case, Oracle Fusion HCM automatically uses the 28-Day Rule to determine if the absence is eligible:

1. The sickness absence begins 28 or fewer days after the end of a previous absence in the case.
2. The employer considers the new absence related to the absence case.

If the absence meets these criteria, it's added to the absence case and the Gatekeeper Law Start Date is recalculated. The start date recalculation applies each time when one of these occurs:

- An absence is added or removed.
- The start or end date changes for an absence already assigned on the case.

Validation on the Gatekeeper Law absence case prevents you from saving an absence case if the absences in it don't comply with the 28-Day Rule.

> **Note:** You must manually assess each sickness absence on an individual basis to determine if it should be added to a Gatekeeper Law absence case. No absence records are added automatically to an absence case, even if they occur within the 28-day time period.

How Gatekeeper Law Start Date Is Calculated

In accordance with legislative rules, when you create a new Gatekeeper Law absence case, the Gatekeeper Law Start Date defaults to the start date of the first absence record. If no other absences are added to the case, then this date remains unchanged and is used to calculate all the checklist task start dates.

However, if the latest absence in the absence case has ended and subsequent absences are added to the same sickness case, the Gatekeeper Law start date is recalculated using this method:

- Start date of sickness absence plus the number of days recovered within the connected period, which is the number of days between each absence in the case.

This calculation method uses calendar days, including weekends and holidays.

This table illustrates how the Gatekeeper Law Start Date is calculated and recalculated when subsequent absences are added:

Absence Record	Absence Start Date	Absence End Date	Number of Sick Absence Day Taken	Recover Days Since Previous Sick Absence Days Ended	Gatekeeper Law Start Date	Calculation
Absence 1	02-Jan-15	28-Jan-15	27	0	02-Jan-15	Set to 02-Jan-15, by default.
Absence 2	02-Feb-15	25-Feb-15	24	4	06-Jan-15	02-Jan-15 + 4 (recovery days from Absence 1 start date)
Absence 3	09-Mar-15	26-Mar-15	18	11	17-Jan-15	02-Jan-14 + 4 +11 (recovery days from Absence 1 start date)
Absence 4	30-Mar-15			3	20-Jan-15	02-Jan-15 + 11 + 3 (recovery days from Absence 1 start date)

Related Topics

- Gatekeeper Law Absence Case

Manage Gatekeeper Law Checklist Template

The Gatekeeper Law checklist is a predefined checklist template that includes tasks to reflect the statutory milestones to ensure compliance with the Gatekeeper Law. The checklist is allocated when you create a Gatekeeper Law absence case and includes one or more absences.

View Gatekeeper Law Checklist Template

Oracle Fusion HCM for Netherlands delivers a predefined checklist template to include the statutory tasks that must be performed to comply with the Gatekeeper Law and the statutory deadlines. Use the Manage Checklist Template to review the predefined checklist template. On the Manage Checklist Templates page:

1. Select the Manage Checklist Templates task.
2. Select the country Netherlands.
3. Select the category Gatekeeper Law and click Search. The predefined template named Gatekeeper Law is displayed.
4. Select the checklist template Gatekeeper Law to review the tasks.
5. Click Done.

Modify Gatekeeper Law Checklist Template

To create a modified version of the predefined checklist template, use the Manage Checklist Templates task. On the Manage Checklist Templates page:

1. Select the Manage Checklist Templates task.
2. Select the country Netherlands.
3. Select the category Gatekeeper Law and click Search.The predefined template named Gatekeeper Law is displayed.
4. Select the predefined checklist template Gatekeeper Law and click Duplicate.
5. In the Create Checklist Template, enter the name for the modified template. The country name is set to Netherlands, by default.
6. Select the checklist category Gatekeeper law.
7. Leave the Action field blank.
8. Edit the default template description, if needed.You can now edit the details of individual tasks or enter new tasks.
9. Click Submit to save changes to the checklist.

   When you modify the checklist template, ensure that the predefined tasks are not removed to maintain statutory compliance. You can also edit the details of existing predefined tasks. However, if you change the target duration of a task, you must consider reducing its delay duration so that the task is allocated earlier. This is to ensure that the tasks finish no later than the due date according to the Gatekeeper Law rules to ensure statutory compliance.

Checklist Tasks

The Gatekeeper Law checklist tasks consist of action items with the following:

- Start and end dates

  These dates are calculated using the Gatekeeper Law Start date. The start and dates are recalculated whenever absence records are added to or removed from the Gatekeeper Law absence case.

- Task allocation and delay duration

  Tasks are allocated to the appropriate person as they become due to start, based on the most recently calculated Gatekeeper Law Start Date and the predefined delay duration. The task delay duration for each task is added to the Gatekeeper Law Start Date to determine its start date and to notify the task performer. For example, the Create Problem Analysis Start date is due to start 3 weeks after the Gatekeeper Law Start Date.

- Task duration

The tasks are due for completion based on their predefined duration. For example, the Create problem Analysis task is due for completion within 3 weeks.

- Task owner

  The task owner is the person responsible for ensuring task completion. The tasks are, by default, appointed to the responsibility type Case Manager.

Allocation of Checklist and Checklist Tasks

Allocation of Gatekeeper Law checklist and checklist tasks is done when an absence case for the Gatekeeper Law category exists, and includes at least one absence type. Use the Enterprise Scheduler Service (ESS) process for Gatekeeper Law to manage checklists and checklist task allocations.

- Allocation of the first checklist task is done when it meets the task delay duration criteria. For example, if one absence exists in a case, that absence starts on 05 February 2015, and the task delay duration is 3 weeks, then the task is allocated on 26 February 2015. If the absence case with a start date of 05 February 2015 isn't created until after 26 February 2015, the Gatekeeper Law ESS process allocates the first task along with the checklist.
- Task allocation happens only when the employee is on sickness absence. An incomplete task is suspended upon the employee's return to work and there is no further task allocation.
- If the employee goes back on sickness leave and you add further absences to the Gatekeeper Law absence case, the incomplete tasks resume and new tasks are allocated using the recalculated Gatekeeper Law Start Date. The 28-Day rule validation on the case prevents a checklist from resuming if the absence doesn't occur within the 28-days connection period. The dates of any completed tasks remain unchanged.

Create a Gatekeeper Law Absence Case

Before creating an absence case for the Gatekeeper Law, set up your sickness absence types and associate them with the predefined Gatekeeper Law absence category.

To create a Gatekeeper Law compliant absence case:

1. Search for and select the employee for whom you want to create the absence case.
2. Select Manage Absence Cases from the tasks menu in Person Management.
3. Click Create to create an absence case, and enter the name of the absence case.
4. Select Gatekeeper Law as category. This limits the absence types that can be added for a Gatekeeper Law case. It's also used to trigger the Gatekeeper Law checklist allocation later.
5. In the Associated Absences section, click Select and Add to associate one or more absences to the case.

   > **Note:** Any absence you add is subject to the 28-day validation rule.

6. Select the absences that you want to associate with the Gatekeeper Law absence case.
7. Click OK.
8. Click Submit.

Once you have successfully submitted the absence case, the Gatekeeper Law Start Date is displayed in the Manage Absence Cases page under Absence Case Legislative Information section.

> **Note:** The Gatekeeper Law Start Date is a read-only field and is updated automatically whenever a new absence is added to the case.

How to Add Documents to a Gatekeeper Law Absence Case

You must associate all the related documents with the Gatekeeper Law absence case. Use the Absence Cases task to add and manage documents for the Gatekeeper Law absence case.

Once added, you can also view them from the Document Records region on the Manage Person page.

To add documents to a Gatekeeper Law absence case:

1. Search for and select the employee for whom you want to add documents for the Gatekeeper Law absence case.
2. Select Manage Absence Cases from the tasks menu in Person Management.
3. In the Document Information section, select an existing Gatekeeper Law absence case.
4. In the Document Information section, select Create.
5. Select Country as Netherlands.
6. Select the document type in the Type field. The following document types for Gatekeeper Law document category are available:
   - Plan of Approach
   - Problem Analysis
   - Recovery Information
   - UWV Sickness Report
   - First Year Evaluation
   - Final Evaluation
   - Notes
7. Under Further Document Record Details select the name of the document type in the Context Value field.
8. Enter the document date. The default is the current date.
9. Enter the document owner. The default is the current user.
10. Attach the relevant document for the document type.
11. Click OK.
12. Click Submit.

Related Topics

- Manage Gatekeeper Law Checklist Template
- Gatekeeper Law Absence Case

FAQs

Can I associate the Dutch Statutory Deductions and Reporting calculation card with more than one TRU?

No, if an employee with an existing set of employment terms or assignment and associated deduction card takes on an additional assignment that reports to a different tax reporting unit (TRU), you must create a new calculation card.

The payroll frequency must match the frequency specified for the TRU. On the new card, associate the set of employment terms or assignment with the new TRU and the sector fund that is applicable to the set of employment terms or assignment. The employee will receive two different payslips, one for each calculation card.

Why is my modified Gatekeeper Law checklist template not used for my employees?

Confirm you have associated your modified template with your legal employer.

1. In the Setup and Maintenance work area, go to the following:
    - Offering: Workforce Deployment
    - Functional Area: legal Structures
    - Task: Manage Legal Entity HCM Information task
2. Specify the Gatekeeper Law checklist template that you want to use.
3. In the Dutch Legal Employer Details section, select the modified checklist template.

Related Topics

- Manage Gatekeeper Law Checklist Template
- Gatekeeper Law Absence Case

Why has the Gatekeeper Law checklist task been suspended?

Oracle Fusion HCM for Netherlands suspends a Gatekeeper Law checklist task in progress when an employee is no longer on a Gatekeeper Law absence. The task remains suspended until the employee reports a new absence record for this absence case.

Related Topics

- Manage Gatekeeper Law Checklist Template

Why has the due date changed for a Gatekeeper Law checklist task?

The due date for a Gatekeeper Law checklist task can change when:

- An absence record is added to or removed from the Gatekeeper Law absence case.
- An existing absence record is edited, changing its start and end dates.

If either of these cases are true, then the Gatekeeper Law Start Date is recalculated, and the checklist task's start and end dates are updated accordingly.

Related Topics

- Manage Gatekeeper Law Checklist Template
- Gatekeeper Law Absence Case

Why has no checklist been allocated for the Gatekeeper Law absence case?

If no checklist has been allocated for your Gatekeeper Law absence case, check if these conditions are fulfilled:

- The absence case is associated with the Gatekeeper Law category.
- The absence case includes at least one or more absence records.

Related Topics

- Manage Gatekeeper Law Checklist Template
- Gatekeeper Law Absence Case

Can I create a new Statutory Deductions and Reporting calculation card if an employee is rehired?

Yes, you can create a new calculation card. Or, you could reopen the existing calculation card for the employee. Netherlands follows the payroll relationship rule L, which is the Lifetime Rule.

The payroll relationship for the terminated employee is still active even though there are no employment terms or assignments attached to it. Hence, the existing payroll relationship can be used and the existing calculation card may be reopened for the employee.