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PeopleSoft Enterprise Global Payroll for China 9.0 PeopleBook

November 2007

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About This PeopleBook Preface

PeopleSoft Enterprise PeopleBooks provide you with the information that you need to implement and use PeopleSoft Enterprise applications from Oracle.

This preface discusses:

- PeopleSoft Enterprise application prerequisites.
- Application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only elements, such as fields and check boxes, that require additional explanation. If an element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft Enterprise applications are defined in this preface.

PeopleSoft Enterprise Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft Enterprise applications.

You might also want to complete at least one introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft Enterprise menus, pages, or windows. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft Enterprise applications most effectively.

Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft Enterprise applications.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft Enterprise applications. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

• Obtain documentation updates.

• Download documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on Oracle's PeopleSoft Customer Connection website. Through the Documentation section of Oracle's PeopleSoft Customer Connection, you can download files to add to your PeopleBooks Library. You'll find a variety of useful and timely materials, including updates to the full line of PeopleSoft Enterprise documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check Oracle's PeopleSoft Customer Connection for updates to the upgrade instructions. Oracle continually posts updates as the upgrade process is refined.

See Also

Oracle's PeopleSoft Customer Connection, http://www.oracle.com/support/support_peoplesoft.html

Downloading Documentation

In addition to the complete line of documentation that is delivered on your PeopleBook CD-ROM, Oracle makes PeopleSoft Enterprise documentation available to you via Oracle's website. You can download PDF versions of PeopleSoft Enterprise documentation online via the Oracle Technology Network. Oracle makes these PDF files available online for each major release shortly after the software is shipped.

See Oracle Technology Network, http://www.oracle.com/technology/documentation/psftent.html.

Additional Resources

The following resources are located on Oracle's PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Support, Documentation, Interactive Services Repository

Resource	Navigation
Hardware and software requirements	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Pre-Built Integrations for PeopleSoft Enterprise and JD Edwards EnterpriseOne Applications
Minimum technical requirements (MTRs)	Implement, Optimize + Upgrade; Implementation Guide; Supported Platforms
Documentation updates	Support, Documentation, Documentation Updates
PeopleBooks support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Release Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

• Typographical conventions.

• Visual cues.

• Country, region, and industry identifiers.

• Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft Enterprise or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter *O*.
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.
Monospace font	Indicates a PeopleCode program or other code example.
" " (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (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.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft Enterprise system.

Note. Example of a note.

If the note is preceded by *Important!,* the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading "See Also" or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, 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 country-specific heading: "(FRA) Hiring an Employee"

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

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

• 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 PeopleBooks:

• USF (U.S. Federal)

• E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

Your comments and suggestions are important to us. We encourage you to send us your feedback about our PeopleBooks and other reference and training materials. Please include the release numbers for the PeopleTools and applications that you are currently using. Email your comments to PSOFT-INFODEV_US@ORACLE.COM.

Common Elements Used in PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Once, Always, and **Don't Run**	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run.
	Select Always to run the request every time the batch process runs.
	Select Don't Run to ignore the request when the batch process runs.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	An ID that represents a set of selection criteria for a report or process.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between

that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.

Short Description	Enter up to 15 characters of text.
User ID	An ID that represents the person who generates a transaction.

PeopleSoft Enterprise Global Payroll for China Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft Enterprise HRMS Application Fundamentals.
- PeopleBook structure.
- Global Payroll documentation.

PeopleSoft Products

This PeopleBook refers to the following PeopleSoft product: PeopleSoft Enterprise Global Payroll for China.

HRMS Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook*.

PeopleBook Structure

PeopleSoft PeopleBooks follow a common structure. By understanding this structure, you can use this PeopleBook more efficiently.

The PeopleBooks structure conveys a task-based hierarchy of information. Each chapter describes a process that is required to set up or use the application. Chapter sections describe each task in the process. Subsections within a section describe a single step in the process task.

Some PeopleBooks may also be divided into parts. PeopleBook parts can group together similar implementation or business process chapters within an application or group together two or more applications that integrate into one overall business solution. When a book is divided into parts, each part is divided into chapters.

The following table provides the order and descriptions of chapters in a PeopleBook

Chapters	Description
Preface	This is the chapter you're reading now. It explains: • How to use the Application Fundamentals book. • How PeopleBooks are structured. • How Global Payroll documentation is structured.
Getting Started With…	This chapter discusses product implementation guidelines. It explains: • The business processes documented within the book. • Integrations between the product and other products. • A high-level documentation to how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.
Navigation	(Optional) Some PeopleSoft applications provide custom navigation pages that contain groupings of folders that support a specific business process, task, or user role. When an application contains custom navigation pages, this chapter provides basic navigation information for these pages. **Note.** Not all applications have delivered custom navigation pages.
Understanding…	(Optional) This is an introductory chapter that broadly explains the product and the functionality within the product.
Setup and Implementation	This can be one or more chapters. These chapters contain documentation to assist you in setting up and implementing the product. For example, if functionality X is part of a product, this chapter would be devoted to explaining how to set up functionality X, not necessarily how to use functionality X. You would look to the corresponding business process chapter to learn how to use the functionality. **Note.** There may be times when a small amount of business process information is included in a setup chapter if the amount of business process documentation was insufficient to create a separate section in the book.

Chapters	Description
Business Process	This can be one or more chapters. These chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area. For example, if functionality X is part of a product, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality.

Note. There may be times when a small amount of setup and implementation information is included in a business process chapter if the amount of setup and implementation documentation was insufficient to create a separate chapter in the book. |
| Appendixes | (Optional) If the book requires it, one or more appendixes might be included in the book. Appendixes contain information considered supplemental to the primary documentation. |
| Delivered Workflow Appendix | (Optional) The delivered workflow appendix describes all of the workflows that are delivered for the application.

Note. Not all applications have delivered workflows. |
| Reports Appendix | (Optional) This appendix contains an abbreviated list of all of the product's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter. |

Global Payroll Documentation

This section 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 understand 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 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 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 Enterprise Human Resources Management Systems (PeopleSoft HRMS) 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; it is therefore 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 defining in the country extension. To understand the setup, you should first read the banking chapter in the core documentation and then the banking chapter 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 *Introducing the Core Application Architecture* section of the core documentation, as well as the batch processing information that is mentioned in many of the other sections.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Introducing the Core Application Architecture"*

• 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 sections on defining payroll elements, such as earnings and deductions, in the core documentation.

• Managerial

Managerial readers should begin by reading the introduction sections 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.

CHAPTER 1

Getting Started with Global Payroll for China

This chapter discusses:

- Global Payroll for China overview.
- Global Payroll for China business processes.
- Global Payroll for China integrations.
- Global Payroll for China implementation.

Global Payroll for China Overview

Global Payroll for China delivers elements, rules, pages, processes, and reports that work with the PeopleSoft Enterprise Global Payroll core application to form a complete payroll package for companies doing business in China.

See Also

Global Payroll for China Business Processes

Global Payroll for China provides these business processes:

- Earnings calculations.
- General deductions.
- Tax calculations.
- Absence management.
- Payslip processing.
- Public Housing Funding and Social Insurance processing.
- Banking transactions.
- Termination processing.

We discuss these business processes in the business process chapters in this PeopleBook.

Global Payroll for China Integrations

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

• PeopleSoft Enterprise Human Resources.

• PeopleSoft Enterprise Time and Labor.

We discuss integration considerations in the Global Payroll PeopleBook.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Working with Payee Data"

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Integrating with PeopleSoft Enterprise Time and Labor"

Global Payroll for China Implementation

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

See Also

PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook, "PeopleSoft Enterprise HRMS 9.0 Application Fundamentals Preface"

Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Understanding Global Payroll for China

This chapter discusses:

• Global Payroll for China.

• Global Payroll for China business processes.

• Delivered elements for China.

• Element naming conventions for China.

• Archiving data for Global Payroll for China.

• Viewing delivered elements for China.

Global Payroll for China

Global Payroll for China is a country extension of the core Global Payroll application. It provides you with the payroll rules, elements, and absence processes that you need to run a payroll.

Global Payroll for China Business Processes

Global Payroll for China supports these business processes:

• Earnings.

Global Payroll for China provides the ability to define and process different earning types. Global Payroll for China also delivers common earning types, including those for monthly salary, overtime pay, variable bonus, 13th month pay, housing allowance, spouse allowance, commission payment, and retroactive earnings.

See Chapter 4, "Setting Up Earnings," page 25.

• General deductions.

Global Payroll for China provides the ability to define and process many common general deductions, including taxation, social insurance payments, and public housing fund.

See Chapter 5, "Setting Up Deductions," page 41.

• Benefit deduction calculations.

Global Payroll for China is designed to integrate with PeopleSoft Enterprise Human Resources, enabling the system to calculate benefit deductions.

See *PeopleSoft Enterprise Payroll Interface 9.0 PeopleBook, "Setting Up Deduction Data"*

- Absences.

  Global Payroll for China delivers rules that enable you to track paid and unpaid vacation.

  See Chapter 7, "Setting Up Absence Elements," page 77.

- Income taxes.

  Global Payroll for China enables you to calculate and process normal tax, annual bonus tax, and severance tax for payees, including specific tax calculations for the Beijing, Shanghai, Shenzhen, and Tianjin tax areas.

  See Chapter 6, "Setting Up Tax Processing," page 61.

- Payslips.

  Global Payroll for China enables you to create payslips based on your organization's needs. With payslip templates, you can specify the amount of detail to include on the payslip, such as delivery options, exclusions, accumulators, payslip sections, payroll elements (earnings and deductions), and absence elements.

  See Chapter 8, "Setting Up Payslips," page 83.

- Termination processing.

  With Global Payroll for China, you can calculate final pay for terminated employees. You can define which earnings and deductions to process in the final payment. You can also define any special processing that should occur for each earning or deduction, such as severance payment, pay in lieu of short notice, and annual leave balance.

  See Chapter 12, "Processing Terminations," page 117.

- Banking and payment processing.

  With Global Payroll for China, you can set up banking and payment processing information for payees and define source bank information. The system uses the payment ID number defined in the banking process to assign a payment ID to any type of payment. The payment process also determines the appropriate payment number to assign to each payment. You can also define and manage prenotification information, create direct deposits, run the banking process, and create banking reports.

  Note. With Global Payroll for China, you can generate an EFT (electronic funds transfer) file in the format used by the China Construction Bank, Shanghai branch.

  See Chapter 10, "Setting Up and Running Banking Processes," page 105.

- Year-end processing.

  With Global Payroll for China, you can process and generate the Annual Base Report for Public Housing Funding and Social Insurance (PHF/SI). Select Global Payroll & Absence Mgmt, Social Security/Insurance, PHF/SI Report

  See Chapter 14, "Reporting Public Housing Fund and Social Insurance Data," Generating PHF/SI Reports, page 141.

- Self-service for payslips.

  If you purchased ePay, payees can view their payslips online.

  See *PeopleSoft Enterprise ePay 9.0 PeopleBook, "Managing Pay Information for PeopleSoft Enterprise Global Payroll," Viewing Payslips Online*

Delivered Elements for China

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

This section discusses:

• Delivered element creation.

• Element ownership and maintenance.

Delivered Element Creation

All of the elements that are delivered as part of Global Payroll for China were created using the core application.

The core application:

• Consists of a payroll rules engine.

  The rules engine is a flexible tool that enables you to define new payroll elements and run payroll and absence calculations using the delivered elements. Global Payroll does not embed payroll 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 you to enter and maintain payroll rules through a set of pages and offers comprehensive features that enable you to work in your preferred language or currency.

• Provides a payroll processing framework.

  The payroll processing framework provides a flexible way to define and run payroll and absence processing flows (such as calendars, run types, pay periods, and process lists).

Element Ownership and Maintenance

This section describes PeopleSoft's approach to element ownership and what this means for the maintenance of payroll rules.

Element Ownership in Global Payroll

There are five types of element ownership in Global Payroll:

PS Delivered/Maintained	Elements that are 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 type of element ownership consists primarily of either customary (non-statutory) rules or statutory elements that customers might want to define according to a different interpretation of the rules. Although PeopleSoft occasionally updates elements that are defined as PS Delivered/Not Maintained, you are not required to apply these updates.
Customer Maintained	Elements that are created and maintained by the customer. PeopleSoft does not deliver rules defined as Customer Maintained.
PS Delivered/Customer Modified	Elements that are originally PS Delivered/Maintained over which the customer decides to take control (this change is irreversible).

PS Delivered/Maintained /Secure   Delivered elements that the customer can never modify or control.

Element Ownership in Global Payroll for China

Of the five ownership types described here, two are used to define China elements:

• PS Delivered/Maintained.

• PS Delivered/Not Maintained.

This table lists the ownership types associated with the delivered elements for the China:

Element Type	Ownership	Exceptions
Earning	PS Delivered/Not Maintained.	None.
Deduction	PS Delivered/Not Maintained.	Income taxes.
Variable	PS Delivered/Not Maintained.	Variables that are used in tax calculations and in Component Interfaces (mainly in pay group parameters).
Bracket	PS Delivered/Not Maintained.	Tax rates and tax bracket ranges.
Accumulator	PS Delivered/Not Maintained.	Certain taxes and earned income credits.
Element Group	PS Delivered/Not Maintained.	Delivered as sample data.
Process List	PS Delivered/Not Maintained.	Delivered as sample data.
Section	PS Delivered/Not Maintained.	Taxes.
Formula	PS Delivered/Not Maintained (varies by functional area).	Income taxes.
Array	PS Delivered/Maintained.	None.
Writable Array	PS Delivered/Maintained.	None.

Element Type	Ownership	Exceptions
Historical Rule	PS Delivered/Not Maintained.	Delivered as sample data.
Generation Control	PS Delivered/Not Maintained.	Delivered as sample data.
Count	PS Delivered/Not Maintained.	Income taxes.
Duration	PS Delivered/Not Maintained.	Income taxes.
Date	PS Delivered/Not Maintained.	Income taxes.
Proration	PS Delivered/Not Maintained.	Income taxes.
Rounding rule	PS Delivered/Not Maintained.	Income taxes.

Element Naming Conventions for China

Understanding the naming convention used for PeopleSoft delivered elements can help you determine how an element is used, its element type, and even the functional area it serves.

This section discusses:

- Naming conventions.
- Functional area codes.
- Element classification.

Naming Conventions

This section discusses the naming conventions for:

- Primary elements.
- Supporting elements.
- Component names (suffixes).

We also discuss common abbreviations used in the names of China elements.

Primary Elements

Primary elements such as earnings, deductions, absence takes, and absence entitlements do not contain functional area codes or element type codes in their names. Primary elements have names that identify their functions and element types without the use of additional codes. For example, the name of the deduction element HOUSE_EE identifies this element as a housing deduction (HOUSE) and more specifically as an employee (EE) deduction.

Supporting Elements

For supporting elements such as variables, formulas, dates, and durations, PeopleSoft uses this naming convention: CN VR CONT AREA.

• CN: Represents China.

• VR: Type of supporting element.

• CONT AREA: Identifies what the element is used for.

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

There are a handful of exceptions for accumulators, which are displayed on the Accumulator Results page. In these cases the accumulators were given more readable names like CHN GROSS and CHN NET.

See <u>Chapter 2, "Understanding Global Payroll for China," Functional Area Codes, page 9</u>.

Component Names (Suffixes)

Global Payroll automatically names the components in the calculation rule of an earning, deduction, or absence element by appending suffixes to the element's name.

For example, suppose that you define an earning named EARN1 with this calculation rule:

EARN1 = Rate × Unit

The system automatically creates two additional elements for the components in the calculation rule by appending the suffixes _RATE and _UNIT to the name of the earning:

• Rate component: EARN1_RATE.

• Unit component: EARN1_UNIT.

Global Payroll also generates suffixes to identify:

• Auto-generated accumulators for earnings and deductions.

• Deduction arrears components.

• Deduction arrears accumulators.

• Absence entitlement accumulators.

Note. To view all of the suffixes defined for the China, use the Element Suffixes component in Global Payroll.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining General Element Information"*

Functional Area Codes

Many elements include a three-letter functional area code in their names. This code identifies the functional area supported by an element.

This table lists the functional area codes used in the names of China elements:

Functional Area	Description
ANN	Annual Leave
ALW	Allowances
CMN	Areas common to multiple functional areas
DED	Other Deductions
ERN	Other Earnings
LVE	Other Leave Types
MAT	Maternity Leave
OVT	Overtime
SAL	Basic Pay
SBD	Statutory Benefits
SCK	Sick Leave
SFT	Shift Penalties
TAX	Taxation
TER	Terminations

Element Classification

Categories are a way to further name and classify elements after you define them at the country level. You can use categories to classify elements based on your organization's needs.

Note. You can view all of the categories defined for Global Payroll for China on the Category Types page.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining General Element Information"*

The categories delivered with Global Payroll for China are:

Category Code	Description
ALW	Allowances
COM	Commission Elements
CONT	PHF/SI Statutory Contributions
LVE	Leave/Absence Elements
OTH	Other Earnings/Deductions
PSLP	Payslip
REG	Regular Earnings
RTO	Retro Elements
TAX	Taxation Elements
TER	Termination Elements

Archiving Data for Global Payroll for China

PeopleSoft Enterprise Global Payroll for China generates a large amount of result data. To keep the amount of saved data manageable, it can be helpful to archive it periodically. PeopleSoft PeopleTools delivers an archiving tool called the Data Archive Manager. To aid you in archiving your result data using the Data Archive Manager, PeopleSoft Global Payroll for China delivers a predefined archive object (GPCN_RSLT_ARCHIVE) and archive template (GPCNRSLT). 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 China result data are not included in the GPCN_RSLT_ARCHIVE archive object because they are not associated with a calendar group ID:

Result Data Type	Data Location
PHF-SI Results	PS_GPCN_PHFSI_RPTG table
Tax Results	PS_GPCN_TAX_RPTG table

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 Also

Enterprise PeopleTools PeopleBook: Data Management, "Using PeopleSoft Data Archive Manager"

Viewing Delivered Elements for China

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

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing Delivered Elements and System Data"

CHAPTER 3

Defining Country Data

This chapter discusses:

- Core functionality in Global Payroll for China.
- Human Resources setup considerations.
- Organizational and processing frameworks.
- Users, roles, and permission lists.
- Viewing delivered elements.
- Modifying variable details.

Understanding Core Functionality in Global Payroll for China

This section discusses:

- Payment keys
- Retroactivity
- Segmentation
- Rounding rules
- Triggers

Note. Suffixes that are used in Global Payroll for China are discussed in this PeopleBook.

See Also

Chapter 2, "Understanding Global Payroll for China," page 3

Payment Keys

Payment keys are used with forwarding retroactivity to keep deltas separate in the current pay period. When a payment key exists for recalculated periods and deltas are forwarded to the current period, the system runs a separate gross-to-net calculation for that payment key, thereby creating an additional GP_PYE_SEG_STAT record.

Global Payroll for China uses *Company* as a payment key.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Retroactive Processing"

Retroactivity

The system generates a retroactive trigger every time you enter a change for the following data:

• Pay rate changes.

• Absences.

• Positive input.

• Earning and deduction assignments.

• Schedule assignments.

• Employee actions such as hire, termination, or transfer.

• Standard hours changes.

• Company changes.

• Department changes.

• Pay system changes.

• Pay group changes.

• Eligibility group changes.

• Holiday changes.

• Grade changes.

Retro Method and Override Sets

For Global Payroll for China, the default retroactive method is *forwarding* and there are two delivered override sets that determine how elements are forwarded when a retroactive trigger is generated:

• Retro Override Set 1: Referred to as the *retro when earned* override set. Using this override set, the system forwards retro earnings to the current month and calculates deductions such as tax and PHF/SI contributions based on the combined total of current earnings and retro earnings.

• Retro Override Set 2: Referred to as the *retro when paid* override set. Using this override set, the system creates deltas for each earning, deduction, and segment accumulator recalculated in a prior period, and forwards the deltas to the current period.

The formula CN FM RETRO determines which override set to use for a payee. It first checks for a supporting element override (SOVR) for the CN VR RETRO variable. If there is no SOVR for CN VR RETRO, CN FM RETRO uses the default override set for the payee's contribution area according to the value listed in the CN BR RETRO DFLT bracket. If there is a SOVR for CN VR RETRO, CN FM RETRO uses the overridden value to determine which override set to use.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Introducing the Core Application Architecture"

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Retroactive Processing"

Segmentation

You can segment components of pay based on events such as changes to compensation, employee status, or a job during a pay period. For example, you can set up the system to trigger segmentation of earnings results on the payslip when there's a change to an employee's job data in PeopleSoft Enterprise Human Resources.

Global Payroll provides two types of segmentation:

• Period segmentation (full segmentation).

• Element segmentation (slice segmentation).

Period segmentation occurs when more than one gross-to-net calculation is required. Element segmentation occurs when employee data changes in mid-period, requiring the affected elements to be calculated on either side of the date of change.

In Global Payroll for China, period segmentation occurs as a result of:

• Company changes.

• Pay group changes.

• Pay system changes.

• Employee actions, such as hires, terminations, transfers, and additional jobs.

Element segmentation occurs as a result of:

• Pay rate changes.

• Standard hours changes.

• Department changes.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Segmentation"

Rounding Rules

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

Global Payroll for China delivers these rounding rules:

Data to be Rounded	Rule
Compensation	For internal calculations, use six decimal places, but always resolve to two decimal places.
Hourly Rates	Hourly rates should always be stored with six decimal places.
Taxes	For internal calculations, use six decimal places, but always resolve to two decimal places.
Public Housing Fund Deductions	Calculate and resolve to an integer.
All Other Deductions	Calculate and resolve to two decimal places.
Net pay	Calculate and resolve to two decimal places.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Calculation Elements," Defining Rounding Rule Elements

Triggers

Triggers are used to detect online changes to data that should result in some type of system action.

Global Payroll provides three types of triggers:

• Iterative

Tells the system to process (or reprocess) an employee in the current period. In Global Payroll for China, an iterative trigger must be defined for each table containing retroactive or segmentation triggers.

• Segmentation

Tells the system to segment a period or element. PeopleSoft delivers a full segmentation and an element segmentation event with Global Payroll for China.

• Retro

Tells the system to perform retroactive processing. PeopleSoft delivers the forwarding processing retroactive event with Global Payroll for China.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Setting Up Triggers"

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Manage Base Benefits, "Setting Up Base Benefits Core Tables"

Understanding Human Resources Setup Considerations

In order to successfully set up Global Payroll for China, you need to enter data in Human Resources tables. This data includes:

• Company Information

In Global Payroll for China, the employer is defined at the company level. Set up company information on the Company table in Human Resources.

You also need to enter payroll-specific company information on the Pay Entity page in Global Payroll, if your pay entity is the same as your company.

See *PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Entering Company Information*

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining the Organizational Structure," Defining Pay Entities*

• Source Bank Accounts Information

On the Source Bank Account page you need to define additional information regarding prenotes for the source bank.

See *PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook, "Setting Up Banks and Bank Branches"*

• Person Checklist Information

To ensure that a payee is set up properly, Human Resources provides a person checklist. To see what setup is needed for payees in Global Payroll for China, navigate to Workforce Administration, Personal Information, Organizational Relationships, Person Checklist and enter *K6GPAY* in the Checklist field. A checklist for Global Payroll for China payees appears. The Person Checklist page provides links to key Global Payroll for China setup pages.

Note. In Global Payroll for China the employee tax setup is minimal. The only time an override is needed for the employee type is when an employee isn't a local (for example, when the person is an expatriate or when the person has been granted a disability status). The employee type has a direct impact on tax calculations.

See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, "Setting Up the Administer Workforce Business Process," Creating Checklists*

• Personal File Information

To update personal information without changing job information, use the Modify a Person component (PERSONAL_DATA), which contains the same pages that you use to add personal data records with the exception of the Organizational Relationship page.

See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, "Updating Person and Job Information"*

• Ethnic Group, Religion, Hukou Data, and Working Life Data

You can set up different ethnic groups and religions on the Ethnic Groups and Religions pages in Workforce Administration. Enter the appropriate information in the Ethnic Group and Religion fields on the Regional page within the PERSONAL_DATA component.

You can also use the Regional page to enter the Hukou Type, Hukou Location, and Working Life Start Date for a payee.

See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, "Adding a Person in PeopleSoft Human Resources"*

See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, "Setting Up the Administer Workforce Business Process"*

• Citizenship Status

You can enter or update dependent citizenship and passport data on the Depdnt Identification Details - Depdnt Citizenship/Passport page in Workforce Administration within the CITIZEN_PP_DEP component.

See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, "Entering Additional Data in Human Resources Records"*

• Disability Status

You can enter or update a person's disability status on the Disability page in Workforce Administration within the DISABILITY component.

See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, "Entering Additional Data in Human Resources Records"*

Understanding Organizational and Processing Frameworks

This section discusses:

- Organizational framework for Global Payroll.

- Processing framework for Global Payroll.

Organizational Framework for Global Payroll

This diagram depicts a generic organizational framework for Global Payroll:

Pay Entity

Pay Entity 1   Pay Entity 2

Pay Groups

Weekly   Biweekly   Semimonthly   Monthly

Eligibility Groups

Hourly Employees   Salaried Employees

Element Groups

Hourly Earnings

Salaried Earnings

Common Earnings

General Deductions

Taxes

Benefits

Garnishments

Absences
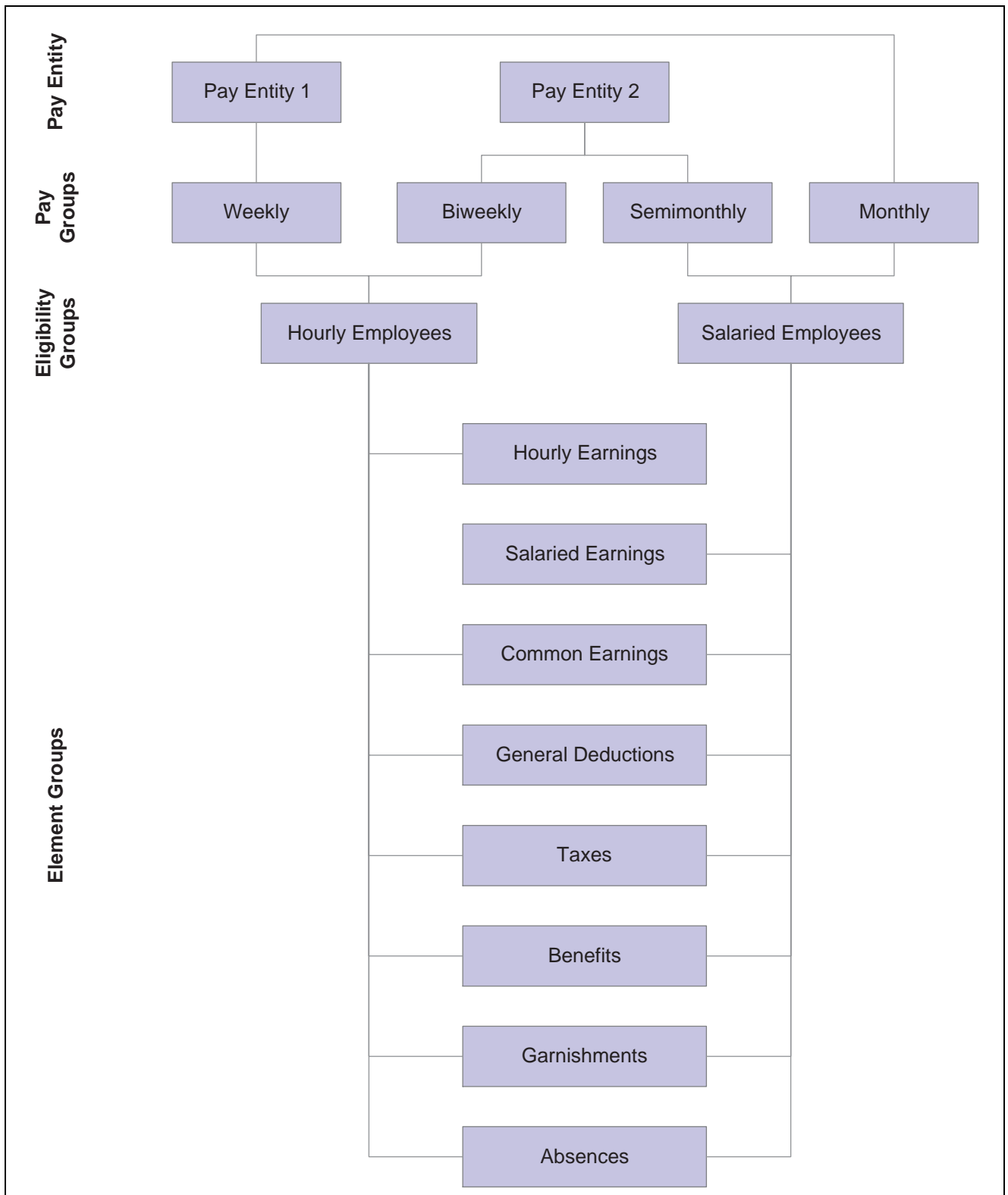
Organizational framework for Global Payroll

Note. K6CMONTHLY is the only eligibility group that PeopleSoft is delivering with Global Payroll for China.

Processing Framework for Global Payroll for China

This diagram depicts a generic processing framework for Global Payroll:
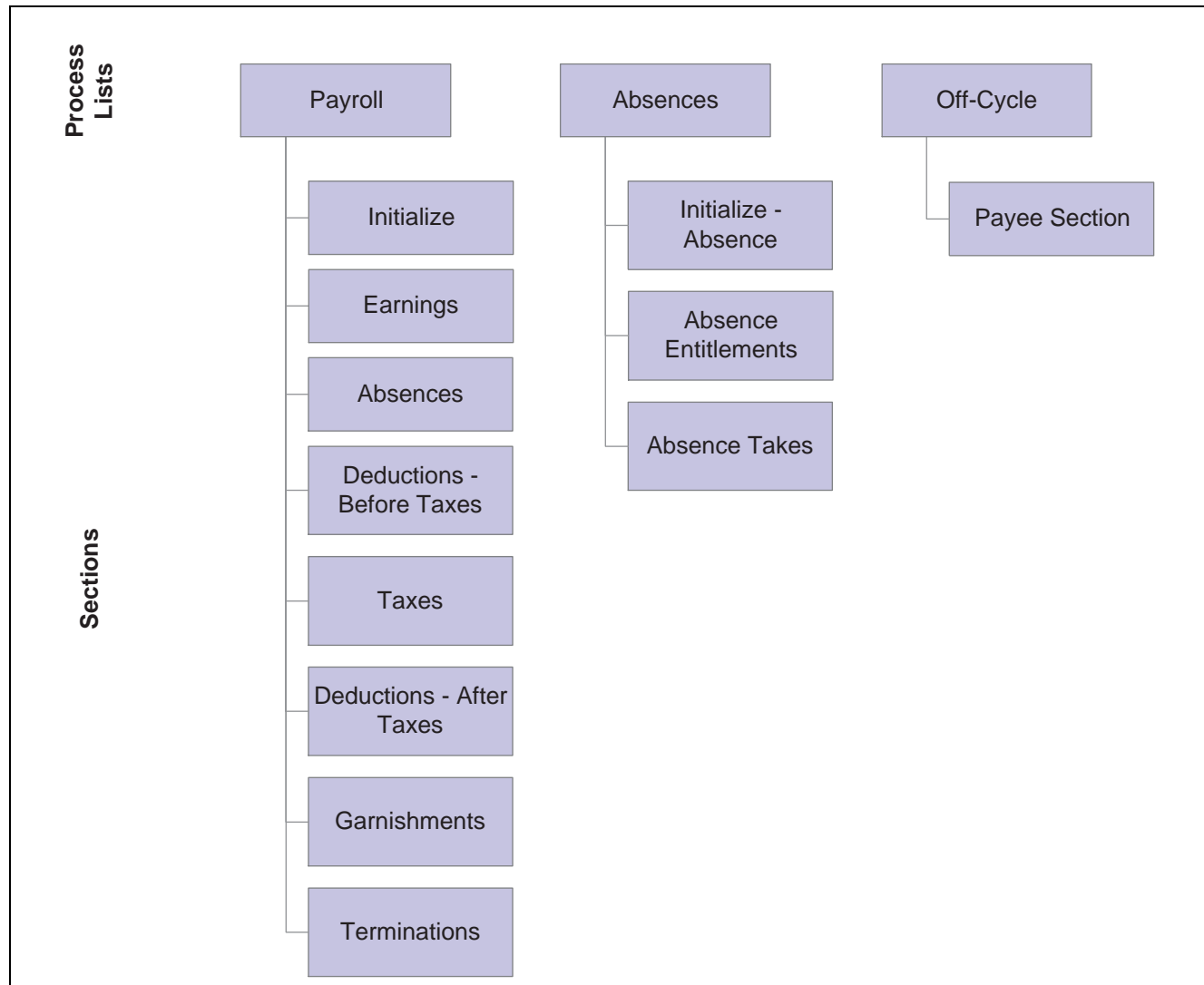
Processing framework for Global Payroll

Understanding Users, Roles, and Permission Lists

This section discusses:

- Users in Global Payroll for China.
- Roles in Global Payroll for China.
- Permission lists in Global Payroll for China.

Users in Global Payroll for China

Global Payroll for China delivers these user IDs:

User	Add/Modify
HCRCHN	Add
PS	Modify

Roles in Global Payroll for China

Global Payroll for China delivers the GP Administrator role for China (GP Administrator CHN).

Permission Lists in Global Payroll for China

Permission lists enable you to access system pages and processes. Several kinds of permissions are used in HRMS, including:

• Primary permissions

• Component permissions

• Data permissions

• Standard permissions

Global Payroll for China delivers these permission lists:

Permission List	Type of Permission	Add/Modify	Description
HCPPALL	Primary	Modify	Primary List: All Countries
HCPPCHN	Primary	Modify	Primary List: China
HCCPGPCHN	Component	Add	Component Permission List: GPCHN
HCDPCHN	Data	Modify	Data Permission CHN

Viewing Delivered Elements

This section discusses:

• Delivered sections.

• Delivered process lists.

Delivered Sections

This table lists the delivered sections for Global Payroll for China:

Section	Description
CN SE INIT	Initialization Section

Section	Description
CN SE EARNINGS	Regular Pay Earnings Section
CN SE 13TH MTH PAY	13th Month Pay Section
CN SE TERMINATION	Termination Section
CN SE CONTRIBUTION	Contribution
CN SE TAX	Tax Section
CN SE FINALISE	Finalize

Delivered Process Lists

This table lists the delivered process lists for the China:

Process List	Description
CN PR PAYROLL	Standard payroll process
CN PR ABSENCE	Standard absence process

Note. PeopleSoft delivers a query that you can run to view the names of all delivered elements that are designated for China payroll.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing Delivered Elements and System Data"

Modifying Variable Details

This section discusses how to edit variable values.

Page Used to Modify Variable Details

Page Name	Object Name	Navigation	Usage
Variable Detail CHN	GPCN_VARIABLE_DTL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variable Detail CHN	Edit character values and descriptions for Global Payroll for China variables.

Editing Variable Values

Access the Variable Detail CHN page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variable Detail CHN).

Variable Detail CHN

| | Variable Name: | CN VR CONT TYPE | Contribution Type |
| | Field Format: | Character | |

Variable Detail   Find | View All   First ◀ 1 of 1 ▶ Last

Effective Date: 01/01/2006

Detail Value and Description   Customize | Find | View 5 | First ◀ 1-8 of 8 ▶ Last

	*Character Value	Description		
1	INJURY	Work-related Injury insurance	+	−
2	MATERNITY	Maternity Insurance	+	−
3	MEDICAL	Basic Medical Insurance	+	−
4	PENSION	Basic Pension Insurance	+	−
5	PHF	Public Housing Fund	+	−
6	PHF VOL	Voluntary Public Housing Fund	+	−
7	SUP MEDICAL	Supplementary Medical Ins	+	−
8	UNEMPLOYMENT	Unemployment Insurance	+	−

Variable Detail CHN

Use this page to add, delete, or edit character values and descriptions for Global Payroll for China variables.

Note. Specific delivered variables are discussed in more detail in the PeopleSoft Global Payroll for China PeopleBook chapters to which they apply.

See Chapter 4, "Setting Up Earnings," Delivered Supporting Elements, page 34; Chapter 6, "Setting Up Tax Processing," Payee Overrides for Tax Calculation, page 73; Chapter 12, "Processing Terminations," Defining Severance Payment Variables, page 125 and Chapter 12, "Processing Terminations," Defining Termination Variables, page 130.

CHAPTER 4

Setting Up Earnings

This chapter provides an overview of earnings and discusses how to:

• Modify delivered earnings.

• Create new earnings.

Understanding Earnings

This section discusses:

• Delivered earnings.

• Delivered supporting elements.

• Process lists and sections.

• Viewing delivered elements.

Delivered Earnings

PeopleSoft delivers a number of earnings for the China that demonstrate the flexibility of Global Payroll rules to meet common processing requirements such as the calculation of wages and overtime.

In this table, the first column combines the name and description of the delivered earnings. The other columns indicate the calculation rule components, such as unit, rate, percent, and amount, and the generation control for each earning.

Name/Descr.	Unit	Rate	Percent	Amount	Generation Control	Pre- and Post-Process Formula
MONTH SALARY Monthly Salary				CN RC BASE SALARY (Rate Code - Amount)	CN GC ACTIVE	Post - CN FM REDUCE SALRY
13THMNTH PAY 13th Month Pay				CN FM RSLV 13MTH (Formula - Monetary & Decimal)	CN GC 13TH MTH	

Name/Descr.	Unit	Rate	Percent	Amount	Generation Control	Pre- and Post-Process Formula
VAR BONUS Variable Bonus				Payee Level		
SPOUSE ALLOW Spouse Allowance				CN BR SPOUSE ALW (Bracket - Numeric)	CN GC SPOUSE CHK	
HOUSE ALLOW House Allowance				CN BR HOUSE ALW (Bracket - Numeric)	CN GC ACTIVE	
COMMISSION Commission Payments				Payee Level	CN GC ACTIVE	
TERM PAY Termination Pay				CN FM TERM PAY (Formula - Monetary & Decimal)		
OVERTIME PAY Weekday Overtime Pay	Payee Level	HOURLY RT (System Element - Numeric)	150%			
SEVERANCE Severance Pay				CN FM SEV AVG PAY (Formula - Monetary & Decimal)		
RTO 13BASE Retro for 13mth base sal accum				Payee Level	CN GC ACTIVE	
RTO TOT DAYS Retro 13mth pay - tot wrk days				Payee Level	CN GC ACTIVE	
RTO WRK DAYS Retro prd - no of work days				Payee Level	CN GC ACTIVE	

Name/Descr.	Unit	Rate	Percent	Amount	Generation Control	Pre- and Post-Process Formula
RTO EARNINGS Retro Earnings				Payee Level		
RTO VAC PD Retro Vacation Paid	Payee Level	Payee Level				
RTO VAC UNP Retro Vacation Unpaid	Payee Level	Payee Level				

Note. These elements are defined as PS Delivered/Not Maintained. This means that you can use them as delivered, modify them, or replace them with new elements.

Note. Global Payroll for China also delivers absence-related earnings. These are discussed in a separate chapter in this PeopleBook.

See Chapter 7, "Setting Up Absence Elements," page 77.

Monthly Salary

Global Payroll for China delivers the MONTH SALARY earning as an example of how to calculate monthly salary for your payees.

• The CN GC ACTIVE generation control ensures that only payees with a Job status of *Active* receive the MONTH SALARY earning.

• The system determines the amount of MONTH SALARY based on the CN RC BASE SALARY rate code.

• The post processing formula CN FM REDUCE SALRY reduces MONTH SALARY by any leave taken during the period.

• The proration rule GP PRORATE WRK DAY prorates MONTH SALARY based on the number of days worked in the calendar period.

Note. Proration and rounding rules are set at the pay group level.

This diagram illustrates the process flow for the MONTH SALARY earning:
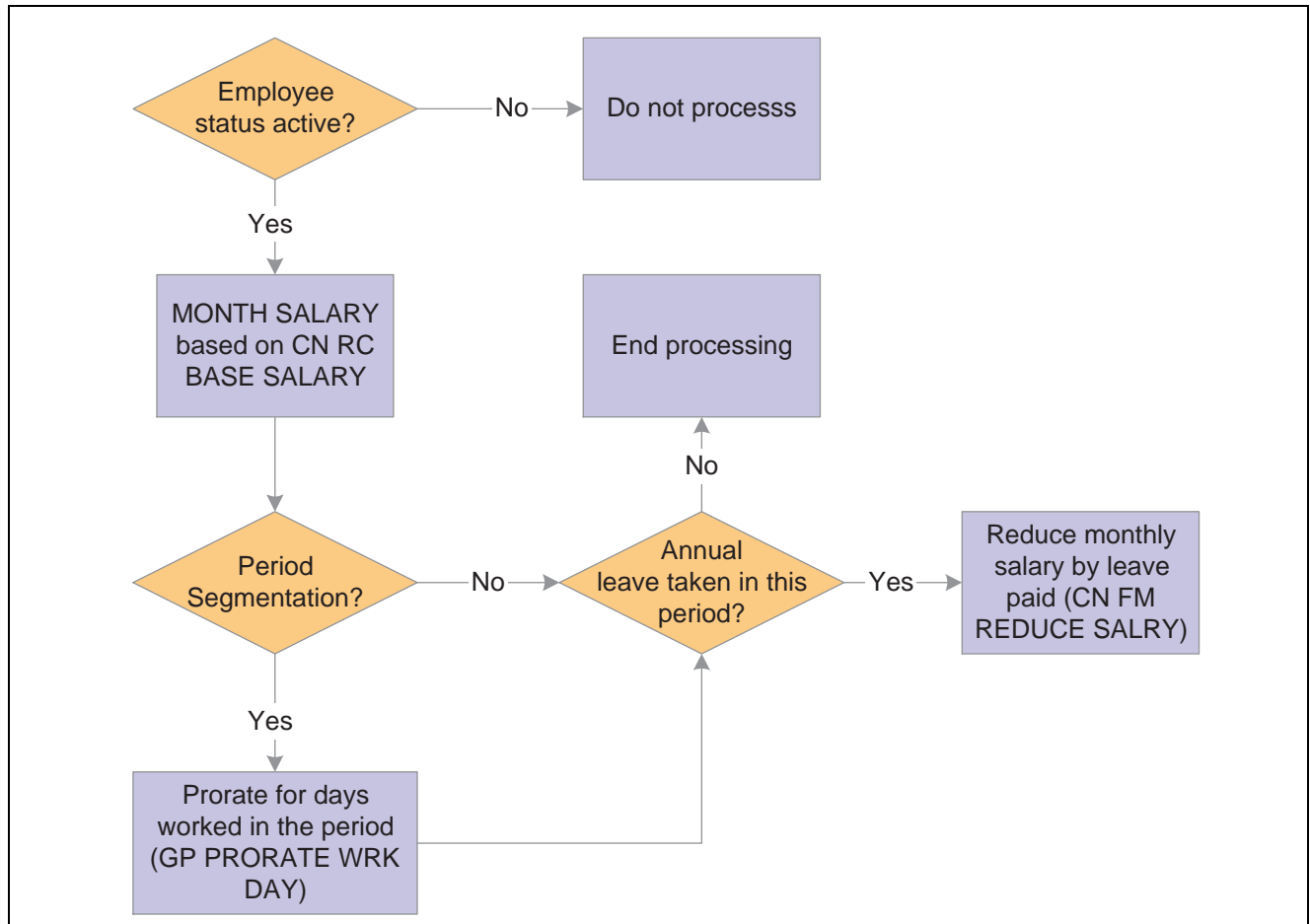
Process flow for MONTH SALARY earning

Overtime Pay

Global Payroll for China delivers the OVERTIME PAY earning as an example of how to calculate overtime pay for your payees.

• The system calculates OVERTIME PAY using positive input units * HOURLY RT * 150%.

• No proration is required because it is assumed that OVERTIME PAY will be entered through positive input.

This diagram illustrates the process flow for the OVERTIME PAY earning:
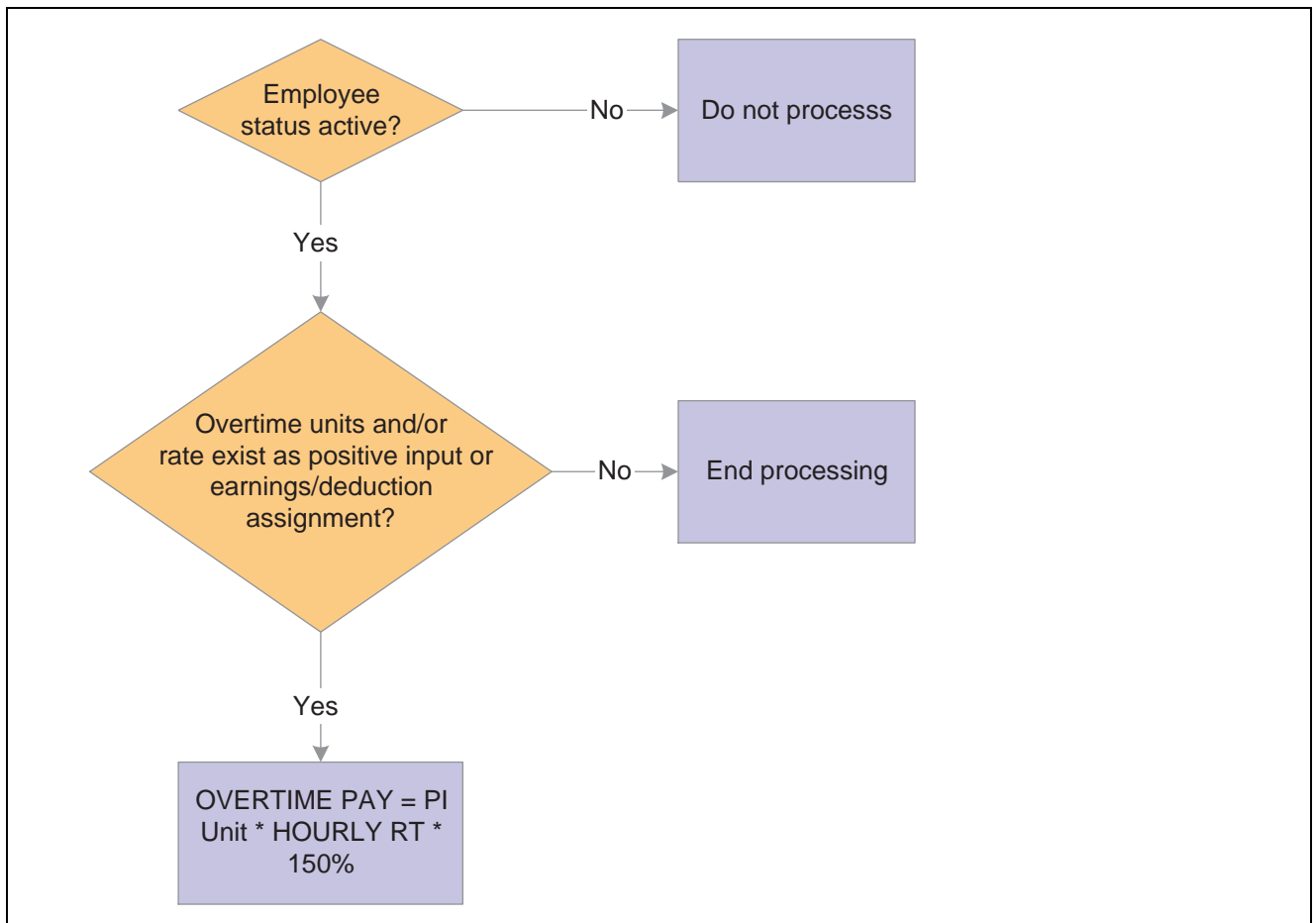
Process flow for OVERTIME PAY earning

Variable Bonus

Global Payroll for China delivers the VAR BONUS earning as an example of how to enter variable bonus pay for your payees.

- VAR BONUS is a fixed amount earning entered through positive input.

- There is no proration associated with VAR BONUS.

This diagram illustrates the process flow for the VAR BONUS earning:
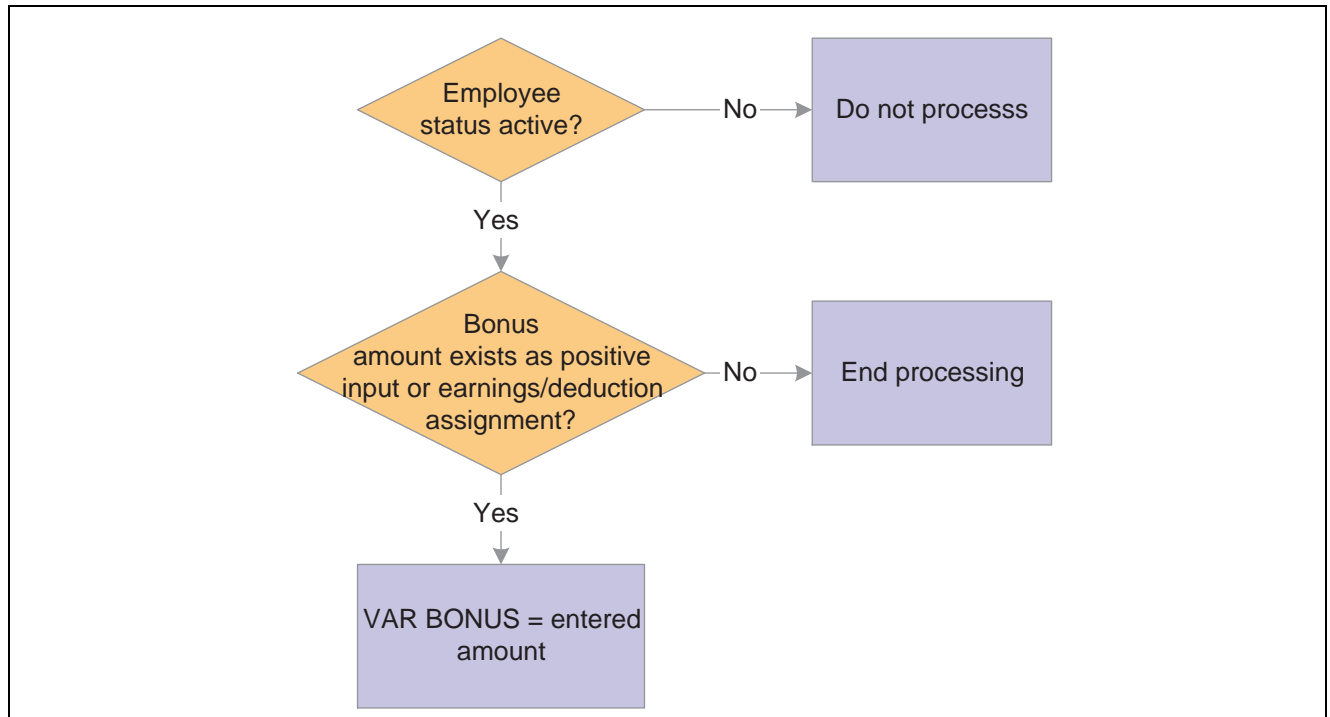
Process flow for VAR BONUS earning

13th Month Pay

Global Payroll for China delivers the 13THMNTH PAY earning as an example of how to provide 13th Month Pay for your payees.

- The system pays 13THMNTH PAY annually based on the previous 12 months' earnings.

- The system calculates 13THMNTH PAY using a payee's base monthly salary only (annual salary/12, prorated for days worked during the month), not the actual MONTH SALARY earning. It also does not include any allowances or deductions in the calculation of 13THMNTH PAY.

- For payees hired between the 1st and 15th of a month in the calculation year, 100% of their base monthly salary for the hire month and subsequent months contributes to 13THMNTH PAY. For payees hired after the 15th of a month, 50% of the base monthly salary for the hire month and 100% of the base monthly salary for subsequent months contribute to 13THMNTH PAY.

- The system prorates 13THMNTH PAY for unpaid vacation leave taken during the year, that is, leave days exceeding the annual leave entitlement.

This diagram illustrates the process flow for the 13THMNTH PAY earning:
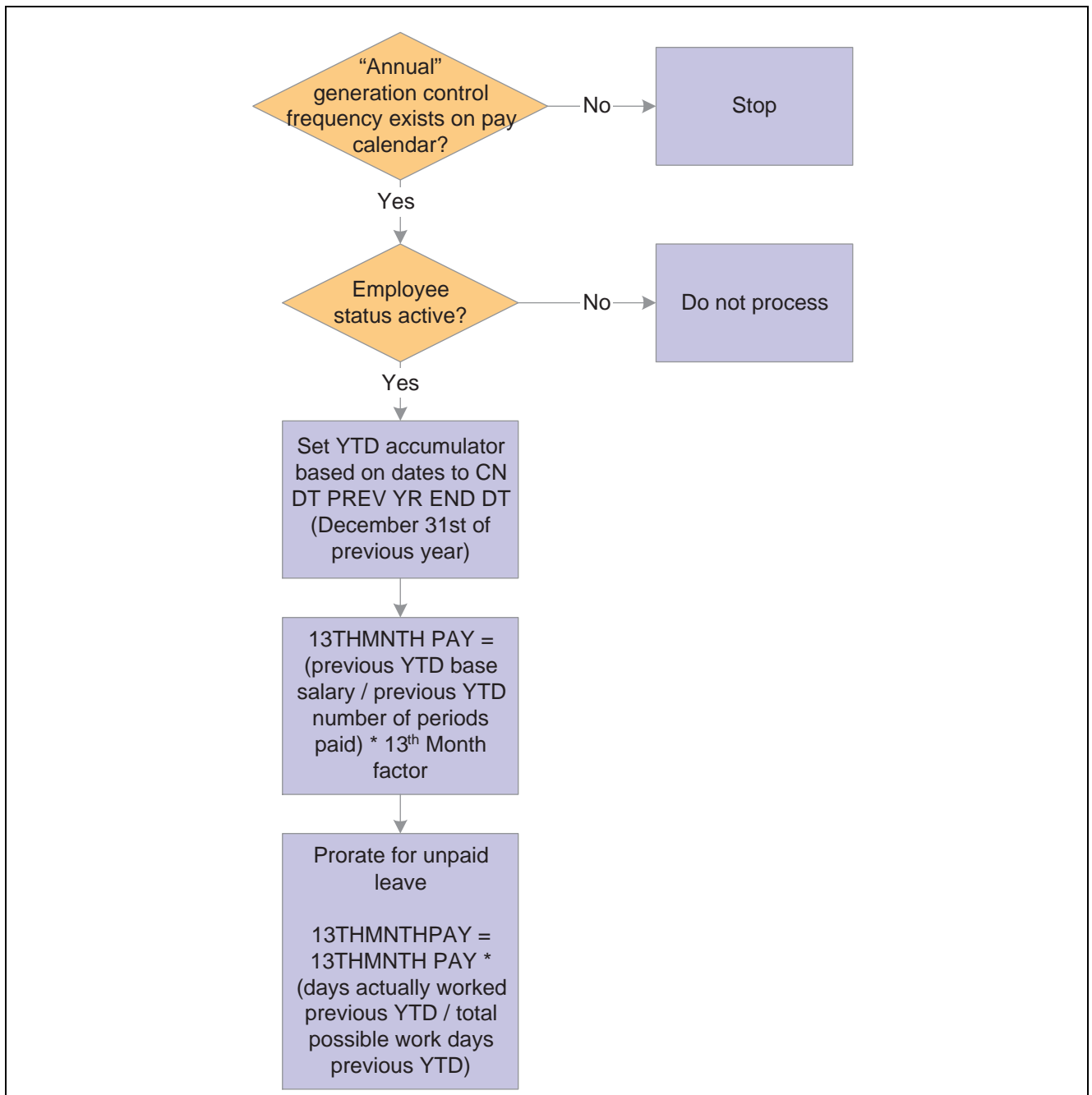
Process flow for 13THMNTH PAY earning

House Allowance

Global Payroll for China delivers the HOUSE ALLOW earning as an example of how to calculate a house allowance for your payees.

- The system calculates the HOUSE ALLOW earning based on the CN BR HOUSE ALW bracket, which associates house allowances with annual rates of pay.

- The system prorates HOUSE ALLOW for calendar periods using GP PRORATE WRK DAY.

Note. Proration and rounding rules are set at the pay group level.

This diagram illustrates the process flow for the HOUSE ALLOW earning:
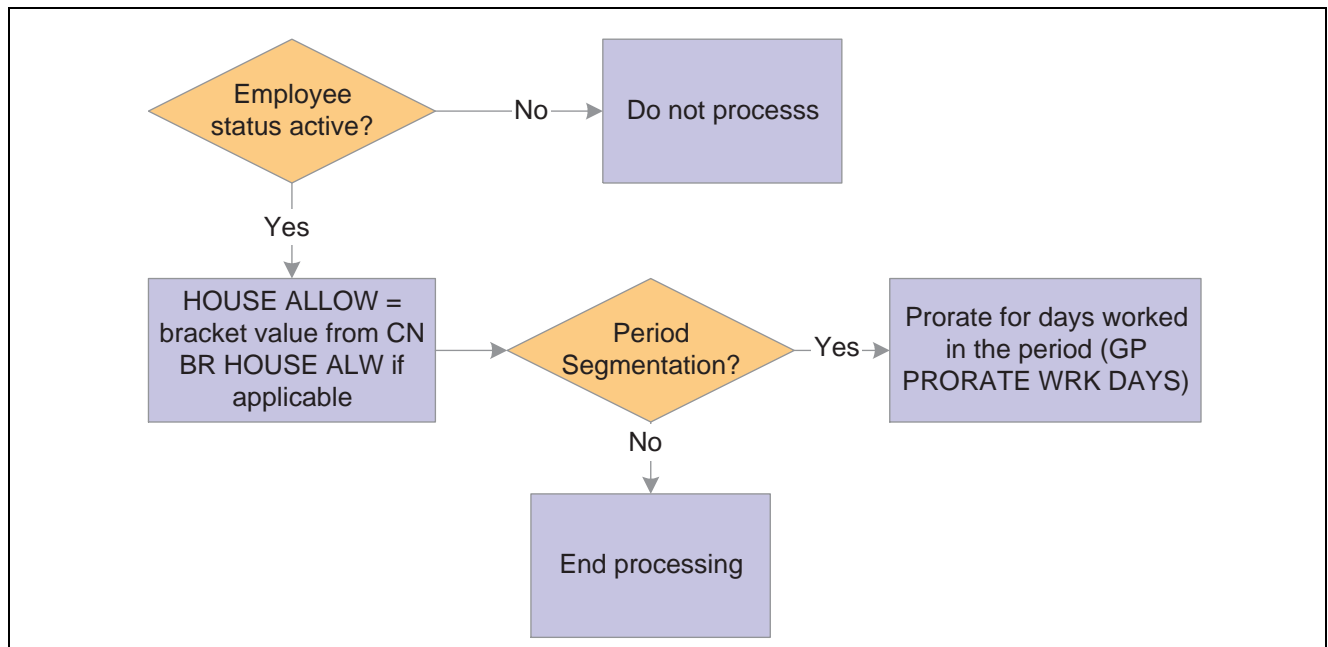
Process flow for HOUSE ALLOW earning

Spouse Allowance

Global Payroll for China delivers the SPOUSE ALLOW earning as an example of how to calculate a spouse allowance for your payees.

- The generation control CN GC SPOUSE CHK determines whether payees are eligible for the SPOUSE ALLOW earning based on their marital status and employee type. Only married expatriate payees receive the SPOUSE ALLOW earning.

- The system calculates the SPOUSE ALLOW earning based on the CN BR SPOUSE ALW bracket, which associates spouse allowances with employee type and annual rate of pay.

- The system prorates SPOUSE ALLOW for calendar periods using GP PRORATE WRK DAY.

Note. Proration and rounding rules are set at the pay group level.

This diagram illustrates the process flow for the SPOUSE ALLOW earning:
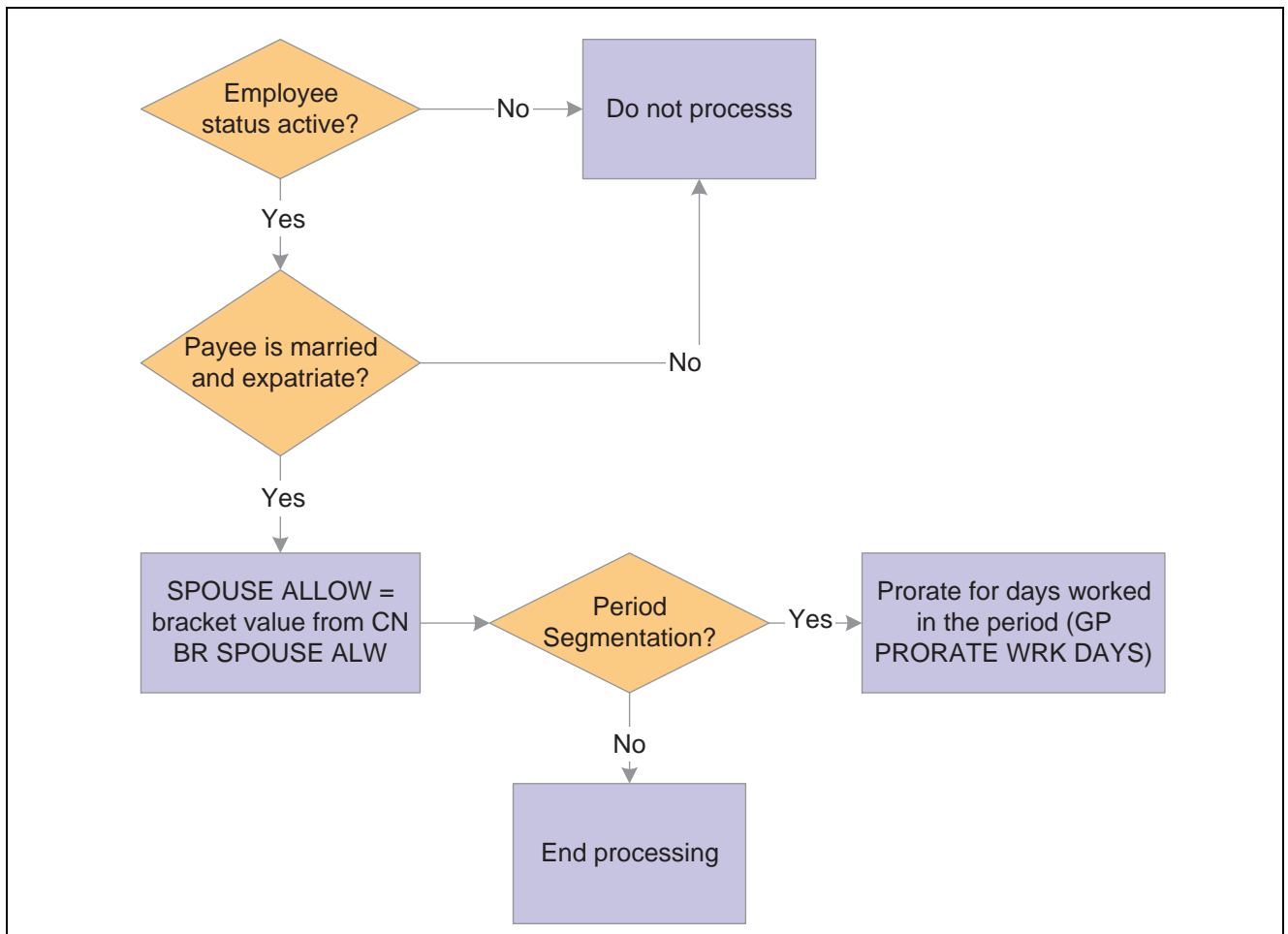
Process flow for SPOUSE ALLOW earning

Commission

Global Payroll for China delivers the COMMISSION earning as an example of how to enter commission pay for your payees.

• COMMISSION is a fixed amount earning entered through positive input.

• There is no proration associated with COMMISSION.

This diagram illustrates the process flow for the COMMISSION earning:
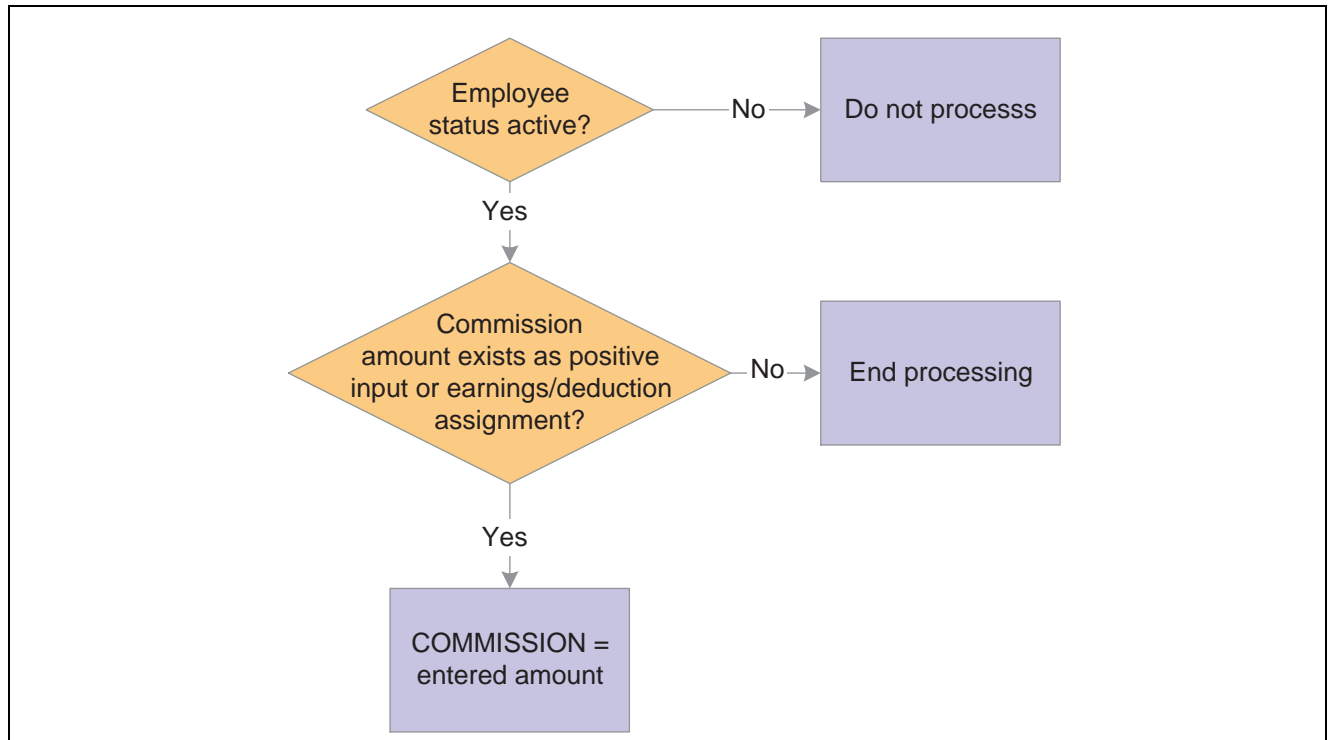
Process flow for COMMISSION earning

Retro Earnings

Global Payroll for China delivers six retro earnings:

• RTO 13BASE

• RTO TOT DAYS

• RTO WRK DAYS

• RTO EARNINGS

• RTO VAC PD

• RTO VAC UNP

The system uses these earnings to forward actual earnings information from a retro period to the current period when it encounters retro during a payroll run.

Delivered Supporting Elements

This table lists the key supporting elements used to define the delivered earnings:

Element Type	Element Name	Used By	Function
Variable	CN VR EE TYPE	SPOUSE ALLOW	Indicates the employee type: LOC (local), DIS (disabled), or EXP (expatriate). LOC is the default value, but can be modified based on Citizenship Status, Disability status, or through the use of a supporting element override.
	CN VR 13MTH FCTR	13THMNTH PAY	The number of months' pay to be paid as a 13th Month Pay bonus. The default is 1, but you can override it at the pay entity, pay group, or payee level.
	CN VR GOVT WRK DAYS	13THMNTH PAY	The government-regulated number of work days per month. Used in 13th Month Pay calculations when determining the applicable proration factor for unpaid leave days in the previous year. The default value is 20.92, but you can override it at the pay group or payee level.
Formula	CN FM REDUCE SALRY	MONTH SALARY	Reduces monthly salary earnings by any paid or unpaid earnings for a calendar period.
	CN FM RSLV 13MTH	13THMNTH PAY	Calculates 13th month pay for the previous YTD.
	CN FM ACUM PCT	13THMNTH PAY	Determines the percentage (50 or 100) of the base monthly salary that should contribute to the 13th Month Base segment accumulator, including any proration of the amount due to segmentation.
Bracket	CN BR HOUSE ALW	HOUSE ALLOW	Stores the earnings amount lower limit and the house allowance amount for that limit. If a payee's annual earnings amount is between two amounts in the bracket, the system selects the lower amount.

Element Type	Element Name	Used By	Function
	CN BR SPOUSE ALW	SPOUSE ALLOW	Stores the employee type, earnings amount lower limit, and the spouse allowance amount or that limit. If a payee's annual earnings amount is between two amounts in the bracket, the system selects the lower amount.
Generation Control	CN GC ACTIVE	MONTH SALARY HOUSE ALLOW COMMISSION RTO 13BASE RTO TOT DAYS RTO WRK DAYS	Determines whether the payee has a Job status of active at the time of processing.
	CN GC SPOUSE CHK	SPOUSE ALLOW	Determines payee eligibility for the SPOUSE ALLOW earning based on marital status and employee type (CN VR EE TYPE). For a payee to be eligible for the SPOUSE ALLOW earning, marital status must equal Married and employee type must equal EXP (expatriate). Also determines whether the payee has a Job status of active at the time of processing.
	CN GC 13TH MTH	13THMNTH PAY	Initiates 13th Month pay processing by checking for a generation control frequency of ANNUAL on the pay calendar associated with the pay run. Also determines whether the payee has a Job status of active at the time of processing.

Process Lists and Sections

TERM PAY and SEVERANCE are members of the CN SE TERMINATION section. The rest of the delivered earnings are members of the CN SE EARNINGS section.

The CN SE EARNINGS and CN SE TERMINATION sections are included in the CN 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 China.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing Delivered Elements," Understanding How to View Delivered Elements*

Modifying Delivered Earnings Elements

Global Payroll for China delivers earnings-related elements based on practices that are common to many businesses in China. Although most of the delivered elements are created according to common industry standards or based on statutory requirements, a company's specific business practices may require modifications to them. This section provides examples of common modifications to earnings elements.

Modifying 13THMNTH PAY

Currently the system uses base monthly salary as the basis for calculating the 13THMNTH PAY earning. To use net pay as the basis instead of base monthly salary, modify the members of the segment accumulator CN AC 13BASE SEG by removing the rate code CN RC BASE SALARY and replacing it with CHN NET.

Modifying TAXABLE SP PAYMENT

13THMNTH PAY is the delivered contributing earning for the TAXABLE SP PAYMENT accumulator. You can replace 13THMNTH PAY with a different contributing earning that you want to be taxed as an annual bonus.

Creating New Earnings

This section discusses:

• Accumulator structure of earnings.

• How to configure earnings/deduction assignments and override components.

Understanding the Accumulator Structure of Earnings

If you create new earnings, make sure that they conform to the accumulator structure of the delivered earnings. This is to ensure that the new elements are processed correctly and are included in the appropriate gross-to-net calculations.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements"*

Accumulator Structure of Earnings

This table describes the accumulator structure of earnings:

Accumulator Name	Description	Contributing Earnings
CHN GROSS	Gross pay for China	VACATION PD (not China-specific) MONTH SALARY 13THMNTH PAY VAR BONUS SPOUSE ALLOW HOUSE ALLOW COMMISSION TERM PAY OVERTIME PAY SEVERANCE RTO EARNINGS RTO VAC PD
TAXABLE NORMAL SAL	Total taxable normal salary	VACATION PD (not China-specific) MONTH SALARY VAR BONUS SPOUSE ALLOW HOUSE ALLOW COMMISSION TERM PAY OVERTIME PAY
TAXABLE SP PAYMENT	Taxable special payment	13THMNTH PAY
TAXABLE SEVERANCE	Taxable severance pay	SEVERANCE
CN AC ROLLAVG SAL	Rolling average monthly salary for severance	VACATION PD (not China-specific) MONTH SALARY 13THMNTH PAY VAR BONUS SPOUSE ALLOW HOUSE ALLOW COMMISSION OVERTIME PAY RTO EARNINGS RTO VAC PD

Accumulator Name	Description	Contributing Earnings
CN AC 13BASE YTD	13th Month salary base YTD	RTO 13BASE
CN AC TOT DAYS YTD	13th Month total work days YTD	RTO TOT DAYS
CN AC DAYS WKD YTD	13th Month days worked YTD	RTO WRK DAYS

Understanding How to Configure Earnings/Deduction Assignments and Override Components

If you create earnings that use variables or other supporting elements in their calculation, you can modify or replace the standard supporting element override components to facilitate entering the values of these variables and other elements at either the payee or calender ID override levels.

Note. You can modify the standard supporting element override components by adding or changing field labels, prompt tables, and other page elements to better suit the elements you want to override.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Configuring Element Overrides"

CHAPTER 5

Setting Up Deductions

This chapter provides an overview of deductions and discusses how to create new deductions.

Understanding Deductions

This section discusses:

- Delivered deductions.
- Delivered supporting elements.
- Process lists and sections.
- Viewing delivered elements.

Delivered Deductions

Global Payroll for China delivers a number of deductions that demonstrate the flexibility of Global Payroll rules to meet common processing requirements.

In this table, the first column combines the name and description of the delivered deductions. The other columns indicate the calculation rule components, such as base, percent and amount, the generation control, and the pre- and post-process formulas for each deduction.

Name/Descr.	Base	Percent	Amount	Generation Control	Pre- and Post- Process Formula
HOUSE_EE Public Housing Fund for EE	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)		CN GC CONT	Pre - CN FM CONT Post - CN FM ROUNDING
HOUSE_ER Public Housing Fund for ER	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)		CN GC CONT ER	Post - CN FM ROUNDING ER
PENSION_EE Pension for Employee	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)		CN GC CONT	Pre - CN FM CONT Post - CN FM ROUNDING

Name/Descr.	Base	Percent	Amount	Generation Control	Pre- and Post- Process Formula
PENSION_ER Pension for Employer	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)		CN GC CONT ER	Post - CN FM ROUNDING ER
MEDICAL_EE Medical for Employee	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)		CN GC CONT	Pre - CN FM CONT Post - CN FM ROUNDING
MEDICAL_ER Medical for Employer	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)		CN GC CONT ER	Post - CN FM ROUNDING ER
IND_INJ_EE Industry Injury Employee	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)		CN GC CONT	Pre - CN FM CONT Post - CN FM ROUNDING
IND_INJ_ER Industry Injury Employer	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)		CN GC CONT ER	Post - CN FM ROUNDING ER
UNEMPL_EE Unemployment for Employee	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)		CN GC CONT	Pre - CN FM CONT Post - CN FM ROUNDING
UNEMPL_ER Unemployment for Employer	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)		CN GC CONT ER	Post - CN FM ROUNDING ER
NORM TAX Normal Income Tax Deduction			CN FM CALC NORM TX (Formula - Monetary & Decimal)		
DONATION Donation			Payee Level		

Name/Descr.	Base	Percent	Amount	Generation Control	Pre- and Post- Process Formula
TERM DED Pymt in Lieu of Notice by EE			CN FM TERM DED (Formula - Monetary & Decimal)		
ANN BON TAX Annual Bonus Tax			CN FM CALC SP TAX (Formula - Monetary & Decimal)		
SEVERANCE TX Severance Tax			CN FM CALC SEV TAX (Formula - Monetary & Decimal)		
RTO DONATION Retro Donation			Payee Level		
HOUSE VOL_EE Voluntary PHF for EE	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)		CN GC CONT	Pre - CN FM CONT Post - CN FM ROUNDING
HOUSE VOL_ER Voluntary PHF for ER	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)		CN GC CONT ER	Post - CN FM ROUNDING ER
RTO NORM TAX Retro Normal Tax			Payee Level		
MATERNITY_EE Maternity Insurance for EE	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)		CN GC CONT	Pre - CN FM CONT Post - CN FM ROUNDING
MATERNITY_ER Maternity Insurance for ER	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)		CN GC CONT ER	Post - CN FM ROUNDING ER

Name/Descr.	Base	Percent	Amount	Generation Control	Pre- and Post- Process Formula
SUP MED_EE Supplementary Medical for EE	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)		CN GC CONT	Pre - CN FM CONT Post - CN FM ROUNDING
SUP MED_ER Supplementary Medical for ER	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)		CN GC CONT ER	Post - CN FM ROUNDING ER
RTO HOUSE_EE Retro Public Housing Fund ER			Payee Level		
RTO HOUSE_ER Retro Public Housing Fund EE			Payee Level		
RTO PENSN_EE Retro Pension for Employee			Payee Level		
RTO PENSN_ER Retro Pension for Employer			Payee Level		
RTO MED_EE Retro Medical for Employee			Payee Level		
RTO MED_ER Retro Medical for Employer			Payee Level		
RTO INJRY_EE Retro Industry Injury Employee			Payee Level		
RTO INJRY_ER Retro Industry Injury Employer			Payee Level		
RTO UNEMP_EE Retro Unemployment for EE			Payee Level		

Name/Descr.	Base	Percent	Amount	Generation Control	Pre- and Post- Process Formula
RTO UNEMP_ER Retro Unemployment for ER			Payee Level		
RTO HS_VL_EE Retro Voluntary PHF for EE			Payee Level		
RTO HS_VL_ER Retro Voluntary PHF for ER			Payee Level		
RTO MATER_EE Retro Maternity Insurance EE			Payee Level		
RTO MATER_ER Retro Maternity Insurance ER			Payee Level		
RTO SUPMD_EE Retro Supplementary Medical EE			Payee Level		
RTO SUPMD_ER Retro Supplementary Medical ER			Payee Level		
PHFSI PRB PHFSI Accrued During Probation			CURR DRIVER VAL (System Element - Numeric)		
INTERN TAX Intern Income Tax Deduction			CN FM CALC INTN TX ((Formula - Monetary & Decimal))		
RTO INTN TAX Retro Intern Tax			Payee Level		
LAMI_EE Large Amount Medical for EE	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)		CN GC CONT	Pre - CN FM CONT Post - CN FM ROUNDING

Name/Descr.	Base	Percent	Amount	Generation Control	Pre- and Post- Process Formula
LAMI_ER Large Amount Medical for ER	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)		CN GC CONT ER	Post - CN FM ROUNDING ER
RTO LAMI_EE Retro Large Amount Med EE			Payee Level		
RTO LAMI_ER Retro Large Amount Med ER			Payee Level		

Public Housing Fund and Social Insurance Deductions

Global Payroll for China delivers 18 deductions associated with the Public Housing Fund and social insurance (PHF/SI):

• HOUSE_EE

• HOUSE_ER

• PENSION_EE

• PENSION_ER

• MEDICAL_EE

• MEDICAL_ER

• IND_INJ_EE

• IND_INJ_ER

• UNEMPL_EE

• UNEMPL_ER

• HOUSE VOL_EE

• HOUSE VOL_ER

• MATERNITY_EE

• MATERNITY_ER

• SUP MED_EE

• SUP MED_ER

• LAMI_EE

• LAMI_ER

PHF/SI deduction calculation, registration, and assignment are discussed in the Setting Up Public Housing Fund and Social Insurance Contributions chapter.

See Chapter 9, "Setting Up Public Housing Fund and Social Insurance Contributions," page 95.

Tax Deductions

Global Payroll for China delivers five deductions associated with tax processing:

- NORM TAX
- DONATION
- ANN BON TAX
- SEVERANCE TX
- INTERN TAX

Tax deduction calculation, registration, and supporting element overrides are discussed in the Setting Up Tax Processing chapter.

See .

Termination Deduction

Global Payroll for China delivers the TERM DED termination deduction. This deduction:

- Uses the formula CN FM TERM DED to determine the amount.
- Subtracts from the GROSS accumulator.
- Allows payee override.

See .

Retro Deductions

Global Payroll for China delivers 18 retro earnings:

- RTO DONATION
- RTO NORM TAX
- RTO INTN TAX
- RTO HOUSE_EE
- RTO HOUSE_ER
- RTO PENSN_EE
- RTO PENSN_ER
- RTO MED_EE
- RTO MED_ER
- RTO INJRY_EE
- RTO INJRY_ER
- RTO UNEMP_EE
- RTO UNEMP_ER
- RTO HS_VL_EE
- RTO HS_VL_ER
- RTO MATER_EE
- RTO MATER_ER

- RTO SUPMD_EE

- RTO SUPMD_ER

- RTO LAMI_EE

- RTO LAMI_ER

The system uses these deductions to forward actual deduction information from a retro period to the current period when it encounters retro during a payroll run.

Delivered Supporting Elements

This table lists the key supporting elements used to define the delivered deductions:

Element Type	Element Name	Used By	Function
Accumulators	CN AC PHFSI PROBN	HOUSE_EE	Accrues PHF/SI contributions during a payee's probation. It is updated by the CN FM ROUNDING formula.
		HOUSE_ER	
		PENSION_EE	
		PENSION_ER	
		MEDICAL_EE	
		MEDICAL_ER	
		IND_INJ_EE	
		IND_INJ_ER	
		UNEMPL_EE	
		UNEMPL_ER	
		HOUSE VOL_EE	
		HOUSE VOL_ER	
		MATERNITY_EE	
		MATERNITY_ER	
		SUP MED_EE	
		SUP MED_ER	
		LAMI_EE	
		LAMI_ER	

Element Type	Element Name	Used By	Function
Brackets	CN BR PHF-SI CALC	HOUSE_EE HOUSE_ER PENSION_EE PENSION_ER MEDICAL_EE MEDICAL_ER IND_INJ_EE IND_INJ_ER UNEMPL_EE UNEMPL_ER HOUSE VOL_EE HOUSE VOL_ER MATERNITY_EE MATERNITY_ER SUP MED_EE SUP MED_ER LAMI_EE LAMI_ER	Stores the contribution calculation type. Also stores upper and lower limit formulas and override variables for the employee and employer contribution base if an upper or lower limit is required, the switch month, employee and employer fixed amount contribution base amount overrides, and the rounding rule for each contribution.

Element Type	Element Name	Used By	Function
	CN BR AVE ANN SAL	HOUSE_EE HOUSE_ER PENSION_EE PENSION_ER MEDICAL_EE MEDICAL_ER IND_INJ_EE IND_INJ_ER UNEMPL_EE UNEMPL_ER HOUSE VOL_EE HOUSE VOL_ER MATERNITY_EE MATERNITY_ER SUP MED_EE SUP MED_ER LAMI_EE LAMI_ER	Stores the city average annual salary and city minimum monthly salary amounts as declared by city governments.

Element Type	Element Name	Used By	Function
	CN BR CONT PCT	HOUSE_EE	Stores the employee and employer percents by contribution type.
		HOUSE_ER	
		PENSION_EE	
		PENSION_ER	
		MEDICAL_EE	
		MEDICAL_ER	
		IND_INJ_EE	
		IND_INJ_ER	
		UNEMPL_EE	
		UNEMPL_ER	
		HOUSE VOL_EE	
		HOUSE VOL_ER	
		MATERNITY_EE	
		MATERNITY_ER	
		SUP MED_EE	
		SUP MED_ER	
		LAMI_EE	
		LAMI_ER	

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Element Type	Element Name	Used By	Function
	CN BR CONT AREA	HOUSE_EE HOUSE_ER PENSION_EE PENSION_ER MEDICAL_EE MEDICAL_ER IND_INJ_EE IND_INJ_ER UNEMPL_EE UNEMPL_ER HOUSE VOL_EE HOUSE VOL_ER MATERNITY_EE MATERNITY_ER SUP MED_EE SUP MED_ER LAMI_EE LAMI_ER	Stores the contribution areas.

Element Type	Element Name	Used By	Function
	CN BR CONT RETRO	RTO DONATION RTO NORM TAX RTO HOUSE_EE RTO HOUSE_ER RTO PENSN_EE RTO PENSN_ER RTO MED_EE RTO MED_ER RTO INJRY_EE RTO INJRY_ER RTO UNEMP_EE RTO UNEMP_ER RTO HS_VL_EE RTO HS_VL_ER RTO MATER_EE RTO MATER_ER RTO SUPMD_EE RTO SUPMD_ER RTO LAMI_EE RTO LAMI_ER	Stores the name of the retro element corresponding to each employee and employer contribution. It is resolved by the CN FM ROUNDING ER formula.
	CN BR TX EXEMPTION	NORM TAX ANN BON TAX SEVERANCE TX	Uses the CN VR EE TYPE variable value to return the tax exemption that the system deducts from a payee's taxable income.
	CN BR TX INTN EXEM	INTERN TAX	Uses CN VR EE TYPE and TAXABLE INTERN MTD values to return the tax exemption for interns.
	CN BR TAX RATE	NORM TAX ANN BON TAX SEVERANCE TX	Used by CN FM CALC TAX to obtain the tax rate and quick calculation deduction to determine the amount to withhold on the payee's normal salary for one pay period in the current financial year.

Element Type	Element Name	Used By	Function
	CN BR TAX RT INTN	INTERN TAX	Used by CN FM CALC INTN TX to obtain the tax rate and quick calculation deduction to determine the amount to withhold on an intern's salary.
	CN BR TX REDUCTION	NORM TAX ANN BON TAX SEVERANCE TX INTERN TAX	Stores the reduction rate by tax area. The reduction rate is a percentage or an amount that the system loads at the beginning of the CN SE TAX section.
Generation Control	CN GC CONT	HOUSE_EE PENSION_EE MEDICAL_EE IND_INJ_EE UNEMPL_EE HOUSE VOL_EE MATERNITY_EE SUP MED_EE LAMI_EE	Determines whether payees are eligible for PHF/SI contributions.
	CN GC CONT ER	HOUSE_ER PENSION_ER MEDICAL_ER IND_INJ_ER UNEMPL_ER HOUSE VOL_ER MATERNITY_ER SUP MED_ER LAMI_ER	Determines whether employers are eligible for PHF/SI contributions.

Element Type	Element Name	Used By	Function
Formula	CN FM CONT	HOUSE_EE PENSION_EE MEDICAL_EE IND_INJ_EE UNEMPL_EE HOUSE VOL_EE MATERNITY_EE SUP MED_EE LAMI_EE	Pre process formula determines the employee contribution base (CN VR CONT EE BASE) and employee contribution percentage (CN VR CONT EE PCT) to calculate the amounts for PHF/SI deductions.
	CN FM ROUNDING	HOUSE_EE HOUSE_ER PENSION_EE PENSION_ER MEDICAL_EE MEDICAL_ER IND_INJ_EE IND_INJ_ER UNEMPL_EE UNEMPL_ER HOUSE VOL_EE HOUSE VOL_ER MATERNITY_EE MATERNITY_ER SUP MED_EE SUP MED_ER LAMI_EE LAMI_ER	Post process formula applies the rounding rule to PHF/SI deductions.

Element Type	Element Name	Used By	Function
	CN FM CALC TAX	NORM TAX ANN BON TAX SEVERANCE TX	Uses the bracket CN BR TAX RATE to obtain the tax rate and quick calculation deduction to calculate the amount to withhold on the payee's normal salary for one pay period in the current financial year. Subtracts the tax reduction from the tax amount if a payee is eligible for disability reduction.
	CN FM CALC NORM TX	NORM TAX	Calculates normal tax from normal salary. Calls the CN FM DONATION formula if a donation exists for a payee.
	CN FM DONATION	NORM TAX ANN BON TAX INTERN TAX	If a donation exists for a payee, deducts the tax-exempt portion of the donation from the taxable income to determine NORM TAX or INTERN TAX. The system calls this formula to determine ANN BON TAX if no normal tax is calculated and normal tax falls below the tax exemption for the period.
	CN FM CALC SP TAX	ANN BON TAX	Calculates annual bonus tax.
	CN FM CALC SEV TAX	SEVERANCE TX	Calculates severance tax.
	CN FM CALC INTN TX	INTERN TAX	Uses the bracket CN BR TAX RT INTN to obtain the tax rate and quick calculation deduction to calculate the amount to withhold on an intern's salary. Subtracts the tax reduction from the tax amount if a payee is eligible for disability reduction.
	CN FM INTN TAX	INTERN TAX	Inserts the intern tax calculation values into the CN WA TAX REPORT writeable array for tax reporting purposes.

Process Lists and Sections

All deductions are members of the CN PR PAYROLL process list.

Within this process list, the deductions are arranged in these sections:

Section	Elements in Section
CN SE CONTRIBUTION	HOUSE_EE
	HOUSE_ER
	PENSION_EE
	PENSION_ER
	MEDICAL_EE
	MEDICAL_ER
	IND_INJ_EE
	IND_INJ_ER
	UNEMPL_EE
	UNEMPL_ER
	HOUSE VOL_EE
	HOUSE VOL_ER
	MATERNITY_EE
	MATERNITY_ER
	SUP MED_EE
	SUP MED_ER
	LAMI_EE
	LAMI_ER
	RTO HOUSE_EE
	RTO HOUSE_ER
	RTO PENSN_EE
	RTO PENSN_ER
	RTO MED_EE
	RTO MED_ER
	RTO INJRY_EE
	RTO INJRY_ER

Section	Elements in Section
CN SE CONTRIBUTION (cont'd)	RTO UNEMP_EE
	RTO UNEMP_ER
	RTO HS_VL_EE
	RTO HS_VL_ER
	RTO MATER_EE
	RTO MATER_ER
	RTO SUPMD_EE
	RTO SUPMD_ER
	RTO LAMI_EE
	RTO LAMI_ER
CN SE TAX	NORM TAX
	ANN BON TAX
	SEVERANCE TX
	INTERN TAX
CN SE TERMINATION	TERM DED

Viewing Delivered Elements

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

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing Delivered Elements," Understanding How to View Delivered Elements*

Creating New Deductions

This section discusses:

• Accumulator structure of deductions.

• Deduction assignments.

• User fields.

Understanding the Accumulator Structure of Deductions

If you create new deductions, make sure that they conform to the accumulator structure of the delivered deductions. This is to ensure that the new elements are processed correctly and are included in the appropriate gross-to-net calculations.

Accumulator Structure of Deductions

This table describes the accumulator structure of deductions:

Accumulator Name	Description	Contributing Deductions
CHN NET	Net Pay China	ANN BON TAX
		DONATION
		HOUSE_EE
		HOUSE VOL_EE
		IND_INJ_EE
		MATERNITY_EE
		MEDICAL_EE
		NORM TAX
		PENSION_EE
		RTO DONATION
		RTO HOUSE_EE
		RTO HS_VL_EE
		RTO INJRY_EE
		RTO MATER_EE
		RTO MED_EE
		RTO NORM TAX
		RTO PENSN_EE
		RTO SUPMD_EE
		RTO UNEMP_EE
		SEVERANCE TX
		SUP MED_EE
		UNEMPL_EE
		INTERN TAX
		RTO INTN TAX
		LAMI_EE
		RTO LAMI_EE

Accumulator Name	Description	Contributing Deductions
TAXABLE NORMAL SAL	Total taxable normal salary	HOUSE_EE HOUSE VOL_EE IND_INJ_EE MATERNITY_EE MEDICAL_EE PENSION_EE SUP MED_EE TERM DED UNEMPL_EE LAMI_EE
NORM TAX_MTDA	Normal Income Tax Deduction	NORM TAX
DONATION_MTDA	Donation	DONATION
ANN BON TAX MTD	Annual Bonus Tax MTD	ANN BON TAX
SEVERANCE TAX MTD	Severance tax MTD	SEVERANCE TX
INTERN TAX_MTDA	Intern Tax Monthly Accumulator	INTERN TAX

Understanding How to Configure Deduction Assignment and Override Components

If you create deductions that use variables or other supporting elements in their calculation, you can modify or replace the standard supporting element override components to facilitate entering the values of these variables and other elements at either the payee or calender ID override levels.

Note. You can modify the standard supporting element override components by adding or changing field labels, prompt tables, and other page elements to better suit the elements you want to override.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Configuring Element Overrides"

Understanding User Fields

When you create a deduction, you can associate it with as many as six different user fields. You can then assign the deduction to the same payee multiple times in a single segment and track each assignment, as well as any associated arrears, separately by user field set.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Managing Multiple Resolutions of an Earning or Deduction"

CHAPTER 6

Setting Up Tax Processing

This chapter provides an overview of tax processing and discusses how to:

• Define tax registration.

• Set up payee overrides for tax calculation.

Understanding Tax Processing

This section discusses:

• Delivered Tax Elements

• Tax Calculation

Delivered Tax Elements

Global Payroll for China delivers five tax deductions:

• NORM TAX

• DONATION

• ANN BON TAX

• SEVERANCE TX

• INTERN TAX

These deductions along with the key supporting elements associated with them are discussed in the Setting Up Deductions chapter.

See <u>Chapter 5, "Setting Up Deductions," page 41</u>.

See <u>Chapter 5, "Setting Up Deductions," Delivered Supporting Elements, page 48</u>.

Tax Calculation

This section discusses:

• Overall tax calculation process.

• Normal tax calculation.

• Annual bonus tax calculation.

• Severance tax calculation.

• Intern tax calculation.

• Payee overrides.

Overall Tax Calculation Process

This diagram illustrates the flow of the overall tax calculation process:
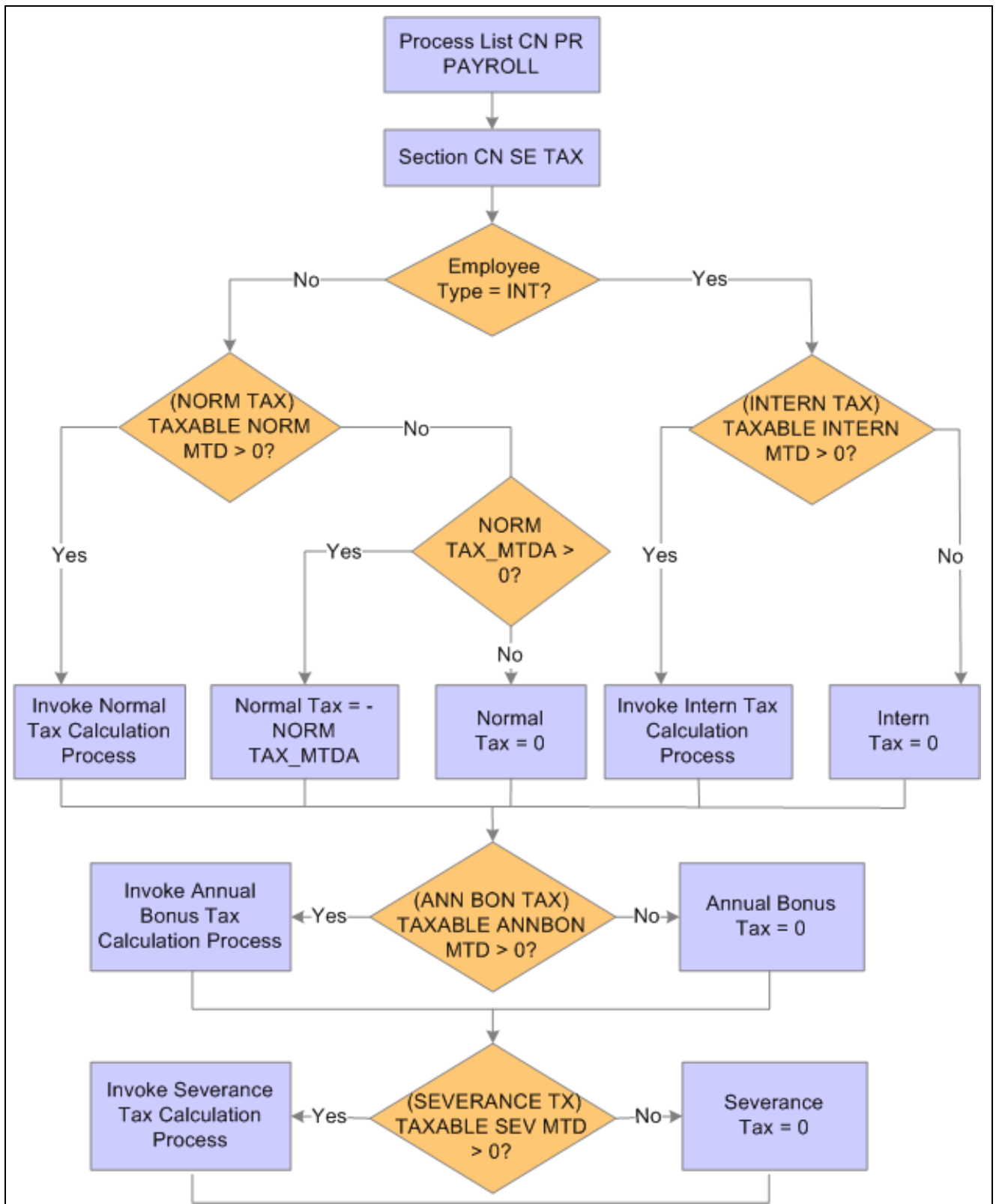
Overall tax calculation process

The tax section CN SE TAX calls each tax deduction sequentially to perform tax calculation: NORM TAX, ANN BON TAX, SEVERANCE TX, and INTERN TAX. It then calls a formula to insert tax values into the tax writable array CN WA TAX REPORT after each calculation.

Normal Tax Calculation

This diagram illustrates the flow of normal tax calculation:
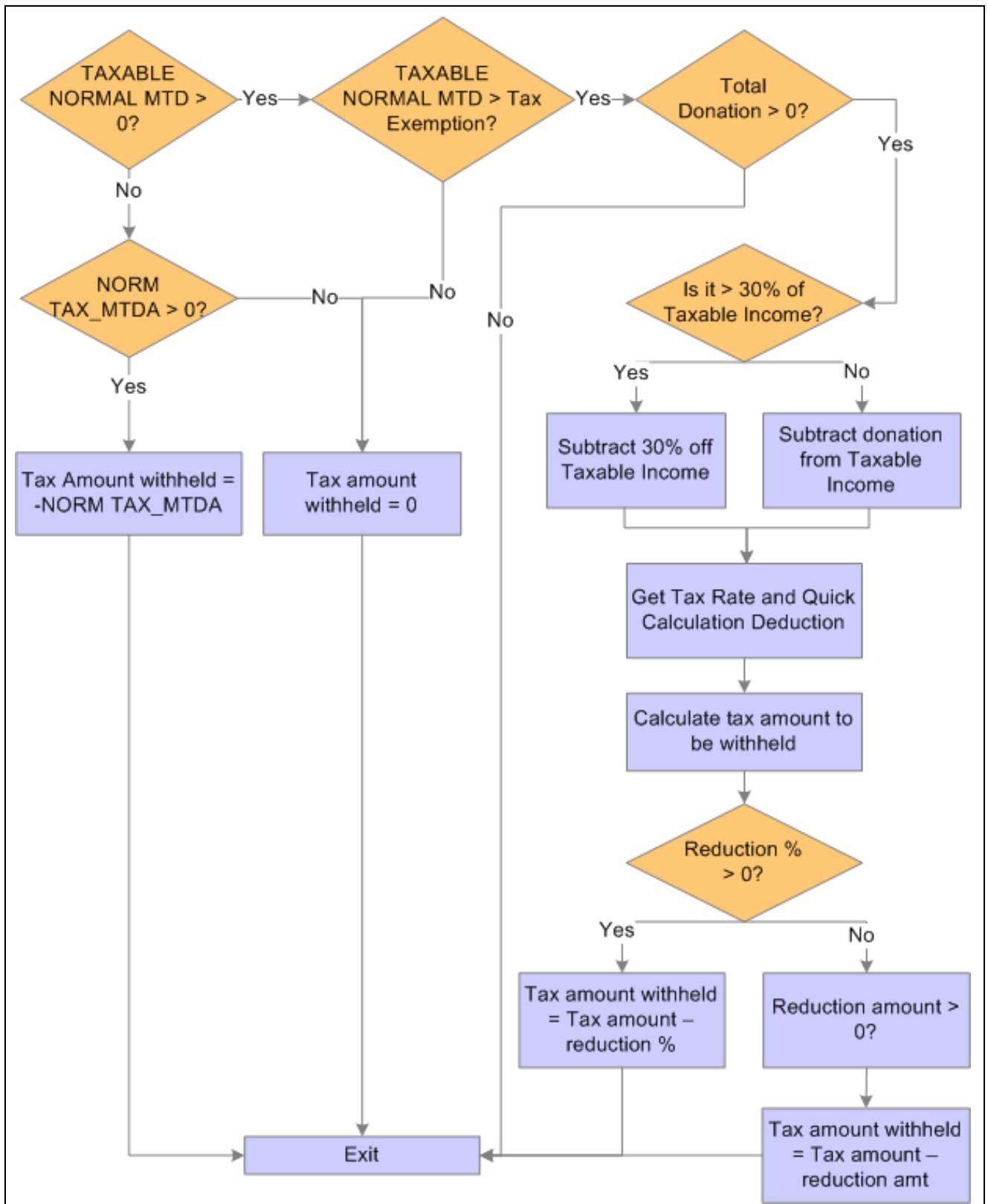
Normal tax calculation

The NORM TAX deduction invokes the formula CN FM CALC NORM TX, which derives normal tax from calculated normal salary. The formula references bracket CN BR TX EXEMPTION to load tax exemption according to the employee type CN VR EE TYPE. It calls formula CN FM DONATION to deduct the tax-exempt portion of donations from the taxable income if any donations exist. CN FM CALC NORM TX then calls formula CN FM CALC TAX to calculate tax.

The formula CN FM CALC NORM TX:

1. Deducts tax exemption CN BR TX EXEMPTION from taxable normal salary TAXABLE NORMAL MTD to get taxable income.

2. Calls CN FM DONATION to subtract the tax-exempt portion of donation from step 1 if any donations exist.

    a. If the total donation is greater than 30% of the taxable income from step 1, the 30% of taxable income becomes the tax-exemption portion and the system deducts it from the amount derived in step 1 to obtain the final taxable income, CN VR TAX INCOME.

    b. If the total donation is less than 30% of the taxable income from step 1, the entire donation is tax exempted and the system deducts it from the amount derived in step 1 to get the final taxable income, CN VR TAX INCOME.

3. Calls formula CN FM CALC TAX.

    a. References the tax table CN BR TAX RATE to obtain the tax rate and quick calculation deduction to derive the withholding amount for the payee's normal salary for one pay period in the current financial year.

    b. Subtracts the reduction from the tax amount if the payee is eligible for disability reduction. If a payee override exists, it is assumed that it overrides an amount, otherwise, the formula uses the percent value retrieved from the CN BR TX EXEMPTION bracket.

        Therefore, if an override exists, the tax withheld equals the tax amount from Step 3a minus the override amount. If the tax withheld is less than zero, the formula sets the tax to zero. If no override exists, the formula subtracts the reduction percent from the tax withheld from Step 3a.

4. Deducts any normal tax already paid.

5. If TAXABLE NORMAL MTD is less than tax exemption and normal tax exists from earlier segments in the period, makes NORM TAX_MTDA negative to reverse calculated amount. Otherwise, sets NORM TAX_MTDA to 0.

Annual Bonus Tax Calculation

This diagram illustrates the flow of annual bonus tax calculation:

```
┌──────────────────────────────────────────────────────────────────────────────┐
│                                                                                │
│       ◇ TAXABLE                    ┌──────────────────────┐                    │
│         ANNBON MTD >  ──No──▶       │  Tax amount withheld = 0 │                │
│         0? ◇                       └──────────────────────┘                    │
│           │                                                                    │
│          Yes                                                                   │
│           │                                                                    │
│       ◇ Normal salary ◇          ◇ Normal          ┌─────────────────────────┐ │
│         > 0?       ──Yes──▶        salary > Tax ──No──▶ Taxable income = TAXABLE│ │
│           │                        exemption? ◇      ANNBON MTD + TAXABLE      │ │
│          No                          │              NORMAL SAL                 │ │
│           │                          Yes            - CN BR TX EXEMPTION       │ │
│       ┌─────────────┐                │             └─────────────────────────┘ │
│       │ Taxable income =│             │                       │                 │
│       │ TAXABLE ANNBON │             │             ◇ Total Donation > 0? ◇      │
│       │ MTD            │             │                       │         ──No──┐  │
│       └─────────────┘                │                      Yes              │  │
│                                      │             ◇ Is it > 30% of          │  │
│                                      │               Taxable Income? ◇   ──No─┤  │
│                                      │             Yes       No              │  │
│                                      │          ┌──────────┐ ┌──────────┐    │  │
│                                      │          │Subtract  │ │Subtract  │    │  │
│                                      │          │30% off   │ │donation  │    │  │
│                                      │          │Taxable   │ │from      │    │  │
│                                      │          │Income    │ │Taxable   │    │  │
│                                      │          └──────────┘ │Income    │    │  │
│                                      │                       └──────────┘    │  │
│                                      │          ┌─────────────────────┐       │  │
│                                      │          │ Taxable income/12   │◀──────┘  │
│                                      Yes         │ determines Tax Rate │          │
│       ┌──────┐                       │          │ and Quick Calculation│         │
│       │ Exit │◀──────────────────────┘          │ Deduction           │         │
│       └──────┘                                  └─────────────────────┘         │
│           ▲                                               │                    │
│       ┌─────────────┐   ┌─────────────┐                   │                    │
│       │Tax amount   │   │Tax amount   │                   │                    │
│       │withheld =   │   │withheld =   │                   │                    │
│       │Tax amount – │   │Tax amount – │                   │                    │
│       │reduction amt│   │reduction %  │                   │                    │
│       └─────────────┘   └─────────────┘                   │                    │
│           ▲                  Yes                          ▼                    │
│       ┌─────────────┐   ◇ Reduction %    ┌──────────────────────┐             │
│       │Reduction    │◀─No─  > 0? ◇    ◀── │ Calculate tax amount to│            │
│       │amount > 0?  │                      │ be withheld           │            │
│       └─────────────┘                     └──────────────────────┘             │
│                                                                                │
└──────────────────────────────────────────────────────────────────────────────┘
```

Annual bonus tax calculation

The ANN BONUS TAX deduction invokes the formula CN FM CALC SP TAX, which derives the annual bonus tax based on calculated annual bonus. If there is any unused tax exempted amount when normal salary is lower than tax exemption, the system subtracts it from taxable income. It calls formula CN FM DONATION to deduct tax-exempt portion of donations from the taxable income if normal tax was not calculated because normal salary is lower than the tax-exempt amount. CN FM CALC SP TAX then calls formula CN FM CALC TAX to calculate tax.
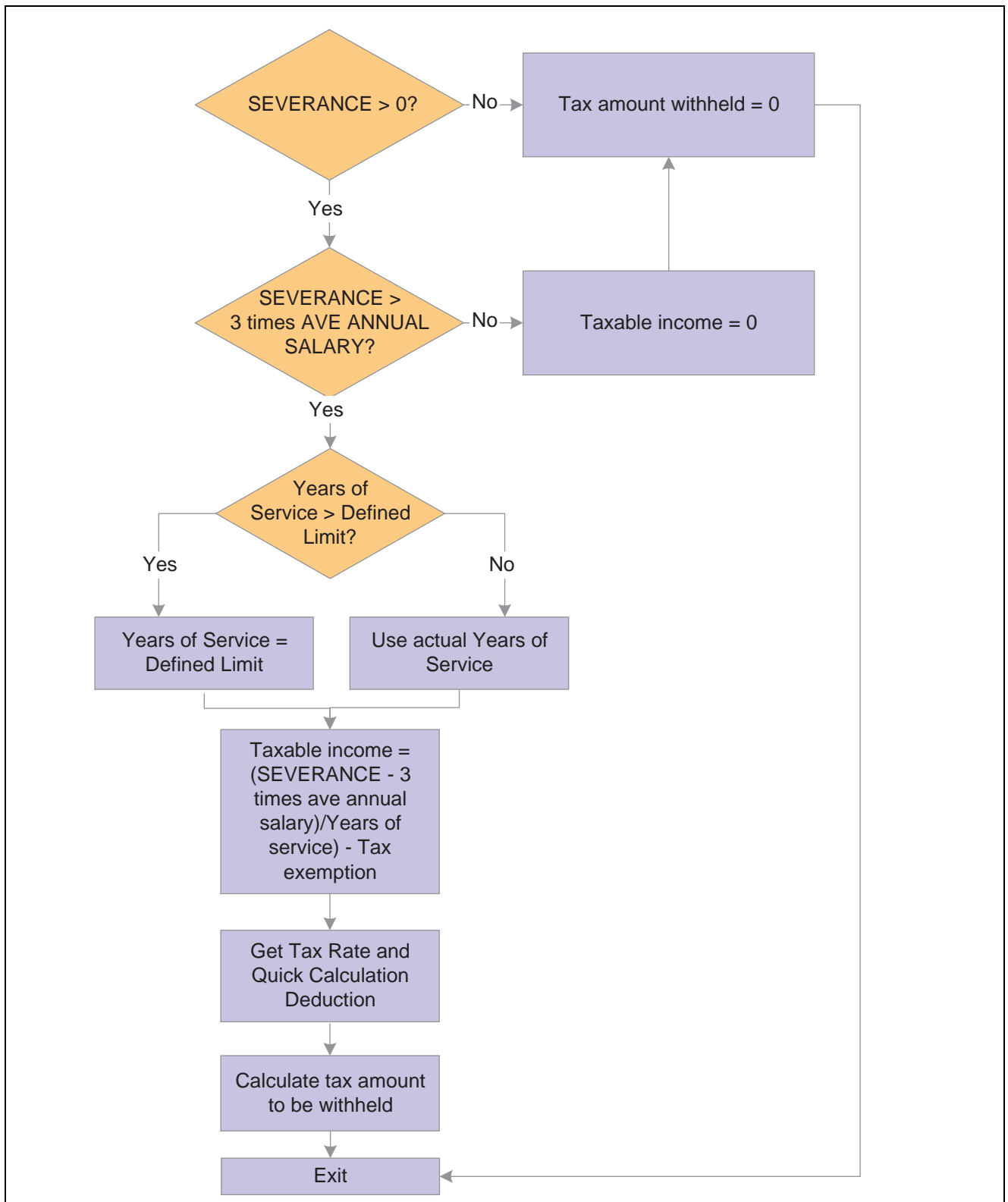
The formula CN FM CALC SP TAX:

1. Calculates the taxable income by subtracting the unused portion of tax exemption if normal salary exists and no normal tax was calculated. In this case, taxable income = TAXABLE ANNBON MTD + TAXABLE NORMAL SAL - CN BR TX EXEMPTION. This taxable income is divided by 12 to find the tax rate and quick calculation deduction.

2. If normal salary is greater than the tax exemption, then taxable income equals the annual bonus amount. In this case, taxable income = TAXABLE ANNBON MTD. This taxable income is divided by 12 to find the tax rate and quick calculation deduction.

3. Calls formula CN FM CALC TAX.

   a. References the tax table CN BR TAX RATE to obtain the tax rate and quick calculation deduction to derive the withholding amount for the payee's normal salary for one pay period in the current financial year.

   b. Subtracts the reduction from the tax amount if the payee is eligible for disability reduction. If a payee override exists, it is assumed that it overrides an amount, otherwise, the formula uses the percent value retrieved from the CN BR TX EXEMPTION bracket.

      Therefore, if an override exists, the tax withheld equals the tax amount from Step 3a minus the override amount. If the tax withheld is less than zero, the formula sets the tax to zero. If no override exists, the formula subtracts the reduction percent from the tax withheld from Step 3a.

4. Subtracts any annual bonus tax already calculated in the month.

Severance Tax Calculation

This diagram illustrates the flow of severance tax calculation:

Severance tax calculation

The SEVERANCE TX deduction invokes the formula CN FM CALC SEV TAX, which derives severance tax from the calculated severance payment. CN FM CALC SEV TAX then calls formula CN FM CALC TAX to calculate tax.

The formula CN FM CALC SEV TAX:

1. Calculates taxable income.

    a. If severance pay is below 3 times the city average annual salary, the system exempts it from tax. In this case, taxable income = 0.

    b. If severance pay is 3 times higher than last year's city average annual salary, the system calculates tax based on the amount above 3 times the city average annual salary of last year by allocating the amount into the number of months equivalent to total years of service for current employer. If years of service is more than the defined limit, the formula caps the value at that limit. In this case, taxable income = severance pay - 3 times city average annual salary / years of service

        Note. PeopleSoft Enterprise Global Payroll for China delivers a years of service limit of 12. When determining years of service for a payee, the system rounds up to the nearest integer.

2. Calls formula CN FM CALC TAX.

    a. References the tax table CN BR TAX RATE to obtain the tax rate and quick calculation deduction to derive the withholding amount for the payee's normal salary for one pay period in the current financial year.

    b. Subtracts the reduction from the tax amount if the payee is eligible for disability reduction. If a payee override exists, it is assumed that it overrides an amount, otherwise, the formula uses the percent value retrieved from the CN BR TX EXEMPTION bracket.

        Therefore, if an override exists, the tax withheld equals the tax amount from Step 2a minus the override amount. If the tax withheld is less than zero, the formula sets the tax to zero. If no override exists, the formula subtracts the reduction percent from the tax withheld from Step 2a.

3. Multiplies calculated tax by the years of service to calculate the final amount of tax withheld.

4. Subtracts any severance tax already calculated in the month.

Intern Tax

This diagram illustrates the flow of intern tax calculation:
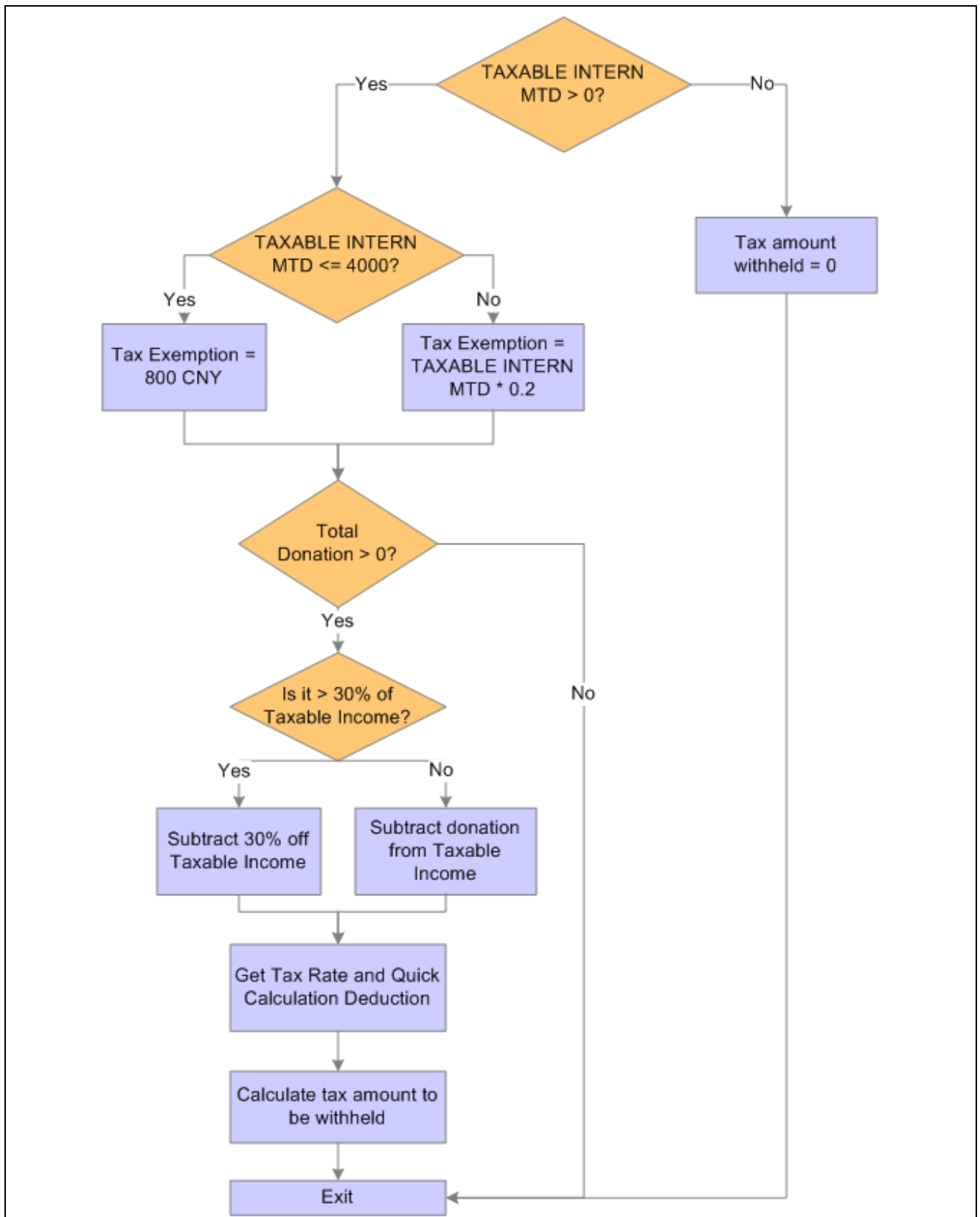
Intern tax calculation

The INTERN TAX deduction invokes formula CN FM CALC INTN TX, which calculates normal salary to derive intern tax. It then calls CN FM INTN TAX, which inserts the intern tax calculation values into the CN WA TAX REPORT writeable array for tax reporting purposes.

The formula CN FM CALC INTN TX:

1. Calculates taxable income (CN VR TAX INCOME).

    a. If TAXABLE INTERN MTD is less than or equal to 4,000 CNY, then CN VR TAX INCOME = TAXABLE NORMAL MTD - CN VR EXMPT AMT.

    b. If TAXABLE INTERN MTD is greater than 4,000 CNY, then CN VR TAX INCOME = TAXABLE NORMAL MTD - (TAXABLE NORMAL MTD * CN VR EXMPT PCT).

2. Calls CN FM DONATION to subtract the tax-exempt portion of donation from step 1 if any donations exist.

    a. If the total donation is greater than 30% of the taxable income from step 1, the 30% of taxable income becomes the tax-exemption portion and the system deducts it from the amount derived in step 1 to obtain the final taxable income, CN VR TAX INCOME.

    b. If the total donation is less than 30% of the taxable income from step 1, the entire donation is tax exempted and the system deducts it from the amount derived in step 1 to get the final taxable income, CN VR TAX INCOME.

3. References the tax table CN BR TAX RT INTN to obtain the tax rate and quick calculation deduction to derive the withholding amount for the payee's intern salary for one pay period in the current financial year.

4. Calls the formula CN FM TX REDUCTION if the employee is disabled.

5. Deducts any intern tax already paid.

Defining Tax Registration

This section discusses how to define tax registration for pay entities.

Page Used to Define Tax Registration for Pay Entities

Page Name	Object Name	Navigation	Usage
Tax Registration CHN	GPCN_TAX_REG	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Tax Registration CHN	Define tax registration information for pay entities.

Defining Tax Registration for Pay Entities

Access the Tax Registration CHN page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Tax Registration CHN).

Tax Registration CHN page

You must define tax registration details for each tax area within a pay entity.

Setting Up Payee Overrides for Tax Calculation

This section provides an overview of payee overrides for tax calculation and discusses how to add them.

Payee Overrides for Tax Calculation

Global Payroll for China delivers two tax-related variables that you can modify for payees using supporting element overrides:

• CN VR EE TYPE (Employee Type)

• CN VR TAX AREA (Tax Area)

Employee Type

The employee type, as defined by the CN VR EE TYPE variable, is used by the CN BR TX EXEMPTION and CN BR TX INTN EXEM brackets to determine a payee's tax exemption. There are four values for the CN VR EE TYPE variable:

- *LOC* indicates that the payee is local. This is the default value of the variable.
- *EXP* indicates that the payee is an expatriate.
- *DIS* indicates that the payee is disabled or has special needs and has been granted tax reduction by the government.
- *INT* indicates that the payee is an intern.

You can change the value of the CN VR EE TYPE variable for a payee by creating a supporting element override (SOVR). In the absence of a SOVR, the system determines the value of CN VR EE TYPE based on the payee's Citizenship Status on the Citizenship/Passport page, Empl Class (employee class) on the Job Information page, and Disability Status on the Disability page.

Citizenship, Disability, and SOVR Combination	Resulting CN VR EE TYPE Value
Citizenship Status: Citizen Empl Class: Null Disability Status: No SOVR exists: No	LOC
Citizen Status: Expatriate Empl Class: Null Disability Status: No SOVR exists: No	EXP
Citizen Status: Not Indicated or Others Empl Class: Null Disability Status: No SOVR exists: No	LOC
Citizen Status: Citizen, Expatriate, Not Indicated, or Others Empl Class: CHN Intern Disability Status: No SOVR exists: No	INT

Citizenship, Disability, and SOVR Combination	Resulting CN VR EE TYPE Value
Citizen Status: Citizen, Expatriate, Not Indicated, or Others Empl Class: CHN Intern or Null Disability Class: Yes SOVR exists: No	DIS
Citizen Status: Citizen, Expatriate, Not Indicated, or Others Empl Class: CHN Intern or Null Disability Status: Yes or No SOVR exists: Yes	SOVR value

Tax Area

The tax area, as defined by variable CN VR TAX AREA is associated to Location and Contribution Area in the CN BR CONT AREA bracket. This assumes that a payee based in a specific location also makes social contributions to this location and pays tax to this location's tax office. If the default tax area listed in the CN BR CONT AREA bracket does not apply to a payee, however, you can override the value of the CN VR TAX AREA variable by creating a supporting element override.

Page Used to Set Up a Payee Override for Tax Calculation

Page Name	Object Name	Navigation	Usage
Supporting Elements	GP_PAYEE_SOVR	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements	Override the value of a tax-related variable for a payee.

Adding a Payee Override for Tax Calculation

Access the Supporting Elements page (Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements).

Example of CN VR EE TYPE variable override

Example of CN VR TAX AREA variable override

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Setting Up Overrides," Defining Payee Overrides, Overriding Supporting Element Values for Payees

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, "Managing Citizenship and Visa or Permit Information," Tracking Employee Passport and Citizenship Information

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, "Tracking Disabilities," Entering Disability Information

CHAPTER 7

Setting Up Absence Elements

This chapter provides an overview of absence elements and discusses how to modify and create absence elements.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Absence Elements"

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Understanding Absence Management"

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Entering and Processing Absences"

Understanding Absence Elements

This section discusses:

- Absence rules for Global Payroll for China.
- Delivered absence entitlements and takes.
- Delivered element group and group members.
- Delivered absence earnings.
- Process lists and sections.
- Viewing delivered elements.

Absence Rules for Global Payroll for China

This section defines the customary absence rules for leaves and terminations that are used with Global Payroll for China. These rules can vary. The list is a simplification of the rules:

- The accrual year most commonly used is the 1st of January to the 31st of December, but it is also possible to use a fiscal year (for example, the 1st of April to the 31st March, or, the 1st of July to the 30th of June).
- Leave entitlement is based on employee status (for example, probation or confirmed), service period, and salary grade.
- The system allows adjustments to accrued leave (for example, due to forfeiture).

Note. Global Payroll for China uses standard leave types delivered by PeopleSoft. They and not specific to China. Global Payroll for China also uses standard PeopleSoft-delivered absence elements to demonstrate how leave can be set up for China. We have not created any absence elements that are China-specific.

The system allows the tracking of these leave types:

Leave Type	Description or Rule
Annual	This entitlement is usually paid in days. There are 2 types: • Accrued (the employee accrues their entitlement over time). • Grant (the company gives the employee a specific number of days at the end of the year or the beginning of the year). You can bring the balance from a previous year forward to the current year. You can also create leave entitlements that are prorated for the year. Leave is usually paid upon termination. The company can buy back leave or the employee can forfeit the leave.
Unpaid	No specific rule.

Delivered Absence Entitlements and Takes

PeopleSoft delivers the VAC ENT (vacation entitlement) entitlement and VAC TAKE (vacation take) for absences. You can use these elements as delivered, modify them, or create new elements.

Vacation

For the delivered VACATION entitlement, the calculation depends on the service seniority of the payee. This means the years of service from the hire date to the period end date. The entitlement is granted through a bracket and it represents the number of days per year:

Years of Service	Days Per Month	Days Per Year
1 to 4	1.67	20
5 to 9	1.83	22
10+	2.08	25

Note. When a payee has a mid-month hire date and that payee's years of service warrants a change in entitlement, the system uses the new monthly entitlement for the pay period in which the required years of service was achieved. For example, a payee hired on 10/12/2002 would receive 1.83 days for the October 2007 payroll run because the payee achieved five years of service in the middle of the pay period.

Note. If the entitlement is 20 days per year and payroll is calculated on a monthly basis, the formula is $20/12 = 1.67$ days. At the end of the year the sum is equal to 20.04 ($1.67*12 = 20.04$). This means there is a rounding rule issue.

To resolve the rounding rule issue, the calculation is accomplished using a bracket with 12 rows, where each row represents a period:

Period	Entitlement	Balance at the end of each period
1	1.67	1.67
2	1.67	3.34

Period	Entitlement	Balance at the end of each period
3	1.66	5
4	1.67	6.67
5	1.67	8.34
6	1.66	10
7	1.67	11.67
8	1.67	13.34
9	1.66	15
10	1.67	16.67
11	1.67	18.34
12	1.66	20
Total	20	

Because the entitlement is based on service seniority, the primary key is service seniority. A second key is used for the period number, which is based on the service date. The system also takes these items into consideration:

• The entitlement is prorated based on calendar days.

• Accumulators are generated for entitlement, balance, adjustment and take (accumulator period is yearly based on hire day divided by hire month).

• At the end of the year the balance is forwarded to the next year.

• The payee is eligible to take vacation only a year after the payee is entitled.

When the balance is equal to zero, the system then uses the vacation entitlement. The system also uses a day formula to check if the leave day is a working day (schedule hours) or a public holiday. It allows partial leave days and converts the partial hours that are entered to a fraction of a day (for example, 4 hours = .5 day).

Paid leave is associated with the VACATION PD earning code. Unpaid leave is associated with the VACATION UNP earning code. The rate associated to the vacation earnings is a formula which calculates the daily rate based on the system element MONTHLY RT/20.92 days per month. In the Global Payroll Rule the vacation earning amount is a member of an accumulator that is then used to reduce the salary earning amount. For China the same principal applies, except it will be the vacation earnings (VACATION PD) which reduces the salary.

Delivered Element Group and Group Members

To invoke the vacation (VAC) entitlements, PeopleSoft delivers the CN EG LEAVE leave entitlement and take for Global Payroll for China. This element includes these element group members:

Element Type	Element Name	Description	Eligibility Assignment
Absence Entitlement	VAC ENT	Vacation # of days	By Eligibility Group
Absence Take	VAC	Vacation Leave	By Eligibility Group

Delivered Absence Earnings

PeopleSoft delivers earnings elements for absences and vacations. You can use these elements as delivered, modify them, or create new elements.

This table summarizes the absence earnings for Global Payroll for China:

Name	Unit or Amount Type	Rate	Accumulators
VACATION PD (paid vacation)	Payee-level	GP FM DAY RATE (system element)	CHN GROSS TAXABLE NORMAL SAL CN AC ROLLAVG SAL
VACATION UNP (unpaid vacation)	Payee-level	GP FM DAY RATE (system element)	

All of the delivered absence-related earnings have a calculation rule of *Unit * Rate.* All absence earnings subtract from the SALARY earnings to maintain the same pay rate for salaried payees. They do not, however, subtract from the REGULAR earnings because earnings for hourly payees are based on the actual number of hours they worked during the period. For example, if a payee was absent for 8 hours during a 40-hour work week, the entered work hours would be 32.

The system processes the delivered earnings elements each time you run a payroll. You can change the processing schedule as needed.

See Also

Chapter 4, "Setting Up Earnings," Understanding Earnings, page 25

Process Lists and Sections

Global Payroll for China delivers the CN SE LEAVE absence-related process section. The CN SE LEAVE section is a member of the CN PR ABSENCE process list and contains the following elements:

• VAC DT SVC EXT (date)

• VAC DT ELIGIBTY (date)

• VAC ENT (absence entitlement)

• VAC (absence take)

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Global Payroll for China.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing Delivered Elements and System Data,"*
Viewing the Delivered Elements

Modifying and Creating Absence Elements

Global Payroll for China delivers absence elements based on practices that are common to many businesses
in China. Your specific business practices, however, may require you to modify the delivered elements or
create your own. This section provides some examples of common absence rules modifications and additions.
There are, of course, many other ways in which you might want to set up absence elements. These examples
illustrate the kinds of changes that are possible and how you implement them.

Modifying Vacation Accrual

The system determines how much vacation a specific payee should accrue each pay period based on job status
and years of service. This information is stored in the ABS BR ENTITLE bracket. By changing the return
values for this bracket, you can modify how much vacation the system assigns to payees.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Data Retrieval Elements," Defining*
Bracket Elements

Adding New Types of Absences

A business may provide payees with types of absences that are not delivered with Global Payroll for China,
such as maternity leave or personal leave. To implement new absences, you must create a variety of new
elements, including entitlements, supporting elements, takes, and earnings.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Absence Elements"*

CHAPTER 8

Setting Up Payslips

This chapter provides an overview of payslips, lists prerequisites, and discusses how to:

• Create payslip templates and link them to pay groups.

• Define payslip messages.

• Define payee payslip delivery options.

Understanding Payslips

Payslips are documents that summarize a payee's payroll data. It can be a check or a deposit advice. Typically, a payslip includes the following information:

• Gross pay.

• Net pay.

• Earnings.

• Deductions.

• Taxes.

• Leave balance.

After you've defined payslips, you can generate and reprint payslips.

See Also

PeopleSoft Enterprise Global Payroll China 9.0, "Generating Payslips"

Payslip Setup Process

This diagram illustrates the payslip setup process:
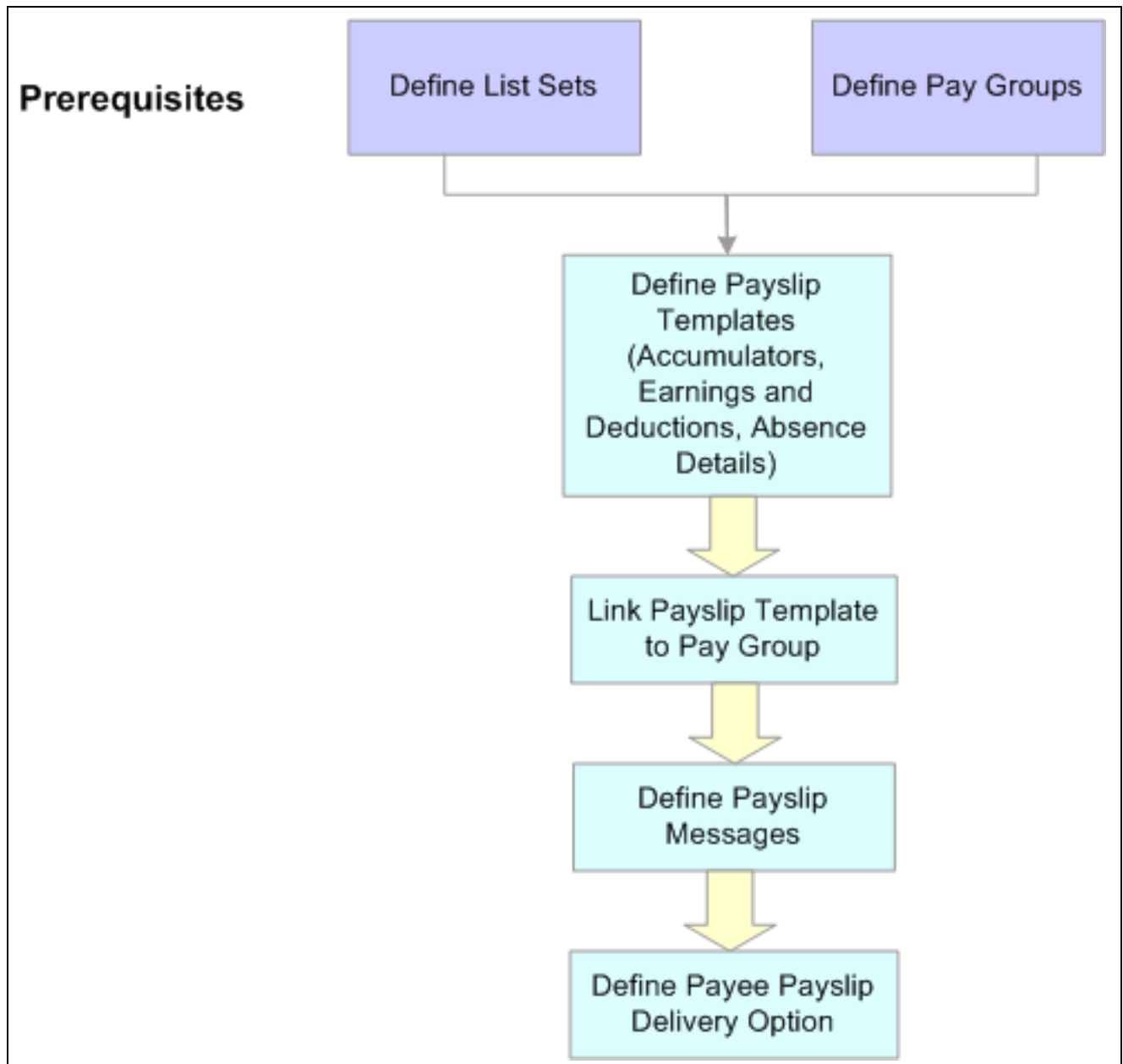
Payslip Setup Process

After completing the prerequisites:

1. Create and configure the payslip template for Global Payroll China on the Templates Setup & Accumulators, Earnings and Deduction, and Absence Details pages.

   The template determines the layout and content of the self-service and printed payslip. It is configured to include accumulators, earnings, deductions, leave balances, and other items such as payslip delivery method, and the print order of a payslip run and the specific groups for which the payslip is to be produced.

2. Define the message or messages that will appear on the payslip for the designated calendar group on the Add Payslip Message CHN page.

3. Associate a payslip template to a particular pay group on the Payslip Template Details page.

Payslips for payees in a pay group are produced using the template that is assigned here. A payslip template can be associated with multiple pay groups. A pay group may only be associated with one payslip template, however, a template can be attached to multiple pay groups.

4. Override the payslip delivery destination option for a specific payee from the Payslip Delivery Options CHN page. (Optional)

Payslip delivery options entered here for a payee override the delivery option specified on the payslip template.

Prerequisites

Payslips are derived from list sets. List sets are comprised of element groups, which are comprised of individual elements. For example, the Administrator Results list set might contain, among others, the element group Earnings and Deductions. The element group Earnings and Deductions is comprised of elements such as overtime earnings, medical benefits deduction, pension fund deduction, and so forth. List sets are constructed for specific applications. Before you define payslips, you must define list sets for the payslip application.

In addition, before you define payslips, you should define the populations or groups to which you will assign payslip messages and templates. There are two ways to do this:

• By creating Global Payroll group lists.

  Group lists are created in Global Payroll based on manually entering payees or creating custom SQL to populate a list with payees.

• By creating Human Resources group IDs.

  Group IDs are created in Human Resources based on flexible criteria to populate a list with payees.

See Also

PeopleSoft Enterprise Global Payroll 9.0, " Managing Applications and List Sets"

PeopleSoft Enterprise Global Payroll 9.0, "Processing Payroll," Creating Group Lists," Creating a Group List

PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook, "Working with Groups"

Creating Payslip Templates

To define payslip templates, use the Define Payslip Templates (GPCN_PSLP_SETUP) component.

This section discusses how to define payslip templates and associate them with one or more pay groups.

When creating payslip templates you can:

• Set the accumulator column labels.

• Select the accumulators to appear under the column labels.

• Create unlimited rows of accumulators for each column and specify the sequence in which they appear.

• Create unlimited sections for earnings and deductions.

• Use standard or custom element descriptions.

- Set delivery options.

- Exclude departments or locations from printing at the setup level and override the exclusions at run time.

Pages Used to Create Payslip Templates

Page Name	Object Name	Navigation	Usage
Template Setup & Accumulators	GPCN_PSLP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates CHN	Assign an effective date to the current payslip template, accumulators and accumulator labels to appear on a payslip, and specify delivery options and departments or locations to be excluded from payslip generation.
Earnings and Deductions	GPCN_PSLP1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates CHN, Earnings and Deductions	Create sections containing earnings or deduction elements that will appear on the printed and self-service payslip.
Absence Details	GPCN_PSLP2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates CHN, Absence Details	Specify the absence elements that will appear on the printed payslip.
Payslip Template Details	GPCN_PYGRP_PSLP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Payslip Template Details CHN	Associate a payslip template to one or more pay groups.

Defining Payslip Templates

Access the Template Setup & Accumulators page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates CHN).

Template Setup & Accumulator page

Effective Date	Enter a date when the payslip template takes effect.
Delivery Option	Select a default delivery address for the payslip in the event that the payee does not have a delivery option defined at the employee level on the Payslip Delivery Options CHN page. Valid values are *Mailing Address*, *Home Address*, *Department Address*, and *Location Address*.
Exclude Printing	Select either Department or Location to exclude departments or locations from the payslip print run. The corresponding link becomes active, so you can select departments or locations. You can override the exclusion on the Create/Print Payslips CHN page before you run the print program.
	Note. If you enter a particular pay entity for the print option on the Create/Print Payslips CHN page and you have excluded a location within the pay entity, the payslips are not printed.

Accumulator Labels

Column 1 to Column 6	Enter the labels that appear on the printed payslips as the column headings for the accumulators. These column headings appear in the payslip region under the heading Pay Summary.

Accumulator Elements: Accumulators 1 to 3 Tab

Sequence	Enter a sequence number to set the order in which the accumulators appear. The accumulators appear in ascending order with the lowest number first.
Description	Enter a description of each accumulator row.
Accumulator 1 to Accumulator 3	Select the accumulators that appear in the corresponding column. For example, suppose that you enter Current and YTD as the descriptions for accumulators 1 and 2. To also display quarter-to-date accumulated amounts, create a new row, enter the description QTD, and then select the accumulators that correlate to the columns headings.

Accumulator Elements: Accumulators 4 to 6 Tab

Accumulator 4 to Accumulator 6	Set up accumulators 4 through 6. There are no Sequence and Description fields because the same sequence number and description apply to all six accumulators in the row.

Defining Earnings and Deductions Element Sections

Access the Earnings and Deductions page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates CHN, Earnings and Deductions).

Earnings and Deductions page

Section Setup

Description	Descriptions appear as section headings under the Payment Details heading on the payslip.

Section Elements: Element Details Tab

Element Name	Enter the name of the formula element. Only formula elements that have been defined with a Category of *Payslip* (PSLP) are available.
Display YTD Units and Display YTD Amount	Select these check boxes to have the year-to-date units and amounts for each element appear in the Payment Details region of the payslip under the heading Year to Date Values.

Section Elements: Element Components Tab

Select the Element Components tab.

Earnings and Deductions page – Element Components tab

| **Description Type** | | Select the type of description to appear for each earnings or deduction row in the Payment Details region of the payslip. Select from the following values: |

- *Custom:* A text box appears for you to enter a description.

- *Description:* The element's description appears as entered on the element's name page in its component.

- *Element Name:* The element's name appears from its name page in its component. It also appears on the Elements Details tab.

- *Recipient Name:* Select this option to display the name of the deduction recipient, if you have configured a recipient for the deduction.

| **Print Unit, Rate, Base, and Percentage** | Select the components of the element's calculation rule that you want to display for each earning or deduction in the sections. You can select only the components in the element's calculation rule. For example, for an earnings with calculation rule Unit × Rate, only the Unit and Rate check boxes are available for entry. |

Note. Amounts are always displayed.

Specifying Absence Elements

Access the Absence Details page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates CHN, Absence Details).

Absence Details page

Enter a sequence number and element name, and select the description type. The system extracts the balance of each entitlement or pro rata absence element and includes it on the payslip.

Linking a Payslip Template to a Pay Group

Access the Payslip Template Details page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Payslip Template Details CHN).

Payslip Template Details page

Payslip ID   After you have selected the specific pay group, select the payslip template to use for creating payslips for payees in the pay group.

Defining Payslip Messages

To define payslip messages, use the Define Payslip Messages (GPCN_PSLP_MSG) component.

This section provides an overview of payslip messages and discusses how to define payslip messages.

Understanding Payslip Messages

Payslip messages are text messages placed on the payslip for a payee or a set of payees. The Add Payslip Message CHN page provides the user with the ability to specify:

• Who gets the message.

• What message text is used.

• When the message is available.

Page Used to Define Payslip Messages

Page Name	Object Name	Navigation	Usage
Add Payslip Message CHN	GPCN_PSLP_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Add Payslip Messages CHN	Enables you to define messages and assign them to a population of payees.

Defining Payslip Messages

Access the Add Payslip Message CHN page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Add Payslip Messages CHN).

Add Payslip Messages CHN page

Message Level   Select the population for whom the message will be displayed on their payslips. Valid values are:

• *All:* All payees identified in the calendar group.

• *Group Build:* All payees included in a group built using the Group Build – Group Definition feature, which you access by selecting Set Up HRMS, Common Definitions, Group Build. If you select this option, enter a group in the Group ID field.

• *Group List:* All payees in a list built using the Group List feature. If you select this option, enter a group in the Group List ID field.

Group Build   If the message level is *Group Build*, select the group of payees for which you want this message to display on their payslips.

Group List   If the message level is *Group List*, select the list of payees for which you want the message to display on their payslips.

Message   Enter the message text to appear on the selected payslips. The field length is 254 characters. The message text can be translated on a related language table.

Defining Payee Payslip Delivery Options

This section discusses how to define payslip payee options.

Page Used to Define Payee Payslip Delivery Options

Page Name	Object Name	Navigation	Usage
Payslip Delivery Options CHN	GPCN_PSLP_PYE	Global Payroll & Absence Mgmt, Payee Data, Payslips, Payslip Delivery Options CHN	Indicate payslip delivery options for an individual payee.

Defining Payslip Delivery Options

Access the Payslip Delivery Options CHN page (Global Payroll & Absence Mgmt, Payee Data, Payslips, Payslip Delivery Options CHN).

Payslip Delivery Options CHN

The default delivery option for all payslips is the method specified in the Delivery Option field on the Template Setup & Accumulators page when you defined the payslip template. You can use this page to set an effective-dated override of that delivery option at the payee level.

Effective Date   Enter a date when the delivery option takes effect.

Delivery Option   Select a payslip delivery option for the payee. Options are:

- *Home Address:* The payee's home address as specified in Human Resources.

- *Department:* The address of the payee's current department on the Job record.

- *Location:* The address of the payee's current location on the Job record.

- *Mail Address:* The payee's mail address as specified in Human Resources.

- *None (blank):* No special delivery address indicated. (Instead the payee will be assigned the default delivery address as defined on the Template Setup & Accumulators page for the template that is assigned to the payee when the payslip job is run.)

Note. The Delivery Address Option defaults to *None.*

CHAPTER 9

Setting Up Public Housing Fund and Social Insurance Contributions

This chapter provides an overview of Public Housing Fund and Social Insurance (PHF/SI) contributions and discusses how to:

• Define Public Housing Fund and Social Insurance registration.

• Assign and disable Public Housing Fund and Social Insurance deductions.

Understanding Public Housing Fund and Social Insurance Contributions

The Public Housing Fund and Social Insurance (PHF/SI) are statutory deductions to which both employees and employers contribute, although not all of them are mandatory in each area. They are:

• Public Housing Fund

• Voluntary Public Housing Fund

• Basic pension insurance

• Basic medical insurance

• Statutory supplementary medical insurance

• Unemployment insurance

• Work-related injury insurance

• Maternity insurance

• Large amount medical insurance

Global Payroll for China enables you to define PHF/SI registration details, assign and disable PHF/SI deductions for payees, and generate PHF/SI reports.

Delivered PHF/SI Deductions

Global Payroll for China delivers 18 PHF/SI deductions:

• HOUSE_EE

• HOUSE_ER

• PENSION_EE

• PENSION_ER

• MEDICAL_EE

- MEDICAL_ER
- IND_INJ_EE
- IND_INJ_ER
- UNEMPL_EE
- UNEMPL_ER
- HOUSE VOL_EE
- HOUSE VOL_ER
- MATERNITY_EE
- MATERNITY_ER
- SUP MED_EE
- SUP MED_ER
- LAMI_EE
- LAMI_ER

These deductions along with the key supporting elements associated with them are discussed in the Setting Up Deductions chapter.

See Chapter 5, "Setting Up Deductions," Delivered Deductions, page 41.

See Chapter 5, "Setting Up Deductions," Delivered Supporting Elements, page 48.

PHF/SI Calculation

To calculate PHF/SI deductions:

1. For PHF/SI employee deductions, the CN GC CONT generation control element uses the CN FM EE CONT ELIG formula to determine payee eligibility.

    For PHF/SI employer deductions, the CN GC CONT ER generation control element uses the CN FM ER CONT ELIG formula to determine payee eligibility.

2. The CN FM CONT pre process formula determines the employee contribution base (CN VR CONT EE BASE), employee contribution percentage (CN VR CONT EE PCT), employer contribution base (CN VR CONT ER BASE), and employer contribution percentage (CN VR CONT ER PCT). For PHF/SI employee deductions, the system multiplies the employee contribution base by the employee contribution percentage to determine the amount. For PHF/SI employer deductions, the system multiplies the employer contribution base by the employer contribution percentage to determine the amount

    CN FM CONT also uses the CN BR PHF-SI CALC bracket to determine the calculation basis, the switch month, the upper and lower limits of the calculation base, and the rounding rule to be applied.

    The calculation basis values in the CN BR PHF-SI CALC bracket are:

Bracket Value	Calculation Basis
1	Average of previous year-to-date gross salary or current month gross salary if the previous year-to-date average is not available.
2	Previous month's gross salary.

Bracket Value	Calculation Basis
3	Current month's gross salary.
4	Fixed amount.
5	City average salary of previous year.
6	60% of city monthly salary.
7	City minimum monthly salary.
0	Overridden base amount entered at the payee level. **Note.** If the calculation base is 0 and there is no base amount entered at the payee level, the default value for the calculation basis is the current month's gross salary.

The switch month is the month in which the system recalculates the base amount. A payee must have a full year of payroll results to be eligible for this recalculation.

If the CN BR PHF-SI CALC bracket specifies an upper or lower limit for a deduction and the base amount is outside those limits, the system resets the base amount to the appropriate upper or lower limit.

The rounding rule values in the CN BR PHF-SI CALC bracket are:

Bracket Value	Rounding Rule
0	GP ROUND UP 2DEC
1	CN ROUND UP 1 DEC
2	GP ROUND DOWN 0DEC
3	GP ROUND NEAR 0DEC

3. For PHF/SI employee deductions, the post process formula CN FM ROUNDING applies the rounding rule. For payees on probation, that is, with a Probation Date specified in their employment data in HR, the CN FM ROUNDING formula also checks whether the payee is on probation in the current period. If the payee is on probation and the Use Probation Processing check box is selected for the contribution, the system adds the current deduction amount to the probation accumulator CN AC PHFSI PROBN and sets the deduction amount to zero. If the payee's probation expires in the current period and the Use Probation Processing check box is selected for the contribution, the system adds the amount in the CN AC PHFSI PROBN accumulator to the current deduction amount.

For PHF/SI employer deductions, the post process formula CN FM ROUNDING ER applies the rounding rule. The CN FM ROUNDING ER formula also calls the CN FM ROUNDING formula to perform probation processing for employer contributions. In addition, CN FM ROUNDING ER saves any retro adjustment amounts calculated in the period, as defined for each PHF/SI contribution in the CN BR CONT RETRO bracket, in the CN WA CONTRIBUTIONS writable array for PHF/SI reporting purposes.

See Also

Defining Public Housing Fund and Social Insurance Registration

This section discusses how to define PHF/SI registration for pay entities.

Page Used to Define PHF/SI Registration for Pay Entities

Page Name	Object Name	Navigation	Usage
PHF/SI Registration CHN	GPCN_PHFSI_REGT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, PHF/SI Registration CHN	Define PHF/SI registration information for pay entities.

Defining PHF/SI Registration for Pay Entities

Access the PHF/SI Registration CHN page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, PHF/SI Registration CHN).

PHF/SI Registration CHN page

In Global Payroll for China, you enter PHF/SI registration information at the pay entity level. You must enter Registration Details for each combination of Contribution Type and Contribution Area. For example, you define registration information for work-related injury insurance contributions in Beijing separately from the registration information for the same type of contribution in Shanghai.

Assigning and Disabling Public Housing Fund and Social Insurance Deductions

This section discusses how to:

- Assign and disable PHF/SI deductions for payees.

- Enter element details for PHF/SI deductions.

Pages Used to Assign Public Housing Fund and Social Insurance Deductions

Page Name	Object Name	Navigation	Usage
Element Assignment By Payee	GP_ED_PYE	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment By Payee	Assign PHF/SI deductions to a payee.
Element Detail	GP_ED_PYE_DTL_SEC	Click the element name link on the Element Assignment By Payee page.	Enter element details for assigned PHF/SI deductions.

Assigning and Disabling PHF/SI Deductions for Payees

Access the Element Assignment By Payee page (Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment By Payee.

Element Assignment By Payee page

Assigning New PHF/SI Deductions

To assign a PHF/SI deduction new enrollment or transfer in for a payee:

1. Enter the new assignment

2. Enter a begin date for the assignment.

3. Specify the process order.

4. Enter an Account Status of *TRANSFER IN* and the appropriate Account Status Change value on the Element Detail page.

    Note. The account statuses of TRANSFER IN and OPEN are functionally the same. Either status allows the resolution of a PHF/SI contribution during payroll processing.

5. Verify that the Apply check box is selected.

Transferring Out Existing PHF/SI Deductions

To transfer out an existing PHF/SI deduction assignment:

1. Enter an end date for the existing PHF/SI deduction assignment. The end date must be the payee's Job termination date minus 1 day, or the date minus 1 day at which contributions should cease if the payee's Job is not terminated.

2. Add a new row for the same PHF/SI deduction with a new start date. The start date of this deduction assignment must be the payee's Job termination date or the date the deduction is to be transferred out if the payee's Job is not terminated.

3. For the new deduction, enter an Account Status of *TRANSFER OUT*, enter the appropriate Account Status Change value. You should enter the same account number and any other applicable field values that were defined for the prior deduction assignment.

    Note. If you want to resolve the PHF/SI contribution deduction during the transfer out period, select the Deduct on Term/Xfr check box on the Element Detail page.

Closing Existing PHF/SI Deductions

To close an existing PHF/SI deduction assignment:

1. Enter an end date for the existing PHF/SI deduction assignment. The end date must be the payee's Job termination date minus 1 day.

2. Add a new row for the same PHF/SI deduction with a new start date. The start date of this deduction assignment must be the payee's Job termination date.

3. For the new deduction, enter an Account Status of *CLOSED*, enter the appropriate Account Status Change value. You should enter the same account number and any other applicable field values that were defined for the prior deduction assignment.

    Note. If you want to resolve the PHF/SI contribution deduction during the termination period, select the Deduct on Term/Xfr check box on the Element Detail page.

PHF/SI Deduction Assignment and Hukou Type

The system will not calculate an assigned PHF/SI deduction if the payee to which you assigned it does not have a specified Hukou type. You can specify a payee's Hukou type using the Hukou Type field on the Regional page, or by creating a supporting element override (SOVR) for the CN VR HUKOU variable.

Supplemental Medical Insurance for Tianjin

Currently, there are no established rules for supplementary medical insurance for the Tianjin contribution area. Therefore, while PeopleSoft delivers data rows for the combination of the TIANJIN contribution area and SUP MEDICAL contribution type within the CN BR PHF-SI CALC and CN BR CONT PCT brackets, the values for all the fields are null. If you want to assign the SUP MED_EE deduction to a payee in the Tianjin contribution area, you must enter values in the fields of the TIANJIN/SUP MEDICAL rows of the CN BR PHF-SI CALC and CN BR CONT PCT brackets. Otherwise, the system will not calculate the assigned SUP MED_EE deduction during a payroll run.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Setting Up Overrides," Defining Payee Overrides, Assigning and Disabling Earnings and Deductions by Payee

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, "Adding a Person in PeopleSoft Human Resources"

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Setting Up Overrides," Defining Payee Overrides, Overriding Supporting Element Values for Payees

Enter Element Details for PHF/SI Deductions

Access the Element Detail page (click the element name link on the Element Assignment By Payee page).

Element Detail page

Contribution Area   Enter a value to override the contribution area associated with the deduction.

Contribution Base Calc Method	Enter a value to override the contribution base calculation method.
Account Number	Enter an account number for the contribution.
Overridden base	Enter a value to override the contribution base.
Account Status	Enter an account status. Valid values are:

- *CLOSED:* The system resolves deductions with this status as long as the Deduct in Term/Xfr period check box is selected.

- *OPEN:* The system resolves deductions with this status if the start date of the deduction assignment is in or prior to the current period and the current segment is the last segment in the current period.

- *SUSPEND:* The system does not resolve deductions with this status.

- *TRANSFER IN:* The system resolves deductions with this status if the start date of the deduction assignment is in or prior to the current period and the current segment is the last segment in the current period.

- *TRANSFER OUT:* The system resolves deductions with this status as long as the Deduct in Term/Xfr period check box is selected.

Deduct in Term/Xfr period	Select to resolve deductions with an Account Status of *CLOSED* or *TRANSFER OUT*. This enables you to resolve PHF/SI contribution deductions during a termination or transfer out period.
Use Probation Processing	Select this check box for a PHF/SI deduction to accrue the deduction amount to the CN AC PHFSI PROBN accumulator and set the deduction amount to zero during a payee's probation period.
	When the probation period expires, the system adds the amount in the CN AC PHFSI PROBN accumulator to the current period deduction amount and does not accrue further amounts to the accumulator. The system stores the accumulator for a maximum of 12 months after the employee's last hire date.

Note. You can also specify this override at the pay group or pay entity level.

CHAPTER 10

Setting Up and Running Banking Processes

This chapter provides an overview of banking and discusses how to:

• Setting up banking.

• Generating the EFT Payment File.

Understanding Banking

Before you run banking recipient processes, you need to define and set up:

• Source (company) bank (China Construction Bank, Shanghai branch – CCBS).

• Source bank table data.

• Payees' banks (beneficiary bank).

• Payee's bank account table.

• Net distribution table specifying the distribution details for each payee.

Setting Up Banking for China

This section discusses:

• Banking in China

• Banking setup.

• Defining Electronic Funds Transfer formats.

Banking in China

In China, salary payments are made by direct deposit, in cash, or by check. In cases where direct deposit is selected, the company chooses any commercial bank as the payment bank. Global Payroll for China takes advantage of Global Payroll core application functionalities to process direct deposits.

Banking Setup

In Global Payroll, banking setup starts in the core application and continues in Global Payroll for China. Before reading this chapter, it is strongly recommended that you read the banking feature in the Global Payroll core documentation.

These steps summarize the banking setup in Global Payroll for China:

    1. Define bank information, such as bank name and ID.

Though some countries have their own validation rule for Branch ID, China does not have a standard for bank branch code at the country level. Thus, Global Payroll China uses the core PeopleSoft Enterprise Global Payroll's banks and branches feature without any enhancement.

Note. In Global Payroll, bank information must be defined for all banks, including those that are to be used as source banks and those that are used by payees.

2. Define source bank account information.

3. Define a deposit schedule.

4. Define a payee's bank account information and net pay distribution details.

China does not have their own account-numbering standard and validation rule for bank account numbers at the country level. Thus, Global Payroll China uses the core PeopleSoft Enterprise Global Payroll's source bank accounts feature without any enhancement. In China, companies generally allow their employees to have only one bank account for salary payments and, therefore, only one net distribution per payee.

Note. Even if there is only one net pay distribution per payee, you have to define the distribution for each payee.

Accepted Chinese payment methods are:

• Cash

• Direct Deposit (bank transfer)

• Check

Note. Bank information setup and general source bank setup are discussed in the application fundamentals PeopleBook for Human Resources Management (HRMS). All other aspects of banking setup, such as deposit schedules, and payee bank account information, are discussed in the Global Payroll core documentation.

See Also

PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook, "Setting Up Banks and Bank Branches"

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Banking Instructions"

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Banking Instructions," Defining Deposit Schedules

Banking Preparation Process

Once you've set up banking and assigned recipients to deductions, you can run the Global Payroll for China banking preparation process.

The Global Payroll for China banking preparation process includes:

• The core banking preparation process.

• China specific payment processes.

• Combine payments process.

• Payment ID and number assignment process.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Processing Payroll"

Defining Electronic Funds Transfer Formats

This section discusses the Electronic Funds Transfer (EFT) format used by Global Payroll China to transfer funds between banks electronically.

Page Used to Define the EFT Format

Page Name	Object Name	Navigation	Usage
Electronic Transfer Formats	EFT_NAME	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Electronic Transfer Format	Define the EFT file that complies with the file format used by China Construction Bank, Shanghai branch to transfer funds to other banks.

Page Used to Define the EFT Format

Access the Electronic Transfer Formats page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Electronic Transfer Format).

Electronic Transfer Formats page

As Chinese banks don't have a standardized banking format, Global Payroll for China delivers only one banking format used by China Construction Bank, Shanghai branch as an example. You need to create a File Layout and update Create Payment EFT File Application Engine program (GPCN_EFT) appropriately so that they will meet your bank's requirements.

Electronic File Format

The EFT file format defined by China Construction Bank, Shanghai branch is made up of header section and the body section. The EFT file is created as an ASCII file with the fixed name *gpcn_bank.txt*.

This table illustrates the four rows of the header section of the banking file.

Row	Description	Data Source	Example
1	Company Name	Account name on Source Bank page. If the length is less than 31, the rest is filled with "=". The data have to be alphanumeric.	ABCD (China) COMPANY LIMITED===
2	Total Lines	Total number of the lines in the body section of the banking file in six digits plus "=" repeated 25 times.	000004================== =======
3	Total Payment Amount	Total amount of the payment in the body section of the banking file in 12 digits, plus "=" repeated 19 times.	000000014373=========== =======
4	Separator Line	Fixed value.	================= ***************

The following table illustrates the body section of the banking file. The body section is comprised of three items.

Item	Description	Data Source	Digit	Example
1	Account Number	Account ID on Payee Net Distribution page.	19	1218419980110047698
2	Payment Amount	Sum of Net Result Values stored in the Global Payroll Core result table by each payee.	9	000006545 (meaning 65.45 CNY)
3	Transaction Type Code	Fixed value.	10	0000000003

The following is an example of the EFT file:

```
ABCD (China) COMPANY LIMITED===
000004=========================
000000014373===================
================***************
1218419980110047698000000654500000000003
1218419980110051278000000000800000000003
1218419980110076622000000093500000000003
1218419980110087470000000688500000000003
```

The Global Payroll for China Banking Process

These steps summarize the Global Payroll for China banking process:

1. Calculate absence and payroll.

Run and finalize Global Payroll's core Calculate Absence and Payroll process using the Payroll/Absence Run Control page.

2. Run the payment preparation process.

Run and finalize Global Payroll's core Run Payment Prep Process.

3.   Run Global Payroll China's Banking process using the Create Payment EFT page.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Processing Payroll"

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing and Finalizing Payroll Results"

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Entering and Processing Absences"

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Banking Instructions," Reviewing Banking Results by Calendar Group

Generating the EFT Payment File

This section provides an overview of the direct deposit file process and discusses how to create the Payment EFT File.

Understanding the Payment EFT File Creation Process

You use the Create Payment EFT page to define the parameters for the EFT file and to run the Create Payment EFT File process.

This diagram shows the Create Payment EFT File process:
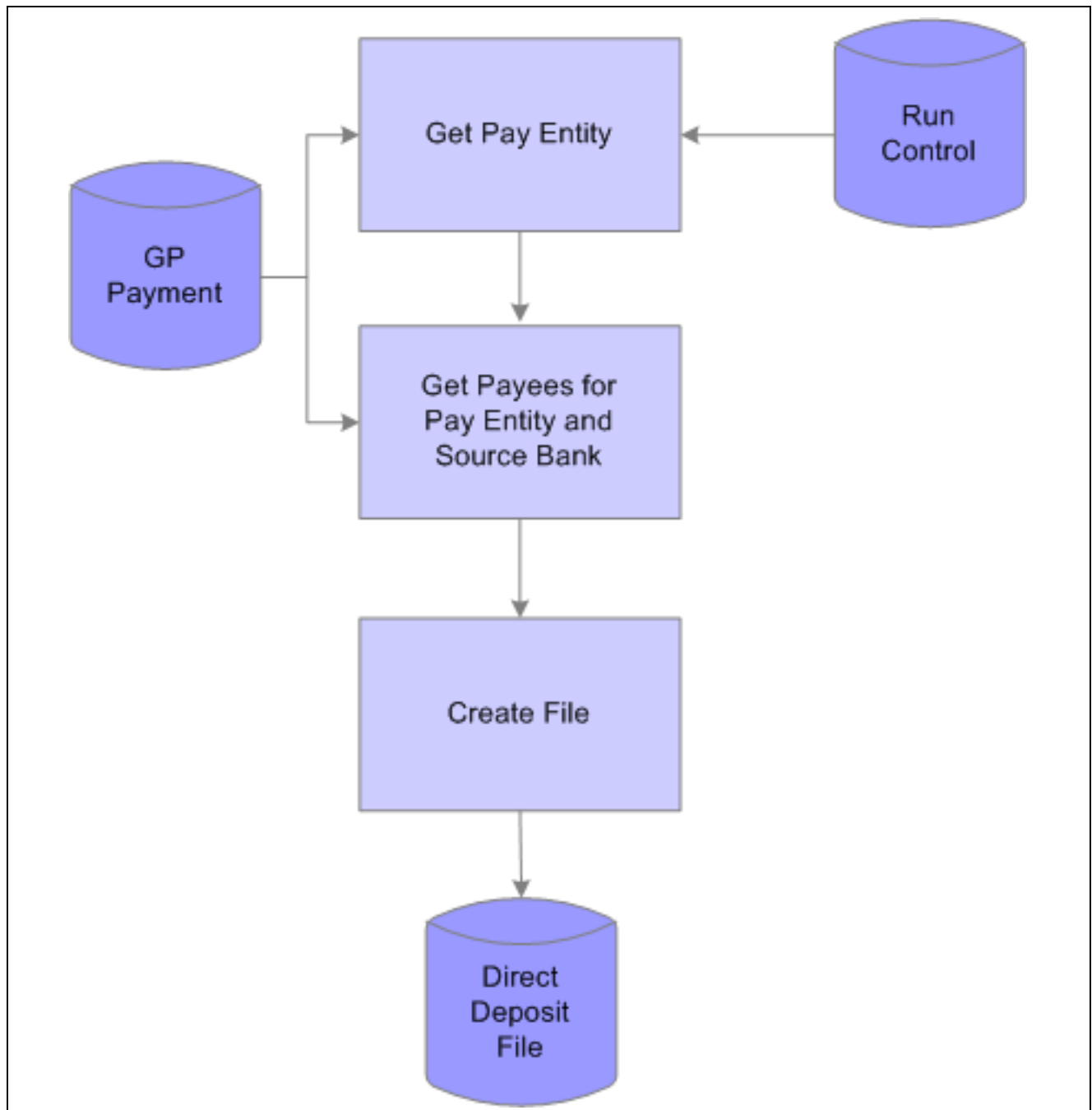
Create Payment EFT File process

Page Used to Create Payment EFT Files

Page Name	Object Name	Navigation	Usage
Create Payment EFT	GPCN_EFT_RC	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File CHN	Create the EFT file for direct deposits.

Creating the Payment EFT File

Access the Create Payment EFT page (Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File CHN).

Create Payment EFT page

Calendar Group ID	Select the Calendar Group ID to be used with this Payment EFT file. Only those calendars that are ready for banking are available for selection.
Source Bank ID	Select a source bank ID.
Debit Date	Net Pay Distribution data for each payee as of this date is used when the Payment EFT file is created.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Processing Payroll"

CHAPTER 11

Generating Payslips

This chapter provides an overview and discusses how to generate payslips.

Understanding Payslip Generation

The payslip template controls the layout of the printed payslips. You print payslips by calendar group ID. Payslips can be run for particular pay entities, pay groups, departments, locations, or payees.

You can print payslips for:

- An entire calendar group ID.
- Individual payees for the selected calendar group ID.
- Groups of payees in the selected calendar group ID by pay entity, pay group, department, or location.

Only one grouping can be specified for a pay run.

The default delivery option the default delivery option, if no option is specified on the payslip template or at payee level, is the employee's home address.

See Also

Chapter 8, "Setting Up Payslips," Defining Payee Payslip Delivery Options, page 92

Creating and Printing Payslips

This section discusses how to generate payslips.

Prerequisites

Before generating a batch of payslips you must:

- Define the payslip template to be used.
- Link the payslip template to the appropriate pay groups.
- Define any messages to be printed on the payslip.
- Create delivery option overrides to accommodate the needs of individual payees if necessary.

See Also

PeopleSoft Enterprise Global Payroll China, 9.0, "Setting Up Payslips"

Pages Used to Generate and View Payslips

Page Name	Object Name	Navigation	Usage
Create/Print Payslips CHN	GPCN_RUNCTL_PSLP	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips CHN	Generate and view payslips for all employees or for a specified segment of the employee population.
Pay Entity List	GPCN_PSLP_PE_RC	Click the Pay Entity List link on the Create/Print Payslips CHN page.	Secondary page for entering one or more pay entities to be processed in the current payslip run.
Pay Group List	GPCN_PSLP_PG_RC	Click the Pay Group List link on the Create/Print Payslips CHN page.	Secondary page for entering one or more pay groups to be processed in the current payslip run.
Department List	GPCN_PSLP_DPT_RC	Click the Department List link on the Create/Print Payslips CHN page.	Secondary page for entering one or more departments to be processed in the current payslip run.
Location List	GPCN_PSLP_LOC_RC	Click the Location List link on the Create/Print Payslips CHN page.	Secondary page for entering one or more locations to be processed in the current payslip run.
Payee List	GPCN_RUNCTL_SEC	Click the Payee List link on the Create/Print Payslips CHN page.	Secondary page for entering one or more payees to be processed in the current payslip run.

Generating Payslips

Access the Create/Print Payslips CHN page (Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips CHN).

Create/Print Payslips CHN page

Language	Select the language in which the payslips will be printed.
	Note. Pay groups should be assembled by the language that its members speak so as to meet the printing and employees' viewing requirements.
Calendar Group ID	Select a calendar group ID for which to produce payslips. The prompt table for Calendar Group ID will return all calendar groups that have been finalized.
Stream Number	If the payees belonging to the selected calendar group have been split into streams, payslips can be run for a particular stream.
Pay Entity List, Pay Group List, Department List, Location List, and Payee List	Click to access secondary pages that enable you to add one or more pay groups, departments, and so forth, to be processed in the current payslip run.
	For the Pay Entity option and Pay Group option, you select only pay entities or pay groups, respectively.
	For the Department option and Location option, you select Set IDs and then departments or location codes, respectively.
	For the Payee List option, you select only employee IDs.

Internal Sort Order

Sort Keys	The payslips that are produced from the run can be sorted using up to three sort keys. If you select *Not Applicable*, the program prints the payslips by employee name.
	Note. If employee name is selected as a sort option, the payslips will be sorted by the payees' Han Yu Pin Yin name.

Description of Processes in Payslip Job

The Payslip page launches a Job (GPCNPYSL) containing two processes in sequence:

1. The GPCNPY01 Structured Query Report (SQR) prints the payslip report.

2. If you have licensed PeopleSoft Enterprise ePay 9.0, then the GP_EPAY Application Engine process uses the payslip report and self-service related information provided by the prior processes in the Job GPCNPYSL in order to create both printed and self-service payslips for each payee.

Viewing Payslips Online

If you have licensed PeopleSoft Enterprise ePay, then after the payslip generation process is complete and ePay processing has been successful, an employee may view and print their payslips online by selecting Self Service, Payroll and Compensation, View Payslips. Both the online view and the printed payslip are based on the layout defined in the payslip template.

CHAPTER 12

Processing Terminations

This chapter provides an overview of terminations and discusses how to:

• Set up severance payments calculation.

• Set up termination payments calculation.

Understanding Termination

When an employee is terminated by an employer, his pay out is comprised of a severance payment and a termination payment. Termination payments may also include pay in lieu of short notice and a payout to compensate for the employee's annual leave balance.

Severance Payment

If an employer terminates an employee, then he will have to pay the employee severance. If, however, the employee resigns, then no such payment is required. The monthly salary calculation would be company-specific. Some companies might use a base salary for calculation, while certain state-owned enterprises might include all the components of a salary while calculating the monthly salary. Severance pay is negotiable between the employer and employee. This payment can be calculated as:

• A fixed monthly salary as decided by the employer or negotiated with employee.

• An actual average of employee's salary. Average being calculated over a period of 12 months.

Tax calculation on severance pay is subject to the same taxation rules regardless of how it is calculated.

According to China Labor law, if an employer terminates an employee, then he will have to pay the employee severance payment. This amount is taxable but a specific tax calculation applies. If the employee resigns, however, then there is no severance payment.

The amount of severance pay depends on the years of service (YOS). Generally, for every year of service, one month's salary is paid. For the purpose of salary, the average salary of the last 12 months is used. Thus, the severance pay is calculated as:

Severance Pay = Average monthly salary from last 12 months X YOS

There is a ceiling on the YOS. For example, it can be maximum of 12 years. Years of service are rounded up to the nearest integer.

This severance pay is further taxed as per the taxation requirements depending on the tax area. To determine severance pay tax amount, the taxable income amount is determined initially in order to obtain the tax rate and quick deduction amount to use.

Severance taxable income = (Severance Pay Amount – Severance Pay Exempted Amount (based on tax area)/ Years Of Service

Using the Severance Taxable Income, the tax rate, based on the employee's tax area, can be determined. The actual amount of tax due on the severance payment can then be calculated as follows:

Initial Severance Tax Amount = (Severance Taxable Income - Tax Exempt Amount) X Tax Rate - Quick Deduction Amount

Severance Tax Amount = Initial Severance Tax Amount X YOS

Severance Tax Amount is rounded off to jiao.

Termination Payment

Termination payments are comprised of:

• Any breach of notice as established in the contractual agreement by either side (employee or employer), the party would pay the other in lieu of short notice period.

• The compensation of accrued annual leave balance. Not all employers pay out the leave balance.

• It is taxed along with the last month's salary of the employee. Not all companies have contractual agreements for the notice period.

• The salary for purpose of this calculation can use any of the following methods:

 - A fixed monthly salary as decided/negotiated by the employer with employee.

 - Previous month's actual salary paid by the employer.

Leave compensation for Annual Leave Balance

When an employee is terminated, if there is outstanding annual leave accrued to his account, the company may compensate the leave. This amount is taxable along with normal earnings.

The amount paid in lieu of the balance annual leave is calculated as follows:

Annual Leave Payment = Daily Rate X Balance Annual Leaves

Calculation of daily-rate would be based on the type of the employee.

If the employee is a daily-rate employee, the same rate would be used. If the employee works on a monthly-rate, the daily-rate is calculate as:

Daily rate = Monthly Salary / Average working days in a month

The average working days in a month is regulated by the Ministry of Labor and Social Security (MOLSS) of China.

Pay in lieu of short notice period

If there was a breach of notice period as detailed in the contractual agreement by either side, the party breaching the contract would have to pay the other in lieu of the short notice period. This amount is taxable along with normal earnings. Calculation of the notice period is as follows:

Payment for Short Notice = Daily Rate X Days short of notice period

The Daily rate would be calculated as:

Daily-Rate = Monthly Salary / Average working days in a month

Payment in lieu of notice by Employer is a pre-tax earning for the Employee. Payment in lieu of notice by Employee is a pre-tax deduction for the Employee. As such it would need to be taxed with the last month's salary.

Setting Up Severance Payments Calculation

This section lists the pages used to set up your Global Payroll China system to calculate severance payments and discusses how to:

• Define start and end dates used by historical rules.

• Define severance payment variables.

• Define severance payment formulas.

You can follow the setup process using the demo data provided by PeopleSoft along with the references to relevant topics in *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook,* which provide greater background detail.

Pages Used to Set Up Severance Payments Calculation

Page Name	Object Name	Navigation	Usage
Earnings Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings,	Name the earnings element (for example, the demo data uses SEVERANCE) and define its basic parameters. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements," Defining Earning Elements*
Earnings - Calculation	GP_ERN_DED_CALC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation tab	Define calculation rules for the earnings element. Set the Calculation Rule to *Amount*, the Amount Type to *Formula - Monetary and Decimal*, and the Amount Element to *CN FM SEV AVG PAY*. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements," Defining Earning Elements*

Page Name	Object Name	Navigation	Usage
Earnings - Rounding/Proration	GP_ERN_DED_RND	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Rounding/Proration tab	Specify rounding and proration options for the components of the earnings element by selecting *Use Pay Group Rounding* in the Rounding Option - Resolved Amount field. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements," Defining Earning Elements*
Earnings - Auto Generated Accumulators	GP_AUTOGEN_ACUM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Auto Generated Accumulators	Define characteristics of automatically generated accumulators for the earnings element. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook," Defining Earning and Deduction Elements"*
Process Name - Definition	GP_SECTION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Process Lists, Process Name, Definition tab From the search page, in the Element Name field, enter *CN PR PAYROLL.*	Change Process List CN PR PAYROLL and add Termination section CN SE TERMINATION, with a conditional formula CN FM TERM CHECK. This formula checks if the employee was terminated within the current segment being processed.
Section Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections From the search page, in the Element Name field, enter *CN SE TERMINATION*.	Use this page to set up the CN PR PAYROLL process list. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Processing Elements," Setting Up Sections*
Section - Definition	GP_SECTION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Definition tab	For the CN PR PAYROLL process list, Use this page to add the earnings element as an earnings element type. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Processing Elements," Setting Up Sections*

Page Name	Object Name	Navigation	Usage
Element Group Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups	Define the CN EG TERMINATION Element Group. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Organization Structure," Defining Element Groups*
Element Group Members	GP_ELEMENT_GROUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Members tab	Insert the earnings element into the CN EG TERMINATION Element Group. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Organization Structure," Defining Element Groups*
Eligibility Group	GP_ELIG_GROUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Eligibility Groups	Insert the CN EG TERMINATION Element Group into the K6MONTHLY eligibility group. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Organization Structure," Defining Eligibility Groups*
Array Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Arrays	Define the Array CN AR EE JOB. This array picks up the termination job row (last row in the current segment), determining if the action reason entered indicates that severance pay is to be calculated. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Data Retrieval Elements," Defining Array Elements*

Page Name	Object Name	Navigation	Usage
Field Map and Keys	GP_ARRAY_KEYS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Arrays, Field Map and Keys	• Select the database table for the FROM clause of the SQL statement. • Define the keys and retrieval criteria for the array and the WHERE clause of the SQL statement the system uses when retrieving data for the array. • Define the fields to be returned and the elements to be filled by the array. This provides the data for the SELECT clause of the SQL statement and determines the elements to resolve from this array call. You also use this page to define the sort order for retrieving rows from a database. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Data Retrieval Elements," Defining Array Elements*
Accumulator Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators	Define a custom accumulator CN AC ROLLAVG SAL (no expiry, continues forever). Based on HIRE DATE this accumulator will hold all the earnings that makeup the average monthly salary. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Setting Up Accumulators," Defining Accumulators*
Level	GP_ACCUMULATOR_1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Level tab	Specify keys for the CN AC ROLLAVG SAL accumulator and indicate the timing of the accumulator's resolution. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Setting Up Accumulators," Defining Accumulators*

Page Name	Object Name	Navigation	Usage
Period	GP_ACCUMULATOR_2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Period tab	Define the period for the accumulator CN AC ROLLAVG SAL. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Setting Up Accumulators," Defining Accumulators*
Members	GP_ACCUMULATOR_3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Members tab	Define the list of elements that contribute to the accumulator CN AC ROLLAVG SAL. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Setting Up Accumulators," Defining Accumulators*
Historical Calculation Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Historical Rules	Define historical rules CN HR ROLAVG STRT and CN HR ROLAVG END. These historical rules will read the accumulator CN AC ROLLAVG SAL, starting from the previous pay period and going back a number of periods. This number can be 12 months (default value), or the number of months since the hire date, if the employee was employed less than 12 months). A value may also be entered as a payee supporting element override in cases where 12 months of pay history is not available. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Data Retrieval Elements," Defining Historical Rule Elements*

Page Name	Object Name	Navigation	Usage
Processing Period	GP_HIST_RULE1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Processing Period tab	Define the details of the processing period for the historical rules CN HR ROLAVG STRT and CN HR ROLAVG END. Depending on what you select as the rule type, some fields may not be available for entry. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Data Retrieval Elements," Defining Historical Rule Elements*
Parameters and Mapping	GP_HIST_RULE2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Historical Rules, Parameters and Mapping tab	Define the formula for the historical rules CN HR ROLAVG STRT and CN HR ROLAVG END. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Data Retrieval Elements," Defining Historical Rule Elements*
Date Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Dates	Define the start and end dates used by the historical rules. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Data Retrieval Elements," Defining Historical Rule Elements*
Variable Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variable	Define severance payment variables. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Calculation Elements," Defining Variable Elements*
Definition	GP_VARIABLE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Definition tab	Define the value of a variable according to the format specified on the Variable Name page. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Calculation Elements," Defining Variable Elements*

Page Name	Object Name	Navigation	Usage
Formula Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas	Define severance payment formulas. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Calculation Elements," Defining Formula Elements*

Defining Start and End Dates Used by Historical Rules

Start date = previous period:

• CN DT ROLLAVG STRT is set from the period end date minus one month.

• CN DT ROLAVG ST-1 is set from the begin end date minus one month.

End date = 12 months prior, or less if employee is a new hire or if a payee override is entered (CN VR NBR PERIODS).

1. CN DT ROLLAVG END is set from the CN DT ROLLAVG STRT minus the variable CN VR NBR PERIODS that contains the number of months.

2. CN DT ROLLAVG END –1 is set from the CN DT ROLAVG ST-1 minus the variable CN VR NBR PERIODS that contains the number of months.

Defining Severance Payment Variables

Define the following variables:

Variable	Description
CN VR ROLAVG START CN VR ROLAVG END	Values retrieved from the historical rule.
CN VR NBR PERIODS	The number of months that the historical rule will interrogate (the default is 12 months). If the employee is not a new hire, but 12 months pay results do not exist, then as part of the payroll process, this field will be set using payee overrides.
CN VR AVG SEV PAY	Holds the average severance pay. The default value is 999999.99 (rolling average calculation). This can be overwritten at payee, pay group or pay entity to a value of 0.00 to indicate the calculation is to be based on monthly base pay. It can be set to a specific value at payee level to indicate the calculation is use this value and not base pay rolling average.
CN VR ACTION REAS	Holds the action reason from the termination job row. The array populates this variable.
CN VR TERM ACTION	This is set to the default of RED, for staff reduction. This is the action reason that will invoke severance pay. This can be overwritten at Pay Entity/Group level.

Defining Severance Payment Formulas

Define the following formulas:

Formula	Description
CM FM TERM CHECK	Ensures that the Termination Date is within current segment being processed. This formula checks the employee's status: Q=Retired with Pay, R=Retired, T=Terminated, U=Terminated with Pay.
CN FM SEV AVG PAY	This formula is invoked from the earning code SEVERANCE. • Calculates average pay for Severance. • Sets the variable CN VR AVG SEV PAY with specific payee value entered or base pay (MONTHLY RT) or Rolling Average (CN FM SEV AVG HIST is invoked if this is the case) • Severance Pay = CN VR AVG SEV PAY X Years of Service (YOS). YOS is rounded up to full years (no decimal). YOS is based on LAST HIRE DATE.
CN FM SEV AVG HIST	Severance Pay Historical Rule • This will invoke the historical rules CN HR ROLAVG STRT and CN HR ROLAVG END. The historical rules interrogates the accumulator CN AC ROLLAVG SAL and returns two accumulator values— starting pay and ending pay. • Sets the number of months variable (CN VR NBR PERIODS) based on whether the number of months was overridden at the payee level or whether the employee is a new hire. In neither, than, the default variable is 12 months. • Calculates the average pay variable (CN VR AVG SEV PAY) based on starting pay minus the ending pay divided by the number of periods. (CN VR ROLAVG START - CN VR ROLAVG END) / CN VR NBR PERIODS **Note.** If value of this calculation is zero, then the monthly salary will be used.

Setting Up Termination Payments Calculation

This section provides an overview of the termination payment calculation setup and discusses how to:

• Define termination variables.

• Define termination formulas.

You can follow the setup process using the demo data provided by PeopleSoft along with the references to relevant topics in *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook,* which provide greater background detail.

Termination Payments Calculation

Upon termination, the employee or employer must give notice. If this notice is not sufficient, then the termination payment process considers a "Payment in Lieu of Notice." This is indicated by entering the number of days notice in the variable CN VR DAYS NOTICE using the payee supporting element override. The amount calculated can either be an earning or a deduction. If the employee (E) has instigated the termination, then the amount calculated will be considered a deduction. The variable CN VR NOTICE FLAG defaults to E. If, however, the employer (R) has terminated the employee, then the amount will be an earning. This is indicated using the variable CN VR NOTICE FLAG being set to R using payee supporting element override.

As part of the calculation of Payment in Lieu of Notice, any outstanding annual leave balance (VAC_ENT_BAL) will also be paid.

Pages Used to Set Up Termination Payments Calculation

Page Name	Object Name	Navigation	Usage
Earnings Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings	Name the element (for example, the demo data uses TERM PAY) and define its basic parameters. The earning will be set up as amount, with CN FM TERM PAY set as the amount type. This will add to the accumulators GROSS and TAXABLE NORMAL SAL. It will also enable payee override, so that the termination pay can be entered rather calculated. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements," Defining Earning Elements*

Page Name	Object Name	Navigation	Usage
Earnings - Calculation	GP_ERN_DED_CALC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation tab	Define calculation rules for the earnings element. Set the Calculation Rule to *Amount*, the Amount Type to *Formula - Monetary and Decimal*, and the Amount Element to *CN FM TERM PAY*. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements," Defining Earning Elements*
Earnings - Rounding/Proration	GP_ERN_DED_RND	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Rounding/Proration tab	Specify rounding and proration options for the components of the earnings element by selecting *Use Pay Group Rounding* in the Rounding Option - Resolved Amount field. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements," Defining Earning Elements*
Earnings - Auto Generated Accumulators	GP_AUTOGEN_ACUM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Auto Generated Accumulators	Define characteristics of automatically generated accumulators for the earnings element. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook," Defining Earning and Deduction Elements"*
Accumulators	GP_AUTOGEN_ACUM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Accumulators tab	Add the earnings accumulator elements *CHN GROSS* and *TAXABLE NORMAL SAL* with the accumulator signs of *Add.* See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements"*

Page Name	Object Name	Navigation	Usage
Deduction Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions	Name the element (for example, the demo data uses TERM DED) and define its basic parameters. The deduction is set up as an amount, with CN FM TERM DED set as the amount type and subtracts to the accumulator GROSS. Payee override is enabled so that the termination deduction can be entered rather calculated. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements," Defining Deduction Elements*
Earnings - Calculation	GP_ERN_DED_CALC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Calculation tab	Define calculation rules for the deductions element. Set the Calculation Rule to *Amount*, the Amount Type to *Formula - Monetary and Decimal*, and the Amount Element to *CN FM TERM DED.* See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements," Defining Deduction Elements*
Deductions - Rounding/Proration	GP_ERN_DED_RND	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Rounding/Proration tab	Specify rounding and proration options for the components of the deductions element by selecting *Use Pay Group Rounding* in the Rounding Option - Resolved Amount field. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements," Defining Deduction Elements*
Deductions - Accumulators	GP_ERN_DED_AC_ADDL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Accumulators tab	Add the deductions accumulator element *CHN GROSS* with the accumulator sign of *Subtract.*

Page Name	Object Name	Navigation	Usage
Section Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections From the search page, in the Element Name field, enter *CN SE TERMINATION*.	Add the earning TERM PAY and the deduction TERM DED. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Processing Elements," Setting Up Sections*
Element Group Members	GP_ELEMENT_GROUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Members tab	Add the earning and deduction elements to the CN EG TERMINATION Element Group. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Organization Structure," Defining Element Groups*
Variable Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variable	Define termination variables. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Calculation Elements," Defining Variable Elements*
Formula Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas	Define termination formulas. See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Calculation Elements," Defining Formula Elements*
Text Definition	GP_FORMULA2_V2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Text Definition tab	View or modify formula text for CN FM TERM PAY and CN FM LVE TERM formulas.

Defining Termination Variables

Define the following variables:

Variable	Description
CN VR DAYS NOTICE	Days Short Notice Period. This will be entered as a payee override as part of the termination process.
CN VR NOTICE FLAG	EE or ER Notice Flag, default of E. This indicates the type of payment is employee. If the payment is employer then this variable will be set to R using payee override as part of the termination process.

Defining Termination Formulas

Define the following formulas:

Formula	Description
CN FM TERM PAY	Invoked from TERM PAY earning, this formula will calculate the Payment in Lieu of Notice by Employee (R). It is a pre-tax earning for the employee. The number of days notice is entered using PI. It will calculate the leave balance outstanding, calling CN FM LVE TERM. If the variable CN VR NOTICE FLAG = R (employer instigated termination), then it calculates: Payment = Monthly Rate/Numbers of day in a month X number of short days notice It adds the amount calculated for the leave and the amount calculated for the notice period and places the result in CN FM TERM PAY.
CN FM LVE TERM	Called from CN FM TERM PAY, this formula checks if the employee has a leave balance (VAC_ENT_BAL), then calculates: Payment = Monthly Rate/Numbers of day in a month X Leave Balance
CN FM TERM DED	Invoked from TERM DED deduction, this formula will calculate the Payment in Lieu of Notice by Employee (E). It is a pre-tax deduction for the employee. The number of days notice is entered using PI. If CN VR NOTICE FLAG = E (employee instigated termination) then it calculates: Payment = Monthly Rate/Numbers of day in a month X number of short days notice

CHAPTER 13

Reporting Tax Information

This chapter provides an overview of tax reports and discusses how to generate tax reports.

See Also

Chapter 6, "Setting Up Tax Processing," page 61

Tax Reports

Global Payroll for China delivers two tax reports:

- The Individual Income Tax Withholding Report is a summary monthly report of income, deductions and taxes for all payees that must be submitted to the tax authorities within 7 days after the end of the current month.

- The Tax Withholding Detail Report is a detailed monthly report of income, deductions and taxes for all payees. It is a supplement to the Individual Income Tax Withholding Report.

The reports are designed in accordance with Article 9 of the Individual Income Tax Law of the People's Republic of China. The State Administration of Taxation (SAT) issues general formats for these tax return reports, but each province or city directly under the central government can design their own format based on the regulations issued by the SAT. PeopleSoft Enterprise Global Payroll for China 9.0 provides the general formats as issued by the SAT.

The system extracts data for both of these reports using the Report Data feature.

Process Flow

This diagram illustrates the flow of the tax report data extract process:
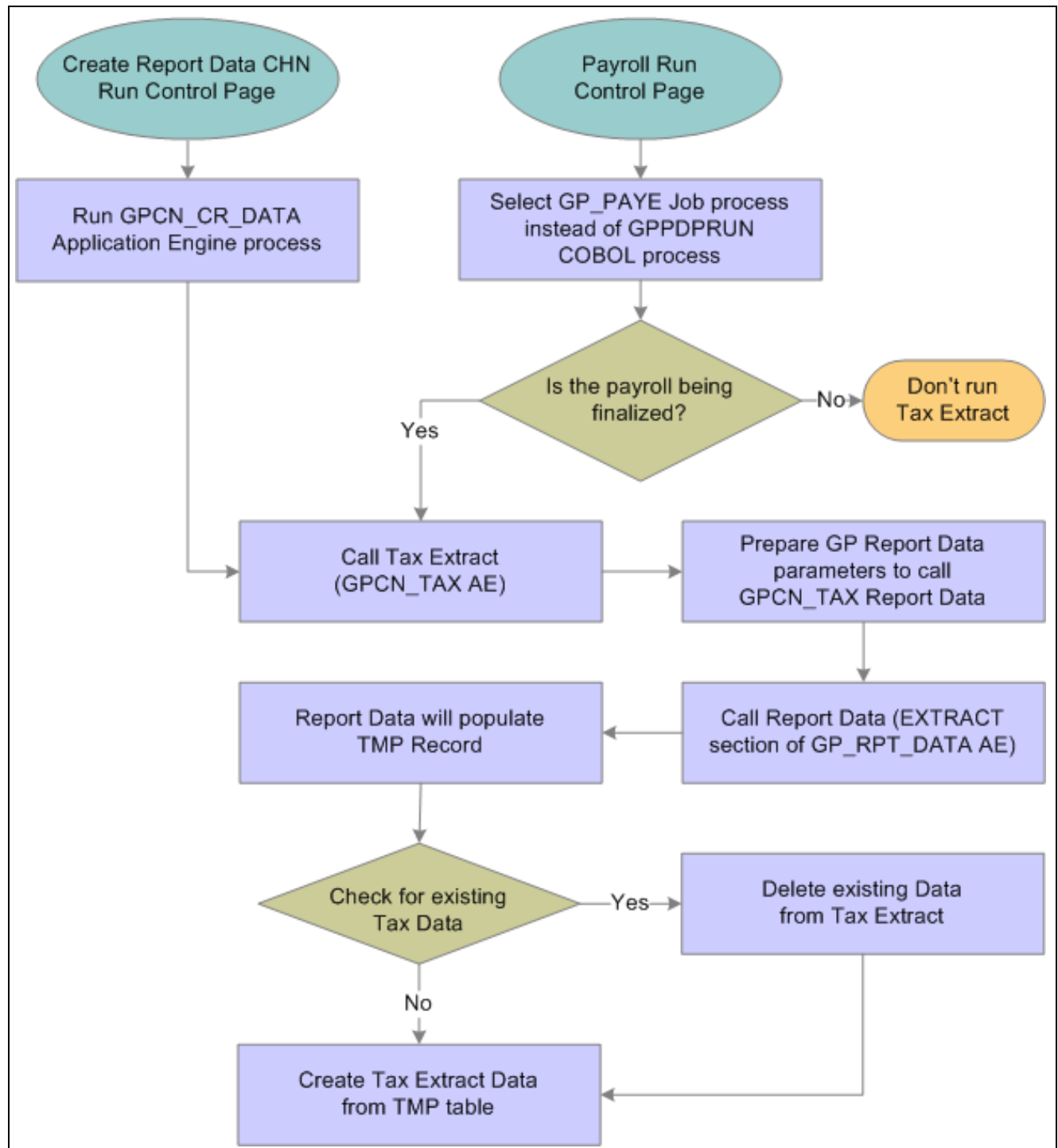
Tax Report Data Extract Process Flow

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Integrating with PeopleSoft Enterprise Performance Management," Reviewing Delivered Setup Data in the Global Payroll Database

Generating Tax Reports

This section discusses how to:

• Create tax report data.

• Create tax reports.

Page Used to Generate Tax Reports

Page Name	Object Name	Navigation	Usage
Create Reporting Data CHN	GPCN_CR_RPT_DTA_RC	Global Payroll & Absence Mgmt, Authority Correspondence, Create Reporting Data CHN	Generate Report Data for finalized payrolls.
Tax Reports CHN	GPCN_TAX_DATA_RC	Global Payroll & Absence Mgmt, Taxes, Tax Reports CHN	Generate the Individual Income Tax Withholding Report and Tax Withholding Detail Report.

Creating Tax Report Data

Access the Create Reporting Data CHN page (Global Payroll & Absence Mgmt, Authority Correspondence, Create Reporting Data CHN).

Create Reporting Data CHN page

Calendar Group ID   Select the calendar group for which you want to generate Report Data. You can select only finalized calendar groups.

The Create Reporting Data CHN (GPCN_CR_DATA) Application Engine process calls the GPCN_TAX Application Engine process, which generates tax report data for the selected calendar group.

The GPCN_CR_DATA process simultaneously calls the GPCN_PHFSI Application Engine process, which generates Public Housing Fund and Social Insurance (PHF/SI) report data for the selected calendar group.

Note. Instead of manually running the GPCN_CR_DATA process from this page to generate report data, you can select the GP_PAYE Job process instead of the GPPDPRUN COBOL process when you finalize a calendar group. Like GPCN_CR_DATA, GP_PAYE calls both GPCN_TAX and GPCN_PHFSI.

See Also

Creating Tax Reports

Access the Tax Reports CHN page (Global Payroll & Absence Mgmt, Taxes, Tax Reports CHN).

Tax Reports CHN page

Year and **Month**	Enter the year and month for which you are generating the report.
Tax Area	Enter the tax area for which you are generating the report. Valid values are:
	• *Beijing*
	• *Shanghai*
	• *Shenzhen*
	• *Tianjin*
Pay Entity	Enter the pay entity for which you are generating the report. If you leave this field blank, the process creates a report for all pay entities in the selected tax area.
Category of Income	Select the category of the income for which you are generating the report. Valid values are:

- *Salary/Wage*

- *Annual Bonus*

- *Severance*

Employee Type   Select the type of employees for which you are generating the report. Valid
                             values are:

- *Local Employee Only*

- *Intern Employee Only*

- *Expatriate Only*

- *All*

Report Type   Select which report you want to generate.

- *Detail:* Select to generate the Tax Withholding Detail Report.

- *Summary:* Select to generate the Individual Income Tax Withholding Report.

- *Both:* Select to generate both reports.

Filing Date   Enter the date on which you are filing the report.

Payment Date   Enter the date when the company submits income tax to the local taxation
                             administration. This is a required field for the Individual Income Tax
                             Withholding Report and is available only if you select *Summary* or *Both*
                             in the Report Type field.

Internal Sort Order   Use the sort keys to sort your generated reports by *Employee Name, Employee
                             Number,* and *Pay Group.*

                             If you select *Employee Name*, the report is sorted by the payees' Han Yu
                             Pin Yin name.

Note. If the system calculates tax using the *retro when earned* override set, the taxable amount with retro does
not appear on the tax reports. In this case, you must report the retro tax amount directly to the Tax Bureau.

See Also

Chapter 3, "Defining Country Data," Retroactivity, page 14

CHAPTER 14

Reporting Public Housing Fund and Social Insurance Data

This chapter provides an overview of Public Housing Fund and Social Insurance (PHF/SI) reporting and discusses how to generate PHF/SI reports.

See Also

Public Housing Fund and Social Insurance Reports

Global Payroll for China delivers three PHF/SI reports:

- The Annual Base Report declares annual employee and employer contribution bases.
- The Eligibility Report lists monthly requisition/loss of PHF/SI eligibility.
- The Monthly Contribution Report lists monthly employee and employer contribution amounts.

Because there is no particular legal format provided by the local PHF/SI Management centers for PHF/SI reporting nor any provision for data being delivered in a magnetic format, PeopleSoft provides general formats for PHF/SI reports for the reporting authorities. Companies can use these reports as an aid to completing the pre-printed report formats supplied by the local PHF/SI management centers.

The system extracts data for these reports during payroll finalization using the Report Data feature. It produces the reports in both PDF and CSV file formats.

Process Flow

This diagram illustrates the flow of the PHF/SI report data extract process:
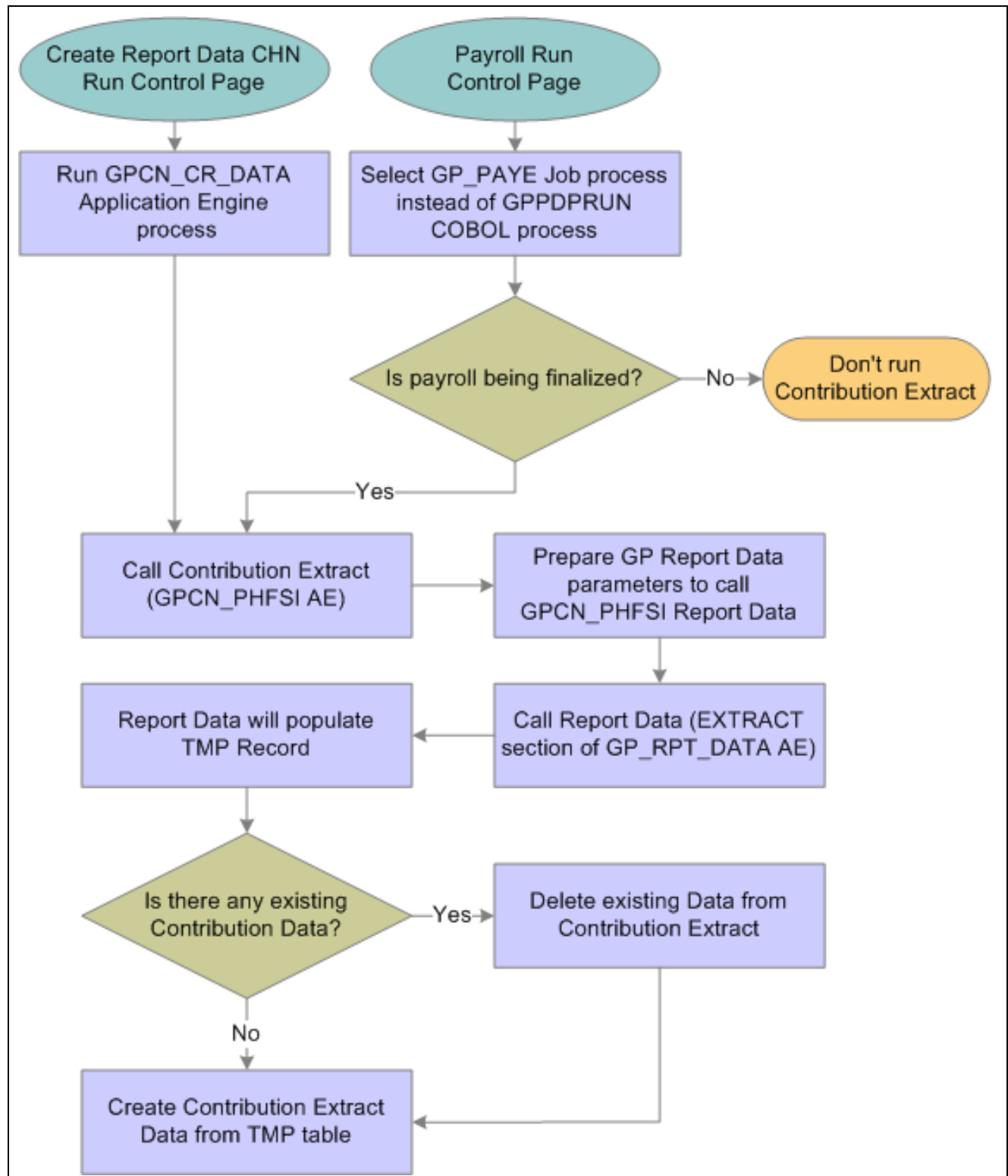
PHF/SI Report Data Extract Process Flow

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Integrating with PeopleSoft Enterprise Performance Management," Reviewing Delivered Setup Data in the Global Payroll Database

Generating PHF/SI Reports

This section discusses how to:

• Create PHF/SI report data.

• Create PHF/SI reports.

Page Used to Generate PHF/SI Reports

Page Name	Object Name	Navigation	Usage
Create Reporting Data CHN	GPCN_CR_RPT_DTA_RC	Global Payroll & Absence Mgmt, Authority Correspondence, Create Reporting Data CHN	Generate Report Data for finalized payrolls.
PHF/SI Reports CHN	GPCN_PHFSI_DATA_RC	Global Payroll & Absence Mgmt, Social Security/Insurance, PHF/SI Reports CHN	Generate the Annual Base Report, Monthly Contribution Report, and Eligibility Report.

Creating PHF/SI Report Data

Access the Create Reporting Data CHN page (Global Payroll & Absence Mgmt, Authority Correspondence, Create Reporting Data CHN). Using this page to run the Create Reporting Data CHN (GPCN_CR_DATA) Application Engine process calls the GPCN_PHFSI Application Engine process, which generates Public Housing Fund and Social Insurance (PHF/SI) report data for the selected calendar group.

The Create Reporting Data CHN (GPCN_CR_DATA) Application Engine process simultaneously calls the GPCN_TAX Application Engine process, which generates tax report data for the selected calendar group.

Note. Instead of manually running the GPCN_CR_DATA process from this page to generate report data, you can select the GP_PAYE Job process instead of the GPPDPRUN COBOL process when you finalize a calendar group. Like GPCN_CR_DATA, GP_PAYE calls both GPCN_TAX and GPCN_PHFSI.

See Also

Chapter 13, "Reporting Tax Information," Creating Tax Report Data, page 135

Creating PHF/SI Reports

Access the PHF/SI Reports CHN page (Global Payroll & Absence Mgmt, Social Security/Insurance, PHF/SI Reports CHN).

PHF/SI Report page

Report Type	Select which report you want to generate. Valid values are:
	• *Annual Base Report*
	• *Eligibility Report*
	• *Monthly Contribution Report*
Year and **Month**	Enter the year and month for which you are generating the report.
Contribution Area	Enter the contribution area for which you are generating the report. Valid values are:
	• *Beijing*
	• *Shanghai*
	• *Shenzhen*
	• *Tianjin*
	If you do not make a selection in the Contribution Type field, the process produces separate reports and CSV files for all available PHF/SI contributions.
Pay Entity	Enter the pay entity for which you are generating the report. If you leave this field blank, the process produces a report for all pay entities in the reporting period.

Contribution Type	Select the type of contribution for which you are generating the report. Valid values are:

- *INJURY*
- *LARGE AMOUNT MED* (Large Amount Medical Insurance)
- *MATERNITY*
- *MEDICAL*
- *PENSION*
- *PHF* (Public Housing Fund)
- *PHF VOL* (Voluntary Public Housing Fund)
- *SUP MEDICAL* (Supplementary Medical)
- *UNEMPLOYMENT*

Organization Code	Enter your organization code.
Organization Category	Select the organization category for which you are generating the report. This field appears only if you select *Monthly Contribution Report* in the Report Type field. Valid values are:

- *Juridical Enterprise*
- *Juridical Institution*
- *Juridical Association*
- *Juridical Government Organization*
- *Non-Juridical Enterprise*
- *Non-Juridical Institution*
- *Non-Juridical Association*
- *Non-Juridical Government Organization*

Filing Date	Enter the date on which you are filing the report. This field appears only if you select *Eligibility Report* in the Report Type field.
Sort Order	Use the sort keys to sort your generated reports by *Employee Name, Employee Number,* and *PHF/SI Account Number.*

Global Payroll for China Reports

This appendix discusses Global Payroll for China reports.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation. For more information about running these reports, refer to the appropriate chapter in this PeopleBook.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

Global Payroll for China Reports: A to Z

This table lists the Global Payroll for China reports, sorted alphanumerically by report ID. Each report description indicates whether the system generates the report using Structured Query Reports (SQRs), Extensible Markup Language (XML) Publisher, or both. XML Publisher for PeopleSoft Enterprise is a template-based reporting solution that separates the data extraction process from the report layout and allows the reuse of extracted application data into multiple report layouts.

See *Enterprise PeopleTools PeopleBook: XML Publisher for PeopleSoft Enterprise*

Note. For more information about running the reports, refer to the corresponding chapter in this PeopleBook. For samples of these reports, see the PDF files published on CD-ROM with your documentation.

Report ID and Report Name	Description	Navigation	Run Control Page
GPCNPY01 Payslip Process	Generate payslips (SQR).	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips CHN	GPCN_RUNCTL_PSLP
GPCNSI01 Print PHF/SI Reports CHN	Generates the Annual Base Report, Monthly Contribution Report, and Eligibility Report (SQR, XML).	Global Payroll & Absence Mgmt, Social Security/Insurance, PHF/SI Report	GPCN_PHFSI_DATA_RC
GPCNTX01 Tax Monthly Report CHN	Generate the Individual Income Tax Withholding Report and Tax Withholding Detail Report (SQR, XML).	Global Payroll & Absence Mgmt, Taxes, Tax Reports CHN	GPCN_TAX_DATA_RC

Glossary of PeopleSoft Enterprise Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
academic career	In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).
academic institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
academic organization	In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.
academic plan	In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.
academic program	In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Enterprise Human Resources, PeopleSoft Enterprise Benefits

Administration, PeopleSoft Enterprise Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template
In PeopleSoft Enterprise Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

activity
In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Enterprise Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

address usage
In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.

adjustment calendar
In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.

administrative function
In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

admit type
In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.

agreement
In PeopleSoft Enterprise eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

allocation rule
In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.

alternate account
A feature in PeopleSoft Enterprise General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.

analysis database
In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered

for satisfying a requirement but that are rejected. It also contains information on courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.

Application Messaging   PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft Enterprise and third-party applications. An application message defines the records and fields to be published or subscribed to.

AR specialist   Abbreviation for *receivables specialist.* In PeopleSoft Enterprise Receivables, an individual in who tracks and resolves deductions and disputed items.

arbitration plan   The arbiter when multiple price rules match the transaction. This plan determines the order in which the price rules are applied to the transaction base price.

assessment rule   In PeopleSoft Enterprise Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.

asset class   An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.

attribute/value pair   In PeopleSoft Enterprise Directory Interface, relates the data that makes up an entry in the directory information tree.

auction event   In PeopleSoft Strategic Sourcing, a sourcing event where bidders actively compete against one another to achieve the best price or score.

audience   In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.

authentication server   A server that is set up to verify users of the system.

base time period   In PeopleSoft Enterprise Business Planning, the lowest level time period in a calendar.

benchmark job   In PeopleSoft Enterprise Workforce Analytics Solution, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.

bid response   In PeopleSoft Strategic Sourcing, the response by a bidder to an event.

billing career   In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.

bio bit or bio brief   In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.

book   In PeopleSoft Enterprise Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.

branch   A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.

budgetary account only   An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.
budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business activity	The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.
business event	In PeopleSoft Enterprise Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.
	In PeopleSoft Enterprise Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
business process	A standard set of 17 business processes are defined and maintained by the PeopleSoft Enterprise product families and are supported by the Business Process Engineering group. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth.
	See also *detailed business process*.
business unit constraints	In PeopleSoft Strategic Sourcing, these constraints apply to a selected Strategic Sourcing business unit. Spend is tracked across all of the events within the selected Strategic Sourcing business unit.
business task	The name of the specific function depicted in one of the business processes.
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft Enterprise eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
buy event	In PeopleSoft Strategic Sourcing, for event creators, the purchase of goods or services, most typically associated with a request for quote, proposal, or reverse auction. For bidders, the sale of goods or services.
campus	In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.
cash drawer	A repository for monies and payments taken locally.
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Enterprise Catalog Management, translates values from the catalog source data to the format of the company's catalog.

catalog partner	In PeopleSoft Enterprise Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
category	In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft Enterprise application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.
ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
checkbook	In PeopleSoft Enterprise Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
checklist code	In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.
claimback	In the wholesale distribution industry, a contract between supplier and distributor, in which monies are paid to the distributor on the sale of specified products or product groups to targeted customers or customer groups.
class	In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.
	See also *course*.
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification*.
clearance	In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Enterprise Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.
clone	In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
cohort	In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.
	See also *population* and *division*.

collection	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleTools maintains a set of collections (one per language code) for each search index object.
collection rule	In PeopleSoft Enterprise Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.
comm key	See *communication key.*
communication key	In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.
compensation object	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.
compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
component interface	A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft Enterprise database information using a program instead of the PeopleSoft client.
condition	In PeopleSoft Enterprise Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.
configuration parameter catalog	Used to configure an external system with PeopleSoft Enterprise. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
configuration plan	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
constituents	In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).
constraint	A business policy or rule that affects how a sourcing event is awarded. There are three types of constraints: business, global, and event.
content reference	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
context	In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.
	In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to

3C access groups so that you can assign data-entry or view-only privileges across functions.

In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.

control table
Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.

cost plus contract line
A rate-based contract line associated with a fee component of Award, Fixed, Incentive, or Other. Rate-based contract lines associated with a fee type of None are not considered cost-plus contract lines.

cost plus pricing
In PeopleSoft Enterprise Pricer, a pricing method that begins with cost of goods as the basis.

cost profile
A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.

cost row
A cost transaction and amount for a set of ChartFields.

counter sale
A face-to-face customer transaction where the customer typically selects items from the storefront or picks up products that they ordered ahead of time. Customers pay for the goods at the counter and take the goods with them instead of having the goods shipped from a warehouse.

course
In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab.

See also *class*.

course share set
In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

current learning
In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.

data acquisition
In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).

data cube
In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.

data elements
Data elements, at their simplest level, define a subset of data and the rules by which to group them.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

dataset
A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method	In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.
	In PeopleSoft Enterprise Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, and rail). The delivery method is specified when creating shipment schedules.
delivery method type	In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.
detailed business process	A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.
dimension	In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.
direct receipt	Items shipped from a warehouse or vendor to another warehouse.
direct ship	Items shipped from the vendor or warehouse directly to the customer (formerly referred to as *drop ship*).
directory information tree	In PeopleSoft Enterprise Directory Interface, the representation of a directory's hierarchical structure.
division	In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.
	See also *population* and *cohort*.
document sequencing	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
dynamic detail tree	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft Enterprise application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft Enterprise applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM ledger	Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

elimination set	In PeopleSoft Enterprise General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	In PeopleSoft Enterprise General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
equitization	In PeopleSoft Enterprise General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
equity item limit	In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.
event	A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.
	In PeopleSoft Enterprise Human Resources, also refers to an incident that affects benefits eligibility.
event constraints	In PeopleSoft Strategic Sourcing, these constraints are associated with a specific sourcing event. Spend is tracked within the selected event.
event propagation process	In PeopleSoft Enterprise Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. PeopleSoft Enterprise Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
exception	In PeopleSoft Enterprise Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Enterprise Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
fact	In PeopleSoft Enterprise applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.
financial aid term	In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.
financial sanctions	For U.S. based companies and their foreign subsidiaries, a federal regulation from the Office of Foreign Assets Control (OFAC) requires that vendors be validated against a Specially Designated Nationals (SDN) list prior to payment.
	For PeopleSoft Payables, eSettlements, Cash Management, and Order to Cash, you can validate your vendors against any financial sanctions list (for example, the SDN list, a European Union list, and so on).
forecast item	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

fund	In PeopleSoft Enterprise Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
gap	In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.
generic process type	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
gift table	In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Enterprise Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.
GDS	Abbreviation for *Global Distribution System.* Broad-based term to describe all computer reservation systems for making travel plans.
GL business unit	Abbreviation for *general ledger business unit.* A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books. See also *business unit.*
GL entry template	Abbreviation for *general ledger entry template.* In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.
GL Interface process	Abbreviation for *General Ledger Interface process.* In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.
global constraints	In PeopleSoft Strategic Sourcing, these constraints apply across multiple Strategic Sourcing business units. Spend is tracked across all of the events from the multiple Strategic Sourcing business units.
group	In PeopleSoft Enterprise Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs). In PeopleSoft Enterprise Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Enterprise Time and Labor, for example, employees are placed in groups for time reporting purposes.
ideal response	In PeopleSoft Strategic Sourcing, a question that requires the response to match the ideal value for the bid to be considered eligible for award. If the response does not match the ideal value, you can still submit the bid, but it will be disqualified and ineligible for award.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, and user interaction objects.

incentive rule	In PeopleSoft Enterprise Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
incur	In PeopleSoft Enterprise Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
initiative	In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.
inquiry access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.
	See also *update access*.
institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
integration	A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft Enterprise applications to work seamlessly with other PeopleSoft Enterprise applications or with third-party systems or software.
integration point	An interface that a system uses to communicate with another PeopleSoft Enterprise application or an external application.
integration set	A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.
item	In PeopleSoft Enterprise Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).
	In PeopleSoft Enterprise Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.
	In PeopleSoft Enterprise Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.
item shuffle	In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.
itinerary	In PeopleSoft Expenses, a collection of travel reservations. Itineraries can have reservations that are selected and reserved with the travel vendor. These itineraries are not yet paid for and can be referred to as *pending reservations*. Reservations that have been paid for are referred to as *confirmed reservations*.
joint communication	In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

keyword	In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Enterprise Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.
KPI	An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.
KVI	Abbreviation for *Known Value Item.* Term used for products or groups of products where the selling price cannot be reduced or increased.
landlord	In PeopleSoft Real Estate Management, an entity that owns real estate and leases the real estate to tenants.
LDIF file	Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft Enterprise data and directory data.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
learning components	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
learning environment	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
lease	In PeopleSoft Real Estate Management, a legally binding agreement between a landlord and a tenant, where the tenant rents all or part of a physical property from the landlord.
lease abstract	In PeopleSoft Real Estate Management, a summarized version of the complete lease contract with only the important terms. The lease abstract usually fits on one page and does not include legal terminology.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
line	In PeopleSoft Strategic Sourcing, an individual item or service upon which there can be a bid.

linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
LMS	Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Enterprise Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.
load	In PeopleSoft Enterprise Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Enterprise Inventory that is used to track the weight, the volume, and the destination of a shipment.
local functionality	In PeopleSoft Enterprise HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.
location	Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.
logistical task	In PeopleSoft Enterprise Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
mass change	In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.
	See also *3C engine.*
match group	In PeopleSoft Enterprise Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
MCF server	Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.
merchandising activity	In PeopleSoft Enterprise Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

meta-SQL	Meta-SQL constructs expand into platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
multibook	In PeopleSoft Enterprise General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
national allowance	In PeopleSoft Enterprise Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
NDP	Abbreviation for *Non-Discountable Products.* Term used for products or groups of products where the selling price cannot be decreased.
need	In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package is based on the amount of financial need. The process of determining a student's need is called *need analysis.*
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
Optimization Engine	A PeopleTools component that Strategic Sourcing leverages to evaluate bids and determine an ideal award allocation. The award recommendation is based on maximizing the value while adhering to purchasing and company objectives and constraints.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft Enterprise and non-PeopleSoft Enterprise content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also *compensation object.*
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Enterprise Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
payment shuffle	In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.
pending item	In PeopleSoft Enterprise Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft Enterprise component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft Enterprise applications wherever PeopleCode can be executed.
PeopleCode event	See *event.*
PeopleSoft Pure Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
person of interest	A person about whom the organization maintains information but who is not part of the workforce.
personal portfolio	In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.
phase	A level 1 task, meaning that if a task had subtasks, the level 1 task would be considered the phase.
pickup quantity	The product quantity that the customer is taking with them from the counter sales environment.
plan	In PeopleSoft Enterprise Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.
plan context	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
plan template	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
planned learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
planning instance	In PeopleSoft Enterprise Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
population	In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and

	Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it.
	See also *division* and *cohort.*
portal registry	In PeopleSoft Enterprise applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
predecessor task	A task that you must complete before you start another task.
price breaks	In PeopleSoft Strategic Sourcing, a price discount or surcharge that a bidder may apply based on the quantity awarded.
price components	In PeopleSoft Strategic Sourcing, the various components, such as material costs, labor costs, shipping costs, and so on that make up the overall bid price.
price list	Enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
price rule	The conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.
price rule conditions	Conditions that select the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields relate to the transaction.
price rule key	The fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
primacy number	In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.
primary name type	In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.
process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Enterprise Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

process request	A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.
process run control	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
product	A PeopleSoft Enterprise or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products appear with the product name and release number.
product adds	The pricing functionality where buying product A gets product B for free or at a price (formerly referred to as *giveaways*).
product bidding	In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.
product category	In PeopleSoft Enterprise Incentive Management, indicates an application in the PeopleSoft Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
product family	A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are Oracle's PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified partners.
product line	The name of a PeopleSoft Enterprise product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.
programs	In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.
progress log	In PeopleSoft Enterprise Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.
project transaction	In PeopleSoft Enterprise Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
promotion	In PeopleSoft Enterprise Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.
prospects	In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.
	In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.
proxy bidding	In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
rating components	In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.
record group	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
record input VAT flag	Abbreviation for *record input value-added tax flag.* Within PeopleSoft Enterprise Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Enterprise Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Enterprise Expenses, where it is assumed that you are always recording only input VAT.
record output VAT flag	Abbreviation for *record output value-added tax flag.* See *record input VAT flag.*
recname	The name of a record that is used to determine the associated field to match a value or set of values.
recognition	In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.
reference data	In PeopleSoft Enterprise Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, and channels.
reference object	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
reference transaction	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
regional sourcing	In PeopleSoft Enterprise Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.
relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
remote data source data	Data that is extracted from a separate database and migrated into the local database.

REN server	Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft Enterprise eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
reservations	In PeopleSoft Expenses, travel reservations that have been placed with the travel vendor.
reversal indicator	In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.
RFI event	In PeopleSoft Strategic Sourcing, a request for information.
RFx event	In PeopleSoft Strategic Sourcing, a request for proposal or request for a quote event when bidders submit their overall best bids and during which bidders do not actively compete against one another.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.
run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
saved bid	In PeopleSoft Strategic Sourcing, a bid that has been created but not submitted. Only submitted bids are eligible for award.
score	In PeopleSoft Strategic Sourcing, the numerical sum of answers (percentages) to bid factors on an event. Scores appear only to bidders on auction events.
SCP SCBM XML message	Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
search/match	In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.
seasonal address	In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
sell event	In PeopleSoft Strategic Sourcing, for event creators, the sale of goods or services most typically associated with forward auctions. For bidders, the purchase of goods or services.
serial genealogy	In PeopleSoft Enterprise Manufacturing, the ability to track the composition of a specific, serial-controlled item.
serial in production	In PeopleSoft Enterprise Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
service impact	In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.
service indicator	In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.
session	In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Enterprise Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.
	In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
session template	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
share driver expression	In PeopleSoft Enterprise Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.
short-term customer	A customer not in the system who is entered during sales order entry using a template.

single signon	With single signon, users can, after being authenticated by a PeopleSoft Enterprise application server, access a second PeopleSoft Enterprise application server without entering a user ID or password.
source key process	In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.
source transaction	In commitment control, any transaction generated in a PeopleSoft Enterprise or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
sourcing objective	For constraints, the option to designate whether a business rule is required (mandatory) or is only recommended (target).
speed key	See *communication key.*
SpeedChart	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.
SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
staging	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.
standard letter code	In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.
statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft Enterprise, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Enterprise Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
storage level	In PeopleSoft Enterprise Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.
subcustomer qualifier	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
Summary ChartField	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
summary ledger	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
summary time period	In PeopleSoft Enterprise Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

summary tree	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.
syndicate	To distribute a production version of the enterprise catalog to partners.
system function	In PeopleSoft Enterprise Receivables, an activity that defines how the system generates accounting entries for the general ledger.
system source	The system source identifies the source of a transaction row in the database. For example, a transaction that originates in PeopleSoft Enterprise Expenses contains a system source code of BEX (Expenses Batch).
	When PeopleSoft Enterprise Project Costing prices the source transaction row for billing, the system creates a new row with a system source code of PRP (Project Costing pricing), which represents the system source of the new row. System source codes can identify sources that are internal or external to the PeopleSoft Enterprise system. For example, processes that import data from Microsoft Project into PeopleSoft Enterprise applications create transaction rows with a source code of MSP (Microsoft Project).
TableSet	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
TableSet sharing	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
task	A deliverable item on the detailed sourcing plan.
tax authority	In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.
template	A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft Enterprise, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft Enterprise portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
tenant	In PeopleSoft Real Estate Management, an entity that leases real estate from a landlord.
territory	In PeopleSoft Enterprise Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
third party	A company or vendor that has extensive PeopleSoft Enterprise product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft Enterprise applications.
tiered pricing	Enables different portions of a schedule to be priced differently from one another.
time span	A relative period, such as year-to-date or current period, that various PeopleSoft General Ledger functions and reports can use when a rolling time frame, rather than a specific date, is required.
total cost	In PeopleSoft Strategic Sourcing, the estimated dollar cost (sum of real price dollars and potential "soft" or non-price dollars) of a particular award approach.

travel group	In PeopleSoft Expenses, the organization's travel rules and polices that are associated with specific business units, departments, or employees. You must define at least one travel group when setting up the PeopleSoft Expenses travel feature. You must define and associate at least one travel group with a travel vendor.
travel partner	In PeopleSoft Expenses, the travel vendor with which the organization has a contractual relationship.
3C engine	Abbreviation for *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.
3C group	Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.
trace usage	In PeopleSoft Enterprise Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft Enterprise systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
tuition lock	In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.
unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
universal navigation header	Every PeopleSoft Enterprise portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.
update access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

See also *inquiry access.*

user interaction object	In PeopleSoft Enterprise Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All PeopleSoft Enterprise Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Enterprise Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft Enterprise data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
weight or weighting	In PeopleSoft Strategic Sourcing, how important the line or question is to the overall event. Weighting is used to score and analyze bids. For RFx and RFI events, weightings may or may not appear to bidders.
work order	In PeopleSoft Enterprise Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
worker	A person who is part of the workforce; an employee or a contingent worker.
workset	A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.
worksheet	A way of presenting data through a PeopleSoft Enterprise Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
worklist	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.
XML link	The XML Linking language enables you to insert elements into XML documents to create a links between resources.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
XPI	Abbreviation for *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with JD Edwards EnterpriseOne applications.

yield by operation	In PeopleSoft Enterprise Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT	Abbreviation for *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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