
PeopleSoft HCM 9.2: Global Payroll for Brazil

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PeopleSoft HCM 9.2: Global Payroll for Brazil
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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

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

PeopleSoft Hosted Documentation

You access the PeopleSoft Online Help on Oracle's PeopleSoft Hosted Documentation website, which enables you to access the full help website and context-sensitive help directly from an Oracle hosted server. The hosted documentation is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support, because that documentation is now incorporated into the hosted website content. The Hosted Documentation website is available in English only.

Locally Installed Help

If your organization has firewall restrictions that prevent you from using the Hosted Documentation website, you can install the PeopleSoft Online Help locally. If you install the help locally, you have more control over which documents users can access and you can include links to your organization's custom documentation on help pages.

In addition, if you locally install the PeopleSoft Online Help, you can use any search engine for full-text searching. Your installation documentation includes instructions about how to set up Oracle Secure Enterprise Search for full-text searching.

See *PeopleTools 8.53 Installation* for your database platform, "Installing PeopleSoft Online Help." If you do not use Secure Enterprise Search, see the documentation for your chosen search engine.

Note: Before users can access the search engine on a locally installed help website, you must enable the Search portlet and link. Click the Help link on any page in the PeopleSoft Online Help for instructions.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals

- Using PeopleSoft Applications

Most product lines provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product line. 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 help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: PeopleSoft Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft Applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

<i>Typographical Convention</i>	<i>Description</i>
Bold	Highlights 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.
<i>Italics</i>	Highlights field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. Italics also highlight references to words or letters, as in the following example: Enter the letter <i>O</i> .
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	Highlights a PeopleCode program or other code example.
... (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.

<i>Typographical Convention</i>	<i>Description</i>
{ } (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.
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

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

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America

- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)
- E&G (Education and Government)

Access to Oracle Support

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

Documentation Accessibility

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

Using and Managing the PeopleSoft Online Help

Click the Help link in the universal navigation header of any page in the PeopleSoft Online Help to see information on the following topics:

- What's new in the PeopleSoft Online Help.
- PeopleSoft Online Help accessibility.
- Accessing, navigating, and searching the PeopleSoft Online Help.
- Managing a locally installed PeopleSoft Online Help website.

PeopleSoft HCM Related Links

[PeopleSoft Information Portal on Oracle.com](#)

[My Oracle Support](#)

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

[HCM Abbreviations](#)

Contact Us

Send us your suggestions Please include release numbers for the PeopleTools and applications that you are using.

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Chapter 1

Getting Started with Global Payroll for Brazil

Global Payroll for Brazil Overview

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

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

Related Links

[Global Payroll for Brazil Business Processes](#)

Global Payroll for Brazil Business Processes

The business processes for Global Payroll for Brazil are:

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

- Provisions

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

Global Payroll for Brazil Integrations

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

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

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

Related Links

"Understanding Payee Data (*PeopleSoft HCM 9.2: Global Payroll*)"

"Understanding How to Compensate Employees in Global Payroll for Time Reported Through Time and Labor (*PeopleSoft HCM 9.2: Global Payroll*)"

"Understanding the General Ledger Interface (*PeopleSoft HCM 9.2: Global Payroll*)"

Global Payroll for Brazil Implementation

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

Other Sources of Information

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

See Also *PeopleTools: PeopleSoft Setup Manager* and *PeopleTools: PeopleSoft Component Interfaces*

Related Links

PeopleSoft HCM 9.2: Application Fundamentals

Understanding Global Payroll for Brazil

Global Payroll for Brazil

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

Global Payroll for Brazil Business Processes

Global Payroll for Brazil supports the following business processes:

- 13th Salary

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

- Vacations

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

- Average Salary

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

- Termination Pay

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

- Payslips

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

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

- **Banking**

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

- **Social Security**

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

- **Income Tax**

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

- **Absences**

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

- **Loans**

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

- **Provisions**

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

Related Links

[Understanding the Banking Process for Brazil](#)

[Understanding the 13th Salary](#)

[Entering Vacation Data and Updating Entitlement](#)

[Understanding Average Salary Calculations](#)

[Understanding the Payslip Definition Process](#)

[Understanding INSS Contributions](#)

[Understanding Income Tax Withholding](#)

[Understanding Absence Entry in Brazil](#)

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[Understanding Legal Provisions](#)

Delivered Elements for Brazil

This section discusses:

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

Creation of Delivered Elements

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

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

The core application has the following characteristics:

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

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

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

Country extensions have the following characteristics:

- They are built using the core application.
- They consist of statutory and customary objects (country-specific payroll rules, elements, payroll processes, reports, pages, and self-service applications).

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

Related Links

"Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

Element Ownership and Maintenance

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

Element Ownership in PeopleSoft Global Payroll

There are five categories of element ownership in Global Payroll.

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

Element Ownership in Global Payroll for Brazil

Of the five ownership categories listed here, only the following two are used to define Brazilian elements: PS Delivered/Maintained and PS Delivered/Not Maintained. Although Global Payroll for Brazil delivers some elements as PS Delivered/Maintained, the large majority of elements are designated PS Delivered/Not Maintained. This enables you to modify, update, and reconfigure the delivered elements to meet needs that are specific to your organization.

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

Related Links

"Defining Element Names (*PeopleSoft HCM 9.2: Global Payroll*)"

Naming Convention for Delivered Elements

This section discusses:

- Element names.
- Functional area codes.
- Element type codes (PIN_TYPE).

Element Names

One of the keys to understanding how delivered payroll elements function in the system is to understand their names. Understanding the naming convention developed for PeopleSoft-delivered elements can help you determine how an element is used, the element type, and even the functional area it serves. Depending on whether the element is a primary element, a component of a primary element, or a supporting element, one of the following naming conventions applies.

Supporting Elements

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

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

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

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

Primary Elements

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

Other Elements

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

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

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

Additional Clues to the Use of Brazilian Elements

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

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

Abbreviations Used in Global Payroll for Brazil	Portuguese	English
NUM or QTD	<i>Número</i>	Number
%, PERC	<i>Porcentagem</i>	Percentage
ATU	<i>Atual</i>	Current
ACUM	<i>Acumulado</i>	Balances
13, 13º, 13S, 13 SAL	<i>Décimo Terceiro Salário</i>	Christmas Bonus
INVE	<i>Investimentos</i>	Savings

Abbreviations Used in Global Payroll for Brazil	Portuguese	English
ALIM	<i>Alimenticia</i>	Alimony
ANTIG	<i>Antiguidade</i>	Seniority
ANU	<i>Anual</i>	Annual
ANV or ANIV	<i>Aniversário</i>	Anniversary
ASSO	<i>Associar</i>	Assign
ASST	<i>Assistência</i>	Assistance
CAL, CALEN	<i>Calendário</i>	Calendar
CALC	<i>Cálculo</i>	Calculation Process
EMP, CIA	<i>Empresa ou Companhia</i>	Company
COMP	<i>Compensar</i>	Compensate
CRE or CRED	<i>Crédito</i>	Credit
QUO, QUT	<i>Quota</i>	Quote or Fee
DED, DE	<i>Dedução</i>	Deduction
DES, DESP	<i>Desconto e Despesas</i>	Discount, Food, or Rest and Expenses
ALIM	<i>Alimento</i>	Food
DEV	<i>Devolução</i>	Return
DF, DIF	<i>Diferença</i>	Difference
DOBR	<i>Dobro</i>	Doubles
DOM or DOMIN	<i>Domingo</i>	Sunday
\$\$	<i>Dinheiro</i>	Cash
ESP	<i>Especial</i>	Special
EX, EXTR	<i>Extra</i>	Non Taxable or Over
EXC or EXCE	<i>Excedente</i>	In Excess

Abbreviations Used in Global Payroll for Brazil	Portuguese	English
ISEN	<i>Isento</i>	Non Taxable
FAT, FATOR	<i>Fator</i>	Factor
FED	<i>Federal</i>	Federal
FEST	<i>Dia Festivo ou Feriado</i>	Holiday
FIC or FICT	<i>Fictício</i>	Fictitious
FIX	<i>Fixo</i>	Fix
FRE or FREQ	<i>Frequência</i>	Frequency
TRIBUT, TRIB	<i>Tributável</i>	Taxable
HOR	<i>Hora, Horista</i>	Hours
IMP, IR	<i>Imposto ou Imposto de Renda</i>	Tax or Amount
INC or INCAP	<i>Incapacidade</i>	Disability
VEN	<i>Vencimentos</i>	Earnings
LIM	<i>Limite</i>	Limit or Boundary
QUIT, RESC	<i>Liquidação</i>	Lay off
MIN	<i>Mínimo</i>	Minimum
NEG	<i>Negativo</i>	Negative
PER	<i>Período</i>	Period
VENC	<i>Vencimentos</i>	Earnings
PREM	<i>Prêmio</i>	Premium
EMPR	<i>Empréstimo</i>	Loan
ME	<i>Média</i>	Average
PROD	<i>Produzidas</i>	Produced
PROP	<i>Proporção ou Proporcional</i>	Proportion or Proportional
PROV	<i>Provisão</i>	Provision

Abbreviations Used in Global Payroll for Brazil	Portuguese	English
PROJ	<i>Projetado</i>	Projected
RETID	<i>Retido</i>	Withheld
RETRO	<i>Retroativo</i>	Retroactive
INT, INTER	<i>Intervalo</i>	Rank
RIS, RISC	<i>Risco</i>	Risk
SAL	<i>Salário</i>	Salary
SEGM	<i>Segmento</i>	Segment
SUB	<i>Subsídio</i>	Subsidy
SUP	<i>Superior</i>	Top Limit
TET	<i>Teto, topo</i>	Cap
TOT	<i>Total</i>	Total
TRA or TRAB	<i>Trabalhado</i>	Worked
TRIP, TRIPL	<i>Triplo</i>	Triple
ULT	<i>Último</i>	Last
UNI or UNID	<i>Unidades</i>	Units
FER , FERIAS	<i>Férias</i>	Vacations
VAL	<i>Vales</i>	Coupons
VAR or VARIÁV	<i>Variável</i>	Variable
/	<i>Por</i>	Per

Component Names (Suffixes)

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

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

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

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

The system automatically creates two additional elements for the components in the calculation rule: a rate element called EARN1_RATE and a unit element called EARN1_UNIT.

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

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

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

Separator

The separator is defined as: _ (underscore)

Component Suffixes

The following table lists the component suffixes delivered for Brazil:

Component	Suffix
Base	BASE
Percentage	PERC
Rate	VRREF
Unit	UNID

Accumulator Suffixes

The following table lists the accumulator suffixes delivered for Brazil:

Accumulator	Suffix - Calendar Period: Amount	Suffix - Calendar Period: Unit	Suffix - Fiscal Period: Amount	Suffix - Calendar Period: Unit
Calendar Period to Date	VRPER	UNPER	VRPEF	UNPEF

Accumulator	Suffix - Calendar Period: Amount	Suffix - Calendar Period: Unit	Suffix - Fiscal Period: Amount	Suffix - Calendar Period: Unit
Month to Date	VRMEN	UNMEN	VRMEF	UNMEF
Quarter to Date	VRTRI	UNTRI	VRTRF	UNTRF
Year to Date	VRANU	UNANU	VRANF	UNANF

Deduction Arrears Component Suffixes

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

Deduction Arrears Component	Suffix
Payback	DEVOL
Amount not Taken	NDES
Add to Arrears	ACINS
Arrears Accumulator	INSUF

Absence Entitlements Suffixes

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

Absence Entitlement	Component/Accumulator	Suffix
Separator		–
Component	Unit Paid	UNPAG
	Unit Adjustment	UNAJU
Accumulator	Balance	SALDO
	Adjustment	AJUST
	Entitlement	DIR
	Take	AUSEN

Related Links

"Defining Suffixes (*PeopleSoft HCM 9.2: Global Payroll*)"

Functional Area Codes

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

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

Element Type Codes (PIN_TYPE)

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

Element Type	Description
AE	Absence Entitlement
AT	Absence Take
AC	Accumulator
AR	Array

<i>Element Type</i>	<i>Description</i>
AA	Auto Assigned
BR	Bracket
CT	Count
DT	Date
DD	Deduction
DR	Duration
ER	Earnings
EG	Element Group
EM	Error Message
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HR	Historical Rule
PR	Process List
PO	Proration Rule
RC	Rate Code
RR	Rounding Rule
SE	Section
SY	System Element
VR	Variable
WA	Writable Array

Data Archiving for Global Payroll for Brazil

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

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

See "Archiving Global Payroll Data (*PeopleSoft HCM 9.2: Global Payroll*)".

How to View Delivered Elements

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

Related Links

"Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

Chapter 3

Defining Country Data

Setting Up Utilities in Global Payroll for Brazil

To set up utilities in Global Payroll for Brazil, use the Define Variable Attributes BRA (GPBR_COMP_VARS) and the Map Elems to Comp/Rcd BRA (GPBR_ELEM_MAP) components.

This section provides an overview of element mapping and discusses how to:

- Define component variables.
- Define element mapping.
- View delivered elements.

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

Pages Used to Set Up Utilities in Global Payroll for Brazil

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

Understanding Element Mapping

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

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

There are two ways to map an element:

- By record
- By component

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

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

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

PeopleCode Function Example

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

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

Define Variable Attributes BRA Page

Use the Define Variable Attributes BRA page (GPBR_COMP_VARS) to define the variables for components to be used on the Map Elms to Comp/Rcd BRA page to define the variable type.

Navigation

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

Image: Define Variable Attributes BRA page

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

Define Variable Attributes BRA	
Country	BRA Brazil
Component Name	GPBR_RC_VAC_AP
Component Variables	
*Variable Name	Variable Type
1 DATAFIM	Numeric
2 DATAINI	Numeric
3 DATAINIPROX	Numeric

Variable Name

Enter the name of the variable. This can be any name you want to use during PeopleCode development.

Variable Type

Select the variable type. Values include *Character*, *Date*, *Date Time*, *Image*, *Long Char*, *Numeric*, *Signed Number* and *Time*.

Note: Once you have defined your component variables, you can map your elements on the Map Elems to Comp/Rcd BRA page.

Map Elems to Comp/Rcd BRA Page

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

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Map Elems to Comp/Rcd BRA, Element Mapping

Image: Map Elems to Comp/Rcd BRA page

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

Map Elems to Comp/Rcd BRA

Country **BRA** Brazil

Key Name **GPBR_PAYEE_PARM** Key Type **Record**

Element Overrides Personalize Find View All First 1-7 of 11 Last

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

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

Type

The key type that your mapping applies to appears here. Values include *Other* and *Field*.

Map Value

Select the field or value to which you want to map. If you selected Record as the key type, you can select the record fields. If you selected Component as the key type, then you can select the variables defined for the component.

Entry Type

Select the element type on which you want to transform your field or variable. Values are *Accumulator*, *Bracket - Numeric*, *Count*, *Deduction*, *Earnings*, *Formula - Numeric*, *Rate Code*, *Rate Code - Amount*, *Hrly+Amt*, *Variable - Numeric*, *Variable - Pointer*, and *Variable - Dec+Char+Date+Ptr*. The values available depend on the map value type. For example, if you

select a character map value, then you can select only character values.

Note: Although you can see *System Element - Numeric* as a value, you cannot select it. The entry type cannot be a system element or a constant.

Name Select the name of the element.

Viewing Delivered Elements

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

Related Links

"Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

Selecting Report Elements and Defining Payslip Sort Order

To select report elements and define the sort order for payslips, use the Element Lists BRA (GPBR_PAYSLIP_FORMA) component and the Sort IDs BRA (GPBR_SORTID) component.

This section discusses how to:

- Select earnings, deductions, and calculation bases for multiple reports.
- Define the printing order selection for payslips.

Pages Used to Select Report Elements and Define Payslip Sort Order

Page Name	Definition Name	Navigation	Usage
Element List BRA	GPBR_PAYSLIP_FORMA	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Element Lists BRA, Element Lists BRA	Select earnings, deductions, and calculation bases eligible for printing for multiple reports, including payslips and payroll results register.
Sort IDs BRA	GPBR_SORTID	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payslips, Sort IDs BRA, Sort IDs BRA	Define the printing order selection for the payslip.

Element Lists BRA Page

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

Navigation

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

Image: Element Lists BRA page

This example illustrates the fields and controls on the Element Lists BRA page.

Element Lists BRA

Format ID KRBRA

Earning and Deduction Eligible Print Find | View All First 1 of 1 Last

*Effective Date 01/01/2002 *Status Active

*Description Payslip Brazil - Sort Short Description SORTBRA

Total Earnings TOTAL PROVENTOS Legal Code

Total Deductions TOTAL DESCONTOS Legal Code

Net Pay LIQUIDO Legal Code

Earnings

☒ Include ☐ Exclude Populate Total Earnings Mbrs

Parameters Personalize | Find | View All | First 1 of 4 Last

*Sequence	*Effective Date	Legal Code	Earnings	Description
1	01/01/2002		SALARIO	Salary

Deductions

☒ Include ☐ Exclude Populate Total Deductions Mbrs

Parameters Personalize | Find | View All | First 1 of 4 Last

*Sequence	Legal Code	Deduction	Description
1		INSS	INSS

Accumulator

Parameters Personalize | Find | View All | First 1 of 3 Last

*Sequence	*Accumulator Name	Description
1	FG BASE FGTS	FGTS Calculation Base

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

Total Earnings

Select the accumulator that contains the earnings total. The value of this accumulator prints as the total earnings on the report or payslip.

Total Deductions

Select the accumulator that contains the deductions total. The value of this accumulator prints as the total deductions on the report or payslip.

Net Pay

Select the accumulator that contains the net payment. The value of this accumulator prints as the difference between total earnings and total deductions on the report or payslip.

Legal Code

Enter the corresponding 4-digit legal code that you want to see printed on the Termination Contract report.

Earnings, Deductions, and Accumulator

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

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

Sort IDs BRA Page

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

Navigation

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

Image: Sort IDs BRA page

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

Sort by and Then by

Enter the criteria you want the payslip to sort by first in the Sort by field. Enter additional criteria, in the order you want to sort by, using the Then by fields. Values include *Company, Department, Employee ID, Employee Name, Employee Type, Establishment, Location, Pay Entity, Pay Group, and Supervisor Code*.

The order in which you define your sort criteria determines the order in which information is printed on the payslip.

In descending order

Select if you want the sort order to be in descending order. The default sort order is in ascending order.

Defining Service Takers

To set up service takers, use the Service Takers BRA (GPBR_SERVICE_TAKER) component.

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

This section discusses how to set up service takers.

Page Used to Define Service Taker Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Service Takers BRA	GPBR_SERVICE_TAKER	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Service Takers BRA, Service Takers	Set up service takers to use for data entry purposes. The SEFIP report uses service taker information.

Service Takers BRA Page

Use the Service Takers BRA page (GPBR_SERVICE_TAKER) to set up service takers to use for data entry purposes.

The SEFIP report uses service taker information.

Navigation

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

Image: Service Takers BRA page

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

Service Takers BRA

Service Taker ABC

Location Find | View All First 1 of 1 Last

*Effective Date 12/04/2012 *Status Active

*Description Sample service taker

Short Name Sample

*Inscription Type CNPJ *Inscription Number 66470907000122

☐ Civil Construction Work

Address Data

Country BRA Brazil

Address Edit Address

Establishments List

All Establishments

Establishments Personalize | Find | View All | First 1-5 of 10 Last

	*Establishment ID	Description		
1	GRL-1	LHF Test Establishment	+	-
2	KRC1-1	Matriz São Paulo	+	-

Inscription Type

Select the type of ID that identifies the service taker. Values are *CEI* and *CNPJ*.

Inscription Number

Enter the ID that identifies the service taker.

All Establishments

Click this button if you want to add all of the valid establishments for a service taker. The Establishments region enables you to define the relationship between service takers and establishments.

Related Links

[Service Taker Transactions BRA Page](#)

[Service Taker Data BRA Page](#)

Defining Union Parameters

To set up union parameters, use the Union Parameters BRA (GPBR_UNION_PARMS) component.

This section discusses how to set up union parameters.

Pages Used to Define Union Parameters

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
General Parameters	GPBR_UNION_PARM	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Union Parameters BRA, General Parameters	Set up union parameters.
Averages	GPBR_AVERAGES	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Union Parameters BRA, Averages	Set up average salaries. See Averages Page .
Supporting Elements Override	GPBR_SOVR_VAL	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Union Parameters BRA, Supporting Elements Override	Override the value of bracket, date, duration, formula, or variable elements that are associated with a specified union parameter setup.

General Parameters Page

Use the General Parameters page (GPBR_UNION_PARM) to set up union parameters.

Navigation

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

Image: General Parameters page (1 of 2)

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

The screenshot displays the 'General Parameters' page for Union Details. The top navigation bar includes 'General Parameters', 'Averages', and 'Supporting Elements Override'. The main header shows 'Union Code KR1' and 'Sind. Proc. Dados - São Paulo'. The 'Union Details' section includes fields for 'Effective Date' (01/01/2002), 'Min Guaranteed Commissionists' (300.00), 'Union Monthly Contribution Pct' (20.97), 'MaxUnion Monthly Contribution' (30.00), 'Confederative Contribution Pct' (10.47), 'Max Confederate Contribution' (30.00), 'Attendance Contribution Pct' (23.65), 'Max Attendance Contribution' (30.00), 'Transport Coupons Pct' (6.00), and 'Days Before Current Date' (2). Below these are expandable sections for 'Monthly Proration Methods' (showing 'Hiring Monthly' as '30 days Monthly Basis' and a 'Salary with Absence' checkbox), 'DSR Calculation Type' (with radio buttons for 'Worked Days' and 'Entire Month'), and '13th Salary Parameters' (with checkboxes for 'Calc Average First Installment' and 'Recalc First Installment').

Image: General Parameters page (2 of 2)

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

The screenshot displays the 'General Parameters' page for Union Details, page 2 of 2. It features several expandable sections: 'Termination and Stability Parm' with checkboxes for 'Count Days-13 sal/prior notif' and 'Allows Term When Stability', and a 'Work Related Accident' field set to 'AFAST ACCIDENTE'; 'Homolognet Averages Definition' with three sub-sections ('13th Salary', 'Vacations', 'Previous Notification') each having a '*Calculation Type' dropdown set to 'CLT'; 'Salary Base Rate' with a table listing 'Vacations' at 100% percentage; and 'Union Contract Revision' with a table listing '05 Collective Agreement' under the 'Gathering Attribute' column. Each table has columns for 'Process Type', 'Element Name', 'Description', and 'Percentage'.

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

The fields on this page are monthly percentages and amounts.

Union Details

Min Guaranteed Commissionists (minimum guaranteed commissionists)	Enter the minimum guaranteed monthly allowance that an employee receives if the employee is one hundred percent commissioned and has no salary earnings assigned in a given month of work.
Union Monthly Contribution Pct (union monthly contribution percent)	Enter the percentage of the employee's salary to contribute for monthly union dues. To have this contribution made, you must enter the union code in the Alternate Union Code field on the Job Information page.
MaxUnion Monthly Contribution(maximum union monthly contribution)	Enter the maximum amount to contribute for monthly union dues.
Confederative Contribution Pct (confederative contribution percent)	(Optional) Enter the percentage of the employee's salary to contribute as a confederation contribution.
Max Confederate Contribution (maximum confederate contribution)	Enter the maximum amount for a confederation contribution.
Attendance Contribution Pct (attendance contribution percent)	(Optional) Enter the percentage for an attendance contribution. An employee can refuse to pay this contribution.
Max Attendance Contribution (maximum attendance contribution)	Enter the maximum amount for an attendance contribution.
Transport Coupons Pct (transport coupons percent)	Enter the maximum percentage of an employee's salary that can be used for transportation costs. By law, this amount cannot be more than 6 percent, but a union may have an agreement for a lower percentage.

Monthly Proration Method

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

13th Salary Parameters

Calc Average First Installment (calculate averages on first installment)

Select to have the system base an employee's 13th salary (first partiality) on his or her average salary calculation rather than on the monthly salary.

Recalc First Installment (recalculate first installment)

Select to indicate the system should recalculate the first installment of the 13th salary. Since the 13th salary payment is run in November, salary changes may occur that could cause some employees to receive an extra first installment of the 13th salary. The system needs to recalculate 13th salary to make sure that employees receive any extra payments they are due.

Termination and Stability Parm (termination and stability parameters)

Count Days-13 sal/prior notif (13th salary/prior notification)

Enter the number of days notice required for dismissal. By law, you must provide at least 30 days notice.

Allows Term. When Stability (allows termination when stability)

Select to allow an employee to be terminated when he or she has tenure.

Work Related Accident

Select the absence take element for work related accidents.

Salary Base Rate

If applicable, select one or more process types (*Vacations*, *13th Salary*, and *Overtime*), corresponding elements and percentages to be included as salaries.

Setting Up Payee Data

This section discusses how to:

- Define union parameters for a payee.
- Define payee parameters.
- Define termination parameters for a payee.
- Define RAIS parameters for a payee.

Pages Used to Define Payee Data for Brazil

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Maintain Payee-Union Data BRA	GPBR_PYE_UN_DATA	Global Payroll & Absence Mgmt, Payee Data, Maintain Payee-Union Data BRA, Maintain Payee-Union Data BRA page	Add, modify, or delete union- related payee information.

Page Name	Definition Name	Navigation	Usage
Payee Parameters	GPBR_PAYEE_PARM	Global Payroll & Absence Mgmt, Payee Data, Define Payee Parameters BRA, Payee Parameters	Define payee parameters.
Termination Parameters	GPBR_PYEST_PARM	Global Payroll & Absence Mgmt, Payee Data, Define Payee Parameters BRA, Termination Parameters	Define termination parameters.
PIS Parameters	GPBR_PYPIS_PARM	Global Payroll & Absence Mgmt, Payee Data, Define Payee Parameters BRA, PIS Parameters	Define PIS parameters for an individual payee. See PIS Parameters Page
RAIS Parameters	GPBR_PYRAIS_PARM	Global Payroll & Absence Mgmt, Payee Data, Define Payee Parameters BRA, RAIS Parameters	Define an individual's RAIS (<i>Relação Anual das Informações Sociais</i>) parameters, for Brazil's annual social information report.

Maintain Payee-Union Data BRA Page

Use the Maintain Payee-Union Data BRA page (GPBR_PYE_UN_DATA) to add, modify, or delete union-related payee information.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Maintain Payee-Union Data BRA, Maintain Payee-Union Data BRA

Image: Maintain Payee-Union Data BRA page

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

Maintain Payee-Union Data BRA

Employee ID GR0004 Empl Record 0 Name João Dias Vasconcelos

Detail Find | View All First 1 of 1 Last

*Effective Date 03/31/2002

Year 2002

Union Code KR1 Sind. Proc. Dados - São Paulo

Auxiliary Union Code

Amount 7.222

Calculation Type Calculated

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

Payee Parameters Page

Use the Payee Parameters page (GPBR_PAYEE_PARM) to define payee parameters.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Define Payee Parameters BRA, Payee Parameters

Image: Payee Parameters page (1 of 2)

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

The screenshot displays the 'Payee Parameters' page for Employee ID KR0032, Name Marcelo Brotto. The page is divided into several sections:

- Employee Information:** Employee ID KR0032, Empl Record 0, Name Marcelo Brotto.
- Payee Parameters Section:**
 - *Begin Date: 01/01/2002
 - End Date: (empty)
 - *SEFIP Risk Level: Non Exp.Harmful Agent
 - *Unhealthy Indicator: Minimum Grade
 - *Risk Indicator: Default
 - Weekly Hours: (empty)
 - ☐ IR Ded Retirement
 - ☐ Union Contribution Paid
 - Establishment ID: KRC-1-1, Matriz São Paulo
 - Service Taker: (empty)
- FGTS Option Section:**
 - ☒ FGTS Option
 - FGTS Date: 05/31/2002
- Advance Payment Option Section:**
 - ☐ Advance Payment Option

Image: Payee Parameters page (2 of 2)

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

The screenshot displays the 'Payee Parameters' page (2 of 2) for Employee ID KR0032, Name Marcelo Brotto. The page is divided into two main sections:

- Prior Notification Section:**
 - Notification Date: (empty)
 - ☐ New Employment During Period
 - ☐ Excused of Notification Period
- Union Code Section:**
 - Union Code 1: (empty)
 - Union Code 2: (empty)
 - Union Code 3: (empty)

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

Payee Parameters

Begin Date

Enter the effective date for these parameters.

End Date

Enter the date these parameters are no longer valid. You must enter an end date before you can add a row with a new set of parameters.

SEFIP Risk Level

Select the appropriate risk level for the employee's activities.

The system uses this information to generate the SEFIP report and to determine the employee's retirement deduction.

Note: Setting a value in this field overrides the value specified on the Additional Info - BRA page.

See [Calculating INSS for Special Retirement](#).

See "(BRA) Providing Additional Information for Brazilian Employees (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

Unhealthy Indicator

Select the appropriate health risk level for the employee's activities. The system uses this indicator to calculate an earning that compensates for this health risk factor.

Values are *Default*, *Maximum Grade*, *Middle Grade*, *Minimum Grade*, and *Not Applicable*.

Note: Setting a value in this field overrides the value specified on the Additional Info - BRA page.

See "(BRA) Providing Additional Information for Brazilian Employees (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

Risk Indicator

Select the appropriate hazard level for the employee's activities. The system uses this indicator to calculate an earning that compensates for this hazardous factor.

Values are *Applicable*, *Default*, and *Not Applicable*.

Note: Setting a value in this field overrides the value specified on the Additional Info - BRA page.

See "(BRA) Providing Additional Information for Brazilian Employees (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

Weekly Hours

Enter the number of hours the employee works per week.

Note: This information is required. The vacations process uses this information.

IR Ded Retirement (income tax retirement deduction)

Select to indicate that the payee is an active retiree and entitled to a retirement deduction.

Service Taker

Indicate the Service Taker to which the employee is assigned.

FGTS Option**FGTS Option (*Fundo de Garantia por Tempo de Serviço*) and FGTS Date**

Select to indicate the employee participates in FGTS, and the date participation began. Used for historical tracking, as FGTS participation is now required.

Advance Payment Option**Advance Payment Option and Advance Percentage**

Select to indicate the employee can receive payments in advance from their regular salary and then enter the percentage of the monthly salary the employee can receive in advance.

Prior Notification**Notification Date**

Enter the date you notify the employee of his or her termination.

Union Code**Union Code 1, Union Code 2, and Union Code 3**

Enter the appropriate union codes for this employee. You can enter up to three union codes for an employee. Since each union may have different mechanisms to determine the averages calculation, the system compares the averages and ensures that the employee receives the maximum value for each earning.

See [Averages Page](#).

Termination Parameters Page

Use the Termination Parameters page (GPBR_PYEST_PARM) to define termination parameters.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Define Payee Parameters BRA, Termination Parameters

Image: Termination Parameters page

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

The screenshot displays the 'Termination Parameters' page for employee Marcelo Brotto (ID: KR0032). The page is divided into several sections:

- Employee Information:** Employee ID KR0032, Empl Record 0, Name Marcelo Brotto.
- Termination Parameters:**
 - *Begin Date: 12/04/2012
 - End Date: (empty)
 - FGTS Code: (empty)
 - Calculate last months FGTS: (checkbox)
- Stability Data:**
 - Pregnant Date: (empty)
 - Union Member: (checkbox)
 - FGTS Board Member: (checkbox)
 - CIPA's Titleholder/Substitute: (checkbox)
 - CNPS Board Member: (checkbox)
 - Cooperative Society Mgr: (checkbox)
 - Prev Settlement Committee Memb: (checkbox)

Termination Parameters

FGTS Code

The code of operation for an FGTS employee's account.

Calculate last months FGTS

Select this check box to indicate that FGTS should be calculated for the employee's last month.

Stability Data

Pregnant Date

Enter the date the employee notifies you that she is pregnant.

Union Member, FGTS Board Member, CIPA's Titleholder/Substitute, CNPS Board Member, Cooperative Society Mgr (cooperative society manager), and Prev Settlement Committee Memb (previous settlement committee member)

Select the appropriate check boxes to indicate any memberships or positions the employee holds. These options define a tenure status. If the employee has one of these options for a started Begin Date and End Date, the system does not allow termination of the employee, unless that option is enabled on the Union Parameters page.

Defining Unhealthy and Hazardous Indicators for Job Codes and Positions

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

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

Page Used to Define Indicators

Page Name	Definition Name	Navigation	Usage
Position/JobCd Parameters BRA (position/job code parameters BRA)	GPBR_MIXED_PARM	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Position/JobCd Parameters BRA, Position/Jobcode Parameters BRA	Define unhealthy and hazardous indicators for job codes and positions.

Position/JobCd Parameters BRA Page

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

Navigation

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

Image: Position/JobCd Parameters BRA page

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

Option

Select whether you are assigning unhealthy/risk indicators to a *Jobcode* or a *Position*.

Position, Business Unit, Location, and Job Code

Select the position or job code you are assigning unhealthy/risk indicators to using these fields.

Unhealthy

Select the appropriate health risk level for the activities of the job code, position, or location. The system uses this indicator to calculate an earning that compensates for this health risk factor.

SEFIP Risk

Select the appropriate risk level for the activities of the job code, position, or location. The system uses this information to generate the SEFIP report and to determine the employee's retirement deduction.

See [Calculating INSS for Special Retirement](#).

Risk

Select the appropriate hazard level for the activities of the job code, position, or location. The system uses this indicator to calculate an earning that compensates for this hazardous factor.

Defining SEFIP Parameters

To define parameters for SEFIP, use the SEFIP Parameters BRA (GPBR_SEFIP_PARM), SEFIP Absence Table (GPBR_SEFIP_ABS), SEFIP Absence Parameters BRA (GPBR_SEFIP_ABSP), and Service Takers BRA (GPBR_SERVICE_TAKER) components.

This section discusses how to:

- Define SEFIP (*Sistema Empresa de Recolhimento do FGTS e informações à Previdência Social*) common parameters.
- Map absence codes to SEFIP absence codes.
- Define SEFIP absence parameters.
- Enter service taker transactions.
- Define service taker data.

Pages Used to Define SEFIP Parameters

Page Name	Definition Name	Navigation	Usage
SEFIP Parameters BRA	GPBR_SEFIP_PARM	Global Payroll & Absence Mgmt, Social Security/ Insurance, SEFIP Parameters BRA	Define SEFIP parameters.
SEFIP Absence Table BRA	GPBR_SEFIP_PAR_ABS	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, SEFIP Absence Table BRA, SEFIP Absence Table BRA	Map absence codes to SEFIP absence codes.

Page Name	Definition Name	Navigation	Usage
SEFIP Absence Parameter BRA	GPBR_SEFIP_ABSP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, SEFIP Absence Parameters BRA, SEFIP Absence Parameters BRA	Define absence parameters for SEFIP.
Service Taker Transactions BRA	GPBR_SERV_T_DTL	Global Payroll & Absence Mgmt, Social Security/ Insurance, Service Taker Transactions BRA, Service Taker Transactions	Administer service taker transactions.
Service Taker Data BRA	GPBR_STAKER_DTA	Global Payroll & Absence Mgmt, Social Security/ Insurance, Service Taker Data BRA, Service Taker Data	Define monthly parameters for service takers.

SEFIP Parameters BRA Page

Use the SEFIP Parameters BRA page (GPBR_SEFIP_PARM) to define SEFIP parameters.

Navigation

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

Image: SEFIP Parameters BRA page

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

The screenshot displays the 'SEFIP Parameters BRA' page for Establishment ID KRC1-1, Matriz São Paulo. The page is divided into two main sections: 'Parameters' and 'Legal Codes'.

Parameters Section:

- Search controls: *Year (text input with search icon), *Month (dropdown menu), and pagination (First, 1 of 1, Last).
- Input fields: Sport Sponsorship, *Income Source (dropdown menu showing N/A), Rural Production Physical, Rural Production Juridic, Other Information Year, Corrected Compensation, Compensation Start Year, Start Month, Compensation End Year, End Month, INSS Competency Value, Previous Competency Value, Rural Competency Value, Other Comp Rural Prod, Sponsor Competency Value, and Work Cooperatives Pay.
- Company Selection: A section titled 'Company Name From' with radio buttons for 'Company' (selected) and 'Establishment'.

Legal Codes Section:

- Search controls: *Year (text input with search icon), *Month (dropdown menu), and pagination (First, 1 of 1, Last).
- Checkbox: Negative SEFIP Generated.

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

SEFIP Absence Table BRA Page

Use the SEFIP Absence Table BRA page (GPBR_SEFIP_PAR_ABS) to map absence codes to SEFIP absence codes.

Navigation

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

Image: SEFIP Absence Table BRA page

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

SEFIP Absence Table BRA

Parameters Find | View All First 1 of 1 Last

*Effective Date 12/04/2012

*Status Active

Detail Personalize | Find | View All First 1 of 1 Last

	*Absence Code	Return Code 1
1		

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

SEFIP Absence Parameters BRA Page

Use the SEFIP Absence Parameters BRA page (GPBR_SEFIP_ABSP) to define absence parameters for SEFIP.

Navigation

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

Image: SEFIP Absence Parameters BRA page

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

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

Service Taker Transactions BRA Page

Use the Service Taker Transactions BRA page (GPBR_SERV_T_DTL) to administer service taker transactions.

Navigation

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

Image: Service Taker Transactions BRA page

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

*Empl ID	Name	*Taker	Description	*Hours / Days	Hours	Days
1	KR0005	Antonio Santos	ABC	Sample service taker	Days	1

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

Taker

Indicate the Service Taker to which the employee is assigned.

See Also [Service Takers BRA Page](#)

Service Taker Data BRA Page

Use the Service Taker Data BRA page (GPBR_STAKER_DTA) to define monthly parameters for service takers.

Navigation

Global Payroll & Absence Mgmt, /Insurance, Service Taker Data BRA, Service Taker Data

Image: Service Taker Data BRA page

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

The screenshot displays the 'Service Taker Data BRA' page. At the top, it shows 'Service Taker ABC Sample service taker' and 'Year 2011'. Below this, 'Establishment ID KRC1-1' and 'Matriz São Paulo' are listed. The main section is titled 'Detail' and includes a 'Find | View All' link and pagination 'First 1 of 1 Last'. A dropdown menu for '*Month' is set to '06 - June'. The form contains several input fields: 'Retention 9711/98 Law', 'Compensation Value', 'Start Year', 'End Year', 'Issued Invoices Value', 'Competency 13 GPS Value', 'INSS Competency Value', 'Start Month', and 'End Month'. A section titled 'Previous Competencies' contains 'Payslip INSS Value' and 'Other Entities Value' fields.

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

Detail

Month

The month to which the information on Social Security and payment of FGTS applies.

Retention 9711/98 Law

Enter the amount that represents the 11 percent requirement under law 9.711/98.

Compensation Value

Enter the adjusted compensation value to be reported on the GPS (*Guia de Previdência Social*) form for the reference month.

Issued Invoices Value

Enter the total amount of invoices or bills issued for services during the month.

Previous Competencies

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

Using Core Functionality in Brazil

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

- Retroactivity
- Accumulators
- Segmentation
- Triggers
- Rounding rules
- Rate codes

Defining Retroactivity in Brazil

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

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

- Corrective
- Forwarding

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

With the forwarding method, payments are calculated in the respective periods, but balance accumulators for the period are not updated. Only the segment accumulators are updated. Deltas are created for each earning, deduction, and segment accumulator used in the process list. These deltas, which are identified on the Retro Process Overrides page (*PeopleSoft HCM 9.2: Global Payroll*), are forwarded to the current period.

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

Changes in the Employee's Data

Changes in employee data include compensation rate-related changes:

- Status.

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

Changes in Other Data

Changes in other data include absence take-related changes:

- Positive input
- Pay group

Earnings and deductions are recalculated and a difference results.

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

Related Links

"Understanding Retroactive Methods (*PeopleSoft HCM 9.2: Global Payroll*)"

Using Accumulators in Brazil

In Brazil, the following types of accumulators are used:

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

Using Segmentation in Brazil

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

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

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

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

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

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

Using Triggers in Brazil

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

Global Payroll provides three types of triggers:

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

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

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

Delivered Iterative Triggers

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

<i>Changes to:</i>	<i>Trigger</i>
Employee's employment record	EMPLOYMENT
Employees job records	JOB and JOB_JR
Employee's compensation record	COMPENSATION
Employee's personal data record	PERSONAL_DATA
Employee's contract data record	CONTRACT_DATA
Employee's positive input records	GP_PI_MNL_DATA
Employee's positive input supporting element override record	GP_PI_MNL_SOVR

Changes to:	Trigger
Employee's payee override record (earnings and deductions assignments)	GP_PYE_OVRD
Employee's payee element assignment supporting element override record	GP_PYE_OVR_SOVR
Employee's payee section detail record	GP_PYE_SECT_DTL
Employee's personal data effective date record	PERS_DATA_EFFDT
Employee's schedule calendar assignment record	SCH_ASSIGN
Employee's workday overrides record	SCH_MNG_SCH_TBL
Employee's workforce contract type record	WKF_CNT_TYPE
Employee's absence records	GP_ABS_EVENT, GP_ABS_OVRD, etc.

Related Links

"Understanding Triggers (*PeopleSoft HCM 9.2: Global Payroll*)"

Using Rounding Rules in Brazil

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

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

Using Rate Codes in Brazil

Global Payroll for Brazil supports the following types of salaries:

- Monthly
- Weekly
- Daily
- Hourly

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

Rate Code	Description
KRH	Hourly
KRM	Monthly

Viewing Delivered Process Lists

The following table lists the delivered process lists for Brazil:

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

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

Related Links

"Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

Chapter 4

Setting Up the 13th Salary

Understanding the 13th Salary

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

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

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

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

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

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

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

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

Viewing Delivered Elements

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

Related Links

"Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

Setup Considerations

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

- Field: Calc Average First Installment

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

- Field: Recalc First Installment

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

- Field: Advance 13th

Page and usage: Vacation Acquisition Prd-Sched page. Select to have the employee receive the first installment of his or her 13th salary at the time the employee leaves for vacation.

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

Related Links

[General Parameters Page](#)

[Averages Page](#)

[Vacation Parameters BRA Page](#)

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

Viewing Delivered 13th Salary Elements

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

- Earnings
- Deductions
- Accumulators
- Sections

Viewing Delivered 13th Salary Earnings

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

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

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

Related Links

[Understanding Vacation Setup](#)

[Understanding Legal Provisions](#)

Viewing Delivered 13th Salary Deductions

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

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

Viewing Delivered Accumulators

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

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

Viewing Delivered Sections

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

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

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

Related Links

"Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

Setting Up Vacation Pay

Understanding Vacation Setup

This section provides an overview of vacation setup and discusses:

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

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

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

Core Application Setup

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

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

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

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

4. Assign absence elements to payees and process lists.

As with all primary elements, you must assign absence entitlement and take elements to payees and include the elements in the process lists that you use when you run the absence processes. This step is not necessary for per-absence entitlement elements.

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

Global Payroll for Brazil Setup

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

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

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

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

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

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

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

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

Related Links

[Entering Vacation Data and Updating Entitlement](#)

"Understanding Absence Setup and Management Tasks (*PeopleSoft HCM 9.2: Global Payroll*)"

"Understanding Absence Element Setup (*PeopleSoft HCM 9.2: Global Payroll*)"

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the "Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)" topic.

Defining Vacation Parameters for Brazil

To set up vacation parameters, use the Vacation Parameters (GPBR_VACN_PARM) component and the Vacation Calendars BRA (GPBR_VAC_CALENDAR) component.

This section provides an overview of vacation parameters and discusses how to:

- Define vacation parameters.

- Close and continue entitlement balances.
- Identify which calendars to override for vacation events.

Pages Used to Define Vacation Parameters

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Vacation Parameters BRA	GPBR_VACN_PARM	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Vacation Parameters BRA, Vacation Parameters BRA	Define vacation parameters for Brazil. Also use to close and continue entitlement balances.
Vacation Calendars BRA	GPBR_VAC_CALENDAR	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Vacation Calendars BRA, Vacation Calendars BRA	Specify which calendars to override for vacation events for a given pay group.

Understanding Vacation Parameters

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

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

Vacation Parameters BRA Page

Use the Vacation Parameters BRA page (GPBR_VACN_PARM) to define vacation parameters for Brazil.

Also use to close and continue entitlement balances.

Navigation

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

Image: Vacation Parameters BRA page (1 of 2)

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

Vacation Parameters BRA

Company KRC Empresa Demonstração Ltda

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

*Effective Date 01/01/2002

General

Takes per Acquisitive Period 2 ☐ Take - Needs Confirmation

Vacn Days per Acquisitive Prd 30 ☒ Always Allow Vacation Credit

*Credit Treatment Starting Month ☒ Allow Negative Balance

Minimum Age for Partial Take 18 Limit 30

Maximum Age for Partial Take 50

Off Cycle Reason FERIAS Vacations

Per Vacation Take

Min Days Nbr 10

Max Days Nbr 30

Absences Take Credit Max % 33.34

Image: Vacation Parameters BRA page (2 of 2)

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

Absence Elements

*Vacations SAIDA FERIAS Vacation Take

*Paid Vacations FERIAS ABONO Paid Vacations

*Vacation Entitlement DIREITO FER Vacation Entitlement

*Vacation Proportional FERIAS PROP Monthly Vacations

Absence Interference on Acquisitive Period Find | View All First 1 of 4 Last

Sequence 1 Action Close

Number of Days for Action 180

Absence Take Types Personalize | Find | View All | First 1-2 of 2 Last

	*Absence Type	Description		
1	AFA	Accident Leave	+	-
2	AFD	Sick Leave	+	-

General

Takes per Acquisitive Period

Enter the number of separate vacations that employees can take within an entitlement period. For example, an employees may be eligible for 30 days of vacation per entitlement period, with those 30 days being divided into two separate vacations.

Take - Needs Confirmation

Select if vacation needs to be approved prior to being processed by the system.

When you enter a vacation event in the Vacation Acquisition Prd-Sched page, you assign the event a leave status of *Programmed*, *Confirmed*, and so on. If the leave status is *Programmed* and you select this check box, then the vacation payroll process does not process the vacation until it is set to *Confirmed*. If you clear this check box, the vacation payroll process processes vacation events with a leave status of *Programmed*.

Note: You approve vacation takes on the Vacation Acquisition Prd-Sched page. If you do not select this option, the system processes both planned and confirmed vacation takes.

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

Vacn Days Per Acquisitive Prd (vacation days per acquisitive period)

Enter the number of vacation days to which employees are entitled per entitlement period.

Credit Treatment

Specify the credit treatment for vacation "sell" days. Values are:

Starting Month: Select to base the value of any vacation sell days on the employee's actual daily salary at the start (the first month) of the vacation period.

End of Vacations: Select to base the value of any vacation sell days on the employee's salary at the end of the vacation period.

Proportional Vacation Days: Select if you want the system to calculate the value of unused vacation days by using a factor that is based on the proportion of vacation days actually taken each month (if the vacation spans several months).

See [Understanding Vacation Parameters](#).

Allow Negative Balance

Select to allow negative accrual balances for vacations. This field allows vacation scheduling if an acquisitive period does not have sufficient entitlement. If you select this option, the Limit field appears.

Limit

Enter the maximum negative entitlement balance allowed. Days that exceed this maximum must be taken as unpaid leave.

Note: This field appears only when you select the Allow Negative Balance check box.

Minimum Age for Partial Take	Specify the age under which the division of vacations into separate events is not allowed.
Maximum Age for Partial Take	Specify the age over which the division of vacations into separate events is not allowed.

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

See [Vacation Calendars BRA Page](#).

Per Vacation Take

Min Days Nbr (minimum days number)	Enter the minimum number of leave days that can be taken as part of a single vacation take.
Max Days # (maximum days number)	Enter the maximum number of leave days that can be taken as part of a single vacation take.
Absences Take Credit Max % (absences take credit maximum percentage)	Enter the maximum percentage of vacation allowance that a payee can sell. The Vacation Acquisition Prd-Sched page displays this value when you select the Pay Credit check box.

Absence Elements

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

Vacations	Specify the absence take element to use for vacation takes. The system uses this element to synchronize vacation takes with core absences.
Paid Vacations	Specify the absence take element to use for vacation credits. The system uses this element to synchronize vacation credits with core absences.

Note: You must define how the system calculates vacation credit—the amount returned to the payee when he or she sells unused vacation days—by specifying a credit treatment option in the Credit Treatment field.

Vacation Entitlement	Specify the absence take element for which you want to adjust and display balances.
-----------------------------	---

Vacation Proportional

Select the element that tracks proportional vacations earned in each period (such as vacation acquired in the current acquisitive period during a final payment).

Absence Interference on Acquisitive Period

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

See [Understanding Vacation Parameters](#).

Sequence

Enter a sequence number.

The sequence number represents the order in which the system processes the different actions (*Close* or *Continue*) that you defined.

Action

Enter the action that you want the system to take in response to the absence that you specify in the Absence Type field. Values are:

Close: Select to close an entitlement period in response to the absence types that are specified in the Absence Type field.

Continue: Select to continue an entitlement period in response to the absence types that are specified in the Absence Type field.

Number of Days for Action

Enter the number of days of the absence type or combination of absence types, which are shown in the Absence Type field, that an employee must accumulate before the *Close* or *Continue* action can take effect. For example, enter *180* to indicate that 180 or more days of sick leave (absence type of *AF4*) should result in the closure of the entitlement period for your employees.

Absence Type

Enter the type of absence or combination of absence types that should result in the action that is specified in the Action field.

Selling Vacation Days

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

Consider the following salary and vacation data for an employee.

Salary Data:

- February Salary = 3000; daily salary is $3000 \div 30 = 100$.

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

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

Vacation Data:

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

Case 1: Credit Treatment is *Starting Month*.

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

The total initial payment is calculated as follows:

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

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

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

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

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

The total initial payment is calculated as:

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

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

are recalculated by using the April salary (3630). The payee receives the difference between the initial calculated value and the recalculated value of the vacation sell days.

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

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

Closing and Continuing Entitlement Balances

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

Closing an Entitlement Period

To close an entitlement period:

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

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

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

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

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

Continuing an Entitlement Period

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

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

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

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

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

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

Related Links

[Entering Vacation Data and Updating Entitlement](#)

Vacation Calendars BRA Page

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

Navigation

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

Image: Vacation Calendars BRA page

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

Vacation Calendars BRA

Pay Group KR MENSAL Pagamento Mensalista

Vacation Calendars Find | View All First 1 of 1 Last

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

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

Pay Dates and Calendar Group ID	Off Cycle	
*Pay Begin Date	*Pay End Date	*Calendar Group ID
1 01/01/2012	01/31/2012	KR 2012M01 VAC
2 02/01/2012	02/29/2012	KR 2012M02 VAC
3 03/01/2012	03/31/2012	KR 2012M03 VAC
4 04/01/2012	04/30/2012	KR 2012M04 VAC
5 05/01/2012	05/31/2012	KR 2012M05 VAC
6 06/01/2012	06/30/2012	KR 2012M06 VAC
7 07/01/2012	07/31/2012	KR 2012M07 VAC

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

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

Chapter 6

Defining Average Salary Rules

Understanding Average Salary Calculations

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

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

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

Also define the average salary calculation parameters for these elements.

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

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

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

The Averages Report

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

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

Prerequisites

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

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

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the "Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)" topic.

Defining Average Salary Rules

To define average salary rules, use the Average Versions BRA (GPBR_AVG_VERSION) component and the Union Parameters BRA (GPBR_UNION_PARMS) component.

This section discusses how to:

- Define the average salary calculation parameters for earning and deduction elements.
- Define which earnings and deductions are subject to average salary calculations for each union.

Pages Used to Define Average Salary Rules

Page Name	Definition Name	Navigation	Usage
Average Versions BRA	GPBR_AVG_VERSION	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Average Versions BRA, Average Version BRA	Identify the earning and deduction elements that are used within the average salary calculations. Also, define the average calculation parameters for these elements.
Averages	GPBR_AVERAGES	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Union Parameters BRA, Averages	Define the earning and deduction elements considered by the system for average salary calculations for a given union.

Average Version BRA Page

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

Also, define the average calculation parameters for these elements.

Navigation

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

Image: Average Version BRA page

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

Average Versions BRA

Average Version KRADCNOTD

*Description Average Hours 13th Salary Short Description Aver Hours

Parameters Find | View All First 1 of 1 Last

*Effective Date 01/01/2002

*Entry Type Earnings

*Element Name ADIC NOTURNO

Average Calculation Period

*Period Type Year

*To Date Defined

*End Date 01/01/2002

Average Type

*Average Type Units * Percentage

Averages Calculation

*Divider Worked Months

Min Nbr Occurrences

Take n Greater

Entry Type

Select the type of element to include in the averages, for example, *Earnings* or *Deductions*.

Element Name

Select the earning or deduction element that is to be considered in the average salary calculations.

Average Calculation Period

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

Period Type

Select the type of period on which to base the average salary calculations. Options are:

Acquisitive Period: Select to consider amounts that were earned or deducted during the employee's current entitlement period. (The current entitlement period is often based on the employee's service date.)

The entitlement period is built during the Vacation process (GPBR_VACN_AP), which includes GP rules and an Application Engine process that updates the entitlement period. The record GPBR_VACN_AP stores entitlement period information and can be viewed on the Vacation Acquisition Prd-Sched page.

Defined Period: Select to consider amounts that were earned or deducted during the period defined by the From Date and To Date fields.

Year: Select to consider amounts earned during the current year only. Use the To Date and End Date fields to define what portion of the current year to consider.

From Date

This field appears when you select *Defined Period* in the Period Type field. Select one of the following options:

Before: Use values only from the very day before the current period starts (based on the date in the Begin Date field).

Current: Use values from the current period being processed.

Defined: Enter a date in the Begin Date field to indicate the start date.

Begin Date

This field appears when you select *Defined Period* in the Period Type field and *Defined* or *Before* in the From Date field. Enter the first date to take into account when selecting the amounts to include in the average calculation.

A begin date functions like historical rule. The begin date is the first date the system takes into account; the process considers information from this date until the end date.

To Date

Define the last date to be considered. Select one of the following options:

Defined.

Months. Complete the # of Months field.

End Date

This field appears when you select *Defined Period* in the Period Type field and *Defined* in the To Date field. Enter the last date to take into account when selecting the amounts to include in the average calculation.

An end date functions like historical rule. The end date is the last date the system takes into account; the process considers information from the begin date until this date.

of Months (number of months)

This field appears when you select *Months* in the To Date field. Enter the number of months from the begin date that the system is to consider when performing the average salary calculations.

Average Type

Specify whether the amounts that are eligible for the average salary calculations should be adjusted. The system makes these adjustments when it reads the values for each month. For example, if the system reads the January results and needs to adjust those values, the new value for that month is the original value times the adjustment factor for the month.

Average Type

Identify which component(s) of the earning or deduction element to adjust, if any. Options are *Units*, *Amount*, *Percentage*, and *Units * Percentage*.

Correct

Indicate whether amounts should be adjusted for inflation:

Correct Amount: Select to have the system adjust the amounts.

Don't Correct: Select if you do not want the system to adjust for inflation.

Index by Hourly Salary If you select this option, the system will read the hourly rate as of the payment date of the earning or deduction to consider any changes not taken for the hourly rate.

Correct ID

This field appears if you select *Correct Amount* in the *Correct* field. Enter the code for the monthly inflation adjustment.

Note: A bracket stores correct IDs and their associated adjustment factors. You must enter the exact correct ID in this field to have the system find and use the correct adjustment factor.

Averages Calculation**Divider**

To calculate the average, the system can divide by a fixed number or by the number of periods that you specify. Options are *Fix* and *Period*.

Fix: Select to have the system divide the total earning or deduction amount that is eligible for the average salary calculation by the number that you enter in the *By* field.

Per/Wrk M: Select to have the system divide the total earning or deduction amount only by the number of months in the average period.

For example, if the average period is from 12/31 to 01/01 but the employee was hired or terminated during this period of time, then, instead of dividing the result by 12, the system divides by the proportion of months between the hire or termination date.

By

If you selected *Fix* in the *Divide* field, enter the number you want the system to divide by.

Min Nbr Occurrences (minimum number occurrences)

Specify the number of times during the defined period that this earning or deduction must occur in order for it to be used in the average salary calculation. For example, if you enter 3 in this field and an employee receives a particular earning twice during the period, that earning will not be considered in the average salary calculations.

Enter 0 in this field to have the system always consider the earnings and deductions.

Take n Greater

Enter the number of occurrences of the earning or deduction in the defined period that are to be used in the average salary calculations. The system selects the amounts with the highest values (after adjusting for inflation, if you selected *Correct Amount* in the *Correct* field). For example, if you enter 5 in this field for an earning element, the system averages the five highest earning amounts that were calculated for this element during the defined period.

Enter 0 (zero) in this field if you want the system to consider all earning and deduction amounts for the defined period.

Related Links

[Entering Vacation Data and Updating Entitlement](#)

Averages Page

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

Navigation

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

Image: Averages page

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

The screenshot shows the 'Averages' tab in a web application. At the top, there are tabs for 'General Parameters', 'Averages', and 'Supporting Elements Override'. Below the tabs, the 'Union Code' is 'KR1' and the 'Sind. Proc. Dados' is 'São Paulo'. The 'Parameters' section has a search bar and a 'Find | View All' link. The 'Average Calculations' table has the following data:

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

Average Calculations

Run Type

Select the type of payroll process for which you want to define the average version of the pay component.

For each run type, you can select a different set of earning and deduction elements to calculate using the average salary calculation.

Note: You are not required to enter the same information for different run types. You can override the run type at the calendar level, or any other level, according to your requirements. To enter override instructions, set the value of variable FP VR RUN TYPE to the desired run type.

Entry Type

Select the type of element to consider in the average salary calculations: earnings or deductions.

Target Element

Select the name of the earning or deduction element.

Average Version

Select the name of the set of parameters you defined on the Average Version BRA page.

Generating the Averages Report

This section discusses how to run the Averages report.

Page Used to Generate the Averages Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Averages Report BRA	GPBR_RC_AVG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Averages Report BRA, Averages Report BRA	Report the detailed calculations the system performed to compute the average salary for employees in selected establishments, departments, or groups. You can also generate the report for selected employees.

Averages Report BRA Page

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

You can also generate the report for selected employees.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Averages Report BRA, Averages Report BRA

Image: Averages Report BRA page

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

The screenshot displays the 'Averages Report BRA' page. At the top, there are tabs for 'Run Control ID 1', 'Report Manager', and 'Process Monitor', along with a 'Run' button. Below this is the 'Generation Options' section, which includes fields for '*Company' (KRC), '*Run Type Name' (KOL13RYPAY), '*Element List' (KR MEDIAS), and '*Sort ID' (KR SORT). It also has a 'Number of Copies' field set to 1 and a checkbox for 'Print Element List Description'. The 'Average Calculation Period' section contains '*Begin Date' (01/01/2011) and '*End Date' (12/31/2011). The 'Selection Criteria' section has radio buttons for 'Select Establishment ID' (selected), 'Select Department ID', 'Select Employees', and 'Select Group ID', along with an 'Exclude Data' checkbox. The 'Establishment Data' section at the bottom shows 'Establishment ID' (KRC1-1) and 'Matriz São Paulo', with navigation controls like 'Find', 'First', '1 of 1', and 'Last'.

Run Type Name

Select the payroll run type.

Element List

You can have the report include information for elements that are used in the averages calculation. Use the Element List BRA component to create an element list.

Sort ID

Select a sort ID to specify the order in which information should print on the report. Define sort IDs using the Sort IDs BRA component.

Print Element List Description

If you are using an element list, selecting this option causes the system to print the description of the element list on the report.

Begin Date and End Date

For all calendars that fall within the dates you enter here, the system will print the elements in the selected element list.

Selection Criteria

Choose a method of selecting employees for whom to generate the report.

Exclude Data

Select this check box to exclude data that matches the criteria you enter in the Establishment Data, Department Data, or Employee Data group boxes (the group box that appears depends on the selection you make in the Selection Criteria field).

Setting Up Termination Pay

Understanding Terminations

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

Elements Used in the Termination Process

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

<i>Element</i>	<i>Description</i>
RC VR VER RESC EMP	Delivered variable that contains the termination version (representing the termination action and reason) for a terminated payee. Note: Termination versions are defined on the Termination Versions page.
RC VR RAZAO BAIXA	Delivered variable that contains the termination reason.
WORKFORCE_SYNC	Service operation that enables the delivered Global Payroll variables RC VR VER RESC EMP and RC VR RAZAO BAIXA to be inserted in the supporting element override table at the payee level (thus associating a terminated payee with the termination version that applies to his or her termination). The handler and associated application class that inserts these variables is TERMINATION VERSION JOB.
RC GC VER RESCIS	Generation control element that determines whether earnings or deductions should be paid in response to a payee's termination. This element is based on the generation control formula RC FM VER RESCI GC.
RC FM VER RESCI GC	Formula that reads via an array element the earnings and deductions eligible for each termination version based on the setup pages. The system compares the earnings and deductions for the termination version to the processing earning/deduction; if it finds a match, that element (earning or deduction) is calculated for the employee's termination process.

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

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

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

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

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

This is done by means of the following comparison:

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

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

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the "Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)" topic.

Setting Up Termination Versions

To define termination versions, use the Terminations (GPBR_TERM_ACTN_RSN) component.

This section presents an overview of termination versions and discusses how to:

- Define the termination versions used to process termination pay.

- Associate earnings and deductions with a corresponding termination version.

Pages Used to Define Termination Versions

Page Name	Definition Name	Navigation	Usage
Termination Versions	GPBR_TERM_ACTN_RSN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Terminations, Terminations BRA, Terminations Versions	Define termination versions and the qualifying actions and reasons for triggering termination pay.
Earnings/Deductions	GPBR_TERM_VERSION	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Terminations, Terminations BRA, Earnings/Deductions	Associate earnings and deductions with a corresponding termination version.

Understanding Termination Versions

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

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

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

3. On the Earning/Deductions page, associate each earning or deduction with a corresponding termination version.
4. On the Job Data pages in PeopleSoft HR, specify termination actions such as *Termination*, *Completion*, or *Layoff* as the action and enter a corresponding reason.

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

Termination Versions Page

Use the Termination Versions page (GPBR_TERM_ACTN_RSN) to define termination versions and the qualifying actions and reasons for triggering termination pay.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Terminations, Terminations BRA, Terminations Versions

Image: Termination Versions page

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

The screenshot shows the 'Termination Versions' page with two tabs: 'Termination Versions' and 'Earnings / Deductions'. The 'Version Definition' section contains the following fields:

- Termination Version: KR PED CJC
- Description: Pedido Demissão Com Justa Causa
- Short Description: KR PED CJC

The 'Version - Action/Reason Definition' section contains a table with the following columns: *Action, Action Description, *Reason, Description, and *Termination Reason. The table has one row with the following values:

*Action	Action Description	*Reason	Description	*Termination Reason
TER	Termination	PER	Personal Reasons	Employee Decision Fair Cause

At the top right of the table, there are links for 'Personalize', 'Find', 'View All', and a 'First 1 of 1 Last' indicator.

Termination Version Displays the name of the termination version you are defining.

Version - Action/Reason Definition

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

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

Action

Specify the action that triggers termination pay in combination with a specific reason. Values are:

COM (Completion)

LOF (Layoff)

TER (Termination)

TWB (Terminated With Benefits)

TWP (Termination With Pay)

Reason

Specify the reason that triggers termination pay in combination with a specified action. Values for each action are:

- For COM Action: *BMC* (Board Member Term Completed), *DEA* (Death), *DIS* (Disability), *EOA* (End of Assignment), *INV* (Involuntary), *RED* (Staff Reduction), *RET* (Retirement), *UNS* (Unsatisfactory Performance), and *VOL* (Voluntary).
- For LOF Action: *RED* (Staff Reduction), *SEA* (Seasonal Closure), *SLO* (Strike/Lock-out), and *TMP* (Temporary Closure).

- For TER Action: *ATC* (Agreed Term. of Apprent of CDD), *ATT* (Attendance), *CDE* (Closing Down of Establishment), *CHI* (Child/House Care), *CON* (Misconduct), *DEA* (Death), *DIS* (Dishonesty), *DSC* (Discharge), *EAB* (Employer's Anticipated Breach), *EAC* (End of Apprenticeship Contract), *EES* (Dissatisfied w/Fellow Employee), *EFT* (End of Fixed-Term Contract), *ELI* (Elimination of Position), *EOD* (End of Demand), *EPP* (Employer's End Probation Time), *ERT* (Early Retirement), *FAM* (Family Reasons), *GMI* (Gross Misconduct), *HEA* (Health Reasons), *HRS* (Dissatisfied with Hours), *ILL* (Illness in Family), *INS* (Insubordination), *JOB* (Job Abandonment), *LOC* (Dissatisfied with Location), *LTC* (Legal Termination of Contract), *LVE* (Failure to Return from Leave), *MAR* (Marriage), *MIS* (Misstatement on Application), *MUT* (Mutual Consent), *OTP* (Resignation-Other Position), *PAB* (Payee's Anticipated Breach), *PAY* (Dissatisfied with Pay), *PCD* (Premises Closed), *PER* (Personal Reasons), *POL* (Dissatisfied w/Comp. Policies), *PPO* (Pension Payee Off), *PPP* (Payee's End Probation Time), *PRM* (Dissatisfied w/Promotion Opps), *PTD* (Partial/Total Disability), *RAT* (Retired from Affiliate), *RED* (Staff Reduction), *REF* (Refused Transfer), *REL* (Relocation), *RES* (Resignation), *RET* (Return to School), *RKM* (Release Kenmu), *RLS* (Release), *RWU* (Receivership or Wind-Up), *SUP* (Dissatisfied with Supervision), *TAF* (Transfer to Affiliate), *TAR* (Tardiness), *TMP* (End Temporary Employment), *TRA* (Transportation Problems), *TYP* (Dissatisfied w/Type of Work), *UFC* (Unforeseen Circumstances), *UNS* (Unsatisfactory Performance), *VIO* (Violation of Rules), *VSP* (Voluntary Separation Program), and *WOR* (Dissatisfied w/Work Conditions).
- For TWB Action: *TWB* (Terminated With Benefits).
- For TWP Action: *TWP* (Termination With Pay).

Termination Reason

Enter a termination reason. This information is used in some Brazilian reports (GRFC).

Earnings/Deductions Page

Use the Earnings/Deductions page (GPBR_TERM_VERSION) to associate earnings and deductions with a corresponding termination version.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Terminations, Terminations BRA, Earnings/Deductions

Image: Earnings/Deductions page

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

Termination Versions | **Earnings / Deductions**

Version Definition

Termination Version KR PED CJC Pedido Demissão Com Justa Causa

Average Calculations Personalize | Find | View All | First 1-12 of 23 Last

	Entry Type	Element Name	Description		
1	Earnings	FERIAS	Vacation payment	+	-
2	Earnings	INDEN ATR PG	Delayed Payment	+	-
3	Earnings	IND A 479 ER	Severance Pay Remaining Con	+	-
4	Earnings	DOBRO FERIAS	Doubled Paid Vacations Term	+	-
5	Earnings	FERIAS INDEN	Indemnified Vacations Terminat	+	-
6	Earnings	ADIC FERIAS	Additional of Vacations Term	+	-
7	Earnings	FGTS A22 10	10% of FGTS Art.22 - Soc.Contr	+	-
8	Earnings	IND COM-FGTS	Indem. Compensation FGTS.	+	-
9	Earnings	FGTS CS 13S	FGTS 13th Salary - Soc.Contrib	+	-
10	Earnings	FGTS CS IND	FGTS Social Contrib.Indemniz.	+	-
11	Earnings	FGTS CS MA	FGTS Soc.C Previous Month	+	-
12	Earnings	FGTS MES ANT	FGTS Previous Month	+	-

Entry Type

Select whether you are entering an *Earnings* or a *Deduction* element.

Element Name

Select the element to associate with this termination version.

Chapter 8

Defining Earnings

Calculating Earnings

Global Payroll for Brazil enables you to calculate:

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

Calculating Base Compensation

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

Salary

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

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

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

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

Commission

Payment of commissions are required only upon conclusion of the transaction to which they refer. Termination of employment does not halt the payment of a commission. Commissions are payable

monthly, or within three months of the settlement agreement. To calculate commissions, the system uses the COMISSAO earning, which is populated by positive input for each employee.

DSR Commission - Regarding Weekly Rest

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

Minimum Guaranteed

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

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

Cost Allowances and Travel Expenses

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

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

Calculating Bonuses and Premiums

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

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

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

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

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

Calculating Additional Earnings

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

Type of Allowance	Calculation Formula	Elements Used
Additional Allowance for Hazardous Labor	Calculation Base * 0,30	<p>The system calculates these earnings only for employees with hazard levels specified on the Payee Parameters page:</p> <ul style="list-style-type: none"> • Generation Control FP GC PERICULOS • Dummy Earning PERIC MEN (Calculates and stores the monthly amount. This earning can be used in accumulators.) • Earning PERICULOSIDA (Used to make payments.) • Accumulator PERICULOSIDADE (Calculation base. This value can be prorated.) <p>Accumulator ACUM PERICULOS (Defines the Calculation Base used to obtain the earnings PERIC MEN and PERICULOSIDA amount.)</p>
Additional Allowance for Unhealthy Labor	Level 1: Minimum Wage * 0,10 Level 2: Minimum Wage * 0,20 Level 3: Minimum Wage * 0,40	<p>The system calculates these earnings only for employees with unhealthy labor levels specified on the Payee Parameters page:</p> <ul style="list-style-type: none"> • Generation control FP GC INSALUBR • Dummy earning INSALU MEN (Calculates and stores the monthly amount. This earning can be used in accumulators.) • Earning INSALUBRIDAD (Used to make payments. This value can be prorated.) • Variable FP VR MIN NAC (Used to store the national minimum wage.) • Bracket FP BR % INSALUB (Used to convert the Payee Parameter page to a percentage.)

Type of Allowance	Calculation Formula	Elements Used
Night Shift	Night Shift Hours * Hour Value * 0,20	<p>Earning ADIC NOTURNO: (This is a Unit*Rate*Percent earning.)</p> <ul style="list-style-type: none"> The units should be entered through positive input. The rate is defined by the hourly rate. The percent is informed directly in the earning definition
Length of Service	<p>Annual: Value of Annuity * Years Worked</p> <p>Biennium: Value of Biennial * (Years Worked/2)</p> <p>Quinquennium: Value of Quinquennium * (Years Worked/5)</p>	<p>Length of service can be calculated in many ways. This payment is optional. The PeopleSoft template includes a quinquennium example.</p> <ul style="list-style-type: none"> Dummy earning QUINQUEN MEN (Calculates and stores the monthly amount. This earning can be used in accumulators.) Earning QUINQUENIO (Used for payments. This value can be prorated.) Formula FP FM QUINQUENIO (Used to obtain the units to be paid. The formula divides the length of service duration element (FP DR TEMPO SERV) by 5.) Bracket FP BR QUINQUENIO (Used to obtain the percent in the variable FP VR 5 QUINQUENIO according to the Union Code on the Job Data table.)
Transfer	Calculation Base * Percentage of Transfer	Earning ADIC TRANSF (This is a Base*Percent earning that applies 25% over the accumulator ACUM AD TRANSF.)
Standby Employee	Paid on a percentage basis.	Earning SOBREAVISO (This is a Unit*Rate*Percent earning that receives the units through positive input. The system uses the variable FP VR PCT SOBREAV to apply an hourly rate to the payment 0.)

Calculating Overtime

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

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

Defining Salary Advances

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

The monthly salary calculation varies by employee type:

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

The system uses the following information when processing salary advances:

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

Element Type	Element Name	Description
Process List	KR PR AD QUINZ	Process to advance payment.
Section	KR SE INIC QUIN	Initialization section for income tax if it is <i>regime de caixa</i> .
Section	KR SE REMUN MEN	Monthly remuneration calculation of the advanced payment calculation base.

<i>Element Type</i>	<i>Element Name</i>	<i>Description</i>
Section	KR SE ADIANTAMENTO	Gets the advanced pay amount.
Section	KR SE REC IR	Calculates the income tax if it is a regime de caixa
Earning	ADIANTAMENTO	Used to make payments. Applies the percent in AD VR % ADTO over the ACUM AD QUINZ.
Deduction	DESC ADTO	In payroll process, this deduction is used to discount the advanced payment.
Accumulator	ACUM AD QUINZ	This is an advanced pay calculation base.
Variable	AD VR OPCA0	Taken from the Payee Parameter page.
Variable	AD VR % ADTO	Accepts the payee override from option in Payee Parameter page.

Salary Advances and Taxation

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

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

Related Links

[Understanding Income Tax Withholding](#)

Loading Batch Positive Input

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

This section describes how to load the batch positive input.

Page Used for Loading Batch Positive Input

Page Name	Definition Name	Navigation	Usage
Manage Pos Input via Batch BRA (manage positive input via batch BRA)	GPBR_PI_BATCH	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Manage Pos Input via Batch BRA, Manage Pos Input via Batch BRA	Create batch positive input.

Manage Pos Input via Batch BRA Page

Use the Manage Pos Input via Batch BRA (manage positive input via batch BRA) page (GPBR_PI_BATCH) to create batch positive input.

Navigation

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

Image: Manage Pos Input via Batch BRA page

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

Clear Data

If you clear this check box, previously loaded data is deleted. If you select this check box, the batch process loads new data into the Positive Input tables for payroll purposes.

Pay Group

Enter the pay group for which you want to load batch positive input.

Calendar ID

Select the calendar ID for the pay group that you identified in the Pay Group field.

Action Type

Select the action to be performed. Choose from the following:

Add

Do Not Proc (do not process)

Override

Zero

Batch Code

Enter the batch code ID that identifies all of the transactions contained in the flat file. This field enables you to delete information loaded by mistake, because it serves as the identifier of that information.

Input Directory

Specify the location of the flat file containing the batch positive input (flat file directory).

Output Directory

If the batch process finds errors, it generates a log file containing the errors. Use this field to specify where the system should place the error log (error log directory).

Flat File Layout for Batch Positive Input

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

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

Here is an example:

<i>Field</i>	<i>Example</i>
EMPID	GR0045
EMPL_RCD	0

Field	Example
PIN_NM	COMISIONES
GP_UNIT	12.58
GP_AMT	11.36
GP_RATE	10
GP_PCT	1.3
PC_BASE	25.36
DEPTID	KR000
JOBCODE	KR001

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

Related Links

"Understanding Positive Input (*PeopleSoft HCM 9.2: Global Payroll*)"

Understanding Deductions

Understanding Deduction Types

In Brazil, two types of deductions are available:

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

Note: You define all deductions for Brazil in the Deductions (GP_DEDUCTION) component in the core application.

Related Links

[Understanding Income Tax Withholding](#)

"Understanding Earning and Deduction Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

Using Batch Positive Input

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

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

Related Links

[Calculating Earnings](#)

Creating Deduction Elements

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

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

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

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

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

Related Links

"Overrides Available for Supporting Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

Viewing Delivered Deduction Elements

This section discusses:

- General deductions.
- Process lists with deductions.

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements that are designed for Brazil. Instructions for running the query are provided in the "Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)" topic.

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

General Deductions

The following table lists the general deductions for Brazil:

Deductions	Description
EMPRESTIMO	Loan's Portion
VALE TRANSP	Transportation Ticket
IRRF	Income Tax
FALTA INJUST	Unpaid Absence
DESC DSR	Lost Weekly Rest

<i>Deductions</i>	<i>Description</i>
FARMACIA	Drugstore discount (Positive Input, Payee)
ASSMEDICAFUN	Discount of medical attendance
T REFEIÇÃO	Discount of ticket meal
CLUBE	Discount of recreational club
SUPERMERCADO	Supermarket Discount (Positive Input, Payee)
SEG VIDA	Life insurance discount leaves used
1/2 FAL INJ	Half Unpaid Absences
INSS	INSS
CONTR SIND	Union Contribution
CONTR ASSIS	Union Assistance Contribution
CONTR CONF	Union Confederation Contribution
MENS SIND	Monthly Union Contribution
DESC ADTO	Advance Payment - Payback
INDEM40%	Indemn Art. 22
INDE	Severance Pay
INSS 13° SAL	INSS 13° Salary Contribution
DES ADIAN 13	13° Paid in Advance
PENSÃO ALIM	Alimony Total
DESC INS SLD	Negative Balance Discount
LIQ FERIA	Net Vacation
INSS FER PAG	Paid INSS Vacation
IRRF FER PAG	Paid Vacation IRRF
INSS FE DIF	INSS Vacation Retro
IRRF FE DIF	Vacation IRRF Retro
FER PENS BRU	Paid Alimony

Process Lists with Deductions

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

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

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

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

Related Links

"Understanding Processing Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

Creating Payslips

Understanding the Payslip Definition Process

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

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

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

To define payslips:

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

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

See "Understanding Group Build (*PeopleSoft HCM 9.2: Application Fundamentals*)".

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

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

Related Links

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

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the "Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)" topic.

Viewing Payslips

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

Related Links

"Viewing Payslips Online (*PeopleSoft HCM 9.2: ePay*)"

Running the Payslip Report

This section describes how to generate the payslip report.

Page Used to Run the Payslip Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Create/Print Payslips BRA	GPBR_RC_PAYSLIP	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips BRA, Create/Print Payslips BRA	Generate a payslip. Note that you must first define the Group ID to generate a payslip. All groups selected in the Group ID field will automatically be re-created during the payroll run.

Create/Print Payslips BRA Page

Use the Create/Print Payslips BRA page (GPBR_RC_PAYSLIP) to generate a payslip.

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

Navigation

Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips BRA, Create/Print Payslips BRA

Image: Create/Print Payslips BRA page

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

Calendar Group ID and Calendar ID Select the calendar group ID and then select the calendar.

Vacations and Run Type

Select to indicate this is a vacations payslip and then select the run type. When selected, the Calendar ID field becomes the Run Type field.

Format ID

Select the Format ID. This value is defined on the Element Lists BRA page and defines the elements listed in the payslip.

Sort ID

Select the Sort ID. This value is defined on the Sort ID BRA page.

Message

Enter the text for a message that you want to appear on the printed payslips.

Calendar List Option

Select a method for selecting employees for whom to create a payslip.

Establishment ID, Group ID, and EmplID

Based on the selection you make in the Calendar List Option field, one of these fields appears. Enter the criteria that you want to use to select employees.

Related Links

[Element Lists BRA Page](#)

[Sort IDs BRA Page](#)

Managing Off-Cycle Payments for Brazil

Understanding Off-Cycle Processing

This section discusses:

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

The Off-Cycle Process

Off-cycle processing refers to processing payments and making corrections to payroll results outside of the normal payroll schedule. Off-cycle transactions are usually made to correct previous payments, enter manual payments, or make early termination payments that cannot wait until the next scheduled payroll.

Types of Off-Cycle Transactions

The four types of off-cycle transactions are:

1. Manual payments

Manual payments enable you to enter payments that you have calculated and paid outside of the payroll system. An example is paying a new hire with a manual check because their pay details were not entered in time for the normal pay run.

2. Corrections

Corrections enable you to correct results of any finalized payroll. An example is reversing a sick leave payment when workers compensation should have been paid.

3. Unscheduled payments

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

4. Advances

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

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the "Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)" topic.

Recording Manual Payments for Brazil

This section discusses how to enter manual payments.

Entering Manual Payments

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

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

The selection of the period paid and payment date need to be considered carefully. When selecting the period paid, it is recommended that you select the previous finalized calendar or the current open calendar. The selection of the payment date directly affects how elements are accumulated. For example, if you have an accumulator that accrues based on period end date, the payment date may not update the accumulator balances at the right time.

- Selecting processing controls on the Manual Payments page.

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

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

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

If using the Limited Element Set, you must ensure that all elements calculate independently of pre- or post-processing formulas, as these do not resolve during off-cycle processing.

Note: Manual payments are used to record monetary values only; absence accumulators will not be updated using this method.

Entering or Reversing Payroll Results for Brazil

This section provides an overview of corrections and provides examples of how to make corrections using the Brazilian delivered rules.

Corrections

The Corrections page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) is used when you need to change finalized results, usually due to a user error. This method uses period-to-date logic built into the Brazilian delivered statutory rules.

The following areas need to be considered when entering corrections:

- All earnings and deductions need to have period-to-date logic applied.
- This method is used to correct pay accumulators only. Absence accumulators will not be corrected.

Making Unscheduled Payments for Brazil

You use the Unscheduled Payments page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) to make one-time payments that are processed outside of the on-cycle payroll. Examples include bonuses and expense reimbursements. This method uses period-to-date logic, which is built into the Brazilian-delivered statutory rules, when it calculates.

You should consider these points when entering unscheduled payments:

- All earnings and deductions need to have period-to-date logic applied.
- When selecting the period paid, you should select the previous finalized calendar or the current open calendar.
- This method is used to record monetary values only. Absence accumulators will not be updated.

Issuing Advance Payments for Brazil

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

- Always select the next open calendar, as skipping calendars may update accumulators incorrectly.
- Absence accumulators will calculate automatically for the calendar group selected.

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

Processing Banking

Understanding the Banking Process for Brazil

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

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

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

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

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the "Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)" topic.

Creating Bank Reporting Formats

This section discusses how to:

- Create a layout definition.
- Create the structure of a layout definition.

- Define the details of fields in layout definition rows.
- Specify replacement characters in a layout definition.

Pages Used to Create Bank Reporting Formats

Page Name	Definition Name	Navigation	Usage
Layout Definition	GPBR_LAYOUT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Define Layout BRA, Layout Definition	Create new bank reporting layouts for different EFTs.
Layout Criteria	GPBR_LAYOUT_DEF	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Define Layout BRA, Layout Criteria	Create the structure and hierarchy for bank reporting layouts. You can define headers, details and trails records as well as field positions and length for each record type.
Field Definition	GPBR_LAYOUT_SEC	Click a field name link on the Layout Criteria page.	Modify the information in an existing field in a layout definition row.
Characters Replacement	GPBR_LAYOUT_REP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Define Layout BRA, Characters Replacement	Define the characters that need to be replaced in the bank reporting layout.

Layout Definition Page

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

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Define Layout BRA, Layout Definition

Image: Layout Definition page

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

The screenshot shows the 'Layout Definition' page with three navigation tabs: 'Layout Definition' (selected), 'Layout Criteria', and 'Characters Replacement'. Below the tabs, the 'Layout ID' is 'KRITAU080'. There are two input fields: '*Description' with the value 'Layout for ITAU 80' and 'Short Description' with the value 'Layout for'.

Layout ID	Displays the unique identifier for the layout.
Description	Enter a description for the layout.

Layout Criteria Page

Use the Layout Criteria page (GPBR_LAYOUT_DEF) to create the structure and hierarchy for bank reporting layouts.

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

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Define Layout BRA, Layout Criteria

Image: Layout Criteria page

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

The screenshot displays the 'Layout Criteria' page for Layout ID KRITAU080, described as 'Layout for ITAU 80'. The page is divided into two main sections: 'Rows Definition' and 'Fields Definition'.

Rows Definition: This section includes fields for *Row Sequence (1), Row Length (240), *Description (Header - File), Short Description (Header - F), *Times To Reproduce (1), and Query Name (GPBR_ITAU_080_H). It also features a 'Dependent On Row' field and a 'Populate Fields' button.

Fields Definition: This section contains a table with columns for *Sequence, Field Name, *Description, *Field Type, Start, Length, and Decimals. The table lists several fields:

*Sequence	Field Name	*Description	*Field Type	Start	Length	Decimals
5	TOTALCOUNT	Total rows counter	Character	1	0	0
8	IALT_BANK_CD	Alternative Bank ID	Character	1	3	0
10	BLOCK CODE HEADER	Block Code Header	Numeric	4	4	0
15	REC TYPE H	REcord Type	Numeric	8	1	0
20	BLANKS 6	Blanks	Character	9	6	0
30	LAYOUT VERSION	Layout Release	Numeric	15	3	0
60	B.COMP_INS_TYPE_BRA	Company Inscription Type	Character	18	1	0

Rows Definition

Row Sequence Enter the sequence to execute the row during the EFT layout process

Row Length Enter the number of positions, or characters, that the row contains, based on you bank layout specifications

Calculated Length Displays the number of positions based on the fields identified in the Fields Definition region. This value is automatically calculated when you save the layout definition, and when you make a change in theFields Definition region.

Description	Enter a description that identifies this row in the EFT layout.
Times to Reproduce	Enter the number of times you need to repeat the current row in your EFT layout.
Query Name	Enter a query that extracts the required information for the current row.
	<hr/> <p>Note: Most bank layouts in Brazil are very similar, so you should be able to reuse the provided <i>ITAU</i> layout queries.</p> <hr/> <p>See <i>PeopleTools: PeopleSoft Query</i></p>
Row Type	<p>Specify whether this is a <i>Header</i>, <i>Detail</i>, or <i>Trail</i> row.</p> <p>Select <i>Header</i> to indicate that the row is a heading row for the EFT.</p> <p>Select <i>Detail</i> to indicate that the row is part of the body of the EFT.</p> <p>Select <i>Trail</i> to indicate that the row is used for totals.</p>
Populate Fields	Click to populate the fields coming from the query. This option automatically fills in the information in the Fields Definition region based on the query definition.
Fields Definition	Use the fields in this region to enter the detail for each column on an EFT layout. This grid is automatically populated with the selected fields in the query, however you can add user fields.
Sequence	Enter the order to print the field
Field Name	Click a Field Name link to access the Field Definition page and modify an existing field.
	<hr/> <p>Note: You can also use the Main, Details, and Agent tabs in the Fields Definition region to access the information provided on the Field Definition page.</p> <hr/>

Field Definition Page

Use the Field Definition page (GPBR_LAYOUT_SEC) to modify the information in an existing field in a layout definition row.

Navigation

Click a field name link on the Layout Criteria page.

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

Image: Field Definition page

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

Field Definition

Layout ID KRITAU080

Row Sequence 1

*Field Sequence Field Source User

*Field Name

Field Details

Start Position 1 Field Length

*Field Type

*Description

Short Description ☐ Break Data

String Properties

Pad Char ☐ Strip Chars

☐ Upper Case

☐ Trim Spaces

Value

*Source

Default

☒ Agent Count

☐ Agent Sum

OK Cancel Refresh

Field Details

Start Position	Increments the last defined position by one and displays that value.
Field Length	Enter the number of characters for this field based on the EFT layout definition.
Field Type	Select the field type. Valid values are: <i>Character</i> , <i>Date</i> , <i>Date Time</i> , <i>Image</i> , <i>Long Char</i> , <i>Numeric</i> , <i>Signed Number</i> , and <i>Time</i> .
Break Data	Select to use this field as a break to generate subtotals.

String Properties

Pad Char (Pad Characters)

Enter a value to use when the system fills an remaining blank positions.

Upper Case

Select to convert the string in this field to upper case text.

Trim Spaces

Select to remove blank spaces from this field.

Value

Source

Select the source for your field. Select *Agent Value* to obtain the value for this field from the sum of a count of other fields. The system displays the Agent and Agent Count fields. Use Agent Count to count the number of occurrences. Agent Sum sums the value of the field.

Select *Conversion* to convert one value to another. You must enter the conversion values.

Select *Field Data* to indicate that the value for this field is obtained from the query.

Select *User Default* to provide a default field value.

Characters Replacement Page

Use the Characters Replacement page (GPBR_LAYOUT_REP) to define the characters that need to be replaced in the bank reporting layout.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Define Layout BRA, Characters Replacement

Image: Characters Replacement page

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

Layout ID KRITAU080		Description Layout for ITAU 80	
Character Replacement List		Personalize Find View All [Icons]	
	*From Value	To Value	
1	<input type="text"/>	<input type="text"/>	[+/-]

From Value and To Value

List the values you want to replace in the From Value field and the values you want the system to use in the To Value field.

Defining the Banking Process

To define the banking process, use the Banks (BANK_EC) component.

This section provides an overview of the banking process and discusses how to:

- Define the Payment process
- Define Payment File generation

Pages Used to Define Banking in Brazil

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Branch Table	BANK_BRANCH_EC	Set Up HCM, Common Definitions, Banking, Banks, Branch Table	Define bank branch data.
Run Payment Prep Process BRA (run payment preparation process BRA)	GPBR_RC_PAYMENT	Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process BRA, Run Payment Prep Process BRA page	Launch the PS Job that populates the GP_PAYMENT and GPBR_PAYMENT records.
Create EFT Payment File BRA	GPBR_RC_EFTBANK	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File BRA, Create EFT Payment File BRA	Launch the process that builds the flat output file (EFT) and generate a report.

Understanding the Banking Process

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

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

The job runs the Global Payment Banking process (GP_PMT_PREP) and populates the GPBR PAYMENT output table.

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

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

Run Payment Prep Process BRA Page

Use the Run Payment Prep Process BRA (run payment preparation process BRA) page (GPBR_RC_PAYMENT) to launch the PS Job that populates the GP_PAYMENT and GPBR_PAYMENT records.

Navigation

Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process BRA, Run Payment Prep Process BRA page

Image: Run Payment Prep Process BRA page

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

The screenshot shows the 'Run Payment Prep Process BRA' page. At the top, there's a title bar with the page name and navigation links: 'Run Control ID 1', 'Report Manager', 'Process Monitor', and a 'Run' button. Below this, the page is divided into three main sections. The first section, 'Payroll Run', contains a search bar for '*Calendar Group', a 'Description' field, a 'Stream Number' dropdown, a 'Process Streams' checkbox, and a 'Clear Data' button. The second section, 'Calendar List', features a table with columns 'Pay Group', 'Calendar ID', and 'Payment Date', along with navigation controls like 'Personalize', 'Find', 'View All', and 'First/Last' buttons. The third section, 'Streams', has a table with columns 'Stream Number', 'Empl ID From', 'Empl ID To', and 'Calculated', also with similar navigation controls.

Note: The fields on the Run Payment Prep Process BRA page in Global Payroll for Brazil are the same as on the Run Payment Prep Process page in the core application, except that an additional field (Clear Data) appears on the Run Payment Prep Process BRA page. For more information about the Run Payment Prep Process page, refer to the Defining Banking Instructions (*PeopleSoft HCM 9.2: Global Payroll*) topic.

Clear Data

Click when you want to recalculate the Brazilian banking process. If you click this button, you can clear the GPBR PAYMENT output table and fill it again if the calculation changes.

Finalize

Select only if you are absolutely sure that this process is generating the information for all the eligible payees. Selecting this check box turns on an indicator field in the Calendar Group record.

Related Links

"Understanding Banking (*PeopleSoft HCM 9.2: Global Payroll*)"

Create EFT Payment File BRA Page

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

Navigation

Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File BRA, Create EFT Payment File BRA

Image: Create EFT Payment File BRA page

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

Create EFT Payment File BRA

Run Control ID 1 Report Manager Process Monitor **Run**

EFT Parameters

*Calendar Group ID

Calendar ID

*Pay Entity

*Bank Code

☒ Create EFT File

Bank Layout

*Payment Date 12/04/2012

Beneficiary Historic

File Name

Calendar Group ID

Select the calendar group ID for which you want to generate a payment file.

Calendar ID

Select a calendar ID to print only one specific calendar ID, like a vacations or 13th salary calendar, within a calendar group ID.

Pay Entity

Select the pay entity for which you want to generate a payment file.

Bank Code

Select the bank for which you want to generate an EFT file.

Create EFT File

Click to create the EFT file.

Payment Date

Enter the date of the payment.

Beneficiary Historic

Specify the type of transaction being sent to the bank.

File Name

Specify the name of the EFT file.

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

Related Links

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

Calculating Social Security Contributions

Understanding INSS Contributions

The main objective of the INSS (*Instituto Nacional do Seguro Social*) (Brazilian Social Security Institute) is to provide uniform social security benefits and services to urban and rural populations. This includes cover for sickness, disabled workers, death and the aged. INSS social security contributions are compulsory and binding and are funded through contributions made by companies and employees.

Both employers and employees must make a monthly contribution to social security through the INSS using their own resources to finance the benefits payable to employees. Calculation is in accordance with Institute's table, which is published by INSS.

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the "Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)" topic.

Entering GPS Establishment Information

The INSS payment is made using the GPS (*Guia da Previdência Social*) (Social Security Payment Form). You set up some of the following establishment details required for the form in the GPS/SEFIP Data group box on the Additional Info - Brazil page (Set Up HCM, Product Related, Workforce Administration, Establishment BRA, Additional Info - Brazil).

Field	Details
SS 3th Party %	The INSS percentage. Percentage of contributions due to third parties.
FPAS Code	<i>Fundo de Previdência e Assistência Social</i> (Pension Fund and Social Assistance). Defines percentages due to third parties in the GPS. Represents the code of the company's activity for INSS classification purposes, which is used to define the percentage of the INSS due to third parties.
SAT Code	<i>Seguro de Acidente de Trabalho</i> (Workers' Accident Insurance)
Work Risk %	Percentage of payment to be made by the company regarding workers' accident applicable to employees under status 01 or 05 (non-exposure to harmful substance).
SAT % 25 Years	Special retirement at 25 years of service - exposure to harmful substances (with conditions 04 and 08)

Field	Details
SAT % 20 Years	Special retirement at 20 years of service - exposure to harmful substances (with conditions 03 and 07)
SAT % 15 Years	Special retirement at 15 years of service - exposure to harmful substances (with conditions 02 and 08).

See Also "Additional Info - Brazil Page (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

Determining Social Security Contributions

This section discusses how companies, third parties, and employees should contribute to Social Security through the GPS (*Guia da Previdência Social*) (Social Security Form).

Determining Company Social Security Contributions

Companies and equivalent-status contributors are required to contribute to Social Security through *Instituto Nacional do Seguro Social* (INSS) (Brazilian Social Security Institute) with their own resources in order to finance the benefits due to workers as follows:

- Application of the 20 percent rate on the total of the compensation subject to INSS contribution (accumulator), without limit, paid or credited to insured individuals at its service and in case of financial institutions and equivalent-status entities an additional contribution of 2.5 percent will also be payable.
- Application of 20 percent rate on the total of compensation or retribution, paid or credited for services rendered to it by insured individual contributor, freelance workers and other individuals without employment bond, and in case of financial institutions and the equivalent-status institutions are subject to an additional contribution of 2.5 percent.
- Contribution intended to finance benefits granted according of the level of occurrence of labor disability as a result of working environmental risks at 1 percent, 2 percent and 3 percent rates by the company with low, medium, or high risk of accident in its main activity, respectively, on the total of compensation subject to INSS contribution (accumulator) paid or credited on any account during the month, to insured employees, freelance workers and resident physicians.

Rates will be added by 12 percent, 9 percent, or 6 percent, according to the activity in which the company is engaged with, by the insured worker at service of the company, allows the granting of special retirement at 15, 20, or 25 years of contribution, respectively.

- Contribution intended to third parties with variable rate in accordance with the activity developed by the company, applicable on the total of compensation, without limit, paid or credited to employees at its service.

Rates will be defined according to FPAS code of the company. This field is at the establishment level.

Determining Third-Party Social Security Contributions

Third parties are other entities for which the company pays contribution, such as INCRA, SESC, SENAI, SEBRAE, and education allowance. These contributions are not intended to finance the benefits paid by

Social Security, they are collected by INSS and passed over to the respective entities, reflecting directly upon the compensation paid to the employee. Entities for which a company is required to contribute are defined according to the activity developed by it. INSS classifies the company according to the code that identifies the activity developed by the establishment in relation to the *Fundo de Previdência e Assistência Social* (FPAS) (Pension Fund and Social Assistance). The FPAS defines percentages due to third parties in the GPS. The FPAS code represents the code of the company's activity for INSS classification purposes, which is used to define the percentage of the INSS due to third parties. You set up the code on the Additional Info - Brazil page. With the FPAS code of the establishment, company is informed of the entities for which it has to contribute and the respective rates of contribution.

To determine the amount of the third-party social security contribution, enter a percentage in the SS 3th Party % field on the Additional Info - Brazil page (Set Up HCM, Product Related, Workforce Administration, Establishment BRA). You must enter an INSS percentage. The third-party calculation base is the total of compensation subject to INSS contribution (accumulator).

If the company has a convention signed with third parties such as SESI, SENAI and EDUCATION ALLOWANCE, payment will be made separately from the GPS (*Guia da Previdência Social*) (Social Security Form).

Determining Contribution to SAT (Workers' Accident Insurance)

To determine the amount of contribution to the *Seguro de Accidents do Trabalho* (SAT) (Workers' Accident Insurance), you enter a percentage on the % Accident field on the Additional Info - Brazil page (Set Up HCM, Product Related, Workforce Administration, Establishment BRA). The calculation base of accident is the total of compensation subject to INSS contribution (accumulator).

The company or equivalent status contributor is required to pay a contribution to finance the special retirement of the employees and the benefits granted because of the degree of occurrence of labor disability as a result of the working environmental risks. Contribution is applicable on the compensation paid, due or credited to the employee, on any account during the month in which the rates are of 1 percent for low risk of work accident, 2 percent for medium risk of work accident, and 3 percent for serious risk of work accident. Rates are defined according to the main activity of the company. The main activity of the company is the activity that engages the highest number of employees of the company.

A company exposing employees to substances harmful to health, whether chemicals, physical, or biological risks susceptible for the granting of special retirement, is subject to the payment of an additional rate. Special retirement will be due, once the waiting period is complied with, to the insured employee that has worked under special conditions that may affect the health or the physical integrity for 15, 20, or 25 years.

Determining Employee Social Security Contributions

Every employee is required to contribute towards Social Security. The company discounts the amount of the contribution from the employee's compensation and the calculation is made through the application of percentages in a noncumulative manner, on the monthly contribution salary. When calculating a contribution note always the maximum limit of contribution salary as the employee's contribution, unlike the contribution due by the company that is applicable on the total of compensation is restricted to the maximum limit. For example, if the maximum limit for contribution salary starting from June of 2000 is BRL 1.328,25 (maximum limit set forth by the government at company level, applying to all employees) and the employee's compensation is BRL 3.000,00, the contribution due by employee will be calculated considering only the limit of BRL 1.328,25. Employee's contribution salary consists of the compensation

actually paid or credited on any account, during the month, by one or more companies, including earnings paid in kind.

Determining Maternity Allowance Contributions

Although the maternity allowance is a social security benefit, it also constitutes the employee contribution salary. Therefore, contribution will be payable by both, employer and employee, on the values paid on the account of Maternity Allowance. Maternity Allowance may be paid directly by Social Security or the company if it has a convention signed with the INSS.

Determining Family Allowance Contributions

Family Allowance is a social security benefit paid by the company, with the respective reimbursement by the INSS. Reimbursement occurs through GPS (*Guia da Previdência Social*) (Social Security Form). Only employees with compensation up to BRL 429,00 (maximum limit stated by the government at company level, that is, for all employees) are entitled to receive Family Allowance. Current value of the family allowance quota is of BRL 10,31.

Determining Contributions For Contracting Independent Workers

Companies are required to contribute with 20 percent rate on the value of services rendered by independent workers. Contribution must be paid together with other company contributions through GPS.

Determining Contributions for Compensation Paid to Businessmen

A contribution of 20 percent rate is applicable on values paid on the account of compensation to insured businessmen. Contribution must be paid together with company's other contributions through the GPS form.

Calculating Social Security (INSS) Payments

This section discusses how the system calculates social security (INSS) per employee.

Calculating INSS - Salary for Contribution

Deduction INSS SAL CON (INSS - Salary for Contribution) uses an amount calculation rule, where the amount is determined by formula IN FM SAL CONTR. Formula IN FM SAL CONTR (INSS Salary for Contrib. Calc) calculates the INSS salary contributions as the *minimum* of variable IN VR LIM INSS (legal limit for INSS) and accumulator INSS BASE TOTAL (Social Security Accumulator).

Deduction INSS SAL CON (INSS - Salary for Contribution) is a "dummy" deduction, created to keep this amount and also for demonstration.

The INSS BASE TOTAL accumulator contains all the employee earnings that contribute towards INSS.

The base calculation amount (accumulator) is compared to the (legal) limit amount for contribution and is used as the contribution amount if the base is less than or equal to the limit.

Note: You have to keep both the total base of employees and the amount base for contribution values for reporting requirements.

If the INSS BASE TOTAL accumulator is less than the limit, in variable IN VR LIM INSS, then accumulator INSS BASE TOTAL # deduction INSS SAL CON. If accumulator INSS BASE TOTAL is greater than the limit in variable IN VR LIM INSS, then IN VR LIM INSS # deduction INSS SAL CON.

Calculating INSS with the INBR% INSS Bracket

The INBR% INSS bracket (INSS Table) is defined according to the contribution salary calculation.

There are different percentages that must be applied to the contribution salary and they are defined according to contribution salary ranges. There are two INSS contribution amounts obtained through different percentages. One is deducted from the employee and the other is deducted for income tax.

The INSS amount is $(\text{Contribution Salary}) \times (\text{bracket percentage} \div 100)$.

INSS SAL CON (Bracket Search Key)	IN BR % INSS. (Bracket)	IN VR % INSS CPMF (Bracket Return Column)
468.470000	8.000000	7.650000
600.000000	9.000000	8.650000
780.780000	9.000000	9.000000
1561.560000	11.000000	11.000000

When the INSS BASE TOTAL accumulator includes the employee total base, a "dummy" deduction—INSS SAL CON—is used to ensure that the amount is considered in the contribution calculation.

Calculating INSS for CPMF

Deduction INSS uses a Base \times Percent Calculation Rule where the Base is determined by deduction INSS SAL CON (INSS - Salary for Contribution) and the percentage is determined by variable IN VR % INSS CPMF (Percentage - INSS/CPMF) in bracket INBR% INSS. The deduction adds to the TOTAL DESCONTOS N (Deductions Total Not Maintained) accumulator.

CPMF has expired, so the system defines the same percentage for the bracket result and for the IN VR PCT INS CPMF variable, used to calculate the INSS deduction.

Calculating INSS for Income Tax

Deduction INSS-CALC IR (INSS for Income Tax) uses a Base \times Percent Calculation Rule where the Base is determined by deduction INSS SAL CON (INSS - Salary for Contribution) and the percentage is determined by bracket IN BR % INSS (INSS Table). The deduction contributes to the IR DEDUÇÕES (Income Tax Deductions) accumulator and corresponds to the INSS amount calculated by using the normal legal percentage.

This is a "dummy" deduction and the amount is deductible for Income Tax and is used for legal reports.

Calculating INSS for Special Retirement

All of the deductions—IN GPS APO15 (SS – Retirement, 15 Years), IN GPS APO20 (SS – Retirement, 20 Years) and IN GPS APO25 (SS- Retirement, 25 Years)—use a Base \times Percent Calculation Rule where the Base is determined by accumulator INSS BASE TOTAL and the percentage is determined by the related variables, respectively IN VR SAT % 15, IN VR SAT % 20 and IN VR SAT % 25.

The deductions also use the related Generation Controls—IN GC VERIF APO 15, GC VERIF APO 20, and GC VERIF APO 25, respectively.

According to the SEFIP Risk Level value on the Payee Parameters page, one of these three dummy deductions should be calculated. If the value is *Default*, the default value can be found on the Position/Jobcode Parns BRA page. These default values can be defined per position, per location and associated job code, per location, or per job code. You build the rules that define how the system should handle these values, in case of different options for location and job.

Note: The percentage variables are automatically populated by the system.

Chapter 14

Withholding Income Tax (IRRF)

Understanding Income Tax Withholding

Global Payroll for Brazil provides rules and elements to calculate and deduct withholding of income tax using the graduated tax rate for monthly payroll, 13th salary, and vacation payments.

This section discusses:

- Income tax rates and amounts.
- Allowable tax deductions.
- Income tax calculation.
- Special tax withholding situations.

Income Tax Rates and Amounts

To set up and maintain the parameters for calculating income tax withholding using the template provided by PeopleSoft, you must:

- Update the IRRF table when changes to deductible tax rates and installments occur.

PeopleSoft delivers the IRRF table as a bracket (IR BR % IRRF). As the graduated tax table might vary during the year, you must maintain this bracket and retain the previous versions. The brackets are effective-dated. Calculations use the bracket in effect as of the payroll payment date.

- Update the following variables containing values for income tax calculation when changes occur:

Variable	Description
IR VR MIN IR	Minimum amount of income tax withholding.
IR VR VRDED DEP	Amount of the deduction per dependent.
IR VR VRDED APO	Retirement deduction amount.

- Ensure the elements composing the deductions for the income tax calculation are defined as members of the respective accumulator.

The following table lists the accumulators for each type of income tax calculation:

Income Tax Calculation Type	Accumulator
Monthly payment	IR DEDUÇÕES

<i>Income Tax Calculation Type</i>	<i>Accumulator</i>
13th salary	IR DEDUÇÕES 13S
Vacation	IR DEDUÇÕES FER

- Ensure the elements composing the gross income for the income tax calculation are defined as members of the respective accumulator.

These accumulators can include earnings *and* deductions such as Unjustified Absence.

The following table lists the accumulators for each type of income tax calculation:

<i>Income Tax Calculation Type</i>	<i>Accumulator</i>
Monthly payment	IR RENDA BRUTA
13th salary	IR REN BRUTA 13S
Vacation	IR REN BRUTA FER

Allowable Tax Deductions

The accumulators for each type of income tax calculation (IR DEDUÇÕES, IR DEDUÇÕES 13S, and IR DEDUÇÕES FER) accumulate allowable tax deductions. Global Payroll for Brazil provides delivered deductions elements for the following allowable deductions:

- Alimony in compliance with court decision including pensions.
- Deductions for qualifying dependents.
- Contributions to social security (INSS).
- Contributions for private pension fund and the individual planned retirement fund (FAPI).
- Income from retirements and pensions.

Data for Retirement and Dependent Deductions

To ensure that the system calculates the proper deductions:

- Select the IR Ded Retirement check box on the Payee Parameters page (Global Payroll & Absence Mgmt, Payee Data, Define Payee Parameters BRA) for payees who are inactive retirees.

Inactive retirees are entitled to an additional deduction from their gross income for income tax purposes.

- Enter dependent data on the Dependent Information - Personal Profile page in PeopleSoft HR.

Calculating Dependents

Using the information entered for each dependent in PeopleSoft HR (gathered using an array), the system uses the formula IR FM NUM DEP IR to determine whether each dependent meets the conditions that enable an employee to claim an income tax deduction for the dependent. For example, the dependent's

economic status must be Dependent or Dependent/Beneficiary to qualify as a dependent for income tax purposes. The system flags each dependent that meets these criteria.

When calculating income tax, the system multiplies the total number of dependents by the deduction amount per dependent to determine the employee's total deduction amount for dependents.

You can view the number of dependents for income tax on the Review Dependent Data BRA page.

See [Viewing Dependents](#).

Related Links

[Understanding Deduction Types](#)

"Tracking Dependent and Beneficiary Data (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

[Payee Parameters Page](#)

Income Tax Calculation

Each calculation type has its own income tax deduction element.

To determine the income tax withholding, each income tax deduction element:

1. Runs a preprocess formula that determines the calculation base and stores it in a variable (IR VR REN LIQUID).

The formula obtains the calculation base by deducting the income tax deduction accumulator from the gross income accumulator.

2. Runs the generic income tax calculation formula (IR FM IRRF).

This formula is common to the deduction elements for all the income tax calculation types. The formula:

- a. Applies the tax rate from the IRRF table (IR BR % IRRF) to the calculation base and determines the amount to withhold for income taxes.
- b. Compares the calculated amount to withhold for income taxes to the minimum amount to withhold for taxes.

If the calculated amount is less than the minimum amount, the employee's amount to withhold for income taxes equals zero.

The following table lists the income tax deduction elements and preprocess formulas for each income tax calculation type:

Income Tax Calculation Type	Income Tax Deduction Element	Pre-Process Formula
Monthly payment	IRRF	IR FM IRRF SAL
13th salary	IRRF 13 SAL	IR FM IRRF 13SAL
Vacations	IRRF FER	IR FM IRRF FER

Related Links

[Calculating Earnings](#)

Special Tax Withholding Situations

This section provides information about special tax withholding situations.

Salary Advance

If the salary advance is completed within the month that the income is earned (just paid early within the same month) the tax calculation is normal. In this case, there is no Income Tax calculation. However, if the advance is paid in a month other than the month in which the respective payment occurred, the advance is taxed in the month in which it is paid along with other earnings for the same period. For this calculation use the variable IR VR REG CX.

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the "Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)" topic.

Viewing Dependents

This section discusses how to view an employee's dependents.

Page Used to View Dependents

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Dependent Summary	GPBR_DEPEND_SUMM	Global Payroll & Absence Mgmt, Payee Data, Review Dependent Data BRA, Review Dependent Data BRA	<p>View information about an employee's dependents, including how many dependents are eligible for Income Tax deductions.</p> <p>You can also view the number of dependents for other purposes, such as family allowance and child care allowance.</p>

Review Dependent Data BRA Page

Use the Review Dependent Data BRA page (GPBR_DEPEND_SUMM) to view information about an employee's dependents, including how many dependents are eligible for Income Tax deductions.

You can also view the number of dependents for other purposes, such as family allowance and child care allowance.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Review Dependent Data BRA, Review Dependent Data BRA

Image: Review Dependent Data BRA page

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

Review Dependent Data BRA															
Employee ID KR0047				Empl Record 0				Name Helio Moreira Santos							
<div> Number of Dependents Personalize Find View All First 1 of 1 Last </div>															
As Of Date				Family Allowance				Income Tax				Child Care			
01/31/2011															
<div> Dependents Detail Personalize Find View All First 1 of 1 Last </div>															
ID	Name	Relation	Marital Status	Gender	Birthdate	Type	Student	Disabled	University/Technical	Family Allow	Income Tax	Child Care	Code	Family Allowance Term Date	
01	RICARDO MOREIRA SANTOS	Child	Single	Male	01/01/1990	Both	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Number of Dependents

As Of Date

Displays the date of the most recent payroll calculation.

Family Allowance, Income Tax, and Child Care

Displays the number of qualifying dependents for family allowance, income tax, and child care purposes as calculated by the most recent payroll.

Dependents Detail

This group box displays a summary of the information entered for each dependent on the Dependent Information - Personal Profile page. Use this data to validate the number of qualifying dependents for each purpose that appears in the Number of Dependents group box.

Running the Income Tax Report

This section lists the page used to run the Income Tax Report.

Pages Used to Run the Income Tax Report

Page Name	Definition Name	Navigation	Usage
Dependnt Statmnt IncomeTax BRA (dependent statement income tax BRA)	GPBR_RC_INCTAX	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Dependnt Statmnt Income Tax BRA, Dependnt Statmnt IncomeTax BRA, Dependnt Statmnt IncomeTax BRA	Generate the Depend Statement Income Tax BRA report (GPBRDE01) that shows the details of the employee's dependent data used for calculating income tax. The employee uses this document to declare his or her dependents for Income Tax. The employee should sign this declaration and is responsible for this information.
DARF Report BRA	GPBR_RC_DARF	Global Payroll & Absence Mgmt, Taxes, DARF Report BRA, DARF Report BRA	Generate the Monthly Company Payment of the Withholding Tax Report (GPBRDA01).

Generating Declaration of Withholding Tax (DIRF) Reports

To set up parameters for DIRF reporting, use the DIRF Parameters BRA (GPBR_PARM_DIRF) component.

This section provides an overview of DIRF reporting and discusses how to:

- Generate the monthly DIRF report.
- Define parameters for the annual DIRF report.
- Generate the annual DIRF report.

Pages Used to Produce DIRF Reports

Page Name	Definition Name	Navigation	Usage
Monthly DIRF Report BRA	GPBR_RC_DIRF_MENS	Global Payroll & Absence Mgmt, Taxes, Monthly DIRF Report BRA, Monthly DIRF Report BRA	Generate a monthly DIRF report for a company or establishment.
DIRF Parameters BRA	GPBR_PARM_DIRF	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Taxes, DIRF Parameters BRA, DIRF Parameters BRA	Enter DIRF parameters for a company. The parameters are used when producing the annual DIRF report.

Page Name	Definition Name	Navigation	Usage
DIRF Report BRA	GPBR_RC_ANNDIRF	Global Payroll & Absence Mgmt, Year-End Processing, DIRF Report BRA, DIRF Report BRA	Generate a company's annual DIRF report.

Understanding DIRF Reporting

You can use Global Payroll for Brazil to produce a monthly report (GPBRDI01) that shows each individual's taxable income, deductions, and withholding tax for the reported month. The system can also generate the annual DIRF report (GPBRDI02, *Declaração do Imposto Retido na Fonte*).

Note: To identify who is responsible for producing the DIRF report for an establishment, use the Additional Info - Brazil page in the Administer Workforce business process of PeopleSoft HR.

See "(BRA) Setting Up Brazilian Establishments (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

Monthly DIRF Report

You can generate the monthly DIRF report for an entire company or a selected establishment. You can select the run types or pay groups to consider and can include employees, contingent workers, or persons of interest. When you run the report, you identify the elements that store the values for the taxable income, deductions, and withholding tax amounts that appear in the report.

This is simply a control report, once the DIRF is an annual and legal Brazilian report. This report enable you to have monthly control of the taxes and taxable amounts.

Annual DIRF Report

Before you can produce a company's annual DIRF report, you must use the DIRF Parameters page to select the default establishment and contact person responsible for submitting the report, and any additional data, such as employee ID and establishment ID, that will help you identify the individuals listed in the report. You also select the earnings and deductions to include in the report, and specify which elements represent taxable income, deductions, or withholding tax. (When you run the report, you can override the default values for the responsible establishment, company, or DIRF contact.)

Monthly DIRF Report BRA Page

Use the Monthly DIRF Report BRA page (GPBR_RC_DIRF_MENS) to generate a monthly DIRF report for a company or establishment.

Navigation

Global Payroll & Absence Mgmt, Taxes, Monthly DIRF Report BRA, Monthly DIRF Report BRA

Image: Monthly DIRF Report BRA page

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

Monthly DIRF Report BRA

Run Control ID 1 Report Manager Process Monitor Run

Parameters

*From Date

*Thru Date

*Company

Establishment ID

Organizational Relationship Employee

Control Type

☒ By Run Type ☐ By Pay Group

Run Type

Personalize | Find | View All | First 1 of 1 Last

Run Type Name	Description
1	

Earnings and Deductions

Personalize | Find | View All | First 1 of 1 Last

*Payroll Type	*DIRF Parameter Type	*Entry Type	Element	Description
1		Accumulator		

Parameters

- Company

Select the company to which the report pertains.
- Establishment ID

To include data for a specific establishment only, select the establishment here.
- Organizational Relationship

Specify whether you are running the report for employees, contingent workers, or persons of interest.

Control Type

To produce the report for all pay groups that are associated with particular run types, select By Run Type and enter the run types. To produce the report for selected pay groups, select By Pay Group and enter the pay groups and associated run types.

Earnings and Deductions

Use these fields to identify the earnings and deductions that are to be included in the report.

- Payroll Type

Select the payroll type for the earning or deduction: *Regular Payroll* or *13th Salary*.
- DIRF Parameter Type

Identify where each value is to be reported. The report contains the following categories:

- Compensated tax current year*

- *Compensated tax previous year*
- *Deduction suspended liability*
- *Deductions*
- *Income tax in court deposit*
- *Income tax suspended liability*
- *Taxable income*
- *Withholding tax*
- *Withholding tax sus. liability*

Entry Type

Specify whether the value represents an accumulator, deduction, or earning.

DIRF Parameters BRA Page

Use the DIRF Parameters BRA page (GPBR_PARM_DIRF) to enter DIRF parameters for a company.

The parameters are used when producing the annual DIRF report.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Taxes, DIRF Parameters BRA, DIRF Parameters BRA

Image: DIRF Parameters BRA page

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

DIRF Parameters BRA

Company KRC Empresa Demonstração Ltda

DIRF Parameters Find | View All First 1 of 1 Last

*Effective Date 12/07/2012

Declare Information

Establishment Responsible

*Establishment ID

Company Responsible

*Responsible Type Employee

*Responsible ID

Company Usage Personalize | Find | First 1 of 1 Last

*Sequence number	Field Name
1	

DIRF Data

Add/Remove by Accumulator

Accumulator Element

*Payroll Type Regular Payroll

*Parameter Type Taxable Income

*Sign use Add

Add Earnings/Deductions

Remove Earnings/Deductions

Earnings and Deductions Personalize | Find | View All | First 1 of 1 Last

	*Payroll Type	*Parameter Type	*Entry Type	*Element Name	*Sign use
1	Regular Payroll	Taxable Income	Deductions		Add

Establishment Responsible

Establishment ID

Select the establishment that is responsible for producing the company's DIRF report.

Company Responsible

Identify the employee or non-employee who is responsible for generating the DIRF report.

Beneficiary Information

Individuals who are included in the report are listed by name. You can include additional identifying information, such as EMPLID (employee ID) and ESTABID (establishment ID) for each person. This is to format the user-field in the DIRF Records. Companies can define this content as desirable. Select the fields that contain the additional data and the order in which they are to appear in the report.

DIRF Data

You can add or remove the appropriated earnings or deductions to the report based on an accumulator by selecting the appropriate values in the Payroll Type and Parameter Type fields of the page. Then, click the Add Earnings/Deductions button or the Remove Earnings/Deductions button and the system adds or removes the appropriate earnings or deductions, based on the accumulator you specified.

Use these fields to identify the earnings and deductions that are to be included in the report.

Payroll Type	Select the payroll type for the earning or deduction: <i>Regular Payroll</i> or <i>13th Salary</i> .
Parameter Type	Identify whether the value represents <i>Taxable Income</i> , <i>Deductions</i> , or <i>Withholding Tax</i> .
Entry Type	Specify whether the listed payroll type is an earning or a deduction.

DIRF Report BRA Page

Use the DIRF Report BRA page (GPBR_RC_ANNDIRF) to generate a company's annual DIRF report.

Navigation

Global Payroll & Absence Mgmt, Year-End Processing, DIRF Report BRA, DIRF Report BRA

Image: DIRF Report BRA page

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

The screenshot shows the DIRF Report BRA page with the following elements:

- Page Header:** DIRF Report BRA
- Navigation Links:** Run Control ID 1, Report Manager, Process Monitor, and a Run button.
- Calendar Year Section:**
 - *Company: [Text Field]
 - *Calendar Year: [Text Field]
- Declaration Status Section:**
 - Normal (Selected)
 - Other
 - Event Type: [Dropdown Menu]
 - Date: [Text Field]
- Declaration Type Section:**
 - Original (Selected)
 - Rectifier
 - Last Receipt Number: [Text Field]
- Overrides Section:**
 - ☐ Establishment Responsible
 - ☐ Company Responsible
 - ☐ DIRF Responsible

Calendar Year Enter the year for which you are reporting data.

Declaration Status

If you select Other as the declaration status, identify the event type, *Dispossession* or *Termination*, and enter the date.

Declaration Type

Select Original if this is the first time you are submitting this report. Select Rectifier if this report corrects one that was previously submitted. Enter the receipt number for the previously submitted report.

Overrides

Use this section to enter instructions for overriding the responsible establishment or company that is identified on the DIRF Parameters BRA page. The information that you enter here is used for this instance of the report only.

Generating the Statement of Income and Withholding Tax (IREN) Report

To set up parameters for IREN reporting, use the IREN Parameters BRA (GPBR_IREN) component.

This section provides an overview of the *Comprovante Anual de Rendimentos Pagos e de Retenção de Imposto de Renda na Fonte - Pessoa Física* report (Statement of Income and Withholding Tax or IREN report), lists prerequisites, and discusses how to:

- Define which deduction recipients to include in the IREN report.
- Define IREN parameters.
- Produce the IREN report.

Pages Used to Produce the IREN Report

Page Name	Definition Name	Navigation	Usage
Recpnt/Benef Relationship BRA (recipient/beneficiary relationship BRA)	GPBR_REC BEN_REL	Global Payroll & Absence Mgmt, Payee Data, Net Pay/ Recipient Elections, Recpnt/ Benef Relationship BRA, Recpnt/Benef Relationship BRA	Identify which of a payee's deduction recipients to include in the annual IREN report.
IREN Parameters BRA	GPBR_IREN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Taxes, IREN Parameters BRA, IREN Parameters BRA	Define IREN parameters for a company.
IREN Report BRA	GPBR_RC_IREN	Global Payroll & Absence Mgmt, Taxes, IREN Report BRA, IREN Report BRA	Generate the IREN report.

Understanding the IREN Reporting Process

To produce the IREN report, you identify the elements that calculate the values shown in the report. To include deductions that were paid to certain recipients, you must select the recipients before generating the report.

Recpnt/Benef Relationship BRA Page

Use the Recpnt/Benef Relationship BRA (recipient/beneficiary relationship BRA) page (GPBR_REC BEN_REL) to identify which of a payee's deduction recipients to include in the annual IREN report.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Recpnt/Benef Relationship BRA, Recpnt/Benef Relationship BRA

Image: Recpnt/Benef Relationship BRA page

This example illustrates the fields and controls on the Recpnt/Benef Relationship BRA page..

The screenshot shows the 'Recpnt/Benef Relationship BRA' page. At the top, it displays 'Employee ID KR0009', 'Empl Record 0', and 'Name Christiane Garcia'. Below this is a 'Dependents Detail' section with a table. The table has columns for '*Recipient ID', '*Dep/Benef', and 'Name'. There is one row with '1' in the '*Recipient ID' column and '1' in the '*Dep/Benef' column. The page also includes a search bar and navigation controls like 'Find', 'View All', 'First', '1 of 1', and 'Last'.

For the selected employee, identify any deduction recipients that are to be included in the IREN report. Deductions paid to the selected recipient will be listed in the report along with the recipient's name. (Use the Add Deduction Recipients page to specify which deduction a recipient is to receive.)

Related Links

"Assigning Recipients to Deductions and Payees (*PeopleSoft HCM 9.2: Global Payroll*)"

IREN Parameters BRA Page

Use the IREN Parameters BRA page (GPBR_IREN) to define IREN parameters for a company.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Taxes, IREN Parameters BRA, IREN Parameters BRA

Image: IREN Parameters BRA page

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

Each section of this page corresponds to a section of the report that has the same name. Map the report fields in each section to the elements that will provide the values for these fields.

Add/Remove by Accumulator

You can add or remove earnings or deductions to a section of the report by selecting the appropriate report section in the IREN Section region of the page. Then, specify the Report Field and Accumulator, and finally click the Add Earnings/Deductions button or the Remove Earnings/Deductions button and the system adds or removes the appropriate earnings or deductions, based on the accumulator you specified.

IREN Section

Click the name of the report section for which you wish to add or remove earnings or deductions.

Report Field

Select the field in the IREN report, based on the section you choose, for which you wish to add or remove earnings or deductions.

Accumulator

Specify the accumulator for which you want to add or remove earnings or deductions.

Add Earnings/Deductions and Remove Earnings/Deductions

Click to add or remove the earnings or deductions to the IREN report based on the specified accumulator.

Report Sections Regions

For each report section, specify the entries in the report fields that you want to include in the report.

Report Field

Specify the report field for which you wish to add elements.

Entry Type

Specify whether the element is either an earnings element or a deductions element.

Element Name

Specify the element name that you wish to add to the specified section of the report.

IREN Report BRA Page

Use the IREN Report BRA page (GPBR_RC_IREN) to generate the IREN report.

Navigation

Global Payroll & Absence Mgmt, Taxes, IREN Report BRA, IREN Report BRA

Image: IREN Report BRA page

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

The screenshot displays the 'IREN Report BRA' page with the following sections and controls:

- Run Control ID 1** | **Report Manager** | **Process Monitor** | **Run** button
- Parameters** section:
 - *Company (text field with search icon)
 - *Year (text field with search icon)
 - *Sort ID (text field with search icon)
 - Organizational Relationship: Employee (dropdown menu)
 - Income Nature: Salaried Work (dropdown menu)
 - Responsible ID (text field with search icon)
 - Date (text field with calendar icon)
- Additional Info** section:
 - Comment (text area with attachment icon)
- Selection Criteria** section:
 - ☐ Select Establishment ID
 - ☐ Select Department ID
 - ☒ Select Employees
 - ☐ Select Group ID
- Exclude Data** checkbox
- Employee Data** section:
 - *Empl ID (text field with search icon)
 - Find | View All | First | 1 of 1 | Last
 - + - navigation buttons

Organizational Relationship

You can generate the report for employees, contingent workers, or persons of interest.

Income Nature

You can include salaried or unsalaried workers.

Responsible ID

Identify the person who is responsible for this report.

Date

Enter the date to print on the report.

Viewing Delivered Income Tax Elements

This section lists:

- Delivered income tax deductions.
- Delivered income tax earnings.
- Delivered income tax sections.

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

Related Links

"Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

Deductions for Income Tax

Global Payroll for Brazil calculates the following tax deductions:

Deduction	Description
IR DEDUC DEP	Calculates and maintains the dependents deduction amount. Demo Deduction. It does not change the net amount.
IR DEDUC APO	Calculates and maintains the additional retirement deductions. Demo Deduction. It does not change the net amount.
IRRF	Income tax deduction calculated for monthly payroll.
IRRF 13 SAL	Income tax deduction calculated for 13th salary.
IRRF FER	Income tax deduction calculated for vacation.
IRRF FE DIF	Vacation IRRF Differences (Retro)
IRRF FER PAG	Paid Vacation IRRF

Earnings for Income Tax

Global Payroll for Brazil calculates only one earning:

<i>Deduction</i>	<i>Description</i>
IRRF REST	Refund of improperly withheld income tax. Calculated by the income tax generic formula as payroll is recalculated due to cash basis activities. This earning is only calculated in case of income tax recalculation. One situation that causes income tax recalculation is when an advanced payment occurs in a different month than its monthly payment. This earning can also be calculated for vacation or 13th salary recalculations.

Income Tax Sections

Global Payroll for Brazil calculates the following tax sections:

<i>Section</i>	<i>Description</i>
KR IMPOSTO RENDA	Income Tax Calculation
KR IR DESC FER	Vacation Taxes

Managing Social Integration Program Payments

Understanding PIS Payment Processing

Employees who participate in the *Programa de Integração Social* are entitled to receive an annual income or allowance payment if they meet certain conditions. You can use Global Payroll for Brazil to specify which employees are qualified to receive PIS payments and to process payments for these employees when CAIXA, the institution that administers PIS, notifies you of the PIS amounts that are owed.

Defining Parameters for Processing PIS Payments

To define parameters for PIS payment processing, use the PIS Parameters BRA (GPBR_PARM_PIS) component.

This section provides an overview of the setup steps for PIS processing and describes how to:

- Define PIS parameters for a company.
- Override PIS parameters for an establishment.
- Identify the establishment that will transmit files to CAIXA.
- Identify the establishment for centralizing PIS data.
- Assign PIS payment instructions to an individual employee.
- Assign PIS payment instructions to multiple employees.

Pages Used to Define Parameters for PIS Payments

Page Name	Definition Name	Navigation	Usage
PIS Parameters BRA	GPBR_PARM_PIS	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, PIS Parameters BRA, PIS Parameters BRA	Define a company's PIS parameters.

Page Name	Definition Name	Navigation	Usage
Override PIS Param (override PIS parameters)	GPBR_PARM_PIS_E	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, PIS Parameters BRA, Override PIS Param	Override a company's PIS parameters for a specific establishment.
Additional Info - BRA	ESTAB_TBL_BRA	Set Up HCM, Product Related, Workforce Administration, Establishment BRA, Additional Info - Brazil	Identify which of a company's establishments will send files to CAIXA and identify the CAIXA agency.
Centralization Data	CENTRALIZATION_BRA	Set Up HCM, Product Related, Workforce Administration, Centralization Data BRA Select <i>PIS Process</i> in the Process Type field on the search page.	Identify the (centralizer) establishment that manages PIS processing for the company and identify other establishments that will be represented in the CAIXA file.
PIS Parameters	GPBR_PYPIS_PARM	Global Payroll & Absence Mgmt, Payee Data, Define Payee Parameters BRA, PIS Parameters	Identify whether a selected payee is entitled to receive PIS payments.
PIS Assignment BRA	GPBR_RC_PIS	Global Payroll & Absence Mgmt, Social Security/Insurance, PIS Assignment BRA, PIS Assignment BRA	Run the Employee Mark / Unmark for PIS Application Engine process (GPBR_PIS_AE) to identify which payees are entitled to receive PIS payments.

Understanding Setup Steps for PIS Payments

Before you can process PIS payments, you must define various parameters. To define the setup parameters for a company:

- Specify the CAIXA bank to use for PIS payments, the earning elements for paying PIS income and allowance amounts, and any optional data to include for each employee in the transfer file that you send to CAIXA.
- If an establishment's agreement with CAIXA differs from the company's agreement with CAIXA, enter the establishment's information.
- Identify which establishment within the company will transmit files to CAIXA.
- Select the establishment that will manage PIS processing and identify the other establishments for which PIS payments will be processed at the same time.
- Identify employees who are entitled to receive PIS payments.

You can identify employees individually or you can run a process that selects all employees of an establishment or group, or just those employees that you select.

PIS Parameters BRA Page

Use the PIS Parameters BRA page (GPBR_PARM_PIS) to define a company's PIS parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, PIS Parameters BRA, PIS Parameters BRA

Image: PIS Parameters BRA page

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

The screenshot shows the 'PIS Parameters BRA' page with the following sections:

- Company Parameters:** Includes 'Company 1', 'Find | View All', 'First 1 of 1 Last', '*Effective Date' (12/06/2012), and '*Bank ID' (a search field).
- Company Field:** Includes 'Personalize | Find | View All', 'First 1 of 1 Last', and a table with columns '*Sequence number' and 'Field Name'. The first row has '1' in the sequence number field and a search field in the field name column.
- Earnings for Payment:** Includes 'Personalize | Find | View All', 'First 1 of 1 Last', and a table with columns '*Payment Type', '*Element Name', and 'Description'. The first row has '1' in the sequence number field, a dropdown in the payment type column, a search field in the element name column, and an empty description field.

Bank ID

Select the Bank ID for CAIXA.

Company Field

Use these fields to specify additional data that you want to include in the Release of Resources file that is returned to CAIXA. You can select any field from the PS_JOB record, such as EMPLID (employee ID) or DEPTID (department ID). When you update the Release of Resources file, the system will include, for each listed employee, the first ten positions from the combined fields. This data can help you research and verify information in the file.

Earnings for Payment

Use these fields to select the earning element that is used to process each type of PIS payment.

Payment Type

Select the payment type, *Income (Rendimento)* or *Allowance (Abono Salarial)*. Enter only one row for each payment type.

Override PIS Param Page

Use the Override PIS Param (override PIS parameters) page (GPBR_PARM_PIS_E) to override a company's PIS parameters for a specific establishment.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, PIS Parameters BRA, Override PIS Param

Image: Override PIS Param page

This example illustrates the fields and controls on the Override PIS Param page.

The screenshot shows the 'Override PIS Param' page for 'Company 1'. It features three main sections: 'Company Parameters', 'Company Field', and 'Earnings for Payment'. The 'Company Parameters' section includes fields for '*Effective Date' (12/06/2012), '*Establishment ID', and '*Bank ID'. The 'Company Field' section contains a table with columns for '*Sequence number', 'Field Name', and a search icon. The 'Earnings for Payment' section contains a table with columns for '*Payment Type', '*Element Name', and 'Description'. Each section has a 'Personalize' link and a 'Find' button.

Select the establishment to which the override instructions apply. When processing PIS for this establishment, the system will use the instructions entered here rather than the instructions entered for the company on the PIS Parameters BRA page.

Additional Info - Brazil Page

Use the Additional Info - Brazil page (ESTAB_TBL_BRA) to identify which of a company's establishments will send files to CAIXA and identify the CAIXA agency.

Navigation

Set Up HCM, Product Related, Workforce Administration, Establishment BRA, Additional Info - Brazil

In the PIS Data section of the page, select the Estab Responsible by Agreement check box and identify the first four digits of the CAIXA agency the establishment has contact with.

In the Establishment ID section at the bottom of the same page, select the establishment ID type of *MCPIS* and enter the ID number. The first four digits of this number must match the code for the CAIXA agency.

Related Links

"(BRA) Setting Up Brazilian Establishments (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

Centralization Data Page

Use the Centralization Data page (CENTRALIZATION_BRA) to identify the (centralizer) establishment that manages PIS processing for the company and identify other establishments that will be represented in the CAIXA file.

Navigation

Set Up HCM, Product Related, Workforce Administration, Centralization Data BRA

Select *PIS Process* in the Process Type field on the search page.

Select the establishment that will send files to CAIXA in the Centralizer field. In the Centralized Data group box, list the establishments that will be represented in the file.

PIS Parameters Page

Use the PIS Parameters page (GPBR_PYPIS_PARM) to identify whether a selected payee is entitled to receive PIS payments.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Define Payee Parameters BRA, PIS Parameters

Image: PIS Parameters page

This example illustrates the fields and controls on the PIS Parameters page.

PIS Parameters			Personalize	Find	View All	First	1 of 1	Last
	*Effective Date	*Reference Year	PIS/PASEP Payment					
1	12/06/2012	31	<div> <div></div> <div>+</div> <div>-</div> </div>					

Reference Year

Enter the year to which the PIS payments apply. The reference year must match the effective date.

PIS/PASEP Payment

Select if the employee is qualified to receive PIS or PASEP (Public Service Employees Savings Program) payments for the reference year.

PIS Assignment BRA Page

Use the PIS Assignment BRA page (GPBR_RC_PIS) to run the Employee Mark / Unmark for PIS Application Engine process (GPBR_PIS_AE) to identify which payees are entitled to receive PIS payments.

Navigation

Global Payroll & Absence Mgmt, Social Security/Insurance, PIS Assignment BRA, PIS Assignment BRA

Image: PIS Assignment BRA page

This example illustrates the fields and controls on the PIS Assignment BRA page.

You can use this page to specify that multiple employees are eligible to receive PIS payments for a given year.

Reference Year

Enter the year to which the PIS payments apply. The reference year must match the effective date.

PIS Activated

Select this check box to indicate that the selected employees are eligible for PIS payments for the reference year.

Processing PIS Payments

This section provides an overview of PIS payment processing, lists prerequisites, and discusses how to run PIS processes.

Page Used to Run PIS Processes

Page Name	Definition Name	Navigation	Usage
PIS Processing BRA	GPBR_RC_PIS_PRO	Global Payroll & Absence Mgmt, Social Security/Insurance, PIS Processing BRA, PIS Processing BRA	Run the PIS Processing Application Engine (GPBR_PISP_AE) process.

Understanding PIS Payment Processing

PIS processing encompasses four separate processes:

- Identifying employees for payment.
- Generating PIS payment data.
- Canceling PIS payments.
- Reversing PIS payments.

To run any of these processes, you must enter the establishment ID for the designated (centralized) establishment and the reference year from which PIS is to be paid.

Identifying Employees for Payment

Upon receipt of the Release of Resources file from CAIXA, which lists employees who are scheduled to receive PIS payments, you run a validation process that identifies discrepancies between the data in the file and your system records.

The validation process checks to see if each employee listed in the file is covered by a PIS agreement, and checks the employee's birth date, name, and address. The validation process generates an output file that includes values for the additional company fields that you selected on the PIS Parameters BRA page. It also generates a log that identifies discrepancies between data in the CAIXA file and the system.

Following are common reasons for discrepancies:

- Incompatible MCPIS with responsible Establishment – The MCPIS ID or the CNPJ ID for the responsible establishment that is listed in the file does not match the ID that is stored in the system.
- PIS Issue PIS=0011 – The company's name, municipal name, federal unit, neighbor, CEP, phone, or fax number listed in the file does not match the data in the system.
- Employee not found using PIS code as search key – The employee is not found in the system, using the PIS ID listed in the file.

(An employee's PIS ID is entered on the Biographical Details page in PeopleSoft HR.)

- More than one employee with the same PIS code – The same PIS ID is assigned to more than one employee in the system.
- PIS Issue PID=0023 – The employee's name or birth date, as listed in the file, does not match the data in the system. (The NAME_FORMAL field is used for the validation.)
- Employee with no PIS agreement – The employee is selected for payment in the system (the PIS/PASEP check box on the Payee Parameters page is selected) but not in the file, or vice versa.

Reconcile any discrepancies that are reported in the log, run the identification process again, and send the output file to CAIXA.

Generating PIS Payment Data

Based on the information that you return to CAIXA, that institution sends a new file that lists only those employees who are to receive PIS payments, along with the payment amounts, and the type of payment (income or allowance). When you receive this file, run the PIS - Payment process.

If the information in the file matches the information in the system, the process assigns the earning element that is identified on the PIS Parameters BRA page to each employee who is to be paid. You can view the payment instructions for an employee on the Element Assignment by Payee page. The payment month that you enter on the run control page determines the begin and end dates on the Element Assignment Payee page. (Alternatively, you can use the Payee Assignment by Element page to view all assignment instructions that were created for the PIS earning element.)

The process generates a log that identifies employees for whom assignment instructions could not be generated as a result of discrepancies between data in the CAIXA file and the system. Many of the discrepancies are similar to those encountered during the employee identification process. Additional reasons for discrepancies follow:

- Override exists for employee - indicates that assignment instructions for the earning element that is selected on the PIS Parameters BRA page already exist for the listed employee.
- The payment was not made for this employee - indicates the payment could not be made for a specific employee.
- The payment was not made - this message appears in the summary section and indicates that one or more employees are in error.

Canceling PIS Payments

The cancellation process has the effect of revoking PIS payment instructions (the earning assignment) for employees who are not entitled to receive payment. This situation can happen, for example, when an employee is terminated after the list of payees is validated but before the payment date. You use the same file that is used by the payment process to cancel the payment instructions before running the payroll process.

The cancellation process produces an output file that you send to CAIXA to inform them of scheduled payments that were not made.

Reversing PIS Payments

This process reverses the earning assignment that the PIS payment process generated for the employee. It does this by inserting a second assignment for the reverse amount. Assignment instructions for the offsetting entry must match the original instructions. You may need to run this process, for example, if you specified the wrong month on the run control page when initiating the PIS payment process.

The process generates a log that identifies discrepancies. Many of the discrepancies are similar to those encountered during the PIS payment process.

Following are some additional reasons for discrepancies:

- Reversal amount in file is different than in the system - indicates that there is a difference between the reversal amount according to the file and the amount that was paid to the employee.
- Reversal was not made for this employee - indicates the reversal could not be generated for a specific employee.
- The reversal process was not made - this message appears in the summary section and indicates that one or more employees are in error.

Prerequisites

Before you can run the PIS processes described in this section, follow the setup steps for PIS processing.

Related Links

[Defining Parameters for Processing PIS Payments](#)

PIS Processing BRA Page

Use the PIS Processing BRA page (GPBR_RC_PIS_PRO) to run the PIS Processing Application Engine (GPBR_PISP_AE) process.

Navigation

Global Payroll & Absence Mgmt, Social Security/Insurance, PIS Processing BRA, PIS Processing BRA

Image: PIS Processing BRA page

This example illustrates the fields and controls on the PIS Processing BRA page.

Operation Type

Select the process to run:

- *File - Cancellation of Empls* (cancellation of employees). This process cancels PIS payments that were made to employees who were not entitled to receive payment. It creates an output file that you can return to CAIXA.
- *File - Employees for Paymen* (employees for payment). This process validates data in the Release of Resources file received from CAIXA and creates a log and an output file that you can return to CAIXA.
- *PIS - Payment Process*. This process assigns the earning element that is used for PIS payments to employees.
- *PIS - Reversal Process*. This process reverses PIS payments that were made to employees for a given payment month and reference year.

Establishment ID	Select the establishment. You can only select from those establishments that have been identified as centralized on the Centralization Data page.
Reference Year	Enter the year from which PIS payment can be made.
Payment Month	This field appears when you select the payment or reversal process in the Operation Type field. Enter the month to which the element assignment instructions apply.
Reversal Report	This field appears when you select the reversal process in the Operation Type field.
File Name	Enter the complete path to the file.

Chapter 16

Calculating Legal Provisions

Understanding Legal Provisions

To guarantee that companies have sufficient funds to compensate employees for accrued vacation time (including 1/3 vacation) and 13th salary, and that monies are available for related INSS (*Instituto Nacional do Seguro Social*) and FGTS (Fund of Guarantee for Service Time) payments, Brazilian companies must set aside provisions to cover these payments. Global Payroll for Brazil can calculate and report the provisions required for each month.

Provision Calculations

Each month, after you finalize the payroll process, you can run a second process that calculates provisions for the same payroll period.

To calculate provisions, create a calendar group that is similar to that used for the payroll process. Associate each calendar in the calendar group with run type, KR PROVIS. This run type is associated with the process list PROVISOE, which uses an accumulator with a calculation base that includes monthly salary, as well as other fixed and any variable wages that employees receive as part of their monthly pay. Each provision has its own accumulator to meet the specific legal requirements. To run the process, use the Calculate Absence and Payroll run control page.

Average versions are defined by union code, run type and element. To calculate provisions based on a run type other than KR PROVIS, set the variable FP VR RUN TYPE to the run type that represents the accurate average version. You can set this value at the calendar level or other level, including via other elements.

The system calculates provision amounts on the last segment only.

Note: The system uses prorated vacation entitlement as the basis for calculating provisions for vacation entitlements.

Provision Reporting

After you calculate provisions, you can review the results by generating the Results Register (GPBRRR01) or Payslip for Brazil (GPBRPS01) reports. The Results Register uses the element list that you specify on the report's run control page; payslips use the element list that you select in the Format ID field on the run control page.

The element list determines what content to retrieve and include in the report and also determines the title that appears on the report. Define element lists on the Element List BRA page.

See [Selecting Report Elements and Defining Payslip Sort Order](#).

Prerequisites for Calculating Provisions

To configure the system to calculate provision amounts:

- Assign the element group, KR EG PROVISAO to all eligibility groups.
- Create the element list to use when reporting the provision calculations.

Viewing Delivered Elements for Provisions

This section lists:

- Delivered earning elements for provisions.
- Delivered deduction elements for provisions.
- Delivered process list for provisions.

Delivered Earning Elements for Provisions

This table lists the delivered earning elements that the payroll calculation process uses when calculating provision amounts:

<i>Element</i>	<i>Description</i>
AVISO PRE TR	Severance pay
ESTAB PROV	Severance pay by stability
MED PREMIO13	Average - premium 13th salary
MED PREMIO F	Average - premium vacations
MEDPREMI RE	Average - premium termination
FER PROP PAG	Proportional days of current
FERIAS PROX	Vacation next month
ABONO PROX	Credit vacation next month
AVISO PRE IN	Severance pay
FER MED PROX	Next months vacation averages
FER DOB PROX	Double vacation next months
ABONO DOB PR	Credit vacation next month
1/3FER D PR	Next months 1/3 vacation double

<i>Element</i>	<i>Description</i>
1/3ABO D PR	Next months - 1/3 credit double
FEPR DOB ANT	Previous vacation - provision double
FEPR FER ANT	Previous vacation provision
FEPR 1/3 ANT	Previous proportional - proportional vacation
FEPR DOB ATU	Double vacations
FEPR FER ATU	Open vacations
FEPR 1/3 ATU	1/3 vacations - provision
13PR DIREITO	13th salary granted
13PR PAGO M	13th salary paid in the month
13PR PAGO AD	13th salary advance
13PR MED H	Hourly average
13PR MEDIA V	Average salary provision
13PR SLDO AT	Current balance 13th salary provision
FEPR DOB DIF	Difference double
FEPR FER DIF	Vacation difference - provision
FEPR 1/3 DIF	1/3 Vacation difference - provision
FEP PROP ATU	Current proportional vacations
FEP PRO ANT	Previous proportional vacation
FEP PROP DIF	Difference - proportional vacations

Delivered Deduction Elements for Provisions

This table lists the delivered deduction elements that the payroll calculation process uses when calculating provision amounts:

<i>Element</i>	<i>Description</i>
FEPR INSS AN	Previous INSS
FEPR SAT ATU	SAT - current period
FEPR SAT ANT	Previous vacation SAT for provision

<i>Element</i>	<i>Description</i>
13PR SAT ATU	SAT for 13th salary
13PR SAT ANT	Previous SAT - 13 provisions
13PR SAT DIF	Difference SAT
FEPR SAT DIF	Differences SAT

Delivered Process List for Provisions

This table lists the delivered process list that the payroll calculation process uses when calculating provision amounts:

<i>Element</i>	<i>Description</i>
Process List	PROVISOES

The process list includes the following sections:

- KR REMUN MENSAL (base remuneration - monthly)
- KR PROVISAO FER (vacations earning).
- KR PROVISAO 13 (13th salary earning).
- KR PROVISAO FER EN (vacations deductions and taxes).
- KR PROVISAO FE DIF (difference between previous and current).
- KR PROVISAO 13 ENC (13th salary deductions).

Note: Run type KR PROVIS is also delivered.

Entering Absences

Understanding Absence Entry in Brazil

Global Payroll for Brazil delivers predefined rules for processing absences due to illness, maternity, work accidents, and other reasons. These rules are designed in accordance with Brazil's statutory requirements. You can modify many of these rules to reflect absence policies that are specific to your organization.

This topic supplements the absence documentation provided in the PeopleSoft HCM: Global Payroll (*PeopleSoft HCM 9.2: Global Payroll*) product documentation. Before you begin reading about Brazilian absence functionality, you should read the topics on absence (*PeopleSoft HCM 9.2: Global Payroll*) in the *PeopleSoft HCM: Global Payroll* product documentation to develop a basic understanding of the concepts behind Global Payroll absence processing.

An absence is any event for which an employee fails to comply with the scheduled work time. Absences must be recorded in the system so that the appropriate adjustments are made to an employee's salary. In Brazil, absences are also tracked for specific calculations such as 13th salary and vacation compensation.

In Global Payroll, there are two types of absence elements:

- An absence entitlement is defined as the amount of paid time off that a payee is entitled to take for each category of absence.

For example, payees in your organization may be entitled to receive five sick days per year.

- An absence take is defined as the amount of time off that a payee takes.

This section discusses absence setup tasks, absence takes, and absence types for Brazil.

Note: Procedures for entering absences due to vacation are described in the [Managing Vacation Data](#) topic.

Related Links

[Understanding Vacation Setup](#)

Absence Setup Tasks

The "Understanding Absence Setup and Management Tasks (*PeopleSoft HCM 9.2: Global Payroll*)" topic describes the general setup steps for absences. The specific steps applicable to Global Payroll for Brazil follow.

1. Define work schedules and assign a schedule to each payee.
2. Define holiday schedules.

3. Modify the delivered absence take and absence entitlement elements or create new absence elements, as needed.

A list of the delivered absence take and absence entitlement elements delivered for Brazil is available in the [Viewing Delivered Absences Elements for Brazil](#) topic.

4. Enable absence forecasting for absence take and absence entitlement elements as required.
5. Assign absence elements to payees and process lists.

As with all primary elements, you must assign absence entitlement and absence take elements to payees and include the elements in the process lists that you use when you run the absence process. PeopleSoft delivers predefined sections and process lists for absence processing. You can use these, modify them, or create your own.

Related Links

"Setting Up Absence Entitlement Balance Forecasting and Inquiry (*PeopleSoft HCM 9.2: Global Payroll*)"

Understanding Absence Take Elements in Brazil

This section describes each delivered absence take element in detail.

Maternity Leave

This absence take generates the LIC MATERN deduction. The units component of the deduction element is the number of days for the absence. The Day formula increments the deduction unit each day of the absence.

The maternity take also generates the LIC MATERNID earning. It is generated in the same way that the deduction is generated in terms of the generated units.

Currently, the company is responsible for maternity leave, and can compensate this amount by deducting it from its INSS Contribution. So, the LIC MATERN deduction does not participate in the net calculation.

Foster Maternity Leave

For each absence event, the system generates an earning called LIC ADOCAO. The maximum number of days compensated with this earning is determined by the bracket element FA BR ADOCAO FILHO, which is used as the basis for calculating entitlement for ADOCAO FILHO. The bracket stores a different value (specified by variable FA VR ADOCAO DIAS) for each absence reason. For example, when an absence event is reported with absence reason 01 (*Up to one year*) the bracket returns a value of 120 days. In this case, earning element LIC ADOCAO is used to compensate the payee for a maximum of 120 days.

Paternity Leave

This absence take generates a deduction called LIC PATER. The Units component of the deduction element is based on the number of days of the absence. For each day of the absence, the Day Formula adds one to the deduction unit.

Entitlement for paternity take, has a ceiling of five days per absence event (as defined by the LICENCA PAT entitlement element). If the absence exceeds this limit, only five days will be paid. Earnings are paid with the element LIC PATERN.

Sick Leave

This absence take generates a deduction called AFAST DOENCA. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this disability.

When AFAST DOENCA is greater than fifteen days, the absence take generates LIC DOENCA because the system has a ceiling of fifteen days. After fifteen days, AFAST DOENCA is capped at up to fifteen days for each absence event. The absence take AFAST DOENCA has a corresponding absence entitlement, 15 DIAS X AF.

General Absence

This unpaid absence take generates a deduction called FALTA INJUST and DESC SEM PER. FALTA INJUST contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave. DESC SEM PER contains the number of lost weekly rest days generated by absence events.

Paid Absence

This absence take generates the deductions FALTA JUSTIF and LICENCA REM. These elements contain the number of days in the Units component. All days of the absence take are considered as units for the deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

The FALTA JUSTIF deduction is informational only, because this is a paid permission so it won't deduct from the net pay. When this deduction is used, it generates the earning FALTA JUST.

When the LICENCA REM deduction is used, it generates the earning LIC REMUNER.

Unpaid Absence

This absence take generates a deduction called LIC NA RE DM. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

Half Unpaid Absence

This absence take generates the deductions 1/2 FAL IN and DESC SEM PER. 1/2 FAL IN contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave. DESC SEM PER contains the number of lost weekly rest days generated by absence events.

Union Absence

This absence take generates a deduction called MANDATO SIND. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

Military Service

This absence take generates a deduction called SERVICO MILI. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

Accident Leave

This absence take generates a deduction called AFAST ACCIDE. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

For each absence event the system generates an earning called LIC AFA ACCI. This earning has a cap of 15 days, meaning that for absence events greater than 15 days the system pays only 15 days with this earning code.

Related Links

[Viewing Delivered Absences Elements for Brazil](#)

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

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the PeopleSoft HCM: Global Payroll (*PeopleSoft HCM 9.2: Global Payroll*) product documentation.

Related Links

"Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

Understanding Absence Take Types in Brazil

Each absence take element is assigned an absence take type that describes the category of the absence. When reasons are defined for a take type, users can select a reason when entering an absence event. For example, multiple reasons are defined for the absence take type FTJ (Paid Absence / married absence), including Born Son, Married Absence, and many others.

Global Payroll for Brazil delivers the following absence take types:

Absence Type	Description	Absence Takes Associated
AFA	Accident Leave	Accident Leave
AFD	Sick Leave	Sick Leave
FTI	Unpaid Absence	<ul style="list-style-type: none"> Half Unpaid Absence Not Paid Absence General Absence
FTJ	Paid Absence (married absence)	Paid Absence
LCM	Maternity Leave	Maternity Leave
LIM	Foster Maternity Leave	Foster Maternity Leave
LRE	Paid License	Paid Leave

Absence Type	Description	Absence Takes Associated
MAS	Union Absence	Absence Union
PAL	Paternity Leave	Paternity Leave
SMI	Military Service	Military Service

Entering Absences and Forecasting Results

This section describes how to run the Absence Forecasting process and how to enter absences in Brazil.

Pages Used to Enter Absences and Run the Absence Forecasting Process

Page Name	Definition Name	Navigation	Usage
Absence Entry	GPBR_ABSENCE_ENTRY	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event BRA, Absence Entry	Enter absence event details for an employee. You can also run the Absence Forecasting process to evaluate the impact of an absence event.
Forecast Messages	GP_ABS_FCST_MSG	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event BRA, Forecast Messages	Review any messages that are generated during the Absence Forecasting process.
Absence Forecast Results	GP_ABS_EVT_FCS_SEC	Click the Forecast Details link on the Absence Entry page.	Review the results of the Absence Forecasting process for a specific absence event and any take elements that are mapped to it.

Running the Absence Forecasting Process

The Absence Forecasting process enables you to assess the impact of an absence. To run the process, follow these steps:

1. Enter a payee's actual or anticipated absence event on the Absence Entry page.
2. Click the Forecast button to start the process.
3. If applicable, check the Forecast Messages page to see if errors or warnings were generated.
4. Correct any errors and rerun the process. Each time you run the Absence Forecasting process, the system overwrites the previous forecast data.
5. Click the Forecast Details link on the Absence Entry page to view the results.

Absence Entry Page

Use the Absence Entry page (GPBR_ABSENCE_ENTRY) to enter absence event details for an employee.

You can also run the Absence Forecasting process to evaluate the impact of an absence event.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event BRA, Absence Entry

Image: Absence Entry page

This example illustrates the fields and controls on the Absence Entry page.

The screenshot displays the 'Absence Entry' page for employee Claudia Lindstrom (ID KR0010). The 'Absence Detail' section is active, showing 'LICENCA MATERNIDAD' as the element name, 'Maternity Leave' as the type, and 'LM' as the type code. The 'Absence Reason' is set to 'Normal', and 'Manager Approved' is checked. The 'Absence Duration' section shows a start date of 09/07/2012, an end date of 12/07/2012, and a duration of 92.00 days. There are also sections for 'User Defined Fields' and a 'Comment' field.

The Absence Entry page in Global Payroll for Brazil is similar to the Absence Event Entry page in the core application, however this page includes validations for Brazilian absence rules.

Note: You cannot add or edit vacation absence events that were generated by the Vacation Acquisition Prd-Sched page or the Mass Vacation Programming BRA page using the Absence Entry page.

From and Through

Specify the date range for which you want to retrieve and display absence event data on the page.

Forecast

After entering absence events, click this button to start the Absence Forecasting process. For the process to run, Absence Forecasting must be enabled for one or more take elements. A message appears when the process is complete. If there were any processing errors, the message instructs you to review the Forecast Messages page.

Absence Detail

Element Name and Type

Select the absence take element that corresponds to the employee's absence. The system displays the name of the element and the absence type. When you define an absence take element, you assign an absence type that describes the category of the absence.

Absence Reason

Select the code that corresponds to the absence reason. The Absence Reason field is optional and further describes the absence take.

Manager Approved

Select to have the absence processed when you run the absence take process. This check box is selected if you defined the absence take element as not requiring manager approval on the Absence Take - Calculation page in the core application.

Process Action

Select the process action. For a new absence event, the default is *Normal*. Select *Void* to void an absence that has already gone through the absence take process. The event is not processed in subsequent runs. Instead, the process action is reset to *Normal* and the *Voided Indicator* check box is automatically selected during the absence take process.

During retroactive processing, the system calculates a new version of the results without the voided event. Positive input is not generated from the voided event, and the results for earnings or deductions have deltas.

Voided Indicator

This check box is automatically selected if you voided the event and ran the Take process. This check box can also be selected if you use the automatic priority processing feature and have assigned a priority number to your absence take elements. If you save absence entries with overlapping dates, the system voids the event with the lower priority and creates a new event for the days that do not overlap.

Forecast Details

Click to access the Absence Forecast Results page.

Absence Duration

Specify the length of the absence. Depending on which data you enter, the system calculates the missing field. For example, if you enter the begin and end date, the system calculates the duration days. If you enter the begin date and duration, the system calculates the end date.

Begin Date and End Date

Enter the begin and end dates for the absence.

Original Begin Date

Enter this date if your absence take rules allow you to link this absence to a previous absence that was taken for the same reason. If this absence is related to another absence, enter the begin date of the original absence.

Absence Duration

Enter the number of days for the absence.

User Defined Fields

Enter data and comments on additional fields pertaining to your business processes. You define these fields in the Absence Self-Service transaction.

Comments

Enter more information about the absence event. These comments appear only in the employee's record.

Related Links

"Entering Updating, and Voiding Absence Events (*PeopleSoft HCM 9.2: Global Payroll*)"

Forecast Messages Page

Use the Forecast Messages page (GP_ABS_FCST_MSG) to review any messages that are generated during the Absence Forecasting process.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event BRA, Forecast Messages

Image: Forecast Messages page

This example illustrates the fields and controls on the Forecast Messages page.

Forecast Messages		Message Set Number	Number
Calculation Status	Message Text		

This page displays any errors the system encountered during the Absence Forecasting process. Correct any errors and run the process again.

Note: The Forecast Messages page in Global Payroll for Brazil is the same as the Forecast Messages page in the core application.

Related Links

"Forecast Messages Page (*PeopleSoft HCM 9.2: Global Payroll*)"

Absence Forecast Results Page

Use the Absence Forecast Results page (GP_ABS_EVT_FCS_SEC) to review the results of the Absence Forecasting process for a specific absence event and any take elements that are mapped to it.

Navigation

Click the Forecast Details link on the Absence Entry page.

Image: Absence Forecast Results page

This example illustrates the fields and controls on the Absence Forecast Results page.

Absence Forecast Results

Absence Take Element LICENCA MATERNIDAD Begin Date 09/06/2012

Absence Type LM End Date 12/06/2012

Forecast Value Forecast Date Time

Absence Forecast Result Details Personalize | Find | View All | First 1 of 1 Last

Forecast Results	Accumulator Results	User Keys 1-3	User Keys 4-6		
Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
			0.000000		

Return

Note: The Absence Forecast Results page in Global Payroll for Brazil is the same as the Absence Forecast Results page in the core application.

Related Links

"Absence Forecast Results Page (*PeopleSoft HCM 9.2: Global Payroll*)"

Viewing Delivered Absences Elements for Brazil

This section contains information about the following rules that Global Payroll for Brazil delivers to process absences:

- Absence earnings.
- Absence deductions.
- Absence takes.
- Absence entitlements.
- Absence process lists.

Absence Earnings

The following table lists the absence earnings for Brazil:

<i>Earning</i>	<i>Description</i>
FALTA JUST	Paid Absences
LIC MATERNID	Maternity Salary
LIC DOENÇA	Sick Leave
LIC AFA ACCI	Accident Leave
LIC REMUNER	Paid Absence
LIC ADOCAO	Foster Daughter / Son
LIC PATERN	Paternity Leave

Absence Deductions

The following table lists the absence deductions for Brazil:

<i>Deduction</i>	<i>Description</i>
AFAST ACCIDE	Accident Leave
FALTA INJUST	Unpaid Absence
FALTA JUSTIF	Paid Absence
LIC MATERN	Maternity Leave
AFAST DOENCA	General Sickness
DESC DSR	Lost Weekly Rest
SERV MIL DMI	Military Service
LICENCA REM	Paid Leave
LIC NA RE DM	Unpaid Leave
MAND SIND DM	Union Absence
FERIADO DSR	Holiday DSR Lost
1/2 FAL INJ	Half Unpaid Absence
LIC PATER	Paternity Leave

Absence Takes

The following table lists the absence takes for Brazil:

Absence Take	Description
LICENCA MATERNIDAD	Maternity Leave
1/2 FALTAS INJUST	Half-Unpaid Absence
AFAST POR DOENCA	Sick Leave
FALTAS INJUST	General Absence
SERVICIO MILITAR	Military Service
FALTAS JUSTIFICADA	Paid Absence
LICENCA RENUMERADA	Paid Absence
LICENÇA NAO REM	Unpaid Absence
AFAST ACCIDENTE	Accident leave for work-related accidents
MANDATO SINDICAL	Union Absence
LICENCA ADOCAO FIL	Foster Daughter / Son
LICENCA PATERN	Paternity Leave

Absence Entitlements

The following table lists absence entitlement elements for Brazil:

Absence Entitlement	Description
DIREITO FER	Vacation Entitlement
15 DIAS X AF	Sick and Accident Leave
ADOCADO FILHO	Foster Daughter/Son
LICENCA PAT	Paternity Leave

Related Links

[Viewing Delivered Vacation Elements](#)

Absence Process Lists

The following table lists the absence process list for Brazil:

Process List	Description
KR AUSENCIAS	Absence process

Chapter 18

Managing Vacation Data

Entering Vacation Data and Updating Entitlement

This section provides overviews of how to enter vacation data and update entitlement, lists prerequisites, and discusses how to:

- Enter and maintain vacation data.
- Update vacation entitlements.

Pages Used to Enter Vacation Data and Update Entitlement

Page Name	Definition Name	Navigation	Usage
Maintain Acquisitive Prd BRA (maintain acquisitive period BRA)	GPBR_AP_MAINT	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Maintain Acquisitive Prd BRA, Maintain Acquisitive Prd BRA	List the acquisitive period for all employees. Maintaining the employees' acquisitive periods can happen manually or automatically.
Vacation Acquis Prd-Sched BRA (vacation acquisition period-schedule BRA)	GPBR_VACN_MAINT	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Vacation Acquis Prd-Sched BRA, Vacation Acquisition Prd-Sched	Enter and maintain vacation takes.

Understanding How to Enter Vacation Data

In Global Payroll for Brazil, you enter and maintain vacation data for individual employees on the Vacation Acquis Prd-Sched page. On this page, you:

- Maintain entitlement periods with their begin and end dates.
- Track vacation entitlement period history with its corresponding statuses: *In Progress*, *Open*, *Closed/Expired*, and *Closed by Absence Criteria*.
- Track vacation events with their statuses.
- Track years of service and the maximum number of days that are allowed per each vacation take.
- Define, manage, and track programmed leaves.

In Global Payroll for Brazil, you can plan or program vacation for employees in advance of their taking time off.

To define programmed leave, you must complete the following steps:

- Enter the start and end dates of each planned (programmed) vacation take.

- Confirm (approve) programmed leave (if approval is required before the payroll process can process takes).
- Specify the number of vacation days that the employee wants to sell.

Note: You define how to calculate the dates of vacation sells on the Vacation Parameters BRA page.

- Specify whether the employee can receive an advance on his or her 13th salary during the vacation process.

The first payment of the 13th salary is paid when you select the Advance 13th check box. The amount of the payment doesn't depend on the vacation dates, and it contributes to the vacation gross accumulator.

- Manage and view entitlement balances. This includes:
 - Tracking the total vacation balance remaining.
 - Tracking the number of leave days taken during an entitlement period.
 - Making manual adjustments to the entitlement balance.

For example, you can increase or decrease the vacation balance.

- Tracking the total number of balance days plus days taken off.

Understanding How to Update Vacation Entitlement

After the payroll process is finalized, vacation rules are used to update vacation entitlement for payees. Vacation rules take the new acquisitive period dates from the payroll process and close or extend acquisitive periods according to the parameters that you specify. They are also used for updating the status for employees' entitlement (acquisitive) periods.

Prerequisites

Before you can enter vacation takes or maintain vacation data on the Vacation Acquis Prd-Sched page, you must:

- Specify the parameters of your vacation take and entitlement elements on the Vacation Parameters BRA page.

Among other things, the parameters that you enter on this page enable you to control, at the company level, the number of vacation days that employees can take per entitlement period, the maximum and minimum number of vacation days that can be taken per leave, and the ability to maintain a negative entitlement balance.

Note: The take and entitlement elements that you define on the Vacation Parameters BRA page are the same elements against which you enter vacation time for individual payees on the Vacation Acquisition Prd-Sched page. If you do not specify the take and related entitlement elements on the Vacation Parameters BRA page, you cannot enter vacation time using those takes.

- Define work schedules and assign a schedule to each payee.
- Define holiday schedules for each payee.
- Create Vacation Parameters by Company.
- Create Vacation Calendars (Absence Payroll and Payroll Process).
- Create Vacation Calendars by Pay Group.

Related Links

[Defining Vacation Parameters for Brazil](#)

Vacation Acquis Prd-Sched BRA Page

Use the Vacation Acquis Prd-Sched BRA (Vacation Acquisitive Period Schedule BRA) page (GPBR_VACN_MAINT) to list the acquisitive period for all employees.

Maintaining the employees' acquisitive periods can happen manually or automatically.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Vacation Acquis Prd-Sched BRA, Vacation Acquis Prd-Sched BRA

Image: Vacation Acquis Prd-Sched BRA page

This example illustrates the fields and controls on the Vacation Acquis Prd-Sched BRA page.

Vacation Acquis Prd-Sched BRA

Employee ID KR0001
Empl Record 0
Name Marcia Oliveira

Vacation Acquisitive Period-Schedule
Find | View All
First 1 of 1 Last

Begin Date 01/01/2008
Period End Date 12/31/2008

Status Open

Years of Service

Balance Days			
Balance Days	0.000000	Adjust Days	0
Total Scheduled Days	0.000000		
Total	0.000000		

Vacation Leaves							Personalize Find View All [Calendar Icon]		First 1 of 1 Last	
	*Vacation Start Date	Days	Vacation End Date	Absence Credit	Advance 13th	Cr Days				
1	[Date Picker]	[Days]	[Date Picker]	<input type="checkbox"/>	<input type="checkbox"/>				<input type="button" value="+"/>	<input type="button" value="-"/>

Grid				Personalize Find View All [Calendar Icon]		First 1 of 1 Last	
	Begin Date	Duration	End Date	Process Action			
1							

Vacation Acquisitive Period-Schedule

Use the fields in this group box to view current and past acquisitive periods or to adjust period lengths, if necessary.

Begin Date and End Date

View or modify the begin and end dates of an employee's entitlement period.

Note: The begin and end dates that appear on this page can be modified if necessary. If you modify the dates, the system does not recalculate dates for this period; instead, it uses the dates that you enter.

Status

View and maintain the status of the current entitlement periods or, if you are viewing historical data, view and modify the status of prior entitlement periods. Values are:

Closed Expired: The entitlement period is no longer active, and the employee has no usable vacation days that are associated with that period.

Closed per Absence: The period was automatically closed by the leave parameters that you defined in the Absence Interference on Acquisitive Period group box on the Vacation Parameters BRA page. For example, you can program an entitlement period to close automatically if an employee has more than 180 days of disability leave in a period.

In Progress: The entitlement period is the current period.

Open: The entitlement period is no longer the current period, but the employee has vacation days that are associated with that period that can still be taken.

See [Understanding Vacation Setup](#).

Note: The entitlement period statuses that appear on this page are updated automatically by the Update Vacation Entitlement process. However, you can modify these statuses, if necessary.

Years of Service

Displays the employee's years of service.

Max Days # (maximum number of days)

Displays the maximum days that an employee can acquire during the acquisitive period.

Vacation Leaves

Use the fields in this group box to define programmed (planned) or confirmed vacations for an employee. A programmed vacation is one that can be set up in advance of the actual vacation take and defines the vacation begin and end dates. In addition, the leave program controls whether the payees will receive an advance on the 13th salary during the vacation period and allows employees to sell vacation.

Vacation Start Date

Enter the begin date of the vacation.

Days

Enter the duration of the vacation.

Note: When you enter the begin date and a duration, the system automatically calculates the end date of the vacation and populates the Vacation End Date field.

Vacation End Date

This field is automatically populated when you enter a vacation begin date in the Vacation Start Date field and a duration in the Days field. If you want, you can populate this field yourself and the duration will be recalculated accordingly.

Note: If the leave that you enter exceeds the number of leaves per period that is allowed on the Vacation Parameters BRA page, the system issues a warning. Similarly, if the number of leave days in the vacation exceeds the leave balance, the system issues a warning.

Status

View and maintain the status of vacations. Values are:

Calculated: Indicates that payroll has processed the leave take.

Note: The value of this field is automatically updated to *Calculated* when a vacation take is processed. If vacation approval is required, all takes must be *Confirmed* before they can be *Calculated*. Otherwise, the status of a vacation can change directly from *Programmed* to *Calculated*.

Canceled: Select to cancel an already programmed vacation. The process also cancels the programmed vacation when an entitlement period is closed and it contains a programmed vacation.

Closed: Indicates vacation days were taken and paid.

Confirmed: Select to approve a programmed leave.

Note: To require official confirmation (approval) of a vacation before the payroll process can process the take, select the Needs Confirmation for Program check box on the Vacation Parameters BRA page. When you do this, you must confirm any take that you enter on Vacation Acquis Prd-Sched page before it can be calculated.

Programmed: Select when the vacation take is first entered—before the leave has been either confirmed or calculated.

Absence Credit

Select to sell unused vacations days—that is, days that remain at the end of a vacation. When you select this option, the Cr Days (credit days) field becomes available.

Cr Days (credit days)

Enter the number of unused vacation days to sell for the employee.

The value of these days is credited to the employee.

Advance 13th

Select to enable the employee to receive an advance on his or her 13th salary.

Note: When you save this page, an override to payee calendars is automatically generated in the core Global Payroll records.

This override enables Global Payroll for Brazil to process automatically the entire vacation event in a single calendar group with a payment two days before the vacation begin date. However, you can insert or modify the payee calendars manually.

Balance Days

Balance Days

Displays the number of days in the vacation balance.

Note: The balance = (Total vacation days per entitlement period) – (Programmed Vacations) – (Days Sold) + Adjustments.

Total Scheduled Days

Displays the total number of programmed leave days that are recorded in Global Payroll for Brazil.

Adjust Days

Enter the number of days (positive or negative) by which you want to adjust the leave balance that is displayed in the Balance Days field.

Total

Displays the sum of the Balance Days and Total Take Days.

Note: The information in this group box is updated when you save the page and during the Update Vacation Entitlement process.

Creating Mass Vacation Takes

This section provides an overview of mass vacation takes, lists prerequisites, and discusses how to create mass vacations.

Page Used to Generate Mass Vacation Takes

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Mass Vacation Programming BRA	GPBR_RC_MASS_VAC	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Mass Vacation Programming BRA, Mass Vacation Programming BRA	Generate mass vacation takes.

Understanding Mass Vacation Takes

In Global Payroll for Brazil, you can generate mass vacation takes—that is, takes for groups of employees that are based on group IDs that are defined in PeopleSoft HR. You use this feature to generate takes without entering separate vacations for each employee.

Prerequisites

Because this feature is based on the definition of group IDs, you must set up group membership in PeopleSoft HR before you can create mass takes.

Related Links

"Understanding Group Build (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Mass Vacation Programming BRA Page

Use the Mass Vacation Programming BRA page (GPBR_RC_MASS_VAC) to generate mass vacation takes.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Mass Vacation Programming BRA, Mass Vacation Programming BRA

Image: Mass Vacation Programming BRA page

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

Mass Vacation Programming BRA

Run Control ID 1 Report Manager Process Monitor **Run**

Mass Absence ID

*Mass Absence ID 12 *Description

Mass Vacation Event Entry Find | View All First 1 of 1 Last

*Effective Date 12/07/2012 *Group ID *Status Programmed Cancel

Leave Days

*Begin Date *Calendar Days *End Date Absence Reason

Advance 13th Absence Credit

Comment

Note: Global Payroll for Brazil does not generate an automatic override to payee calendars in the core Global Payroll records for mass vacation event entry. To process the mass vacations in a single calendar group with a payment two days before the vacation begin date, you must create or manually enter the payee calendars.

Mass Absence ID

Assign an ID to identify the parameters that you are defining.

Mass Vacation Event Entry**Effective Date**

Enter the date on which the mass take definition becomes effective.

Group ID

Specify the group ID that contains the payees for whom you want to generate vacation takes.

Note: You define group IDs as part of the group build functionality (*PeopleSoft HCM 9.2: Application Fundamentals*) in PeopleSoft HR.

Status

Set the status of the mass vacation that you are defining. Values are:

Calculated

Canceled

Closed

Confirmed: Select to approve a mass vacation.

Note: To require official confirmation (approval) of a mass vacation before the payroll process can process the take, select the Needs Confirmation for Program check box on the Vacation Parameters BRA page. When you do this, you must confirm any mass take that you enter on the Mass Vacation Programming BRA page before it can be calculated.

Programmed: Select when you first define your mass vacation—before the leave has been either confirmed or calculated.

Absence Take

Select the absence take element for the mass vacation.

Absence take elements define rules for allowing paid time off. They define which kinds of absences are valid and the requirements that must be met before entitlement can be used.

Cancel

Select to cancel mass vacation takes that you set up previously. This cancels the takes from the PeopleSoft Global Payroll and country-specific tables where the takes are stored prior to being processed.

Remaining Balance

Specify how the system should treat the balance of vacation days (unused days) after the mass vacation take has been processed. Values are:

Maintain B: Select to keep remaining vacation days in the employees' vacation balances.

Paid: Select to pay employees for the balance of vacation days after mass takes have been processed.

Returns: Select to extend the return vacation date by the number of unused days.

Leave Days**Begin Date**

Enter the begin date of the mass vacation.

Calendar Days

Enter the duration of the mass vacation.

Note: When you enter the absence begin date and a duration, the system automatically calculates the end date of the vacation and populates the Absence End Date field.

End Date

This field is automatically populated when you enter an absence begin date in the Absence Begin Date field and a duration in the Calendar Days field. If you want, you can populate this field manually.

Absence Reason

Enter an absence reason.

Advance 13th

Select to enable payees to receive an advance on their 13th salary during the mass vacation leave.

Generating the Vacation Payslip

To define the printing order selection for the vacation payslip, use the Sort IDs BRA (GPBR_SORTID) component. To identify the earnings, deductions, and calculation bases for reports use the Element Lists BRA (GPBR_PAYSLIP_FORMA) component.

This section provides an overview of the vacation payslips and discusses how to:

- Define the sort criteria for the vacation payslip.
- Select earnings, deductions, gross accumulators, and net accumulators to include on the vacation payslip.
- Generate the vacation payslip.

Pages Used to Generate the Vacation Payslip

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Sort IDs BRA	GPBR_SORTID	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payslips, Sort IDs BRA, Sort IDs BRA	Define the printing order selection for the vacation payslip. See Sort IDs BRA Page .
Element Lists BRA	GPBR_PAYSLIP_FORMA	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Element Lists BRA, Element Lists BRA	Enter earnings, deductions, and calculation bases eligible for printing for multiple reports, including the vacation payslip. See Element Lists BRA Page .
Create/Print Payslips BRA	GPBR_RC_PAYSLIP	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips BRA, Create/Print Payslips BRA	Generates the payslip. Note that if you want to select employees using groups, you must first define the Group ID to generate the payslip. All groups selected in the Group ID field will automatically be recreated during the payroll run.

Understanding the Vacation Payslip

In Brazil, companies have to provide the following kinds of payslips:

- A standard payroll payslip containing such information as the number of worked days and wages.
- A vacation payslip displaying vacation earnings, the vacation balance, and other information related to vacation pay.

Create/Print Payslips BRA Page

Use the Create/Print Payslips BRA page (GPBR_RC_PAYSLIP) to generates the payslip.

Note that if you want to select employees using groups, you must first define the Group ID to generate the payslip. All groups selected in the Group ID field will automatically be recreated during the payroll run.

Navigation

Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips BRA, Payslip Run Control

To generate the vacation payslip, make sure to:

1. Select the Vacations check box. The Calendar ID field becomes the Run Type field.
2. Select a run type

See Also [Create/Print Payslips BRA Page](#).

Running the Vacation Receipt and Vacation Notice Reports

This section provides an overview of the vacation receipt and vacation notice reports and discusses how to generate vacation receipts and vacation notices for employees.

Page Used to Run the Vacation Receipt and Vacation Notice Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Vacation Receipt\Notice BRA	GPBR_RC_VAC_REC	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Vacation Receipt\Notice BRA, Vacation Receipt \Notice BRA	Generate vacation receipts and vacation notices for employees.

Understanding the Vacation Receipt and Vacation Notice Reports

The Vacation Receipt/Notice page generates two reports:

- Vacation receipt

This report provides information for a defined period of vacation; it includes either information on the acquisitive period or the amounts of vacation time paid. It serves as a payslip for vacations.

- Vacation notice

This report provides the required 30-day written notice of an employee's vacation dates.

You can generate these reports together or individually.

Vacation Receipt\Notice BRA Page

Use the Vacation Receipt\Notice BRA page (GPBR_RC_VAC_REC) to generate vacation receipts and vacation notices for employees.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Vacation Receipt\Notice BRA, Vacation Receipt\Notice BRA

Image: Vacation Receipt\Notice BRA page

This example illustrates the fields and controls on the Vacation Receipt\Notice BRA page.

The screenshot displays the 'Vacation Receipt\Notice BRA' page with the following sections and controls:

- Run Control ID 1** | **Report Manager** | **Process Monitor** | **Run** button
- Generation Options**
 - Report Type**
 - ☒ Receipt & Notice
 - ☐ Vacation Receipt
 - ☐ Vacation Notice
 - Selection Options**
 - *Company: KRO (lookup icon) | Empresa Construção Ltda.
 - Format ID: KR FERIAS (lookup icon) | Vacation Payslip
 - Run Type: KR FERIAS (lookup icon) | Vacations Calculation
 - Notice Date: 12/07/2012 (calendar icon)
 - Additional Compensation Elem**
 - Vacation Remuneration: LIQUIDO FER (lookup icon) | Vacation Net
 - Vacation Programming Dates**
 - *Begin Date: 11/01/2012 (calendar icon)
 - *End Date: 11/30/2012 (calendar icon)
 - Selection Criteria**
 - ☒ Select Establishment ID
 - ☐ Select Department ID
 - ☐ Select Employees
 - ☐ Exclude Data
 - Establishment Data**
 - Establishment ID: (lookup icon)
- Navigation: Find | First | 1 of 1 | Last | + | - buttons

Report Type

Choose which reports to generate: vacation receipt and vacation notice together, vacation receipt alone, or vacation notice alone.

Company

Enter the company whose employees you want to include in the report.

Format ID

Select the payslip format to use for the vacation receipt report. This format contains the element list for the earnings and deductions that are eligible to be printed for this report. You need to define an element list for this report.

This field appears only when you are printing the vacation receipt report (alone or with the vacation notice report).

Run Type

Select the vacations run type.

This field appears only when you are printing the vacation receipt report (alone or with the vacation notice report).

Vacation Remuneration

Select the vacation remuneration accumulator, which has as members the elements and deductions that are part of the salary that is paid for vacations purposes.

This field appears only when you are printing the vacation receipt report (alone or with the vacation notice report).

Begin Date and End Date

Enter the begin and end dates of the interval to process. If an employee's vacation acquisitive period start or end date falls within this interval, the report includes the details for that employee.

Selection Criteria

Choose a method of selecting employees for whom to generate the report.

Exclude Data

Select this check box to exclude data that matches the criteria you enter in the Establishment Data, Department Data, or Employee Data group boxes (the group box that appears depends on the selection you make in the Selection Criteria field).

Establishment ID, Department, and EmplID

Enter the data that the process uses to select employees.

Note: Whether a field appears on this page depends on the option that you selected in the Selection Criteria field.

Viewing Delivered Vacation Elements

This section discusses:

- Vacation entitlements.
- Vacation takes.
- Vacation process lists.

Note: This PeopleSoft application delivers a query that you can run to view the names of all delivered elements for Brazil. You can also see the relationship between elements by using the View Element Relationships utility.

Related Links

"Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

Vacation Entitlements

This table contains information about the absence entitlements that are used to process vacations in Global Payroll for Brazil:

Absence Entitlement	Description
DIREITO FER	Stores the vacation balance; each entitlement period has one instance.
FERIAS PROP	Temporary entitlement stores accrual days per month.

Vacation Takes

This table contains information about the absence takes that are used to process vacations in Global Payroll for Brazil:

Absence Take	Description
SAIDA FERIAS	Used for the vacation events. It counts the number of days between begin and end date and sends the days to FERIAS, FERIAS DOBRO (earning element), or both.
FERIAS ABONO	Used for credit vacations. It counts the number of days between begin and end date and sends the days to ABONO FERIAS, ABONO DOBRO (earning element), or both.

Note: Absence take rules use earning and deduction elements, elements that retrieve units for positive input, and elements that retrieve percentages for positive input.

Vacation Process Lists

Global Payroll for Brazil delivers the following process list for absence processing:

Process List	Description
FERIAS TOMADAS	Process vacation takes.
FERIAS FOLHA	Process vacation payroll elements (the gross and net accumulators for vacation).

Tracking Loans

Understanding Loans in Brazil

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

Note: Loan payments in Brazil are via a fixed amount only. This amount may change month-by-month depending on the life cost factor. The life cost factor can be handled by Global Payroll rules with a variable to indicate the percentage to apply for each loan payment.

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the "Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)" topic.

Defining Loans in Brazil

To define loans in Brazil:

1. Set up the details of a loan and a loan repayment schedule on the Request Loans BRA page.
2. Process the payroll.

This section discusses how to define loans.

Page Used to Define Loans in Brazil

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Request Loans BRA	GPBR_LOAN	Global Payroll & Absence Mgmt, Payee Data, Loans, Request Loans BRA, Request Loans BRA	Define loan information and a repayment schedule for an employee. Enables you to enter loans and related data required for the loan process, which are populated in Global Payroll to enable loan paybacks. This page distributes the loan total amount in the number of periods or payments you specify and populates required data in Global Payroll to deduct paybacks.

Related Links

[Understanding the Payslip Definition Process](#)

Request Loans BRA Page

Use the Request Loans BRA page (GPBR_LOAN) to define loan information and a repayment schedule for an employee.

Enables you to enter loans and related data required for the loan process, which are populated in Global Payroll to enable loan paybacks. This page distributes the loan total amount in the number of periods or payments you specify and populates required data in Global Payroll to deduct paybacks.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Loans, Request Loans BRA, Request Loans BRA

Image: Request Loans BRA page

This example illustrates the fields and controls on the Request Loans BRA page.

The screenshot displays the 'Request Loans BRA' page. At the top, it shows 'Employee ID KR0002', 'Empl Record 0', and 'Name Flavia Siqueira'. Below this is the 'Loan Definition' section with fields for '*Element Name' (EMPRESTIMO), 'Loan Number' (123), 'Start Date' (12/06/2012), 'Total Amount' (1000.000000), and 'Currency Code' (USD). The 'Loan Schedule Setup' section includes 'Periods' (10), 'Payment Amount' (empty), 'Begin Date' (12/06/2012), and 'Frequency ID' (G1MO). A 'Create Schedule' button is present. At the bottom, the 'Loan Schedule' table shows one row with columns for '*Begin Date', 'End Date', 'Instance', and 'Payment Amount'.

Loan Definition			
*Element Name	EMPRESTIMO		
Loan Number	123		
Start Date	12/06/2012		
Total Amount	1000.000000		
Currency Code	USD		

Loan Schedule Setup			
Periods	10	Payment Amount	
Begin Date	12/06/2012	Frequency ID	G1MO

Loan Schedule			
*Begin Date	End Date	Instance	Payment Amount
1 01/01/2013	10/31/2013	1	100.000000

Loan Definition

Element Name Select the element name (deduction) that corresponds to the loan.

Loan Number Enter the loan (reference) number for the specific employee loan.

Start Date Enter the date on which the loan was provided to the employee.

Total Amount Enter the total amount of the loan, and specify the currency corresponding to the amount.

Loan Schedule Setup

Periods or Payment Amount Enter the number of payment periods or the amount of the loan payments. When the system generates the loan schedule it calculates the other value.

Begin Date Enter the date on which the loan repayment begins. The begin date must be after the loan's start date.

Frequency ID Specify the frequency of the loan repayment. Values are *Weekly*, *Biweekly*, *Semimonthly*, and *Monthly*.

Create Schedule Click to create the loan schedule. In the Loan Schedule grid, the system displays a single row with the begin date and end date

of the loan payments, along with the payment amount. (The end date or the payment amount is calculated automatically based on the information you entered.)

Note: Be sure to define the same begin date as in the periods you defined on the Periods page or the Automatic Period Creation page in the core application.

Loan Schedule

You can enter the loan schedule manually, or have the system create it by clicking the Create Schedule button.

Begin Date and End Date

Enter the begin and end dates for the period of time on which the payment amount is valid.

Payment Amount

This is the flat amount that is to be deducted from an employee's payslip.

Note: To create the loan schedule you must define periods, begin date and frequency or Amount.

Creating Deduction Assignments for Loan Schedules

After you define a loan schedule, the system automatically creates a deduction assignment for each loan schedule (Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment by Payee). The component interface creates this deduction assignment. The process inserts a deduction assignment with some supporting element overrides like the following:

Field	Variable
Loan Number	<i>EP VR REF EMP</i> (Loans Reference)
Loan Amount	<i>EP VR TOTAL DEVIDO</i> (Loan Amount)
Total Amount	<i>EP VR TOTAL</i> (Loan's Total Amount)
Date	<i>EP VR DT PAG EMP</i>

All of these variables are used by the process to keep track of each loan balance separately. These variables are also used to calculate the deduction for each loan.

Note: Remember to define the variables listed in the table above when entering your loans outside of the Request Loans BRA page.

Related Links

"Defining Payee Overrides (*PeopleSoft HCM 9.2: Global Payroll*)"

Calculating Loan Payments

Loan payments (using deduction EMPRESTIMO) are calculated using formula $EP \div FM \div EMPRESTIMO$.

Whenever you calculate a given pay process (such as normal payroll, vacation, 13th salary or termination) the system checks for any outstanding loan installments for the employee in that month and whether adjustments were made. Loan payments are then automatically deducted from the employee's salary. After the deduction, the system stores these values for historical purposes.

Note: The EMPRESTIMO deduction cannot exceed 30 percent of net pay.

Adjusting Loan Payments

Adjustments can be handled using Global Payroll rules. If you want to adjust the amount of the loan payment deduction you create a new deduction which provides a rule to reflect adjustments (changing amount or applying a factor to the deduction).

The three methods of adjusting loan values are:

1. Apply a rate to the loan principal value and then divide this value by the number of installments to make them fixed values.
2. Apply a monthly rate on the total due value of the loan and subtract the agreed fixed portion plus adjustment.
3. Adjust only the agreed fixed portion of the installment by a monthly rate, disregarding the principal value of the loan.

Although some companies charge interest on loaned values, this situation is uncommon.

Processing Termination Pay

Understanding Termination Payments

In Brazil, when you terminate an employee, you might need to make the following payments:

- Regular earnings and deductions that are due for the termination period.
- Compensation for unused paid vacation days and the vacation premium.
- Compensation for the 13th salary.

The system prorates worked days in the year to calculate the corresponding 13th salary pay.

- Severance pay or other compensation in the form of special termination earnings.
- Amount owed for all unpaid loans, independent of each other.

This amount is automatically deducted from the last payslip.

Note: Termination payments are calculated in the payroll and not as a separate process.

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. Instructions for running the query are provided in the "Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)" topic.

Prerequisites

Because it is common for some payments and deductions to be made only upon termination and some standard earnings might not be processed as part of termination pay, you must define exactly which earnings or deductions should be processed in response to a termination.

Before termination earnings or deductions can be processed, you must:

- Define termination versions—that is, the set of reasons for termination, layoff, or completion of contract that are considered sufficient to trigger a set of termination payments and deductions.
- Define the earnings and deductions to process upon termination (or layoff and completion) by associating each element with one or more termination versions.
- Use the delivered generation control element RC GC VER RESCIS to trigger the processing of each termination earning and deduction only when the action and reason for an employee's termination match the termination version associated with the earning or deduction.

- Identify the terminated employees and enter the appropriate action/reason for termination on the Job Data pages in PeopleSoft HR.

Related Links

[Understanding Terminations](#)

Running the Employment Contract Termination Report

This section provides an overview of the Employment Contract Termination report and discusses how to create this report.

Page Used to Run the Employment Contract Termination Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Termination Contract Rpt BRA (termination contract report BRA)	GPBR_RC_TER_CON	Global Payroll & Absence Mgmt, Termination Processing, Termination Contract Rpt BRA, Termination Contract Rpt BRA	Run the Employment Contract Termination report.

Understanding the Employment Contract Termination Report

The Employment Contract Termination report formalizes the employee termination with the union. Using this report, the union evaluates if all MTPS payment requirements were met. Employees can use the report to receive their FGTS balances.

The report shows all earnings and deductions that the employee has to receive as part of the termination process; for this reason, it also functions as a payslip for the termination payment. It does not include calculation details for averages. The report gathers only the information of terminated employees for whom the Contract Termination calculation has been completed.

The report contains five parts:

1. Employer data.
2. Employee data.
3. Contract data.
4. Earnings and deductions calculation details.
5. Signature.

Termination Contract Rpt BRA Page

Use the Termination Contract Rpt BRA (termination contract report BRA) page (GPBR_RC_TER_CON) to run the Employment Contract Termination report.

Navigation

Global Payroll & Absence Mgmt, Termination Processing, Termination Contract Rpt BRA, Termination Contract Rpt BRA

Image: Termination Contract Rpt BRA page

This example illustrates the fields and controls on the Termination Contract Rpt BRA page.

The screenshot shows the 'Termination Contract Rpt BRA' page. At the top, there are tabs for 'Run Control ID 1', 'Report Manager', and 'Process Monitor', along with a 'Run' button. Below this is a 'Parameters' section with various input fields and labels. The 'Parameters' section includes:

- *Company: KRO (Empresa Construção Ltda.)
- Begin Date: 01/01/2012 (End Date: 12/07/2012)
- *Format ID: KRDEMPGTO (Format for Payslip)
- *Run Type: KR FOLHA M (Monthly Payment Run Process)
- Vacation Remuneration: TR REM TER RES (Compensation for T.Resc Report)
- Alimony Percentage: PENS LBAS RE (Gross-Net Alimony Base)
- FGTS- Alimony Percentage: (empty field)
- *Number of Copies: 1
- ☐ Complementary Report
- ☐ Print If Zero

 Below the parameters is a 'Selection Criteria' section with three radio buttons: 'Select Establishment ID' (selected), 'Select Department ID', and 'Select Employees'. At the bottom is an 'Establishment Data' section with a 'Find | View All' button, a 'First 1 of 1 Last' indicator, and an 'Establishment ID' input field.

Begin Date and End Date

Enter a date range. The system will select only records falling on or between these dates.

Format ID

Select the element list that contains all the required earnings and deductions that need to be printed, for example, *KRDEMPGTO*.

Run Type

Select the termination run type.

Vacation Remuneration

Select the accumulator that contains the total amount for termination compensation purposes. TR REM TER RES is provided as an example for this accumulator.

Alimony Percentage

If the employee has any garnishment, such as alimony, and you would like to print the percentage that the employee pays, you need to provide a variable element name. TR VR %PEN ALIM is provided as an example of a variable element. You need to

override this variable at the payee level to assign a percentage at the payee level.

Select Establishment ID and Establishment ID

Select to report on all dismissed employees from selected establishments. Enter the establishment IDs in the Establishment Data group box.

Select Department ID and Department ID

Select to report on all dismissed employees from selected departments. Enter the department IDs in the Department Data group box.

Select Employees and EmplID

Select to report on selected employees. Enter the employee IDs in the Employee Data group box.

Running the Unemployment Insurance Request Report

This section provides an overview of the Unemployment Insurance Request report and discusses how to process unemployment insurance requests.

Page Used to Run the Unemployment Insurance Request Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Unemployment Insurance Rpt BRA (unemployment insurance report BRA)	GPBR_RC_UNEMP	Global Payroll & Absence Mgmt, Termination Processing, Unemployment Insurance Rpt BRA, Unemployment Insurance Rpt BRA	Run the Unemployment Insurance report.

Understanding the Unemployment Insurance Request Report

Use the Unemployment Insurance Request process to create the *Caixa Economica Federal* unemployment insurance form upon the request of a terminated employee. The report consists of the following two parts:

- Unemployment Insurance Request
- Dismissal Notice

Note: Only issue the request for dismissed employees for whom you've performed the employment termination calculation. Also, remember that this report includes the mother's name and the employee's address. If you want this information to appear in the report, you must remember to enter it.

Unemployment Insurance Rpt BRA Page

Use the Unemployment Insurance Rpt BRA (unemployment insurance report BRA) page (GPBR_RC_UNEMP) to run the Unemployment Insurance report.

Navigation

Global Payroll & Absence Mgmt, Termination Processing, Unemployment Insurance Rpt BRA, Unemployment Insurance Rpt BRA

Image: Unemployment Insurance Rpt BRA page

This example illustrates the fields and controls on the Unemployment Insurance Rpt BRA page.

Horizontal Alignment

Use this field to align the horizontal printing of the report. Enter a value to change the default alignment value delivered with the report to adjust the report horizontally to your printer.

Vertical Alignment

Use this field to align the vertical printing of the report. Enter a value to change the default alignment value delivered with the report to adjust the report vertically to your printer.

Note: After you run the process, ensure that the information is complete and that the employee is entitled to unemployment insurance.

Viewing Delivered Termination Elements

This section contains information about the following elements that Global Payroll for Brazil delivers to process termination payments:

- Termination earnings.
- Termination process lists and sections.

Termination Earnings

PeopleSoft delivers the following earnings as models of elements that you can create to process termination pay.

Note: The delivered termination earnings for Brazil are defined as PeopleSoft Delivered/Not Maintained, which enables you to modify them to fit your needs. You can also create entirely new termination elements using the delivered elements as your guide.

Earning Element	Description
DOBRO FÉRIAS	<p>Paid Dobro Vacations Termination</p> <p>In case of terminations, the employee is entitled to double vacations, if at the dismissal date the employee has worked there for at least two entitlement periods.</p>
FÉRIAS INDEN	<p>Indemnified Vacations Termination</p> <p>This earning pays for vacations that the employee never takes.</p>
ADIC FÉRIAS	<p>Additional Vacations Termination</p> <p>This earning is the total sum of FERIAS INDEN, DOBRO FERIAS, FER VENCIDO divided by 3.</p>
AVISO INDEM	<p>Severance Pay–Prior Notice</p> <p>If the employee is dismissed without reason and was contracted for an undetermined time, he should receive 1 month of salary of compensation</p>
INDENIZA ADI	<p>Additional Severance Pay</p> <p>If the employee is dismissed without reason in the 30 days before his base date, the employee is entitled to 1 month of salary on the date of dismissal.</p>
IND A 479 ER	<p>Severance Pay Remaining Contract</p> <p>If an employer dismisses an employee with a contract for an established term without reason, the employee is entitled to half of the pay the employee would be entitled to if employed until the end of the contract.</p>
IND A479 EE	<p>Severance Pay Remaining Contract</p> <p>If an employee finishes a contract for an established term before the end date, the employer pays the employee half of the compensation the employee would earn if the employee worked until the end of the contract.</p>
ESTAB PROV	<p>Severance Pay by Stability</p> <p>If an employee is dismissed and he suffered an occupational accident at least twelve months before the dismissal, the employer must pay an additional compensation.</p>

Termination Deductions

PeopleSoft delivers the following deductions as models of elements that you can create to process termination pay.

Note: The delivered termination deductions for Brazil are defined as PeopleSoft Delivered/Not Maintained, which enables you to modify them to fit your needs. You can also create entirely new termination elements using the delivered elements as your guide.

<i>Deductions</i>	<i>Description</i>
FGTS MES AN	FGTS Previous Month
FGTS QUITAÇÃO	FGTS Settlement
FGTS ART 22	40% of FGTS Art. 22

Termination Process Lists and Sections

The preceding lists of termination earnings and deductions can be found in the section GR SE RESCISÃO. There is no defined process list for terminations, since the regular payroll calculation includes termination payments.

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

Related Links

"Understanding Earning and Deduction Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

"Understanding Processing Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

"Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

Managing Year-End Reporting

Understanding RAIS Reporting

The RAIS report (GPBRR01), produced for the *Ministerio do Trabalho e Emprego* (Ministry of Labor), identifies employees who received wages or a salary during the year. It is used by the government to verify the contributions to the social security fund for years of service (FGTS), to provide statistical information for labor market research, and for other purposes.

Prerequisites

Before you can generate the RAIS report, you must enter RAIS parameters for each establishment on the Additional Info - Brazil page in PeopleSoft HR: Workforce Administration. Select the inscription type (CEI or CNPJ) and complete the following sections of that page:

- RAIS Data
- Union Code Contributions
- RAIS Responsible

Also, be sure to enter the establishment's national ID for CNPJ in the Establishment ID section at the bottom of the page.

See "(BRA) Setting Up Brazilian Establishments (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

Defining Company Parameters for the RAIS Report

This section discusses how to:

- Define basic parameters for RAIS reporting.
- Identifying elements for monthly remuneration.
- Define absence parameters for RAIS reporting.

Pages Used to Define a Company's RAIS Parameters

Page Name	Definition Name	Navigation	Usage
RAIS Parameters	GPBR_PARM_RAIS	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, RAIS Parameters BRA, RAIS Parameters	Define basic parameters for RAIS reporting.
RAIS Values	GPBR_PARM_RAIS2	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, RAIS Parameters BRA, RAIS Values	Select the elements that define the monthly remuneration values for RAIS reporting.
RAIS Absence Parameter	GPBR_ABS_RAIS	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, RAIS Parameters BRA, RAIS Absence Parameter	Define absence parameters for RAIS reporting.

RAIS Parameters Page

Use the RAIS Parameters page (GPBR_PARM_RAIS) to define basic parameters for RAIS reporting.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, RAIS Parameters BRA, RAIS Parameters

Image: RAIS Parameters page

This example illustrates the fields and controls on the RAIS Parameters page.

The screenshot shows the 'RAIS Parameters' page for company 'KRC Empresa Demonstração Ltda'. It includes sections for 'Parameters', 'Company Usage', and 'Contractual Salary'. The 'Parameters' section has fields for 'Effective Date' (12/07/2012), 'Base Date for Collective Agree', and 'Establishment Responsible'. The 'Company Usage' section has a table with columns for 'Sequence number' and 'Field Name'. The 'Contractual Salary' section has a table with columns for 'Contract Salary Type', 'Element Type', 'Comp Rate Code', and 'Element Name'.

Base Date for Collective Agreement Enter the month of the negotiations for the collective agreement.

Establishment Responsible

Identify the establishment that is responsible for managing the collective agreement on behalf of the company.

Get Company Legal Name

Identify which name is to appear on the RAIS report: the name of the company or the name of the establishment selected in the Establishment Responsible field.

Company Usage

Use these fields if you want to include additional data in the report for each employee, such as EMPLID (employee ID) or DEPTID (department ID). This data can help you research and verify employee data in the report. You can select any field from the PS_JOB record. When you produce the report, the system includes the first 20 positions of the data from the selected (combined) fields, truncating data that exceeds this limit.

Contractual Salary

For each salary type that your company uses, identify the earning elements, rate codes (or both) that are used to calculate the contractual salary.

Contract Salary Type

Select from the following: *Commission, Daily, Fortnight, Hourly, Monthly, Per Task, or Weekly*. (Define a payee's contract salary type on the Job Information page in PeopleSoft HR.)

Element Type

Select from the following: *Earning or Rate Code*.

Note: Rate codes read the value that is entered on the Compensation page in PeopleSoft HR.

Related Links

"Compensation Page (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

RAIS Values Page

Use the RAIS Values page (GPBR_PARM_RAIS2) to select the elements that define the monthly remuneration values for RAIS reporting.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, RAIS Parameters BRA, RAIS Values

Image: RAIS Values page (1 of 2)

This example illustrates the fields and controls on the RAIS Values page (1 of 2).

The screenshot shows the RAIS Values page for Company KRC. The page is divided into several sections:

- Parameters:** Includes an Effective Date of 12/07/2012 and a search bar for Variable Name.
- Minimum Wage:** A section for setting the minimum wage.
- Monthly Remuneration for RAIS:** A table with columns for Element Type, Comp Rate Code, Element, and Sign use. It includes a search bar and navigation controls.
- Paid in the Vacation Payroll:** A table with columns for Value Description, Entry Type, Element, and Sign use. It includes a search bar and navigation controls.
- First Installment:** A table with columns for Value Description, Entry Type, Element, and Sign use. It includes a search bar and navigation controls.

Image: RAIS Values page (2 of 2)

This example illustrates the fields and controls on the RAIS Values page (2 of 2).

The screenshot shows the RAIS Values page (2 of 2) for Company KRC. The page is divided into several sections:

- Final Installment:** A table with columns for Value Description, Entry Type, Element, and Sign use. It includes a search bar and navigation controls.
- Indemnity of Previous Notification:** A table with columns for Entry Type, Element, and Sign use. It includes a search bar and navigation controls.
- Union Contributions:** A table with columns for Contribution Type, Entry Type, Element, and Sign use. It includes a search bar and navigation controls.
- Payments in Termination:** A table with columns for Termination Payment Type, Entry Type, Element, and Sign use. It includes a search bar and navigation controls.

The sections of the RAIS Values page correspond to sections of the RAIS report. Select the elements that provide the values for each section.

Variable Name

Select the variable that stores the current minimum wage. PeopleSoft delivers, but does not maintain, the variable FP VR SAL MIN NAC for the national minimum salary.

Monthly Remuneration for RAIS

Element Type

Options are *Deduction*, *Earning*, *Monthly Rate*, and *Rate Code*.

Paid in the Vacation Payroll

List the earning elements that are used to pay the 13th salary advance for vacations, and the earning or deduction elements that return the difference between the 13th salary advance and the recalculated first installment.

Value Description

Options are *13th. Salary Advance* and *Diff 13th. Salary Payment*.

First Installment

List the earning and deduction elements that are used to pay the first installment of the 13th salary.

Final Installment

List the earning and deduction elements that are used to pay or adjust the final installment of the 13th salary.

Value Description

Options are *13th. Salary Payment*, *13th. Salary Indemnity Term (13th salary indemnity termination)*, *13th. Salary Prop. Termination (13th salary proportional termination)*, and *Differ 13th. Salary*.

Indemnity of Previous Notification

These fields apply to employees who are terminated before the end of their contract and to employees who receive less than 30 days notice when the union requirement is 30 days notice. Select the earning or deduction elements that are used to calculate the pay difference between the contract end date and the 30-day notice period.

See [Setting Up Payee Data](#).

Union Contributions

Use these fields to identify the earning or deduction elements that are used to calculate employee deductions for union contributions.

Contribution Type

Options are: *Associative Contribution*, *Confederative Contribution*, *Union Contribution*, and *Welfare Contribution*.

Payments in Termination

Use these fields to identify the earning or deduction elements that are used to calculate employee payments in termination.

Termination Payment Type

Options are: *Bank of Hours*, *FGTS Fine*, *Indemnified Vacations*, *Union Adjustments*, and *Other Compensations*.

RAIS Absence Parameter Page

Use the RAIS Absence Parameter page (GPBR_ABS_RAIS) to define absence parameters for RAIS reporting.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, RAIS Parameters BRA, RAIS Absence Parameter

Image: RAIS Absence Parameter page

This example illustrates the fields and controls on the RAIS Absence Parameter page.

Accumulator Name

Select the accumulator that stores the number of days or hours worked for RAIS reporting purposes.

Detail

Use the Absence Take Element and Absence Reason fields to identify the five most frequent types of absences in terms of days. Link each of these absence types to the corresponding RAIS absence reason.

RAIS Absence Reason

Options are *Illness not related to work*, *Illness related to work*, *Mandatory Military Service*, *Maternity or Paternity Leave*, *Route Labor Accident*, or *Typical Labor Accident*.

Generating the RAIS Report

This section discusses how to:

- Produce the RAIS report.
- Resolve errors identified in the log file.

Page Used to Generate the RAIS Report

Page Name	Definition Name	Navigation	Usage
RAIS Report BRA	GPBR_RC_RAIS	Global Payroll & Absence Mgmt, Year-End Processing, RAIS Report BRA, RAIS Report BRA	Generate the annual RAIS report.

RAIS Report BRA Page

Use the RAIS Report BRA page (GPBR_RC_RAIS) to generate the annual RAIS report.

Navigation

Global Payroll & Absence Mgmt, Year-End Processing, RAIS Report BRA, RAIS Report BRA

Image: RAIS Report BRA page

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

Calendar Year Select the reporting year (the year represented by the report data).

Generation Date Select the date for which you are creating the report.

Identifier for Mail Address

Your selection here determines the address that appears on the report. It works in conjunction with the RAIS Rep Type field on the Additional Info - Brazil page, where you select an employee, non-employee, or company.

- From Responsible Person

If you select this option, the system uses the address of the employee, non-employee, or company identified on the Additional Info - Brazil page.

- From Establishment

If you select this option, the system uses the address of the employee's establishment, the establishment designated as headquarters (when non-employee is selected), or the address of the selected company.

Note: The log file for the report includes a warning when the system uses the headquarters establishment. (The Establishment Address page identifies whether an establishment represents the headquarters unit.)

See "(BRA) Setting Up Brazilian Establishments (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

Delivery Type

Select First Delivery if you are producing the RAIS report for the first time. Select Rectification if this report corrects a previously submitted version. Enter the generation date of the originally submitted report in the Date field.

Establishment Selection

Enter one or more establishments for which the RAIS Report is generated. The system generates the report only for the specified establishments.

Reviewing the Log File and Resolving Errors

When you generate the RAIS report, the system produces a log file that lists any errors or warnings you need to resolve. The following table lists the potential errors and warnings and the pages that you use to resolve them.

Issue	Page or Component
Company without parameters or without legal entity.	Company component (COMPANY_TABLE)
Establishment without an inscription type (CEI or CNPJ), without CNAE, or with an incomplete or missing address. Company without headquarters unit.	Additional Info - Brazil page (ESTAB_TBL_BRA)
NonValid Information: On the run control page for the RAIS report you instructed the system to use the establishment's mailing address for the report, however a nonemployee is identified as responsible for the report on the Additional Info - Brazil page.	Additional Info - Brazil page (ESTAB_TBL_BRA) and RAIS Report BRA page (GPBR_RC_RAIS)
City without code.	City Codes BRA page (CITY_CODES_BRA)
Employee without nationality, education level, or ethnic group (which is required when a regulatory region of BRA is specified).	Modify a Person - Regional page (PERSONAL_DATA3)

Issue	Page or Component
Employee with legal name that exceeds 30 characters, or without legal name where the principal name exceeds 30 characters. Employee without gender, person registry (CPF) national ID, or work card (CTPS) national ID.	Modify a Person - Biographical Details (PERSONAL_DATA1)
Union without CNPJ.	Union Location (UNION_TABLE1)

Related Links

"(BRA) Setting Up Brazilian Establishments (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

"Understanding the Process of Updating Person and Job Information (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

"Setting Up Unions (*PeopleSoft HCM 9.2: Manage Labor Administration*)"

"Setting Up Person of Interest Types (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Appendix A

Global Payroll for Brazil Reports

Global Payroll for Brazil Reports: A to Z

The table in this topic lists the Global Payroll for Brazil reports, sorted by report ID.

For more information about running these reports, refer to:

- The corresponding topic in this product documentation.
- *PeopleTools: PeopleSoft Process Scheduler*
- *PeopleTools: BI Publisher for PeopleSoft*
- *PeopleTools: SQL Language Reference for PeopleSoft*

For samples of these reports, see the [Report Samples](#) that are published with this online documentation.

Report ID and Report Name	Description	Navigation	Run Control Page
GPBRMA01 Report name varies (as specified by user on run control page)	This report shows workers' information based on their payroll results, and lists the elements participation in social welfare contributions and income tax.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, MANAD File Process BRA, MANAD File Process BRA	GPBR_RC_MANAD
GPBR_RC_HRS_CA Schedule Override Agreement	This BI Publisher report is an agreement between the Employer and the Employee indicating that the employee agrees to extend his or her schedule when working more than 44 hours a week.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Compensation Agreement BRA, Compensation Agreement BRA	GPBR_RC_HRS_CA
GPBR_HRS_CRD Hours Compensation Agreement	This BI Publisher report shows that the employee's schedule agrees with the employer's schedule for the employee.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Compensation Agreement BRA	GPBR_RC_HRS_CA
GPBR_RC_RBD Benefits by Disability Format	This BI Publisher report is required to pay any benefit related to a disability.	Global Payroll & Absence Mgmt, Social Security/ Insurance, Benefits by Disability BRA, Benefits by Disability BRA	GPBR_RC_RBD
GPBRBA01 Banking	Generates an EFT flat file.	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File BRA, Create EFT Payment File BRA	GPBR_RC_EFTBANK

Report ID and Report Name	Description	Navigation	Run Control Page
GPBRDE01 Depend Statement Income Tax BRA	Using this report, the employee declares his or her eligible dependents for income tax purposes. This report is used during the hiring process and also in case of any data change that affects the employee's income tax status. This declaration should be signed by the employee. With this statement the employee becomes legally responsible for this information. The employee is also responsible for keeping this information up to date by notifying human resources.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Dependnt Statmnt IncomeTax BRA , Dependnt Statmnt IncomeTax BRA	GPBR_RC_INCTAX
GPBRDE02 Family Allowance Register BRA	Generates a report that lists the employees that are eligible for Family Allowance, based on the employee's dependent data.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Family Allowance Registry BRA, Family Allowance Registry BRA	GPBR_RC_FAM_ALLOW
GPBRDE03 End of duties for Family Allow (end of duties for family allowance)	Generates a report that lists the employees that are no longer eligible for Family Allowance, based on the employee's dependent data.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Family Allow. Term of Resp BRA, Family Allow. Term of Resp BRA	GPBR_RC_EFAM_ALLOW
GPBRFE01 Vacation Receipt\Notice BRA	Generates one of two reports. The first (the vacation receipt), provides information for a defined period of vacation, including either information on the acquisitive period or the amounts of vacation time paid. This report serves as a payslip for vacations. The second (vacation notice), provides the required 30-day notice of an employee's vacation dates.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Vacation Receipt\Notice BRA, Vacation Receipt\Notice BRA	GPBR_RC_VAC_REC
GPBRFR01 Financial Register BRA	A summary report that shows earnings, deductions and calculations bases for a selected range of months within a calendar year.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Financial Register BRA, Financial Register BRA	GPBR_RC_FIN_REG
GPBRGP01 GPS Report (<i>Guia de Previdencia Social</i> report)	A monthly report used to pay social security amounts to INSS.	Global Payroll & Absence Mgmt, Social Security/ Insurance, GPS Report BRA, GPS Report BRA	GPBR_RC_GPS

Report ID and Report Name	Description	Navigation	Run Control Page
GPBRRC01 GRFC Report (<i>Guia de recolhimento Rescisório</i> report)	A mandatory report used to pay the FGTS (<i>Fundo de Garantia do Tempo de Serviço</i>). Use this report when a termination occurs (with employer decision unfair cause as the reason) and you need a printed report to pay the FGTS.	Global Payroll & Absence Mgmt, Termination Processing, GRFC Report BRA, GRFC Report BRA	GPBR_RC_GRFC
GPBRRR01 Results Register	Displays, by payee, the results of a payroll calculation, for the earnings, deductions, and accumulators you selected on the Element Lists BRA page. Reports results by segment. A payroll status of Open or Closed appears at the top of the report. Produce after you calculate or finalize a payroll run.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register BRA, Payroll Results Register BRA	GPBR_RC_PAYRSL
GPBRSD01 Unemployment Insurance Report	Generates a <i>Caixa Economica Federal</i> unemployment insurance form, consisting of an Unemployment Insurance Request, and a Dismissal Notice. Produce after employment termination calculation is run.	Global Payroll & Absence Mgmt, Termination Processing, Unemployment Insurance Rpt BRA, Unemployment Insurance Rpt BRA	GPBR_RC_UNEMP
GPBRSF01 SEFIP Process	Generates a FGTS Payment Form and Information to Social Security (GFIP) flat file to send to <i>Fundo de Garantia do Tempo de Serviço</i> (FGTS).	Global Payroll & Absence Mgmt, Social Security/ Insurance, SEFIP Report BRA, SEFIP Report	GPBR_RC_SEFIP
GPBRPS01 Payslip for Brazil	Prints the payslip for the selected establishment, group ID, or employees for the selected calendar group.	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips BRA, Create/Print Payslips BRA	GPBR_RC_PAYSLIP

Report ID and Report Name	Description	Navigation	Run Control Page
GPBRTE01 Termination Contract Report	Generates a report that formalizes the employee termination with the union. The report includes all earnings and deductions the employee has to receive as part of the termination process, and therefore serves as a payslip for the termination payment. The Termination Contract Report includes the following five sections: Employer Data, Employee Data, Contract Data, Earnings and Deductions calculation results, and Signature. Generate only after the contract termination calculation has been completed.	Global Payroll & Absence Mgmt, Termination Processing, Termination Contract Rpt BRA, Termination Contract Rpt BRA	GPBR_RC_TER_CON
GPBRDA01 DARF Report	Generates the DARF report.	Global Payroll & Absence Mgmt, Taxes, DARF Report BRA, DARF Report BRA	GPBR_RC_DARF
GPBRDI01 Monthly DIRF Report BRA	Generates the monthly DIRF report.	Global Payroll & Absence Mgmt, Taxes, Monthly DIRF Report BRA, Monthly DIRF Report BRA	GPBR_RC_DIRF_MENS
GPBRDI02 DIRF Report BRA	Generates the DIRF (<i>Declaração do Imposto Retido na Fonte</i>) report.	Global Payroll & Absence Mgmt, Year-End Processing, DIRF Report BRA, DIRF Report BRA	GPBR_RC_ANNDIRF
GPBRRA01 RAIS Report	Generates the RAIS (<i>Relação Anual das Informações Sociais</i>) report.	Global Payroll & Absence Mgmt, Year-End Processing, RAIS Report BRA, RAIS Report BRA	GPBR_RC_RAIS
GPBRIR01 IREN Report BRA	Generates the IREN report.	Global Payroll & Absence Mgmt, Taxes, IREN Report BRA, IREN Report BRA	GPBR_RC_IREN
GPBRME01 Averages Report BRA	Generates the Averages report including selection options for establishment, group ID, department, and employees.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Averages Report BRA, Averages Report BRA	GPBR_RC_AVG

Report ID and Report Name	Description	Navigation	Run Control Page
BRCAT01 CAT Report Brazil	CAT (<i>Comunicado de Acidente de trabalho</i>). Notice of Accident of work is the form that must be directed to the INSS – National Institute of Social welfare among other documents to receive the benefit of SICKNESS BENEFIT OR RETIREMENT BY DISABILITY, caused by an employee's work accident.	Workforce Monitoring, Health and Safety, Reports, CAT Report BRA, CAT Report BRA	CATRC_INCIDENT_BRA
BRCGED01 CAGED	The <i>Cadastro Geral de Empregados e Desempregados</i> – CAGED (General Register of Employed and Unemployed Individuals) is a permanent register of employee hirings and dismissals.	Workforce Monitoring, Meet Regulatory Rqmts BRA, CAGED File/Report BRA, CAGED File/Report BRA	CAGED_RC_BRA
BRPPP01 PPP Report	The PPP (<i>Profile Profissiográfico Previdenciário</i>) provides information to INSS related to an employee's exposure to harmful agents.	Workforce Monitoring, Health and Safety, Reports, PPP Report BRA	PPP_RC_BRA
GPBRDI02 DIRF Report BRA	The Declaration of Withholding tax (DIRF - <i>Declaração do Imposto de Renda Retido na Fonte</i>) is the report made for the source payer that lists the value of the withheld at source income tax.	Global Payroll & Absence Mgmt, Year-End Processing, DIRF Report BRA, DIRF Report BRA	GPBR_RC_ANNDIRF
GPBRFE02 Vacations Credit Report	This report enables you to list the acquisitive periods for a year by establishment, group ID or selected employees.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Vacation Credit Report BRA, Vacation Credit Report BRA	GPBR_RC_VAC_CR
GPBRGR01 Union Contribution Report	A company discounts and pays a union contribution for its employees equivalent to one normal working day. Typically, the contribution is discounted in March and paid through this report in April.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports GRCS Report BRA, GRCS Report BRA	GPBR_RC_GRCS
GPBRRA01 RAIS Report BRA	This report, produced for the <i>Ministerio do Trabalho e Emprego</i> (Ministry of Labor), identifies employees who received wages or a salary during the year.	Global Payroll & Absence Mgmt, Year-End Processing, RAIS Report BRA	GPBR_RC_RAIS

Report ID and Report Name	Description	Navigation	Run Control Page
GPBRRC02 GRRF Report BRA	The GRRF (<i>Guia de Recolhimento Rescisório do FGTS</i>) Rescisório Collection Guide of the FGTS accelerates the processing of employee retirements from the company.	Global Payroll & Absence Mgmt, Termination Processing, GRRF Report BRA, GRRF Report BRA	GPBR_RC_GRRF
GPBRSC01 INSS Salary Contrib Report BRA (INSS salary contribution report BRA)	This is the Salary Contribution Base report for employees on Illness (<i>RELACÃO DOS SALÁRIOS DE CONTRIBUIÇÃO</i> .)	Global Payroll & Absence Mgmt, Social Security/ Insurance, INSS Salary Contrib. Report BRA, INSS Salary Contrib. Report BRA	GPBR_RC_SALCON
GPBRTC01 Transport Coupon Format	The Transportation Coupon (<i>DECLARAÇÃO E TERMO DE COMPROMISSO VALE TRANSPORTE</i>) is used as a promise of public transportation between home and work for employees	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Transport Coupon Format BRA, Transport Coupon Format BRA	GPBR_RC_TRCOUP