
PeopleSoft HCM 9.2: Global Payroll for Germany

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PeopleSoft HCM 9.2: Global Payroll for Germany
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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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Getting Started with Global Payroll for Germany

Global Payroll for Germany Overview

Global Payroll for Germany delivers elements, rules, pages, processes, and reports that work with the Global Payroll core application to form a complete payroll package for Germany. You can define basic and non-basic earnings, as well as extra period payments and overtime. You can define deductions, such as union fees and garnishments. With Global Payroll for Germany, you can calculate employer and employee social security contributions. You can process loans and advances. You can track absence and vacation balances for employees. With Global Payroll for Germany, you can calculate termination pay, generate payslips, and process banking for employees.

Global Payroll for Germany Business Processes

Global Payroll for Germany supports the following business processes:

- Taxes.

The system enables you to maintain and report a variety of tax data about your employees and tax regulations including information about tax offices, units, church tax, general employee tax data, tax card data, and employee carryover pages. Global Payroll for Germany also enables you to preform advanced calculations such as lump-sum taxes, cash method taxes, annual income calculations, as well as administer double taxation and global assignments.

See [Understanding Taxes](#).

- Social Insurance.

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

See [Understanding Social Insurance Data](#).

- Old-Age Part-Time Employment.

This application calculates the statutory and voluntary gross increases, as well as statutory and voluntary difference amounts for pension insurance.

See [Understanding Old Age Part-Time Employment](#).

- Absences.

PeopleSoft delivers pre-defined rules for processing absences. You may modify some of the absence rules and create new ones to reflect your organization's policies, the specific requirements of tariff contracts, work agreements, and employment contracts.

See [Understanding Delivered Absence Rules](#).

- Payslips.

Global Payroll for Germany enables you to print payslips for monthly salaries and bonuses. Because the format of payslips varies greatly from one organization to another, we provide one format as an example. We also provide a template that enables you to customize the format to accommodate the payslip style your organization uses. You can also print a message on the payslip to an individual payee or groups of payees.

See [Understanding Payslips](#).

- Banking.

Global Payroll for Germany supports electronic transfers from multiple organization accounts to multiple payee accounts. For each payee, you can define the distribution amounts to multiple banks separately for salary and bonus. We provide the direct deposit file in a common format used by all banks in Germany.

See [Understanding Banking Setup](#).

- Data Entry and Transfer Ordinance (DEUEV).

This application gives you the tools for meeting all DEUEV reporting requirements. It tracks reportable business events, enables you to view events, and produces necessary DEUEV reports and data files.

See [Understanding DEUEV Processing](#).

- Garnishments.

Global Payroll for Germany helps you process all the employer tasks involved in handling garnishments. The system determines the correct garnishment amounts, generates the corresponding deductions, and creates bank transfer data.

See [Understanding Garnishments](#).

- Direct Insurance.

Global Payroll for Germany enables you to manage data for the following types of direct insurance: capital life, term life, combined capital and term, retirement, pension insurance with capital options, accident and employment disability insurance with guaranteed premium fund, supplemental accident insurance combined with life insurance, employment disability insurance combined with life insurance, and variable life insurance.

See [Understanding Direct Insurance](#).

- Pension Insurance Association of the German Banks and Banking Industry (BVV) Pension Funds.

The system enables you to create contribution statements using an electronic data interchange notification, report bank and retro payments, and process employee contributions to other types of insurance, such as supplemental insurance policies, voluntary insurance policies, and voluntary differential payments towards existing basic insurance policies.

See [Understanding BVV Funds](#).

We cover these business processes in the business process chapters of this PeopleBook.

Global Payroll for Germany Integrations

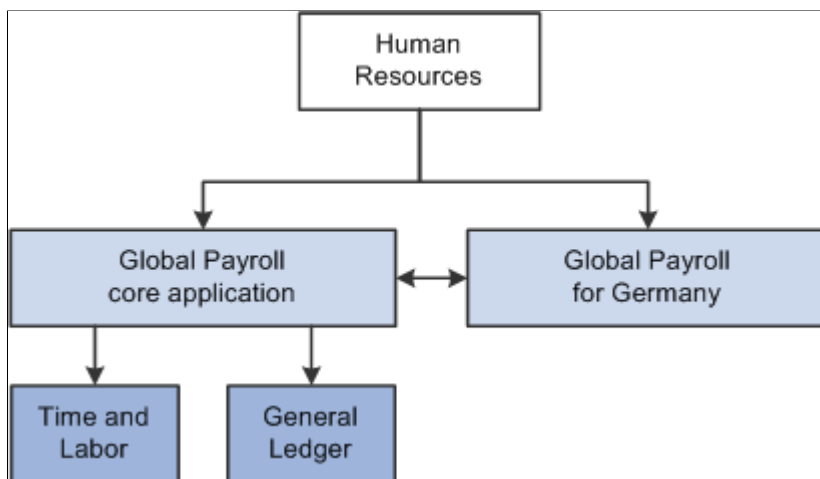
Global Payroll for Germany integrates with these applications through the core Global Payroll application:

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

This diagram illustrates the Global Payroll for Germany integration:

Image: Global Payroll for Germany integration through the core Global Payroll application

Global Payroll for Germany integration through the core Global Payroll application



Integration considerations are discussed in the *PeopleSoft Global Payroll PeopleBook*.

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 Germany 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 PeopleBook 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.

PeopleSoft HCM 9.2: Application Fundamentals

PeopleTools: PeopleSoft Setup Manager

Understanding Global Payroll for Germany

Global Payroll for Germany

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

Delivered Elements

This section discusses:

- Delivered element creation.
- Element ownership and maintenance.

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

Delivered Element Creation

All of the elements and rules delivered as part of your country extension were created using the core application, the same application you use to create additional elements or rules and 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 PeopleBook, we do not reproduce that information here. Instead, we briefly review the relationship between the core application that contains the tools you need to define your own elements and rules, and the country extensions that 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 tools 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, such as country-specific payroll rules, elements, payroll processes, reports, pages, and self-service applications.

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 based on 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 or reconfigured, while others can be configured to meet requirements unique to your organization.

Global Payroll has the following five categories of element ownership:

| | |
|--|--|
| PS Delivered/Maintained (PeopleSoft delivered/maintained) | Elements delivered and maintained on an ongoing basis by PeopleSoft. |
| PS Delivered/Not Maintained (PeopleSoft delivered/not maintained) | Elements delivered by PeopleSoft that the customer must maintain. This category consists primarily of either customary (non-statutory) rules or statutory elements that customers may want to define according to a different interpretation of the rules. Although PeopleSoft may occasionally update elements defined as PS Delivered/Not Maintained, 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 (PeopleSoft delivered/customer maintained) | Elements that were originally PS Delivered/Maintained elements over which the customer has decided to take control (this change is irreversible). |
| PS Delivered/ Maintained/ Secure (PeopleSoft delivered/maintained/secure) | Delivered elements that the customer can never modify or control. |

Related Links

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

Element Naming

This section discusses:

- Supporting elements.

- Primary elements.
- Component names (suffixes).
- Functional area codes for Germany.
- Element type codes (PIN_TYPE).
- Abbreviations in element names for Germany.

Note: 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. PeopleSoft applications use specific naming conventions that are described in this section, such as supporting element, primary element and component name.

Supporting Elements

Global Payroll for Germany uses the naming convention DE FF NAME for arrays, brackets, counts, dates, durations, formulas, rate codes, variables, historical rules, fictitious calculation rules, proration rules, rounding rules, accumulators, sections, element groups, and generation control conditions. Following is an explanation of the components of the naming convention:

| | |
|-------------|---------------------------------|
| DE | Functional area code. |
| FF | Type of supporting element. |
| NAME | The description of the element. |

For example, DE_TX_LSTYY is the formula that calculates the annualized tax according to the published flowchart.

Primary Elements

Global Payroll for Germany does not use type codes in primary element names. Global Payroll for Germany uses the naming convention FF NAME for earnings and deductions elements, which are primarily elements.

| | |
|-------------|---------------------------------|
| DE | Functional area code. |
| FF | Type of supporting element. |
| NAME | The description of the element. |

For example, DE_TX_0003C is the estimated yearly income for regular bonus taxation.

Component Names (Suffixes)

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

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

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

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

Related Links

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

Functional Area Codes for Germany

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

| Functional Area Code | Description |
|-----------------------------|---------------------------------|
| A1 | Level 1 statutory accumulators. |
| A2 | Level 2 statutory accumulators. |
| A3 | Level 3 statutory accumulators. |
| AB | Absences. |
| AL | General elements. |
| AZ | Old-age part time. |
| BK | Bank transfer accumulators. |
| BV | BVV pension funds. |
| CC | Company car taxation. |
| DD | Deductions. |
| DV | DEUEV elements. |
| EM | Error processing. |
| ER | Earnings. |
| FL | Flexible worktime. |
| GR | Garnishments. |
| KU | KUG (short time work). |
| MT | Maternity. |
| OT | 3b calculation. |

| Functional Area Code | Description |
|-----------------------------|---|
| RC | Rate code elements. |
| RP | Pay balance accumulators / Writable arrays. |
| SF | SFN premium calculation. |
| SI | Social insurance. |
| TX | Tax. |
| WR | Writable arrays. |

Element Type Codes (PIN_TYPE)

This table lists codes for all of the element types in PeopleSoft Global Payroll. Because not all element types are delivered for Germany, not all of these codes appear in the names of German elements.

| Element Type Code | Description |
|--------------------------|-------------------------|
| AE | Absence Entitlement. |
| AT | Absence Take. |
| AC | Accumulator. |
| AR | Array. |
| AA | Auto Assigned. |
| BR | Bracket. |
| CT | Count. |
| DT | Date. |
| DD | Deduction. |
| DR | Duration. |
| ER | Earnings. |
| EG | Element Group. |
| EM | Error Message. |
| FC | Fictitious Calculation. |
| FM | Formula. |
| GC | Generation Control. |

| Element Type Code | Description |
|--------------------------|-----------------------|
| HC | Historical Rule. |
| PP | Previous Period Rule. |
| PR | Process. |
| PO | Proration Rule. |
| RC | Rate Code. |
| RR | Rounding Rule. |
| SE | Section. |
| SY | System Element. |
| VR | Variable. |

Suffixes for Germany

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

Related Links

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

Delivered Elements for Germany

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

Related Links

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

Archiving Data for Global Payroll for Germany

PeopleSoft Global Payroll for Germany generates a large amount of result data. This data often needs to be maintained for audit or regulatory purposes. To keep the amount of stored data manageable, you should periodically archive it. PeopleSoft PeopleTools delivers an archiving tool called the Data Archive Manager. To aid you in archiving your result data using the Data Archive Manager, PeopleSoft Global Payroll for Germany delivers a predefined archive object (GPDE_RSLT_ARCHIVE) and an archive template (GPDERSLT). The delivered archive template uses queries that select data by calendar group ID (CAL_RUN_ID field). The calendar group ID can be used to archive single or multiple calendar group data.

The archiving function captures data from the calculation, banking, general ledger, and other post processing tables. This table lists the result tables that are archived for Global Payroll for Germany:

| Result Record Type | Record Archived |
|------------------------------|------------------------|
| Calculation (Writable Array) | GPDE_BV_RP |
| Calculation (Writable Array) | GPDE_GR_RSLT_WA |
| Calculation (Writable Array) | GPDE_RP_0001 |
| Calculation (Writable Array) | GPDE_RP_0002 |
| Calculation (Writable Array) | GPDE_RP_0003 |
| Calculation (Writable Array) | GPDE_RP_AZ01 |
| Calculation (Writable Array) | GPDE_RP_FL01 |
| Calculation (Writable Array) | GPDE_RP_SI01 |
| Banking | GPDE_BK_XFER_EE |
| General Ledger | None |
| Other Post Processing | None |

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*)".

Defining Country Data

Understanding General System Setup

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

This section discusses how to:

- Define the installation table.
- Define primary permission list preferences.
- Define language preferences.
- Define currency.
- View delivered elements.

Defining the Installation Table

When you first install PeopleSoft HCM, you must access the Installation Table to specify various defaults for your particular implementation of the system. The Installation Table component consists of several pages, including the following:

- Products page, where you indicate the products that you're installing, such as Global Payroll.
- Country Specific page, where you enter country-specific installation information.

We strongly recommend that you read about the Installation Table in more detail in the PeopleSoft HCM documentation.

Related Links

"Setting Up Implementation Defaults (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Defining Primary Permission List Preferences

In PeopleSoft HCM, use the Primary Permission List Preferences component to set predefined tableset sharing, system-wide defaults, and settings for each of your primary permission lists. Based on the default values that you indicate for the options on the Primary Permission List Preferences Table, such as business unit, setID, currency, country, and company code, when an operator logs on to PeopleSoft HCM, the system populates fields with the values that you specified here.

Use the Primary Permission List Preferences - Defaults page to define your company, country, and currencies. Use the Primary Permission List Preferences - Settings page to define your payroll system.

Related Links

"Setting Up Primary Permission List Preferences (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Defining Language Preferences

This PeopleSoft application has built-in language preference capabilities. Regardless of your system's base language, you can view your PeopleSoft application in any supported language. You can set your language of preference in two ways:

- Using the Language Preferences page.
- Using the International Preferences page.

You can view a foreign language sign on page for each language supported by the system. Ensure that your browser accepts the language that you want to use. Once the setup is complete, you can select the Language Name button to view the sign-on page in a given language. The language that you select on the Language Preference page determines the language in which the whole application appears on your browser.

Once you're logged in to a PeopleSoft application, you can change your language preference at any time during your session on the International Preferences page. If you change your language preference here, the language code is not written to the database. It is only stored in PeopleTools memory for the duration of the current session.

Related Links

"Setting Language Preferences (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Defining Currency

Defining currency in Global Payroll is a two-part process. First, in order to use multiple currencies within Global Payroll, you must set up and maintain these tables:

- Currency Code Table.
- Currency Rate Type Table.
- Currency Exchange Rate Table.

Second, you must define the currency code and the currency rate type on the Primary Permission List Preferences - Defaults page.

Note: Global Payroll is designed to meet the changing currency requirements of the European Monetary Union (EMU). The system supports all currencies and enables multiple currency conversions. This flexibility ensures that as the EMU regulations change, you can still meet your needs.

Once you've set up your currency rate codes, rate types, and exchange rates, you can use them to control your input and output amounts.

Global Payroll uses a two-tiered approach to currency codes:

- Pay entity level.

- Element definition level.

All employees are assigned to pay groups. Each pay group is assigned to one pay entity. The currency entered on the Pay Entity Processing Details page in the core Global Payroll application affects all pay groups assigned to that pay entity. All processing for all employees associated with a pay entity occurs in the pay entity currency. The pay entity currency is also referred to as the *processing currency* in Global Payroll.

Online Currency Defaults

When defining a monetary type of element, such as an earnings or deduction, you must specify a currency code for any field with a monetary format.

Currency can be automatically determined by the primary permission list preference, the element definition, or pay entity.

Related Links

"Understanding Currency (*PeopleSoft HCM 9.2: Application Fundamentals*)"

"Understanding Multiple Currencies (*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 Germany. Instructions for running the query are provided in the *PeopleSoft Global Payroll PeopleBook*.

Related Links

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

Setting Up Core Tables

You must define several tables in the core Global Payroll application before you use it. This section discusses setup considerations for:

- Pay groups.
- Pay entities.
- Defaults.
- Triggers.

These pages are fully documented in the *PeopleSoft Global Payroll PeopleBook*. Refer to that documentation for information about these pages.

Pay Groups

Global Payroll uses a logical grouping, called *pay group*, to qualify individuals for payment. Typically, all individuals in a pay group have something in common that causes them to be processed at the same time in the payroll system.

Common examples of pay groups are salaried and hourly pay. You can assign a payee's default earnings and deductions based on pay group if you select this option at installation time. A pay group can be associated only with a single Pay Entity.

Each pay group has a default Eligibility Group associated with it. This is traditionally the default earnings and deductions for the pay group population. The default Eligibility Group that is associated with a pay group is used as the payee level default. You can override these defaults.

Pay groups are ultimately associated with Pay Calendars to process a payroll. It is important to group payees who are paid with the same pay frequency—weekly, monthly, and so on—as well as payees who typically receive the same type of earnings and deductions.

Related Links

"Defining Pay Groups (*PeopleSoft HCM 9.2: Global Payroll*)"

"Defining Pay Group Overrides (*PeopleSoft HCM 9.2: Global Payroll*)"

Pay Entities

Pay Entity defines the organization making payment to the payees. It also defines the type of currency to be used as the processing currency for every calculation.

Only one processing currency can be defined in Pay Entity. However, you can have multiple types of currency used as input and output. For example, you could enter your data in one type of currency and have 50 percent paid in one currency and 50 percent in another currency, regardless of the processing currency defined in Pay Entity.

The processing currency defined in Pay Entity is the currency that is used to generate reports.

A Pay Entity can be linked to one or more pay groups. However, each pay group is linked with only one Pay Entity.

You associate a specific country with each Pay Entity. This country designation is important for many features in Global Payroll such as the groups of calendars with a single calendar group ID, retro methods, and trigger definitions.

Related Links

"Defining Pay Entities (*PeopleSoft HCM 9.2: Global Payroll*)"

Defaults

All of your payments are processed through source banks. Specify the classification criteria for your source banks when the system is installed. You have the following options:

- Pay entity.
- Department.
- Pay group.

Related Links

[Understanding Banking Setup](#)

Triggers

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

PeopleSoft delivers trigger definitions for basic PeopleSoft records. You will need to set up triggers for additional fields and modified or new records created during the implementation.

Adjusting Trigger Effective Dates

When defining triggers, you select a predefined effective date type. However, certain triggers may need date adjustments at processing time to properly record triggered events.

For example, employees usually terminate or leave at the end of the month. When processing these actions the system sets the effective date equal to the last day worked + 1. Accordingly, the effective date of the action will be entered on the job record as the first day of the following month. To properly record the action, the trigger needs to be adjusted for the last day worked. Also, if the action is entered into the system after the current month has been finalized, the system needs to retroactively trigger the month that recorded the last day worked.

To adjust trigger effective dates, offset values can be set for individual field values during trigger definition. Offsets can only be used for Retro triggers, and Field level triggers having pre-existing field values.

Global Payroll for Germany provides effective date offset values for select fields. For the Action field, on the Job Data record, the following Offset Days values are set to -1:

- TER (termination).
- RET (retirement).
- LOA (leave of absence).
- LOF (layoff).
- TWP (termination with pay).
- TWB (termination with benefits).

Related Links

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

Selecting the Print Class

Use the Print Classes DEU (GPDE_BL_PRINT) component to select the print class.

This section discusses how to:

- Specify a print class.

- View the specifics of a print class.

Note: Each report has its own layout, design, and specification distinguished by a print class. Select a specific print class on the run control page before running a report.

Pages Used to Select the Print Class

| Page Name | Definition Name | Navigation | Usage |
|------------------|-----------------|---|---|
| Print Class | GPDE_BL_PRINT | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Print Classes DEU, Print Class | Assign specifications to a print class and select how an element appears in a printed report. PeopleSoft delivers some print classes, but you can also create your own. |
| Print Class View | GPDE_BL_PRNT_VW | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Print Classes, Print Classes DEU, Print Class View | View the specifics of a print class. |

Print Class Page

Use the Print Class page (GPDE_BL_PRINT) to assign specifications to a print class and select how an element appears in a printed report.

PeopleSoft delivers some print classes, but you can also create your own.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Print Classes DEU, Print Class

Image: Print Class page

Print Class page

Print Class

Print Class View

Print Class

GPDEMO1

Print Class

| *Entry Type | Element Name | Status | Override Sign | Print Group | Print Sequence | Print Hours | Print Factor | Print Percent | Print Amount | Print Base | Print Sum Amount | Print Total | Static PIN Indicator | | |
|-------------|--------------|--------|---------------|-------------|----------------|-------------|--------------|---------------|--------------|------------|------------------|-------------|----------------------|---|---|
| 1 ER0 | DE_ER_M20000 | Active | | 20 | 20000 | | | | | | | | | + | - |
| 2 ER0 | DE_ER_M10000 | Active | | 20 | 10000 | | | | | | | | | + | - |
| 3 ER0 | DE_TX_0016 | Active | | 92 | 10000 | | | | | | | | | + | - |
| 4 ER0 | DE_ER_M12000 | Active | | 20 | 12000 | | | | | | | | | + | - |
| 5 ER0 | DE_ER_M13000 | Active | | 20 | 13000 | | | | | | | | | + | - |
| 6 DD0 | DE_TX_0002 | Active | | 40 | 102 | | | | | | | | | + | - |
| 7 DD0 | DE_TX_0003 | Active | | 40 | 103 | | | | | | | | | + | - |
| 8 AC0 | DE_A1_GBRUT | Active | | 30 | 10 | | | | | | | | | + | - |
| 9 DD0 | DE_TX_0024 | Active | | 40 | 124 | | | | | | | | | + | - |
| 10 DD0 | DE_TX_0025 | Active | | 40 | 125 | | | | | | | | | + | - |

Personalize

Find

View 100

First

1-10 of 304

Last

This page defines which elements are printed and in which block and order they are printed. For some reports, you also define which components, like base or rate, are printed for an element.

| | |
|-----------------------------|---|
| Entry Type | Values are <i>AC0</i> , <i>DD0</i> , and <i>ER0</i> . |
| Override Sign | Changes the default sign of each element. |
| Print Group | The group in which the element is printed on the report. |
| Print Sequence | The sequence in which the element is printed on the report. |
| Print Hours | When selected, the element prints as hours. |
| Print Factor | When selected, the element prints as a factor. |
| Print Percent | When selected, the element prints as a percent. |
| Print Amount | When selected, the element prints as an amount. |
| Print Base | When selected, the element prints as a base. |
| Print Sum Amount | When selected, the element prints as a sum amount. |
| Print Total | When selected, the year-to-date total prints. |
| Static PIN Indicator | Select this option for fixed elements in the report. |

Print Class View Page

Use the Print Class View page (GPDE_BL_PRNT_VW) to view the specifics of a print class.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Print Classes, Print Classes DEU, Print Class View

This display-only page offers a display-only view of the fields on the Print Class page.

Setting Up Default Types for Reporting

Use the Installation Options DEU (GPDE_AL_INSTALL) component to set up default types for reporting.

This section discusses how to enter default types for reporting.

Page Used to Set Up Default Types for Reporting

| Page Name | Definition Name | Navigation | Usage |
|--------------------------|------------------------|---|-------------------------------------|
| Installation Options DEU | GPDE_AL_INSTALL | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Installation Options DEU, Installation Options DEU | Set up default types for reporting. |

Installation Options DEU Page

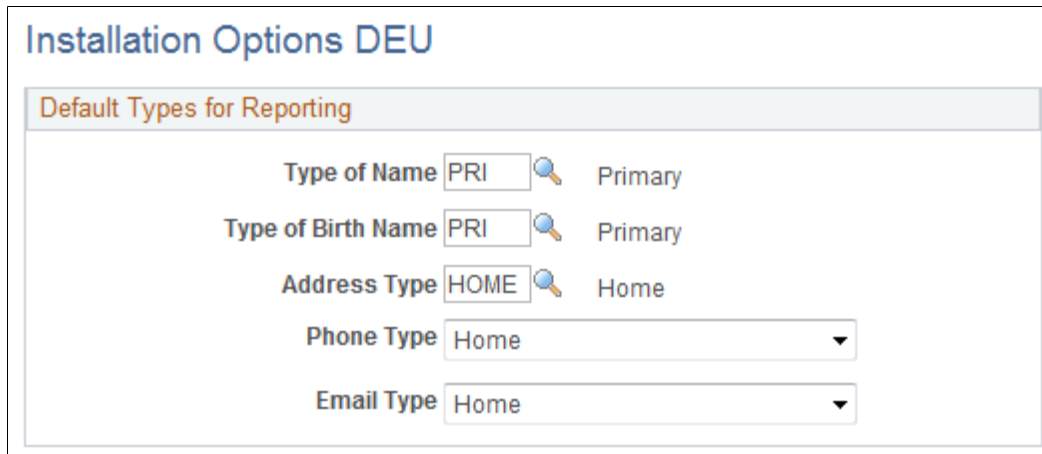
Use the Installation Options DEU page (GPDE_AL_INSTALL) to set up default types for reporting.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Installation Options DEU, Installation Options DEU

Image: Installation Options DEU page

Installation Options DEU page



The screenshot shows the 'Installation Options DEU' page with a section titled 'Default Types for Reporting'. It contains five fields with their respective values and descriptions:

| Field | Value | Description |
|--------------------|-------|-------------|
| Type of Name | PRI | Primary |
| Type of Birth Name | PRI | Primary |
| Address Type | HOME | Home |
| Phone Type | Home | |
| Email Type | Home | |

You must set up certain defaults for German reporting.

PeopleSoft HCM allows you to define different types of names and addresses. This page defines the one type of name/birth name and address that will be used for payroll and DEUEV reporting. In general, you should not need to modify this setup.

Phone Type

Values are *Business, Campus, Cellular, Dormitory, FAX, Home, Main, Other, Pager 1, Pager 2, and Telex.*

Email Type

Values are *Business, Campus, Dorm, Home, and Other.*

Related Links

"Understanding Generic Reports (*PeopleSoft HCM 9.2: Global Payroll*)"

Chapter 4

Managing Social Insurance

Understanding Social Insurance Data

As an employer, you are legally required to maintain and report a variety of tax and social insurance data about your employees. You must register employees with the health insurance providers that they select, and you are responsible for control notifications. For example, you are responsible for control notifications if a new employee has not submitted a social insurance ID within three days of beginning work.

Enter employee social insurance data in the Social Insurance component, which consists of the Contributions, SI Details, and Retiree Health Insurance pages.

Social insurance consists of the following types of insurance: health, nursing care, retirement or pension, and unemployment. View the individual types by using the inner scroll arrows. You must enter all social insurance information before you can save your data.

Understanding Flexible Worktime

Global Payroll for Germany handles the calculations necessary to accommodate flexible worktime agreements between an employer and an employee. The only data that you need to supply the system is the effective date of the flexible worktime contract.

Flexible worktime functionality addresses the following payroll processing needs:

- Collecting savings for flexible worktime.

Savings are input using earnings (one for monetary savings and another for time savings). These earnings contribute their amounts/hours, depending on the social insurance region, to corresponding accumulators.

- Collecting SI-Gross Space.

The gross space is the amount between the contributed gross and the monthly limit for that social insurance branch.

- Calculation of social insurance contributions during the regular spending of flexible worktime earnings.

When employees are spending their saved amounts in a free time phase, then the amounts are used as the base for the calculation of contributions the same way as normal gross payment.

- Calculation of social insurance contributions for disruptive events (*Stoerfall*).

If an employee does not use the saved amounts for free time phases, but gets the amounts paid back partly or in full, then a disruptive event happens. In this case the amount is insured similar to a

bonus, but the cumulated gross space of the whole flexible worktime period is used to determine the insurable gross, not only the gross space of the current year. A disruptive event also happens when the employee dies before he can make use of the free time phase.

- DEUEV reporting.

The existence of a disruptive event (*Stoerfall*) needs to be reported as a DEUEV event.

Flexible Worktime Element Naming Conventions

To clarify the identification of element functionality, most PeopleSoft-delivered elements used by the flexible worktime calculations process follow a specific naming convention, which is described in this table:

| Flexible Worktime Element Type | Element Name Format |
|---------------------------------------|----------------------------|
| Accumulator | DE_FL_A<code> |
| Savings (<i>Wertguthaben</i>) | DE_FL_W<code> |
| Gross Space (<i>Luft</i>) | DE_FL_L<code> |
| Earnings/Deduction | DE_FL_E<code> |

The <code> portion of the element name is a three-digit code, followed by the letter *E* or *S*, and then followed by a final digit. Element names follow one of two specific <code> formats:

<owner><unit><region>E<usage>

<owner><unit><region>S<SI branch>

This table details the meanings of the digits and letters in the <code> portion of an element name.

| Digit/Letter | Purpose | Values |
|---------------------|--|---|
| 1 (first) | Owner/Calculation Type | 0 = Calculation K = Customer P = PeopleSoft |
| 2 (second) | Unit | 0 = Not Applicable 1 = Units/Hours |
| 3 (third) | Region | 0 = Not Applicable 1 = East 2 = West |
| 4 (fourth) | Earnings Type or Social Insurance Branch | E = Earnings Type S = Social Insurance Branch |

| Digit/Letter | Purpose | Values |
|---------------------|--------------------|--|
| 5 (fifth) | Usage or SI Branch | <p>If the fourth letter is an E:</p> <p>0 = Amount/Balance</p> <p>1 = Amount to save</p> <p>2 = Free time payback</p> <p>3 = Stoerfall payback</p> <p>If the fourth is an S:</p> <p>0 = Not Applicable</p> <p>1 = Health Insurance</p> <p>2 = Home care Insurance</p> <p>3 = Pension Insurance</p> <p>4 = Unemployment Insurance</p> |

Examples

DE_FL_E001E2 = Free time payback amount earning for the east region used in the calculation.

DE_FL_A012E3 = Stoerfall payback time in units accumulator for the west region used in the calculation.

Viewing Delivered Elements

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

Related Links

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

Entering Social Insurance Data

This section discusses how to:

- Set up SI data for employees.
- Enter additional social insurance details for employees.
- Enter retiree health insurance data.
- Set up multiple employments data.

- Set up flex time entry.
- Set up a pay entity location.
- Report social insurance cContributions - GPDESI10.

Pages Used to Enter Social Insurance Data

| Page Name | Definition Name | Navigation | Usage |
|--|------------------------|---|--|
| Maintain Social Ins Data DEU - Contributions | GPDE_SI_DATA1 | Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Contributions | View and set up income limits for individual types of social insurance. PeopleSoft delivers and maintains the Income Limits Table, but you can change the data if necessary. |
| Maintain Social Ins Data DEU - SI Details (social insurance details) | GPDE_SI_DATA3 | Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, SI Details | Enter additional social insurance data. |
| Maintain Social Ins Data DEU - Retiree Health In (retiree health insurance) | GPDE_SI_DATA4 | Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Retiree Health In | Enter retiree health insurance data. |
| Maintain Social Ins Data DEU - Multiple Employments | GPDE_SI_MUL | Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Multiple Employments | Select a check box to indicate that the employee is employed by multiple employers for DEUEV.. For each employment, you can also enter the gross amount that is covered by social insurance from the other employments. |
| Maintain Social Ins Data DEU - Flex Time Entry | GPDE_FL_DATA | Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Flex Time Entry | Enter data for the flex time agreement between employer and employee. |
| Pay Entity Location DEU | GPDE_AL_PE_LOC | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity Location DEU, Pay Entity Location DEU | Each location of a company has a reporting number for reporting social insurance contributions to the pension provider. Enter the social insurance reporting number of the paying entity location here. This information is used in the SI Contributions Report DEU. |

| Page Name | Definition Name | Navigation | Usage |
|--|-----------------|---|---|
| Compulsory Health Ins Rpt DEU (compulsory health insurance report DEU) | GPDE_RC_SI09 | Global Payroll & Absence Mgmt, Social Security/Insurance, Compulsory Health Ins Report DEU, Compulsory Health Ins Rpt DEU | Helps employers to decide about the right health insurance contribution class (voluntary versus mandatory). |
| SI Contributions Report DEU | GPDE_RC_SI10 | Global Payroll & Absence Mgmt, Social Security/Insurance, SI Contributions Report DEU, SI Contributions Report DEU | Summarizes all social insurance data relevant to all employees. Displays all the values that are set for a specific organization. |

Maintain Social Ins Data DEU - Contributions Page

Use the Maintain Social Ins Data DEU - Contributions page (GPDE_SI_DATA1) to view and set up income limits for individual types of social insurance.

PeopleSoft delivers and maintains the Income Limits Table, but you can change the data if necessary.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Contributions

Image: Maintain Social Ins Data DEU - Contributions page

Maintain Social Ins Data DEU - Contributions page

The screenshot displays the 'Maintain Social Ins Data DEU - Contributions' page for employee Heiner Breit-Gossmann (Empl ID KD0001). The page features several tabs: 'Contributions' (selected), 'SI Details', 'Retiree Health In', 'Multiple Employments', and 'Flex Time Entry'. Below the tabs, the employee's name and ID are shown. The 'Effective Date' is set to 11/01/2011. The 'DEUEV Contribution Group Code' is 1111, and the 'Miners' Social Insurance' checkbox is unchecked. The 'Insurance Details' section shows 'SI Coverage Type' as Health Insurance, '*Insurance Coverage Type' as Mandatory, and '*Region' as West. The 'Contribution Group' is 1, and the 'Social Insurance Provider' is AOKDW. The '*Calculation Rate' is 1. The 'ER Remits' checkbox is checked.

Note: Save the employee social insurance data only after you enter all the required data in the pages of this component.

Use the scroll arrows to select the individual types of social insurance types.

Effective Date

The system automatically sets this field to the employee's hire date. You can override this and enter another effective date for processing the employee's social insurance contributions.

DEUEV Contribution Group Code

The DEUEV contribution group code of the employee.

SI Provider (social insurance provider)

The entity that provides the insurance coverage type that you specify as the primary provider. The value of this field remains the same for all social insurance types.

Note: The system populates this field for the coverage type *Health Insurance*. This field is blank if the employee is privately insured.

Miners' Social Insurance

Select if the employee is a member of a miners' insurance association.

Insurance Details**SI Coverage Type (social insurance coverage type)**

The individual types of insurance.

Primary Provider

Select to specify that the selected insurance provider is also the primary provider for social insurance contributions. The DEUEV reports will be sent to this provider.

Warning! If no social insurance provider has been assigned to the selected primary provider, the system issues a warning. Only one insurance type can be specified as the primary provider. It is possible, however, not to assign a primary provider to an employee.

Insurance Coverage Type

Select your employee's coverage type: *Mandatory*, *None*, *Private*, or *Voluntary*.

If the employee's coverage type is *Mandatory* or *Voluntary*, the system enables you to specify the contribution group.

Region

Select your employee's region: *East* or *West*.

The region of the primary health care provider is the default setting.

Contribution Group

If the employee's Insurance Coverage Type is *Mandatory* or *Voluntary*, the system allows you to specify the contribution group.

Social Insurance Provider

Select the health insurance provider that insures this employee.

| | |
|------------------------------|--|
| Calculation Rate | The calculation rate. This is a reference to the contribution rates of the provider. |
| Total Computed Cost | This field becomes available for entry if you enter <i>Private</i> in the Insurance Coverage Type field. The value that you enter for Total Computed Cost must be greater than zero. |
| ER Remits | If the employer pays health insurance contributions, select this check box. This option is available only if you select <i>Private</i> in the Insurance Coverage Type field. |
| Employer Contribution | <p>This field becomes available for entry if you enter <i>Private</i> in the Insurance Coverage Type field.</p> <p>The value in this field must not be greater than the Total Computed Cost (0 is a valid value).</p> <p>If the Total Computed Cost is greater than zero, the system calculates the value in the Employer Contribution field as follows:</p> $\text{Employee Contribution} = \text{Total Computed Cost} - \text{Employer Contribution}$ <p>The value you enter here must not be greater than the Total Computed Cost (0 is a valid value).</p> |

Maintain Social Ins Data DEU - SI Details (Social Insurance Details) Page

Use the Maintain Social Ins Data DEU - SI Details (social insurance details) page (GPDE_SI_DATA3) to enter additional social insurance data.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, SI Details

Image: Maintain Social Ins Data DEU - SI Details page

Maintain Social Ins Data DEU - SI Details page

| | | | | |
|-------------------------------|----------------------------|-----------------------------------|--------------------------------------|---------------------------------|
| Contributions | SI Details | Retiree Health In | Multiple Employments | Flex Time Entry |
|-------------------------------|----------------------------|-----------------------------------|--------------------------------------|---------------------------------|

Name Heiner Breit-Gossmann Empl ID KD0001 Empl Record 0

Date of Birth 01/01/1943

| Social Insurance Number | | | | | |
|---|-------------------|-------------------------|--------------|-------------------------------------|----------------------------|
| Personalize Find View All 1 of 1 First Last | | | | | |
| Country | *National ID Type | Description | National ID | Primary ID | Change NID |
| DEU | VSNR | Social Insurance Number | 19330143B494 | <input checked="" type="checkbox"/> | Change NID |

| Insurance Details | |
|--|--|
| Find View All First 1 of 1 Last | |
| Effective Date 11/01/2011 | DEUEV Contribution Group Code 1111 |
| *Employee Category 101 Regular SI Taxable | |
| *BA Code 486 Compos. floor/terrazzo layer | Employment Type COUNTRY MANAGER |
| *Position 2 2 Blue Collar Prof | |
| *Education 7 7 unknown degree | |
| *Pension Type 0 No Pension Applic'n/Payments | |
| Insignificant Employment Not Insignificant | Glidezone Calculation |
| SI Card Date Presented | Method |
| | DEUEV Employment Status Regular Employment |
| | <input type="checkbox"/> SI-Technical Hire |

Note: You can save the employee social insurance data only after you enter all the required data in the pages of this component.

| | |
|--------------------------------------|---|
| Date of Birth | Populates from the employee's personal data. |
| Country | Must be DEU. |
| National ID Type | Select <i>VSNR</i> for German Social Insurance Number or <i>EU VSNR</i> for European Social Insurance Number. |
| National ID | Enter the employee's social insurance number. |
| Primary ID | Select if the National ID has to be used for the German DEUEV process. |
| EU Social Insurance Number | Enter the employee's EU social insurance number. |
| Insurance Details | |
| Effective Date | Populates from the Contributions page. |
| DEUEV Contribution Group Code | The DEUEV contribution group code of the employee. |

| | |
|---|---|
| Employee Category | Enter the code applicable to the employee. |
| BA Code (German Federal Employment Services Office code) | Select the employee's job code in accordance with the official codes of the German Federal Employment Services Office. |
| Employment Type | Enter the employee's employment type. You can save the social insurance data only when you enter a value here and select a value in the Position field. |
| Position | <p>You can save the social insurance data only when you select a value here and in the Employment Type field. Select the employee's position:</p> <ul style="list-style-type: none"> • <i>0 Applicant</i> • <i>1 Blue Collar, non prof</i> (nonprofessional) • <i>2 Blue Collar Prof</i> (blue-collar professional) • <i>3 BC Master</i> (blue-collar master) • <i>4 White Collar</i> • <i>5 Homeworker; domestic business</i> • <i>8 Part Time < 18 Hrs.</i> (18 hours) • <i>9 Part Time >= 18 Hrs</i> |
| Education | <p>Select the employee's education code in accordance with the official codes of the German Federal Employment Services Office:</p> <ul style="list-style-type: none"> • <i>0 N/A</i> • <i>1 General Secondary w/o Prof</i> • <i>2 General Secondary with Prof</i> • <i>3 Gen Univ Entr no Prof Train</i> • <i>5 Technical College Degree</i> • <i>6 University Degree.</i> • <i>7 unknown degree</i> • <i>Gen Univ Entr w/Prof Train</i> |
| Pension Type | Enter the type of pension that the employee receives. This entry is used to classify employees. |
| Insignificant Employment | If the Employee Category field is equal to <i>109</i> , then <i>Insignificant employee</i> appears. Otherwise, <i>Not insignificant</i> appears. |
| SI Card Date Presented | Enter the date on which the employee submitted his or her SI card. |

Glidezone Calculation Method

Enter the method used to calculate SI contributions when the employee belongs to the so-called Glidezone (between 400,- to 800,- Euro income). The employee contribution is calculated with a reduced percentage.

SI-Technical Hire

Select if the employee ID or employee record belongs to a person that is exiting employment. The system uses this field to calculate certain special cases for employees who are insignificantly employed.

Maintain Social Ins Data DEU - Retiree Health In (Retiree Health Insurance) Page

Use the Maintain Social Ins Data DEU - Retiree Health In (retiree health insurance) page (GPDE_SI_DATA4) to enter retiree health insurance data.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Retiree Health In

Image: Maintain Social Ins Data DEU - Retiree Health In page

Maintain Social Ins Data DEU - Retiree Health In page

Maximum Health Insurance Gross

The maximum income limit. The health insurance provider notifies you of the amount of the contributory pension benefits. In order to allow the social insurance contribution recipient to make a correct contribution statement, the health insurance provider must also specify whether the pension recipient receives multiple pension payments and which contribution rate applies to the pension recipient's health insurance.

Minimum Rule Applicable

Pension benefits are noncontributory if the pension benefits do not exceed a certain amount (low-income limit). The limit is 1/20 of the monthly base amount in accordance with § 18

of the Social Security Code IV. If the compensation for your employees is less than this limit, select this check box.

The contribution transfer process must be carried out for the health and nursing care contributions of retirees with mandatory health insurance. The contribution must be paid by each company based on the payments made in the respective company.

You do not have to pay contributions for retirees with voluntary insurance coverage. However, you must notify the social insurance provider of the amount of the pension benefits and any changes. For this reason, you must record these pension recipients and their contributions on the contribution statement. The pension recipients are assigned to a social insurance provider without contribution payments being made.

Because a third-party income can lead to the maximum contribution limit being reached, also consider other earnings in order to ensure correct contribution statements.

The maximum contribution limit (contribution payment limit) is the difference between the income limit for health and nursing care insurance and the gross pension of the statutory pension insurance.

Note: If pension benefits are paid in intervals of more than one month, they must be distributed in order to verify whether they are below the lower contribution limit. The low-income earner limit is not used if the pension benefits themselves exceed the limit, but the contributory portion is below the limit due to the Maximum Health Insurance Gross amount specified.

Maintain Social Ins Data DEU - Multiple Employments Page

Use the Maintain Social Ins Data DEU - Multiple Employments page (GPDE_SI_MUL) to select a check box to indicate that the employee is employed by multiple employers for DEUEV.

. For each employment, you can also enter the gross amount that is covered by social insurance from the other employments.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Multiple Employments

Image: Maintain Social Ins Data DEU - Multiple Employments page

Maintain Social Ins Data DEU - Multiple Employments page

Effective Date

Enter the effective date for multiple employment data. This is the date from which the data is valid for payroll calculation

Multiple Employment Records

Select to indicate that there are multiple employments in other companies for this employee.

SI Gross

Enter the social insurable gross from the other employments; one row for each employment.

Currency

Select the currency.

Force AV Calc

If this check box is selected, the entered SI-gross will be used for unemployment insurance calculation in every case (even when the entered amount is beyond 400,- Euro).

Maintain Social Ins Data DEU - Flex Time Entry Page

Use the Maintain Social Ins Data DEU - Flex Time Entry page (GPDE_FL_DATA) to Enter data for the flex time agreement between employer and employee.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Flex Time Entry

Image: Maintain Social Ins Data DEU - Flex Time Entry page

Maintain Social Ins Data DEU - Flex Time Entry page

The screenshot shows the 'Flex Time Entry' tab selected. The employee name is 'Heiner Breit-Gossmann' with ID 'KD0001'. The 'Flexible Worktime Details' section includes a date picker for 'Effective Date' (02/22/2013), a checkbox for 'Flexible Work time Indicator', and input fields for 'Saving Amount Third Party East', 'Income Reduction Begin Date', and 'Saving Amount Third Party West'. Below this is a 'Work off Phase' table with columns 'Begin Work off Phase' and 'End Work off Phase'. The first row shows phase 1 with empty date fields.

Effective Date

Enter the effective date for flexible worktime details.

Flexible Worktime Indicator

Select if the employee has a flexible worktime contract as of the effective date. Deselect to indicate that the employee does not work with a flexible worktime contract anymore.

Saving Amount Third Party East

Enter savings for flexible worktime from former employers for SI region East.

Income Reduction Begin Date

Enter the date when the reduction of income happens the first time.

Saving Amount Third Party West

Enter savings for flexible worktime from former employers for SI region West.

Begin Work off Phase

Enter the beginning date of the work off phase (when employee starts free time span).

End Work off Phase

Enter the ending date of the work off phase (when employee come back from free time span).

Pay Entity Location DEU Page

Use the Pay Entity Location DEU page (GPDE_AL_PE_LOC) to each location of a company has a reporting number for reporting social insurance contributions to the pension provider.

Enter the social insurance reporting number of the paying entity location here. This information is used in the SI Contributions Report DEU.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity Location DEU, Pay Entity Location DEU

Image: Pay Entity Location DEU page

Pay Entity Location DEU page

Pay Entity Location DEU

Pay Entity: GDA DEUEV-Firma 1

Locations Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001

Pay Entity Personalize | Find | View All First 1-2 of 2 Last

General Information **Statistics Information**

| *Set ID | *Location | Description | ER SI Number | BTNR for Reporting |
|---------|-----------|-------------------------|--------------|-------------------------------------|
| 1 DEU01 | KD912 | Zweigstelle München | 99999993 | <input checked="" type="checkbox"/> |
| 2 DEU01 | KD915 | Zweigstelle Brandenburg | 08888885 | <input type="checkbox"/> |

See [Pay Entity Location DEU Page](#).

SI Contributions Report DEU Page

Use the SI Contributions Report DEU page (GPDE_RC_SI10) to summarize all social insurance data relevant to all employees.

Displays all the values that are set for a specific organization.

Navigation

Global Payroll & Absence Mgmt, Social Security/Insurance, SI Contributions Report DEU, SI Contributions Report DEU

Image: SI Contributions Report DEU

SI Contributions Report DEU

SI Contributions Report DEU

Run Control ID DE_Beitragabrechnung Report Manager Process Monitor Run

Language English

Report Parameters

Current Pay End Date 06/30/2002 31

Pay Entity GDA

Providers Details Find | View All First 1 of 1 Last

Provider ID 87880235

SI Provider 87880235

Address

AOK Bayern DAV
Villastrasse 5
93055 Regensburg

File Number 1 File Number KVDR 1

☐ Final Print

Contact Person

Contact ID KU0007 *Salutation Mrs

Contact Name Betty Locherty

Telephone 555/123-4567

Fax Number

Email Address betty@xyzcompany.com Reset Defaults

Provider ID

Once you select the provider ID, the system populates the Address group box.

Setting Up Accident Insurance

Use the Accident Insurance component (ACCDNT_INS_TABLE) to set up accident insurance information.

This section discusses how to:

- Set up accident insurance details.
- Set up accident insurance address information.

Pages Used to Set Up Accident Insurance

| Page Name | Definition Name | Navigation | Usage |
|----------------------------|------------------|---|---|
| Accident Insurance Table | ACCDT_INS_TABLE | Set Up HCM, Product Related, Workforce Administration, Workforce Data DEU, Accident Insurance, Accident Insurance Table | Set up your accident insurance details. |
| Accident Insurance Address | ACCDT_INS2_TABLE | Set Up HCM, Product Related, Workforce Administration, Workforce Data DEU, Accident Insurance, Accident Insurance Address | Set up your accident insurance address information. |
| Accident Insurance Upload | HRDE_AI_UPLOAD | Set Up HCM, Product Related, Workforce Administration, Workforce Data DEU, Accident Insurance, Accident Insurance Upload | Upload accident insurance data. |

Accident Insurance Table Page

Use the Accident Insurance Table page (ACCDT_INS_TABLE) to set up your accident insurance details.

Navigation

Set Up HCM, Product Related, Workforce Administration, Workforce Data DEU, Accident Insurance, Accident Insurance Table

Image: Accident Insurance Table page

Accident Insurance Table page

Accident Insurance Table | Accident Insurance Address | Accident Insurance Upload

Accident Insurance BA

Data Find | View All First 1 of 1 Last

*Effective Date 01/01/1900 *Status Inactive

*Description Municipal Accident Insurance Association for Baden

Short Description Baden Muni Accid Ins Lim Currency

| | Hazard | *Description | Hazard class |
|---|--------|----------------------------|--------------|
| 1 | 120 | General accident insurance | 4.10 |
| 2 | 121 | Student accident insurance | 4.50 |

Data Personalize | Find | First 1-2 of 2 Last

| | |
|---|--|
| Accid Ins Lim (accident insurance limit) | Enter the limit amount for the accident insurance. |
| Hazard | Enter a hazard code. |
| Hazard Class | Enter the accident insurance hazard class. |

Accident Insurance Address Page

Use the Accident Insurance Address page (ACCDT_INS2_TABLE) to set up your accident insurance address information.

Navigation

Set Up HCM, Product Related, Workforce Administration, Workforce Data DEU, Accident Insurance, Accident Insurance Address

Image: Accident Insurance Address page

Accident Insurance Address page

Country Select the appropriate country. The remaining address fields comply with PeopleSoft standard address formats.

Accident Insurance Upload Page

Use the Accident Insurance Upload page (HRDE_AI_UPLOAD) to upload accident insurance data.

Navigation

Set Up HCM, Product Related, Workforce Administration, Workforce Data DEU, Accident Insurance, Accident Insurance Upload

Image: Accident Insurance Upload page

Accident Insurance Upload page

UVGT File Enter the path of the UVGT file.

UVSD File Enter the path of the UVSD file.

Load Data Click to upload accident insurance data.

Setting Up Contribution Groups

This section lists common elements and discusses how to:

- Define contribution group codes.
- Define rate codes.
- Define group rate codes.
- Define coverage types.

Contribution groups are delivered and maintained by PeopleSoft.

Pages Used to Set Up Contribution Groups

| Page Name | Definition Name | Navigation | Usage |
|---------------------------------------|------------------------|--|---|
| Contribution Grp (contribution group) | GPDE_SI_STATCD | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Contribution Groups DEU, Contribution Grp | Define the contribution group codes for contribution statements. PeopleSoft delivers and maintains the Contribution Groups table. |

| Page Name | Definition Name | Navigation | Usage |
|--------------------------------------|------------------------|--|--|
| Rate Codes | GPDE_SI_RATE_CD | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Contribution Groups DEU, Rate Codes | View the possible calculation rate codes for each insurance type. PeopleSoft delivers and maintains the Contribution Groups table. |
| Grp / Rate Codes (group / rate code) | GPDE_SI_STAT | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Contribution Groups DEU, Grp / Rate Codes | View the relationship between the contribution group and the corresponding rate code. |
| Coverage Types | GPDE_SI_COV | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Contribution Groups DEU, Coverage Types | View the possible contribution groups for each coverage type. PeopleSoft delivers and maintains the Contribution Groups table. |

Common Elements Used in This Component

SI Coverage Type (social insurance coverage type) The social insurance type that you selected to access this page.

Coverage Type The type of calculation to be done for the employee.

Contribution Group The group defined on the Contribution Groups page.

Contribution Grp (Contribution Group) Page

Use the Contribution Grp (contribution group) page (GPDE_SI_STATCD) to define the contribution group codes for contribution statements.

PeopleSoft delivers and maintains the Contribution Groups table.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Contribution Groups DEU, Contribution Grp

Image: Contribution Grp page

Contribution Grp page

Contribution Grp | Rate Codes | Grp / Rate Codes | Coverage Types

SI Coverage Type 01 Health Insurance

Contribution Groups Find | View All First 1 of 1 Last

*Effective Date 01/01/1900

Contribution Groups Details Personalize | Find | View All First 1-3 of 8 Last

| *Contribution Group | *Description | Short Description |
|---------------------|------------------------|-------------------|
| 0 | None | None |
| 1 | Normal Contribution | Normal |
| 2 | Increased Contribution | Increased |

The contribution groups vary based on the social insurance coverage type, as this table shows:

| <i>SI Coverage Type</i> | <i>Insurance Coverage Type</i> | <i>Contribution Group</i> |
|--------------------------------|---------------------------------------|--|
| Health insurance | 0 - None | 0 - No contribution (default) |
| | 1 - Mandatory | 1 - Normal contribution (default) |
| | | 2 - Increased contribution |
| | | 3 - Reduced contribution |
| | | 4 - Farmers health insurance |
| | | 5 - Employer's contribution to farmer's health insurance |
| | | 6 - Insignificant employee contribution |
| | 2 - Voluntary | 0 - No contribution (default) |
| | | 9 - Voluntary contribution |
| | 3 - Private | 0 - No contribution (default) |
| | | |
| | | |
| Nursing care insurance | 0 - None | 0 - No contribution (default) |
| | 1 - Mandatory | 0 - No contribution (default) |
| | | 1 - Full contribution |
| | | 2 - Half contribution |

| SI Coverage Type | Insurance Coverage Type | Contribution Group |
|---------------------------|--------------------------------|--|
| | 2 - Voluntary | 0 - No contribution (default) |
| | | 1 - Full contribution |
| | | 2 - Half contribution |
| | 3 - Private | 0 - No contribution (default) |
| Old age pension insurance | 0 - None | 0 - No contribution (default) |
| | 1 - Mandatory | 1 - Blue collar full contribution (default) |
| | | 2 - White collar full contribution |
| | | 3 - Blue collar half contribution |
| | | 4 - White collar half contribution |
| | | 5 - Lump sum for insignificant blue collar worker |
| | | 6 - Lump sum for insignificant white collar worker |
| | 2 - Voluntary | Illegal (default) |
| | 3 -Private | 0 - No contribution (default) |
| Unemployment insurance | 0 - None | 0 - No contribution (default) |
| | 1- Mandatory | 1 - Full contribution (default) |
| | | 2 - Half contribution |
| | 2 - Voluntary | Illegal |
| | 3 - Private | Illegal |

Rate Codes Page

Use the Rate Codes page (GPDE_SI_RATE_CD) to view the possible calculation rate codes for each insurance type.

PeopleSoft delivers and maintains the Contribution Groups table.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Contribution Groups DEU, Rate Codes

Image: Rate Codes page

Rate Codes page

Contribution Grp | **Rate Codes** | Grp / Rate Codes | Coverage Types

SI Coverage Type 01 Health Insurance

Find | View All | First 1 of 1 Last

*Effective Date 01/01/1900

Rates Details | Personalize | Find | View All | First 1-3 of 12 Last

| Rate Code | Description | Short Desc | Default Rt Code |
|-----------|-------------------------------|------------|-----------------|
| 0 | No Contribution | No Contrib | |
| 1 | Normal Contribution | Normal | |
| 10 | Health Insurance for Retirees | HIR | 1 |

Rate Code

The rate codes defined on this page will be used in the definition of the contribution rates for the various SI Coverage Types and for the Health Insurance providers.

Default Rt Code (default rate code)

When the actual values for a contribution rate are entered, the system will calculate a default for the rate code in the Rate Code field based on the value for the rate code entered here.

Grp / Rate Codes (Group / Rate Code) Page

Use the Grp / Rate Codes (group / rate code) page (GPDE_SI_STAT) to view the relationship between the contribution group and the corresponding rate code.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Contribution Groups DEU, Grp / Rate Codes

Image: Grp / Rate Codes page

Grp / Rate Codes page

Contribution Grp | Rate Codes | **Grp / Rate Codes** | Coverage Types

SI Coverage Type 01 Health Insurance

Find | View All First 1 of 1 Last

*Effective Date 01/01/1900

Rate Codes per Contribution Group Find | View All First 1 of 8 Last

Contribution Group 0 None

Rate Code Details Personalize | Find | View All | First 1-3 of 7 Last

| Rate Code | Description | Set As Default | | |
|-----------|-------------------------------|-------------------------------------|---|---|
| 0 | No Contribution | <input checked="" type="checkbox"/> | + | - |
| 1 | Normal Contribution | <input type="checkbox"/> | + | - |
| 10 | Health Insurance for Retirees | <input type="checkbox"/> | + | - |

Contribution Group

The group defined on the Contribution Groups page.

Rate Code

Rate code for the calculation of contributions.

Set As Default

Select if you want this set as the default.

Coverage Types Page

Use the Coverage Types page (GPDE_SI_COV) to view the possible contribution groups for each coverage type.

PeopleSoft delivers and maintains the Contribution Groups table.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Contribution Groups DEU, Coverage Types

Image: Coverage Types page

Coverage Types page

Viewing Pension Insurance Providers

This section discusses how to view Germany pension insurance providers.

Page Used to View Pension Insurance Providers

| Page Name | Definition Name | Navigation | Usage |
|---|------------------------|---|---|
| Pension Ins Providers DEU (pension insurance providers DEU) | GPDE_SI_P_PROVDR | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Pension Ins Providers DEU, Pension Ins Providers DEU | Lists all pension insurance providers in Germany. The table is updated regularly by PeopleSoft. You can update the table yourself if necessary. |

Pension Ins Providers DEU (Pension Insurance Providers DEU) Page

Use the Pension Ins Providers DEU (pension insurance providers DEU) page (GPDE_SI_P_PROVDR) to lists all pension insurance providers in Germany.

The table is updated regularly by PeopleSoft. You can update the table yourself if necessary.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Pension Ins Providers DEU, Pension Ins Providers DEU

Image: Pension Ins Providers DEU page

Pension Ins Providers DEU page

You can view all of your pension providers.

Pension Area The ID that you selected when you accessed the page.

Pension Type Enter the pension insurance provider.

Pension District Enter the associated district.

Viewing and Loading Provider Information

This section provides an overview on the changes to the load file, provides field mapping information for row types, shows an example of a data file, and discusses how to view and load information related to German pension insurance providers.

Pages Used to View Pension Insurance Providers

| Page Name | Definition Name | Navigation | Usage |
|-------------------|------------------------|---|--|
| Provider IDs | GPDE_SI_PROV_ID | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, SI Provider IDs DEU, Provider IDs | View information associated with the provider, including successor, receivers, name, postal address, postbox address, and email address. |
| Load Provider IDs | GPDE_SI_PROV_LOAD | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, SI Provider IDs DEU, Load Provider IDs | Load new provider information into the database. |

Understanding Changes to the Load File

The Provider ID table has changed since version 1.0. Version 1 was a pure comma separated file (CSV) without additional information and with equal field count rows. Version 2.0 has kept the general storage format of a CSV file, but with different record types. The first field in a row identifies the type. Depending on the type, the rows have different meanings.

This table illustrates the structure of a load file:

| Part | Row Types | Number of Rows | Description |
|---------------------|------------------|-----------------------|---|
| HDR (header record) | | | |
| | KKI | 0 to many | Information about health insurance providers |
| | DAV | 0 to many | Information about entities or organizations that are receiving, forwarding, or distributing health insurance information. |
| TRL (trailer) | | | |

Because of this new structure, a file can no longer be loaded in a simple way because the first and last rows (HDR and TRL information) must be filtered. The file name has a base-pattern of BN plus a 6-digit date (ddmmyy). The file extension has changed from *.csv* to *.bnr*.

Field Mapping for Row Types KKI and DAV

This table shows how to map fields in row types KKI and DAV for your Provider ID table:

| File Field Number | PeopleSoft Field Name | File Field Name | Remarks |
|--------------------------|------------------------------|------------------------|--|
| 1 | | SATZKENNUNG | Row Label: KKI or DAV (skip when HDR or TRL) |
| 2 | GPDE_SI_PROV_ID | BETRIEBSNUMMER | |
| 3 | BGN_DT | BNR_GUELTIG_AB | DATE(10), may be NULL |
| 4 | GPDE_SI_ORG_TYPE | ORG_ART | |
| 5 | GPDE_SI_PROV_ID_SU | NACHFOLGE_BNR | May be blank |
| 6 | EXPIRATN_DT | BNR_GUELTIG_BIS | May be NULL |
| 7 | GPDE_DV_RCVER_ID | DAV_BNR | |
| 8 | GPDE_DV_FWD_ID | WTL_BNR | |
| 9 | GPDE_DV_DEC_ID | SLB_BNR | |
| 10 | DESCR50 | BEZ_KURZ | |

| <i>File Field Number</i> | <i>PeopleSoft Field Name</i> | <i>File Field Name</i> | <i>Remarks</i> |
|---------------------------------|-------------------------------------|-------------------------------|-----------------------|
| 11 | DESCR100_GER | FA_NAME_1 | |
| 12 | DESCR100_2_GER | FA_NAME_2 | |
| 13 | DESCR100_3_GER | FA_NAME_3 | |
| 14 | ADDRESS100 | ADR_ANS | Street address |
| 15 | POSTAL | ADR_PLZ | |
| 16 | CITY50 | ADR_ORT | |
| 17 | ADDRESS100_OTHER | POSTFACH_ANS | Post box address |
| 18 | POSTAL_OTHER | POSTFACH_PLZ | |
| 19 | CITY50_OTHER | POSTFACH_ORT | |
| 20 | EMAILID | KOMM_EMAIL | |
| 21 | GPDE_SI_FTAM_ID | KOMM_FTAM | |
| 22 | GPDE_AL_PROV_TYPE | KASSENART | Char 02,XLAT |
| 23 | EFFDT | | |

Example: Data File

Here is an example of a data file containing a header (HDR), one line of data (KKI), and a trailer (TRL):

```
"HDR";"BN060927.BNR";"ITSG GmbH";"27.09.2006";"10:12:55"
```

```
"KKI";"01000068";"";"01";"90235319";"31.12.2002";"01000262";"01000262";"01000262";"⇒  
AOK Berlin";"AOK Berlin Rechtskreis Ost";"";"";"Wilhelmstr. 1";"10957";"Berlin";"";⇒  
"";"da@da.aok.de";"";"14";"04.03.2004"
```

```
"TRL";"BN060927.BNR";"ENDE"
```

Provider IDs Page

Use the Provider IDs page (GPDE_SI_PROV_ID) to view information associated with the provider, including successor, receivers, name, postal address, postbox address, and email address.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, SI Provider IDs DEU, Provider IDs

Image: Provider IDs page

Provider IDs page

Provider IDs

Load Provider IDs

Providers Details

Personalize

Find

View 100

First

1-7 of 730

Last

| Provider ID | Successor | Receivers | Name | Postal Address | Postbox Address |
|-------------|-----------|-----------------------|---------------|----------------|-----------------|
| Provider ID | Org Type | Organisation Type | Provider Type | Effective Date | |
| 01000068 | 01 | SI Insurance Provider | | 01/01/1990 | |
| 01000080 | 01 | SI Insurance Provider | | 01/01/1990 | |
| 01000126 | 01 | SI Insurance Provider | | 01/01/1990 | |
| 01000137 | 01 | SI Insurance Provider | | 01/01/1990 | |
| 01000159 | 01 | SI Insurance Provider | | 01/01/1990 | |
| 01000240 | 03 | Forwarding Institute | | 01/01/1990 | |
| 01000251 | 03 | Forwarding Institute | | 01/01/1990 | |

Provider ID

Displays the provider's ID, organization type, provider type, and effective date.

Successor

Displays the provider's ID, the provider's ID as a successor, the begin date, and the expiration date.

Receivers

Displays the provider's ID as well as the provider's number as a Deuev Receiver, forwarding institution, and decoding institution.

Name

Displays the provider's ID and description.

Postal Address

Displays the provider's ID, address, postal code, city, and address.

Postbox Address

Displays the provider's ID, postal code (other city).

Email Address

Displays the provider's ID, email ID, and Etam address.

Load Provider IDs Page

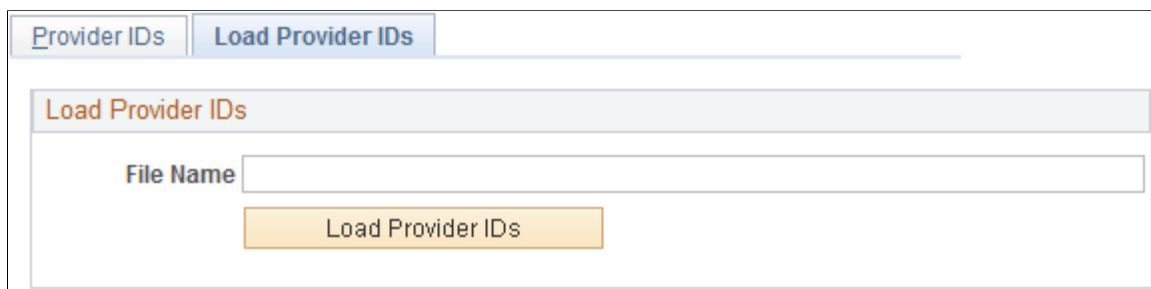
Use the Load Provider IDs page (GPDE_SI_PROV_LOAD) to load new provider information into the database.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, SI Provider IDs DEU, Load Provider IDs

Image: Load Provider IDs page

Load Provider IDs page



Enter the path and name of the file in the File Name field.

Setting Up Social Insurance Providers

This section discusses how to:

- Entering Basic Social Insurance Provider Data.
- Entering Social Insurance Provider Bank Data.
- Viewing Social Insurance Contribution Rates Data.
- Viewing Social Insurance Refund Insurance Rates Data.
- Entering Pay Entity Social Insurance Data.
- Entering Pay Entity Social Insurance Refund Information.

Note: Use the Pay Entities DEU (GPDE_AL_PAYENTITY) component to set up social insurance providers.

Pages Used to Set Up Social Insurance Providers

| Page Name | Definition Name | Navigation | Usage |
|---|------------------------|--|--|
| Insurance Providers DEU - Provider Data | GPDE_SI_PROV | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Providers DEU, Provider Data | Set up basic information about social insurance providers. |
| Insurance Providers DEU - Address | GPDE_SI_PRV_ADR | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Providers DEU, Address | Set up address information for social insurance providers. |
| Insurance Providers DEU - Bank Data | GPDE_SI_PRV_BNK | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Providers DEU, Bank Data | Set up bank data for social insurance providers. |
| Insurance Providers DEU - Contribution Rates | GPDE_SI_HRT_DISP | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Providers DEU, Contribution Rates | View and modify contribution rates for social insurance providers. |
| Insurance Providers DEU - Refund Ins Rates (refund insurance rates) | GPDE_SI_RFRT_DISP | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Providers DEU, Refund Ins Rates | View and modify refund insurance rates for social insurance providers. |
| Pay Entities DEU - SI Data (social insurance data) | GPDE_AL_PE_SID | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, SI Data | Enter social insurance data for a pay entity. |
| Pay Entities DEU - Refund Ins Data (refund insurance data) | GPDE_AL_PE_RFND | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, Refund Ins Data | Enter refund insurance data for this pay entity. |

Insurance Providers DEU - Provider Data Page

Use the Insurance Providers DEU - Provider Data page (GPDE_SI_PROV) to set up basic information about social insurance providers.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Providers DEU, Provider Data

Image: Insurance Providers DEU - Provider Data page

Insurance Providers DEU - Provider Data page

The screenshot shows the 'Provider Data' tab selected. The page title is 'SI Provider AOK'. The 'Provider Details' section contains the following fields:

- *Effective Date: 01/01/1990
- *Status as of Effective Date: Active
- *Description: AOK Bayern
- Short Description: AOK Bayern
- Provider Type: AOK
- Provider ID: 87540905
- Head Office: ☒
- Prov Nbr of Higher Lvl Office:
- Deuev Receiver: ☐
- Provider Nbr of DEUEV Receiver: 87880235

Provider Type

Select the type of health insurance provider based on the classification due to DEUEV.

Provider ID

Enter a provider ID. This number is defined by you and signifies an internal logical order. You can select your own number (for example, 0001, 0002, and so on).

Head Office

Select if this is the head office for the provider.

Deuev Receiver

Select if this provider is a DEUEV receiver.

Prov Nbr of Higher Lvl Office (provider number of higher level office)

Select the provider number of the higher level office.

Provider Nbr of Deuev Receiver (provider number of DEUEV receiver)

Select the provider number of the DEUEV receiver.

Insurance Providers DEU - Bank Data Page

Use the Insurance Providers DEU - Bank Data page (GPDE_SI_PRV_BNK) to set up bank data for social insurance providers.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Providers DEU, Bank Data

Image: Insurance Providers DEU - Bank Data page

Insurance Providers DEU - Bank Data page

The screenshot displays the 'Bank Data' tab for an 'SI Provider AOK'. The 'Bank Details' section includes the following fields and options:

- *Effective Date:** 01/01/2005
- Country Code:** DEU (Germany)
- International ACH Bank Account:** ☐
- Already have an IBAN Number:** ☐
- IBAN:** [Empty field]
- Bank ID:** 70051805
- Bank Branch ID:** [Empty field]
- Account Number:** 36432687435
- Account Name:** [Empty field]
- *Currency Code:** EUR (euro)
- Deposit Schedule:** MONTHLY

Country Code

Select the country for the provider's bank account.

International ACH Bank Account (international automatic clearing house bank)

Select to indicate that the bank is located outside the territorial jurisdiction of the United States.

Note: This field appears only if you have PeopleSoft Payroll for North America or PeopleSoft Global Payroll for United States installed.

Already have an IBAN Number

Select to indicate that the provider has an IBAN. When you select this check box, the Bank ID, Bank Branch ID, and Account Number fields become display-only and the IBAN field and Validate button become available.

If you deselect this check box for a provider who already has an IBAN entered and validated in the IBAN field, the system alerts you that this action will result in clearing the IBAN and bank account detail fields. You can click OK to continue, or Cancel to leave the check box selected.

Note: This check box appears on this page only when the IBAN Enabled check box is selected and the IBAN Required check box is deselected on the IBAN Country Setup page.

| | |
|---|---|
| IBAN (International Bank Account Number) | Enter the IBAN for the provider. This field is editable only if you select the Already have an IBAN Number check box or if the IBAN Required check box is selected on the IBAN Country Setup page. |
| Validate | <p>Click to validate the number entered in the IBAN field. The validation process alerts you if there is an error in the entered IBAN. In addition, the validation process populates the Bank ID, Bank Branch ID, and Account Number fields based on the entered IBAN.</p> <p>This button is available only if you select the Already have an IBAN Number check box or if the IBAN Required check box is selected on the IBAN Country Setup page.</p> |
| Bank ID and Account Number | <p>When the Already have an IBAN Number check box is selected or if the IBAN Required check box is selected on the IBAN Country Setup page, these fields are not editable. The system populates them based on the entered IBAN when you click the Validate button.</p> <p>For accounts without an IBAN, manually enter values in the Bank ID and Account Number fields.</p> |
| Bank Branch ID | Enter the bank branch ID for the provider. |
| Account Name | Enter the account name for the provider. |
| Currency Code | Select the code of the currency in which the account is maintained. The code you enter in this field is for informational purposes only and is not used by the banking process. |
| Deposit Schedule | Select the bank deposit schedule for the provider. |

Insurance Providers DEU - Contribution Rates Page

Use the Insurance Providers DEU - Contribution Rates page (GPDE_SI_HRT_DISP) to view and modify contribution rates for social insurance providers.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Providers DEU, Contribution Rates

Image: Insurance Providers DEU - Contribution Rates page

Insurance Providers DEU - Contribution Rates page

| | | | | |
|---------------|---------|-----------|---------------------------|------------------|
| Provider Data | Address | Bank Data | Contribution Rates | Refund Ins Rates |
|---------------|---------|-----------|---------------------------|------------------|

SI Provider AOK

Contribution Rates Find | View All First 1 of 1 Last

Effective Date 01/01/2003 Modify Rates

Provider ID 87540905

Region West

| Contribution Rates / Calculation | | Personalize Find View All | | First 1-4 of 5 Last | |
|----------------------------------|--------|-------------------------------|--------|---------------------|------------|
| Calculation | Pct | % ER | % Empl | Cost | ER Contrib |
| 1 | 14.200 | 7.1000 | 7.1000 | | |
| 2 | 16.900 | 8.4500 | 8.4500 | | |
| 3 | 12.900 | 6.4500 | 6.4500 | | |
| 500 | | | | 489.900 | 244.95 EUR |

When you access this page, the contribution rates for the social insurance provider appear. Select the Modify Rates link to access the Health Rates page in the Insurance Provider Rates component and modify the rates.

Providers DEU - Refund Ins Rates (Refund Insurance Rates) Page

Use the Insurance Providers DEU - Refund Ins Rates (refund insurance rates) page (GPDE_SI_RFRT_DISP) to view and modify refund insurance rates for social insurance providers.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Providers DEU, Refund Ins Rates

Image: Insurance Providers DEU - Refund Ins Rates page

Insurance Providers DEU - Refund Ins Rates page

SI Provider AOK

Contribution Rates Find | View All First 1 of 1 Last

Effective Date 02/01/2000 Modify Rates

Provider ID 87540905

Region West

| Refund Type | Personalize Find View All | First 1-4 of 6 Last |
|-------------|-------------------------------|---------------------|
| Rfnd Type | Contrib Grp | Pct |
| 1 Blue Coll | 10 Umlagesatz 1 | 2.100 |
| 1 Blue Coll | 11 Umlagesatz 2 | 3.000 |
| 1 Blue Coll | 12 Umlagesatz 3 | 4.300 |
| 2 Maternity | 20 Ermäßigt | 0.200 |

When you access this page, the refund insurance rates for the social insurance provider appear. Select the Modify Rates link to access the Refund Insurance Rates page in the Insurance Provider Rates component and modify the rates.

Pay Entities DEU - SI Data (Social Insurance Data) Page

Use the Pay Entities DEU - SI Data (social insurance data) page (GPDE_AL_PE_SID) to enter social insurance data for a pay entity.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, SI Data

Image: Pay Entities DEU - SI Data page

Pay Entities DEU - SI Data page

Pay Entity: GD1 German Payroll Comp. 1

Social Insurance Data

Effective Date: 01/01/2005 Region: 2 West

SI Provider Data

| SI Provider | Description | Local Office | Description | Customer Nbr | Pens Cust Nbr | Default Prov |
|-------------|--------------------|--------------|-----------------------|--------------|---------------|-------------------------------------|
| 1 AOK | AOK Bayern | | | 1234567 | | <input type="checkbox"/> |
| 2 AOK HH | AOK Hamburg | AOK HH1 | Zweigstelle 1 Hamburg | 34567890 | | <input checked="" type="checkbox"/> |
| 3 AOK RH | AOK Rheinland | | | 45678901 | | <input type="checkbox"/> |
| 4 AOKDO | AOK - DEUEV Ost | | | 12345678 | | <input type="checkbox"/> |
| 5 BARMER | Barmer Ersatzkasse | | | 56789012 | | <input type="checkbox"/> |

Local Office

Select the local office of the social insurance provider.

Customer Nbr (customer number)

Enter the customer number.

Pens Cust Nbr (pension customer number)

Enter the pension customer number.

Default Prov (default provider)

Select if this social insurance provider is the default provider for this pay entity.

Pay Entities DEU - Refund Ins Data (Refund Insurance Data) Page

Use the Pay Entities DEU - Refund Ins Data (refund insurance data) page (GPDE_AL_PE_RFND) to enter refund insurance data for this pay entity.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, Refund Ins Data

Image: Pay Entities DEU - Refund Ins Data page

Pay Entities DEU - Refund Ins Data page

Select the Refund Insurance check box if refund insurance has to be paid for the employer. If you select this option, then the Provider field must contain at least one entry, one of which must be the default provider. Each provider must list *Blue Collar Worker* and *Maternity* among their contribution groups.

Importing Health Insurance Rates

This section provides overviews of the health insurance rates import process and details about that process, and discusses how to import health insurance rates into the system.

Page Used to Load Health Insurance Rates

| Page Name | Definition Name | Navigation | Usage |
|-----------------------------|------------------|--|---|
| Load Health Insurance Rates | GPDE_SI_IMP_RATE | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Load Health Insurance Rates | Load a provider's health insurance rates into the database. |

Understanding the Health Insurance Rates Import Process

The German SI providers supply an XML data file that contains the health insurance rates for all German health insurance providers. This XML file can be imported into the PeopleSoft Global Payroll for Germany application. To import the XML file, you must first complete these tasks:

- The health insurance rates must be maintained through an import functionality. The payroll clerk or administrator creates an SI provider ID and then enters the health insurance information using the Provider Data page.
- To connect the provider with the rates, the payroll clerk or administrator enters the provider ID. The system then links the health insurance provider to the stored rates.
- To maintain the rates from the SI Provider, the payroll clerk selects the Head Office check box on the Provider Data page.
- The payroll clerk gets the file location and file name from their information technology department and then enters it in the File Name field on the Load Health Insurance Rates page.
- To import the data, the payroll clerk clicks the Load Health Rates button.

The XML data file contains four different areas:

1. Addresses of the health insurance provider (first column = 'ADR').
2. Health insurance rates for regular employees (first column = 'BTS').
3. Health insurance rates for retired employees (first column = 'VSS').
4. Refund insurance rates (first column = 'UML').
5. Refund insurance (first column = 'UME').

Understanding Processing Details

After the load of the data file has started, the system reads the given file and imports all the rates into the German health rate table and into the refund insurance table.

This table provides the data definition for the German SI Health Rate record (GPDE_SI_HLTH_RT):

| No | Field Name | Type | Length | Description |
|-----------|-------------------|-------------|---------------|---|
| 1 | GPDE_SI_PROV_ID | Character | 8 | Provider ID (Betriebsnummer) |
| 2 | EFFDT | Date | 10 | Effective Date |
| 3 | GPDE_SI_REGION | Character | 1 | SI Region |
| 4 | GPDE_SI_RATE_CD | Character | 3 | Calculation Rate (for example, '1' = normal; '500' = voluntary normal, and so on) |
| 5 | GPDE_SI_PCT | Number | 3.2 | Health Percentage Total |
| 6 | GPDE_SI_PCT_EE | Number | 3.3 | Health Percentage Employee |
| 7 | GPDE_SI_PCT_ER | Number | 3.3 | Health Percentage Employer |

| No | Field Name | Type | Length | Description |
|-----------|--------------------|-------------|---------------|--------------------------------|
| 8 | GPDE_SI_TOTAL_COST | Number | 15.3 | Health Rate Voluntary Total |
| 9 | GPDE_SI_EE_COST | Number | 4.2 | Health rate voluntary Employee |
| 10 | GPDE_SI_ER_COST | Number | 4.2 | Health rate voluntary Employer |
| 11 | CURRENCY_CD | Character | 3 | Currency |

This table provides the data definition for the German SI Health Rate Refund record (GPDE_SI_RFND_RT):

| No | Field Name | Type | Length | Description |
|-----------|--------------------|-------------|---------------|---|
| 1 | GPDE_SI_PROV_ID | Character | 8 | Provider ID (Betriebsnummer) |
| 2 | EFFDT | Date | 10 | Effective Date |
| 3 | GPDE_SI_REGION | Character | 1 | SI Region |
| 4 | GPDE_SI_RFND_TYP | Character | 1 | Type of Refund Insurance (1 = Blue Collar Worker; 2 = Maternity) |
| 5 | GPDE_SI_RFND_GRP | Character | 2 | Refund Insurance Contribution Group |
| 6 | LAST_UPDATE_DATE | Date | 10 | Date of last update |
| 7 | GPDE_SI_PCT | Number | 6.3 | Percent |
| 8 | GPDE_REF_PCT | Number | 6.2 | Percent Refund |
| 9 | GPDE_LIM_U1_U2_MAT | Number | 1 | Limit U1/U2 Maternity |
| 10 | GPDE_LIM_U2_EMP_BN | Number | 1 | Limit U2 Employment Ban |
| 11 | GPDE_REF_CONTR_A_L | Number | 1 | Refund Contribution Actual/Lump Sum |
| 12 | GPDE_REF_ACT_LP | Number | 7.3 | Percent Refund ACT/ LP |

Load Health Insurance Rates Page

Use the Load Health Insurance Rates page (GPDE_SI_IMP_RATE) to load a provider's health insurance rates into the database.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Load Health Insurance Rates

Image: Load Health Insurance Rates

Load Health Insurance Rates

Enter the path of the XML file that contains the health insurance rates that you want to load, and click Run.

Setting Up Social Insurance Provider Rates

Use the Insurance Provider Rates DEU (GPDE_SI_PROV_RT) component to set up social insurance provider rates.

This section discusses how to:

- Set up social insurance provider health insurance rates.
- Set up social insurance provider refund insurance rates.

Pages Used to Set Up and Load Social Insurance Provider Rates

| Page Name | Definition Name | Navigation | Usage |
|--|-----------------|---|--|
| Insurance Provider Rates DEU - Health Rates | GPDE_SI_HLTH_RT | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Provider Rates DEU, Health Rates | Set up social insurance provider health insurance rates. |
| Insurance Provider Rates DEU - Refund Ins Rates (refund insurance rates) | GPDE_SI_RFND_RT | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Provider Rates DEU, Refund Ins Rates | Set up social insurance provider refund insurance rates. |

Insurance Provider Rates DEU - Health Rates Page

Use the Insurance Provider Rates DEU - Health Rates page (GPDE_SI_HLTH_RT) to set up social insurance provider health insurance rates.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Provider Rates DEU, Health Rates

Image: Insurance Provider Rates DEU - Health Rates page

Insurance Provider Rates DEU - Health Rates page

| *Calculation | Pct | % ER | % Empl | Cost | ER Contrib | Currency |
|--------------------------------|--------|---------|--------|------|------------|----------|
| 1 Normal Contribution | 13.600 | 6.8000 | 6.8000 | | | |
| 2 Increased Contribution | 16.600 | 8.3000 | 8.3000 | | | |
| 3 Reduced Contribution | 12.100 | 6.0500 | 6.0500 | | | |
| 6 Contrib for Insignificant EE | 10.000 | 10.0000 | | | | |

Region

Select *General* if the rates are used in the east or west SI regions. Select *East* if the rates are used in the east SI region. Select *West* if the rates are used in the west SI region.

Calculation

The relationship between the calculation rate codes for health insurance and the rate of the provider.

Pct (percent)

The full percentage for the calculation rate code.

% ER (percentage employer)

The portion of the percentage that the employer pays.

% Empl (percentage employee)

The portion of the percentage that the employee pays.

Cost

The full amount of health insurance if the calculation rate is 500, 501, or 600.

ER Contr (employer contribution)

The employer's portion of the full amount of health insurance if the calculation rate is 500, 501, or 600.

Provider Rates DEU - Refund Ins Rates (Refund Insurance Rates) Page

Use the Insurance Provider Rates DEU - Refund Ins Rates (refund insurance rates) page (GPDE_SI_RFND_RT) to set up social insurance provider refund insurance rates.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Provider Rates DEU, Refund Ins Rates

Image: Insurance Provider Rates DEU - Refund Ins Rates page

Insurance Provider Rates DEU - Refund Ins Rates page

SI Provider AOK

Contribution Rates Find | View All First 1 of 1 Last

Effective Date 02/01/2000 Modify Rates

Provider ID 87540905

Region West

| Refund Type | Personalize Find View All | First 1-4 of 6 Last |
|-------------|-------------------------------|---------------------|
| Rfnd Type | Contrib Grp | Pct |
| 1 Blue Coll | 10 Umlagesatz 1 | 2.100 |
| 1 Blue Coll | 11 Umlagesatz 2 | 3.000 |
| 1 Blue Coll | 12 Umlagesatz 3 | 4.300 |
| 2 Maternity | 20 Ermäßigt | 0.200 |

Region

Select *General* if the rates are used in the east and west SI region, *East* if the rates are used in the east SI region, or *West* if the rates are used in the west SI region.

Rfnd Type (refund type)

Type of refund insurance to which the employer contributes.

Contrib Grp (contribution group)

Contribution group to which the employer pays the contribution for refund insurance.

Pct (percentage)

The full percentage for the calculation.

Defining Income Limits

This section discusses how to:

- Set up income limits reference amounts.
- Set up income limits for health insurance.
- Set up income limits for nursing care.
- Set up income limits for old age pension insurance.

- Set up income limits for unemployment insurance.
- Set up rates for nursing care.
- Set up rates for old age pension insurance.
- Set up rates for unemployment insurance

Note: PeopleSoft delivers and maintains the Income Limits table, but you can also change the data yourself if necessary.

Pages Used to Define Income Limits

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|-------------------------|-------------------------------|---|---|
| Reference Amounts | GPDE_SI_REF_AMT | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Reference Amounts | Define certain reference amounts for the various income limits for insurance. |
| Limits Health | GPDE_SI_LIMITS_01 | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Limits Health | View and set up income limits for health insurance. |
| Limits Nursing | GPDE_SI_LIMITS_02 | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Limits Nursing | View and set up income limits for nursing care insurance. |
| Limits Pension | GPDE_SI_LIMITS_03 | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Limits Pension | View and set up income limits for pension care insurance. |
| Limits Unemployment | GPDE_SI_LIMITS_04 | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Limits Unemployment | View and set up income limits for unemployment insurance. |
| Rates Nursing | GPDE_SI_RATES_02 | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Rates Nursing | Define nursing care insurance contribution rates. PeopleSoft delivers and maintains these tables. |

| Page Name | Definition Name | Navigation | Usage |
|--------------------|------------------------|--|--|
| Rates Pension | GPDE_SI_RATES_03 | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Rates Pension | Define old age pension insurance contribution rates. PeopleSoft delivers and maintains these tables. |
| Rates Unemployment | GPDE_SI_RATES_04 | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Rates Unemployment | Define unemployment insurance contribution rates. PeopleSoft delivers and maintains these tables. |

Reference Amounts Page

Use the Reference Amounts page (GPDE_SI_REF_AMT) to define certain reference amounts for the various income limits for insurance.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Reference Amounts

Image: Reference Amounts page

Reference Amounts page

Region

In this field, *East* indicates the new German states (*neue Bundesländer*) and *West* indicates the old states (*alte Bundesländer*). *General* indicates that the input is valid for both east and west SI regions.

Low Income Monthly Gross

Applies to low-income earners and is prescribed by law. Enter a new value if this amount changes.

Monthly Pension Gross

Base Value for Pension is required for retiree health insurance.

Monthly Gross

Monthly average income.

| | |
|--|---|
| Annual Gross | Yearly average income. |
| Daily Gross | Daily average income. |
| Miners' Social Insurance | Select <i>Yes</i> if the input data are only relevant for the miners' insurance association; select <i>No</i> if not. Select <i>N/A</i> (not applicable) if the input data is relevant for miners and non-miners. |
| Percent for Insolvency | Percentage of the Refund Insurance for Insolvency that the company pays to the German Employment Agency. |
| Maximum Tax-free Amount | The highest nontaxable contribution that the employer can make to private health insurance. |
| PI Min Amount for Insig. Empl (pension insurance minimum amount for insignificant employee) | Minimum limit to calculate pension insurance contribution if the employee is an insignificant employee and wishes to be insured in the pension insurance. |
| <hr/> Note: An insignificant employee is defined as someone who is not a regular employee. | |

Limits Health Page

Use the Limits Health page (GPDE_SI_LIMITS_01) to view and set up income limits for health insurance.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Limits Health

Image: Limits Health page

Limits Health page

The screenshot shows the 'Limits Health' page. At the top, there are tabs: Reference Amounts, Limits Health (selected), Limits Nursing, Limits Pension, Limits Unemployment, Rates Nursing, and Rates Pension. Below the tabs, there's a search bar with 'Find | View All' and navigation controls. The main content area shows a table with one entry:

| Effective Date | Status | Region | Maximum Monthly Gross | Maximum Annual Gross | Maximum Daily Gross | Currency Code |
|----------------|--------|---------|-----------------------|----------------------|---------------------|---------------|
| 01/01/2012 | Active | General | 3825.00 | 45900.00 | 127.50000 | EUR |

Region

In this field, *East* indicates the new German states(*neue Bundesländer*) and *West* indicates the old states(*alte*

Bundesländer). *General* indicates that the input is valid for both east and west SI regions.

Maximum Monthly Gross

The monthly gross income limit prescribed by law for this limit type. If any changes occur in these amounts, enter them in the respective fields.

Maximum Daily Gross

The daily pay income limit prescribed by law for this limit type.

Note: Change health insurance data at the employee level in the Social Insurance component.

Related Links

[Entering Social Insurance Data](#)

Limits Nursing Page

Use the Limits Nursing page (GPDE_SI_LIMITS_02) to view and set up income limits for nursing care insurance.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Limits Nursing

Image: Limits Nursing page

Limits Nursing page

The fields on this page are identical to those on the Limits Health page.

Limits Pension Page

Use the Limits Pension page (GPDE_SI_LIMITS_03) to view and set up income limits for pension care insurance.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Limits Pension

Image: Limits Pension page

Limits Pension page

The screenshot displays the 'Limits Pension' page. At the top, a navigation bar includes tabs for 'Reference Amounts', 'Limits Health', 'Limits Nursing', 'Limits Pension' (which is the active tab), 'Limits Unemployment', 'Rates Nursing', and 'Rates Pension'. Below this, a search and filter area shows 'Find | View All' and a status indicator 'First 1 of 1 Last'. The main content area is titled 'Income Limits' and contains several input fields: '*Region' set to 'East', '*Miners' Social Insurance' set to 'No', 'Maximum Monthly Gross' at '4800.00', 'Maximum Annual Gross' at '57600.00', 'Maximum Daily Gross' at '160.00000', and 'Currency Code' set to 'EUR'. There are also '+' and '-' buttons for navigating between records.

Miners' Social Insurance

Select *Yes* if the input data are only relevant for the miners' insurance association; select *No* if not. Select *N/A* (not applicable) if the input data is relevant for miners and non-miners.

The remaining fields on this page are identical to those on the Limits Health page.

Limits Unemployment Page

Use the Limits Unemployment page (GPDE_SI_LIMITS_04) to view and set up income limits for unemployment insurance.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Limits Unemployment

Image: Limits Unemployment page

Limits Unemployment page

Reference Amounts Limits Health Limits Nursing Limits Pension **Limits Unemployment** Rates Nursing Rates Pension

Find | View All First 1 of 1 Last

Effective Date 01/01/2012 Status Active

Income Limits Find | View All First 1 of 2 Last

*Region East

Maximum Monthly Gross 4800.00

Maximum Annual Gross 57600.00

Maximum Daily Gross 160.00000

Currency Code EUR

The fields on this page are identical to those on the Limits Health page.

Rates Nursing Page

Use the Rates Nursing page (GPDE_SI_RATES_02) to define nursing care insurance contribution rates.

PeopleSoft delivers and maintains these tables.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Rates Nursing

Image: Rates Nursing page

Rates Nursing page

| Rate Code | Description | Pct | % ER | % Empl | Cost | ER Contrib | Currency |
|-----------|------------------------------|-------|--------|--------|--------|------------|----------|
| 1 | Mandatory Insured | 1.950 | 0.9750 | 0.9750 | 74.580 | 37.29 | EUR |
| 11 | Voluntary by Percent | 1.950 | 0.9750 | 0.9750 | 74.580 | 37.29 | EUR |
| 2 | Mandatory Insured Saxonia | 1.950 | 0.4750 | 1.4750 | 74.580 | 18.17 | EUR |
| 21 | Voluntary by Percent Saxonia | 1.950 | 0.4750 | 1.4750 | 74.580 | 18.17 | EUR |

Region

In this field, *East* indicates the new German states (*neue Bundesländer*) and *West* indicates the old states (*alte Bundesländer*). *General* indicates that the input is valid for both east and west SI regions.

Rate Code

The relationship between the calculation rate codes for the SI branch and the rate.

Pct (percentage)

The full percentage for the calculation rate code. 50% of the value entered in this field will be entered as a default into the fields %ER and %EE, respectively.

% ER (percentage employer)

The employer's percentage for the calculation rate code. The default is 50 percent of the value entered in the Pct field. You can change this value. The fields %ER and %EE must add up to the value entered in the Pct field. If this field is changed, the value in %EE is adjusted accordingly.

% Empl (percentage employee)

The employee's percentage for the calculation rate code. The default is Pct - %ER. You can change this value. The fields %ER and %EE must add up to the value entered in the Pct field. If this field is changed, the value in %ER is adjusted accordingly.

Cost

The actual cost for the calculation rate code. The system calculates it by multiplying the income limit for Nursing Care Insurance in the selected region with the percentage entered in the Pct field.

ER Contrib (employer contribution) The employer's cost for the calculation rate code. The system calculates it by multiplying the income limit for Nursing Care Insurance in the selected region with the percentage entered in the %ER field.

Rates Pension Page

Use the Rates Pension page (GPDE_SI_RATES_03) to define old age pension insurance contribution rates.

PeopleSoft delivers and maintains these tables.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Rates Pension

Image: Rates Pension page

Rates Pension page

| Rate Code | Pct | % ER | % Empl | Cost | ER Contrib | Currency |
|----------------------------------|--------|--------|--------|------|------------|----------|
| 1 Blue Collar Full Contribution | 19.600 | 9.8000 | 9.8000 | | | EUR |
| 2 White Collar Full Contribution | 19.600 | 9.8000 | 9.8000 | | | EUR |
| 3 Blue Collar Half Contribution | 9.800 | 9.8000 | | | | EUR |
| 4 White Collar Half Contribution | 9.800 | 9.8000 | | | | EUR |

Miners' Social Insurance

Select *Yes* if the input data are only relevant for the miners' insurance association; select *No* if not. Select *N/A* (not applicable) if the input data is relevant for miners and non-miners.

The remaining fields on this page are identical to those on the Rates Nursing page.

Related Links

[Rates Nursing Page](#)

Rates Unemployment Page

Use the Rates Unemployment page (GPDE_SI_RATES_04) to define unemployment insurance contribution rates.

PeopleSoft delivers and maintains these tables.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Income Limits DEU, Rates Unemployment

Image: Rates Unemployment page

Rates Unemployment page

Effective Date 01/01/2012 Status Active

Contribution Rates Find | View All First 1 of 1 Last

*Region General

Income Limits Personalize | Find | View All | 1-3 of 3 Last

| Rate Code | | Pct | % ER | % Empl | Cost | ER Contrib | Currency |
|-----------|----------------------|-------|--------|--------|------|------------|----------|
| 1 | Full Contribution | 3.000 | 1.5000 | 1.5000 | | | EUR |
| 2 | Half Contribution | 1.500 | 1.5000 | | | | EUR |
| 3 | Half Contribution EE | 1.500 | | 1.5000 | | | EUR |

The fields on this page are identical to those on the Rates Nursing page.

Chapter 5

Working with Taxes

Understanding Taxes

As an employer, you are legally required to maintain and report a variety of tax data about your employees. To do this, Global Payroll for Germany offers these tables:

- Tax offices.
- Tax units.
- Church tax setup.
- Tax (General Tax Data, Tax Card Data, and Employee Carryover pages).

Global Payroll for Germany also enables you to perform more advanced calculations, such as lump sum taxes, cash method taxes, annual income tax calculations, as well as administer double taxation and global assignments.

Viewing Delivered Elements

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

Related Links

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

Setting Up Taxes

Use the Tax Units DEU (GPDE_TX_UNITS) component to set up taxes.

This section discusses how to:

- Enter bank details for tax offices.
- Enter tax IDs.
- Enter church tax rates and distribution information.
- Set up pay entity tax data.

PeopleSoft delivers much of the setup information needed to calculate taxes in the system. In the Tax Office component, PeopleSoft delivers address data information, but you must enter and maintain deposit data information. You also must provide the data on the Tax Units page. PeopleSoft delivers and

maintains the Church Tax Table, so you are not required to enter any information on the Church Tax DEU page.

Pages Used to Set Up Taxes

| Page Name | Definition Name | Navigation | Usage |
|--------------------------------|------------------------|---|--|
| Tax Offices DEU - Address Data | GPDE_TX_FIN_OFFC1 | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Taxes, Tax Offices DEU, Address Data | Enter address information for a tax office. PeopleSoft delivers and maintains the Tax Offices table that contains the addresses of all tax offices in Germany. You can modify the data yourself if necessary. PeopleSoft delivers and maintains the Tax Offices table. Although you can modify this table if necessary, carefully consider the impact of all changes. |
| Tax Offices DEU - Deposit Data | GPDE_TX_FIN_OFFC2 | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Taxes, Tax Offices DEU, Deposit Data | Enter banking details for the tax office. The data on this page is not maintained by PeopleSoft; you must update this information when necessary. |
| Tax Units DEU - Tax Unit | GPDE_TX_UNIT | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Taxes, Tax Units DEU, Tax Unit | Enter your company's tax ID into the system. |
| Church Tax DEU | GPDE_TX_CHURCH | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Taxes, Church Tax DEU, Church Tax DEU | Enter church tax rates and distribution information. PeopleSoft delivers and maintains the Church Tax table; you can modify the data yourself if necessary. |
| Pay Entities DEU - Tax Data | GPDE_AL_APYENTITY1 | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, Tax Data | Enter tax data for the pay entity. |

Tax Offices DEU - Address Data Page

Use the Tax Offices DEU - Address Data page (GPDE_TX_FIN_OFFC1) to enter address information for a tax office.

PeopleSoft delivers and maintains the Tax Offices table that contains the addresses of all tax offices in Germany. You can modify the data yourself if necessary.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Taxes, Tax Offices DEU, Address Data

Image: Tax Offices DEU - Address Data page

Tax Offices DEU - Address Data page

| Effective Date | *Description | Short Description | Country | Address | Phone |
|----------------|--------------|-------------------|-------------|---|-------|
| 01/01/1900 | Völklingen | Völklinge | DEU Germany | Postfach 101440 66333 Völklingen Saarland | |

Deposit Schedule

Specify the date of deposit.

Filing Office

Select this check box if the tax office is a filing office for your company.

Tax Units DEU - Tax Unit Page

Use the Tax Units DEU - Tax Unit page (GPDE_TX_UNIT) to enter your company's tax ID into the system.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Taxes, Tax Units DEU, Tax Unit

Image: Tax Units DEU - Tax Unit page

Tax Units DEU - Tax Unit page

Tax Units DEU

Tax Unit: ELMSH1

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

*Effective Date: 01/01/1990 *Status: Active

*Description: TALKLINE GmbH

Short Description: TALKGMBH

*Tax Office: 2113 Elmshorn

Tax Number: 1329039778

Tax Office

Select a tax office.

Tax Number

Enter the employer's tax number.

Church Tax DEU Page

Use the Church Tax DEU page (GPDE_TX_CHURCH) to enter church tax rates and distribution information.

PeopleSoft delivers and maintains the Church Tax table; you can modify the data yourself if necessary.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Taxes, Church Tax DEU, Church Tax DEU

Image: Church Tax DEU page

Church Tax DEU page

Church Tax DEU

Church State: Hamburg

Church Tax Details Find | View All First 1 of 6 Last

*Effective Date: 01/01/2007

Spouse Distribution Percent: 50.00 ☐ Minimum if No Income Tax

Catholic Distribution Percent: 29.50 ☐ Minimum for Tax Class V/VI

Lump Sum Tax Rate: 4.00

Religion Details Customize | Find | First 1-4 of 4 Last

| | *Religion | Tax Rate | Daily Min Tax | Day Min Curr | Monthly Min Tax | Mon Min Curr | Max Pct | | |
|---|-----------------------|----------|---------------|--------------|-----------------|--------------|---------|---|---|
| 1 | Roman Catholic | 9.00 | 0.00 | EUR | 0.30 | EUR | 3.00 | + | - |
| 2 | Evangelical Lutheran | 9.00 | 0.00 | EUR | 0.30 | EUR | 3.00 | + | - |
| 3 | Evangelical Ref. | 9.00 | 0.00 | EUR | 0.30 | EUR | 0.00 | + | - |
| 4 | Jewish Culture Tax HH | 9.00 | 0.00 | EUR | 0.30 | EUR | 3.00 | + | - |

This table is maintained by PeopleSoft.

Spouse Distribution Percent

The portion of church tax that is to be deducted for the church affiliation of the spouse.

Catholic Distribution Percent

For lump sum tax types, this field displays the portion of church tax that is to be paid to the Roman Catholic Church. The remainder is directed to the Protestant Church.

Lump Sum Tax Rate

If income tax is deducted in a lump sum for all employees, church tax is calculated according to the special tax rates for lump sum income tax. In this case, this field displays the church tax lump sum rate.

Minimum if No Income Tax

Select this check box if the church state requires that a minimum church tax be deducted even if no income tax is payable. Do not select this option unless the church state provides for a minimum church tax rate.

Minimum for Tax Class V/VI

Select this option if a minimum rate is to be deducted automatically for tax classes V and VI. Do not select this option unless the church state provides for a minimum church tax rate.

Tax Rate

The church tax calculation factor.

Daily Min Tax (daily minimum tax)

The minimum daily tax rate, if the church state regulates this amount.

| | |
|--|--|
| Monthly Min Tax (monthly minimum tax) | The minimum monthly tax rate, if the church state regulates this amount. |
| Max Pct (maximum percentage) | The church tax ceiling, if the church imposes a maximum percentage. |

Pay Entities DEU - Tax Data Page

Use the Pay Entities DEU - Tax Data page (GPDE_AL_APYENTITY1) to enter tax data for the pay entity.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, Tax Data

Image: Pay Entities DEU - Tax Data page

Pay Entities DEU - Tax Data page.

The screenshot shows the 'Pay Entities DEU - Tax Data' page. At the top, there are tabs: 'Pay Entity Address', 'Processing Detail', 'Retro Limits', 'Supporting Elem', 'Source Bank Link', 'Tax Data' (selected), and 'Local Source Bank'. Below the tabs, the 'Pay Entity' is 'GDA' and 'DEUEV-Firma 1'. The 'Definition' section shows 'Effective Date: 01/01/2004', 'Status: Active', and 'Fiscal Year End: 12' (December). The 'Tax Details' section contains the following fields:

- *Tax Unit: GDFBR (Tax Unit Bremen)
- Tax Chamber Bremen: GDFBR (Tax Unit Bremen)
- Tax Chamber Saarland: (empty)
- Lump Sum Church Tax: ☐
- Lump Sum Tax Rate: (empty)
- *Church State: Bayern (dropdown)

| | |
|-----------------------------|---|
| Fiscal Year End | Select the end of your company's fiscal year. |
| Tax Unit | Select your tax unit. |
| Tax Chamber Bremen | Select the tax unit where the tax office is referenced, which receives the chamber tax Bremen. |
| Tax Chamber Saarland | Select the tax unit where the tax office is referenced, which receives the chamber tax Saarland. |
| Lump Sum Church Tax | This amount is deducted only if the employee belongs to a religion. If the employee does belong to a religion, enter Y. |
| Lump Sum Tax Rate | Enter an individual lump sum rate for the employer. |
| Church State | Enter the church state of the employer. |

Entering Tax Data

Enter the tax data of your employees in the Taxes component, which consists of the General Tax Data, Tax Card Data, and Employer Carryover pages.

This section discusses how to:

- Enter general tax data for employees.
- Enter employee tax card data.
- Enter tax card data from employee carryover balance sheets.
- Enter tax privileged pension data.
- Enter tax privileged death benefit and severance data.

Pages Used to Enter Tax Data

| Page Name | Definition Name | Navigation | Usage |
|---------------------------------------|------------------------|--|---|
| General Tax Data | GPDE_TX_DATA1 | Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, General Tax Data | Enter general tax data for an employee. |
| Maintain Tax Data DEU - Tax Card Data | GPDE_TX_DATA2 | Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Tax Card Data | Enter an employee's tax card data. |
| Employer Carryover | GPDE_TX_CARD_CO | Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Employer Carryover | Enter the tax card data from an employee's carryover balance sheet. Regardless of how many balance sheets an employee has, enter only the totals on this page. This information is then used during the payroll process to calculate tax adjustment and estimated yearly gross. |
| Pension Payment | GPDE_TX_VBEZ_EE | Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Pension Payment | Enter a separate row for each entitlement of a new tax privileged pension payment. |
| PensPay(Dth/Sev) | GPDE_TX_DTH_BEN | Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, PensPay(Dth/Sev) | Enter the appropriate death benefit and/or severance payment details, and the year in which the entitlement for the tax privileged pension was granted. |

| Page Name | Definition Name | Navigation | Usage |
|-----------------------------|------------------------|--|--|
| Tax Statement | GPDE_RC_TX01 | Global Payroll & Absence Mgmt, Taxes, Tax Statement Report DEU, Tax Statement | Statutory report that you must deliver to the authorities biannually as part of tax declaration. |
| Tax Registration Report DEU | GPDE_RC_TX05 | Global Payroll & Absence Mgmt, Taxes, Tax Registration Report DEU, Tax Registration Report DEU | Prints for the relevant period the necessary information to be sent to the revenue office. |

General Tax Data Page

Use the General Tax Data page (GPDE_TX_DATA1) to enter general tax data for an employee.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, General Tax Data

Image: General Tax Data page

General Tax Data page

The screenshot shows the 'General Tax Data' page for employee Manfred Berger (EMP ID: KDG061). The page is divided into several sections:

- General Information:**
 - Effective Date: 01/01/2008
 - Pay Entity: KD1 (Continental Commerce - Germany)
 - Pay Group: KDG02 (GP Germany Paygroup 2 monthly)
 - Tax Unit: KDG001 (German Taxnumber)
 - Tax Number: 238/123/12340
 - Tax Office: 9238 (Nürnberg-Nord)
- Income Tax Data:**
 - Tax Schedule: Schedule A
 - Chamber State: none
 - *Tax Card Start Date: 01/01/2008
 - ☐ Tax Card Received
- Tax Adjustment:**
 - ☐ Monthly Adjustment
 - ☒ Annual Adjustment
 - ☒ Church Annual

Effective Date

The current date when you enter a new record.

Income Tax Data

Tax Schedule

Select either *Schedule A* or *Schedule B*. This refers to Tax Table A or Tax Table B, respectively.

Tax Card Received

Select this option if the employee is using an official, government-issued tax card.

Chamber State

If an employee works in Bremen or Saarland, a special chamber tax must be paid. Select the chamber state: *Bremen*, *Bremen BC*, *N/A*, or *Saarland*.

Tax Card Start Date

Enter the date that you want to print as the employment start date on the tax card label. This date must be within the same year as the effective date.

When you enter a new record, the Effective Date field displays the current date. If no card exists for the current year, the current date is entered here. If a tax card already exists for the current year, the start date of this card is entered in the new Tax Card Start Date field.

Tax Adjustment**Monthly Adjustment**

Select this option to adjust taxes monthly for your employee.

Annual Adjustment

Select this option to adjust the wage tax for the employee at the end of the year.

Church Annual

Select this option to adjust the church tax when adjusting the annual adjustments. When selecting this option, you must also select the Annual Adjustment option.

Maintain Tax Data DEU - Tax Card Data Page

Use the Maintain Tax Data DEU - Tax Card Data page (GPDE_TX_DATA2) to enter an employee's tax card data.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Tax Card Data

Image: Maintain Tax Data DEU - Tax Card Data page

Maintain Tax Data DEU - Tax Card Data page

Number of Children

Enter the number of children for deduction purposes.

Religion Employee/Spouse

Select the religion of the employee and the spouse. This is used in conjunction with information on the Church Tax DEU page to determine the applicable church tax rate.

*KUG Benefit Group

The KUG benefit group is determined in accordance with the German employment promotion act (*Arbeitsförderungsgesetz*).

*KUG Benefit Step

The KUG benefit step is determined in accordance with the German employment promotion act (*Arbeitsförderungsgesetz*).

Tax Office

Select the code of the appropriate tax office.

Community ID from Taxcard

Enter the community ID for the municipality that issued the tax card. The ID is printed on the tax card.

Locality

Enter the municipality that issued the tax card.

Exemption Annually

Enter the employee's annual tax exemption.

Exemption Monthly

Enter the employee's monthly tax exemption.

Accumultv Transport by Employer

Select this box if your company offers an accumulative transport of employees to the plant or company.

No Data from former Employer

Select this box if the employee does not give the earned salary from former employment. From 2004 on the employee is not required to tell the current employer this information.

**Additional Tax Gross Annually
and Additional Tax Gross Monthly**

Enter data from the employee's tax card. The amounts are filled in the appropriate fields on front page of the tax card called *Hinzurechnungsbetrag* monthly and yearly.

Generate eTIN Number

A specific Tax identification number is generated automatically (using employee's name and birth date).

Tax Card Closed On

The closing date for the tax card. Retroactive changes are taxed according to the cash method if the tax card has already been closed. In this case, the field already contains a date.

If the Tax Card Closed On field displays a date, the remaining fields on the Tax Card Data and General Tax Data pages are display-only. Delete the date if you want to reactivate these fields.

If this field has no date at the end of the year, you can enter the tax card data in the tax card of the next year using the New Tax Card report.

Related Links

[Setting Up Taxes](#)

Employer Carryover Page

Use the Employer Carryover page (GPDE_TX_CARD_CO) to enter the tax card data from an employee's carryover balance sheet.

Regardless of how many balance sheets an employee has, enter only the totals on this page. This information is then used during the payroll process to calculate tax adjustment and estimated yearly gross.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Employer Carryover

Image: Employer Carryover page

Employer Carryover page

General Tax Data Tax Card Data **Employer Carryover** Pension Payment PensPay(Dth/Sev)

Manfred Berger EMP ID: KDG061 Empl Record: 0

Find First 1 of 1 Last

Effective Date: 01/01/2008

2. Nbr of Work Interruptions:

3. Taxable Gross: EUR

4. Income Tax: EUR

5. Solidarity Tax: EUR

6. Church Tax Employee: EUR

7. Church Tax Spouse: EUR

8. Pension Gross: EUR

9. Multiple Year Pension Gross: EUR

10. Multiple Year Taxable Grs: EUR

15. KUG, SWG, MAT, OAPT: EUR

16. DBA Earnings: EUR

16. ATE Earnings: EUR

Note: This page has to be filled out if the employment starts mid year and the employee hands over to the employer the necessary salary information from the former employment(s).

Carryover Currency

Enter the currency code for the amounts entered on this page.

2. Nbr of Work Interruptions (number of work interruptions)

Enter the number of work interruptions from the carryover balance sheet.

3. Taxable Gross

Enter the taxable gross from the carryover balance sheet.

4. Income Tax

Enter the income tax from the carryover balance sheet.

5. Solidarity Tax

Enter the solidarity tax from the carryover balance sheet.

6. Church Tax Employee

Enter the church tax paid for the employee from the carryover balance sheet.

7. Church Tax Spouse

Enter the church tax paid for the spouse, if applicable, from the carryover balance sheet.

8. Pension Gross

Enter the pension gross from the carryover balance sheet.

9. Multiple Year Pension Gross

Enter the multiple year pension gross from the carryover balance sheet.

10. Multiple Year Taxable Grs (multiple year taxable gross)

Enter the multiple year taxable gross from the carryover balance sheet.

**15. KUG, WAG, MAT, OAPT
(KUG, WAG, Kurzarbeitergeld,
Winterausfallgeld, maternity
earnings, old page part-time)**

Enter the KUG, WAG, maternity, and old age part-time earnings from the carryover balance sheet.

16. DBA Earnings

Enter the DBA earnings from the carryover balance sheet.

16. ATE Earnings

Enter the ATE earnings from the carryover balance sheet.

The fields of the Employer Carryover page correspond to the numbered lines on the tax card.

Pension Payment Page

Use the Pension Payment page (GPDE_TX_VBEZ_EE) to enter a separate row for each entitlement of a new tax privileged pension payment.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Pension Payment

Image: Pension Payment page

Pension Payment page

The screenshot shows the 'Pension Payment' page in SAP. At the top, there are tabs: 'General Tax Data', 'Tax Card Data', 'Employer Carryover', 'Pension Payment' (selected), and 'PensPay(Dth/Sev)'. Below the tabs, employee information is displayed: 'Manfred Berger', 'EMP', 'ID: KDG061', and 'Empl Record: 0'. A section titled 'Taxprivileged Pension Payment' contains 'Effective Date: 10/19/2006' and 'Country: ALL'. Below this is a table titled 'Taxprivileged Pension Payment Details' with columns: 'Begin Date', 'End Date', 'Initial Amount for Pension Pay', 'Initial Amount Pension Bonus', 'Currency Code', and 'Element Name'. The table has one row with '1' in the first column and 'EUR' in the 'Currency Code' column. The 'Element Name' column is empty.

It is possible for an employee to receive several, concurrent tax privileged pension payments. Due to legislative changes, the government has introduced a modified calculation of this tax advantage, decreasing the exemption every year. To capture details in support of the new calculation, starting in 2006 employers must enter a separate row for each entitlement of a new tax privileged pension payment.

New tax privileged pension payments are included in the calculation as of the effective date of the entitlement. While all entered rows are reported on the tax statement, only valid rows within the calculation period (between the begin and end dates) are used to calculate the tax exemption.

Begin Date

Enter the date the tax-privileged pension payments start.

End Date

Enter the date the tax-privileged pension payments end.

| | |
|---------------------------------------|--|
| Initial Amount for Pension Pay | The amount of the recurring tax-privileged pension payment in the first full month paid. The amount is used as a basis for calculating the tax exemption |
| Initial Amount Pension Bonus | The amount of tax-privileged pension bonus paid in the first year of the pension. |
| Currency Code | Select the currency for the paid amount. |
| Element Name | Select the appropriate element for the tax-privileged pension payment. |

PensPay (Dth/Sev) Page

Use the PensPay (Dth/Sev) page (GPDE_TX_DTH_BEN) to enter the appropriate death benefit and/or severance payment details, and the year in which the entitlement for the tax privileged pension was granted.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, PensPay(Dth/Sev)

Image: PensPay (Dth/Sev) page

PensPay (Dth/Sev) page

General Tax Data | Tax Card Data | Employer Carryove | Pension Payment | **PensPay(Dth/Sev)**

Manfred Berger EMP ID: KDG061 Empl Record: 0

Taxprivileged Pension (Death Benefit or Severance Payment) Find | View All | First 1 of 1 Last

Period End Date:

Taxprivileged Pension - Details (Death Benefit or Severance Payment) Customize | Find | View All | First 1 of 1 Last

| | Year (Kohortenjahr) | Death Benefit Payment | Severance Payment | Currency Code |
|---|----------------------|-----------------------|----------------------|---------------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | EUR |

Beginning in 2006, it is required to calculate the tax exemption for tax privileged pension payments paid as a death benefit or as a severance payment differently from the standard bonus calculation for tax privileged pension payments. Accordingly, the death benefit and severance payments are now reported separately on the tax statement.

To process the tax exemption calculation, the PeopleSoft system provides two variables: DE_TX_STERBE for the Death Benefit Payment and DE_TX_VKAPA for Severance Payments. Entered

values populate these variables, which are then used in the calculation and to populate two new system earnings: DE_ER_DTHBEN (death benefit payment) and DE_ER_SEVPAY (severance payment).

These earnings are processed in a new section: DE_TX_DTH_SEV_PAY. The new section is part of the German Process List, DE_AL_DEU1, and must be added to your own process list after the Section DE_TX_INIT.

If you do not want to use the standard earning, you can set up your own earning by using the previously mentioned variables as the amount and assigning them to the correct German Earning Accumulators (DE_A3_K1122 for Death Benefit and DE_A3_K1132 for Severance Payment). Note, however, that the variables should be processed only after processing section DE_TX_INIT.

| | |
|------------------------------|--|
| Period End Date | Final date the death benefit or severance payment has to be paid. |
| Year (Kohortenjahr) | Year in which the tax privileged pension is granted. |
| Death Benefit Payment | Amount of tax privileged pension to be paid at death of employee. |
| Severance Payment | The amount of tax privileged pension to be paid as a lump sum. The severance payment terminates further payments of the tax privileged pension. |
| Currency Code | Select the currency for the paid amount. |

Entering Tax Data for Company Cars

This section discusses how to enter tax data on company cars.

In Germany, many employees are given a company car by their employers. German law stipulates that this advantage has to be taxed.

If you want to calculate the tax advantage for a company car, input data about the car at the employee level. On the basis of this data, the taxable advantage resulting from the use of the company car is calculated.

Page Used to Enter Tax Data on Company Cars

| Page Name | Definition Name | Navigation | Usage |
|-------------------------------|------------------------|--|--|
| Calculate Company Car Tax DEU | GPDE_CAR_ALLOC | Global Payroll & Absence Mgmt, Payee Data, Taxes, Calculate Company Car Tax DEU, Calculate Company Car Tax DEU | Use to enter data to calculate the tax advantage for a company car given to an employee. |

Calculate Company Car Tax DEU Page

Use the Calculate Company Car Tax DEU page (GPDE_CAR_ALLOC) to use to enter data to calculate the tax advantage for a company car given to an employee.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Taxes, Calculate Company Car Tax DEU, Calculate Company Car Tax DEU

Image: Calculate Company Car Tax DEU page

Calculate Company Car Tax DEU page

Calculate Company Car Tax DEU

Manfred Berger EMP ID: KDG061 Empl Record: 0

Allocation Find View All First 1 of 1 Last

*Car Identification: 0000022

*Begin Date: 04/29/2009 End Date: 12/29/2009 Currency Code: EUR euro

Car Details

Registration Number: HR52 YUP Vehicle Identification Number: KSJHFKJSA531

Manufacturer: BMW Model: 323i SE

Cost Details

Car Price: 21000.000 EUR Route Length: 35.00 (km)

Extras: 300.000 EUR ☒ Lump sum? ☒ Paid by Employee?

Total: 21300.000

Advantage

| | | | |
|---------------|-------------|-----------|-------------|
| Base: | 213.000 EUR | Distance: | 223.650 EUR |
| Max Lump sum: | 157.500 EUR | Lump sum: | 157.500 EUR |

Car Identification

Enter the car identifier.

Start Date/End Date

Enter the dates for which this information is valid.

Car Details

Based upon the Car Identification code, this group box displays pertinent details about the car.

Costs Details

Car Price

Enter the price of the car.

Extras

Enter the price of any car extras.

Total

The total of Car Price and Extras appears.

Route Length (km)

Enter the distance, in kilometers, between the employee's homes and the work location.

Lump sum?

Select if the employer is paying the lump sum tax for the travel between the work location and home location. For the lump sum taxation, the average number of days the employee travels into the office for each month is set to 15.

Advantage

This group box displays calculated information used in the tax calculation.

Calculating Lump Sum Taxes

In certain cases, you can calculate employee income tax independently of specific job characteristics by means of a lump sum tax rate. This section provides an overview of the most important statutory regulations regarding lump sum taxation and provides examples of how lump sum taxes are calculated.

Understanding Statutory Regulations for Lump Sum Tax

In certain cases, the government allows you to tax income according to a lump sum. When income is taxed at a lump sum rate, a certain percentage of an employee's pay is paid to the tax office, regardless of that employee's specific pay criteria. In such cases, the income tax table is not used. Applying a lump sum tax to an employee's income reduces the amount of work necessary and also often reduces the tax amount the employee pays. As an employer, you are responsible for paying income and church taxes.

You can establish *fixed* lump sum tax rates for certain earnings, such as:

- Temporary employment: 25 percent.
- Low-income employment (part-time work): 2 percent.
- Travel allowances: 15 percent.
- Direct life insurance: 20 percent.
- Meal allowances: 25 percent.
- Company events: 25 percent.
- Convalescence allowances: 25 percent.

For these kinds of earnings, you can process income taxes *without applying* to the tax office.

In certain cases, you can also process other earnings (one-time payments of up to EUR 1000 per year) according to specially defined lump sum tax rates. These rates are approved by the tax office on request. This rate also applies to income taxes changed by the tax office following an external income tax audit.

Church tax must always be paid, even if income is taxed at a lump sum rate. The base used for assessing church tax is the lump sum income tax. The tax office can waive claims for church tax if the employer can prove that some or all of the employees concerned are not members of the taxable churches.

In certain cases, a lump sum income tax assessment can trigger exemptions for social insurance payments. For example, travel allowances, direct life insurance, meal allowances, company events, and convalescence allowances are exempt from social insurance.

The calculation is done if certain earnings are assigned to the different lump sum accumulators (DE_A3_K2024 to DE_A3_K2514).

Processing Cash Method Taxes

An employee may often receive earnings that are related to a much earlier pay period. Because these earnings are subject to statutory tax and social insurance requirements, deductions must be made accordingly.

If certain payments cannot be taxed in the year in which they were earned (because the tax card for that year has already been closed), the payment and its tax portion are carried over into the following year.

Global Payroll provides you with the pay elements and the calculation rules for processing such payments according to the cash method. This section discusses legal requirements and compliance.

Legal Requirements and Compliance

Whether taxes can be assigned to the period in which they were incurred depends on whether an employee's tax card has already been closed. However, social insurance contributions that are paid later are always credited to the pay period in which the entitlement to the earnings originated.

Tax Deductions

Earnings are normally taxed (income tax, church tax, solidarity tax) in the year in which they are paid to the employee. The taxable portion of those earnings is calculated for each pay period (calendar month) and deducted from the employee's pay.

Earnings, such as overtime, merit bonuses, and expenses, however, are usually paid later. Similarly, entitlements that arise at the end of the year cannot usually be paid and taxed until the new year. However, you can assign these amounts to the year in which they were earned only if the employee's tax card has not yet been closed. Tax cards are generally closed during the first quarter of the following year in order to allow employees to file their income tax returns.

New payment amounts arising for a year for which the appropriate tax card has already been closed cannot be included in the closed year. Such amounts are carried over into the current calendar year (with an open tax card).

Social Insurance Contributions

Social insurance contributions for retrospectively paid earnings are also transferred to the DEUEV Provider later, but are credited to the pay period (month) in which the earnings entitlement arose. Here, the cash method cannot be applied; instead, the *incurred payment method* is applied, and the amounts are assigned to the month and year in which they are earned. The corresponding report to the DEUEV provider can be processed using the DEUEV function within Global Payroll. Be sure to comply with the March Clause.

Processing Annual Income Tax Calculations

Global Payroll uses three income tax calculations that cover the entire calendar year. This section provides explanations of the system requirements for these three processes, as well as some calculation examples.

Annual Income Tax Adjustment

This section provides the most important information about how annual income tax adjustments are processed by Global Payroll.

Purpose of the Annual Income Tax Adjustment

Over the course of a calendar year, there may be times when too much tax is paid because of varying incomes or because of an entry of an exempt amount on the tax card sometime during the year. The annual income tax adjustment process corrects this problem.

Annual Income Tax Adjustment by the Employer

Employers who employ at least 10 persons on December 31 must perform annual income tax adjustments. In accordance with §42 b EstG, other employers are entitled but not obliged to perform these tax adjustments.

Employees Eligible for Annual Income Tax Adjustments

Employers can perform an annual income tax adjustment only for employees to whom these conditions apply:

- The employee is subject to unlimited income tax.
- The employee is a resident in the country or has habitual abode there.
- The employee was employed without interruption in the adjustment year.
- The employee was employed on December 31 or is receiving pension benefits from the employer.

The employer may not perform annual income tax adjustments in these cases:

- If requested by the employee.
- The employee is taxed according to tax class V or VI in the adjustment year or in part of the adjustment year.
- The employee was taxed for a part of the adjustment year according to tax class III or IV.
- Payments to the employee were interrupted and, for this reason, had the capital letter *U* entered in his or her payroll balance, or a previous employer entered the capital letter *U* in the employee's tax card.
- The employee is taxed in the adjustment year partially in accordance with the general income tax table and partially in accordance with the special income tax table.
- The employee received earnings with tax concessions in accordance with the Global Assignment Decree (ATE) or that are tax exempt in accordance with the Double Taxation Agreement (DBA).

Annual Income Tax Adjustment with PeopleSoft Payroll

The annual income tax adjustment is automatically performed as a part of the normal payroll calculation in December. Thus, the current pay period for the annual income tax adjustment is December.

The following employees are excluded from the annual income tax adjustment:

- Employees for whom the Annual Income Tax Adjustment check box on the General Tax Data page has been manually deselected.
- Employees in tax class V or VI in the current tax year (or part of the year).
- Employees in tax class III or IV in a part of the current tax year.
- Employees with additional benefits (short-time work, additional maternity allowance, or old age part-time increase amounts).
- Employees who have the capital letter *U* entered in their tax cards.
- Employees who were not processed for the entire year using the General or Special Income Tax Table.
- Employees with earnings in accordance with a Double Taxation Agreement (DBA) or Global Assignment Decree (ATE).

The calculation rules determine the applicable taxable gross and the tax data from the balance table for the months January through November and include the data from the current pay period (December).

The taxable gross consists of regular earnings and other taxable earnings. Tax-exempt pension amounts, old-age relief payments, and the tax-exempt amounts entered in the tax card are included in their entirety in the process.

Church tax and solidarity tax must also be adjusted whenever the annual income tax adjustment is made for an employee. If the employee stops paying church tax in the course of the adjustment year and this is indicated on the tax card, the church tax annual adjustment can be closed.

These pay elements are generated for payback amounts:

- DE_TX_J001, income tax payback.
- DE_TX_J019, church tax payback.
- DE_TX_J023, solidarity tax payback.

The annual adjustment is performed only in December and is not rerun for retro payments.

Permanent Annual Income Tax Adjustments

This section provides an overview of permanent annual income tax adjustments in Global Payroll for Germany and provides an example.

Purpose of the Permanent Annual Income Tax Adjustment

The term *permanent annual income tax adjustment* describes a special process in the taxation of regular pay during the course of the calendar year.

In this process, the *regular* income tax deduction is made using the *annual income tax table*.

Thus, excess taxes that can result from fluctuating income are permanently adjusted. This process has nothing to do with an actual *annual income tax adjustment*.

Employees Eligible for Permanent Annual Income Tax Adjustments

Income tax for *regular* pay can be determined according to the anticipated annual pay with the annual income tax table if the following conditions apply:

- The employee is subject to unlimited income tax.
- The employer has the employee's tax card.
- The employee has been employed without interruption since the beginning of the calendar year.
- The letter *U* is not entered in the employee's pay balance or tax card.
- The employee has not received short-time work (KUG) or bad-weather allowances, maternity benefits, or compensation for income loss.
- The employee has not received earnings with tax concessions in accordance with the Global Assignment Decree (ATE) or earnings that are tax-exempt in accordance with the Double Taxation Treaty (DBA) during the adjustment year.
- The employee has not been transferred from the general income tax table to the special tax table or vice versa.
- Cases in which the employee cannot perform a permanent annual income tax adjustment essentially coincide with cases in which the employee cannot perform an annual income tax adjustment at the conclusion of the calendar year end.

Permanent Annual Income Tax Adjustment with Global Payroll

These employees are excluded from the permanent annual income tax adjustment:

- Employees for whom the Permanent Annual Income Tax Adjustment option on the page General Tax Data has been manually deselected.
- Employees with additional benefits (short-time pay, additional maternity allowance, old age part-time increase amounts.)
- Employees who have the capital letter *U* entered in their tax cards. (The capital letter *U* entered by the previous employer is currently not supported.)
- Employees who were not processed for the entire year using the general or special income tax table.
- Employees with earnings in accordance with the Double Taxation Agreement (DBA) or Global Assignment Decree (ATE).

The calculation rules determine the appropriate taxable gross amount and the tax data for previous months and include the data from the current pay period.

Calculation Example

This table shows data for a sample permanent annual income tax adjustment calculation.

| <i>Pay Period</i> | <i>Regular Pay</i> | <i>Tax Days</i> | <i>Tax</i> |
|--------------------------|---------------------------|------------------------|-------------------|
| January | 7000 | 30 | |

| Pay Period | Regular Pay | Tax Days | Tax |
|---|--------------------|-----------------|------------|
| February | 6000 | 30 | |
| March | 7000 | 30 | |
| April | 9000 | 30 | |
| Sums 01 through 03 | 20000 | 90 | 3163 |
| Sums 01 through 04 (See auxiliary calculation) | 29000 | 120 | 4928 |
| April | | | 1765 |

Auxiliary calculation:

| | | | |
|---------------------------------|--------------|---------------------|--------------|
| Anticipated Annual Gross | 29000 | :120 * 360 = | 87000 |
| Tax on anticipated gross: | | | 14784 |
| Tax on 01 - 04 | 14784 | :360 * 120 = | 4928 |
| Tax 04 | | 4928 - 3163 = | 1765 |

Income Tax on One-Time Payments

Carryovers listed on the tax card are included to determine accrued pay (January through July).

This table illustrates an example of calculated income tax for a one-time payment made in August 1999:

| Pay Period | Regular Pay | One- Time Payment |
|-----------------------|--------------------|--------------------------|
| January | 9429.73 | |
| February | 9429.73 | 7396.27 |
| March | 9429.73 | |
| April | 9429.73 | |
| May | 9429.73 | |
| June | 9429.73 | |
| July | 9429.73 | 1438.10 |
| August | 9840.73 | 10118,25 |
| Total January – July: | 66008.11 | |

| | | | | |
|------------------------------|----------|-----------------|---------------------------|-------|
| Total January – July | = | 66008.11 | | |
| 9840.73 * 5 (anticipated) | + | 49203.65 | | |
| | + | 7396.27 | | |
| | + | 1438.10 | | |
| | = | 124046.13 | Annual tax, tax class 3 | 26596 |
| | + | 10118.25 | | |
| | = | 134164.38 | Annual tax | 30180 |
| Tax 04 | | | Difference (tax on bonus) | 3584 |

Running the Tax Auditor Access Process

This section provides an overview of the Tax Auditor Access process and discusses how to run the Tax Auditor Access process.

Page Used to Run the Tax Auditor Access Process

| Page Name | Definition Name | Navigation | Usage |
|------------------------|------------------------|--|---|
| Tax Auditor Access DEU | GPDE_TA_RUNCTL | Global Payroll & Absence Mgmt, Taxes, Tax Auditor Access DEU, Tax Auditor Access DEU | Use this page to define tax auditing report parameters and generate the XML/CSV files that will be submitted to the government. |

Working with the Tax Auditor Access Process

Since January 2002, the GDPDU (Guidelines for Data Access and Verifiability of Digital Data) have been the standards by which tax auditors get access to tax-relevant data in payroll systems (Paragraph 146/147). Employers have to archive tax-relevant data in machine-readable format and make the data available to tax auditors on request.

For these tax auditing purposes, it is necessary to generate formatted data files of tax-relevant payroll information in accordance with Paragraph 146/147. Global Payroll for Germany provides a generic XML description file and CSV data files for companies to use when submitting tax information to government tax audit agencies. Global Payroll for Germany provides a run control page with To and From dates, from which you can generate the XML file. The process extracts both current and archived data.

The following steps describe the Tax Auditor Access process:

1. Navigate to the Tax Auditor Access DEU page, found in Global Payroll, Taxes, Tax Auditor Access DEU.

2. Enter run control information, such as date range, file output, and requests that the file be created.
3. Click the Run button.
4. The files are created according to run control parameters.

Tax Auditor Access DEU Page

Use the Tax Auditor Access DEU page (GPDE_TA_RUNCTL) to use this page to define tax auditing report parameters and generate the XML/CSV files that will be submitted to the government.

Navigation

Global Payroll & Absence Mgmt, Taxes, Tax Auditor Access DEU, Tax Auditor Access DEU

Image: Tax Auditor Access DEU page

Tax Auditor Access DEU page

The screenshot displays the 'Tax Auditor Access DEU' web page. At the top, there is a title bar with the text 'Tax Auditor Access DEU'. Below the title bar, there are several input fields and buttons. On the left, 'Run Control ID' is set to '1' and 'Language' is set to 'German'. On the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these, there is a section titled 'Process Parameters' which contains several input fields: 'Begin Date' (10/19/2006), 'End Date' (10/19/2006), '*Pay Entity' (GDA), '*Tax Data File' (gda_tax_06), 'Extension' (.csv), '*Pay Elements File' (gad_tax_elm_06), 'Extension' (.csv), '*Print Class' (GPDEDMO1), '*Index File' (index), 'Extension' (.xml), and '*Media' (CD01).

Begin Date and End Date

Enter the begin and end dates for the data you want to generate. The End Date value must be later than or equal to the Begin Date value.

Pay Entity

Select the pay entity for which the report will be generated.

Note: Wildcard characters are not allowed for this field because the process cannot be run for multiple pay entities.

Tax Data File and Pay Elements File

Enter the file names for the tax data that you will send to the auditor. Tax Data File contains detailed payroll results, and Pay Elements File contains detailed tax methods used for earnings and deductions.

| | |
|--------------------|---|
| Extension | Enter the file extension type for the Tax Data File and the Pay Elements File. The default file type is <i>CSV</i> . |
| Print Class | Enter a print class. This value is used to control the generation of the pay elements data. |
| Index File | Enter the name of the file. The tax auditor software will use the index file to interpret the structure of Tax Data File and Pay Elements File entries. |
| Extension | Enter the index file extension type. The default file type is <i>XML</i> . |
| Media | Enter the type of media, such as diskette or CD, with which you will send the file to the tax auditor. |

Setting Up Garnishments

Understanding Garnishments

When an employee owes money to certain third parties, that person's salary might be garnished. As the employer, you are required to pay part of the employee's salary to the garnisher. Global Payroll for Germany helps you process all the employer tasks involved in handling garnishments. The system determines the correct garnishment amounts, generates the corresponding deductions, and creates bank transfer data.

Viewing Delivered Elements

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

Related Links

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

Setting Up Garnishments

This section discusses how to:

- Enter basic garnishment information.
- Enter garnishment details.
- Enter garnishment dependent information.
- Enter garnishment income information.
- Enter bank transfer information.
- Enter garnishment override information.

Pages Used to Set Up Garnishments

| Page Name | Definition Name | Navigation | Usage |
|---|------------------------|--|--|
| Assign Garnishments DEU - Order | GPDE_GR_EE1 | Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Order | Define garnishment priority and basic garnishment information. |
| Assign Garnishments DEU - Detail | GPDE_GR_EE2 | Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Detail | Define garnishments in more detail. |
| Assign Garnishments DEU - Dependents | GPDE_GR_EE3 | Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Dependents | Enter information about dependents. |
| Assign Garnishments DEU - Income | GPDE_GR_EE4 | Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Income | Define garnishment disposable income and priority distribution percentage. |
| Assign Garnishments DEU - Bank Transfer | GPDE_GR_EE5 | Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Bank Transfer | Enter bank and transfer instructions for a garnishment. |
| Assign Garnishments DEU - Override | GPDE_GR_EE6 | Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Override | Enter instructions for overriding an element. |

Assign Garnishments DEU - Order Page

Use the Assign Garnishments DEU - Order page (GPDE_GR_EE1) to define garnishment priority and basic garnishment information.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Order

Image: Assign Garnishments DEU - Order page

Assign Garnishments DEU - Order page

The screenshot displays the 'Assign Garnishments DEU - Order' page. At the top, there are tabs: 'Order', 'Detail', 'Dependents', 'Income', 'Bank Transfer', and 'Override'. Below the tabs, the employee's name 'Manfred Berger' is shown, followed by 'EMP' and 'ID: KDG061'. To the right, 'Empl Record: 0' is displayed. The main section is titled 'Garnishment Order' and includes a search bar with 'Find | View All | First | 1 of 1 | Last'. Below this, there are several fields: 'Garnishment Priority' set to '1', 'Garnishment Type' set to 'General' (with a dropdown arrow), 'Garnishment ID' (empty), and 'Garnishment Received Date' set to '09/30/2008 7:49AM'. A second section titled 'Garnishment Information' also has a search bar. It contains '*Effective Date' set to '09/30/2008' (with a calendar icon), 'Status' set to 'Active' (with a dropdown arrow), and a checkbox for 'Pre-Garnishment' which is currently unchecked. At the bottom, there are fields for 'Entry Type' set to 'Deduction' and 'Element Name' (empty).

Garnishment Order

Garnishment Priority

The priority of this garnishment in relation to other garnishments you might have set up for an employee. The lower the number, the higher the priority. So, the system processes a garnishment with a priority of 1 before a garnishment with a priority of 5.

Garnishment Type

Specify whether the garnishment concerns a *General* order or a *Support* order.

Garnishment Received Date

The system populates this field with a time stamp.

Garnishment Information

Effective Date

The first valid payroll date.

Pre-Garnishment

Select if you have not received the garnishment order but your company wants to initiate a pre-garnishment deduction. In accordance with § 845 Section 2 of the German Code of Civil Procedure, a pre-garnishment is permitted for a maximum of four weeks. Thereafter, you must convert the pre-garnishment to a garnishment or rescind it.

To convert a pre-garnishment to a garnishment, deselect this field. If you have not received the garnishment order after

four weeks, change the status to *Inactive*. The employee is reimbursed for the deducted pay.

Entry Type

Enter the entry type for the garnishment element. The default is *Deduction*.

Element Name

Enter the garnishment element name. The prompt lists all garnishment deduction elements that the PeopleSoft system delivers. Be aware that the assignment of the deduction is unique.

For example, a company receives two different court orders for an employee. The first has priority 1, and the assigned garnishment deduction element is DE_GR_G001. For the second court order, you would have to assign a deduction element that is not equal to DE_GR_G001.

You must follow this approach to ensure that the process works correctly.

Assign Garnishments DEU - Detail Page

Use the Assign Garnishments DEU - Detail page (GPDE_GR_EE2) to define garnishments in more detail.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Detail

Image: Assign Garnishments DEU - Detail page

Assign Garnishments DEU - Detail page

The screenshot displays the 'Assign Garnishments DEU - Detail' page. At the top, there are tabs for 'Order', 'Detail', 'Dependents', 'Income', 'Bank Transfer', and 'Override'. The 'Detail' tab is active. Below the tabs, the employee's name 'Manfred Berger' is shown, followed by 'EMP', 'ID: KDG061', and 'Empl Record: 0'. A 'Garnishment Order' section shows 'Garnishment Priority: 1'. Below this is a 'Garnishment Information' section with 'Effective Date: 09/30/2008'. The 'Detail' section contains several input fields: 'Garnishment Amount' (0.00), 'Max Garn Amount' (99999999.99), 'Interest Rate' (0.00), 'Garn Processing Fee' (0.00), and 'Currency Code' (EUR). Each input field has a magnifying glass icon next to it.

Detail

Garnishment Amount

Enter the amount to be deducted monthly from the payee's earnings.

Max Garn Amount (maximum garnishment amount)

If the garnishment order specifies a maximum monthly amount, enter that amount.

Interest Rate

Enter the garnishment interest rate deduction element and the percentage.

Garn Processing Fee (garnishment processing fee)

Enter the garnishment processing fee deduction element and the amount.

Assign Garnishments DEU - Dependents Page

Use the Assign Garnishments DEU - Dependents page (GPDE_GR_EE3) to enter information about dependents.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Dependents

Warning! PeopleSoft delivers and maintains the Garnishment Dependents Table. Although you can modify this table, carefully consider the effect of changes to it.

Image: Assign Garnishments DEU - Dependents page

Assign Garnishments DEU - Dependents page

The screenshot shows the 'Assign Garnishments DEU - Dependents' page. At the top, there are tabs: Order, Detail, Dependents (selected), Income, Bank Transfer, and Override. Below the tabs, the employee name 'Manfred Berger' is displayed along with 'EMP' and 'ID: KDG061'. To the right, 'Empl Record: 0' is shown. The main section is titled 'Garnishment Order' and includes a 'Garnishment Priority' of 1. Below this is the 'Garnishment Information' section, which shows an 'Effective Date' of 09/30/2008. The 'Dependents' section contains a 'Number of Dependents' field with the value 0, an 'Exemption Amount (Par. 850c/1)' field, an 'Exemption Pct (Par. 850c/2)' field, and a 'Dependents Overwrite' checkbox.

Dependents

Number of Dependents

Select the number of dependents specified by the garnishment order. Based on that number, legal amounts and percentages appear. Choose from the prompt that lists the number of dependents, the exemption amount, and the percentage.

Dependents Overwrite

This check box applies only to property garnishments. To override the exemptions, select this check box.

Exemption Amount (Par. 850c/1) (exemption amount paragraph 850c/1)

This field appears if the garnishment type is *General* and the Dependents Overwrite check box is selected.

Exemption Pct (Par. 850c/2) (exemption percentage paragraph 850c/2)

This field appears if the garnishment type is *General* and the Dependents Overwrite check box is selected.

Assign Garnishments DEU - Income Page

Use the Assign Garnishments DEU - Income page (GPDE_GR_EE4) to define garnishment disposable income and priority distribution percentage.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Income

Image: Assign Garnishments DEU - Income page

Assign Garnishments DEU - Income page

Order Detail Dependents **Income** Bank Transfer Override

Manfred Berger EMP ID: KDG061 Empl Record: 0

Garnishment Order Find | View All First 1 of 1 Last

Garnishment Priority: 1

Garnishment Information Find | View All First 1 of 1 Last

Effective Date: 09/30/2008

Disposable Income

Min Income Amt: EUR Arrears: EUR

Min Income Pct: EUR Other Income: EUR

Priority Distribution Percent

Distribution:

Enter the court-specified amounts that differ from the garnishment amounts specified in the German Code of Civil Procedure.

Disposable Income

Min Income Amount (minimum income amount)

Enter the minimum income established by the courts.

Min Income Pct (minimum income percentage)

If the courts have specified that a percentage of total income is to be paid for support garnishments, enter this percentage.

Arrears

If arrears have accrued, enter the amount.

Other Income

Enter the minimum income set by the courts, if applicable.

Priority Distribution Percent

If different garnishments exist simultaneously, you can use the Distribution field to specify the percentage of the total garnished amount to be paid for this garnishment order. The distribution percentage is not legally stipulated.

Assign Garnishments DEU - Bank Transfer Page

Use the Assign Garnishments DEU - Bank Transfer page (GPDE_GR_EE5) to enter bank and transfer instructions for a garnishment.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Bank Transfer

Image: Assign Garnishments DEU - Bank Transfer page

Assign Garnishments DEU - Bank Transfer page

The screenshot shows the 'Assign Garnishments DEU - Bank Transfer' page. At the top, there are tabs: Order, Detail, Dependents, Income, Bank Transfer (selected), and Override. Below the tabs, the employee's name 'Manfred Berger' and EMP ID 'KDG061' are displayed, along with 'Empl Record: 0'. The main content area is divided into sections: 'Garnishment Order' with a priority of 1 and an effective date of 09/30/2008, and a 'Bank Transfer' section containing links for 'Assignment' and 'Recipient'.

Bank Transfer

Assignment

Click this link to define garnishment payment assignment information.

Recipient

Click this link to define garnishment payment recipient information.

Related Links

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

"Assigning Recipients to Deductions and Payees (*PeopleSoft HCM 9.2: Global Payroll*)"

Assign Garnishments DEU - Override Page

Use the Assign Garnishments DEU - Override page (GPDE_GR_EE6) to enter instructions for overriding an element.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Override

Image: Assign Garnishments DEU - Override page

Assign Garnishments DEU - Override page

The German Code of Civil Procedures specifies the maximum percentage of earnings that can be deducted. When you enter an employee's earnings, specify the deductible percentage for each earnings type. You can override the deductible percent of an earning/deduction amount. The percentage applies only to individual garnishments; otherwise, apply the legal percentage rates that are specified in the Earnings Table and the Deductions Table for individual pay elements.

To override the garnishment percentage for an earnings element, select the element name and enter the garnishment percentage. Add new rows to override further earnings.

To override the garnishment percentage for a deduction, select the entry type and enter the garnishment percentage for the deduction in the Percent field. Add new rows to override further deductions.

Earning/Deduction Override

| | |
|---------------------------------------|--|
| Accumulator Name | Select the appropriate accumulator. |
| Entry Type | Select <i>Earnings</i> or <i>Deduction</i> . |
| Element Name and Variable Name | Select the appropriate element and variable. |
| Percent | Enter the percentage. |

Reviewing Garnishment Processing Results

This section discusses how to view garnishment processing results.

Page Used to View Garnishment Processing Results

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|--|------------------------|---|--|
| Garnishment/Rslt (garnishment/results) | GPDE_GR_RSLT | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Garnishment Results DEU, Garnishment/Rslt | After defining and calculating a garnishment, view its status. |

Garnishment/Rslt (Garnishment/Results) Page

Use the Garnishment/Rslt (garnishment/results) page (GPDE_GR_RSLT) to after defining and calculating a garnishment, view its status.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Garnishment Results DEU, Garnishment/Rslt

The fields display data based on the garnishment type. If the garnishment type is General, then the page displays Slice Begin Date, Slice End Date, Garnishment Amount, Element Name, General Garn (general garnishment), Already Paid GG (already paid general garnishment), and General Rest. If the garnishment type is Support, then the page displays Slice Begin Date, Slice End Date, Garnishment Amount, Arrears, Element Name, Support Garn (support garnishment), Already Paid SG (already paid support garnishment), and Support Rest.

Garnishment Amount

Total amount that the employee owes the debtor.

Arrears

Total amount to be paid by the employee besides the garnishment amount. Arrears occur only if the garnishment type is Support.

General Garn (general garnishment) Calculated amount for a general garnishment.

Support Garn (support garnishment) Calculated amount for a support garnishment.

General Rest

The difference between the total amount that the employee owes the debtor and the payments made for the general garnishment.

Support Rest

The difference between the total amount that the employee owes the debtor and the payments made for the support garnishment.

Calculating Interest in Garnishment Processes

This section provides information about calculating interests in the garnishment processes.

PeopleSoft supports the four garnishment-related element categories described in this table:

| Category | Description |
|-----------------|-----------------------------|
| GR_A | Garnishment - Accumulator |
| GR_D | Garnishment - Deduction |
| GR_I | Garnishment - Interest Rate |
| GR_P | Garnishment - Fee |

The element categories are used to classify the garnishment deduction elements. PeopleSoft delivers the following deduction elements for garnishments:

| Deduction Elements | Description |
|---------------------------|---------------------|
| DE_GR_G001 - DE_GR_G010 | General Garnishment |
| DE_GR_S001 - DE_GR_S010 | Support Garnishment |

The garnishment deduction elements are assigned to the category GR_D.

Every deduction of category GR_D is assigned to only one accumulator, which is keyed by the garnishment priority.

General Garnishments

This table lists the accumulators that PeopleSoft delivers for general garnishments:

| Accumulator | Member |
|--------------------|---------------|
| DE_GR_G001_AC | DE_GR_G001 |
| DE_GR_G002_AC | DE_GR_G002 |
| DE_GR_G003_AC | DE_GR_G003 |
| DE_GR_G004_AC | DE_GR_G004 |
| DE_GR_G005_AC | DE_GR_G005 |
| DE_GR_G006_AC | DE_GR_G006 |
| DE_GR_G007_AC | DE_GR_G007 |
| DE_GR_G008_AC | DE_GR_G008 |
| DE_GR_G009_AC | DE_GR_G009 |
| DE_GR_G010_AC | DE_GR_G010 |

Support Garnishments

This table lists the accumulators that PeopleSoft delivers for support garnishments:

| <i>Accumulator</i> | <i>Member</i> |
|---------------------------|----------------------|
| DE_GR_S001_AC | DE_GR_S001 |
| DE_GR_S002_AC | DE_GR_S002 |
| DE_GR_S003_AC | DE_GR_S003 |
| DE_GR_S004_AC | DE_GR_S004 |
| DE_GR_S005_AC | DE_GR_S005 |
| DE_GR_S006_AC | DE_GR_S006 |
| DE_GR_S007_AC | DE_GR_S007 |
| DE_GR_S008_AC | DE_GR_S008 |
| DE_GR_S009_AC | DE_GR_S009 |
| DE_GR_S010_AC | DE_GR_S010 |

Garnishments

To use your own garnishment deduction elements, set up a new deduction of the category GR_D and assign it to a new accumulator that is keyed by garnishment priority number DE_GR_SEQ.

The national court order defines exactly what percentage of earnings is attachable. The garnishment type determines the percentage. General Garnishments have two percentages: 100 and 50. Support Garnishments have three: 100, 75, and 50. The identification of attachable and unattachable earnings must include up to a maximum of the percentage defined by the accumulators.

The PeopleSoft application delivers the following set of statutory accumulators:

| <i>Accumulator</i> | <i>Description</i> |
|---------------------------|---------------------------|
| DE_GR_G50 | Garnishment General 50% |
| DE_GR_S50 | Garnishment Support 50% |
| DE_GR_S75 | Garnishment Support 75% |
| DE_GR_AL100 | Garnishment 100% |

A court can overwrite this partitioning. Assume that for a general garnishment, a bonus is attachable by 50 percent and the court order determines, for this case, a percentage of 65. This change is valid only for

this specific garnishment case. Therefore, every member is assigned to a variable that is predefined with a fixed percentage.

Example

This table shows the different accumulators, earnings, and percentages that are used for members whose wages are being garnished:

| Accumulator | Member | Earning | Percentage |
|--------------------|---------------|-------------------|-------------------|
| DE_GR_AL100 | DE_ER_M10000 | DE_GR_OVRD_M10000 | 100 |
| DE_GR_AL100 | DE_ER_M10001 | DE_GR_OVRD_M10001 | 100 |
| DE_GR_AL100 | DE_ER_M25000 | DE_GR_OVRD_M25000 | 100 |
| DE_GR_AL100 | DE_ER_M27000 | DE_GR_OVRD_M27000 | 100 |

The predefined percentage of the variables can be overridden by the garnishment setup. It is valid only for this payee and garnishment.

Additional Deductions Used for Garnishments

This table lists the additional deductions used for garnishments:

| Deduction | Description |
|--------------------------|--|
| DE_GR_FEE1 - DE_GR_FEE10 | Processing Fee DD 1 - Processing Fee DD 10 |
| DE_GR_IRT1 - DE_GR_IRT10 | Interest Rate DD 1 - Interest Rate DD 10 |

Additional Accumulators Used for Garnishments

This table lists the additional accumulators used for garnishments:

| Accumulator | Description |
|-------------------------------|---|
| DE_GR_TX_SI | Taxes and Social Insurance |
| DE_GR_SPAID_AC | Support Garnishment Already Paid |
| DE_GR_GPAID_AC | General Garnishment Already Paid |
| DE_GR_S001_AC - DE_GR_S010_AC | Support Garnishment DE_GR_S001 - DE_GR_S010 |
| DE_GR_G001_AC - DE_GR_G010_AC | General Garnishment DE_GR_G001 - DE_GR_G010 |

Arrays Used for Garnishments

This table lists the arrays that are used for garnishments:

| Array | Description |
|-----------------|---|
| DE_GR_EE | Garnishment Payee Data |
| DE_GR_EE_OVRD | Garnishment for Earnings and Deductions Overrides for Individual Payees |
| DE_GR_REFERENCE | Reference Table for Garnishment |

The PeopleSoft system delivers the DE_GR_CALC_SEC section to handle garnishment calculation.

Chapter 7

Working with Absence Rules

Understanding Delivered Absence Rules

This section discusses:

- Absence take elements.
- Delivered entitlement elements.
- Viewing delivered elements.

Absence Take Elements

This PeopleSoft application delivers predefined rules for processing absences, and these rules comply with German laws and tariffs. You can modify some of the absence rules and create new ones to reflect your company policies, the specific requirements of tariff contracts, work agreements, and employment contracts.

This table lists the absence take elements PeopleSoft delivers with Global Payroll for Germany and identifies the units (hours or days) in which the absence take is calculated.

The Earnings Units Paid and Earnings Units Unpaid columns identify the formulas that populate the units paid and units unpaid values used by the earnings calculation. The columns show only the suffix of the formula name. The full name of each formula is DE_AB_COUNT followed by the unique suffix.

If a count formula appears in the Earnings Units Unpaid column but not in the Earnings Units Paid column, then the absence is always unpaid. If a formula appears in both columns, then the absence is unpaid only when the entitlement balance is zero or less.

The Priority column shows the relative priority of the absence when a payee has more than one absence event for the same date.

| <i>Absence Reason</i> | <i>Take Element</i> | <i>Units</i> | <i>Earnings Units Paid</i> | <i>Earnings Units Unpaid</i> | <i>Priority</i> |
|------------------------------|----------------------------|---------------------|-----------------------------------|-------------------------------------|------------------------|
| Vacation | DE_AB_M60 | D2 | D2B | D2U | 300 |
| Vacation unpaid | DE_AB_M30 | | | D1 | 300 |
| Sick | DE_AB_M10 | D3 | H2B | H2U | 100 KUG |
| Curing | DE_AB_M15 | D3 | D1 | | 100 KUG |
| Sick unpaid | DE_AB_M11 | | | H2 | 100 |
| Paid absence | DE_AB_M55 | | H2 | | 400 |

| Absence Reason | Take Element | Units | Earnings Units Paid | Earnings Units Unpaid | Priority |
|-------------------------------|---------------------|--------------|----------------------------|------------------------------|-----------------|
| Educational leave | DE_AB_M78 | | | D1 | 100 |
| Military service < 3 days | DE_AB_M70 | D1 | D1 | | 200 |
| Military training | DE_AB_M75 | | | D1 | 200 |
| Military service | DE_AB_M76 | | | D1 | 200 |
| Instead of military service | DE_AB_M77 | | | D1 | 200 |
| Not excused unpaid | DE_AB_M50 | | | H1 | 150 |
| Unpaid | DE_AB_M56 | | | H1 | 150 |
| Training leave | DE_AB_M69 | D1 | H1 | | 500 |
| Maternity | DE_AB_M79 | | | D1 | 100 |
| Legal strike | DE_AB_M20 | | | H1 | 300 |
| Work accident | DE_AB_M16 | D3 | H1B | H1U | 100 |
| Work accident unpaid | DE_AB_M17 | | | H1 | 100 |
| Travel accident | DE_AB_M18 | D3 | H1B | H1U | 100 |
| Travel accident unpaid | DE_AB_M19 | | | H1 | 100 |
| Bummelei unpaid | DE_AB_M40 | | | H1 | 200 |
| KUG normal | DE_AB_M90 | | H2 | | 100 |
| KUG sick | DE_AB_M91 | | H2 | | 100 |
| Sick (incl. Spplmnty Sck Py) | DE_AB_M101 | D3 | H2B | H2U | 100 KUG |
| Marriage | DE_AB_MB001 | | D2 | | 700 |
| Marriage of the children | DE_AB_MB002 | | D2 | | 700 |
| Golden anniversary of parents | DE_AB_MB003 | | D2 | | 700 |
| Childbirth of wife | DE_AB_MB004 | | D2 | | 700 |
| Death of spouse | DE_AB_MB005 | | D2 | | 700 |

| Absence Reason | Take Element | Units | Earnings Units Paid | Earnings Units Unpaid | Priority |
|---|---------------------|--------------|----------------------------|------------------------------|-----------------|
| Death of parents, children, and other relatives | DE_AB_MB006 | | D2 | | 700 |
| Moval active job | DE_AB_MB007 | | D2 | | 700 |
| Moval because of job | DE_AB_MB008 | | D2 | | 700 |
| Job anniversary 25, 40, 50 | DE_AB_MB009 | | D2 | | 700 |
| Childcare | DE_AB_MB020 | | D2 | | 700 |

Delivered Entitlement Elements

Global Payroll for Germany delivers four entitlement elements:

- DE_AB_VACA: vacation
- DE_AB_SICK: sick time
- DE_AB_WACC: work accident
- DE_AB_TACC: travel accident

Entitlement for vacations is frequency based; entitlement for sickness and accidents is defined per absence.

Related Links

"Defining Absence Take Elements (*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 Germany. Instructions for running the query are provided in the *PeopleSoft Global Payroll PeopleBook*.

Related Links

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

Setting Up Absences for Germany

Before you can enter and process absences, you must complete various setup steps. We describe the general setup steps under Absence Set Up and Management Tasks in the *PeopleSoft Global Payroll PeopleBook*. Following are the specific steps applicable to Global Payroll for Germany.

To prepare Global Payroll for Germany for absence processing:

1. Define work schedules and assign a schedule to each payee.

Instructions for creating and assigning work schedules are in the Using Schedules section of the *PeopleSoft Global Payroll PeopleBook*.

2. Define holiday schedules.

Instructions for creating and assigning holiday schedules are in the Using Schedules section of the *PeopleSoft Global Payroll PeopleBook*.

3. Define or modify entitlement and take elements.

Use the predefined absence entitlement and absence take elements delivered with Global Payroll for Germany, modify some attributes of these elements, or create your own absence elements. In this chapter, we list the delivered absence elements and describe the attributes you can change.

4. Create entitlement plans.

Entitlement plans provide a convenient way to define the amount of paid time off to which employees are entitled for vacation, sickness, accidents, or other reasons that you define. You can base entitlement on weekly work days, age, length of service, or other factors. When you run the Absence process, the system retrieves the entitlement plan associated with the payee to determine the entitlement that is appropriate for the absence that is being processed.

5. Assign entitlement plans to payees.

After you define your entitlement plans, associate them with pay entity, pay group, or payees using supporting element override.

6. 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 them in the process lists that you use when you run the absence processes. (This step is not necessary for per absence entitlement elements.)

This PeopleSoft application delivers predefined sections and process lists for absence processing. Use these, modify them, or create your own.

Modifying Take Elements

This section discusses:

- Delivered take elements.
- Changing count formulas.
- Example of count formula DE_AB_COUNT_H1B (scheduled hours paid).
- Viewing delivered elements.

Delivered Take Elements

You can modify the take elements delivered with Global Payroll for Germany and most count formulas and earnings elements that these take elements use, with the exception of the PeopleSoft-maintained elements described below.

This table lists the earnings codes and count formulas that affect social insurance, tax, and DEUEV calculations; you cannot change them.

| Earnings Code | Formulas Related to Earnings Code |
|---|--|
| DE_SI_0012_RE (social insurance reduction days) | <p>DE_AB_SIREN_1DAY reduces with the first unpaid day.</p> <p>DE_AB_SIREN_1MON reduces after one month unpaid.</p> <p>For unpaid absences, these formulas calculate the number of social insurance (SI) reduction days. Payroll also considers SI reduction days for new hires and terminations within a month. Depending on the absence take, SI days must be reduced with the first unpaid day or after a waiting period of 30 days.</p> |
| DE_TX_NOI (work interruptions) | <p>DE_AB_UDAYS_COUNT</p> <p>Counts the number of at least five consecutive days a payee is absent without pay (referred to as a work interruption).</p> |
| DE_AB_DEU_AB* (DEUEV stop reason) | <p>DE_AB_DEUEV_GEN</p> <p>DEUEV Beginning of work interruption.</p> |
| DE_AB_DEU_AN* (DEUEV start reason) | <p>DE_AB_DEUEV_GEN1</p> <p>DEUEV End of work interruption.</p> |

Note: The Take Config 1 field associated with the absence take element stores the reason code for a DEUEV interruption. The count formulas assign the DEUEV reason to the units of the earnings code.

Changing Count Formulas

The take elements delivered with Global Payroll for Germany use predefined formulas to calculate the day count and to calculate the number of units the system uses to generate positive input for earnings. You can select a different formula for the day count or for the calculation of positive input.

The suffix for each absence count formula is unique and can provide information about the count formula; for example, it can tell you how the formula interprets absences that are less than one day, as explained in this table:

| Suffix Description | Meaning | Examples |
|---|--|--------------------------------------|
| B or U included in suffix B = paid (<i>bezahlt</i>) U = unpaid (<i>unbezahlt</i>) | These count formulas can be used only when an entitlement element is associated with the take element (for example, work accidents). If the entitlement balance covers only part of a day's absence, the system generates the correct number of units for paid earnings and unpaid earnings for the same day. | DE_AB_COUNT_D1B or DE_AB_COUNT_D1U |
| BAL | Use these formulas as day count formulas. The formula DE_AB_COUNT_HOLRED is used by these count formulas to reduce units for public holidays. | DE_AB_COUNT_BAL or DE_AB_COUNT_D3BAL |

This table lists the delivered count formulas. An *X* in the Day Count column indicates that the formula is an appropriate selection for the Day Count field on the Day Formula page of a take element. An *X* in the Earnings Units column indicates that the formula is appropriate for the Element Name - Unit field in the Units tab of the Day Formula page. Use the Formula View page to view a formula.

| Description | Day Count | Earnings Units | Formula Name |
|---|------------------|-----------------------|---------------------|
| <i>Count workdays:</i> Counts scheduled days, including holidays. | X | X | DE_AB_COUNT_D1 |
| <i>Count workdays paid:</i> Counts scheduled days including holidays. Can be used if earnings code is for a paid absence. Considers system element PIN DAY COUNT PD. | | X | DE_AB_COUNT_D1B |
| <i>Balance count schedule days:</i> Counts scheduled days, including holidays, and then uses the formula DE_AB_COUNT_HOLRED to reduce units for public holidays. | X | | DE_AB_COUNT_D1BAL |
| <i>Count workdays unpaid:</i> Counts scheduled days including holidays. Can be used if earnings code is for an unpaid absence. Considers system element PIN DAY COUNT UNP. | | X | DE_AB_COUNT_D1U |

| Description | Day Count | Earnings Units | Formula Name |
|--|------------------|-----------------------|---------------------|
| <i>Count work days without public holiday:</i> Counts scheduled days excluding holidays. (Counts holiday if Holiday Type = space.) | X | X | DE_AB_COUNT_D2 |
| <i>Count work days without public holiday paid:</i> Counts scheduled days excluding holidays. (Counts holiday if Holiday Type = space.) Can be used if earnings code is for a paid absence. Considers system element PIN DAY COUNT UNP. | | X | DE_AB_COUNT_D2B |
| <i>Count work days without public holiday unpaid:</i> Scheduled days without holidays (counts if holiday type = space). Can be used if earnings code is for an unpaid absence. Considers system element PIN DAY COUNT UNP. | | X | DE_AB_COUNT_D2U |
| <i>Calendar days</i> | X | X | DE_AB_COUNT_D3 |
| <i>Count paid Calendar Days</i> | X | X | DE_AB_COUNT_D3B |
| <i>Calendar days + reduction of holiday:</i> Calendar days reduced by the units for public holiday with formula DE_AB_COUNT_HOLRED. | X | | DE_AB_COUNT_D3BAL |
| <i>Count unpaid Calendar Days</i> | X | X | DE_AB_COUNT_D3U |
| <i>Scheduled hours:</i> Scheduled hours with holiday (ignores holiday type). | X | X | DE_AB_COUNT_H1 |
| <i>Scheduled hours + reduction of holiday:</i> Scheduled hours with holiday (ignores holiday type) reduced by the units for public holiday with formula DE_AB_COUNT_HOLRED. | X | | DE_AB_COUNT_H1BAL |
| <i>Scheduled hours paid:</i> Scheduled hours with holiday (ignores holiday type). Can be used if earnings code is for a paid absence. | | X | DE_AB_COUNT_H1B |

| Description | Day Count | Earnings Units | Formula Name |
|---|------------------|-----------------------|---------------------|
| <i>Scheduled hours unpaid:</i> Scheduled hours with holiday (ignores holiday type). Can be used if earnings code is for an unpaid absence. | | X | DE_AB_COUNT_H1U |
| <i>Scheduled hours without public holiday:</i> Scheduled hours without holiday (counts if holiday type = space). | X | X | DE_AB_COUNT_H2 |
| <i>Scheduled hours without public holiday paid:</i> Scheduled hours without holiday (counts if holiday type = space). Can be used if earnings code is for a paid absence. | | X | DE_AB_COUNT_H2B |
| <i>Scheduled hours without public holiday unpaid:</i> Scheduled hours without holiday (counts if holiday type = space). Can be used if earnings code is for an unpaid absence. | | X | DE_AB_COUNT_H2U |
| <i>Count for supplementary Sick</i> Calculate Supplementary Sick Days for Absences with Entitlement . | X | X | DE_AB_COUNT_SP_SCK |

Two conditions can cause a formula to count an absence as a half day: Select the Half Day check box when you enter the absence on the Absence Entry page or enter a number of hours that is less than the payee's scheduled hours.

Example of Count Formula DE_AB_COUNT_H1B (Scheduled Hours Paid)

Following is an example of the count formula DE_AB_COUNT_H1B (Scheduled Hours Paid):

```

IF SCHED HRS > 0
THEN
IF PARTIAL HOURS > 0
THEN
PARTIAL HOURS * (DAY COUNT PD / DAY COUNT) to formula
ELSE
SCHED HRS * (DAY COUNT PD / DAY COUNT) to formula
ENDIF
ENDIF

```

Viewing Delivered Elements

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

Related Links

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

Calculating Entitlement for Paid Vacation

PeopleSoft delivers the formula DE_AB_VAC_ENTCALC1, which you can use to calculate entitlement for paid vacation. The formula calculates entitlement monthly and prorates entitlement when a payee works less than a full month. It automatically increases entitlement for new hires and grants entitlement annually for existing employees.

The formula does the following:

1. Calculates entitlement for the current month, taking calendar segmentation into account. It prorates entitlement based on calendar days and stores the result in the month-to-date accumulator DE_AB_VAC_ENTMONTH.
2. Calculates entitlement for the remaining months of the calendar year and stores the result in the variable element DE_AB_TEMP2.
3. For the last slice or segment in the calendar, the formula does the following:
 - Calculates the new annual entitlement by taking the entitlement for the current month (DE_AB_VAC_ENTMONTH) and adding to it the entitlement for the previous month (stored in the year-to-date accumulator DE_AB_MONSUM) and entitlement for the remaining months of the year, until year-end or the payee's termination date (DE_AB_TEMP2).
 - Determines whether the calculated annual entitlement represents a new entitlement (January or a new hire) or an adjustment to the previous month's calculation.

Defining Absence Entitlement Plans

Use the Absence Entitlement Plans DEU (GPDE_AB_ENTITLEMNT) component to define absence entitlement plans.

This section provides an overview of entitlement plans and discusses how to:

- Enter entitlement plan names and effective dates.
- Specify the number of vacation days.

Pages Used to Define Absence Entitlement Plans

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|---|------------------------|---|---|
| Absence Entitlement Plans DEU - General Data | GPDE_AB_ENTITLEMNT | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlement Plans DEU, General Data | Enter the name of the entitlement plan and the effective date of the plan. |
| Absence Entitlement Plans DEU - Detail Data | GPDE_AB_ENTITLEDE | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlement Plans DEU, Detail Data | Specify the number of vacation days to award to employees based on their age, length of service, or other vacation entitlement. First define the entitlement elements and formula elements that calculate entitlement for the plan. |
| Absence Event - Absence Event Detail Input | GP_ABS_EVENT_SEC | Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event, Absence Event Input Detail Select Vacations from the Search menu accessed from the Absence Take Elements field, and then click the Details link. | Enter detailed information for an absence, including the reason, processing action, manager approval, user- defined data, entitlement adjustment, and partial hours. |

Understanding Entitlement Plans

An entitlement plan specifies the number of paid absence units to which payees are entitled for a variety of absence reasons, such as vacation time, sickness, and accidents. For each entitlement reason, you can enter the number of entitlement units that should be granted based on the number of workdays per week, the payee's age, years of service, and/or job function. Absence entitlement plans provide a convenient method of grouping a set of entitlement rules into a single plan.

Assigning Entitlement Plans to Payees

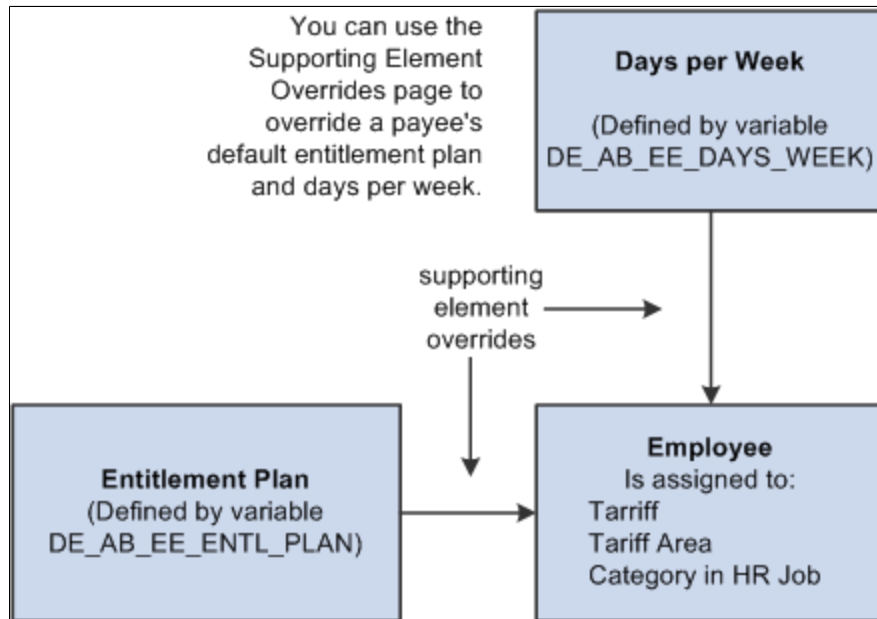
Assign an entitlement plan on the pay entity, pay group, or payee level using the Supporting Overrides page.

If you do not associate an entitlement plan with a payee (through use of the Supporting Element Overrides page), vacation entitlement for the payee is automatically set to 25 (as calculated by the formula DE_AB_VAC_ENTFORM). Entitlement for sickness, work, and travel accident is automatically set to 44.44 (as calculated by the per absence entitlement formula DE_AB_ENTFORM_PA).

This diagram illustrates how supporting element overrides can be to define a payee's entitlement plan and days per week.

Image: Defining a payee's entitlement plan and days per week

Defining a payee's entitlement plan and days per week



Note: When you assign an entitlement plan to a payee, you must still associate the individual entitlement elements that are within the plan to payees. The entitlement plan simply specifies the number of entitlement units to which the payee is entitled. It does not specify that the payee is eligible to receive the entitlement.

To override a payee's default entitlement plan:

1. Access the Payee Supporting Element Overrides page for the payee.
2. On the Elements/Dates tab, complete the Element Type and Element Name fields.

In the Element Type field, select *Variable*. In the Element Name field, select *DE_AB_EE_ENTL_PLAN*.

3. On the Values tab, enter the name of the entitlement plan that you want to assign to the payee.

Adjusting an Employee's Number of Workdays per Week

The system refers to the payee's number of workdays per week to retrieve the correct row from the entitlement plan table.

The number of workdays per week comes from the Tariff Factor Table. You can use the variable element *DE_AB_EE_DAYS_WEEK* to override this number for individual employees. Use the Supporting Element Overrides page to enter the override amount for the variable.

Absence Entitlement Plans DEU - General Data Page

Use the Absence Entitlement Plans DEU - General Data page (GPDE_AB_ENTITLEMNT) to enter the name of the entitlement plan and the effective date of the plan.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlement Plans DEU, General Data

Image: Absence Entitlement Plans DEU - General Data page

Absence Entitlement Plans DEU - General Data page

| General Data | | Detail Data | |
|--------------------|---------------------|-------------|--------|
| Entitlement: | ENTPLAN01 | | |
| *Effective Date: | 01/01/1998 | *Status: | Active |
| *Description: | Entitlement Plan 01 | | |
| Short Description: | PLAN 01 | | |

Entitlement

The entitlement plan name that you entered to access this page.

Absence Entitlement Plans DEU - Detail Data Page

Use the Absence Entitlement Plans DEU - Detail Data page (GPDE_AB_ENTITLEDE) to specify the number of vacation days to award to employees based on their age, length of service, or other vacation entitlement.

First define the entitlement elements and formula elements that calculate entitlement for the plan.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlement Plans DEU, Detail Data

Image: Absence Entitlement Plans DEU - Detail Data page

Absence Entitlement Plans DEU - Detail Data page

| | Days/Week | Between Age | and Age | Between Service Years | and Service Years | Job Function Code | Entitlement | Additional Entitlement | | |
|---|-----------|-------------|---------|-----------------------|-------------------|-------------------|-------------|------------------------|---|---|
| 1 | 1 | | 99 | | 99 | | | | + | - |
| 2 | 2 | | 99 | | 99 | | | | + | - |
| 3 | 3 | | 99 | | 99 | | | | + | - |
| 4 | 4 | | 99 | | 99 | | | | + | - |
| 5 | 5 | | 40 | | 99 | | | | + | - |
| 6 | 5 | 41 | 65 | | 99 | | | | + | - |
| 7 | 6 | | 99 | | 99 | | | | + | - |
| 8 | 7 | | 99 | | 99 | | | | + | - |

Element

Entitlement

Select the entitlement element that you want to associate with this entitlement plan.

Formula

Select the formula element that calculates entitlement for the element named in the Entitlement field.

To calculate entitlement for paid vacation, use the formula element named DE_AB_VAC_ENTCALC1 delivered with Global Payroll for Germany. The formula automatically prorates entitlement for payees who leave or join the company mid-period.

If the entitlement element is resolved per absence (for example, sickness, travel or work accident), leave the field blank.

Absence Entitlement Details

Days/Week

Enter the number of workdays per week that corresponds to the entitlement amount. For example:

Five days/week results in vacation entitlement of 30 days/year.

Four days/week results in vacation entitlement of 24 days/year.

Between Age

If entitlement in your plan varies according to age, enter the age from which an employee is eligible.

When calculating entitlement, the system uses the end of the calendar year to determine a payee's age. For example, assume the pay period is January 2000 and you are paying an employee who was born December 31, 1950. The system considers the age of this employee to be 50 years, not 49 years.

and Age

If entitlement in your plan varies according to age, enter the age until which an employee is eligible.

The age you enter in this field represents the payee's age as of December 31 of the current year.

Between Service Years

If entitlement in your plan varies according to length of service, enter the minimum number of years of service required for this entitlement.

The number of years you enter in this field represents years of service as of December 31 of the current year.

and Service Years

If entitlement in your plan varies according to the length of service, enter the maximum number of years of service allowed for this entitlement.

The number of years you enter in this field represents years of service as of 31 December of the current year.

Job Function Code

Enter the job function code to which the plan applies. (Job function code is not used by the delivered lookup formulas.)

Entitlement

Enter the number of units of entitlement that you want to grant to the payee.

Additional Entitlement

Enter an additional entitlement amount in this field. (Additional entitlement is not considered by the delivered formulas, such as DE_AB_VAC_ENTCALC1 for paid vacation or DE_AB_ENTFORM_PA for sickness, work accident, and travel accident.)

Related Links

[Calculating Entitlement for Paid Vacation](#)

"(DEU) Setting Up German Workforce Tables (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

Issuing Advance Payment for Vacations

Use the Absence Event - Absence Event Input Detail page to issue advance payment for vacations.

Absence Event - Absence Event Input Detail Page

Use the Absence Event - Absence Event Input Detail page (GP_ABS_EVENT) to issue advance payment for vacations.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event, Absence Event Input Detail

Image: Absence Event - Absence Event Input Detail page

This example illustrates the fields and controls on the Absence Event - Absence Event Input Detail page. You can find definitions for the fields and controls later on this page.

| Absence Event | |
|---|---|
| Absence Event Input Detail | |
| Absence Take: <input type="text" value="VAC"/> | Absence Type: Vacations |
| Absence Reason: <input type="text"/> | Event Priority: 0 |
| Entry Source: Admin | Last Updated: |
| Workflow Status: Needs Approval | Process Status: Not Processed |
| *Process Action: <input type="text" value="Normal"/> | Calendar Group ID: |
| <input type="checkbox"/> Voided Indicator | Process Date: |
| <input checked="" type="checkbox"/> Manager Approved | First Processed Date: |
| Absence Begin / End Data | |
| *Begin Date: <input type="text"/> | |
| End Date: <input type="text"/> | |
| Original Begin Date: <input type="text"/> | |
| Partial Days : <input type="text" value="None"/> | |
| User Defined Fields | |
| User Defined Fields 1 | User Defined Fields 2 |
| Date 1: <input type="text"/> | Date 2: <input type="text"/> |
| Character 1: <input type="text"/> | Character 2: <input type="text"/> |
| Monetary 1: <input type="text"/> Currency 1: <input type="text"/> | Monetary 2: <input type="text"/> Currency 2: <input type="text"/> |
| Decimal 1: <input type="text"/> | Decimal 2: <input type="text"/> |
| User Defined Fields 3 | User Defined Fields 4 |
| Date 3: <input type="text"/> | Date 4: <input type="text"/> |
| Character 3: <input type="text"/> | Character 4: <input type="text"/> |
| Monetary 3: <input type="text"/> Currency 3: <input type="text"/> | Monetary 4: <input type="text"/> Currency 4: <input type="text"/> |
| Decimal 3: <input type="text"/> | Decimal 4: <input type="text"/> |
| Override | |
| Entitlement: <input type="text"/> | Adjustment: <input type="text"/> |
| Comments | |

Enter the absence begin and end dates. Enter the date for which you want to generate positive input in the Date field in the first row. Enter the payment amount in the Monetary field and select the currency code.

Note: If the vacation falls within more than one pay period, for example, July 31 to August 5, then the date you enter determines the pay period in which the advance payment is processed. For example, a date of July 31 causes the positive input to be generated for July; a date of August 5 causes the positive input to be generated during the August payroll.

Related Links

"Entering, Updating, and Voiding Absence Events (*PeopleSoft HCM 9.2: Absence Management*)"

Entering Maternity or Educational Leave Data

This section discusses how to enter maternity or educational leave data and the batch processing.

Page Used to Enter Maternity and Educational Leave Data

| Page Name | Definition Name | Navigation | Usage |
|-----------------|-------------------|--|--|
| Maternity Leave | GPDE_AB_EE_MATERN | Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Maternity Leave DEU, Maternity Leave | Enter data for a maternity or educational leave. |

Maternity Leave Page

Use the Maternity Leave page (GPDE_AB_EE_MATERN) to enter data for a maternity or educational leave.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Maternity Leave DEU, Maternity Leave

Image: Maternity Leave page

Maternity Leave page

Maternity Leave DEU

Darlene Bergsten EMP ID: K0G003 Empl Record: 0

Expected/Actual Date of Birth Find | View All First 1 of 1 Last

Expected Date of Birth: 05/01/2006 [31] + -

Date of Birth: [31] ☐ Extension of Maternity

Absence Take Maternity

| From | To | *Absence Take Element |
|-----------------|-----------------|-----------------------|
| 03/20/2006 [31] | 06/26/2006 [31] | DE_AB_M79 |

Absence Take Educational Leave Find | View All First 1 of 1 Last

| Sequence | *Begin Date | *End Date | *Absence Take Element |
|----------|-------------|-----------|-----------------------|
| 1 | [31] | [31] | [31] |

Letter Details Find | View All First 1 of 1 Last

| Sequence | Letter Code | Date Letter Printed |
|----------|-------------|---------------------|
| 1 | [31] | [31] |

Women are entitled to maternity leave six weeks before and three weeks after the birth of a child (the protection period). A woman or man can take an extended leave of absence (educational leave) of up to

three years following the maternity leave. The employer must send a letter to the employee to ask how long the educational leave will be.

| | |
|-------------------------------|---|
| Expected Date of Birth | Enter the child's expected birth date. |
| Date of Birth | Enter the child's date of birth. When you enter this date, the system recalculates the end date of the protection period. |

Absence Take Maternity

| | |
|---------------------|---|
| From | Enter the begin date of the maternity leave. |
| To | Enter the end date of the maternity leave. |
| Absence Take | Enter the take element for the maternity leave. |

Absence Take Educational Leave

| | |
|---------------------|---|
| From | Enter the begin date of the educational leave. |
| To | Enter the end date of the educational leave. |
| Absence Take | Enter the take element for the educational leave. |

Letter Details

| | |
|----------------------------|--|
| Letter Code | Select the code for the letter you want to send to the employee. |
| Date Letter Printed | Enter the date on which you want to print the letter. |

Batch Processing

At the beginning of the Absence process, the system retrieves the following information:

- Tariff, tariff area, and employee category for the payee.
- Entitlement plan and workdays associated with Tariff tables.
- Entitlement plan and workdays for payee, if different from Tariff table.
- Disability data.
- Entitlement from entitlement plan.

Absence Process List and Sections

Use the absence process list (DE AB ABSENCE) delivered with Global Payroll for Germany, modify this process list, or build your own.

The sections within DE AB ABSENCE are:

- DE_ABS_INIT: Initializes section. Executes multiple counts in preparation for absence calculations. For example, counts scheduled days, scheduled hours, and public holidays (days and hours).
- DE_ABS_ENTITLEMENT: Calculates entitlement.
- DE_ABS_TAKE: Calculates take.
- DE_ABS_TERM_SECT: Calculates vacation pay-off for terminated payees.
- DE_ABS_GEN_PI: Generates positive input for earnings and deductions.

Note: This PeopleSoft application delivers a separate process list, DE MT PRCLST, for maternity leave.

Managing Supplementary Sick Payments

After continuous sick payments by an employer has ended, an employee can claim additional payments if Tariff contracts or Employer/Works council agreements exist.

This section provides an overview of supplementary sick payment processing and discusses how to:

- Set up the supplementary sick payment bracket.
- Set up the Pay Entity override elements.
- Set up Payee override elements.
- View delivered supplementary sick pay elements.

Pages Used to Set Up Supplementary Sick Payments

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|------------------------------|-------------------------------|---|--|
| Lookup Rules | GP_BRACKET1 | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Lookup Rules | Verify company seniority lookup rule parameters. |
| Supporting Element Overrides | GP_PYENT_SOVR | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Supporting Element Overrides | Set override variables for pay entities. |
| Supporting Elements | GP_PAYEE_SOVR | Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements | Set override variables for individual employees. |

Understanding Supplementary Sick Payment Processing

You process supplementary sick payments as follows:

1. Add the necessary section to the Payroll Process. The section should be processed immediately following the initialization of SI-Data to ensure that all necessary base data is loaded.
2. Change Absence elements.
3. Enter the Supplementary Sick Pay entitlement. The system calculates the supplementary sick payment based on the company seniority date. The entitlement is stored in the bracket DE_AB_SUPP_SICK_PY.
4. Create an override for the pay entity to determine the calculation method for the net payment.
5. Create an override for the pay entity to determine the proration method for the net payment.
6. Create an override for the pay entity to determine the up-grossing of the supplementary sick payment.
7. Create an override for the payee to enter the Daily Sick Payment By Health Insurance Provider amount.
8. Create an override for the payee to enter the Net for Social Benefit amount.

Lookup Rules Page

Use the Lookup Rules page (GP_BRACKET1) to verify company seniority lookup rule parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Lookup Rules

Image: Lookup Rules page

Lookup Rules page

The screenshot displays the 'Lookup Rules' configuration page for the element 'DE_AB_SUPP_SICK_PY'. The page has a tabbed interface with 'Bracket Name', 'Lookup Rules', 'Search Keys/Return Columns', and 'Data'. The 'Lookup Rules' tab is active, showing the 'Definition' section with fields for 'Effective Date' (01/01/1998), 'Status' (Active), and 'Owner' (PS Non-Mnt). Below this is the 'Lookup Rules' section, which includes 'Error Processing Options' (Generate Error, Continue Process), 'Interpolation Method' (Use Next Lower), 'Rounding Rule Element', and 'Outside Table Limits' (Use First Limit if Under, Use Last Limit if Over, Use Lowest / Highest Option). The version is P_8.91.00.655329.

Use this page to determine if the entitlement applies to employees with seniority less than or greater than the number of years entered in the bracket.

In the sample setup, the system uses the last entered row if an employee's years of seniority are more than his or her stored years, and it always uses the next lower value.

Supporting Element Overrides page

Use the Supporting Element Overrides page (GP_PYENT_SOVR) to set override variables for pay entities.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Supporting Element Overrides

Image: Supporting Element Overrides page

Supporting Element Overrides page

| Element Type | *Element Name | Description | *Begin Date | End Date |
|--------------|----------------|--------------------------------|-------------|----------|
| Variable | DE_SK_USE_CALD | Use Caledardays for add SickPy | 01/01/2007 | |

Supporting Element Override List

Element Name

Select from the following values:

DE_SK_USE_ACTL: Determines calculation method. Enter this variable to indicate whether the calculation of the base net per employee will use the actual month, or the month prior to the absence begin date. Set the value of this variable to *Y* to initiate the calculation of the payment using the actual month. To use the previous month, no entry is necessary.

DE_SK_USE_CALDY: Determines proration method for the calculation of the supplementary sick payment amount per day. Enter this variable to indicate whether the proration of the base net per employee is performed using the number of calendar days in the month, or a flat 30 days. Set the value of this variable to *Y* to prorate the payments using calendar days. To prorate using a flat 30 days, no entry is necessary.

DE_SK_NG_CALC: Determines the up-grossing of the supplementary sick payment. Enter this variable to indicate whether the paid supplementary sick payment must be increased by the applicable taxes, which are paid by the employee, or if it should be paid as a gross amount with the employer paying the taxes. Set the value of this variable to *Y* to increase the supplementary sick payment. For payouts without the increase, no entry is necessary.

Supporting Elements Page

Use the Supporting Elements page (GP_PAYEE_SOVR) to set override variables for individual employees.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements

Image: Supporting Elements page

Supporting Elements page

Supporting Elements

Employee ID: GD110000004 Name: Andreas Groninger Empl Record: 0

Payee Supporting Element Override List Customize | Find | View All | First 1 of 1 Last

Elements/Dates Values

| Element Type | Element Name | Description | *Begin Date | End Date |
|--------------|------------------|-------------------------------|-------------|----------|
| Variable | DE_SK_DY_SICK_PY | Daily Sick Pay by SI Provider | 04/24/2009 | |

Payee Supporting Element Override List

Element Name

Select from the following values:

DE_SK_DY_SICK_PY: To calculate the supplementary sick payment for each payee, enter the daily sick payment amount from the health insurance provider.

DE_SK_SL_NET: To calculate the SI-exemption in case of supplementary sick payments, enter the net amount of the social benefit paid by the SI provider. The amount should be the payment made per month of the payee's sickness period (typically the daily sick payment by health insurance provider multiplied by 30).

Viewing Delivered Supplementary Sick Pay Elements

To calculate the supplementary sick payment, new elements need to be added to the payroll process globally and at the pay entity and payee levels.

This section lists:

- Delivered sections.
- Delivered earnings.
- Delivered formulas.
- Delivered variables.

- Delivered accumulators.

These tables discuss each of the elements delivered to calculate supplementary sick payments:

Delivered Sections

This table lists and describes the sections that are delivered for calculating supplementary sick pay.

| Sections | Description |
|-----------------|---|
| DE_SK_1000 | Calculate Supplementary Sick Pay. Calculates the supplementary sick payment. |
| DE_SK_1100 | Grosses up the calculated supplementary sick payment to cover applicable taxes. |

Delivered Bracket

Lists and describes the bracket that is delivered for calculating supplementary sick pay.

| Bracket | Description |
|--------------------|--|
| DE_AB_SUPP_SICK_PY | Contains the entitlement for Supplementary Sick Payment. |

Delivered Earnings

Lists and describes the earnings that are delivered for calculating supplementary sick pay.

| Earnings | Description |
|-----------------|--|
| DE_SK_SPSCCK | Supplementary Sick Pay. Calculates the actual supplementary sick payment. |
| DE_SK_SPSKDY | Days for Supplementary Sick Pay. Receives the days for which the employee has an entitlement for a supplementary sick payment. |

Delivered Formulas

Lists and describes the formulas that are delivered for calculating supplementary sick pay.

| Formulas | Description |
|--------------------|---|
| DE_AB_COUNT_SP_SCK | Counts the Supplementary Sick Payment days and determines if there are days remaining in the balance. Works with absence takes that use entitlements to count down already paid days of absence, for example DE_AB_M10. |

| Formulas | Description |
|--------------------|---|
| DE_AB_CNT_SCKDYS_U | Counts the Supplementary Sick Payment days and determines if there are days remaining in the balance. Works with absence takes that are treated as unpaid immediately, for example DE_AB_M11. |
| DE_SK_COND | <p>Conditional formula for section DE_SK_1000. Verifies that:</p> <ul style="list-style-type: none"> • Supplementary sick payment days are available. • A valid daily sick payment by health insurance is available. <p>This section is not called if these values are not available.</p> |
| DE_SK_NG_COND | <p>Conditional formula for section DE_SK_1100. Verifies that:</p> <ul style="list-style-type: none"> • Supplementary sick payment days are available. • A valid daily sick payment by employer is available. • Variable DE_SK_NG_CALC has the value of 'Y.' <p>This section is not called if these values are not available.</p> |
| DE_SK_SICK_PAY | <p>Calculates the daily Supplementary Sick Payment based on a given daily sick payment by health insurance and a base net. The net is calculated on actual amounts.</p> <p>After the Supplementary Sick Payment is calculated, the formula calculates the effects on further SI calculations.</p> |
| DE_SK_NG_INIT | Provides the data necessary to gross up the Supplementary Sick Payment. |
| DE_SK_NG_LOOP | Controls the gross up of the Supplementary Sick Payment and calculates the daily rate. |
| DE_SK_BSE_NET | Calculates the employee's net as base for Supplementary Sick Pay/Maternity. Used for calculations and for certificates. |

Delivered Variables

Lists and describes the variables that are delivered for calculating supplementary sick pay.

| Variables | Description |
|--------------------|---|
| DE_SK_DLY_SCKSP_PY | Daily Sick Supplementary Payment. Result for daily supplementary social payment for Sickness. |
| DE_SK_DYS_PD | Paid Days for Supplemental Sick Pay . |

| Variables | Description |
|--------------------|---|
| DE_SK_DY_SICK_PY | Sick payment from SI Provider per day. |
| DE_SK_NET | Net for supplementary Sick pay/Maternity. Stored for retrieval during calculation process and for certificates. |
| DE_SK_NG_CALC | Determines if the employer pays the taxes on calculated gross supplementary sick payment: N = Employee pays taxes on supplementary sick payment. Y = Employer pays taxes on supplementary sick payment. |
| DE_SK_SIEXMPT_SICK | Covers total SI exemption for Sick Payment. Used to determine SI days calculation. If supplementary Sick Payment plus other recurring payment within the month is higher than the SI Exemption, then all payments qualify for SI. |
| DE_SK_SIEXMPT_SKMX | Max SI Exemption for Sick payment. Contains the amount of Sick payment. Used for SI Calculation. |
| DE_SK_SI_CORR_DYS | Correction SI-Days due Supplemental Sick Pay. |
| DE_SK_SL_NET | <i>Sozialleistungsnetto</i> provided by the SI-Provider in case the employee gets payments. |
| DE_SK_USE_ACTL | Uses actual Month to calculate employee's Net. If value = Y, then the employee's net is calculated on basis of actual month. Otherwise, the net from the previous month is used. |
| DE_SK_USE_CALDY | Uses Calendar days for additional Sick Pay. If value = Y, the calculation for the supplementary sick pay uses calendar days. Otherwise, the supplementary sick pay is calculated on a base of 30 days. |

Delivered Accumulators

Lists and describes the accumulators that are delivered for calculating supplementary sick pay.

| Accumulators | Description |
|---------------------------------|---|
| DE_A2_TXBSECK DE_A2_TXFBSECK | Base for Fictitious Net Calculation in case of Additional Sick Payment - Tax-/SI-able. Provided through assigned accumulators, which must contain monthly unprorated values. Customer assigns elements to the attached accumulators. |

| <i>Accumulators</i> | <i>Description</i> |
|----------------------------|---|
| DE_A2_ERDRSK | <p>Base for additional payments during sickness by the employer.</p> <p>Used for the calculation of the SI exemption. The content is calculated based on earnings paid during sickness. Provided via assigned accumulators. Customer assigns elements to the attached accumulators.</p> |
| DE_AB_SCKPAY_BAL | Contains the supplementary sick days per absence and the original begin date. |
| DE_AB_SCKSUP_ENT | Contains stored supplementary sick days entitlement per absence and the original begin date. |

See *PeopleTools: PeopleSoft Query*

Chapter 8

Managing Old Age Part-Time Employment

Understanding Old Age Part-Time Employment

Old Age Part-Time (OAPT) is defined in the *Altersteilzeitgesetz* and is required when employees request it of German companies. OAPT requires the calculation of payroll increases and grosses. Global Payroll for Germany calculates the statutory and voluntary gross increases, as well as statutory and voluntary difference amounts for pension insurance.

Through old age part-time work, an employee who qualifies for OAPT can work half-time for up to five years and receive half of the normal payments during this time. In addition to this, the employer must pay the following:

- At least 20 percent of the part-time salary as a tax-free gross increase.
- At least 70 percent of the former full-time net (minimum net increase).
- Pension insurance contributions for the difference between old age part-time gross and 90 percent of full-time gross (difference amount for pension insurance).

Voluntary increases can use a different calculation base and can apply a different mode for the social insurance limit.

Gross Increase

If you are using a voluntary gross increase in your calculations, you can either add an additional percentage or specify a total gross increase.

The relevant part-time gross consists of recurring and one-time earnings depending on conditions described in this table:

| If | Then |
|---|--|
| Recurring earnings are above the social insurance limit. | Use the recurring earnings only. |
| Recurring earnings are below the social insurance limit, but recurring earnings plus the bonus exceed the social insurance limit. | Use the social insurance limit. |
| Recurring earnings plus the bonus are below the social insurance limit. | Use the sum of recurring earnings and the bonus. |

Minimum Net Increase

If the part-time gross plus the gross increase is less than 70 percent of the fictitious full-time net, then the employer has to pay the difference as the minimum net increase.

Difference Amount for the Pension Insurance

In addition to gross increases, you must increase the gross used to calculate pension insurance and pay the contributions for this increased amount. By law, 90 percent of the full-time contributions must be paid. This means you must pay the difference between what the employee actually pays and the 90 percent of what they paid when working full time. If you want, you may pay more than this amount.

Note: The system provides no processes to evaluate whether an employee can participate in an old age part-time program. You, as the payroll administrator, must decide whether the necessary requirements have been met (for example, reducing work time by half, three years of full-time employment before old age part-time employment, at least 55 years old, and so on). Note also that the system does not verify whether the conditions for entitlement to reimbursement of these increases by the employment office (for example, hiring unemployed persons or taking on employees when they finish their vocational training, and so on) have been satisfied.

Understanding Increase Models

This section explains absolute increases and relative increases.

Absolute Increases

The absolute increase is calculated without looking at other increases.

The current implementation allows absolute increases only for the gross increases.

The statutory gross increase is always an absolute increase. The voluntary model gross increases can be set to absolute mode by deselecting the 'subtract previous increases' option.

Relative Increases

The relative increase fills a gap between a previously calculated amount and a goal amount.

For example, if an employee gets a net of EUR 1000, but he should for some reason get a minimum net of EUR 1200, then the gap is EUR 200 and the resulting (relative) increase is EUR 200.

Another example is an employee who is entitled to a statutory increase of EUR 200. In this example, the company agreement in voluntary increase model 1 could result in a total increase of EUR 240. If the company increase is a total increase, it means that the company will take into account the payment out of the statutory increase (EUR 200) and add only the difference of EUR 40.

If the increase would have been an absolute increase, then the employee would be entitled to the statutory increase of EUR 200 and the voluntary increase of EUR 240 resulting in a total of EUR 440.

Understanding Part-time and Full-time Components

The main issue for the old age part-time calculation is the availability of the part-time and full-time components of the relevant payments.

During the normal payroll process only the part-time pay is directly available. To calculate the full-time amount for the part-time amounts, the following methods are employed.

Part-time Accumulators

The elements in an accumulator for part-time are set up the usual way.

| Type | Element | Percent | Description |
|-------------|----------------|----------------|--------------------|
| Earning | DE_ER_M10000 | 100 | Salary |
| Earning | ... | ... | ... |

Full-time Accumulators

The elements in an accumulator for full-time are set up so that the percentage field is used to specify a full-time factor which is defined as the number that converts the part-time amount to a full-time amount. Typically the factor will be the reciprocal of the part-time percentage.

Since the factor has to be expressed as a percentage, the value has to be multiplied by 100.

Predefined variables exist for the most common cases. They are listed in this table:

| Variable | Description |
|-----------------|---|
| DE_AZ_P_VZ | Earning reduced by part-time percentage. |
| DE_AZ_P_AAJ | Earning prorated by old age part-time period in the current year (for example, vacation pay). |
| DE_AZ_P_AVJ | Earning prorated by old age part-time period in the previous year (for example, <i>Tantieme</i>). |
| DE_AZ_P_VZ_ARB | Special case: Earning reduced by part-time percentage, but paid only during a worktime phase. Resolves to the full-time factor during a worktime period, 0 otherwise. |
| DE_AZ_P_TZ_ARB | Special case: Earning not reduced, but paid only during a worktime phase. Resolves to 100% during a worktime period, 0 otherwise. |

Variables to calculate the full-time amount for a fixed percentage, such as 65%, can be easily created by assigning them the value. For example, $(1/65\%) * 100 = 10000/65$.

| Type | Element | Percent | Percent | Description |
|-------------|----------------|----------------|----------------|--------------------|
| Earning | DE_ER_M10000 | Variable | DE_AZ_P_VZ | Salary |

| Type | Element | Percent | Percent | Description |
|-------------|----------------|----------------|----------------|--------------------|
| Earning | ... | ... | ... | ... |

Relationship Between Corresponding Full-time and Part-time Accumulators

Normally, each earning in the part-time accumulator also has to be in the corresponding full-time accumulator.

There may be exceptions when the full-time amount is calculated differently than the part-time amount; for example, when a fixed statutory limit is applied that only affects the full-time amount but not the part-time amount.

An example is the tax free amount for company shares (*Vermögensbeteiligung*), which is half of the amount used for the shares but with a fixed maximum. If a percentage of the income is used for shares, then the limit can be exceeded in the full-time calculation, but not in the part-time calculation.

For cases similar to this you can define one earning for part-time and a different earning for full-time and place the full-time element in the full-time accumulator and the part-time element in the part-time accumulator.

Using this method allows you to easily handle elements with a complicated, nonlinear relationship.

Dedicated Accumulators for the Increases

To allow a maximum of flexibility for the bases of the different increases, each increase has dedicated accumulators for recurring earnings and one-time earnings as well as part-time and full-time amounts, where applicable.

Each model (statutory, voluntary 1, and voluntary 2) has a separate set of accumulators.

This table describes examples of dedicated accumulators for statutory increases:

| Example Accumulator | Description |
|----------------------------|--|
| DE_AZ_A_K02 | Customer Setup (K) statutory model (0) minimum net increase (2). |
| DE_AZ_A_K12 | Customer Setup (K) voluntary model 1 (1) minimum net increase (2). |
| DE_AZ_A_K22 | Customer Setup (K) voluntary model 2 (2) minimum net increase (2). |

This is necessary for situations such as when tariff contracts can contain clauses where one-time payments may or may not be used for one or more increases.

Also, some earnings are considered in the calculation of the difference amounts for pension insurance, but may not be used for the other increases.

If one-time payments should not be considered for the minimum net increase of voluntary increase model 1, then do not place these earnings in the accumulators.

This table describes examples of dedicated accumulators for voluntary increases:

| Example Accumulator | Description |
|----------------------------|---|
| DE_AZ_A_K12 | Customer Setup (K) voluntary model 1 (1) minimum net increase (2). |
| DE_AZ_A_K12_12 | Part-time (1) one-time earnings (2) (leave this accumulator empty). |
| DE_AZ_A_K12_22 | Full-time (2) one-time earnings (2) (leave this accumulator empty). |

Accumulator Exception for Pension Insurance

For the calculation of the difference amounts for pension insurance, there is only the statutory set of accumulators available because there is no freedom of choice regarding what elements have to be used in the voluntary calculation, but only which percentage (> 90%) will be applied.

Understanding Increase Model Calculation Sequences

The increases are always calculated in the following logical sequence:

- Statutory.
- Voluntary increase model 1 (if applicable).
- Voluntary increase model 2 (if applicable).

When calculating statutory difference amounts for pension insurance, the formulas are only looking at previous difference amounts which were a result of statutory calculation, although the year-to-date contributed gross would contain voluntary increases as well.

Therefore, the calculation results for the statutory increases should return the same values for an employee who has a statutory model only, as well as for an employee who has additional voluntary models.

If there is a corresponding increase available to the employee in all increase models (for example, the minimum increase), then the increases will be calculated so that the later calculations will fill the gaps between the previous calculation and the current calculation goal.

The calculation sequence is also reflected in the order of the sections.

Understanding Sick-Fill Calculations

When an employee in old age part-time is unpaid sick, then the statutory increases and the statutory difference amount will be less than normal because they are based on his earnings.

However, law stipulates that the increases and difference amounts for the employee should be the same as normal during this time. The differences in the increases are paid by the employer on behalf of the unemployment office (BA). However, one-time earnings should not be considered.

Calculation of the Loss of Income

First the loss of income due to unpaid absence is determined.

Two accumulators exist for this purpose. One defines the earnings that can be reduced. The other defines the unreduced base amounts of the same earnings. Only recurring earnings may be specified.

The difference between the two accumulators is the loss of income for old age part-time due to unpaid absence.

This table lists and describes loss of income calculation accumulators.

| Accumulator | Description |
|--------------------|---|
| DE_AZ_A_K04_11 | Reducible Payment Amounts |
| DE_AZ_A_K04_1A | Bases of Reducible Payments (Enter the AutoAssign components named xxx_BASE instead of the earnings namedxxx.) |

To find the share of unpaid sickness among the unpaid absence, another two accumulators are available where you may specify units of unpaid sickness and units of unpaid absence.

This table lists and describes the accumulators for unpaid absences:

| Accumulator | Description |
|--------------------|----------------------------|
| DE_AZ_A_K04_0B | Time Units Unpaid Sickness |
| DE_AZ_A_K04_0C | Time Units Unpaid Total |

Time units can be days or hours, but must be of the same type.

The income loss due to sickness is determined by dividing unpaid sickness by unpaid absence and multiplying the result by the loss of income determined in the previous step.

The full-time loss is determined by dividing the part-time loss by the old age part-time percentage.

Hypothetical Unreduced Calculation

After the preceding steps have been accomplished, the amount of loss is added to the calculation bases, where applicable, and the calculation of the increases and difference amounts is repeated.

This is a hypothetical/fictitious calculation because no sickness is assumed for the month and the full social insurance limit is applied.

Variable naming for the hypothetical calculation is done by introducing another owner code of 'H' because all the other naming codes are potentially needed again.

This way DE_AZ_B_000_00 of the regular calculation becomes DE_AZ_B_H00_00 for the hypothetical calculation.

Similarly, for the sick-fill difference, another owner code of 'S' is introduced and the variable DE_AZ_B_000_00 of the regular calculation becomes DE_AZ_B_S00_00 for the difference.

Results

The sick-fill amounts are the differences between the hypothetical results and the actual results.

As example of the statutory gross increase would be $DE_AZ_B_S01_63 = DE_AZ_B_H01_63 - DE_AZ_B_001_63$.

Generally, however, the amounts for the gross increase and the minimum net increase have to be adjusted in such a way that the hypothetical (H) result for the sum of these increases is not exceeded. This could happen if the reduced minimum net increase is greater than the unreduced minimum net increase.

Understanding Customer Setup Element Naming

All customer-controlled accumulators for the old age part-time earning setup have names beginning with DE_AZ_A_K. The corresponding sample accumulators are named DE_AZ_A_P.

All available predefined factors for the accumulation percentage start with DE_AZ_P.

Viewing Delivered Elements

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

Related Links

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

Setting Up for Old Age Part-Time Processing

This section provides procedures for setting up old age part-time processing.

To set up your system for old age part-time processing:

1. Define your old age part-time increase models on the Old Age Part-Time Increase Model page.
2. Define your old age part-time models on the Old Age Part-Time Model page.

These are the models that you are going to assign to individual employees.

3. Set up your accumulators.

The accumulators used for old age part-time processing follow a specific naming convention, so it is easy to determine the function of each accumulator.

4. Assign individual employees to an old age part-time model.

Old Age Part-Time Accumulator Element Naming Conventions

To make the identification of accumulators and other element functionality clear, all PeopleSoft-delivered accumulators used by old age part-time processing follow a specific naming convention.

Accumulators are categorized according to whether they are part-time values, full-time values, of fictitious values. Full-time values include part-time elements with a factor/percentage, variable percentages, and predefined factors available for full-time amounts (such as standard proration and proration by old age part-time period).

A three-digit code is included in the accumulator element name to classify the calculation. The first digit identifies the element owner. The second digit identifies the type/accumulator group. The third digit identifies the calculation purpose.

A two-digit code is included in the accumulator name to classify the amount type. The first digit identifies the timecode/type. The second digit identifies the amount specification.

PeopleSoft-delivered accumulators used for old age part-time processing abide by follow the naming convention where <class> represents the three-digit code and <amount-type> represents the two-digit code; for example, DE_AZ_A_<class>_<amount-type>.

Calculation Classification

This table describes the calculation classification part of naming convention for old age part-time accumulators.

| <i>Digit</i> | <i>Purpose</i> | <i>Values</i> |
|---------------------|------------------------|---|
| 1 (first) | Owner/Calculation Type | 0 = Calculation. K = Customer. P = PeopleSoft (delivered samples). H = Hypothetical calculation for Sick-Fill. S = Calculation results for Sick-Fill. |
| 2 (second) | Type/Accumulator Group | 0 = Statutory. 1 = Voluntary Model 1 (for example, tariff). 2 = Voluntary Model 2 (for example, company agreement). |

| <i>Digit</i> | <i>Purpose</i> | <i>Values</i> |
|---------------------|-----------------------|--|
| 3 (third) | Calculation Purpose | 0 = Other. 1 = Gross Increase. 2 = Minimum Net. 3 = Difference amount for pension insurance. 4 = Input parameters for sick-fill. |

Amount Type Classification

This table describes the amount type classification part of naming convention for old age part-time accumulators.

| <i>Digit</i> | <i>Purpose</i> | <i>Values</i> |
|---------------------|-----------------------|--|
| 1 (first) | Time Code/Type | 0 = Other. 1 = Part-Time. 2 = Full-Time. 3 = Difference amount. 4 = Contribution (for difference amount). 5 = Base (of an increase). 6 = Increase. |

| <i>Digit</i> | <i>Purpose</i> | <i>Values</i> |
|---------------------|-----------------------|--|
| 2 (second) | Amount Specification | 1 = Recurring gross. 2 = One-Time gross. 3 = Total gross. 4 = Net pay (tax and SI-free). 5 = Overtime. 6 = March Clause. 7 = Calculated net. 8 = Minimum net. 9 = Total net. A = Unprorated amount (BASE). B = Time units unpaid sick. C = Time units unpaid total. |

Examples

DE_AZ_A_101_11 = Customer setup for statutory gross-increase (101) for recurring part-time gross (11).

DE_AZ_A_103_21 = Customer setup for statutory difference amount for pension insurance (103) for recurring gross full-time (21).

DE_AZ_A_122_22 = Customer setup for voluntary model 2 minimum net increase (122) for one-time gross full-time (22).

Old Age Part-Time Accumulators for Setup

This table lists the accumulators for old age part-time setup.

| <i>Accumulator</i> | <i>Description</i> |
|---------------------------|--|
| DE_AZ_A_K01_11 | Part-time gross statutory gross increase. |
| DE_AZ_A_K01_12 | Part-time gross once statutory gross increase. |
| DE_AZ_A_K02_11 | Part-time gross recurring statutory minimum net. |
| DE_AZ_A_K02_12 | Part-time gross once statutory minimum net. |
| DE_AZ_A_K02_21 | Full-time gross recurring statutory minimum net. |
| DE_AZ_A_K02_22 | Full-time gross once statutory minimum net. |

| Accumulator | Description |
|--------------------|--|
| DE_AZ_A_K02_14 | Part-time tax and SI-free statutory. |
| DE_AZ_A_K03_11 | Part-time gross recurring statutory difference amount. |
| DE_AZ_A_K03_12 | Part-time gross once statutory difference amount. |
| DE_AZ_A_K03_21 | Full-time gross recurring statutory difference amount. |
| DE_AZ_A_K03_22 | Full-time gross once statutory difference amount. |
| DE_AZ_A_K03_15 | Part-time overtime pay statutory. |
| DE_AZ_A_K11_11 | Part-time gross vol. 1 gross increase. |
| DE_AZ_A_K11_12 | Part-time gross once vol. 1 gross increase. |
| DE_AZ_A_K12_11 | Part-time gross recurring vol. 1 minimum net. |
| DE_AZ_A_K12_12 | Part-time gross once vol. 1 minimum net. |
| DE_AZ_A_K12_14 | Part-time tax and SI-free vol. 1. |
| DE_AZ_A_K12_21 | Full-time gross recurring vol. 1 minimum net. |
| DE_AZ_A_K12_22 | Full-time gross once vol. 1 minimum net. |
| DE_AZ_A_K21_11 | Part-time gross vol. 2 gross increase. |
| DE_AZ_A_K21_12 | Part-time gross once vol. 2 gross increase. |
| DE_AZ_A_K22_11 | Part-time gross recurring vol. 2 minimum net. |
| DE_AZ_A_K22_12 | Part-time gross once vol. 2 minimum net. |
| DE_AZ_A_K22_14 | Part-time tax and SI-free vol. 2. |
| DE_AZ_A_K22_21 | Full-time gross recurring vol. 2 minimum net. |
| DE_AZ_A_K22_22 | Full-time gross once vol. 2 minimum net. |
| DE_AZ_A_K04_0B | Time units unpaid sickness. |
| DE_AZ_A_K04_0C | Time units unpaid total. |
| DE_AZ_A_K04_11 | Reducible payment amounts. |
| DE_AZ_A_K04_1A | Bases of reducible payments. |
| DE_AZ_A_K03_11AP | Work phase only recurring pay 100%. |

Result Elements of the Calculation

This table lists the result elements of the old age part-time employment calculation.

Gross Increases (Earnings)

| Earning | Description |
|----------------|--------------------------------------|
| DE_AZ_001 | OAPT statutory gross increase. |
| DE_AZ_002 | OAPT statutory minimum net increase. |
| DE_AZ_011 | OAPT vol.1 gross increase. |
| DE_AZ_012 | OAPT vol.1 minimum net increase. |
| DE_AZ_021 | OAPT vol.2 gross increase. |
| DE_AZ_022 | OAPT vol.2 minimum net increase. |
| DE_AZ_S01 | OAPT fill stat gross increase. |
| DE_AZ_S02 | OAPT fill stat minimum increase. |
| DE_AZ_S11 | OAPT Fill for vol 1 Gross Inc. |
| DE_AZ_S12 | OAPT Fill for vol 1 Minnet Inc. |
| DE_AZ_S21 | OAPT Fill for vol 2 Gross Inc. |
| DE_AZ_S22 | OAPT Fill for vol 2 Minnet Inc . |

Difference Amounts for Pension Insurance (Accumulators)

This table lists accumulators for the difference amounts for pension insurance in the old age part-time employment calculation.

| Accumulator | Description |
|--------------------|---|
| DE_AZ_003_31 | OAPT statutory difference amount recurring pay. |
| DE_AZ_003_32 | OAPT statutory difference amount onetime pay. |
| DE_AZ_003_36 | OAPT statutory difference amount March clause. |
| DE_AZ_003_36_YTD | Statutory difference amount from March clause. |
| DE_AZ_013_31 | OAPT voluntary 1 difference amount recurring pay. |
| DE_AZ_013_32 | OAPT voluntary 1 difference amount onetime pay. |

| Accumulator | Description |
|--------------------|---|
| DE_AZ_013_36 | OAPT voluntary 1 difference amount March clause. |
| DE_AZ_013_36_YTD | Voluntary difference. amounts from March clause. |
| DE_AZ_023_31 | OAPT voluntary 2 difference amount recurring pay. |
| DE_AZ_023_32 | OAPT voluntary 2 difference amount onetime pay. |
| DE_AZ_023_36 | OAPT voluntary 2 difference amount March clause. |

Employer Contributions (Deductions)

This table lists the employer contribution deductions for pension insurance in the old age part-time employment calculation.

| Deduction | Description |
|------------------|---|
| DE_AZ_003_41 | Pension insurance contribution statutory increase recurring pay. |
| DE_AZ_003_42 | Pension insurance contribution statutory increase one-time pay. |
| DE_AZ_003_46 | Pension insurance contribution statutory march clause. |
| DE_AZ_013_41 | Pension insurance contribution vol. 1 increase recurring pay. |
| DE_AZ_013_42 | Pension insurance contribution vol. 1 increase one-time pay. |
| DE_AZ_013_46 | Pension insurance contribution vol. 1 March clause. |
| DE_AZ_023_41 | Pension insurance contribution vol. 2 recurring pay. |
| DE_AZ_023_42 | Pension insurance contribution vol. 2 one-time pay. |
| DE_AZ_023_46 | Pension insurance contribution vol. 2 March clause. |
| DE_AZ_S03_41 | Fill of pension insurance contribution statutory increase. |
| DE_AZ_S13_41 | Fill of pension insurance contribution voluntary increase. |
| DE_AZ_T03_41 | Fill of pension insurance contribution increase base package. |
| DE_AZ_X03_31 | Fill of pension insurance contribution statutory sick pay, recurring. |

Setting Up Old Age Part-Time Models

Use the Old Age Parttime Model (GPDE_AZ_MDL) and the Old Age Part-time Increase Model DEU (GPDE_AZ_IMDL) components to set up old age part-time models.

This section discusses how to:

- Define the old age part-time model.
- Define the old age part-time increase model.

Note: Before assigning an old age part-time model to an employee, you must define the models, increase models, and minimum net calculation parameters.

Pages Used to Set Up Old Age Part-Time Models

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|--|------------------------|---|---|
| Old Age Part-time Model DEU | GPDE_AZ_MDL | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Old Age Part-time Model DEU, Old Age Part-time Model DEU | Define old age part-time models. |
| Old Age Part-time Inc Mod DEU (Old Age Part-time Increase Model DEU) | GPDE_AZ_IMDL | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Old Age Part-time Inc Mod DEU, Old Age Part-time Inc Mod DEU | Define old age part-time increase models. |

Old Age Part-time Model DEU Page

Use the Old Age Part-time Model DEU page (GPDE_AZ_MDL) to define old age part-time models.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Old Age Part-time Model DEU, Old Age Part-time Model DEU

Image: Old Age Part-time Model DEU page

Old Age Part-time Model DEU page

| Old Age Part-time Model DEU | | | | |
|-----------------------------|------------|--|--|-----------|
| OAPT Model: GDATZ3 | | | | |
| Details | | | | |
| *Effective Date: | 01/01/2001 | | | |
| *Description: | Test ATZ3 | | | |
| *OAPT Part Time Percentage: | 50.00 | | | |
| Increase Model 1: | GDATZ3 | | | Test ATZ3 |
| Increase Model 2: | | | | |

The model defined on this page is the summary of the increase parameters. The model may include references to one or two voluntary increase models (defined on the Old Age Part-Time Increase Model DEU page). The statutory increases are always calculated and not visible as a model. If you want to use a statutory model only, then you do not need to specify any increase models.

OAPT Part Time Percentage

The percentage of OAPT time that the employee works. If the employee works half-time in OAPT, this value is 50 percent.

Increase Model 1

Select the OAPT Increase Model ID defined on the Old Age Part-time Increase Model page (for example, tariff).

Increase Model 2

Select the OAPT Increase Model ID defined on the Old Age Part-time Increase Model page (for example, company).

Old Age Part-time Inc Mod DEU (Old Age Part-time Increase Model DEU) Page

Use the Old Age Part-time Inc Mod DEU (Old Age Part-time Increase Model DEU) page (GPDE_AZ_IMDL) to define old age part-time increase models.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Old Age Part-time Inc Mod DEU, Old Age Part-time Inc Mod DEU

Image: Old Age Part-time Inc Mod DEU page

Old Age Part-time Inc Mod DEU (Old Age Part-time Increase Model DEU) page

Percent Gross Increase

Percent of additional gross increase, if any.

Subtract Previous Increases

Select to subtract previous increases.

When selected, the increases of the statutory model or a previous voluntary model are taken into account and only the difference is generated.

If not selected, the increase will be added on top of any previous increases.

No additional increase will be calculated if Percent Gross Increase is left empty.

Limit Mode for Gross Increase

Select the monthly social insurance limit mode to be used for gross increases. Values are *Apply SI-Limit*, *Ignore SI-Limit*, and *Statutory Limit Method*.

Percent Minimum Net

Enter the percentage for a voluntary minimum net that is higher than the statutory percentage or refers to a different base.

No additional increase will be calculated if the field is left empty.

Limit Mode for Minimum Net

Select the monthly social insurance limit mode to be used for full-time or part-time gross of minimum net calculation. Values are *Apply SI-Limit*, *Ignore SI-Limit*, and *Statutory Limit Method*.

Percent Pension Increase

Additional increase percentage for pension insurance.

No additional difference amount will be calculated if the field is left empty.

Apply 100% of BBG

Select to increase the SI limit used for calculation of Old Age Parttime to 100 percent.

Note: If bonus, tax-free amounts, and so forth should be ignored for some increases, then corrections must be made to the respective accumulators.

Viewing Old Age Part-Time Minimum Net Calculation Parameters

This section discusses how to view old age part-time minimum net calculation parameters.

Page Used to View Old Age Part-Time Minimum Net Calculation Parameters

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|------------------------------|-------------------------------|---|--|
| Old Age Part-time Minnet DEU | GPDE_AZ_MN_DATA | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Old Age Part-time Minnet DEU, Old Age Part-time Minnet DEU | View old age part-time minimum net calculation setup parameters. |

Old Age Part-time Minnet DEU Page

Use the Old Age Part-time Minnet DEU page (GPDE_AZ_MN_DATA) to view old age part-time minimum net calculation setup parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Old Age Part-time Minnet DEU, Old Age Part-time Minnet DEU

Image: Old Age Part-time Minnet DEU

Old Age Part-time Minnet DEU page.

The data is supplied as system data. You should not change these values.

Assigning an Old Age Part-Time Model to an Employee

This section discusses how to assign an old age part-time model to an employee.

After an old age part-time model is defined, assign the model to an employee. You assign only one model to each old age part-time employee.

Page Used to Assign an Old Age Part-Time Model to an Employee

| Page Name | Definition Name | Navigation | Usage |
|--------------------------------|-----------------|--|--|
| Add Old Age Part-Time Data DEU | GPDE_AZ_EE1 | Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Add Old Age Part-Time Data DEU, Add Old Age Part-Time Data DEU | Assign an old age part-time model to an individual employee. |

Add Old Age Part-Time Data DEU Page

Use the Add Old Age Part-Time Data DEU page (GPDE_AZ_EE1) to assign an old age part-time model to an individual employee.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Add Old Age Part-Time Data DEU, Add Old Age Part-Time Data DEU

Image: Add Old Age Part-Time Data DEU

Add Old Age Part-Time Data DEU page

Add Old Age Part-Time Data DEU

Helmut Nickel EMP ID: KDG045 Empl Record: 0

Details Find | View All First 1 of 1 Last

*Begin Date: 10/01/1996

*End Date: 11/01/2006

*OAPT Model: gdatz3

☒ Sick Fill Agreed

☒ Agreement Signed

☐ Blocking

Begin Date and End Date

Enter dates that limit the period in which the model applies.

OAPT Model

Enter the code for the selected model.

Sick Fill Agreed

Select if the employer has agreed to make payments during an employee illness.

Agreement Signed

Select if the payment transfer agreement has been signed by the employee (*Abtretungserklärung*).

Blocking

Select to indicate that the employee has chosen a block mode old age part-time.

For a block mode old age part-time, you have to enter the work periods in the grid that becomes visible when the Blocking check box is selected.

Managing Payroll Data

Understanding Payroll Data

When you hire a new employee, you must enter basic data in the PeopleSoft HCM system, such as the employee's name, employment record, and job. This data is the basis for all the tasks involved in human resources management, such as salary plans or payroll processing. In addition, you enter information about retroactive processing for payees in Global Payroll.

Related Links

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

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

Entering Additional Payroll Data

This section discusses how to:

- Specify when to print payslips.
- Enter additional payee information.

Pages Used to Enter Additional Payroll Data

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|-------------------------|------------------------|---|--|
| Define Payee Data DEU | GPDE_AL_EMPLMT1 | Global Payroll & Absence Mgmt, Payee Data, Define Payee Data DEU, Define Payee Data DEU | Specify whether a payslip should be printed for an employee each time that employee is paid. |
| Add General Remarks DEU | GPDE_AL_ACCT_INFO | Global Payroll & Absence Mgmt, Payee Data, Add General Remarks DEU, Add General Remarks DEU | Enter additional information for a payee. |

Define Payee Data DEU Page

Use the Define Payee Data DEU page (GPDE_AL_EMPLMT1) to specify whether a payslip should be printed for an employee each time that employee is paid.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Define Payee Data DEU, Define Payee Data DEU

Image: Define Payee Data DEU page

Define Payee Data DEU page

Define Payee Data DEU

Isabella Amme EMP ID: KDG012 Empl Record: 0

☒ Pay Slip Print

Pay Slip Address: Location Address

Termination Date: 01/31/1980

☒ Suppress Unchanged Retro

Pay Slip Print

Select if you want to print a payslip for the employee.

Pay Slip Address

Specify where to send the payslip: *Location Address* (Company address) or *Personal Address*.

Termination Date

Enter the date you want to stop printing payslips, if applicable.

Add General Remarks DEU Page

Use the Add General Remarks DEU page (GPDE_AL_ACCT_INFO) to enter additional information for a payee.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Add General Remarks DEU, Add General Remarks DEU

Image: Add General Remarks DEU page

Add General Remarks DEU page

Balance Information

Enter information about the balance.

Description

Enter information about the employee. This information is for your information only.

Reporting Employee Payroll Data

This section discusses how to:

- Report pay balances - GPDET03.
- Report the payroll register - GPDET04.
- View delivered elements.

You can run a report to list any overpayments made to employee in addition to their regular salary.

Pages Used to Report Employee Payroll Data

| Page Name | Definition Name | Navigation | Usage |
|---------------------------------------|------------------------|--|--|
| Overpayment List DEU | GPDE_RC_AL09 | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Overpayment List DEU, Overpayment List DEU | Lists additional payments made by an employer to an employee's normal salary. |
| Pay Balance DEU | GPDE_RC_TX03 | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Balance DEU, Pay Balance DEU | Displays the pay elements and employee data upon which payroll is based for each month of a given year. |
| Report Options - Results Register DEU | GPDE_RC_TX04_1 | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register DEU, Report Options | Generates a summary of the employee pay elements by pay period. A separate page is created for each company and each retro pay period. |
| Elements View - Results Register DEU | GPDE_RC_TX04_2 | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register DEU, Elements View | View elements for the results register. |

Pay Balance DEU Page

Use the Pay Balance DEU page (GPDE_RC_TX03) to displays the pay elements and employee data upon which payroll is based for each month of a given year.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Balance DEU, Pay Balance DEU

Print Pay Entity Report

Select if you want to print only those pages that display the annual and monthly totals for a pay entity, and not all of the retro pay data for all employees that the report includes.

Report Options - Results Register DEU Page

Use the Report Options - Results Register DEU page (GPDE_RC_TX04_1) to generates a summary of the employee pay elements by pay period.

A separate page is created for each company and each retro pay period.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register DEU, Report Options

On the Report Options page, create a report that monitors the associated accumulators and contains the payroll register for a selected company and pay group for the specified reporting period (from and to dates).

In addition to gross pay, the columns of the report provide information about base amounts (calculation bases) for income tax, church tax, bonus tax, health insurance, and so on, as well as the resulting payment.

On the Elements View page, define the other columns that you want to see in your report.

| | |
|---------------------------|--|
| Override Indicator | Determines which columns appear in the report. You can display up to 10 columns in your report. Also configure the level of detail that you want to appear. Select this check box if you want to override the description of the selected element. |
| Element Heading | If you have selected the Override Indicator check box for an element, enter a new heading name to serve as a new description of the element. |
| Sequence | Indicates the column in which the element will appear. If you want to have the YTD Bonus Tax as the second column in your report, for example, select a sequence number of 2. |

Viewing Delivered Elements

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

Related Links

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

Managing Off-Cycle Payments

Understanding Off-Cycle Processing

This section discusses:

- The off-cycle process.
- Types of off-cycle transactions.
- Delivered elements.

The Off-Cycle Process

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

Types of Off-Cycle Transactions

There are four types of off-cycle transactions:

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 manually issued check because their pay details were not entered in time for the normal pay run.

2. Corrections.

Corrections enable you to correct the 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 enable you to enter one-time payments that fall outside the normal payroll process. Examples include a one-time bonus or expense reimbursement.

4. Advances.

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

Delivered Elements

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

Related Links

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

Recording Manual Payments

This section discusses how to enter manual payments.

Entering Manual Payments

When entering manual payments for German payees, you should calculate all payments outside the system and then enter them. When entering manual payments, consider these selections carefully:

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

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

- Select processing controls on the Manual Payments page.

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

The run type is provided by default from the *Period (Calendar) Paid* option, 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 on the run type; otherwise, the payee may not be processed again if the system detects that they were already processed in the period.

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

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

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

Entering Corrections

This section discusses how to make corrections using the delivered rules.

Making Corrections Using the Delivered Rules

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 delivered statutory rules.

When you enter corrections:

- All earnings and deductions must have period-to-date logic applied.
- This method corrects pay accumulators only. Absence accumulators are not corrected.

Making Unscheduled Payments

The Unscheduled Payments page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) is used to make one-time payments that are processed outside of the on-cycle payroll. This method uses period-to-date logic built into the delivered statutory rules when calculating.

When you enter unscheduled payments:

- All earnings and deductions must have period-to-date logic applied.
- Select the previously finalized calendar or the current open calendar for the period paid.
- This method records monetary values only. Absence accumulators are not updated.

Issuing Advance Payments

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. When you make advance payments:

- Always select the next open calendar; 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 absences.

Managing BVV Funds

Understanding BVV Funds

This section discusses:

- BVV Description
- Registration
- Tax regulations
- Accumulators
- Pay elements
- Delivered elements

BVV Description

The (BVV) is an intercompany pension fund as defined in § 1 Section 3 of the German Company Pension Plan Act. This type of insurance is not direct insurance as defined in § 1 Section 2 of the Company Pension Plan Act; rather, it can be taken out only within the framework of mandatory enrollment based on employment in a member company. If an employee leaves a member company, coverage can continue on a voluntary basis. In addition, you can tax employer contributions into the pension fund as a lump sum.

In PeopleSoft Global Payroll for Germany, the contribution statement is an electronic data interchange notification, which includes personal and other data on contributions for an insured person according to contribution class. For reasons of immediacy and completeness, you must report transaction records even if they do not involve the payment of contributions. You report back payments and retro payments separately for an insured person according to the months in which the payments take effect. In addition, you can process employee contributions to other types of insurance, such as supplemental insurance policies, voluntary insurance policies, and voluntary differential payments toward existing basic insurance policies.

Registration

Register all employees with mandatory insurance coverage, including self-employed field workers who work exclusively for a member company. In such cases, these workers are considered statutory employees. When you register an employee for the first time, enter *00000000* as the BVV member number and then specify the actual hire date for employment with the company. Every insured person receives an eight-digit BVV membership number. PeopleCode verifies this eight-digit check number.

Related Links

[Setting Up BVV Provider Types](#)

Tax Regulations

You must add employer contributions to an employee's taxable earnings and have the employee pay the resulting taxes unless you pay income tax as a flat amount. The flat rate is 20 percent of the employer contributions, including church tax. If the employee pays a flat rate tax, the employer contributions are subject to social insurance.

If the employee changes from a member company to another company that is not a member and continues insurance on a voluntary basis, the new employer can participate in payment of the insurance contributions. However, a flat rate is applicable in this case only if the employer contributions are based on mandatory requirements.

Accumulators

To create BVV contribution statements, you need to set up two specific accumulators. The accumulators are PeopleSoft-delivered, but you might want to add your own salaries. This table lists the accumulators required for BVV gross earnings and provides examples of the elements that they contain:

| Accumulators | Description | Example Elements |
|---------------------|---|--|
| DE_BV_KBVV00 | Earnings relevant to regular BVV gross. | DE_ER_M10000 Regular salary. DE_ER_M10001 Salary. DE_ER_M10002 Base pay. |
| DE_BV_KBVV05 | Earnings relevant to BVV one-time pay, gross. | DE_ER_M14000 Vacation pay. DE_ER_M14001 Profit-sharing bonuses. |

Related Links

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

Pay Elements

This table lists the pay elements related to BVV. This PeopleSoft application automatically generates these pay elements for each BVV employee:

| Pay Element | Type | Description |
|--------------------|-------------|-------------------------------------|
| DE_DD_BVV 00 | Deduction | Total BVV Contribution. |
| DE_DD_BVV 10 | Deduction | BVV Employee Contribution. |
| DE_DD_BVV 20 | Deduction | BVV Employer Contribution. |
| DE_ER_BVV 23 | Earning | BVV Lump-Sum Tax EE. |
| DE_ER_BVV 24 | Earning | BVV Lump-Sum Tax ER. |
| DE_ER_BVV 25 | Earning | BVV Tax EE (qualified EE discount). |

| <i>Pay Element</i> | <i>Type</i> | <i>Description</i> |
|---------------------------|--------------------|---|
| DE_ER_BVV 26 | Earning | BVV Tax ER (qualified EE discount, gross-up). |
| DE_DD_BVV 30 | Deduction | BVV Voluntary. |
| DE_DD_BVV 40 | Deduction | BVV Additional Risk Insurance. |
| DE_DD_BVV 50 | Deduction | BVV General Supplemental Insurance. |
| DE_DD_BVV 60 | Deduction | BVV Differential Amount. |
| DE_DD_BVV 70 | Deduction | BVV Contr Military / Civilian Service. |
| DE_DD_BVV80 | Deduction | Supplemental pension insurance. |
| DE_DD_BVV90 | Deduction | Supplemental risk insurance. |
| DE_DD_BVV100 | Deduction | Supplemental risk insurance. |
| DE_DD_BVV110 | Deduction | Supplemental widow pension. |
| DE_DD_BVV120 | Deduction | Widow pension/decrease. |
| DE_DD_BVV130 | Deduction | Supplemental orphan pension. |
| DE_DD_BVV140 | Deduction | Supplemental insurance-deathfund. |
| DE_DD_BVV150 | Deduction | Voluntary/supplemental pension. |
| DE_DD_NBV00 | Deduction | Total contribution DN/RN. |
| DE_DD_NBV10 | Deduction | EE contribution DN/RN. |
| DE_DD_NBV20 | Deduction | ER contribution DN/RN. |
| DE_DD_NBV30 | Deduction | Tariff N voluntary tariff. |
| DE_DD_NBV40 | Deduction | Tariff N supplemental risk insurance. |
| DE_DD_NBV50 | Deduction | Tariff N general risk insurance. |
| DE_DD_NBV60 | Deduction | Tariff N difference amount. |
| DE_DD_NBV80 | Deduction | Tariff N supplemental pension insurance. |
| DE_DD_NBV90 | Deduction | Tariff N supplemental risk insurance. |
| DE_DD_NBV100 | Deduction | Tariff N supplemental risk insurance. |
| DE_DD_NBV110 | Deduction | Tariff N supplemental widow pension. |
| DE_DD_NBV120 | Deduction | Tariff N widow pension/decrease. |

| Pay Element | Type | Description |
|--------------------|-------------|---|
| DE_DD_NBV130 | Deduction | Tariff N supplemental orphan pension. |
| DE_DD_NBV140 | Deduction | Tariff N supplemental insurance death fund. |
| DE_DD_NBV150 | Deduction | Tariff N voluntary/supplemental pension. |
| DE_DD_BVV22 | Deduction | ER contribution BVV taxable part. |
| DE_ER_BVVB26 | Earning | Grossed up portion of the BVV contribution. |

Delivered Elements

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

Related Links

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

Understanding the Contribution Payment Process

This section discusses:

- Contribution payments.
- Contribution classes.
- Interruptions of employment and withdrawals.
- Contribution determination.

Contribution Payments

You must make contributions to the BVV by the tenth day of every month. If you cannot make a contribution statement by this time, you can pay the contribution in the form of a partial payment that corresponds to the amount of the anticipated contribution.

For other benefits, such as maternity benefits, the contributions must be set up in the corresponding contribution class. Employers are not obligated to pay contributions for inactive or suspended jobs, such as during maternity leave and extended maternity leave. No contribution is withheld when an employee dies or reaches retirement age.

Contribution Classes

Employees with mandatory insurance coverage are divided into contribution classes according to their monthly earnings. This classification process includes special payments, such as commissions, travel

expenses, and profit-sharing bonuses. Because profit-sharing bonuses, awards, and irregular commissions can be totaled only at the end of the year, you must determine the sum of these payments by December at the latest. One-twelfth of the sum that must be included when figuring an employee's income limit can be calculated in December and added to the payments to be made on the first of the next year. This calculation is then included in the contribution statement. One-time payments, such as those for marriage, birth, and overtime, are not included in the contribution calculations.

Note: PeopleSoft Global Payroll for Germany assigns employees with mandatory insurance coverage who work only part of the month to the contribution class that corresponds to the earnings paid for the respective full-time working hours.

Related Links

[Setting Up BVV Provider Types](#)

Interruptions of Employment and Withdrawals

PeopleSoft Global Payroll for Germany treats an interruption as a suspension of contribution payments rather than as a withdrawal. Enter the reason for an employment interruption as one of the process types beginning with 0 on the BVV Employee Data page. The second digit corresponds to the reason for the interruption.

Note: If you select process types 01 through 08 (interruption) on the BVV Employee Data page, PeopleSoft Global Payroll determines both the contribution share and contribution class. If no BVV gross is available, the system creates a reporting record without a contribution, indicating a contribution class of 00 and the respective process type.

Classes 10 through 19 are for withdrawals. Use withdrawal and registration notifications to report internal company transfers that result in changing the BVV company. When an employee's employment or affiliation with the company is terminated, specify the termination date, the reason for termination, and the employee's most recent valid address.

Enter information about an employee's employment interruption or withdrawal on the BVV Employee Data page.

Use the process types listed in this table to indicate the reason for the interruption or withdrawal of employment:

| Type | Reason |
|-------------|-------------------------------|
| 01 | Maternity leave. |
| 02 | Rehire commitment. |
| 03 | Temporary military service. |
| 04 | Unpaid leave. |
| 05 | End of supplemental sick pay. |
| 07 | Change to part-time. |

| Type | Reason |
|-------------|--|
| 08 | Accepted pre-seniority. |
| 10 | Previously class 00 and not termination reasons 11-18. |
| 11 | Death. |
| 12 | Retirement disability. |
| 13 | Old age pension. |
| 14 | End of company seniority. |
| 15 | transfer to group. |
| 16 | Insurance suspended from the beginning. |
| 17 | Change to part-time (= withdrawal). |
| 18 | Termination (resignation). |

Related Links

[Setting Up BVV Provider Types](#)

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

Contribution Determination

In PeopleSoft Global Payroll, the section DE_BV_1000 of the process list DE_AL_DEU1 process calculates the BVV contribution. Define all earnings that are relevant to the regular BVV gross in the accumulator DE_BV_BVV00 and all the one-time payments relevant to the *next* calendar year in the accumulator DE_BV_BVV05_YTD.

Related Links

[Setting Up BVV Provider Types](#)

Setting Up BVV Provider Types

Use the BVV Provider Fund Types DEU (GPDE_BV_PRVDR) component to set up BVV provider types.

This section discusses how to:

- Set up BVV provider fund types for your organization.
- Define a BVV reporting record.
- Define BVV bank transfer information.
- Display BVV contribution amounts for contribution classes.

- Enter BVV employee data.
- Enter additional BVV employee data.

Set up a BVV provider type for your organization and then define a BVV reporting record using the BVV provider type component. The system supports relief and pension provider types. The provider type definition contains general information such as the address, sorting and banking data.

Pages Used to Set Up a BVV Provider Type

| Page Name | Definition Name | Navigation | Usage |
|--|------------------------|--|---|
| BVV Provider Fund Types DEU - Provider | GPDE_BV_PRVDR1 | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Provider Fund Types DEU, Provider | Set up a BVV provider type for your organization. |
| BVV Provider Fund Types DEU - Reporting | GPDE_BV_PRVDR2 | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Provider Fund Types DEU, Reporting | Define a BVV reporting record. The BVV defines the sorting fields on this page and provides you with the information to enter here. Use these to sort the data files and reports every time you send information to the BVV company. |
| BVV Provider Fund Types DEU - Bank Transfer | GPDE_BV_PRVDR3 | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Provider Fund Types DEU, Bank Transfer | Enter the bank account information for the BVV fund. |
| BVV Contribution Classes DEU | GPDE_BV_RATE | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Contribution Classes, BVV Contribution Classes DEU | Display BVV contribution amounts for a specific contribution class. The table displays a validity record per contribution class (00-36). This table is delivered with data valid as of October 2000. You must enter any changes delivered by BVV. |
| BVV Provider Data | GPDE_AL_PE_BV | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, BVV Provider Data | Enter BVV provider data, such as provider number and fund type. |
| BVV Limits | GPDE_BV_LIMIT | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Limits DEU, BVV Limits | Define BVV contribution limits. |

| Page Name | Definition Name | Navigation | Usage |
|-----------------------------|------------------------|--|---|
| BVV Transfer Disk | GPDE_RC_BV01 | Global Payroll & Absence Mgmt, Pension, BVV Transfer Disk DEU, BVV Transfer Disk | Create a BVV transfer disk. |
| Maintain BVV Data - General | GPDE_BV_EE | Global Payroll & Absence Mgmt, Payee Data, Pension Information, Maintain BVV Data DEU, General | Enter BVV employee data. Specify each employee with mandatory insurance coverage who participates in BVV reporting. |
| Maintain BVV Data - Detail | GPDE_BV_EE_DTL | Global Payroll & Absence Mgmt, Payee Data, Pension Information, Maintain BVV Data DEU, Detail | Enter additional BVV employee data. |

BVV Provider Fund Types DEU - Provider Page

Use the BVV Provider Fund Types DEU - Provider page (GPDE_BV_PRVDR1) to set up a BVV provider type for your organization.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Provider Fund Types DEU, Provider

Image: BVV Provider Fund Types DEU - Provider page

BVV Provider Fund Types DEU - Provider page

Fund Type

This value can be either *Pension* or *Support*.

BVV Provider Fund Types DEU - Reporting Page

Use the BVV Provider Fund Types DEU - Reporting page (GPDE_BV_PRVDR2) to define a BVV reporting record.

The BVV defines the sorting fields on this page and provides you with the information to enter here. Use these to sort the data files and reports every time you send information to the BVV company.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Provider Fund Types DEU, Reporting

Image: BVV Provider Fund Types DEU - Reporting page

BVV Provider Fund Types DEU - Reporting page

Enter a default reporting setup. The data can be overridden individually on the pay entity level.

Sort Key Enter the BVV sort key provided by BVV.

Sort Key Length Enter the BVV sort key character length.

Insurance Sort Key Enter the insurance sort key provided by BVV.

Sort Key Z1-Z4 Enter the additional sort keys provided by BVV.

BVV Provider Fund Types DEU - Bank Transfer Page

Use the BVV Provider Fund Types DEU - Bank Transfer page (GPDE_BV_PRVDR3) to enter the bank account information for the BVV fund.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Provider Fund Types DEU, Bank Transfer

Image: BVV Provider Fund Types DEU - Bank Transfer page

BVV Provider Fund Types DEU - Bank Transfer page

Country Code

Select the country for the provider's bank account.

International ACH Bank Account (international automatic clearing house bank)

Select to indicate that the bank is located outside the territorial jurisdiction of the United States.

Note: This field appears only if you have PeopleSoft Payroll for North America or PeopleSoft Global Payroll for United States installed.

Already have an IBAN Number

Select to indicate that the provider has an IBAN. When you select this check box, the Bank ID, Bank Branch ID, and Account Number fields become display-only and the IBAN field and Validate button become available.

If you deselect this check box for a provider who already has an IBAN entered and validated in the IBAN field, the system alerts you that this action will result in clearing the IBAN and bank account detail fields. You can click OK to continue, or Cancel to leave the check box selected.

Note: This check box appears on this page only when the IBAN Enabled check box is selected and the IBAN Required check box is deselected on the IBAN Country Setup page.

IBAN (International Bank Account Number)

Enter the IBAN for the provider. This field is editable only if you select the Already have an IBAN Number check box or if the IBAN Required check box is selected on the IBAN Country Setup page.

Validate

Click to validate the number entered in the IBAN field. The validation process alerts you if there is an error in the entered IBAN. In addition, the validation process populates the Bank ID, Bank Branch ID, and Account Number fields based on the entered IBAN.

This button is available only if you select the Already have an IBAN Number check box or if the IBAN Required check box is selected on the IBAN Country Setup page.

Bank ID and Account Number

When the Already have an IBAN Number check box is selected or if the IBAN Required check box is selected on the IBAN Country Setup page, these fields are not editable. The system populates them based on the entered IBAN when you click the Validate button.

For accounts without an IBAN, manually enter values in the Bank ID and Account Number fields.

Bank Branch ID

Enter the bank branch ID for the provider.

Account Name

Enter the account name for the provider.

Currency Code

Select the code of the currency in which the account is maintained. The code you enter in this field is for informational purposes only and is not used by the banking process.

BVV Contribution Classes DEU Page

Use the BVV Contribution Classes DEU page (GPDE_BV_RATE) to display BVV contribution amounts for a specific contribution class.

The table displays a validity record per contribution class (00-36). This table is delivered with data valid as of October 2000. You must enter any changes delivered by BVV.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Contribution Classes, BVV Contribution Classes DEU

Image: BVV Contribution Classes DEU page

BVV Contribution Classes DEU page

BVV Class Limit Amount

Enter the upper limit of the monthly earnings of this contribution class.

BVV Total Contribution

Enter the sum of the BVV employer contribution and BVV employee contribution.

BVV Employer Contribution

Enter the amount that the employer pays toward the BVV pension fund.

BVV Employee Contribution

Enter the amount that the employee pays toward the BVV pension fund.

Related Links

[Understanding the Contribution Payment Process](#)

Maintain BVV Data - General Page

Use the Maintain BVV Data - General page (GPDE_BV_EE) to enter BVV employee data.

Specify each employee with mandatory insurance coverage who participates in BVV reporting.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Pension Information, Maintain BVV Data DEU, General

Image: Maintain BVV Data - General page

Maintain BVV Data - General page

The screenshot displays the 'General' tab of the 'Maintain BVV Data' form for employee Peter Demmer (Empl ID: KDG057). The form includes the following fields and options:

- *Effective Date:** 02/24/2013
- Membership Number:** 00000000
- First Start Date:** (empty)
- Seniority Date:** (empty)
- Tariff:** Pension Fund/New Tariff (DN)
- Process Type:** 04 Unpaid Leave
- Provider Number:** (empty)
- Permanent Claim:** (empty)
- Termination Date:** (empty)
- Empl Percent Tariff N:** (empty)
- Employee Status AT:** (checkbox, unchecked)
- Employer Pays Contribution:** (checkbox, unchecked)
- Employer Pays Taxes:** (checkbox, unchecked)
- Unlimited Tax Contribution:** (checkbox, unchecked)
- Contribution Without Bonus:** (checkbox, unchecked)
- Take Over Pension Promise:** (checkbox, unchecked)

Membership Number

Enter the employee's employee ID as reported by the BVV. The eighth digit of the employee ID is a check digit.

Note: Enter 00000000 when you register an employee for the first time, and replace this number after the BVV provides an employee ID number.

Provider Number

The system assigns the provider number, provider type, and default definition at the pay entity level. The pay entity membership numbers are stored on the EE level. Thus, EE, provider number, and pay entity.

Hire Date

Enter the employee's hire date.

Seniority Date

Enter the date when BVV membership through your company began. You can enter a date other than the actual BVV hire date in the case of an intercompany job transfer.

Tariff

Select *Base Pension/Old Tariff - Pension Fund (DA)*, *Base Pension/Old Tariff - Relief Fund (RA)*, *Base Pension/New Tariff - Pension Fund (DN)*, or *Base Pension/New Tariff - Relief Fund (RN)*. The value you enter here controls the presence of the Empl Percent Tariff N field on this page and the Civil Service and Empl Cntb Taxable Supported field on the Maintain BVV Data - Detail page.

Process Type

In the case of a job interruption or withdrawal, select the related BVV process type.

Note: In the case of a termination (process type 10-19), do not enter the last day worked as the effective date but rather the *first day after termination*. For example, if an employee leaves the company at the end of the month, you should enter the first day of the next month as the effective date.

Employer Pays Contribution

Select this check box if the employer pays all BVV insurance contributions. No employee contributions (TBVV10) are paid while this check box is selected.

Employer Pays Taxes

Select this check box to extrapolate if the lump-sum limit is exceeded. This selection is only necessary if you—not the employee—are paying the tax.

Note: If you select this check box and the lump-sum limit, which is currently EUR 145206 as of September 1998, is excluded, then PeopleSoft Global Payroll calculates the contribution based on the excess amount.

Unlimited Tax Contribution

Select this check box if the lump sum ceiling limit varies for group insurance policies. You must monitor the ceiling limit. The complete BVV employer contribution (TBVV20) is taxed at a flat rate.

Warning! You must verify the limit of the possible lump sum ceiling yourself.

Contribution Without Bonus

Select this check box for employees who are in early retirement. You do not include bonuses when you calculate contributions for these employees.

Note: If you select this check box, the element TBVV2T (BVV 1/12 one-time payment in previous year) is not included in the calculation. This check box applies to employees in early retirement, for example.

Related Links

[Understanding the Contribution Payment Process](#)

Maintain BVV Data - Detail Page

Use the Maintain BVV Data - Detail page (GPDE_BV_EE_DTL) to enter additional BVV employee data.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Pension Information, Maintain BVV Data DEU, Detail

Image: Maintain BVV Data - Detail page

Maintain BVV Data - Detail page

The screenshot displays the 'Maintain BVV Data - Detail' page for employee Peter Demmer (Empl ID: KDG057, Empl Record: 0). The page is divided into two tabs: 'General' and 'Detail'. The 'Detail' tab is active, showing the following sections:

- Civil Service:** Includes a 'Class' field with the value '5' and a 'Contribution' field with the value '4.04 EUR'.
- Empl Cntb Taxable Supported:** Includes a 'Contribution' field with the value '25.00 EUR'.
- Supplementary Insurance:** Includes a dropdown menu for 'General Risk Insurance' and an 'Amount' field with the value '35.89'.

Civil Service (BVV contribution for civil service)

Enter the contribution that the employee pays during military or civil service, if any. During an employee's military or civil service, you must deduct contributions as if the employee is still working for the company.

Note: If the Class and Contribution fields contain values, then the contribution is paid during military/civilian service.

Empl Cntb Taxable Supported (employee contribution taxable supported)

Enter the contribution for additional insurance.

Supplementary Insurance

Select the type of supplementary insurance that the employee may have.

Amount

Enter the amount the employee pays for the insurance.

Managing DEUEV

Understanding DEUEV Processing

As an employer, you have a statutory requirement to report to social insurance providers all the business events that are relevant to your employees in accordance with the Data Entry and Transfer Ordinance (DEUEV). Global Payroll for Germany gives you tools for meeting all DEUEV reporting requirements. It tracks reportable business events, enables you to view events, and produces necessary DEUEV reports and data files.

To automatically generate reports and route them to the social insurance providers in accordance with DEUEV statutes, your organization must be certified by your DEUEV provider.

Global Payroll for Germany prepares DEUEV reports for the following entities:

- Statutory health insurance providers

These organizations route some reported data to the retirement insurance providers and the German Federal Employment Office (BA). Data includes earnings subject to social insurance contributions, which is used as the basis for determining employee and employer contributions and employee entitlement to health insurance.

- Pension insurance providers

The Federal Insurance Office for Salaried Employees (BFA) and the Regional Social Insurance Board (LVA) require information about the period of employment and insurance contributions to calculate an employee's retirement entitlements.

- The Employment Office

The Employment Office requires employment data (including type of job, contribution totals for unemployment insurance, and actual employment time) so that it can distinguish between employment and unemployment, calculate entitlement for unemployment benefits, and analyze and regulate the labor market.

The DEUEV Reporting Process

The steps for the DEUEV reporting process are:

1. Make sure your system is properly set up for DEUEV processing.

Set up name prefixes and suffixes, DEUEV nationalities, and pay groups for DEUEV participation. You must know all business events that initiate a DEUEV process.

2. Enter employee data that is relevant to DEUEV.

Such data entry as a name or address change triggers a DEUEV process.

3. Run the DEUEV daily, monthly and report process.
4. Audit DEUEV reports run previously by viewing DEUEV reported events.

You can make corrections to the data and rerun the reports.

5. Transfer the DEUEV report data to disk or tape.
6. Submit data files to a DEUEV provider.

You submit a disk or tape to the provider, who can route some of the data to other social insurance providers.

Viewing Delivered Elements

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

Related Links

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

Setting Up DEUEV Processing

Use the Pay Groups DEU (GPDE_AL_PAYGROUP) component to set up DEUEV processing.

This section discusses how to:

- Set up name prefixes and suffixes.
- Set up DEUEV nationalities.
- Set up a pay group for DEUEV participation.
- View DEUEV business events definitions.
- View a table of DEUEV business events.
- View report reasons and descriptions.

Note: The definition of report records, basic name prefixes and suffixes, and nationalities is set up and maintained by PeopleSoft.

Pages Used to Set Up DEUEV Processing

| Page Name | Definition Name | Navigation | Usage |
|---|------------------------|--|--|
| Pay Groups DEU - DEUEV Data | GPDE_AL_PAYGROUP1 | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups DEU, DEUEV Data | Specify employees, by pay group, who participate in DEUEV reporting processes. |
| Define Business Evnt DEUEV DEU (Define Business Events DEUEV DEU) | GPDE_DV_EVTREC | Global Payroll & Absence Mgmt, Social Security / Insurance, Define Business Evnt DEUEV DEU, Define Business Evnt DEUEV DEU | View definitions of business events that initiate a DEUEV process. |

Setting Up Name Prefixes and Suffixes

Set up name prefixes and suffixes on a series of pages available in the Foundation Tables menu.

Related Links

"Setting Up Additional Name Information (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Setting Up DEUEV Nationalities

The Nation DEUEV Table, which is maintained by PeopleSoft, stores nationality codes specified by the German DEUEV Directive. These codes regulate how data is to be provided to the German social insurance administration by companies doing business in Germany.

All the nationality codes that are applicable for DEUEV participation are located in the Nation DEUEV Table, which is set up and maintained by PeopleSoft.

Related Links

"(DEU) Setting Up German Workforce Tables (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

Pay Groups DEU - DEUEV Data Page

Use the Pay Groups DEU - DEUEV Data page (GPDE_AL_PAYGROUP1) to specify employees, by pay group, who participate in DEUEV reporting processes.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups DEU, DEUEV Data

Image: Pay Groups DEU - DEUEV Data page

Pay Groups DEU - DEUEV Data page

The screenshot displays the 'Pay Groups DEU - DEUEV Data' page. At the top, there are five tabs: 'Pay Group Name', 'Defaults', 'Supporting Elements', 'DEUEV Data' (which is the active tab), and 'Source Bank'. Below the tabs, the page shows the following information:

- Pay Group:** G1BNK02 (Banking Files Test Paygroup)
- Pay Entity:** K1GPEC (GP US Pay Entity C)

The 'DEUEV Data' section is expanded, showing a 'Definition' tab. This tab contains a table with the following details:

| Effective Date | Status |
|----------------|--------|
| 01/01/2004 | Active |

Below the table, there is a 'DEUEV Detail' section. It includes a 'Participation' dropdown menu currently set to 'Normal' and a 'Systemstart' date field set to '31'.

You use pay groups to specify employees who participate in DEUEV reporting processes. Use the Participation field on the DEUEV page of the Pay Group component to designate whether, and in which form, the members of a pay group are to participate.

Participation

If a pay group does not participate in the DEUEV reporting processes, select *No Participation*. Business events are not recorded for the employees of the pay group, and no reports are prepared.

To create and submit reports at regular intervals for a pay period, select *Normal*.

If a pay group requires immediate reports for a group of employees (for example, construction, fairground, or transport workers), then select *Immediate Notification*. Reports that must be submitted to the social insurance providers are created immediately and submitted to the respective offices.

Define Business Evnt DEUEV DEU (Define Business Events DEUEV DEU) Page

Use the Define Business Evnt DEUEV DEU (Define Business Events DEUEV DEU) page (GPDE_DV_EVTREC) to view definitions of business events that initiate a DEUEV process.

Navigation

Global Payroll & Absence Mgmt, Social Security / Insurance, Define Business Evnt DEUEV DEU, Define Business Evnt DEUEV DEU

Image: Define Business Evnt DEUEV DEU

Define Business Evnt DEUEV DEU (Define Business Events DEUEV DEU) page

Define Business Evnt DEUEV DEU

Business Event Type 01

Description Einstellung

Empl Status Active

Frequency Monthly

DEUEV Applic DEUEV Da

Business Events

Personalize | Find |

First 1 of 1 Last

| | Reporting Reason | Report Type | DBME | DBNA | DBGB | DBAN | DBEU | DBSO | DBUV | DBKV | | |
|---|------------------|-------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|--|
| 1 | 10 | ANM | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

Warning! PeopleSoft maintains DEUEV business event data. Do not update this data.

Business Event Type Displays the business event type that you entered to access this page.

Empl Status (employee status) Displays the status assigned to employees after the report identified in the Report Type field is generated. Values are: *Active*, *Term* (terminated), and *Unchanged*.

Do not change the value in this field.

Frequency Displays how often the system processes the event: *Daily* or *Monthly*.

Do not change the value in this field.

DEUEV Applic (DEUEV application) Select the application that handles this business event.

Options are *Annual Run*, *Currency*, *Day Run*, *End*, *Month Run*, *Online*, and *Start*.

Reporting Reason Displays a number that identifies the reason for the report.

Report Type Displays a code that identifies the type of report that is generated when this event occurs. Do not change the value in this field.

DBME, DBNA, DBGB, DBAN, DBEU, DBSO, and DBUV represent the types of data that can appear in DEUEV reports. A check mark identifies the data to be included in the report.

The system includes DSME (report identification data) for every business event.

DBME Reason for the report.

| | |
|-------------|--|
| DBNA | Employee's name. |
| DBGB | Employee's birth date. |
| DBAN | Employee's address. |
| DBEU | Employee's European social insurance number. |
| DBSO | If selected, this check box indicates that the report is to be created immediately and submitted to the social insurance provider's respective offices. This selection applies only when generating reports for pay groups that are defined with a DEUEV participation type of <i>Immediate Notification</i> . |
| DBUV | Data building block to the accident insurance. |

Note: The DBEU data elements exist only for employees in European Union countries.

Warning! Do not change the settings for Frequency, Reporting Reason, or EE Status. PeopleSoft maintains the appropriate values for these fields.

Viewing the Table of DEUEV Business Events

All valid DEUEV business events are listed in the DEUEV Business Events Table, which is exclusively set up and maintained by PeopleSoft.

This table lists stored business events:

| Event Type | Report Reason | Report Type | Event | Description | DEUEV Application | Data Elements |
|-------------------|----------------------|--------------------|--|--|--------------------------|----------------------|
| 1 | 10 | ANM | Registration of new hire | Employee is a new hire. | Daily run | DBME DBNA, DBAN |
| 2 | 10 | ANM | Registration of change to employment subject to social insurance | Employee was already hired but is only now subject to social insurance contributions. | Monthly run | DBME DBNA, DBAN |
| 3 | 13 | ANM | Registration in accordance with Withdrawal 13 or 14 | Continuation of normal employment following unpaid leave longer than 1 month (unpaid vacation, strike, etc). | Daily run | DBME DBNA, DBAN |
| 4 | 10 | ANM | Rehire | Employee was employed in this company and is rehired. | Daily run | DBME DBNA, DBAN |

| Event Type | Report Reason | Report Type | Event | Description | DEUEV Application | Data Elements |
|-------------------|----------------------|--------------------|---|---|--------------------------|-----------------------------|
| 5 | 10 | ANM | Registration when hired without SI number | The SI number is unknown. | Daily run | DBME DBNA, DBGB DBAN, DBEU |
| 6 | 10 | ANM | Registration of low-income earner | For briefly employed workers, seasonal workers, and low-income earners. | Daily run | DBME DBNA, DBAN |
| 7 | 10 | ANM | Registration of low-income earner without SI number | The SI number is unknown. | Daily run | DBME DBNA, DBGB DBAN, DBEU* |
| 9 | 13 | ANM | System start | The employee group is entered in the payroll system. | System start | DBME DBNA, DBAN |
| 11 | 30 | ABM | Withdrawal at termination | Termination of employment. | Daily run | DBME |
| 12 | 30 | ABM | Withdrawal for change of employment not subject to social insurance contributions | Employee must no longer pay mandatory social insurance. | Monthly run | DBME |
| 13 | 34 | ABM | Withdrawal and vacation/strike | For interruptions longer than 1 month. | Daily run | DBME |
| 14 | 35 | ABM | Withdrawal for lawful strike, lockout | For interruptions longer than 1 month. | Daily run | DBME |
| 15 | 49 | ABM | Withdrawal because of death | Employee dies during normal employment situation. | Daily run | DBME |
| 16 | 30 | ABM | Withdrawal of low-income earner | Termination of employment. | Daily run | DBME |
| 19 | 36 | ABM | System end | Payroll accounting system changes. | System close | DBME |

| Event Type | Report Reason | Report Type | Event | Description | DEUEV Application | Data Elements |
|-------------------|----------------------|--------------------|---------------------------------|--|--------------------------|---------------------------|
| 21 | 32 | ABM | Change in contribution category | | Monthly run | DBME |
| | 12 | ANM | | | | DBME, DBNA, DBAN |
| 22 | 31 | ABM | Change of SI provider | Change of SI provider. | Monthly run | DSME, DBME |
| | 11 | ANM | Change of SI provider | | Monthly run | DSME, DBME, DBNA, DBAN |
| 23 | 33 | ABM | Change of SI region | | Monthly run | DSME, DBME |
| | 13 | ANM | Change of SI region | | Monthly run | DSME - DBME - DBNA - DBAN |
| 24 | 33 | ABM | Change from education relation | Change from an internship or apprenticeship to regular employment. | Monthly run | DSME - DBME |
| | 13 | ANM | Change from education relation | Change from an internship or apprenticeship to regular employment. | Monthly run | DSME - DBME - DBNA - DBAN |
| 25 | 33 | ABM | Change to old-age part time | Change to regular employment. | Monthly run | DSME, DBME |
| | 13 | ANM | Change to old-age part time | Change to regular employment. | Monthly run | DSME - DBME - DBNA - DBAN |
| 26 | 30 | ABM | Change of insignificance | Change from insignificant employment to regular employment. | Monthly run | DSME, DBME |
| | 10 | ANM | Change of insignificance | Change from insignificant employment to regular employment. | Monthly run | DSME - DBME - DBNA - DBAN |
| 27 | 33 | ABM | Change of employee category | | Monthly run | DSME, DBME |

| Event Type | Report Reason | Report Type | Event | Description | DEUEV Application | Data Elements |
|-------------------|----------------------|--------------------|---------------------------------------|---|--------------------------|---------------------------------|
| | 13 | ANM | Change of employee category | | Monthly run | DSME - DBME - DBNA - DBAN |
| 28 | 36 | ABM | Begin/end of insignificant employment | | Monthly run | DSME, DBME |
| | 13 | ANM | Begin/end of insignificant employment | | Monthly run | DSME - DBME - DBNA - DBAN |
| 29 | 32 | ABM | Change in contribution category | | Monthly run | DBME |
| | 12 | ANM | | | | DBME, DBNA, DBAN |
| 31 | 51 | UNT | Interruption due to illness | If more than 1 pay period social insurance gross = 0. | Monthly run | DSME, DBME |
| 32 | 52 | UNT | Interruption due to maternity leave | If more than 1 pay period social insurance gross = 0. | Monthly run | DBME |
| 33 | 53 | UNT | Interruption due to national service | Civilian, military service, military training longer than 3 days. | Monthly run | DBME |
| 41 | 54 | SON | One-time payment | Earnings during an interruption. | Monthly run | DBME |
| 42 | 55 | SON | | | Monthly run | DBME |
| 43 | 55 | SON | | | Monthly run | DBME |
| 44 | 56 | SON | | | Monthly run | DBME |
| 51 | 60 | AEN | Change in name | Employee data. | Online | DBNA |
| 52 | 61 | AEN | Change in address | Employee data. | Online | DBAN |
| 53 | 63 | PIN | Change in nationality | Employee data. | Online | |
| 54 | 62 | AEN | Change in employee ID | Optional; not currently implemented. | Online | DSME |

| Event Type | Report Reason | Report Type | Event | Description | DEUEV Application | Data Elements |
|-------------------|----------------------|--------------------|-----------------------------|---|--------------------------|----------------------|
| 55 | 36 | ABM | Currency change | Payroll currency change. | Currency | DBME |
| | 13 | ANM | Currency change | Payroll currency change | Currency | DBME, DBNA, DBAN |
| 60 | 50 | JAH | Annual report | Reports earnings otherwise unreported for the year-end close. | Monthly run | DSME |
| 70 | 91 | KON | Control report | Alternative if social insurance card not received. | Daily run | DSME, DBME |
| 80 | 92 | SOF | Immediate report | Required for employees in construction and other industries. | Daily run | DBNA, DBAN, DBSO |
| 81 | 13 | ANM | Change of employee category | | Daily run | DBME, DBNA, DBAN |
| 82 | 33 | ABM | | | Daily run | DBME |
| 83 | 13 | ANM | | | Daily run | DBME, DBNA, DBAN |
| 98 | 56 | SON | | | Monthly run | DBME |
| 99 | | | Return after interruption | End of an interruption, internal remark. | Monthly run | |

Viewing Report Reasons and Descriptions

This table lists and describes registration, withdrawal, change, and other relevant report reasons:

| Report Reason | Description |
|----------------------|--|
| Registrations | |
| 10 | Registration due to hire. |
| 11 | Registration due to change in health insurance provider. |
| 12 | Registration due to change in contribution category. |

| Report Reason | Description |
|---|---|
| 13 | Registration due to other reasons, such as changes in employment record number. |
| 13 | Registration after unpaid leave or strike longer than 1 month, in accordance with § 7 Sec. 3 Sec. 1 Social Security Code IV (SGB IV). |
| 13 | Registration due to change in East/West state without changing health insurance provider. |
| 13 | Registration due to change in payroll system (optional). |
| 13 | Registration due to change in employee category code without changes in contribution category. |
| 13 | Registration due to currency change during a calendar year. |
| Withdrawals | |
| 30 | Withdrawal due to termination. |
| 31 | Withdrawal due to change in health insurance provider. |
| 32 | Withdrawal due to change in contribution category. |
| 33 | Withdrawal due to other reasons, such as changes in employment. |
| 34 | Withdrawal due to change to employment subject to social insurance contributions after an interruption longer than 1 month. |
| 35 | Withdrawal due to strike of longer than 1 month. |
| 36 | Change in payroll system (optional). |
| 36 | Currency change during a calendar year. |
| 40 | Simultaneous registration and withdrawal due to termination of employment. |
| 49 | Withdrawal due to death. |
| Annual report, interruption report, other earnings report | |
| 50 | Annual report. |
| 51 | Interruption report due to drawing pay benefits or entitlement to them. |
| 52 | Interruption report due to maternity leave. |
| 53 | Interruption report due to mandatory national service. |

| Report Reason | Description |
|--|---|
| 54 | Report of a one-time work payment (special report). |
| Change reports (apply only to data transfer) | |
| 60 | Change in name. |
| 61 | Change in address. |
| 62 | Change in file number or employee ID (optional). |
| 63 | Change in nationality. |
| Other reports (apply only to data transfer) | |
| 91 | Control report. |
| 92 | Immediate report. |

Related Links

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

Entering Employee Data Relevant to DEUEV

When you enter or update certain types of employee data, job data, and social insurance data, the system recognizes whether the data is relevant to DEUEV and creates a trigger for DEUEV processing.

This section discusses types of changes that create triggers.

- Enter and update employee data.
- Enter job data.
- Enter social insurance data.

Entering and Updating Employee Data

When you make the following employee data changes or entries in PeopleSoft HCM, Global Payroll automatically creates a trigger that generates a reportable business event:

- Name change

Changing an employee's name on the Personal Data - Name page causes the system to record business event 51 (change in name).

- Address change

Entering an address change on the Personal Data - Address page causes the system to record business event 52 (change in address).

- Date of birth and nationality

Enter the employee's nationality and date of birth on the Personal Data - Eligibility/Identity page. For foreign employees from European Union member countries who are hired without a social insurance number, enter the place of birth. The system automatically records business event 53 when you save entries or changes to the Personal Data - Eligibility/Identity page.

Entering Job Data

To establish data for a DEUEV report, change these values in the Work Location and Payroll pages:

- Employment information

The system recognizes the business event for the selected employee depending on the selection in the Action/Reason field on the Work Location page.

- Payroll data

On the Payroll page, select the pay group in which to report employee data to the social insurance provider. You specify an employee's DEUEV participation via the pay group.

Related Links

[Setting Up DEUEV Processing](#)

Entering Social Insurance Data

Record employee data for all types of social insurance (health, nursing care, pension, unemployment) on the pages in the Social Insurance component. This data is required for creating DEUEV reports.

Related Links

[Understanding Social Insurance Data](#)

Running the DEUEV Report Process

This section discusses how to:

- Run a DEUEV daily run process.
- Run a DEUEV monthly run process.
- Run a DEUEV reporting data generation process.

Pages Used to Run the DEUEV Report Process

| Page Name | Definition Name | Navigation | Usage |
|-----------------------------|-----------------|--|--|
| Run Daily DEUEV DEU | GPDE_DV_RUN_DAY | Global Payroll & Absence Mgmt, Social Security / Insurance, Run Daily DEUEV DEU, Run Daily DEUEV DEU | Run the daily DEUEV process. |
| Run Monthly DEUEV DEU | GPDE_DV_RUN_MON | Global Payroll & Absence Mgmt, Social Security / Insurance, Run Monthly DEUEV DEU, Run Monthly DEUEV DEU | Run the monthly DEUEV process. |
| DEUEV Report Generation DEU | GPDE_DV_RUN_REP | Global Payroll & Absence Mgmt, Social Security / Insurance, DEUEV Report Generation DEU, DEUEV Report Generation DEU | Run the DEUEV reporting data generation process. |

Run Daily DEUEV DEU Page

Use the Run Daily DEUEV DEU page (GPDE_DV_RUN_DAY) to run the daily DEUEV process.

Navigation

Global Payroll & Absence Mgmt, Social Security / Insurance, Run Daily DEUEV DEU, Run Daily DEUEV DEU

Image: Run Daily DEUEV DEU

Run Daily DEUEV DEU page

Select a Calendar Group ID value from which to report and complete the From Date, To Date, and As Of Date fields. The purpose of the daily run is to detect DEUEV- related events, which do not depend on payroll results.

For the From Date, use the reference date for the start of the processing, which is normally the date of the system start event. The To Date is the end of the relevant period, usually the end of the month. The As Of Date is the date from which you look at the period, which is usually the first day of the next period.

Run Monthly DEUEV DEU Page

Use the Run Monthly DEUEV DEU page (GPDE_DV_RUN_MON) to run the monthly DEUEV process.

Navigation

Global Payroll & Absence Mgmt, Social Security / Insurance, Run Monthly DEUEV DEU, Run Monthly DEUEV DEU

Image: Run Monthly DEUEV DEU page

Run Monthly DEUEV DEU page

Run Monthly DEUEV DEU

Run Control ID MON Report Manager Process Monitor Run

Language English

Process Request Parameters

Calendar Group ID GDRJUN07 GDR June 2007

Select a Calendar Group ID value from which to report. The purpose of the monthly run is to detect events that depend on payroll results.

DEUEV Report Generation DEU Page

Use the DEUEV Report Generation DEU page (GPDE_DV_RUN_REP) to run the DEUEV reporting data generation process.

Navigation

Global Payroll & Absence Mgmt, Social Security / Insurance, DEUEV Report Generation DEU, DEUEV Report Generation DEU

Image: DEUEV Report Generation DEU page

DEUEV Report Generation DEU page

DEUEV Report Generation DEU

Run Control ID FY2008 Report Manager Process Monitor Run

Process Request Parameters

Calendar Group ID GD1DEC08

From Date 01/04/2008

To Date 12/31/2008

Select a Calendar Group ID value from which to report and complete the From Date and To Date fields. The purpose of this process is to combine and evaluate the results of the daily, monthly, and other runs. The information is processed. It generates messages for the social insurance providers in the database. After running this process, you can view the results in the statistics pages. This data will be transferred to disk in a later step.

For the From Date, use the reference date for the start of the processing, which is normally the date of the system start event. The To Date is the end of the relevant period, which is usually the end of the month.

Checking the DEUEV Process

This section discusses how to:

- View recorded triggers.
- View reportable DEUEV reports.
- View reportable DEUEV report data.
- Enter selection criteria for DEUEV reports.
- View DEUEV record statistics.

Pages Used to Check DEUEV Processing

| Page Name | Definition Name | Navigation | Usage |
|---|------------------------|--|---|
| DEUEV Triggers DEU | GPDE_DV_TRIGGER | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Triggers DEU, DEUEV Triggers DEU | View business events that have created triggers for a particular employee. |
| DEUEV Reportable Events DEU - Reports | GPDE_DV_DSME_SO | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reportable Events DEU, Reports | View reports that you would generate due to current business events. |
| DEUEV Reportable Events DEU - Report Data | GPDE_DV_DBME_SO | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reportable Events DEU, Report Data | View report data that you would generate due to current business events. |
| DEUEV Statistics DEU - Parameter Entry | GPDE_DV_DSME_DW | Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Parameter Entry | Enter selection criteria for a report. You can view a selection of the DEUEV reports for an individual employee or all employees. |

| Page Name | Definition Name | Navigation | Usage |
|---|------------------------|---|---|
| DEUEV Statistics DEU - Valid Registratio (Registration) | GPDE_DV_DSME_ST_A | Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Valid Registratio | View registration statistics for records that you selected on the DEUEV Statistics - Parameter Entry page. |
| DEUEV Statistics DEU - Earnings Reportin (Reporting) | GPDE_DV_DSME_ST_E | Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Earnings Reporting | View earnings reporting statistics for records that you selected on the DEUEV Statistics - Parameter Entry page. |
| DEUEV Statistics DEU - Registration Erro (Error) | GPDE_DV_DSME_ST_F | Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Registration Erro | View registration error statistics for records that you selected on the DEUEV Statistics - Parameter Entry page. |
| DEUEV Statistics DEU - Name Reporting | GPDE_DV_DSME_ST_N | Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Name Reporting | View name reporting statistics for records that you selected on the DEUEV Statistics - Parameter Entry page. |
| DEUEV Statistics DEU - Canceled Registra (Registration) | GPDE_DV_DSME_ST_O | Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Canceled Registra | View canceled registration statistics for records that you selected on the DEUEV Statistics - Parameter Entry page. |

DEUEV Triggers DEU Page

Use the DEUEV Triggers DEU page (GPDE_DV_TRIGGER) to view business events that have created triggers for a particular employee.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Triggers DEU, DEUEV Triggers DEU

Image: DEUEV Triggers DEU page

DEUEV Triggers DEU page

DEUEV Triggers DEU



Helmut Nickel



Person ID GD_DEUEV45

Empl Record 0

RVNR 09160971N492

DEUEV Triggers

Personalize | Find |  

First  1-6 of 6  Last

| Business Event Type | Event Effective Date | Description |
|---------------------|----------------------|-------------------------------|
| 01 | 10/01/2001 | Einstellung |
| 24 | 11/01/2001 | Wechsel Ausbildungsverhältnis |
| 24 | 01/01/2002 | Wechsel Ausbildungsverhältnis |
| 52 | 02/01/2002 | Anschriftsänderung |
| 33 | 04/01/2002 | Unterbrechung Dienstpflicht |
| 28 | 05/01/2002 | Beginn/Ende geringf. Besch. |

The system creates DEUEV reports based on business events that you have recorded. You can view reports but not change them, so we recommend that you check the business events on this page before creating reports.

| | |
|-----------------------------|---|
| RVNR | Displays the employee's pension insurance number. |
| Business Event Type | Displays the number of the business event. |
| Event Effective Date | Displays the date when the business event occurred. |
| Description | Displays a description of the business event. |

DEUEV Reportable Events DEU - Reports Page

Use the DEUEV Reportable Events DEU - Reports page (GPDE_DV_DSME_SO) to view reports that you would generate due to current business events.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reportable Events DEU, Reports

Image: DEUEV Reportable Events DEU - Reports page (1 of 2)

DEUEV Reportable Events DEU - Reports page (1 of 2)

Reports

Report Data

Helmut Nickel

Person ID GD_DEUEV45

Empl Record 0

RVNR 09160971N492

Reports

| Reason | | Event Type | Descr | Effdt | Cancel | Empl Category | SI Provider | |
|--------|------------|------------|----------------------------------|------------|--------------------------|---------------|-------------|---------------------|
| 10 | Start | 01 | Einstellung | 10/01/2001 | <input type="checkbox"/> | 101 | IKK/4 | Innungskrankenkasse |
| 33 | WthdOther | 24 | Wechsel Ausbildungsverhältnis | 11/01/2001 | <input type="checkbox"/> | 101 | IKK/4 | Innungskrankenkasse |
| 13 | Other | 24 | Wechsel Ausbildungsverhältnis | 11/01/2001 | <input type="checkbox"/> | 102 | IKK/4 | Innungskrankenkasse |
| 33 | WthdOther | 24 | Wechsel Ausbildungsverhältnis | 01/01/2002 | <input type="checkbox"/> | 102 | IKK/4 | Innungskrankenkasse |
| 13 | Other | 24 | Wechsel Ausbildungsverhältnis | 01/01/2002 | <input type="checkbox"/> | 101 | IKK/4 | Innungskrankenkasse |
| 61 | AddrChng | 52 | Anschriftsänderung | 02/01/2002 | <input type="checkbox"/> | 101 | IKK/4 | Innungskrankenkasse |
| 53 | IntrpDuty | 33 | Unterbrechung Dienstpflicht | 04/01/2002 | <input type="checkbox"/> | 101 | IKK/4 | Innungskrankenkasse |
| 32 | WthContCat | 28 | Beginn/Ende geringf. Besch. | 05/01/2002 | <input type="checkbox"/> | 101 | IKK/4 | Innungskrankenkasse |
| 12 | Cat Change | 28 | Beginn/Ende geringf. Besch. | 05/01/2002 | <input type="checkbox"/> | 109 | IKK/4 | Innungskrankenkasse |

Image: DEUEV Reportable Events DEU - Reports page (2 of 2)

DEUEV Reportable Events DEU - Reports page (2 of 2)

| Personalize Find First 1-9 of 9 Last | | | | | | | | | | | | | | |
|--|-----------|-----------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|-----------|----------------|-------------|--------|-------------------|
| SI Provider Nbr | ER Number | Nationality Key | DBME | DBNA | DBGB | DBAN | DBEU | DBSO | DBUV | Frequency | Reporting Date | Report Type | Status | Current DEUEV Run |
| 15039837 | 99999993 | 000 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | M | | ANM | A | 53 |
| 15039837 | 99999993 | 000 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | M | | ABM | E | 53 |
| 15039837 | 99999993 | 000 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | M | | ANM | A | 53 |
| 15039837 | 99999993 | 000 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | M | | ABM | E | 53 |
| 15039837 | 99999993 | 000 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | M | | ANM | A | 53 |
| 15039837 | 99999993 | 000 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | M | | AEN | N | 53 |
| 15039837 | 99999993 | 000 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | M | | UNT | E | 53 |
| 15039837 | 99999993 | 000 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | M | | ABM | E | 53 |
| 15039837 | 99999993 | 000 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | M | | ANM | A | 53 |

The system compares the current (reportable) events with previously reported events to make corrections or cancellations.

Reason

Displays the reason for the report.

Event Type

Displays a description of the event.

Effdt (effective date)

Displays the date when the event occurred.

| | |
|--|---|
| Cancel | This check box is selected if a cancellation occurred. |
| Empl Category (employee category) | Displays the employee category. |
| SI Provider Nbr (social insurance provider) | Displays the provider number of the social insurance provider. |
| ER Number (employer number) | Displays the employer ID. |
| Nationality Key | Identifies the payee's nationality. |
| DBME | This check box is selected if the element DBME (report reason) is a component of the report. |
| DBNA | This check box is selected if the element DBNA (name) is a component of the report. |
| DBGB | This check box is selected if the element DBGB (birth date) is a component of the report. |
| DBAN | This check box is selected if the element DBAN (address) is a component of the report. |
| DBEU | This check box is selected if the element DBEU (EU social insurance number) is a component of the report. |
| DBSO | This check box is selected if the element DBSO (immediate report) is a component of the report. |
| DBUV | Data building block to the accident insurance. |
| Frequency | Displays the frequency of the report: <i>D</i> for daily or <i>M</i> for monthly. |
| Reporting Date | Date when the report was copied to a disk or tape. |
| Report Type | Report type (Registration, Withdrawal, Change Report, Annual Report, Control Report, Immediate Report). Values are: <i>JAH</i> : annual report. <i>ANM</i> : registration. <i>ABM</i> : withdrawal. <i>AEN</i> : change report. <i>KON</i> : control report. <i>SOF</i> : immediate report. |
| Status | Report status. Values are: <i>A</i> : Valid registration. <i>E</i> : Valid earnings reporting. |

F: Registration error.

N: Valid name reporting.

O: Cancelled registration.

Current DEUEV Run

Displays the sequence number issued by the system for the run.

DEUEV Reportable Events DEU - Report Data Page

Use the DEUEV Reportable Events DEU - Report Data page (GPDE_DV_DBME_SO) to view report data that you would generate due to current business events.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reportable Events DEU, Report Data

Image: DEUEV Reportable Events DEU - Report Data page (1 of 2)

DEUEV Reportable Events DEU - Report Data page (1 of 2)

Reports

Report Data

Helmut Nickel

Person ID GD_DEUEV45

Empl Record 0





RVNR 09160971N492

Reports Data

| Reason | Type | Effdt | Cancel | Begin Date | End Date | Number of Days | Currency |
|--------|----------------------------|------------|--------------------------|------------|------------|----------------|----------|
| 10 | Start of Employment | 10/01/2001 | <input type="checkbox"/> | 10/01/2001 | | | |
| 33 | Withdwl Other Reasons | 11/01/2001 | <input type="checkbox"/> | 10/01/2001 | 10/31/2001 | | DEM |
| 13 | Other Registration Reasons | 11/01/2001 | <input type="checkbox"/> | 11/01/2001 | | | |
| 33 | Withdwl Other Reasons | 01/01/2002 | <input type="checkbox"/> | 11/01/2001 | 12/31/2001 | | DEM |
| 13 | Other Registration Reasons | 01/01/2002 | <input type="checkbox"/> | 01/01/2002 | | | |
| 53 | Interrptn Statutory Duty | 04/01/2002 | <input type="checkbox"/> | 01/01/2002 | 03/31/2002 | | EUR |

Image: DEUEV Reportable Events DEU - Report Data page (2 of 2)

DEUEV Reportable Events DEU - Report Data page (2 of 2)

| Personalize Find View All   | | | | | | | First  1-6 of 8  Last |
|---|---------------|---------------|--------|--------------------------|------------------|-------------------|---|
| Amount | Contrib Group | Activity Keys | Region | Multi Employ | Glidezone Status | Current DEUEV Run | |
| | 1211 | 78142 | West | <input type="checkbox"/> | No Glidezone | | |
| 2500.0000 | 1211 | 78142 | West | <input type="checkbox"/> | No Glidezone | | |
| | 1211 | 78102 | West | <input type="checkbox"/> | No Glidezone | | |
| 2450.0000 | 1211 | 78102 | West | <input type="checkbox"/> | No Glidezone | | |
| | 1211 | 78142 | West | <input type="checkbox"/> | No Glidezone | | |
| 4500.0000 | 1211 | 78142 | West | <input type="checkbox"/> | No Glidezone | | |

Reason

Displays the reason for the report.

Effdt (effective date)

Date when the event occurred.

| | |
|---|--|
| Cancel | Selected if a cancellation has occurred. |
| Control | Selected if this is a control report. |
| Begin Date and End Date | Begin and end dates of the reporting period. |
| Number of Days | Contains a value if the report is simultaneously a registration and a withdrawal report that concerns a low-income earner. |
| Amount | Amount of reportable pay. |
| Contrib Group (contribution group) | Contribution group of the employee. |
| Activity Keys | This value is provided using the BA-Code, Position in Job, and Education fields as defined in the employee SI setup. |
| Region | Region of the employee's DEUEV provider. Values are <i>West</i> and <i>Ost</i> . |
| Multi Employ (multiple employment) | Selected if the employee has multiple employments. |
| Current DEUEV Run | The sequence number issued by the system for the run. |

DEUEV Statistics DEU - Parameter Entry Page

Use the DEUEV Statistics DEU - Parameter Entry page (GPDE_DV_DSME_DW) to enter selection criteria for a report.

You can view a selection of the DEUEV reports for an individual employee or all employees.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Parameter Entry

Image: DEUEV Statistics DEU - Parameter Entry page

DEUEV Statistics DEU - Parameter Entry page

The screenshot shows the 'Parameter Entry' tab selected in a window titled 'DEUEV Statistics DEU - Parameter Entry page'. Below the tabs is an 'OK' button. The main area is titled 'Selection Criteria' and contains various input fields for search criteria. Fields include: Empl ID From (GD_DEUEV11), Empl ID To (GD_DEUEV61), Empl Record, Effdt (02/25/2013), Reason (05), Current DEUEV Run, Cancel, Event Type, Datetime Created, Report Type (SON), RVNR, ER SI Number, SI Provider, Provider, Empl Category, Nationality Key, Frequency, Status, Reporting Date, and Calendar Group ID (GD1AUG13).

Selection Criteria

When you enter selection criteria besides the employee ID, the system sorts the report data according to the criteria you enter.

| | |
|--|---|
| ID | To see statistics for an employee, enter the employee ID. |
| Empl Record (employee record number) | To see statistics for a particular job, enter the employee record number. |
| Effdt (effective date) | Enter the effective date. |
| Reason | Select the report reason. |
| Current DEUEV Run | Enter the number of the DEUEV run for which you want to see processing results. |
| Cancel | Enter <i>Y</i> to select all cancelled messages or <i>N</i> to ignore the cancelled messages. |
| Event Type | Select the type of event for which you want to see statistics. |
| Datetime Created | Select the date when the process was run. |
| Report Type | Select the type of report for which you want to see statistics. |
| No Reporting Date | Select the messages that have no reported date yet (messages that have not yet been written to disk). |
| RVNR | Select the pension insurance number of the employee. |
| ER SI Number (employer social insurance number) | Select the employer's social insurance number as defined on the Pay Entity Location DEU page. |
| SI Provider (social insurance provider) | Select the name of the primary social insurance provider. |
| Provider | Select the number of the employer's SI provider. |
| Empl Category (employee category) | Select the employee category. |
| Nationality Key | Select the nationality code. |
| Frequency | Select <i>MON</i> to view messages from the monthly runs and <i>DAY</i> to view messages from the daily runs only. |
| Status | Select the status of the statistics you want to review. Values are: <i>A</i> : Valid registration. <i>E</i> : Valid earnings reporting. <i>F</i> : Registration error. <i>N</i> : Valid name reporting. <i>O</i> : Cancelled registration. |

Reporting Date

Select the date when the disk was created and closed.

Calendar Group ID

Enter the calendar group ID for which you want to review statistics.

Viewing DEUEV Record Statistics

Use any of these pages to view record statistics:

- DEUEV Statistics DEU - Valid Registration.
- DEUEV Statistics DEU - Earnings Reporting.
- DEUEV Statistics DEU - Registration Error.
- DEUEV Statistics DEU - Name Reporting.
- DEUEV Statistics DEU - Canceled Registration.

Related Links

[Viewing DEUEV Reported Events](#)

Monitoring the DEUEV Processing Status

This section lists the page used to monitor the DEUEV processing status.

Use the DEUEV Process Status DEU component to monitor the DEUEV processing status.

Page Used to Monitor the DEUEV Processing Status

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|--------------------------|-------------------------------|---|--|
| DEUEV Process Status DEU | GPDE_DV_PRCST | Global Payroll & Absence Mgmt, Absence & Payroll Processing, Review Absence/ Payroll Info, DEUEV Process Status DEU, DEUEV Process Status DEU | Check the status of DEUEV processing. This page shows the type of run selected and lists pertinent data about the run. |

Changing DEUEV Processing Currency

This section lists the page used to change DEUEV processing currency.

Use the Change Currency DEUEV DEU component to change the DEUEV processing currency.

Page Used to Change DEUEV Processing Currency

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|---------------------------|------------------------|---|--|
| Currency Change DEUEV DEU | GPDE_DV_RUN_CUR | Global Payroll & Absence Mgmt, Social Security/ Insurance, Change Currency DEUEV DEU, Currency Change DEUEV DEU | Change the DEUEV processing currency by completing the Calendar Group and As Of Date fields. |

Starting and Terminating the DEUEV System

This section discusses how to:

- Start the DEUEV system.
- Terminate the DEUEV system.

Pages Used to Start and Terminate the DEUEV System

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|----------------------------|------------------------|---|--|
| Start System DEUEV DEU | GPDE_DV_RUN_STA | Global Payroll & Absence Mgmt, Social Security/ Insurance, Start System DEUEV DEU, Start System DEUEV DEU | Start the DEUEV system by completing the Calendar Group and As Of Date fields. |
| Terminate System DEUEV DEU | GPDE_DV_RUN_END | Global Payroll & Absence Mgmt, Social Security/ Insurance, Terminate System DEUEV DEU, Terminate System DEUEV DEU | Terminate the DEUEV system by completing the Calendar Group and As Of Date fields. |

Start System DEUEV DEU Page

Use the Start System DEUEV DEU page (GPDE_DV_RUN_STA) to start the DEUEV system by completing the Calendar Group and As Of Date fields.

Navigation

Global Payroll & Absence Mgmt, Social Security/Insurance, Start System DEUEV DEU, Start System DEUEV DEU

You have to run the system start process before instituting the DEUEV system. The process generates the initial registrations for all employees who are contained in the pay groups of the specified calendar group.

Terminate System DEUEV DEU Page

Use the Terminate System DEUEV DEU page (GPDE_DV_RUN_END) to terminate the DEUEV system by completing the Calendar Group and As Of Date fields.

Navigation

Global Payroll & Absence Mgmt, Social Security/Insurance, Terminate System DEUEV DEU, Terminate System DEUEV DEU

The system end process generates the required final withdrawals for all employees in the specified calendar group.

Viewing DEUEV Reported Events

This section provides an overview of the DEUEV Reported Events DEU component and lists the pages used to view DEUEV reported events.

Pages Used to View DEUEV Reported Events

| Page Name | Definition Name | Navigation | Usage |
|---|------------------------|--|---|
| DEUEV Reported Events DEU - Reports | GPDE_DV_DSME | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, DEUEV Reported Events DEU, Reports | View all reports that contain DSME data. |
| DEUEV Reported Events DEU - Report Data | GPDE_DV_DBME | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, DEUEV Reported Events DEU, Report Data | View all reports that contain DBME data. |
| DEUEV Reported Events DEU - Name Data | GPDE_DV_DBNA | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, DEUEV Reported Events DEU, Name Data | View a payee's name and title as they appear in reports that contain DBNA data. |
| DEUEV Reported Events DEU - Birth Data | GPDE_DV_DBGB | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, DEUEV Reported Events DEU, Birth Data | View a payee's birth data. |
| DEUEV Reported Events DEU - Address Data | GPDE_DV_DBAN | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, DEUEV Reported Events DEU, Address Data | View a payee's address information. |

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|--|-------------------------------|---|--|
| DEUEV Reported Events DEU - EU SI Numbers (European Union social insurance numbers) | GPDE_DV_DBEU | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, DEUEV Reported Events DEU, EU SI Numbers | View a payee's European Union social insurance number and birth country for reports that include DBEU. |

Understanding the DEUEV Reported Events DEU Component

After creating the report data, you can view the DEUEV reported events. View newly created and existing reports that were transferred to a data file through the pages in the DEUEV Reported Events component.

Use the DEUEV Reported Events DEU component to:

- View all reports that contain DSME data.
- View all reports that contain DBME data.
- View a payee's name and title.
- View a payee's birth data.
- View a payee's address information.
- View a payee's EU social insurance number and birth country.
- View immediate reports.

Transferring DEUEV Report Data to Disk or Tape

This section provides an overview on DEUEV report data transfers and discusses how to:

- Create the DEUEV disk.
- Repeat report runs.
- Reject reports.

Page Used to Transfer DEUEV Report Data to Disk or Tape

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|-------------------------|-------------------------------|--|---|
| Create DEUEV File DEU | GPDE_DV_RUN_DSK | Global Payroll & Absence Mgmt, Social Security / Insurance, Create DEUEV File DEU, Create DEUEV File DEU | Transfer the report data to disk or tape. |

Understanding DEUEV Report Data Transfers

To transfer DEUEV report data to a disk or tape:

1. Access the DEUEV Disk page.
2. Enter the sending information.
3. When receiver information appears, enter the disk type, file number, and calendar group ID information.

A file is generated per receiver type. The last calculated calendar group of the sender is used for each receiver. The calendar group is not dependent on the receiver but, without a receiver, the process will not run.

4. Run the process.

Note: In addition, you can split the file into separate PDFs. After you click Run from the Create DEUEV File DEU page (select Global Payroll & Absence Mgmt, Social Security / Insurance, Create DEUEV File DEU), you can then click the Process Monitor link and select the DEUEV PDF file split check box. After running the processes with the split-parameter (for TX01 and DV01), you can review the certificates for the employees on the Create Certificates page (select Global Payroll & Absence Mgmt, Payee Data, Certificates DEU). The employee is also able to view this information through self-service (Self Service, Payroll and Compensation, View/Print Certificates, Print or View Certificates)..

Create DEUEV File DEU Page

Use the Create DEUEV File DEU page (GPDE_DV_RUN_DSK) to transfer the report data to disk or tape.

Navigation

Global Payroll & Absence Mgmt, Social Security / Insurance, Create DEUEV File DEU, Create DEUEV File DEU

Image: Create DEUEV File DEU page (1 of 2)

Create DEUEV File DEU page (1 of 2)

Create DEUEV File DEU

Run Control ID: KD914 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Process Request Parameters

Calendar Group: GD_DEUEV0205

Deuev Sender

Provider ID: 05555553

Pay Entity: GDB
DEUEV-Firma 2

Location: KD914
Zweigstelle Dresden

Address

Country: DEU Germany

Address: Zweigstelle Dresden
Hinter dem Zwinger 2
01234 Dresden [Edit Address](#)

Deuev Receiver

Provider ID: 05174740

SI Provider: 5174740

Address

AOK Sachsen DAV
Stemplatz 7
01067 Dresden

Image: Create DEUEV File DEU page (2 of 2)

Create DEUEV File DEU page (2 of 2)

File Number: 1 ☐ DEUEV Close

Contact Person

Contact ID: KU0007 *Salutation: Mrs

Contact Name: Betty Locherty

Telephone: 555/123-4567

Fax Number:

Email Address:

[Reset Defaults](#)

You create reports and save data to a file at the same time. You copy reports with different frequencies to different data files.

Process Request Parameters

Calendar Group

Select the ID for the calendar group that corresponds to the DEUEV report you want to transfer to a disk or tape.

File Number

Sequence number of the file for a provider. This number is handled automatically for each receiver and is incremented each time you run the process with the DEUEV Close option selected.

DEUEV Close

When you select the DEUEV Close check box and click the Run button, the system processes the reports.

The record is then considered as reported. The report files you created can be transferred to disk or tape.

Warning! Do not select this option until you are satisfied with the data. As long as this field is deselected, you can rerun the process and check the results.

Deuev Sender

Select the provider ID of the employer.

Deuev Receiver

Select the provider ID of the receiver (Social Insurance provider).

Repeating Report Runs

After you run the DEUEV reports, check them for completeness and ensure that the reported data is correct. If you discover that the reports are incomplete or contain incorrect data, make the necessary corrections and rerun the reports.

Rejecting Reports

If a data file contains faulty reports (for example, a data element is missing), the DEUEV provider rejects the file. The data in the file is considered unreported, and you must recreate it. An error protocol identifies the type of error. You must determine the cause of the error, such as inconsistencies in the file information, and correct the problem.

Mark the rejected reports as faulty by opening the panel DEUEV Reported Events and setting the status of the rejected report to F. This setting means that the system handles it as if it did not exist. In the next DEUEV run, the report is recreated in accordance with the corrections and then sent to the receiving office.

Defining Direct Insurance

Understanding Direct Insurance

Direct insurance represents a type of earning that is subject to lower taxation than regular earnings. Direct insurance premiums can either be paid by the employer in addition to wages or salaries or can be financed by converting wages or salaries from legally owed compensation.

The employer pays insurance fees directly to the insurer and deducts those fees from the employee's income. The advantage to employees is that they pay a fixed tax percentage that is lower than the tax percentage for their regular salaries.

The lump-sum tax rate for such future insurance benefits has been 20 percent since 1996, but legislation grants such tax concessions have changed, depending on how the insurance premiums are financed.

This chapter discusses the types of direct insurance and how to set up calculations for direct insurance in Global Payroll for Germany.

Delivered Elements

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

Understanding Types of Direct Insurance

Tax concessions apply to the following types of direct insurance:

- Capital life insurance.
- Term life insurance.
- Combined term and capital life insurance.
- Retirement insurance.
- Pension insurance with capital options.
- Accident and employment disability insurance with guaranteed premium refund.
- Supplemental accident insurance combined with a life insurance policy.
- Employment disability insurance combined with a life insurance policy.
- Variable life insurance.

Note: Tax concessions apply only to insurance policies with a term of at least five years.

Direct insurance benefits are paid directly by the employer to the employee's account at the employee's insurance company. Benefits can be paid regularly (periodically) or in the form of a one-time payment. Such payments can involve normal work pay, a pay conversion, or a one-time payment. Each case requires different taxation processes. Earnings up to 1,752 EUR per year are also taxed differently than the share of earnings above this limit.

The interest yielded from these types of insurance policies is nontaxable, if the term of the policy is not less than 12 years and individual contribution adjustments do not exceed the lump-sum amount.

If pay is converted, the insurance premium is deducted from the compensation amount in advance. If the employer makes a one-time payment, the premium is taxed at the lump-sum rate of 20 percent. This rate applies up to an annual total amount of EUR 1,752. Earnings above this amount are taxed separately.

Amounts from one-time payments, as well as old policies, are exempt from social insurance contributions.

Understanding Direct Insurance Setup

All setup for direct insurance is done in the core application, using elements that are specific for Germany. Global Payroll for Germany has no specific pages that need to be set up for direct insurance.

1. Set up the earnings element that you use for direct insurance on the Earnings Name page in the core application.
2. Define the calculation rule for the direct insurance earnings on the Earnings Calculation page in the core application.
3. Assign the earnings element to an accumulator on the Accumulators page in the core application.
4. Assign an individual recipient for direct insurance deductions on the Payee Deduction Recipients page in the core application.

Note: After the earnings element is assigned to an accumulator, the system automatically deducts all entered amounts related to the earnings. Use deduction element DE_DD_M90100.

Entering Direct Insurance Data

This section discusses how to:

- Set up an earning for direct insurance.
- Define calculation rules for direct insurance.
- Assign accumulators for direct insurance.
- Assign recipients for direct insurance deductions.

Pages Used to Set Up an Earning for Direct Insurance

| Page Name | Definition Name | Navigation | Usage |
|-----------------------------|------------------------|---|--|
| Earnings Name | GP_PIN | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name | Name the element and define its basic parameters. |
| Earnings - Calculation page | GP_ERN_DED_CALC | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation | Define calculation rules for an earning element. |
| Accumulator Name | GP_PIN | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Accumulator Name | Name an accumulator element and define its basic parameters. |
| Define Deduction Recipients | RECIPIENT | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients, Define Deduction Recipients | Define general and individual recipients for deductions. |

Related Links

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

Earnings Name Page

Use the Earnings Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name

See "Earnings Name Page (*PeopleSoft HCM 9.2: Global Payroll*)".

Earnings - Calculation Page

Use the Earnings - Calculation page (GP_ERN_DED_CALC) to define calculation rules for an earning element.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation

Use this page to view the calculation rule information for the direct insurance deduction.

Define the calculation rule of the direct insurance earnings as an *Amount* and then select *Payee Level* as the amount.

See "Earnings - Calculation Page (*PeopleSoft HCM 9.2: Global Payroll*)".

Accumulator Name Page

Use the Accumulator Name page (GP_PIN) to name an accumulator element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Accumulator Name

Create a new earnings element, which you must add to an accumulator for direct insurance. Depending on who is paying the lump-sum tax, the accumulator is different. This PeopleSoft application delivers both of these accumulators:

- If the employer is paying the lump-sum tax, use the DE_A3_K2042 accumulator.
- If the employee is paying the lump-sum tax, use the DE_A3_K2052 accumulator.

By assigning the earnings to one of these accumulators, you define the earnings as a direct insurance type of earnings.

Related Links

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

Define Deduction Recipients Page

Use the Define Deduction Recipients page (RECIPIENT) to define general and individual recipients for deductions.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients, Define Deduction Recipients

Use this page to define the banking details for direct insurance deductions. This definition includes assigning a recipient ID and identifying a deposit schedule.

Note: You must assign the DE_DD_M90100 deduction element to the individual recipient.

See "Define Deduction Recipients Page (*PeopleSoft HCM 9.2: Global Payroll*)".

Chapter 14

Calculating Net-to-Gross Payments

Understanding Delivered Net-to-Gross Elements

PeopleSoft Global Payroll for Germany delivers elements that pertain to country setup.

This table lists the net-to-gross earnings elements:

| Earning | Description |
|----------------|---|
| DE_ER_M80000 | Base Pay Net 1. |
| DE_ER_M81000 | Base Pay Net 2. |
| DE_ER_M81050 | Base Pay Net 3. |
| DE_ER_M82000 | Regular Bonus Pay Net. |
| DE_ER_M83000 | MY Bonus Pay Net. |
| DE_ER_M90000 | Grossed Up Base Pay Netto 1 (corresponding to DE_ER_M80000). |
| DE_ER_M91000 | Grossed Up Base Pay Netto 2 (corresponding to DE_ER_M81000). |
| DE_ER_M91050 | Grossed Up Base Pay Netto 3 (corresponding to DE_ER_M81050). |
| DE_ER_M92000 | Grossed Up Regular Bonus Pay Netto (corresponding to DE_ER_M82000). |
| DE_ER_M93000 | Grossed Up MY Bonus Pay Netto (corresponding to DE_ER_M83000). |

Note: This PeopleSoft application delivers a Structured Query Language query that you can run to view the names of all delivered elements that are designed for Germany.

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

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

Delivered Elements

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

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

Setting Up Net-to-Gross Calculations for Earnings

Some earnings, such as bonuses, are paid as net amounts, so you must calculate the corresponding gross amounts.

To set up a net-to-gross calculation for earnings:

1. Set up the earnings for net-to-gross calculations on the Earnings Name page in the core application.
2. Assign the net-to-gross earnings to an accumulator on the Accumulators page in the core application.
3. Set up the gross earnings on the Earnings Name page in the core application.

Assign the grossed-up amount to a gross earnings by defining corresponding grossed-up earnings for each net-to-gross earnings, using a calculation rule of *Base * Percent* on the Earnings Calculation page in the core application.

4. Assign the gross earnings to an accumulator on the Accumulators page in the core application.

The net-to-gross payment is automatically calculated and stored.

5. Add the net-to-gross earnings and the grossed-up earnings to the earnings element group on the Element Groups - Members page in the core application.
6. Add the net-to-gross earnings to a section where all earnings are processed, on the Definition page in the core application.
7. Add the grossed-up earnings to another section where grossed-up earnings are processed, at the end of the process.
8. Assign the grossed-up earnings to a print class of the payslip and the pay balance, and to the print class of the other reports that print earnings.

Note: Some net-to-gross earnings elements are delivered but not maintained by PeopleSoft.

Setting Up Net-to-Gross Payments for Earnings

You set up net-to-gross payments in the Earnings component in the core application. For net-to-gross payments, set up net earnings and gross earnings separately.

To set up net-to-gross payments for earnings:

1. Set up net-to-gross payments.
2. Assign net-to-gross earnings to accumulators.
3. Set up gross earnings.
4. Assign gross earnings to accumulators.

5. Process net-to-gross earnings.
6. Add earnings to element groups.
7. Add earnings to sections.

Related Links

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

Earnings Name Page — Setting Up Net-to-Gross Payments

Use the Earnings Name page (GP_PIN) in the core application to set up Net-to-Gross Payments.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name

There are three types of net-to-gross calculations from which to choose:

- Annualized
- Bonus
- Multiple Year Bonus

Related Links

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

Accumulators Page — Assigning Net-to-Gross Earnings to Accumulators

Use the Accumulators page (GP_ERN_DED_AC_ADDL) to assign Net-to-Gross Earnings to Accumulators.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Accumulators

To define the type of calculation used, assign each type of net-to-gross earnings to an accumulator on the Accumulators page in the core application.

Assign each type of net-to-gross earnings to the accumulators listed in this table:

| Type of Earnings | Assign to Accumulator |
|-------------------------|------------------------------|
| Annualized | DE_A3_KT001G |
| Bonus | DE_A3_KT002G |
| Multiple Year Bonus | DE_A3_KT003G |

Example

If you select a net-to-gross earnings type of *Bonus*, the following information appears on the Accumulators page:

Image: Assigning an earning to an accumulator on the Accumulators page

Assigning an earning to an accumulator on the Accumulators page

| Earnings Name | | | | | Calculation | | Rounding/Proration | | Auto Generated Accumulators | | Accumulators | |
|--|--------------------------------|-------------|----------|-------------------|-------------------------|--|--------------------|--|-----------------------------|------------------|--------------|--|
| Element Name | | | | | Regular Bonus Pay Netto | | | | | Owner PS Non-Mnt | | |
| Accumulators Contributed To | | | | | | | | | | | | |
| Personalize Find First 1 of 1 Last | | | | | | | | | | | | |
| Accumulators Contributions | | | | | | | | | | | | |
| *Accumulator Element | Description | *Begin Date | End Date | *Accumulator Sign | | | | | | | | |
| DE_A3_PT002G | NGBonus Earnings PS Maintained | 01/01/1998 | | Add | | | | | | | | |

Note: If an earnings element is PeopleSoft-maintained, the naming convention for the element includes *P*. For example, DE_A3_PT002G is a PeopleSoft-maintained earnings element. If an earnings element is customer-maintained, the naming convention for the element includes *K*. For example, DE_A3_KT002G is a customer-maintained earnings element.

Related Links

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

Calculation Page — Setting Up Gross Earnings

Use the Calculation page (GP_ERN_DED_CALC) to set up Gross Earnings.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation

Set up the appropriate gross earnings. To assign the grossed-up amount to gross earnings, set up a corresponding grossed-up earnings for each net-to-gross earnings.

Define the calculation rule for the gross earnings on the Earnings - Calculation page in the core application.

Note: Select a calculation rule of *Base * Percent* for these earnings.

The base of the earnings is the corresponding net-to-gross earnings. The percent for the earnings is a certain formula for each type of net-to-gross calculation. Use the formulas listed in this table for each type of net-to-gross calculation:

| Type of Net-to-Gross Calculation | Formula |
|----------------------------------|----------------|
| Annualized grossed-up earnings | DE_TX_NGA_EARN |

| Type of Net-to-Gross Calculation | Formula |
|---|------------------|
| Bonus grossed-up earnings | DE_TX_NGB_EARN |
| Multiple Year Bonus grossed-up earnings | DE_TX_NGMYB_EARN |

The grossed-up amount is stored in the earnings. Assigning formulas to the earnings enables the grossed-up amount of the earnings to calculate automatically.

Example

If you select a net-to-gross earnings type of *Annualized*, enter the following information on the Earnings Calculation page.

Image: Defining a calculation rule for a net-to-gross earnings on the Calculation page

Defining a calculation rule for a net-to-gross earnings on the Calculation page

The screenshot displays the 'Earnings Name' tab for 'DE_ER_M82000' (Regular Bonus Pay Netto). The 'Definition' section includes fields for 'Effective Date' (01/01/1998), 'Status' (Active), and 'Calculation Rule' (Amount). Below this, the 'Specify Component Types with Element or Value' section contains dropdowns for 'Unit Type', 'Rate Type', 'Base Type', 'Percent Type', and 'Amount Type' (Rate Code - Amount, Hrly+Amt). The 'Retro Recalculation Option' is set to 'Always Recalculate'. The 'Version' is P_8.00.00.00.

Related Links

"Defining Earning Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

Accumulators Page — Assigning Gross Earnings to Accumulators

Use the Accumulators page (GP_ERN_DED_AC_ADDL) to assign Gross Earnings to Accumulators.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Accumulators

To ensure that the grossed-up earnings is calculated correctly, assign each type of grossed-up earnings to an accumulator on the Accumulators page in the core application.

Assign each type of grossed-up earnings to the accumulators listed in this table:

| Type of Earnings | Assign to Accumulator |
|-------------------------|------------------------------|
| Annualized | DE_TX_N001G |
| Bonus | DE_TX_N002G |
| Multiple Year Bonus | DE_TX_N003G |

Example

If you select a grossed-up earnings type of *Bonus*, enter the following information on the Accumulators page.

Image: Assigning a grossed-up earnings to an accumulator on the Accumulators page

Assigning a grossed-up earnings to an accumulator on the Accumulators page

The screenshot shows the 'Accumulators' page in PeopleSoft HCM 9.2. The 'Accumulators' tab is selected. The 'Element Name' is DE_ER_M90000, 'Upgrossed Base Pay Netto', and 'Owner' is PS Non-Mnt. The 'Accumulators Contributed To' section shows a table with columns: *Accumulator Element, Description, *Begin Date, End Date, and *Accumulator Sign. A row is added with DE_TX_PN001G, Anlzd Gross Net Earns PS, 01/01/1998, and Add.

Related Links

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

Process List Name - Definition Page — Processing Net-to-Gross Earnings

Use the Process List Name - Definition page (GP_PROCESS) to process Net-to-Gross Earnings.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Process Lists, Definition

By assigning the earnings to an accumulator, the net-to-gross is automatically calculated because the net-to-gross process is defined in the standard process list.

The results of this process, which are deductions, are automatically stored.

The naming convention for the deduction elements is:

DE_<XX>_T<NNN>

The value of <XX> is the type of deduction. For example, it can be SI (Social Insurance) or TX (Tax).

The value of <NNN> is a number such as 001. For example, the element name for the annualized tax deduction that is stored is:

DE_TX_T001

Delivered Accumulators

This PeopleSoft application delivers the accumulators listed in this table to handle net-to-gross earnings:

| Accumulator | Description |
|--------------------|---|
| DE_A3_KT001G | Earnings assigned to annualized Net to Gross. |
| DE_A3_KT002G | Earnings assigned to Bonus Net to Gross. |
| DE_A3_KT003G | Earnings assigned to MY Bonus Net to Gross. |
| DE_TX_N001G | Grossed Up annualized Earnings. |
| DE_TX_N002G | Grossed Up Bonus Earnings. |
| DE_TX_N003G | Grossed Up MY Bonus Earnings. |

Related Links

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

Element Groups Members Page — Adding Earnings to Element Groups

Use the Element Groups Members page (GP_ELEMENT_GROUP) to add earnings to element groups.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Members

Add the net-to-gross earnings and the grossed-up earnings to the earnings element group of DE_AL_EARNINGS on the Element Groups Members page in the core application.

Related Links

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

Section - Definition Page — Adding Earnings to Sections

Use the Section - Definition page (GP_SECTION) to add earnings to sections.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Definition

Add the net-to-gross earnings to the DE_ER_1000 section on the Section Definition page in the core application. All earnings for Global Payroll for Germany are processed here.

Next, add the grossed-up earnings to another section at the end of the process. The grossed-up earnings must be added to the DE_TX_FINAL section on the Section - Definition page in the core application.

Note: You must add the net-to-gross earnings and the grossed-up earnings separately. Each type of earnings is added to a different section.

Related Links

"Setting Up Sections (*PeopleSoft HCM 9.2: Global Payroll*)"

Setting Up Net-to-Gross Earnings for Reporting

This section provides an overview of setting up earnings for reporting and lists the pages used to set up net-to-gross earnings for reporting.

Pages Used to Set Up Net-to-Gross Earnings for Reporting

| Page Name | Definition Name | Navigation | Usage |
|--|------------------------|--|--|
| Total Compensation DEU | GPDE_RC_AL02 | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Total Compensation DEU, Total Compensation DEU | View the total gross salaries of all employees. |
| Payee Compensation Report DEU | GPDE_RC_AL03 | Global Payroll & Absence Mgmt, Authority Correspondence, Payee Compensation Report DEU, Payee Compensation Report DEU | View the gross salary of an individual employee. |
| Payroll Results Summary DEU | GPDE_RC_AL04 | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Summary DEU, Payroll Results Summary DEU | Records the payroll process by defining all earnings and deductions for a specific month. View, per payday, the current totals and the cumulative totals for the year. |
| Payroll Rsts Summary Year DEU (payroll results summary year DEU) | GPDE_RC_AL05 | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Rsts Summary Year DEU, Payroll Rsts Summary Year DEU | Records the payroll process by defining all earnings and deductions for a specific year. |
| Payroll Statistic | GPDE_RC_AL06 | Global Payroll & Absence Mgmt, Authority Correspondence, Payroll Statistics Report DEU, Payroll Statistic | Documents gross salary and working hours for all employees. You must send this report to the <i>Statistisches Bundesamt</i> . |
| Industrial Statistics DEU | GPDE_RC_AL08 | Global Payroll & Absence Mgmt, Authority Correspondence, Industrial Statistics DEU, Industrial Statistics DEU | View the monthly gross salary and number of employees per department. You must send this report to the <i>Statistisches Bundesamt</i> . |

Understanding Setting Up Earnings for Reporting

After you define the net-to-gross earnings and the grossed-up earnings, you must prepare them for reporting and printing.

Note: First decide which earning has to be assigned to the print classes. This decision depends on the individual needs of your company.

To set up earnings for reporting:

1. Assign the earnings that you selected to the print class of the payslip on the Payslip page.
2. Assign the earnings that you selected to the print class of the pay balance on the Pay Balance page.
3. Assign the earnings that you selected to the print class of other earnings, which print earnings.

Note: Assigning net-to-gross earnings to a print class is useful only if you want to view the base of the grossed-up earnings.

Related Links

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

[Print Class Page](#)

Setting Up Payslips

Understanding Payslips

The design of the payslip feature enables you to create and control payslips so that they display the data that you want and in the format that you want. Because you can override templates at lower levels, you do not have to create multiple templates to cover every payslip scenario that you may have.

Defining Payslips

Use the Add Payslip Messages DEU (GPDE_AL_01_MSG) component to define payslips.

This section discusses how to designate the payslip message data and provides payslip message examples.

Note: Global Payroll for Germany enables you to generate payslips. You can adapt the Global Payroll payslip to meet your needs. You can also send a message—printed on the payslip—to an individual payee or to payees belonging to designated pay groups, locations, or departments.

Page Used to Set Up Payslip Messages

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|------------------|------------------------|--|---------------------|
| Messages DEU | GPDE_AL_01_MSG | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages DEU, Messages DEU | Enter payslip data. |

Messages DEU Page

Use the Messages DEU page (GPDE_AL_01_MSG) to enter payslip data.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages DEU, Messages DEU

Image: Messages DEU page

Messages DEU page

This page lists the groups to which you can send a message. Enter a value for the field you want to use as a parameter, for example, select a *business unit* to send a message to all payees within that parameter. Create your message in the Description field.

Payslip Message Examples

The following examples illustrate payslip messages to a group of payees and to a single payee, respectively.

Example 1

To issue the message "Have a nice holiday" on the payslips of all payees belonging to a particular pay group, you would complete these steps:

1. Select the appropriate current pay end date.
2. Select the pay entity issuing the payslip.
3. Enter the pay group ID for the appropriate pay group.
4. Enter the exact wording of the message in the Description field.

When the payslips are generated, all payslips generated for payees belonging to the designated pay group would display "Have a nice holiday."

Example 2

To issue the message "We don't have your current address on file" on the payslip of a specific payee, complete these steps:

1. Select the appropriate current pay end date.
2. Select the pay entity issuing the payslip.
3. Enter the employee ID for the payee.
4. Enter the exact wording of the message in the Description field.

When the payslips are generated, the payslip for the designated payee would display "We don't have your current address on file."

Generating a Payslip

This section discusses how to generate a payslip.

Pages Used to Generate a Payslip

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|------------------|------------------------|--|---|
| Report Options | GPDE_RC_AL01_1 | Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips DEU, Report Options | Enter the parameters for the payslips report. |
| Elements View | GPDE_RC_AL01_2 | Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips DEU, Elements View | Select the elements to view on the payslips report. |

Related Links

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

Report Options Page

Use the Report Options page (GPDE_RC_AL01_1) to enter the parameters for the payslips report.

Navigation

Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips DEU, Report Options

Retro and Current Period Select to display the results for retro calculation and for the current period.

Current Period Only Select to display the results for the current period only.

Retro Periods Only Select to display the results for retro calculation periods only.

Setting Up Banking

Understanding Banking Setup

This section discusses:

- The banking feature for Germany.
- Delivered elements.

The Banking Feature for Germany

The banking feature in Global Payroll is optional. If you decide to use the banking feature, start by defining pages in the core application and continue setting it up on the Global Payroll for Germany pages.

To define the banking feature for Germany:

1. Define the banks and branches on the Bank Table page and the Bank Branch Table page in the core application.
2. Define the source banks on the Pay Entity Source Bank Link page in the core application.
3. Define the organization level for the source bank on the Pay Entity Source Bank Link page in the core application.
4. Define further information about source banks in Global Payroll for Germany.

Depending on the organization level you selected on the Pay Entity Source Bank Link page in the core application, define German-specific information on the corresponding page in Global Payroll for Germany.

5. Define bank account information for payees.

First, define information on the Bank Account Information page in the core application. Then, further define banking information for a payee in Global Payroll for Germany on either the Payee Source Bank Default page or the Manage Foreign Bank Acct DEU page.

6. Run the banking process on the Banking Run Control page in the core application.
7. Create payment files and reports in Global Payroll for Germany.

Related Links

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

Delivered Elements

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

Related Links

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

Setting Up Bank Information

Global Payroll for Germany uses the same bank information pages as PeopleSoft HCM. Set up basic naming and address information for the banks that your company does business with on these pages:

- Bank Table page (Set Up HCM, Common Definitions, Banking, Banks, Bank Table).
- Bank Branch Table page (Set Up HCM, Common Definitions, Banking, Banks, Branch Table).
- Source Bank Accounts page (Set Up HCM, Common Definitions, Banking, Source Bank Accounts, Source Bank Accounts).

Related Links

"Understanding Bank and Bank Branch Setup (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Setting Up Defaults for Source Banks

Use the Department DEU (GPDE_AL_DEPT) component and the Pay Entities DEU (GPDE_AL_PAYENTITY) component to set up defaults for source banks.

This section discusses how to:

- Enter information at the pay entity level.
- Enter information at the department level.
- Enter information at the pay group level.

Note: All payments are processed through the source banks. Specify the classification criteria for the source banks on the Source Bank Link page in the core application. There, you can define the level of organization for which you are funding your payroll. Levels include pay entity, department, and pay group. For example, suppose that you select *Pay Entity* as the organizational level for the source bank on the Source Bank Link page in the core application. For every pay entity in your organization, you must set up a source bank default link on the Pay Entity - Local Source Bank Link page in Global Payroll for Germany. You also use these pages to define the payment type.

Pages Used to Set Up Defaults for Source Banks

| Page Name | Definition Name | Navigation | Usage |
|--------------------------------------|------------------------|--|--|
| Pay Entities DEU - Local Source Bank | GPDE_AL_PAYENTITY2 | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, Local Source Bank | <p>Enter information about source bank and payment type at the pay entity level.</p> <p>You must have already selected <i>Pay Entity</i> as the organization level on the Pay Entity Source Bank Link page and set up Source Bank IDs.</p> |
| Department DEU - Source Bank | GPDE_AL_DEPT3 | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Department DEU, Source Bank | <p>Enter information about source bank and payment type at the department level.</p> <p>You must have already selected <i>Department</i> as the organization level on the Pay Entity Source Bank Link page and set up Source Bank IDs.</p> |
| Pay Groups DEU - Source Bank | GPDE_AL_PAYGROUP2 | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups DEU, Source Bank | <p>Enter information about source bank and payment type at the pay group level.</p> <p>You must have already selected <i>Pay Group</i> as the organization level on the Pay Entity Source Bank Link page and set up Source Bank IDs.</p> |

Pay Entities DEU - Local Source Bank Page

Use the Pay Entities DEU - Local Source Bank page (GPDE_AL_PAYENTITY2) to enter information about source bank and payment type at the pay entity level.

You must have already selected Pay Entity as the organization level on the Pay Entity Source Bank Link page and set up Source Bank IDs.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, Local Source Bank

Image: Pay Entities DEU - Local Source Bank page

Pay Entities DEU - Local Source Bank page

| Source Bank ID | Description | Payment Type | | |
|----------------|---------------|--------------------|---|---|
| 1 KD01 | Deutsche Bank | Wages and Salaries | + | - |
| 2 KD01 | Deutsche Bank | Social Insurance | + | - |
| 3 KD01 | Deutsche Bank | External Transfer | + | - |
| 4 KD01 | Deutsche Bank | U1/Sick Leave | + | - |
| 5 KD01 | Deutsche Bank | U2/Maternity Leave | + | - |

Source Bank Setup

Source Bank ID

Enter the source bank ID that you require. Source banks are the money sources from which payroll disbursements are drawn.

Payment Type

Select the payment type that you want to use: Advance Payments, BVV, Capital Accumulation, Company Pensions, Direct Life Insurance, External Transfer, Garnishments, Social Insurance, or Taxes.

Note: The Pay Entity is automatically populated from the Global Payroll core application.

Department DEU - Source Bank Page

Use the Department DEU - Source Bank page (GPDE_AL_DEPT3) to enter information about source bank and payment type at the department level.

You must have already selected Department as the organization level on the Pay Entity Source Bank Link page and set up Source Bank IDs.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Department DEU, Source Bank

Image: Department DEU - Source Bank page

Department DEU - Source Bank page

Department Tbl Gbl | Department Tbl Ca | KUG Setup | Source Bank

Set ID SHARE Department 13000

Definition Find | View All First 1 of 1 Last

*Effective Date 02/25/2013

Source Bank Setup Personalize | Find | First 1 of 1 Last

| | Source Bank ID | Description | Payment Type | |
|---|----------------|---------------|--------------------|-----|
| 1 | B31 | Deutsche Bank | Wages and Salaries | + - |

Note: The department is automatically populated from the Global Payroll core application. On this page, enter information about the source bank ID and the payment type.

Pay Groups DEU - Source Bank Page

Use the Pay Groups DEU - Source Bank page (GPDE_AL_PAYGROUP2) to enter information about source bank and payment type at the pay group level.

You must have already selected Pay Group as the organization level on the Pay Entity Source Bank Link page and set up Source Bank IDs.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups DEU, Source Bank

Image: Pay Groups DEU - Source Bank page

Pay Groups DEU - Source Bank page

The screenshot shows the 'Source Bank' tab in the 'Pay Groups DEU' application. At the top, there are tabs for 'Pay Group Name', 'Defaults', 'Supporting Elements', 'DEUEV Data', and 'Source Bank'. The 'Source Bank' tab is selected. Below the tabs, there are fields for 'Pay Group' (GD2PG2), 'Pay Entity' (GD2), and '*Effective Date' (02/25/2013). A 'Definition' section is visible with a 'Find | View All' link and navigation buttons. Below this is a 'Source Bank Setup' table with columns 'Source Bank ID', 'Description', and 'Payment Type'. The table contains one row with 'B31' as the Source Bank ID, 'Deutsche Bank' as the Description, and 'Wages and Salaries' as the Payment Type. There are also 'Personalize | Find' links and navigation buttons for the table.

Note: The pay group is automatically populated from the Global Payroll core application. On this page, enter information about the source bank ID and the payment type.

Setting Up Banking Defaults for Payees

This section discusses how to:

- View bank account information for payees.
- Assign payee bank accounts to default source banks.
- Manage foreign bank account information.

Pages Used to Set Up Banking Defaults for Payees

| Page Name | Definition Name | Navigation | Usage |
|--------------------------|-----------------|--|--|
| Maintain Bank Accounts | PYE_BANKACCT | Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Maintain Bank Accounts, Maintain Bank Accounts | View bank account information for a payee. You must have already set up bank account information for a payee. |
| Override Source Bank DEU | PYE_BANKACCT | Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Override Source Bank DEU, Override Source Bank DEU | Assign a payee's bank account to a default source bank. First, complete the Source Bank Account page. |

| Page Name | Definition Name | Navigation | Usage |
|------------------------------|-----------------|--|--|
| Manage Foreign Bank Acct DEU | PYE_BANKACCT | Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Manage Foreign Bank Acct DEU, Manage Foreign Bank Acct DEU | Add or update bank account data for a payee and record foreign bank transfers. |

Viewing Bank Account Information for Payees

Access the Maintain Bank Accounts page (Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Maintain Bank Accounts, Maintain Bank Accounts).

Related Links

"Defining Payee Net Pay Elections (*PeopleSoft HCM 9.2: Global Payroll*)"

Override Source Bank DEU Page

Use the Override Source Bank DEU page (PYE_BANKACCT) to assign a payee's bank account to a default source bank.

First, complete the Source Bank Account page.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Override Source Bank DEU, Override Source Bank DEU

Image: Override Source Bank DEU page

Override Source Bank DEU page

Override Source Bank DEU

Volker Fisch Person ID GD210000001

Bank Accounts Find | View All First 2 of 2 Last

Account ID: Salary Account Status: Active

Bank Details

Country Code: DEU Germany ☐ International ACH Bank Account

☐ Already have an IBAN Number

IBAN: Validate

*Bank ID: 13070000 Deutsche Bank

Bank Branch ID:

*Account Number: 133131

Account Name: Volker Fisch

*Currency Code: DEM Deutsche Mark

AC Account Name:

Bank Accounts

Type Select the type of account.

Bank Details

Bank ID Select the name of the person's bank.

Account Number Enter account number for the person.

Account Name Enter the account name for the person.

Edit IBAN Displays the IBAN number for the account. Click the Edit IBAN link to access the International Bank Account Nbr page where you can generate and edit the IBAN for the bank account.

AC Account Name (alternate character account name). Appears if you enabled alternate character (AC) functionality on the Primary Permission List Preferences page.

Manage Foreign Bank Acct DEU Page

Use the Manage Foreign Bank Acct DEU page (PYE_BANKACCT) to add or update bank account data for a payee and record foreign bank transfers.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Manage Foreign Bank Acct DEU, Manage Foreign Bank Acct DEU

Image: Manage Foreign Bank Acct DEU page

Manage Foreign Bank Acct DEU page

Manage Foreign Bank Acct DEU

Ernst Bernst Person ID GXBKEE7

Bank Accounts Find | View All First 1 of 2 Last

Account ID 1 Status Active

Type Checking

Bank Details

Country Code USA United States ☐ International ACH Bank Account

*Bank ID 009824567 State Bank

Bank Branch ID

*Account Number 111

Account Name aaa

*Currency Code USD US Dollar

AC Account Name

This page displays the information that you entered on the Bank Account Information page.

Related Links

"Defining Payee Net Pay Elections (*PeopleSoft HCM 9.2: Global Payroll*)"

Running Local Country Bank Processing

Use the Bank File Content DEU (GPDE_BK_TRANSFER) component and the Payment Types DEU (GPDE_BK_TRN_SETUP) component to run local country bank processing.

This section discusses how to:

- View accumulators assigned to payment types.
- Define files created by the bank transfer report.
- Report on bank transfers.
- Create bank lists.

Note: After you set up information in the Global Payroll core application, you can use this information when running processes in Global Payroll for Germany to create actual payment files and payment reports. These processes include writing SQR reports and extracting data from the output file that the system creates in the core application in the banking run control process.

Pages Used for Local Country Bank Processing

| Page Name | Definition Name | Navigation | Usage |
|-----------------------|-----------------|---|--|
| Payment Types DEU | GPDE_BK_BNKTRN | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Payment Types DEU, Payment Types DEU | View the accumulators that are assigned to payment types. Assign banking-related earnings/deductions to these accumulators before you use them. |
| Bank File Content DEU | GPDE_BK_XFERDTA | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Bank File Content DEU, Bank File Content DEU | Define the files that are created by the Bank Transfer report. You must define which earning or deduction must be transferred and to which file it must be written. |
| Create Bank File DEU | GPDE_RC_BK01 | Global Payroll & Absence Mgmt, Payment Processing, Create Bank File DEU, Create Bank File DEU | Creates one or several files containing all data records in their required formats. Copy the files that this report creates to newly formatted diskettes to be used for the data transfer with banks. |

| Page Name | Definition Name | Navigation | Usage |
|----------------------|------------------------|---|---|
| Create Bank List DEU | GPDE_RC_BK02 | Global Payroll & Absence Mgmt, Payment Processing, Create Bank List DEU, Create Bank List DEU | Provides information about all payments made to employees through a financial institution, such as a bank or post office. |

Related Links

"Running the Banking Process (*PeopleSoft HCM 9.2: Global Payroll*)"

Payment Types DEU Page

Use the Payment Types DEU page (GPDE_BK_BNKTRN) to view the accumulators that are assigned to payment types.

Assign banking-related earnings/deductions to these accumulators before you use them.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Payment Types DEU, Payment Types DEU

Image: Payment Types DEU page

Payment Types DEU page



Payment Type The payment type that you selected to access this page.

Element Name The accumulator assigned to the payment type.

Payment Types and Accumulators Used in Bank Transfer Process

PeopleSoft Global Payroll for Germany supports the following payment types:

| Payment Type | Description |
|---------------------|---------------------|
| 1 | Wages and Salaries. |
| 3 | Taxes. |
| 4 | Social Insurance. |

| <i>Payment Type</i> | <i>Description</i> |
|----------------------------|---------------------------|
| 6 | Capital Accumulation. |
| 7 | Direct Life Insurance. |
| 8 | Garnishment. |
| 9 | External Transfer. |
| V | Advanced Payment. |
| B | BVV. |
| U | U1/Sick Leave. |
| L | U2/Maternity Leave. |

The accumulators listed in the following table hold the amounts for the various payment types:

| <i>Accumulator</i> | <i>Description</i> |
|---------------------------|-------------------------------------|
| DE_BK_PAYMT1 | Bank Transfer Wages/Salaries. |
| DE_BK_PAYMT3 | Bank Transfer Taxes. |
| DE_BK_PAYMT4 | Bank Transfer Social Insurance. |
| DE_BK_PAYMT6 | Bank Transfer Capital Accumulation. |
| DE_BK_PAYMT7 | Bank Transfer Direct Insurance. |
| DE_BK_PAYMT8 | Bank Transfer Garnishment. |
| DE_BK_PAYMT9 | Bank Transfer External Transfer. |
| DE_BK_PAYMTV | Bank Transfer Advanced Payment. |
| DE_BK_PAYMTB | Bank Transfer BVV. |
| DE_BK_PAYMTU | Bank Transfer U1/Sick Leave. |
| DE_BK_PAYMTL | Bank Transfer U2/Maternity Leave. |

The accumulators are not important for the payroll calculation process, but they are used for the bank transfer. Only the earnings/deductions that are referenced by the accumulators are transferred.

Bank File Content DEU Page

Use the Bank File Content DEU page (GPDE_BK_XFERDTA) to define the files that are created by the Bank Transfer report.

You must define which earning or deduction must be transferred and to which file it must be written.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Bank File Content DEU, Bank File Content DEU

Image: Bank File Content DEU page

Bank File Content DEU page

| | |
|--------------------------------------|--|
| Date | The date on which the last bank diskette was created. |
| Seq. (sequence) | The system automatically assigns a sequence number. This value defines the number of files that are created. |
| Source Bank | Enter a source bank that you defined on the Source Bank page in the core application. |
| Deposit Schedule | Enter a deposit schedule that you defined on the Deposit Schedules page in the core application. |
| Wages and Salaries | Select this check box if you want wages and salaries to be transferred. |
| Income Tax and Church Tax | Select this check box if you want these taxes to be transferred. |
| Capital Accumulation Benefits | Select this check box if you want these benefits to be transferred. |
| Advance Payments | Select this check box if you want these payments to be transferred. |

| | |
|---------------------------------------|--|
| Social Insurance Contributions | Select this check box if you want these contributions to be transferred. |
| Direct Life Insurance | Select this check box if you want direct life insurance to be transferred. |
| BVV | Select this check box if you want BVV to be transferred. |
| External Transfers | Select this check box if you want external transfers to be transferred. |
| Garnishments | Select this check box if you want garnishments to be transferred. |

Create Bank File DEU Page

Use the Create Bank File DEU page (GPDE_RC_BK01) to creates one or several files containing all data records in their required formats.

Copy the files that this report creates to newly formatted diskettes to be used for the data transfer with banks.

Navigation

Global Payroll & Absence Mgmt, Payment Processing, Create Bank File DEU, Create Bank File DEU

Image: Create Bank File DEU page

Create Bank File DEU page

Transfer Sequence Specify the sequence in which the data is transferred to the bank. Set up the format of this data using the Bank Transfer Disk page.

Deposit Schedule Select a deposit schedule that you defined on the Deposit Schedules page.

Diskette Type

Select the type of disk that you are using to store the files that the report creates.

Note: Click Run on this page to initiate the Bank Transfer Diskette (GPDEBK01) process. This report creates no printable output file, which is why there is no PDF file published on CD-ROM with the documentation.

Create Bank List DEU Page

Use the Create Bank List DEU page (GPDE_RC_BK02) to provides information about all payments made to employees through a financial institution, such as a bank or post office.

Navigation

Global Payroll & Absence Mgmt, Payment Processing, Create Bank List DEU, Create Bank List DEU

Image: Create Bank List DEU page

Create Bank List DEU page

The screenshot shows the 'Create Bank List DEU' page. At the top, there's a header with 'Run Control ID DE_Beitragabrechnung', 'Report Manager', 'Process Monitor', and a 'Run' button. Below this is a 'Language' dropdown menu set to 'English'. The main section is titled 'Report Parameters' and contains several input fields: 'Current Pay End Date' with the value '11/30/1999', 'Pay Entity' with the value 'DE2', 'Pay Group' which is empty, and 'Source Bank ID' with the value 'B31'. To the right of the 'Source Bank ID' field, the text 'Deutsche Bank' is displayed.

Enter the current pay end date, pay entity, pay group, and source bank ID. Then, click Run to initiate the Banklist (GPDEBK02) process.

Processing SEPA Payments for Germany

PeopleSoft Global Payroll for Germany enables you to process payments using the Single Euro Payment Area (SEPA) formats and standards through an integration with PeopleSoft Financial Gateway. If you process payments using SEPA, you must set up and process banking using a different set of steps.

This section discusses how to:

- Set up SEPA processing.
- Process SEPA payments.
- Send SEPA payments to PeopleSoft Financial Gateway.

Setting Up SEPA Processing

Before you can process SEPA payments using Global Payroll for Germany, in addition to the normal banking setup you must:

1. Ensure that an active SEPA application package is defined for Germany on the Banking Country Setup page.
2. Define payment process settings on the Installation Settings page.
3. Set up Integration Broker for both Global Payroll for Germany and Financial Gateway.
4. Set up banks for Germany in your PeopleSoft Financials system.

Note: Because Global Payroll for Germany uses a delivered country-specific application package (GPDE_SEPA:CPopulateDEandFGRec), it is not necessary to define a SEPA SQL statement for Germany on the Banking Preparation Definition page.

Related Links

"Setting Up Country-Specific Banking Processing (*PeopleSoft HCM 9.2: Global Payroll*)"

Processing SEPA Payments

You process payments for SEPA using the same Global Payroll Banking Process (GP_PMT_PREP) that you use for non-SEPA banking. When a row of data exists for Germany on the Banking Country Setup component, however, GP_PMT_PREP executes SEPA logic.

Global Payroll for Germany uses the GPDE_SEPA:CPopulateDEandFGRec application package defined in the Banking Country Setup component to load results into the GP_PAYMENT_FG record for the country, calendar run ID, and employee ID range selected on the Run Payment Prep Process run control page.

Note: This new SEPA logic supersedes the country-specific processes that you would normally run in PeopleSoft Global Payroll for Germany for non-SEPA banking. Therefore, when processing SEPA payments for Germany, you do not have to run the Bank Transfer Diskette (GPDEBK01) or Banklist (GPDEBK02) processes.

Related Links

"Country-Specific Processing (*PeopleSoft HCM 9.2: Global Payroll*)"

Sending SEPA Payments to PeopleSoft Financial Gateway

You send generated SEPA payment details from PeopleSoft Global Payroll for Germany to PeopleSoft Financial Gateway. Financial Gateway then dispatches the payments to banks in compliance with SEPA rules and standards. You send SEPA payments to PeopleSoft Financial Gateway using the Payment File Generation page. This page enables you to:

- Identify the rows of GP_PAYMENT_FG that are to be prepared to be sent to Financial Gateway.
- Insert the prepared payment rows into staging tables and publish them to Financial Gateway through Integration Broker using the PAYMENT_REQUEST message.

- Generate XML reports. The delivered report for PeopleSoft Global Payroll for Germany is GPDE_FG_REPT.

Related Links

"Sending Payments to PeopleSoft Financial Gateway (*PeopleSoft HCM 9.2: Global Payroll*)"

Working with Loans

Understanding Loans

Global Payroll for Germany enables you to process loans made to employees through the payroll system. You include the loan in the employee's regular pay for one pay period, and then you take repayments from the employee over successive pay periods until the amount is repaid in full. Use the Loan Setup page to enter details about an employee's loan, and the system records the repayments on the Payment Schedule page.

Delivered Loan Elements

PeopleSoft Global Payroll for Germany uses the earnings code listed in this table to calculate payments for loans:

| Earnings | Description |
|-----------------|--|
| DE_LN_SALIKD | In kind loan taxable excess. Shows the excess interest amount that results when the interest rate is lower than the statutory rate. Calculated by subtracting the loan interest amount from the statutory interest amount on a month by month basis. |

PeopleSoft Global Payroll for Germany uses these deductions to calculate payments for loans:

| Deduction | Description |
|------------------|--|
| DE_LN_DD_CAP | Loan capital deduction. Used for repayment of the capital portion of a loan. |
| DE_LN_DD_INT | Loan interest deduction. Used for repayment of the interest portion of a loan. |

PeopleSoft Global Payroll for Germany uses these variables to calculate payments for loans:

| Variables | Description |
|------------------|--|
| DE_LN_VR_MINLOAN | Minimum loan balance. If the total loan balance is greater than this value, tax advantage is calculated if the loan interest rate is less than the statutory interest rate. Currently set to 2600 (2.600 EUR). |

| Variables | Description |
|-------------------|---|
| DE_LN_VR_STAT_INT | Statutory interest rate, as specified by German government regulations. You can change this value to adjust for statutory changes. Current value is 5 (5%). |

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

Setting Up Loan Repayments

This section provides an overview of loan repayments and discusses how to:

- Set up loans.
- View payment schedules.
- Generate loan reports.

Pages Used to Set Up Loan Repayments

| Page Name | Definition Name | Navigation | Usage |
|--------------------|------------------------|--|--|
| Loan Setup | GPDE_LN_SETUP | Global Payroll & Absence Mgmt, Payee Data, Loans, Request Loans DEU, Loan Setup | Record the details of a loan payment made to an employee. |
| Payment Schedule | GPDE_LN_SCHED | Global Payroll & Absence Mgmt, Payee Data, Loans, Request Loans DEU, Payment Schedule | View the status of an employee's loan and the repayments that they have made. The page displays the original amount of the loan, as well as the remaining amount to be repaid. |
| Company Loan Month | GPDE_RC_LN01 | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Company Loan DEU, Company Loan Month | Generate reports listing current loan payments for each employee and loan instance, and stopped loans. |

Understanding Loan Repayments

When granting a loan, use Global Payroll for Germany to select one of the following three calculation methods for the repayment:

1. Specify the number of periods over which the repayment is to be made and let the system determine the end date and the monthly payment amount.

- Specify the monthly payment amount and let the system determine the number of periods.
- Specify the end date and let the system determine the payment amount per period.

You can also enter an individual interest rate for each loan. The system automatically calculates tax advantages resulting from a below-market interest rate on the loan. For below-market rate loan balances greater than 2.600 EUR, German government regulations require that the difference between the actual interest paid and the statutory market interest rate be taxed. As the statutory interest rate (currently 5 percent) and the loan balance threshold (currently 2.600 EUR) are subject to change by the German government, these values can be changed in the system.

Loan Setup Page

Use the Loan Setup page (GPDE_LN_SETUP) to record the details of a loan payment made to an employee.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Loans, Request Loans DEU, Loan Setup

Image: Loan Setup page

Loan Setup page

The screenshot displays the 'Loan Setup' page for employee Heiner Breit-Gossmann (Empl ID KD0001). The page is divided into several sections:

- Loan Setup / Payment Schedule** tabs at the top.
- Employee Information:** Empl ID KD0001, Name Heiner Breit-Gossmann, Empl Record 0.
- Loan Details:**
 - Instance: 1
 - Description: Automobile Loan
 - Account Number: [Empty]
 - Investment Number: [Empty]
- Payment Data:**
 - *Pay-Out Date: 02/26/2013
 - Company Interest: 5.00
 - *Loan Amount: 5,000.00
 - *Currency: EUR
 - Interest Rate (salary in Kind): 9.00
 - Entered on: 01/25/2013
 - *Stopped: [Unchecked]
 - Reason: [Empty]
- Payment Schedule:**
 - *Calculation Type: End Date
 - *Begin Date: 02/26/2013
 - End Date: 12/31/2013
 - Repayment: [Empty]
 - *Payment Prds: 1
 - Create Schedule button

Loans

Instance

The system displays the ID number of a loan granted to an employee. An employee may have more than one loan at a time; each loan has a separate Instance number.

To restart a stopped loan, create a new instance and then search for the instance of the stopped loan. This action copies the stopped loan data to the new loan instance.

Account Number

Internal customer tracking number.

Investment Number

Enter an internal customer tracking number.

Payment Data**Pay-Out Date**

Select the date that the loan was granted to the employee. This date must be earlier than or equal to the Begin Date.

Stopped

Select to prevent the loan from being processed in the payroll run. This action creates a retro trigger.

Entered on

Date that you selected the Stopped check box. If this date falls within a pay period in which payroll has been finalized, you cannot deselect the Stopped check box.

Reason

Click this link to see the reason that the loan repayment was stopped.

Company Interest

Enter the interest rate charged for the loan.

Loan Amount

Enter the amount of loan principal granted to the employee.

Currency

Select the currency in which the loan is granted. The default currency is the currency assigned to your user ID.

Payment Schedule**Calculation Type**

Select the method used to calculate repayment of the loan. Available options are:

- *By Periods*: Specify the number of periods in the Payment Prds field and the begin date for the repayment in the Begin Date field. The system determines the repayment amount per period.
- *End Date*: Specify the end date in the End Date field. The system determines the repayment amount per pay period.
- *Flat Amount*: Enter a flat amount in the Repayment Amount field and specify a date in the Begin Date field. The system determines the number of repayments necessary.

Create Schedule

Click this button to generate the loan repayment schedule. If changes on the Loan Setup page affect the payment schedule, this button is triggered automatically.

After you create a schedule and repayment has begun, you cannot change anything on the Loan Setup page that would change the repayment schedule. To change the loan, you must stop the loan and then create a new loan instance that includes your changes.

| | |
|---------------------------------------|---|
| Begin Date | Select the date when repayment of the loan must start. |
| End Date | Select the date by which the loan must be repaid in full. Used with End Date calculation type. |
| Payment Prds (payment periods) | Enter the number of payment periods to use when calculating the loan repayment using the By Periods calculation type. If you use the End Date or Flat Amount calculation types, this field displays 1 by default, and the system automatically determines the number of periods. |

Payment Schedule Page

Use the Payment Schedule page (GPDE_LN_SCHED) to view the status of an employee's loan and the repayments that they have made.

The page displays the original amount of the loan, as well as the remaining amount to be repaid.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Loans, Request Loans DEU, Payment Schedule

Image: Payment Schedule page

Payment Schedule page

The screenshot displays the 'Payment Schedule' page for employee Heiner Breit-Gossmann (Empl ID KD0001). The page includes tabs for 'Loan Setup' and 'Payment Schedule'. Under 'Advance/Loan Totals', it shows: Instance Number 1, Total Amt 5,147.05, Remaining Balance 5,147.05, and Currency EUR. Below this is a 'Loan Amortization Table' with columns: Month, Year, Capital, Interest, Repayment, and Paid. The table shows three rows of data for months 2, 3, and 4 of 2013. Each row has a 'Paid' checkbox that is currently unchecked.

| Month | Year | Capital | Interest | Repayment | Paid |
|-------|------|---------|----------|-----------|--------------------------|
| 2 | 2013 | 375.10 | 20.83 | 395.93 | <input type="checkbox"/> |
| 3 | 2013 | 376.66 | 19.27 | 395.93 | <input type="checkbox"/> |
| 4 | 2013 | 378.23 | 17.70 | 395.93 | <input type="checkbox"/> |

Advance/Loan Totals

Total Amt (total amount) Displays the total amount (including interest) of the loan that was made to the employee.

Remaining Balance Displays the amount of the loan that has not been repaid. This amount is automatically reduced per pay period, when the repayments are taken from the employee's salary.

Loan Amortization Table

| | |
|------------------|--|
| Month | Displays the month that the next payment will be made. |
| Year | Displays the year associated with the payment month. |
| Capital | Displays the capital amount of the loan repayment that the employee has to pay. This amount does not include the interest payment for the loan. |
| Interest | The system automatically calculates the interest payment that applies to the loan. |
| Repayment | When using the By Periods or End Date calculation types, the system automatically calculates the total loan repayment for that month. This amount comprises the capital and the interest payments. |
| Paid | This check box is selected automatically when a loan amount has been repaid. |

Company Loan Month Page

Use the Company Loan Month page (GPDE_RC_LN01) to generate reports listing current loan payments for each employee and loan instance, and stopped loans.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Company Loan DEU, Company Loan Month

Image: Company Loan Month page

Company Loan Month page

The screenshot shows the 'Company Loan DEU' interface. At the top, there is a 'Run Control ID' field with the value 'DE_Ausw.Abrechnungselement', a 'Language' dropdown menu set to 'English', and two links: 'Report Manager' and 'Process Monitor'. A 'Run' button is located in the top right corner. Below these elements is a 'Report Parameters' section. Inside this section, there is a 'Current Pay End Date' field with the value '08/03/2000' and a calendar icon, and a 'Pay Entity' field with the value 'OPM' and a search icon.

Current Pay End Date Enter the end date of the most recent pay period.

Chapter 18

Working with KUG

Understanding KUG

When employers must close down part or all of their operations because no work is available, KUG insurance funds are provided for a set period of time by the Bundesagentur für Arbeit (BfA) to prevent permanent terminations or factory closure. KUG funds paid by the BfA cover part of the difference between the normal pay (Solltengeld) and the actual pay (Istentgelt) for employees. In addition, the employer alone has to pay social insurance contributions for a fictive amount based on the difference.

KUG grants are paid by the BfA for a set period of time. Your organization must apply to the BfA for a KUG grant. When the BfA approves the grant, you receive a grant number (Stammnummer) and beginning and ending dates for the grant period (Gewährungszeitraum).

Delivered KUG Elements

These tables describe the earnings, absence takes, and accumulators that are delivered by the PeopleSoft application:

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

Delivered KUG Earnings

PeopleSoft Global Payroll for Germany uses these earnings to calculate payments for KUG:

| Earnings | Description |
|-----------------|---|
| DE_KU_EKKUG | Pay reduction by KUG. |
| DE_KU_HKGBA | KUG hours with amount of KUG BA. |
| DE_KU_HKGKK | KUG hours KG with amount of KUG KK. |
| DE_KU_HKUG | Normal KUG hours. |
| DE_KU_KUG | KUG pay. |
| DE_KU_KUGKK | Sick pay (KG) with the amount of KUG payable by health insurance. |
| DE_KU_NEBEN | KUG other employer payments. |

Delivered KUG Absence Takes

PeopleSoft Global Payroll for Germany uses this absence element to calculate payments for KUG:

| Absence | Description |
|----------------|--------------------|
| DE_AB_M90 | KUG absence hours. |

Delivered KUG Accumulators

PeopleSoft Global Payroll for Germany uses the customer-maintained accumulators listed in this table to support calculation of KUG payments:

| Accumulator | Description |
|--------------------|---|
| DE_KU_K_BASISK | KUG reducible pay. Includes all earnings affected by KUG reduction, such as salary. Does not include one-time payments or overtime (<i>Mehrarbeit</i>). |
| DE_KU_K_BASISM | KUG overtime pay. Includes all overtime pay (<i>Mehrarbeit</i>). Does not include one-time payments. |
| DE_KU_K_BASISN | KUG nonreducible pay. Includes all employer contributions to capital accumulation (VWL) or moneyworth advantage (GWV, <i>geldwerter Vorteil, Sachbezüge</i>). Does not include one-time payments or overtime (<i>Mehrarbeit</i>). |
| DE_KU_K_NEBENE | Other employer pay. Pay received from an other employer must be added to the actual pay (<i>Istentgelt</i>); this adjustment reduces the difference for the KUG payments. This earning is for positive input only and does not appear in accumulators other than KUG. |
| DE_KU_K_REDUCT | KUG payment reduction. Payment reduction for KUG reasons. You can override the payment reduction with this accumulator. The elements in the PeopleSoft-delivered accumulator must first be disabled, for example by removing them from the element group. |

Setting Up KUG Processing

This section discusses how to set up KUG processing.

You set up KUG processing as follows:

1. For each employee, enter a KUG benefit group and KUG benefit step on the Tax Card Data page (Global Payroll, Payee Data, Taxes, Maintain Tax Data DEU, Tax Card Data).
2. Apply for a KUG grant.

3. Enter the KUG grant number (*Stammnummer*) and beginning and end dates(*Gewährungszeitraum*) on the KUG Setup page (Set Up HCM, Product Related, Global Payroll, Framework, Organizational, Department DEU, KUG Setup).
4. For each employee, enter KUG time using the KUG absence element (DE_AB_M90).
5. If KUG and sick time overlap in a KUG period, enter both absences. The system determines if sick time is paid for by the BfA or by health insurance.

Pages Used to Set Up KUG Processing

| Page Name | Definition Name | Navigation | Usage |
|---------------|-----------------|--|---|
| Tax Card Data | GPDE_TX_DATA2 | Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Tax Card Data | Enter tax card data for an employee. |
| KUG Setup | GPDE_AL_DEPT4 | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Department DEU, KUG Setup | Enter serial number and beginning and ending dates for a KUG grant. |

KUG Setup Page

Use the KUG Setup page (GPDE_AL_DEPT4) to enter serial number and beginning and ending dates for a KUG grant.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Department DEU, KUG Setup

Image: KUG Setup page

KUG Setup page

Begin Date and End Date

Beginning and ending dates for the KUG grant period (*Gewährungszeitraum*). These dates are provided by the *Bundesagentur für Arbeit*.

KUG Ident Number BA

Grant number (*Stammnummer*) for the KUG grant. This number is provided by the *Bundesagentur für Arbeit*.

Managing Electronic Data Transfers

Understanding Electronic Data Transfers

This section discusses:

- Tax statements.
- Social insurance.
- Disability reports.
- Payroll statistic reports.
- Certificates.
- Delivered elements.

Tax Statements (ELSTER)

The acronym *ELSTER* stands for *Elektronische Steuererklärung* (electronic tax return). Using Global Payroll you can generate tax statements and submit them electronically.

The Global Payroll tax statement process generates tax documents for a specific group of employees at the end of a given pay period or tax year. Monthly tax statements are created for all employees who have left the company in a given pay period, displaying the year-to-date tax data for that employee. Year-end tax statements are created for all employees who are employed at the end of the year, describing their yearlong tax details. After tax statements for both monthly and yearly processes have been printed and finalized, that Tax Card field for the employee for that particular year closes.

Social Insurance

The social insurance contributions report summarizes all social insurance data relevant to employees. It displays the values that have been set for a specific organization. It is a legal requirement to submit the social insurance contribution list as a data file rather than in paper form. The data transfer is performed by encrypted email.

You will create a data file which will be stored in the Process Details log folder. You transfer the file to the location specified by a third-party product. The encryption software will encrypt the data file and transfer it as an attachment.

Disability Reports

Germany mandates that all employers, with an employee count greater than a particular threshold, hire a certain percentage of disabled employees or else pay an equalization amount. PeopleSoft provides you with a way to analyze your disabled employees, as well as describe those employees who are disabled.

PeopleSoft is partnering with RehaDat, to create the final report, which will be delivered electronically to the unemployment office.

Global Payroll creates three csv files: DSB_FILE_LAYOUT_A_GER, DSB_FILE_LAYOUT_C_GE, and DSB_FILE_LAYOUT_D_GER. RehaDat Elan has defined the structure and layout of these data files. Using these files, RehaDat Elan creates the required reports to be submitted to the unemployment office.

Each file contains the *Betriebsnummer* which is stored on the SI Unit page and is linked to company location. In order for the process to work, you must set up data in the Company Location table and link it with an SI Unit. The SI Unit must be linked to a *Betriebsnummer*.

Each company has a *Betriebsnummer* assigned by the government. If the company has subsidiaries, there may be additional employer IDs, however there is always one main employer ID – *Hauptbetriebsnummer*.

Payroll Statistic Reports

The German eGovernment initiative requires the electronic transfer of data required for legislative reporting and other services to government offices. Global Payroll for Germany supports the generation and transmission of payroll statistical information (eStatistik) to the respective statistical bureaus in the XML format DatML/RAW, the standard format used to transfer statistical raw and metadata. Starting in tax year 2007, the German central statistical office is requiring these reports:

1. Quarterly Statistics Report
2. Salary Structure Analysis

Note: This report is a one time report for 2007 based on data from year 2006. Your company may have to provide this statistic report if it's requested by the statistic office.

The Quarterly Statistics Report provides:

- Information about employees for the reported quarter as summation of the three months.
- Salary and wage totals, listed by sex, employee type, and performance group of employee per company location.

Note: Insignificantly employed workers who regularly earn less than 400 Euros per month are identified by SI code 109. Worked hours are calculated for all employees, not just for the blue collar employees. The system calculates hours for salaried employees by multiplying their standard hours by a factor of 4.345.

- Bonus pay, either special or irregular.
- Pay entity location, such as address, sector, and tariff number.

The Salary Structure Analysis Report provides this information:

- Employee and salary structure of the company.
- Detailed, anonymous information on the salary structure of all of the employee population (for larger companies, you must provide information for every sixth employee).

PeopleSoft Global Payroll for Germany delivers two statistic transfer formats:

| Statistic | Description |
|---|-----------------------------|
| Laufende Verdiensterhebung im Produzierenden Gewerbe, Handel, Kredit - und Versicherungsgewerbe | Quarterly Statistics Report |
| Verdienststrukturhebung 2006 | Salary Structure Analysis |

Certificates

The German government requires employers to provide to their employees various certificates on the occasion of certain business events, such as termination of employment, or when requested by them. The various government bodies predefine certificates and currently there are approximately 35 different employment related certificates in existence.

PeopleSoft Global Payroll for Germany delivers a certificates framework to manage frequently changing certificate content and layout. With it additional certificates can be incrementally delivered and existing certificates easily updated. Global Payroll delivers the five predefined certificates that are listed in this table:

| Certificate | Description |
|--|---|
| <i>Verdienstbescheinigung zur Berechnung von Kranken-/Versorgungsranken-/Verletzten-/Übergangsgeld</i> | Certificate to calculate payments for health and accident insurance. |
| <i>Arbeitsbescheinigung gemäß § 312 SGB III</i> | Employer generated certificate of employment. The community where the employee lives requires it after the employee is terminated and the employee requests unemployment assistance. |
| <i>Antrag auf Mutterschaftsgeld</i> | Certificate issued to mothers to claim benefits in the six-week period before the birth of a child. To claim the benefits from the employer or health insurance provider, the employee must provide this certificate to prove income related facts. |
| <i>Antrag auf Erziehungsgeld</i> | Application for parental leave aid after the birth of a child. Parents taking an unpaid leave of absence during the first 24 months of a newborn's life may apply for a government benefit payment. |
| <i>Antrag auf Wohngeld § 25 ABS.2</i> | Application for living allowance. Generally, people in need can receive assistance with living expenses from the community where they live. However, if an employment exists the employer is required to provide information about the job and the compensation in order to calculate the amount that will be granted to the requester. |

Delivered Elements

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

Related Links

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

Processing and Submitting Electronic Tax Returns

This section discusses how to:

- Generate tax statements.
- Manage tax statement results.
- Generate eTIN numbers.
- View community codes.

The tax return process creates an XML file which is sent to the Ministry of Finance. Once the file is generated, the tax card is closed on individual records. The XML tax statement is generated and sent electronically to the *Finanzamt* with a saved confirmation of receipt.

Pages Used to Process and Submit Electronic Tax Returns

| Page Name | Definition Name | Navigation | Usage |
|------------------|------------------------|---|--|
| Tax Statement | GPDE_RC_TX01 | Global Payroll & Absence Mgmt, Taxes, Tax Statement Report DEU, Tax Statement | Generate tax statements. |
| XML Results DEU | GPDE_TX01_RESULTS | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, XML Results DEU, XML Results DEU | Review status of statements submitted to ELSTER. |
| Tax Card Data | GPDE_TX_DATA2 | Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Tax Card Data | Generate eTIN for employees. |
| Community Codes | GPDE_TX_AGS_NBR | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Taxes, Municipality Code DEU, Community Codes | View community codes used in ELSTER reports. |

Tax Statement Page

Use the Tax Statement page (GPDE_RC_TX01) to generate tax statements.

Navigation

Global Payroll & Absence Mgmt, Taxes, Tax Statement Report DEU, Tax Statement

Image: Tax Statement page

Tax Statement page

Tax Statement

Run Control ID: DE_Ausw.Abrechnungselement Report Manager Process Monitor **Run**

Language: English

Report Parameters

☒ For Month Current Pay End Date: 08/03/2000 **Y**
☐ For Year Year: 2000

Preliminary Runs

☐ Generate Preliminary File ☐ Preliminary Print

Official Runs

☐ Generate & Send Official File ☐ Sign XML
 Return Ticket ☐ Final Print & Close Tax Year
☐ Split Report for Self Service

Population Selection

Pay Entity: OPM Pay Group: Set ID: Department: Location:

☐ Force Employee Processing

| Empl ID | Find View All | 1 of 1 |
|---------|-----------------|--------|
| Emplid: | | 1 |

Sort Criteria

1. Sort Criteria: 2. Sort Criteria: 3. Sort Criteria:

Contact Person

Contact ID: KU0007 *Salutation: Mrs
 Contact Name: Betty Locherty
 Telephone: 555/123-4567 Fax Number: Email Address: betty@xyzcompany.com
Reset Defaults

Report Parameters

Month or Year

Specify whether tax statement is to be generated for a month or year. The process should be run on a monthly basis to include tax statement data for terminated employees. In December, the process should be run for all employees.

Preliminary Runs

Generate Preliminary File

Select to generate the preliminary file for review.

Preliminary Print

Select to print the preliminary file for review.

Official Runs**Generate & Send Official File**

Select to generate the official file and submit it electronically.

Sign XML

select to automatically sign the XML file.

Return Ticket

Select to create a return ticket.

Final Print & Close Tax Year

Select to print the official run and close the tax year. This process sets the date that the taxcard is sent to the tax office and employee.

Split Report for Self Service

Select if you want the system to split the report to allow viewing in the self-service environment.

Population Selection

Select the population to be used for the file generation.

Sort Criteria

Enter sort criteria used for the print file (PDF) to distribute printed results to employees.

Contact Person

Enter information about the contact person for the tax statement.

XML Results DEU Page

Use the XML Results DEU page (GPDE_TX01_RESULTS) to review status of statements submitted to ELSTER.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, XML Results DEU, XML Results DEU

See [XML Results DEU Page](#).

Tax Card Data Page

Use the Tax Card Data page (GPDE_TX_DATA2) to generate eTIN for employees.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Tax Card Data

Image: Tax Card Data page

Tax Card Data page

The screenshot displays the 'Tax Card Data' page for employee **Darlene Bergsten** (Empl ID: GXHEE660101). The page includes tabs for General Tax Data, Tax Card Data, Employer Carryove, Pension Payment, and PensPay(Dth/Sev). The main form contains the following fields and values:

- Effective Date: 06/15/1996
- Tax Status: Unlimited Tax Liability
- Tax Class: [Dropdown]
- Number of Children: 0.0
- Income factor for Tax Class 4: 0.000
- Religion: [Dropdown]
- Tax Office: [Text]
- Community ID from Taxcard: [Text]
- Exemption Annually: 0.00 USD
- Exemption Monthly: 0.00 USD
- Additional Tax Gross Annually: 0.00 USD
- Additional Tax Gross Monthly: 0.00 USD
- Contribution Private KV/PV: 0.00 USD
- Unique German Tax ID: [Text]
- eTIN Number: [Text]
- Tax Card Closed On: [Text]
- *KUG Benefit Group: A (Tax Class I and IV)
- *KUG Benefit Step: 2 (Without Children)
- Religion Employee/Spouse: [Dropdown]
- Locality: [Text]
- Accumltv Transport by Employer: [Checkbox]
- No Data from former Employment: [Checkbox]

A 'Generate eTIN Number' button is located below the Unique German Tax ID field.

eTIN Number

The system generates an Electronic Transmitter Identification number as a display only field.

After tax statements for both monthly and yearly processes have been printed and finalized, that Tax Card field for the employee for that particular year closes.

Community Codes Page



Use the Community Codes page (GPDE_TX_AGS_NBR) to view community codes used in ELSTER reports.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Taxes, Municipality Code DEU, Community Codes

Image: Community Codes page

Community Codes page

| Community Codes | | Load Comm Codes | |
|-----------------|---|--------------------|------|
| State Bayern | | BY | |
| Community ID | Personalize Find View 100   | First 1-50 of 7585 | Last |
| Community ID | Postal City | Zip Code | |
| 1 09661000 | ASCHAFFENBURG | 63701 | |
| 2 09661000 | ASCHAFFENBURG | 63702 | |
| 3 09661000 | ASCHAFFENBURG | 63703 | |
| 4 09661000 | ASCHAFFENBURG | 63704 | |
| 5 09661000 | ASCHAFFENBURG | 63705 | |
| 6 09661000 | ASCHAFFENBURG | 63706 | |
| 7 09661000 | ASCHAFFENBURG | 63707 | |
| 8 09661000 | ASCHAFFENBURG | 63708 | |
| 9 09661000 | ASCHAFFENBURG | 63709 | |
| 10 09661000 | ASCHAFFENBURG | 63715 | |
| 11 09661000 | ASCHAFFENBURG | 63716 | |
| 12 09661000 | ASCHAFFENBURG | 63717 | |
| 13 09661000 | ASCHAFFENBURG | 63718 | |
| 14 09661000 | ASCHAFFENBURG | 63719 | |
| 15 09661000 | ASCHAFFENBURG | 63720 | |

Processing and Submitting Social Insurance Data

This section discusses how to process and submit social insurance data.

Page Used to Process and Submit Social Insurance Data

| Page Name | Definition Name | Navigation | Usage |
|--|-----------------|--|---|
| SI Contributions Report DEU (Social Insurance Contribution Report DEU) | GPDE_RC_SI10 | Global Payroll & Absence Mgmt, Social Security / Insurance, SI Contributions Report DEU, SI Contributions Report DEU | Process the social insurance contributions report and prepare for submission. |

SI Contributions Report DEU (Social Insurance Contribution Report DEU) Page

Use the SI Contributions Report DEU (Social Insurance Contribution Report DEU) page (GPDE_RC_SI10) to process the social insurance contributions report and prepare for submission.

Navigation

Global Payroll & Absence Mgmt, Social Security / Insurance, SI Contributions Report DEU, SI Contributions Report DEU

Image: SI Contributions Report DEU page

SI Contributions Report DEU page

SI Contributions Report DEU

Run Control ID DE_Beitragabrechnung Report Manager Process Monitor Run

Language English

Report Parameters

Current Pay End Date 06/30/2002

Pay Entity GDA

Providers Details Find View All First 1 of 1 Last

Provider ID 87880235

SI Provider 87880235

Address

AOK Bayern DAV
Villastrasse 5
93055 Regensburg

File Number 1 File Number KVDR 1

☐ Final Print

Contact Person

Contact ID KU0007 *Salutation Mrs

Contact Name Betty Locherty

Telephone 555/123-4567

Fax Number

Email Address betty@xyzcompany.com

Reset Defaults

Final Print

Select to produce a final data file available for transmission.

Reset File Number

Select to reset file number. Use this if you need to restart the file numbering due to requirements of the SI provider.

Contact Person

Enter information about the contact person for the report.

Generating Disability Reports

This section provides an overview of *RehaDat elan* output files and discusses how to:

- Set up apprentice data.
- Set up employee subcategories.
- Set up subcategories.
- Generate disability reports.

Pages Used to Generate Disability Reports

| Page Name | Definition Name | Navigation | Usage |
|-------------------------------|------------------------|--|---|
| Disability Category Setup DEU | DSB_EMP_CAT_SETUP | Workforce Administration, Personal Information, Disability, Disability Category Setup DEU | Control how employee data appears on disability reports. |
| Heavily Disabled DEU | DSB_RUNCTL_GER | Workforce Administration, Personal Information, Disability, Heavily Disabled DEU, Heavily Disabled DEU | Create disability reports to be submitted to the government through RehaDat Elan. |

Understanding RehaDat Elan Output Files

The *RehaDat Elan* process requires the creation of three files: File a, File C, and File D. This section discusses the format of each file.

File A Format

File A contains a row for each *Betriebsnummer* (the main Social Insurance number) and a line for each additional Social Insurance Number. The name of this file appears as the *Hauptbetriebsnummer* (Main Company location) followed by the letter "a".

This table lists the fields in File A with the corresponding source information:

| Target File Field | Source Record | Source Field |
|----------------------------|----------------------|---|
| <i>Betriebsnummer</i> | SI_UNIT_GER | BTNR (for that Soc Ins Unit given a Company/Location) |
| <i>Hauptbetriebsnummer</i> | SI_UNIT_GER | BTNR (BTNR for the designated Main Company location) |
| InterneID | COMP_LOC_TBL | LOCATION |
| Art | DSB_RUN_CTL_GER | DSB_COMPANY_TYPE_GER |
| Name1 | COMPANY_TBL | DESCR |
| Name2 | LOCATION_TBL | DESCR |
| Name3 | | Blank |
| Rechtsform | | Blank |
| Strasse | LOCATION_TBL | ADDRESS1 |
| PLZ | LOCATION_TBL | POSTAL |
| Ort | LOCATION_TBL | CITY |
| AnzNebenbetriebe | DSB_RUN_CTL_GER | BRANCH_CNT Only specified for the Main, value equals all of the BTNRs minus the Main. (So, if there is only a Main BTNR, the value here will be 0) |

File C Format

File C contains a row for each month of the year to be run, up to 12 rows maximum, regardless of how many rows were produced in File A. There are no fields to be mapped for this table; all fields are calculated. The name of this file appears as the *Hauptbetriebsnummer* (Main Company location) followed by the letterc.

This table lists the fields in File C with the corresponding source information:

| Target File Field | Source Record | Source Field |
|-------------------------------|----------------------|--|
| <i>(Haupt) Betriebsnummer</i> | DSB_RUN_CTL_GER | BTNR (BTNR for the designated Main Company location) |
| Jahr | DSB_RUN_CTL_GER | YEAR |

| Target File Field | Source Record | Source Field |
|--------------------------|----------------------|---|
| Monat | | 1 – 12, the number of years the company is in operation |
| Spalte1 | | Calculated total of employees for a given Company |
| Spalte2 | | Blank |
| Spalte3 | | Blank |

File D Format

File D contains a row for each disabled employee and their disability information. The name of this file appears as the *Hauptsbetriebsnummer* (Main Company location) followed by the letter "d."

Note: If a company has no disabled employees, the process will not generate a File D.

This table lists the fields in File D with the corresponding source information:

| Target File Field | Source Record | Source Field |
|--------------------------|----------------------|---|
| PersonLfN | | Incremental count |
| Betriebsnummer | DSB_FILE_A_GER | Find the location for the employees job, then find the corresponding BTNR based on the values in the Run Control Record |
| Geschlecht | PERS_DATA_EFFDT | SEXmap F = 1, M = 2, U = 0 |
| Personalnummer | PERS_DATA_EFFDT | EMPLID |
| Nachname | PERSON_NAME | LAST_NAME |
| Vorname | PERSON_NAME | FIRST_NAME |
| Wohnort | ADDRESSES | CITY <space> POSTAL |
| GebDat | PERSON | BIRTHDATE |
| TaetSchl | JOBCODE_TBL | BA_CD |
| TaetBez | BA_CD_TBL | DESCR |
| Arbeitszeit | JOB | STD_HOURS> 17 = 1, < 18 = 2 |
| EintrDat | JOB | EFFDT, when HIR or REH |
| AustrDat | JOB | EFFDT when REH |

| Target File Field | Source Record | Source Field |
|--------------------------|----------------------|---|
| Personengruppe | DISABILITY_GER | Mapped from logic found on page 20 related to DISABLED_TYPE |
| Dienststelle | DISABILITY_GER | DIS_STATUS_OFFICE |
| Sitz | DISABILITY_GER | CITY |
| Aktenzeichen | DISABILITY_GER | CARD_NO |
| Gueltingab | DISABILITY_GER | CARD_ISSUE_DT |
| Gueltingbis | DISABILITY_GER | CARD_EXP_DT |
| WegfallDat | | Blank |
| Ausbildungsbeginn | DISABILITY_GER | APPREN_BGN_DT |
| Ausbildungsende | DISABILITY_GER | APPREN_END_DT |

Setting Up Apprentice Data

For RehaDat Elan, File D requires the inclusion of apprentice data for the proper reporting of disability information. The apprentice data includes whether a disabled employee is an apprentice, and the start and end date of their apprenticeship.

Set up apprentice data on the Disability page when entering other employee disability information.

See "Understanding Additional Worker Data (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

Setting Up Employee Subcategories

RehaDat Elan's disability reports display employee information in different columns and sections. An employee's labor agreement, category and subcategory determine where the information is shown on the disability report. Global Payroll provides a way to refine the reporting of this employee data through customization of the employee subcategory.

An employee subcategory is tied to a specific labor agreement and employee category on the Job Labor page. This topic is discussed in *PeopleSoft HR: Administer Workforce PeopleBook*.

See "Job Labor Page (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

Disability Category Setup DEU Page

Use the Disability Category Setup DEU page (DSB_EMP_CAT_SETUP) to control how employee data appears on disability reports.

Navigation

Workforce Administration, Personal Information, Disability, Disability Category Setup DEU

Image: Disability Category Setup DEU page

Disability Category Setup DEU page

| Disability Category Setup DEU | | | | | | |
|-------------------------------|-----------------------|--------------------------|--------------------------|---------------------------|---------------------|---|
| Disability Category | | Personalize | Find | View All | First 1-2 of 2 Last | |
| | *Employee Subcategory | Exclude | Apprentice | Lawyer or Teacher Trainee | | |
| 1 | 4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | + | - |
| 2 | 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | + | - |

Exclude

Select to prevent an employee subcategory from being reported. Employees with a subcategory designated *Exclude* will not be counted for any of the files.

Apprentice

Designates an employee subcategory as *Apprentice*. Employees with a subcategory so designated will be counted in File C, column 2.

Lawyer or Teacher Trainee

Designates an employee subcategory as *Lawyer* or as *Teacher Trainee*. Employees with a subcategory so designated will be counted in File C, column 3.

Note: File C, column 3 also counts employees that have less than 18 standard hours per week.

Heavily Disabled DEU Page

Use the Heavily Disabled DEU page (DSB_RUNCTL_GER) to create disability reports to be submitted to the government through RehaDat Elan.

Navigation

Workforce Administration, Personal Information, Disability, Heavily Disabled DEU, Heavily Disabled DEU

Image: Heavily Disabled DEU page

Heavily Disabled DEU page

Heavily Disabled DEU

[Run Control ID](#)
[PS](#)
[Report Manager](#)
[Process Monitor](#)
[Run](#)

Report Request Parameters

Year

Company Continental Commerce - Germany

*Company Type

| Employer Social Security Nbr | | *Location | Main Employer ID |
|------------------------------|----------|-------------------------|-------------------------------------|
| 1 | 91200003 | Zweigstelle München | <input checked="" type="checkbox"/> |
| 2 | 91300004 | Zweigstelle Hamburg | <input type="checkbox"/> |
| 3 | 91400005 | Zweigstelle Dresden | <input type="checkbox"/> |
| 4 | 91500006 | Zweigstelle Brandenburg | <input type="checkbox"/> |
| 5 | 91600007 | Stuttgart | <input type="checkbox"/> |
| 6 | 91700008 | Bonn | <input type="checkbox"/> |

Specify the company for which you are running the process, as well as the company type. Only companies which have at least one location and related social insurance unit will be available for selection. After the company is selected, the grid is populated with the company's social insurance numbers and corresponding locations. Select the location you wish to declare for a given social insurance number.

The Main Employer ID will be selected based on theLocation field as it is defined in the COMPANY_TBL.

If the data is not complete, an error message will prevent you from running the process until the data is complete.

Processing Payroll Statistical Information

Use the Pay Entity Location DEU (GPDE_AL_PE_LOC) component to process payroll statistical information.

This section discusses how to:

- Generate payroll statistics.
- View eStatistik file information.
- Set up a pay entity location.
- Set up Global Payroll for Germany parameters.
- View XML results.

Pages Used to Process Payroll Statistical Information

| Page Name | Definition Name | Navigation | Usage |
|-----------------------------|------------------------|---|---|
| Payroll Statistic | GPDE_RC_AL06 | Global Payroll & Absence Mgmt, Authority Correspondence, Payroll Statistics Report DEU, Payroll Statistic | Generate preliminary or final eStatistik reports and files. Send files to the government statistical bureau. |
| File Information | GPDE_RC_TX01_FILE | Global Payroll & Absence Mgmt, Authority Correspondence, Payroll Statistics Report DEU, File Information | View generated eStatistik XML files. This page is available only after a report file has been submitted to one of the German statistical offices (<i>Statistische Ämter des Bundes und der Länder</i>). |
| Pay Entity Location DEU | GPDE_AL_PE_LOC | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity Location DEU, Pay Entity Location DEU | Each location of a company has a reporting number for reporting social insurance contributions to the pension provider. Enter the company social insurance reporting number, Tariff ID, and Industry Sector of the paying entity location here. |
| Online Processing Setup DEU | GPDE_AL_NM_VAL_PRS | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Online Processing Setup DEU, Online Processing Setup DEU | Set parameter values for Global Payroll for Germany eStatistik processes. |

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|-------------------------|-------------------------------|---|--|
| XML Results DEU | GPDE_TX01_RESULTS | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, XML Results DEU, XML Results DEU | Displays status of all eStatistik reports that have been submitted to the statistical bureau. |

Payroll Statistic Page

Use the Payroll Statistic page (GPDE_RC_AL06) to generate preliminary or final eStatistik reports and files.

Send files to the government statistical bureau.

Navigation

Global Payroll & Absence Mgmt, Authority Correspondence, Payroll Statistics Report DEU, Payroll Statistic

Image: Payroll Statistic page - Quarter and Year selected

Payroll Statistic page - Quarter and Year selected

| Payroll Statistic | |
|---|--|
| Run Control ID DE_Bank_Transfer | Report Manager Process Monitor Run |
| Language English | |
| Report Parameters | |
| <input checked="" type="radio"/> For Quarter Q1 2013 | <input type="radio"/> Salary Structure Report 1999 |
| Run Information | |
| <input type="checkbox"/> Generate Preliminary File | <input type="checkbox"/> Preliminary Print |
| <input checked="" type="checkbox"/> Generate & Send Official File | <input type="checkbox"/> Final Print |
| Population Selection | |
| Pay Entity GD2 | Description German Payroll Comp.2 |
| Location Information Find View All First 1 of 1 Last | |
| *Set ID GDR | |
| *Location | Description |
| ER Statistic Number | Details |
| Reasons for Salary Changes | |
| *Belongs to Branch of Min Wage | |
| Contact Person | |
| Contact ID KU0007 | *Salutation Mrs |
| Contact Name Betty Locherty | |
| Telephone 555/123-4567 | |
| Fax Number | |
| Email Address betty@xyzcompany.com | Reset Defaults |

Image: Payroll Statistic page - Salary Structure Report selected

Payroll Statistic page - Salary Structure Report selected

The screenshot shows the 'Payroll Statistic' application interface. At the top, there are tabs for 'Run Control ID', 'DE_Bank_Transfer', 'Report Manager', and 'Process Monitor', along with a 'Run' button. Below this is the 'Report Parameters' section, where 'For Quarter' is set to 'Q1' and '2013', and 'Salary Structure Report' is selected. The 'Run Information' section has checkboxes for 'Generate Preliminary File', 'Generate & Send Official File', 'Preliminary Print', and 'Final Print'. The 'Population Selection' section shows 'Pay Entity' as 'GD2'. The 'Location Information' section displays 'German Payroll Comp.2' and 'Zweigstelle München'. The 'Salary Structure Analysis' section includes a table with columns for 'Salary Admin Plan', 'Description', and 'Integration Num'. The 'Contact Person' section at the bottom shows contact details for 'Betty Locherly'.

Report Parameters

For Quarter

Select the quarter and year for which you want to run the Quarterly Statistics Report.

Salary Structure Report

Select this radio button if you want to run the Salary Structure report. The system refreshes the page with a new group box and fields that you can use to enter information regarding your organization's salary structure.

Run Information

Generate Preliminary File

Select to generate a preliminary payroll statistics report in XML format.

Generate & Send Official File

Select to generate and send a final payroll statistics report in XML format.

Preliminary Print

Select to print a preliminary hard copy of a payroll statistics report.

Final Print

Select to print a final hard copy of a payroll statistics report.

Population Selection

Pay Entity

Specify the pay entity for which you want to generate the payroll statistics report.

Location Information

| | |
|---|---|
| Location | Specify one or more locations for which you want to generate the payroll statistics report. This location must belong to the pay entity that you specified in the Pay Entity field. |
| ER Statistic Number(employer statistic number) | The ER Statistics Number is entered and stored in the Pay Entity Location table and displayed on the run control page of the statistics report. |
| Reasons for Salary Changes andDetails | Enter any unusual circumstances that affected the number and/or amount of wage increases during the reporting period. |

Salary Structure Analysis

The system displays this section only when you select the Salary Structure Report option at the top of the page.

| | |
|-----------------------------------|--|
| Impact on Public Company | Select this check box if the public has an impact on the management of the company or organization. |
| Hours per Week | Enter the organization's weekly hours. |
| Work Days per Week | Enter the organization's number of days per week that they work. |
| Salary Administration Plan | Enter the plan code and the description of the salary administration plans for which you are running a report. |

Contact Person

| | |
|---|---|
| Contact ID, Salutation andContact Name | Name of the employee (payroll clerk) generating the report. This is required by the German statistical offices (<i>Statistische Ämter des Bundes und der Länder</i>). |
| Telephone | Telephone number of the employee (payroll clerk) generating the report. This is required by the German statistical offices (<i>Statistische Ämter des Bundes und der Länder</i>). |
| Fax Number | Fax number of the employee generating the report. This is required by the German statistical offices (<i>Statistische Ämter des Bundes und der Länder</i>). |
| Email Address | Email address of the employee generating the report. This is required by the German statistical offices (<i>Statistische Ämter des Bundes und der Länder</i>). |

File Information Page

Use the File Information page (GPDE_RC_TX01_FILE) to view generated eStatistik XML files.

Navigation

Global Payroll & Absence Mgmt, Authority Correspondence, Payroll Statistics Report DEU, File Information

Note: This page is available only after a report file has been submitted to one of the German statistical offices (*Statistische Ämter des Bundes und der Länder*).

Return Ticket

Displays the ticket number returned by the government statistical office for the report.

Pay Entity Location DEU Page

Use the Pay Entity Location DEU page (GPDE_AL_PE_LOC) to each location of a company has a reporting number for reporting social insurance contributions to the pension provider.

Enter the company social insurance reporting number, Tariff ID, and Industry Sector of the paying entity location here.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity Location DEU, Pay Entity Location DEU

Image: Pay Entity Location DEU page

Pay Entity Location DEU page

Pay Entity Location DEU

Pay Entity GDA DEUEV-Firma 1

Locations Find | View All First 1 of 1 Last

*Effective Date 01/01/2001

Pay Entity Personalize | Find | View All | First 1-2 of 2 Last

| *Set ID | *Location | Description | ER SI Number | BTNR for Reporting | |
|---------|-----------|-------------|-------------------------|--------------------|-------------------------------------|
| 1 | DEU01 | KD912 | Zweigstelle München | 99999993 | <input checked="" type="checkbox"/> |
| 2 | DEU01 | KD915 | Zweigstelle Brandenburg | 08888885 | <input type="checkbox"/> |

General Information

ER SI Number (employer social insurance number)

Enter the social insurance reporting number.

Statistic Information

| | |
|--------------------------|---|
| Tariff ID | Tariff ID code. Required for eStatistik reporting purposes. |
| Industrial sector | Industrial sector for the pay entity. Required for eStatistik reporting purposes. |

Online Processing Setup DEU Page

Use the Online Processing Setup DEU page (GPDE_AL_NM_VAL_PRS) to set parameter values for Global Payroll for Germany eStatistik processes.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Online Processing Setup DEU, Online Processing Setup DEU

Image: Online Processing Setup DEU page

Online Processing Setup DEU page

| Online Processing Setup DEU | | | |
|--|-------------------|------------------------------|--|
| Process Name | | eStatistics | Filter |
| Details Personalize Find View All Print Export | | | |
| Process Name | Property Name | Property Value | Details |
| 1 eStatistics | JavaClassLocation | <PS_HOME>/sqr/GPDE/statistic | <input type="checkbox"/> Details + - |
| 2 eStatistics | LOGFILENAME | eStatistik.LOG | <input type="checkbox"/> Details + - |
| 3 eStatistics | UserID | 0000000029 | <input type="checkbox"/> Details + - |
| 4 eStatistics | UserPassword | 12150614 | <input type="checkbox"/> Details + - |
| 5 eStatistics | XMLTestRunOnly | Y | <input type="checkbox"/> Details + - |

This page stores settings read by the system for eStatistik processes.

Property Name

| | |
|--------------------------|--|
| JavaClassLocation | Location of the Jar files which are required to send the XML file to the statistical bureau. Enter the system variable <i><PSHOME></i> , or enter the file path. |
| LOGFILENAME | Name of the log file. Currently not used. |
| UserID | User ID for sender of file. This ID is provided by the statistical bureau. |
| UserPassword | User password for sender of file. This ID is provided by the statistical bureau. |
| XMLTestRunOnly | If set to <i>Y</i> , specifies that file is being submitted as a test, and not as an official report. |

XML Results DEU Page

Use the XML Results DEU page (GPDE_TX01_RESULTS) to displays status of all eStatistik reports that have been submitted to the statistical bureau.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, XML Results DEU, XML Results DEU

Image: XML Results DEU page

XML Results DEU page

XML Results DEU

Filter Criteria

Electronic Process Run Type: Payroll Statistics
 XML Return Status: Checking Status
 Run Type: For Month
 Pay Entity: GD1
 Pay Group: GD1PG1

[Filter](#) [Process Monitor](#)

Runs in Progress [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

| Run Status | Run Details | Return Ticket | Run Type | Last Update Timestamp | XML Return Status | | Delete XML Ticket |
|------------|-------------|---------------|----------|-----------------------|-------------------|-----------------------------------|---------------------------------|
| 1 | None | | | | | Check File Status | Close and Print |

Completed Tickets [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

| Run Status | Run Details | Return Ticket | Run Type | Last Update Timestamp | XML Return Status | Date Last Printed | Delete XML Ticket |
|------------|-------------|---------------|----------|-----------------------|-------------------|-------------------|---------------------------------|
| 1 | None | | | | | | Close and Print |

[Delete Selected Tickets](#)

Filter Criteria

Electronic Process Run Type

Select the processing run type for which you want to view XML processing status. Possible values are *Payroll Statistics*, *Tax Registration*, and *Tax Statement*.

For eStatistik, select *Payroll Statistics*.

XML Return Status

Filter the results to be displayed for runs in progress and completed tickets. Select:

Error to view submission errors.

Processing to view files still being processed.

Success to view completed submissions.

Run Type

Select to filter by month or year.

Runs in Progress

| | |
|--------------------|---|
| Run Status | Displays the run type, Return Ticket number, and return status for each run in progress. |
| Run Details | Displays details about each run in progress. Click the links to view run files, run details, or XML data files. |

Completed Tickets

| | |
|--------------------|---|
| Run Status | Displays the run type, Return Ticket number, and return status for each run in progress. |
| Run Details | Displays details about each run in progress. Click the links to view run files or XML data files. |

Managing Certificates

This section discusses how to use certificate management.

Using Certificate Management

The primary function of certificate management is to: define, store, and complete certificate templates (PDF forms) with data supplied by Global Payroll or the user (either online or through batch processing), and then immediately produce the certificate for viewing or printing. This functionality is provided as a toolset, allowing PeopleSoft developers to create programs and PDF templates that extend the utility of certificates.

An application engine (AE) library provides a common set of functions for use across 35 different certificates. Each certificate uses the library to retrieve and populate master payroll data and manually entered data into the certificate according to the certificate definition. Application engine programs, individually written for each certificate, provide the payroll results.

Certificates are defined using a form management component. This component allows you to:

- Set up basic form information, including effective dates and status, and attach a PDF file that defines the structure of a certificate.
- Specify which AE modules to execute during form processing.
- Define individual form parameters, which are manually entered immediately before certificate processing is launched. Parameters are required by the AE program to correctly report certificate information. Parameters can be used to report information not necessarily associated with PDF form fields.

After forms are defined and stored, payroll staff can generate certificates through Global Payroll Certificates and make them available to employees through the self-service function of eCertificates.

Certificate Process Workflow

You complete these steps to set up forms for certificate processing:

1. Navigate to the Pdf Form Setup page in Global Payroll for Germany.
2. Enter a Form ID and basic information to identify the form, and then attach a PDF file to define the form structure.
3. Specify any other form details, execution variables, and AE library modules to use during certificate creation.
4. Define certificate data entry parameters and map them to form field names, if required.
5. After completing the form setup, save the form.

You complete these steps to create certificates:

1. Navigate to the Create Certificates page in Global Payroll for Germany.
2. If a clerk is requesting the certificate, select the employee to receive the certificate.
3. Select the appropriate form definition from which to generate the certificate.
4. Enter any requested or required information to complete the certificate.
5. Click Create to generate the certificate.
6. After the certificate is created, the Review/Modify page is active. Click Refresh to bring in the current information.
7. Enter any corrections, modifications, or additional information for the certificate.
8. Click Finalize to complete the certificate and activate printing options. Save the page.
9. Print the certificate.

Setting Up Certificates

This section discusses how to:

- Define the PDF form.
- Define form details.

Pages Used to Set Up Certificates

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|-------------------------|-------------------------------|--|--|
| Pdf Form Definition | GPDE_FM_DEF | Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Pdf Form Setup DEU, Pdf Form Definition | Define basic certificate information and attach PDF forms. |
| Pdf Form Details | GPDE_FM_FORM | Click the Details button on the Pdf Form Definition page. | View structure and setup of the PDF form fields. |

Pdf Form Definition Page

Use the Pdf Form Definition page (GPDE_FM_DEF) to define basic certificate information and attach PDF forms.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Pdf Form Setup DEU, Pdf Form Definition

Image: Pdf Form Definition page

Pdf Form Definition page

The screenshot displays the 'Form Setup' section for Form ID CT_ARBS. It includes fields for 'Effective Date' (09/01/2007), 'Status' (Active), 'Description' (Arbeitsbescheinigung), and 'Comment' (New Layout of Certificate). Below this is the 'Attachment' table, which lists the attached file ARBS092007.pdf with its URL identifier GPDE_FM_ATTAC. The table also includes buttons for 'Delete', 'View', and 'Details' for each attachment.

| Form Setup | | | | | | |
|-----------------------------------|----------------------------|--|--|--|--|--|
| Find View All First 1 of 1 Last | | | | | | |
| *Effective Date | 09/01/2007 | | | | | |
| Status | Active | | | | | |
| *Description | Arbeitsbescheinigung | | | | | |
| Comment | New Layout of Certificate. | | | | | |

| Attachment | | | | | | |
|---|----------------|-------------------------------------|----------------|-----------------|--------|------|
| Personalize Find View All First 1 of 1 Last | | | | | | |
| | *Language Code | Default Language | Attached File | *URL Identifier | Delete | View |
| 1 | German | <input checked="" type="checkbox"/> | ARBS092007.pdf | GPDE_FM_ATTAC | Delete | View |

Delete

Click to delete the attached file. The system deletes the file and then displays the Add button.

Add

Click to select a PDF form template to attach and store in the forms database.

View

Click to preview the attached PDF form online. This button is hidden until a form is selected for uploading.

Details

Click to view the field details of the PDF form. This button is enabled after a PDF form is uploaded.

Pdf Form Details Page

Use the Pdf Form Details page (GPDE_FM_FORM) to view structure and setup of the PDF form fields.

Navigation

Click the Details button on the Pdf Form Definition page.

Image: Pdf Form Details page: Form Field Setup tab

Pdf Form Details page: Form Field Setup tab

Pdf Form Details

Form ID

CT_MUGE

Antrag auf Mutterschaftsgeld

Effective Date

01/01/2006

Language Code

German

Attached File

MUGE112005.pdf

iScript



WEBLIB_GPDE_FM.ISCRIPT1.FieldFormula.IScript_GPDE_FM_SubmitTest

Refresh

Test Fields


Test Submit

Form Field Setup

Personalize | Find | View All |  

First 1-10 of 53 Last

Form Field Setup

XML Path Setup 

| Field Number | Form Field Name | Field Type |
|--------------|-----------------|------------|
| 1 | MUGE11_LHIR | Text |
| 2 | MUGE12_LWDY | Text |
| 3 | MUGE13_1_NOT | Text |
| 4 | MUGE13_1_TER | Text |
| 5 | MUGE13_2 | Button |
| 6 | MUGE14_1_REG | Button |
| 7 | MUGE14_2_UNTIL | Text |
| 8 | MUGE14_3_GRS | Text |
| 9 | MUGE15_RSN | Text |
| 10 | MUGE21_R13 | Button |

Image: Pdf Form Details page: XML Path Setup tab

Pdf Form Details page: XML Path Setup tab

Pdf Form Details

Form ID CT_MUGE Antrag auf Mutterschaftsgeld

Effective Date 01/01/2006

Language Code German

Attached File MUGE112005.pdf

iScript

Refresh Test Fields Test Submit

Form Field Setup Personalize | Find | View All | First 1-10 of 53 Last

Form Field Setup **XML Path Setup**

| Field Number | Form Field Name | XML Path |
|--------------|-----------------|----------------------|
| 1 | MUGE11_LHIR | <input type="text"/> |
| 2 | MUGE12_LWDY | <input type="text"/> |
| 3 | MUGE13_1_NOT | <input type="text"/> |
| 4 | MUGE13_1_TER | <input type="text"/> |
| 5 | MUGE13_2 | <input type="text"/> |
| 6 | MUGE14_1_REG | <input type="text"/> |
| 7 | MUGE14_2_UNTIL | <input type="text"/> |
| 8 | MUGE14_3_GRS | <input type="text"/> |
| 9 | MUGE15_RSN | <input type="text"/> |
| 10 | MUGE21_R13 | <input type="text"/> |

iScript

Enter an iScript (internet script) to associate the certificate PDF form with specialized PeopleCode functions used to generate the certificate. For certificates, the default PeopleCode iScript is always: WEBLIB_GPDE_FM.ISCRIPT1.FieldFormula.IScript_GPDE_FM_SubmitTest.

Test Fields

Tests the form processing functionality of the application engine (AE). The function reads database fields stored in Global Payroll that are mapped to the PDF form and populates the PDF form with them. The PDF form is then opened in a separate window and displays where on the form the database fields will be positioned. The PDF can be printed.

Test Submit

Tests the proper routing of field data back into the PeopleSoft application from the PDF form.

XML Path

PeopleSoft Global Payroll for Germany does not support this functionality.

Processing Certificates

This section discusses how to:

- Generate certificates.
- Modify certificates.

Note: A PeopleSoft-developed batch process divides certificates into separate PDF files and then groups them as a set by employee for a specified calculation period. The system stores the PDF files in attachment files using an existing table (GPDE_CT_DATA). This table associates the PDF files to the names of the employees.

The run control page for Tax Statements (GPDE_RC_TX01) displays a check box called Split PDF for Self Service. This flag is needed to initiate the split process. If you select the flag, the system calls the GPDE_TX1 job. GPDE_TX1 initiates the creation of the driver tables in the SQR and triggers the actual split by calling the GPDE_SS_CERT Application Engine. To access the Tax Statement page, select Global Payroll & Absence Mgmt, Taxes, Tax Statement Report DEU, Tax Statement.

To view this information, use the Certificates Self Service module (Self Service, Payroll and Compensation, View / Print Certificates, Print or View Certificates).

Pages Used to Process Certificates

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i> |
|---------------------|------------------------|--|--|
| Create Certificates | GPDE_CT_MAIN | Global Payroll & Absence Mgmt, Payee Data, Certificates DEU, Create Certificates | Define which certificate to generate and enter additional data required to complete the certificate. |
| View/Change History | GPDE_CT_HIST | Global Payroll & Absence Mgmt, Payee Data, Certificates DEU, View/Change History | Review, modify, and finalize generated certificates. |

Create Certificates Page

Use the Create Certificates page (GPDE_CT_MAIN) to define which certificate to generate and enter additional data required to complete the certificate.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Certificates DEU, Create Certificates

Image: Create Certificates page

Create Certificates page

Create Certificates | [View/Change History](#)

Empl ID KD0002 **Isabella Maria Amme** Empl Record 0

Selection Criteria

*Form ID 09/01/2007 Arbeitsbescheinigung

Termination Date

Pay Entity

Certificate Run Parameter Personalize | Find | View All | First 1 of 1 Last

| | Description | Logical Value | Character Value | Date Value | Numeric Value |
|---|-------------|---------------|----------------------|------------|---------------|
| 1 | | | <input type="text"/> | | |

Contact Person

Contact ID *Salutation

Contact Name

Telephone

Fax Number

Email Address

 [Process Monitor](#) Process Instance

Selection Criteria

Form ID

Enter the name of the form definition to be used to create the certificate.

Termination Date

Enter a date that pertains to the period for which the certificate is created.

Pay Entity

Enter the pay entity the employee worked for during the certificate's reference date.

Certificate Run Parameter

Character Value, Date Value, and Numeric Value

Enter required information in the appropriate column, according to the data type of each field, to complete the certificate.

Y/N

Select to print the field detail information.

Note: This field does not appear for all forms that you select.

Create

Click to begin the certificate generation process.

Note: For certificates that have no PDF template stored, the Create button is disabled.

View/Change History Page

Use the View/Change History page (GPDE_CT_HIST) to review, modify, and finalize generated certificates.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Certificates DEU, View/Change History

Image: View/Change History page

View/Change History page

The screenshot shows the 'View/Change History' page for employee Isabella Maria Amme (Empl ID KD0002). The page has two tabs: 'Create Certificates' and 'View/Change History'. Below the tabs, there is a 'Process Monitor' section with a 'Process Instance' field and a 'Refresh' button. The main section is titled 'Certificate Created/Issued' and contains a table with the following data:

| Form ID | 02/26/2013 |
|-----------|------------|
| Last Updt | |
| Version | |
| Contact | |

At the bottom of the page, there are checkboxes for 'Finalized' and 'Modified', and buttons for 'Finalize', 'Review/Modify', and 'View'.

Refresh

Click to refresh the page with the result from the certificate creation process. You must click this button because the AE program is asynchronous and the page may not reflect the most recent result of the process. If a new certificate creation process was initiated and no refresh was performed, the system will alert you.

Finalize

Click to indicate that the certificate is finalized. The button becomes enabled after clicking Review/Modify. Once a certificate is finalized, the content is locked and no further changes are allowed. Any additional certificates requested of the same type for an employee must be re-created from the beginning.

Review/Modify

Click to edit the content of the certificate. The button must be clicked at least once to enable the Finalize button.

View

Click to view the certificate online. Certificates not finalized will appear with a watermark, which does not appear and is not printed on the finalized versions.

Using Error Processing

Creating Error Messages

This section provides an overview of error messages and discusses how to use error handling messages in array processing.

Understanding Error Messages

For successful payroll calculation, the system must detect error conditions and notify you of unsuccessful data processing. Error messages can alert you of common error conditions that need correcting without interrupting the calculation process. Global Payroll for Germany includes a methodology that enables you to easily create your own error processing messages while delivering a set of predefined error messages for common error conditions.

You can create error messages that identify error conditions that are specific to your needs. Error messages can include instructions to online users about how to correct payroll data to enable processing to continue.

The error message feature has two facets:

- A set of predefined utility formulas that you can use as templates to meet your needs.
- Suggestions about how to organize the utility formulas to optimize their use and to simplify the maintenance of error processing messages.

With encapsulated error handling messages, the formulas require minimum maintenance overhead. Ease of use also encourages you to use the error message feature more often, ensuring greater accuracy in payroll processing.

Example

Assume a functional processing error when the variable *DE_TX_CLASS* is greater than 6. Further, assume that a message (17125,1218) displays "Employee Tax Class is greater than 6 (invalid)!"

The error checking formula might look like this:

```
FM.DE_EM_CHECK_1218:
    IF VR.DE_TX_CLASS > 6
THEN
    1218 >> VR.DE_EM_NUMBER
    FM.DE_EM_ERROR >> VR.DE_EM_DUMMY
ENDIF
0 >> FM.DE_EM_CHECK_1218
```

In the functional formula that handles the tax calculation, you would have to add only a single line to call the dedicated error checking formula:

```
FM.DE_EM_CHECK_1218 >> VR.DE_EM_DUMMY
```

The advantages to this approach to error processing messages are:

- The functional look of the formulas (the tax formula, in this example) is disturbed only slightly.
- A visual link exists from the error message number to the location in the program where it is called.
- The overhead for maintaining one formula is minimal.

Related Links

"Defining Formula Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

"Defining Message Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

Using Error-Handling Messages in Array Processing

When an array is processed and no rows are retrieved, an error handling formula is executed directly by the array module. If the return of no rows is considered an error, then a special error checking formula is not required because the error was already detected. In such a case, you can use a more generic approach that uses one formula to print the error message (such as DE_EM_ERROR, which is explained later in this chapter) and set the message number immediately before calling the array.

For consistency you should use the dedicated formula approach with arrays. If an array is used repeatedly and the messages should differ each time, then use the alternative method defined elsewhere in this chapter.

Using Message Formula Source Code

Message formulas delivered with Global Payroll for Germany use a cascading style for encapsulation. The following code illustrates the processing levels for an error message:

```
/* user assigns error number */

1234 >> VR.DE_EM_NUMBER

/* calls error procedures */

FM.DE_EM_ERROR

/* error procedures sets payment in error flag */

1 >> VR.DE_EM_SEVERITY

/* calls general message procedure */

FM.DE_EM_MESSAGE

/* general message procedures assigns message set */

17125 >> SY.MSG_SET_NBR

/* calls output routine */

FM.DE_EM_MSG_OUTPUT

/* output sets error number */

VR.DE_EM_NUMBER >> SY.MSG_NBR

/* sets severity */

VR.DE_EM_SEVERITY >> SY.MSG_PAYMENT_ERR

/* calls core error messages */

EM.MSG_PIN
```

The message base formula DE_EM_MSG_OUTPUT performs the call to the Global Payroll message feature and is generally not used directly. Instead, it's the common interface for the other message formulas.

DE_EM_NUMBER and DE_EM_SEVERITY expect a variable set.

MSG_SET_NBR expects a system elements set.

MSG_BINDx_PTR and MSG_BINDx_NM_IND expect a system elements set (if applicable).

Using Delivered Error Message Elements

Because the goal of the error processing formulas is to simplify the creation of error messages, and to optionally set the payment in error, PeopleSoft delivers a set of predefined elements for your use.

This section lists:

- Error message formulas

- Error message variables

Error Message Formulas

The message set number is specified in some of the formulas, so you need to use the following formulas as a template for your own error formulas with your own message set number. The formula DE_EM_MSG_OUTPUT can be used to ultimately issue the message.

| Message Formula | Description |
|------------------------|---|
| FM.DE_EM_NO_MESSAGE | Creates no message. Use this formula as an error formula in arrays where the array doesn't have to return any rows. The formula itself does nothing, but its presence confirms that it's acceptable for nothing to happen. |
| FM.DE_EM_WARNING | Prints a warning and information. Standard formula for printing a message without additional parameters. The payment isn't set in error, which means that the calculation continues. |
| FM.DE_EM_ERROR | Prints an error message. Standard error formula for printing a message without additional parameters and to set the payment in error. |
| FM.DE_EM_MSG_OUTPUT | Prints a message. This formula provides the interface between the error handling of Global Payroll for Germany and the Global Payroll core message facility. It sets the flag DE_EM_ERROR_STATUS for upcoming process items so that certain formulas or sections will be avoided if an error already occurred. All message formulas for Global Payroll for Germany use this formula to output their messages. |
| FM.DE_EM_MESSAGE_NV | Prints a message with PIN and value. Standard formula for printing a message with additional parameters of PIN number as %1 of the message text (DE_EM_NAME_PTR) and PIN value as %2 of the message text (DE_EM_VALUE). The variable DE_EM_SEVERITY decides whether the payment is set in error (1) or not (0). |
| FM.DE_EM_MESSAGE_N | Prints a message with PIN number. Standard formula for printing a message with the additional parameter PIN number as %1 of the message text (DE_EM_NAME_PTR). The variable DE_EM_SEVERITY decides whether the payment is set in error (1) or not (0). |
| FM.DE_EM_MESSAGE_V | Prints a message with PIN value. Standard formula for printing a message with the additional parameter PIN value as %1 of the message text (DE_EM_VALUE). The variable DE_EM_SEVERITY decides whether the payment is set in error (1) or not (0). |

Basic Message Formulas

Most errors can be explained to the user with a message, and they do not require the output of PIN numbers or values. Therefore, in most cases, identifying the message number and indicating whether they should set the payment in error or continue is sufficient.

To accomplish this, use the basic message formulas DE_EM_WARNING or DE_EM_ERROR. These formulas use the message number DE_EM_NUMBER as the only parameter. Even the MESSAGE_SET_NBR is fixed and need not be specified.

You can use this type of message, for example, "Employee has no social insurance data in GPDE_SE_EE" when there is no need to print the name or the value of the element that causes the error.

Error Situations and Message Numbers

Message catalog entries for Global Payroll for Germany are assigned to the message set number 17125 and start with the number 1000.

Note: Message numbers below 1000 are reserved and do not appear in the message log.

Not all the message formulas that are delivered with Global Payroll for Germany are listed here, but you can see their design by using the Global Payroll core formula pages. You can easily identify these messages because their formula elements are named by use of the naming convention DE_EM_CHECK_<number>, where <number> is the message number.

Note: Make sure you understand how to use formulas to create messages by referring to the *PeopleSoft Global Payroll PeopleBook*.

Error Message Variables

This table lists the variables that are reserved for passing parameters to message routines:

| Variable | Description |
|--------------------|--|
| DE_EM_NUMBER | Message number reference in the message catalog. |
| DE_EM_NAME_PTR | Pointer variable for assigning the element name (always use element number). |
| DE_EM_VALUE | Decimal variable for assigning the element value. |
| DE_EM_SEVERITY | 1 for error, 0 for warning. |
| DE_EM_DUMMY | Dummy variable used for error handling. |
| DE_EM_ERROR_STATUS | Flag that indicates whether an error occurred. |

Note: Not all variables are evaluated by all routines.

Examples of Error Messages

To clarify how error message are created in Global Payroll for Germany, here are some examples:

Example DE_EM_NUMBER Formula

Following is an example of the DE_EM_NUMBER formula:

```
IF SOMEERROR = TRUE THEN

    123 >> DE_EM_NUMBER

    FM.DE_EM_WARNING >> VR.DE_EM_DUMMY

ENDIF
```

This formula might print a message similar to "Employee part-time percentage for old age part-time is below limit, please check."

Example DE_EM_MESSAGE_NV Formula

Following is an example of the DE_EM_MESSAGE_NV formula:

```
IF SOMEERROR = TRUE THEN

    /* set message number for the right text */

    1234 >> VR.DE_EM_NUMBER

    /* pass the element in a pointer so its name will be printed */

    VR.DE_SI_SOME_VAR (use element number)

        >> VR.DE_EM_NAME_PTR (use element number)

    /* pass the element value so the value will be printed */

    VR.DE_SI_SOME_VAR (use element value)

        >> VR.DE_EM_VALUE

    /* in this example we set the payment in error */

    1 >> VR.DE_EM_SEVERITY

    /* print message */

    FM.DE_EM_MESSAGE_NV >> VR.DE_EM_DUMMY

ENDIF
```

This formula might print a message similar to "Employee part-time percentage *DE_SE_SOME_VAR* is 12.44 (below limit)." The italicized text comes from the variable references to DE_SI_SOME_VAR, which are replaced by the element name and value.

Example DE_EM_CHECK_1008 Formula (check - provides not found)

Following is an example of the DE_EM_CHECK_1008 Formula (check - provides not found) formula:

```
1008 >> VR.DE_EM_NUMBER

FM.DE_EM_ERROR >> FM.DE_EM_CHECK_1008
```

This is the simplest case in which a message should be triggered by an array error formula. No need further condition checking is needed because the array already detected that it could not retrieve a row.

Note: In some arrays, the absence of a row may not be an error. In such cases, we recommend that you use DE_EM_NO_ERROR as the error formula to explicitly show this.

Example DE_EM_CHECK_1023 (check - rate ID for provider) Formula

Following is an example of the DE_EM_CHECK_1023 (check - rate ID for provider formula:

```
0 >> FM.DE_EM_CHECK_1023

IF VR.DE_SI_H_RATE_EE = ' '

    THEN 1023 >> VR.DE_EM_NUMBER

    FM.DE_EM_ERROR >> VR.DE_EM_DUMMY

ENDIF
```

This normal error check is used in a functional formula. It checks for a certain functional condition and prints an error message only if required. If all checks are programmed like this, you can easily find the location of the formula usage through the message number.

Chapter 21

Global Payroll for Germany Reports

Global Payroll for Germany Reports: A to Z

This table lists the Global Payroll for Germany 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.

Global Payroll for Germany Reports

| Report ID and Report Name | Description | Navigation | Run Control Page |
|-----------------------------------|---|--|----------------------------------|
| GPDEAL01 Payslip | Creates a summary of an employee's pay elements according to pay month. | <ul style="list-style-type: none">• Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips DEU, Report Options• Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips DEU, Elements View | GPDE_RC_AL01_1 GPDE_RC_AL01_2 |
| GPDEAL02 Total Compensation | Lists the total gross salaries of all employees. | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Total Compensation DEU, Total Compensation DEU | GPDE_RC_AL02 |
| GPDEAL03 Employee Compensation | Lists the gross salary of an individual employee. | Global Payroll & Absence Mgmt, Authority Correspondence, Payee Compensation Report DEU, Payee Compensation Report DEU | GPDE_RC_AL03 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|--|---|-------------------------|
| GPDEAL04 Pay Element Summary per Month | Records the payroll process by defining all earnings and deductions for a specific month. It lists, per payday, the current totals and the cumulative totals for the year. | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Results Summary DEU, Payroll Results Summary DEU | GPDE_RC_AL04 |
| GPDEAL05 Pay Element Summary per Year | Records the payroll process by defining all earnings and deductions for a specific year. | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Results Summary Year DEU, Payroll Rsts Summary Year DEU | GPDE_RC_AL05 |
| GPDEAL06 Payroll Statistic | Documents gross salary and working hours for all employees. The report must be sent to the <i>Statistisches Bundesamt</i> . | Global Payroll & Absence Mgmt, Authority Correspondence, Payroll Statistics Report DEU, Payroll Statistic | GPDE_RC_AL06 |
| GPDEAL06 Salary Structure | Details the employee and salary structure of the company. Provides anonymous information on the salary structure of the employee population. For larger companies you must provide information for every sixth employee. | Global Payroll & Absence Mgmt, Authority Correspondence, Payroll Statistics Report DEU, Payroll Statistics | GPDE_RC_AL06 |
| GPDEAL07 Element Contribution List | Documents the calculation process by defining all contributions and deductions. | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Element Contribution List DEU, Elem. Contr. List | GPDE_RC_AL07 |
| GPDEAL08 Industrial Statistics | Lists the monthly gross salary and number of employees per department. The report must be sent to the <i>Statistisches Bundesamt</i> . | Global Payroll & Absence Mgmt, Authority Correspondence, Industrial Statistics DEU, Industrial Statistics DEU | GPDE_RC_AL08 |
| GPDEAL09 Overpayment List | Lists additional payments made by an employer to an employee's normal salary. | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Overpayments List DEU, Overpayment List DEU | GPDE_RC_AL09 |
| GPDEBK01 Bank Transfer | Creates one or several files containing all data records in their required formats. Copy the files that this report creates to newly formatted diskettes to be used for the data transfer with banks. | Global Payroll & Absence Mgmt, Payment Processing, Create Bank File DEU, Bank Disk | GPDE_RC_BK01 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|--|---|-------------------------|
| GPDEBK02 Banklist | Provides information about all payments made to employees through a financial institution, such as a bank or post office. | Global Payroll & Absence Mgmt, Payment Processing, Create Bank List DEU, Bank List | GPDE_RC_BK02 |
| GPDESI09 Compulsory Health Ins Rpt DEU | Helps employers decide which health insurance contribution class, voluntary versus mandatory, to select. | Global Payroll & Absence Mgmt, Social Security/Insurance, Compulsory Health Insurance Report DEU, Compulsory Health Ins Rpt DEU | GPDE_RC_SI09 |
| GPDESI10 SI Contributions Report DEU | Summarizes all social insurance data relevant to all employees. Displays all of the values set for a specific organization. This report can also write results in ACSII files. | Global Payroll & Absence Mgmt, Social Security/Insurance, SI Contributions Report DEU, SI Contributions Report DEU | GPDE_RC_SI10 |
| GPDESI11 Employer Liability Summary | Lists the total gross salaries for all employees grouped by hazard. | Global Payroll & Absence Mgmt, Social Security/Insurance, Employer Liability Summary Report DEU, Empl. Liability S. | GPDE_RC_SI11 |
| GPDESI12 Employer Liability Detail | Lists all gross salaries grouped by employee and hazard. | Global Payroll & Absence Mgmt, Social Security/Insurance, Employer Liability Detail Report DEU, Empl. Liability D. | GPDE_RC_SI12 |
| GPDETX01 Tax Statement | Statutory report that you must deliver to the authorities biannually as part of tax declaration. | Global Payroll & Absence Mgmt, Taxes, Tax Statement Report DEU, Tax Statement | GPDE_RC_TX01 |
| GPDETX02 New Tax Card | Collects all changed data and creates a new row in the tax card table. | Global Payroll & Absence Mgmt, Year-End Processing, Create New Tax Card DEU, New Tax Card | GPDE_RC_TX02 |
| GPDETX03 Pay Balance | Displays the pay elements and employee data upon which payroll is based for each month of a given year. | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Pay Balance DEU, Pay Balance DEU | GPDE_RC_TX03 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|----------------------------------|--|---|----------------------------------|
| GPDETX04 Payroll Register | Generates a summary of the employee pay elements by pay period. A separate page is created for each company and each retro pay period. | <ul style="list-style-type: none"> Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Results Register DEU, Report Options Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Results Register DEU, Elements View | GPDE_RC_TX04_1 GPDE_RC_TX04_2 |
| GPDETX05 Tax Registration | Prints for the relevant period the necessary information to be sent to the revenue office. | Global Payroll & Absence Mgmt, Taxes, Tax Registration Report DEU, Tax Registration | GPDE_RC_TX05 |
| GPDETX06 Trade Tax Report | Lists business taxes showing the name of the firm, its location, business site, including various wage sums. | Global Payroll & Absence Mgmt, Year-End Processing, Trade Tax Report DEU | GPDE_RC_TX06 |
| GPDEGL01 Accounting Voucher | Lists GL results by ChartField. | Global Payroll & Absence Mgmt, Time and Labor/GL, Create Accounting Voucher DEU, Account. Voucher | GPDE_RC_GL01 |
| GPDEGL02 Reconciliation List | Summarizes and groups GL results per account. | Global Payroll & Absence Mgmt, Time and Labor/GL, Create Reconciliation List DEU, Reconciliat. List | GPDE_RC_GL02 |
| GPDEDV01 Create DEUEV Disk | Create DEUEV Report files for floppy disk. | Global Payroll & Absence Mgmt, Social Security/ Insurance, Create DEUEV Disk DEU | GPDE_DV_RUN_DSK |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|------------------------------|---|---|
| GPDEDV02 Generation of trigger for DEUEV | Generates trigger for DEUEV. | <ul style="list-style-type: none"> Global Payroll & Absence Mgmt, Social Security/Insurance, Run Daily DEUEV DEU Global Payroll & Absence Mgmt, Social Security/Insurance, Run Monthly DEUEV DEU Global Payroll & Absence Mgmt, Social Security/Insurance, Change Currency DEUEV DEU Global Payroll & Absence Mgmt, Social Security/Insurance, Start System DEUEV DEU Global Payroll & Absence Mgmt, Social Security/Insurance, Termination System DEUEV DEU | GPDE_DV_RUN_DAY GPDE_DV_RUN_MON GPDE_DV_RUN_CUR GPDE_DV_RUN_STA GPDE_DV_RUN_END |
| GPDEDV03 Generation of message for DEUEV | Generates message for DEUEV. | Global Payroll & Absence Mgmt, Social Security/Insurance, DEUEV Report Generation DEU | GPDE_DV_RUN_REP |

