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# PeopleSoft HCM 9.2: Global Payroll for China

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March 2013

PeopleSoft HCM 9.2: Global Payroll for China  
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# Preface

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## 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.

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**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.

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### 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><b>Typographical Convention</b></i>	<i><b>Description</b></i>
<b>Bold</b>	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.

<b><i>Typographical Convention</i></b>	<b><i>Description</i></b>
{ } (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)

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## 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>.

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## 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.

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## 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](#)

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## Contact Us

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

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## Chapter 1

# Getting Started with PeopleSoft Global Payroll for China

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## Global Payroll for China Overview

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

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## Global Payroll for China Business Processes

Global Payroll for China provides these business processes:

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

## Global Payroll for China Integrations

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

- PeopleSoft HCM.
- PeopleSoft Time and Labor.

We discuss integration considerations in the Global Payroll documentation.

### Related Links

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

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

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## Global Payroll for China Implementation

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

See the following product documentation:

- PeopleSoft HCM Application Fundamentals (*PeopleSoft HCM 9.2: Application Fundamentals*)
- *PeopleTools: PeopleSoft Component Interfaces*

## Chapter 2

# Understanding Global Payroll for China

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## PeopleSoft Global Payroll for China

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

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## Global Payroll for China Business Processes

Global Payroll for China supports these business processes:

- Earnings

Global Payroll for China enables you to define and process different earning types. Global Payroll for China also delivers common earning types, including those for monthly salary, overtime pay, variable bonus, 13<sup>th</sup> month pay, housing allowance, spouse allowance, commission payment, and retroactive earnings.

See [Understanding Earnings](#).

- General deductions

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

See [Understanding Deductions](#).

- Benefit deduction calculations

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

See "Understanding Deduction Processing (*PeopleSoft HCM 9.2: Payroll Interfacechan*)".

- Absences.

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

See [Understanding Absence Elements](#).

- Income taxes.

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

See [Understanding Tax Processing](#)

- Payslips

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

See [Understanding Payslips](#).

- Termination processing

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

See [Understanding Terminations](#).

- Banking and payment processing.

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

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

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See [Understanding Banking](#).

- Year-end processing

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

See [Generating Public Housing Fund and Social Insurance Reports](#).

- Payroll budget control

With Global Payroll for China, you can define a payroll budget for your headquarters and child companies and departments at the beginning of a budget period and monitor your payroll actual costs against the budgeted amounts during that budget period. You can also run a comparison report to compare payroll results against the budget.

See [Understanding Payroll Budget Control](#).

- Self-service for payslips.

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

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

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## Delivered Elements for China

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

This topic discusses:

- Delivered element creation.
- Element ownership and maintenance.

## Delivered Element Creation

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

The core application:

- Consists of a payroll rules engine.

The rules engine is a flexible tool that enables you to define new payroll elements and run payroll and absence calculations using the delivered elements. Global Payroll does not embed payroll computations in application code. Instead, it specifies all business application logic (such as earnings, deductions, absences, and accumulators) in terms of payroll rules. Global Payroll enables you to enter and maintain payroll rules through a set of pages and offers comprehensive features that enable you to work in your preferred language or currency.

- Provides a payroll processing framework.

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

## Element Ownership and Maintenance

This topic describes the PeopleSoft Global Payroll approach to element ownership and what this means for the maintenance of payroll rules.

### Element Ownership in PeopleSoft Global Payroll

Five types of element ownership exist in PeopleSoft Global Payroll:

<b>PS Delivered/Maintained</b>	Elements that are delivered and maintained on an ongoing basis by PeopleSoft.
<b>PS Delivered/Not Maintained</b>	Elements delivered by PeopleSoft that must be maintained by the customer.

This type of element ownership consists primarily of either customary (nonstatutory) rules or statutory elements that customers might want to define according to a different interpretation of the rules. Although PeopleSoft occasionally updates elements that are defined as PS Delivered/Not Maintained, you are not required to apply these updates.

**Customer Maintained**

Elements that are created and maintained by the customer. PeopleSoft does not deliver rules defined as Customer Maintained.

**PS Delivered/Customer Modified**

Elements that are originally PS Delivered/Maintained over which the customer decides to take control (this change is irreversible).

**PS Delivered/Maintained/Secure**

Delivered elements that the customer can never modify or control.

## Element Ownership in Global Payroll for China

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

- PS Delivered/Maintained.
- PS Delivered/Not Maintained.

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

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

<b><i>Element Type</i></b>	<b><i>Ownership</i></b>	<b><i>Exceptions</i></b>
Writable Array	PS Delivered/Maintained.	None.
Historical Rule	PS Delivered/Not Maintained.	Delivered as sample data.
Generation Control	PS Delivered/Not Maintained.	Delivered as sample data.
Count	PS Delivered/Not Maintained.	Income taxes.
Duration	PS Delivered/Not Maintained.	Income taxes.
Date	PS Delivered/Not Maintained.	Income taxes.
Proration	PS Delivered/Not Maintained.	Income taxes.
Rounding rule	PS Delivered/Not Maintained.	Income taxes.

---

## Element Naming Conventions for China

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

This topic discusses:

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

### Naming Conventions

This topic discusses the naming conventions for:

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

This topic also discusses common abbreviations used in the names of China elements.

### Primary Elements

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

## Supporting Elements

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

- CN: Represents China.
- VR: Identifies the type of supporting element.
- CONT AREA: Identifies what the element is used for.

---

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

A handful of exceptions exist for accumulators, which are displayed on the Accumulator Results page. In these cases the accumulators were given more readable names, such as CHN GROSS and CHN NET.

---

See [Functional Area Codes](#).

## Component Names (Suffixes)

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

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

$EARN1 = Rate \times Unit$

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

- Rate component: EARN1\_RATE.
- Unit component: EARN1\_UNIT.

Global Payroll also generates suffixes to identify:

- Autogenerated accumulators for earnings and deductions.
- Deduction arrears components.
- Deduction arrears accumulators.
- Absence entitlement accumulators.

---

**Note:** To view all of the suffixes defined for the China, use the Element Suffixes (GP\_SUFFIX) component in Global Payroll.

---

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

## Functional Area Codes

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



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

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

## Element Classification

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

---

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

---

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

This table lists the categories delivered with Global Payroll for China:

<b>Category Code</b>	<b>Description</b>
ALW	Allowances
COM	Commission Elements
CONT	PHF/SI Statutory Contributions
LVE	Leave/Absence Elements

<b>Category Code</b>	<b>Description</b>
OTH	Other Earnings/Deductions
PSLP	Payslip
REG	Regular Earnings
RTO	Retro Elements
TAX	Taxation Elements
TER	Termination Elements

---

## Archiving Data for Global Payroll for China

PeopleSoft Global Payroll for China generates a large amount of result data. To keep the amount of saved data manageable, archiving it periodically can be helpful. PeopleSoft PeopleTools delivers an archiving tool called the Data Archive Manager. To help you archive your result data using the Data Archive Manager, PeopleSoft Global Payroll for China delivers a predefined archive object (GPCN\_RSLT\_ARCHIVE) and archive template (GPCNRSLT). The delivered archive template uses queries that select data by calendar group ID (CAL\_RUN\_ID field).

---

**Warning!** 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 Data for Global Payroll for China](#)

### Additional Archiving Considerations

The following Global Payroll for China result data is not included in the GPCN\_RSLT\_ARCHIVE archive object because it is not associated with a calendar group ID:

<b>Result Data Type</b>	<b>Data Location</b>
PHF-SI Results	PS_GPCN_PHFSI_RPTG table
Tax Results	PS_GPCN_TAX_RPTG table

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

For more information, see the Data Archive Manager documentation in *PeopleTools: Data Management*.

---

## Viewing Delivered Elements for China

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

For more information, see the following documentation:

- "Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)"
- [Delivered Elements for China](#)



## Chapter 3

# Defining Country Data

---

## Understanding Core Functionality in Global Payroll for China

This topic discusses:

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

---

**Note:** Suffixes that are used in Global Payroll for China are discussed in this documentation.

---

### Related Links

[Functional Area Codes](#)

## Payment Keys

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

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

### Related Links

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

"Defining Retroactive Processing Considerations (*PeopleSoft HCM 9.2: Global Payroll*)"

## Retroactivity

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

- Pay rate changes.
- Absences.
- Positive input.
- Earning and deduction assignments.

- Schedule assignments.
- Employee actions such as hire, termination, or transfer.
- Standard hours changes.
- Company changes.
- Department changes.
- Pay system changes.
- Pay group changes.
- Eligibility group changes.
- Holiday changes.
- Grade changes.
- Employee PHF/SI data

## Retro Method and Override Sets

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

- Retro Override Set 1: Referred to as the *retro when earned* override set. Using this override set, the system forwards retro earnings to the current month and calculates deductions such as tax and PHF/SI contributions based on the combined total of current earnings and retro earnings.
- Retro Override Set 2: Referred to as the *retro when paid* override set. Using this override set, the system creates deltas for each earning, deduction, and segment accumulator recalculated in a prior period, and forwards the deltas to the current period.

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

## Related Links

"Understanding the Core Application Architecture (*PeopleSoft HCM 9.2: Global Payroll*)"

"Defining Retroactive Processing Considerations (*PeopleSoft HCM 9.2: Global Payroll*)"

## Segmentation

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

PeopleSoft Global Payroll provides two types of segmentation:

- Period segmentation (full segmentation).

- Element segmentation (slice segmentation).

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

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

- Company changes.
- Pay group changes.
- Pay system changes.
- Employee actions, such as hires, terminations, transfers, and additional jobs.

Element segmentation occurs as a result of:

- Pay rate changes.
- Standard hours changes.
- Department changes.

## Related Links

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

## Rounding Rules

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

Global Payroll for China delivers these rounding rules:

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

## Related Links

"Defining Rounding Rule Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

## Triggers

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

Global Payroll provides three types of triggers:

- Iterative

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

- Segmentation

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

- Retro

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

### Related Links

"Setting Up Trigger Definitions (*PeopleSoft HCM 9.2: Global Payroll*)"

"Understanding the Core Tables for PeopleSoft Manage Base Benefits (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

---

## Understanding HCM Setup Considerations

To successfully set up Global Payroll for China, you must enter data in PeopleSoft HCM tables. This data includes:

- Company Information

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

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

See the following documentation:

- "Entering Company Information (*PeopleSoft HCM 9.2: Application Fundamentals*)"
- "Defining Pay Entities (*PeopleSoft HCM 9.2: Global Payroll*)"
- [Understanding Tax Processing](#)

- Source Bank Accounts Information

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



See the following documentation : "Understanding Bank and Bank Branch Setup (*PeopleSoft HCM 9.2: Application Fundamentals*)"

- Person Checklist Information

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

---

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

---

See the following documentation:

- "Creating Checklists (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"
- Understanding Tax Processing

- Personal File Information

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

See the following documentation: "Understanding the Process of Updating Person and Job Information (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

- Ethnic Group, Religion, Hukou Data, Working Life Data, and Working and Living Permit Data

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

You can also use the Regional page to enter the Hukou type, Hukou location, working life start date, and working and living permit data for a payee.

See the following documentation:

- "Adding a Person (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"
- "Defining Additional Employment Setup Data (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

- Citizenship Status

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

See "Understanding Additional Worker Data (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

- Disability Status

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

See the following documentation: "Tracking Disabilities (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

- Payroll Workflow Approval

In the Setup Process Definitions component, Oracle delivers the Payroll Approval Process (GPCN\_Payroll\_Approval) preconfigured to require approval of payroll calculation prior to payroll finalization. You can reconfigure it as necessary.

See the following documentation: "Defining the Setup Process Definitions Component (*PeopleSoft 9.2: Approval Framework*)".

---

## Understanding Organizational and Processing Frameworks

This topic discusses:

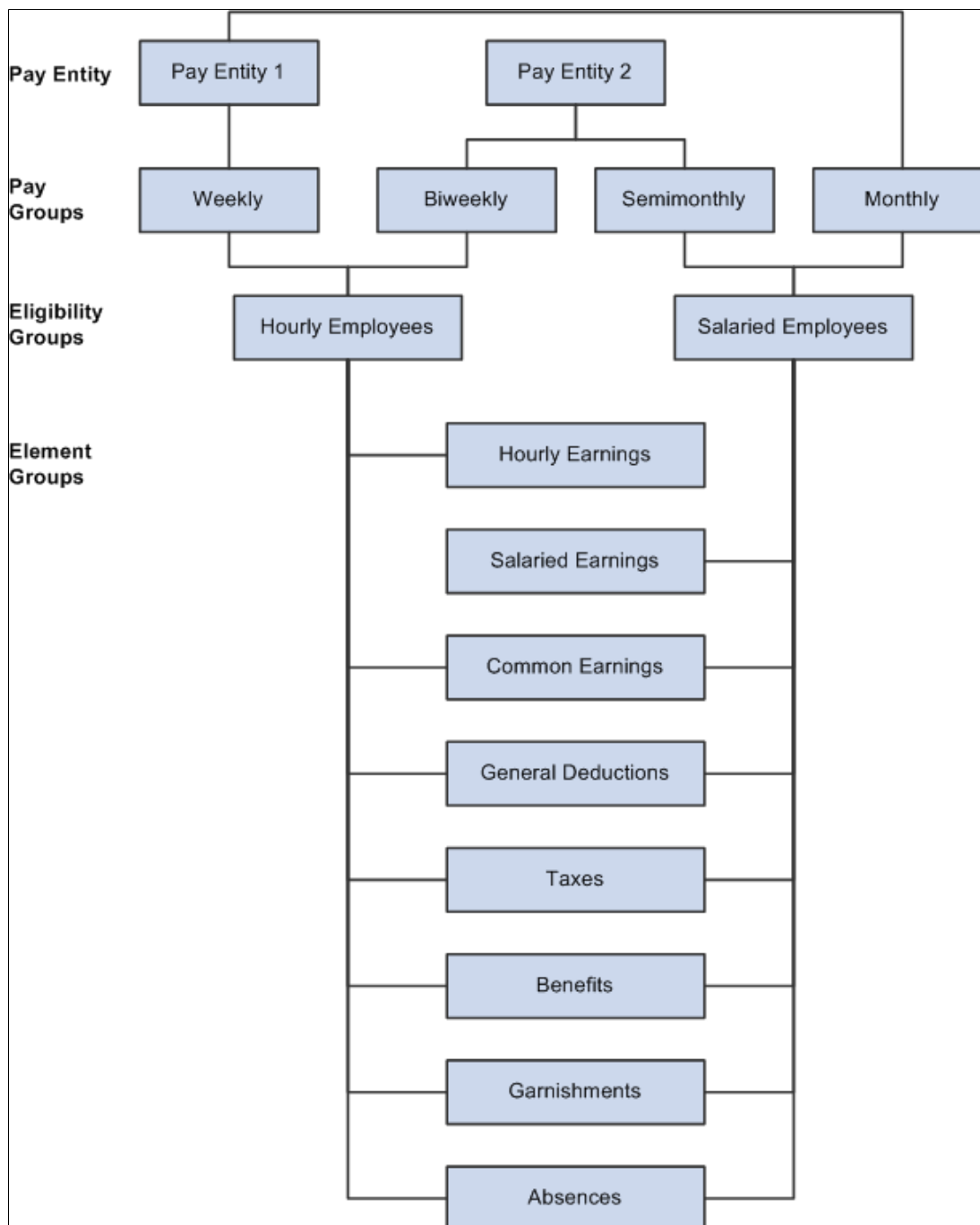
- Organizational framework for Global Payroll.
- Processing framework for Global Payroll for China.

## Organizational Framework for Global Payroll

This diagram depicts a generic organizational framework for Global Payroll:

### Image: Organizational framework for Global Payroll

This diagram depicts a generic organizational framework for Global Payroll



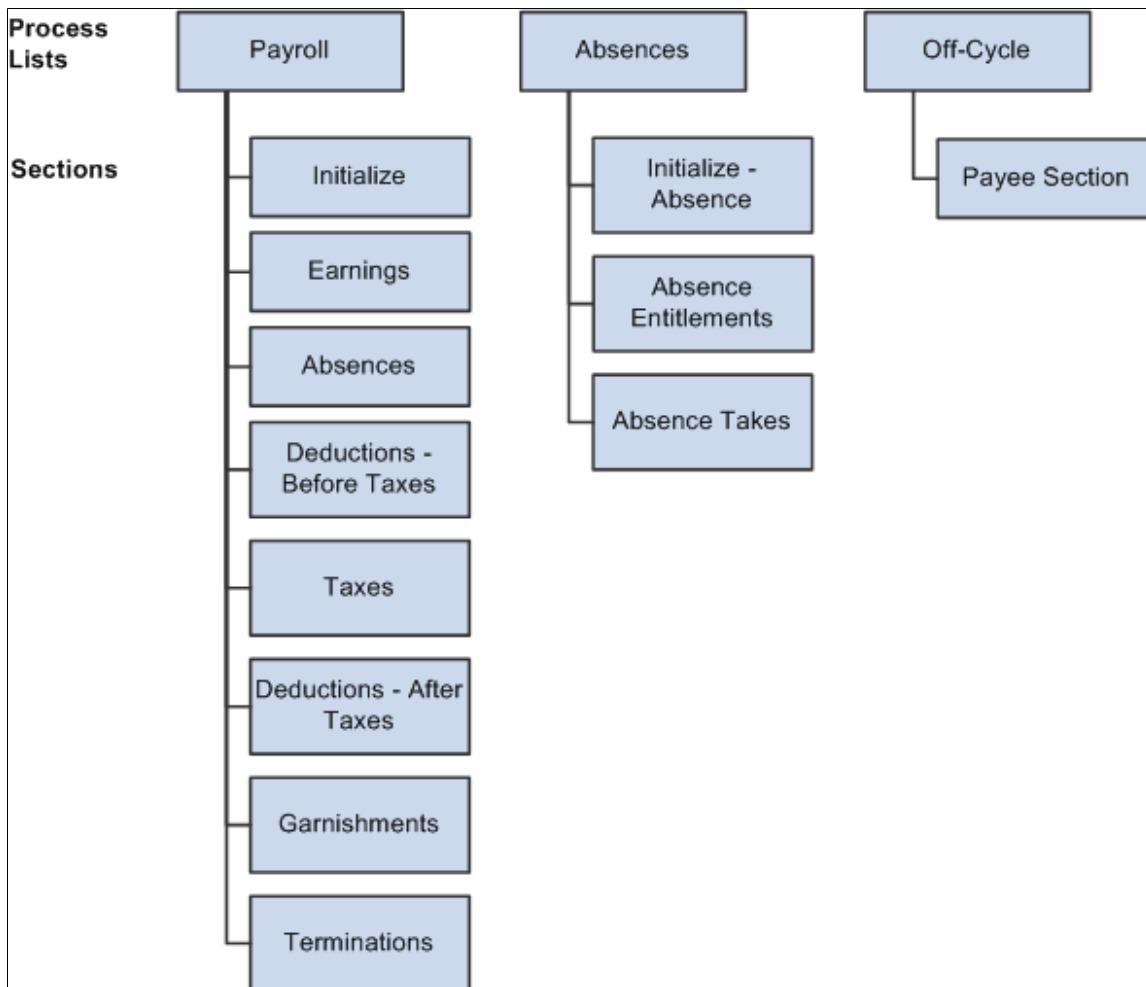
**Note:** K6CMONTHLY is the only eligibility group that PeopleSoft is delivering with Global Payroll for China.

## Processing Framework for Global Payroll for China

This diagram depicts a generic processing framework for Global Payroll:

### Image: Processing framework for Global Payroll

This diagram depicts a generic processing framework for Global Payroll.



## Understanding Users, Roles, and Permission Lists

This topic discusses:

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

### Users in Global Payroll for China

Global Payroll for China delivers these user IDs:

<b>User</b>	<b>Add/Modify</b>
HCRCHN	Add
PS	Modify

## Roles in Global Payroll for China

Global Payroll for China delivers these roles:

<b>Role</b>	<b>Description</b>
GP Administrator CHN	Payroll Administrator
GPCN Payroll Approver	Payroll Approval
Benefits Administrator CHN	PHF/SI Administrator
Payroll Bdgt Control Admin CHN	Payroll Budget Control Administrator

## Permission Lists in Global Payroll for China

Permission lists enable you to access system pages and processes. Several kinds of permissions are used in PeopleSoft HCM (human capital management), including:

- Primary permissions
- Component permissions
- Data permissions
- Standard permissions

Global Payroll for China delivers these permission lists:

<b>Permission List</b>	<b>Type of Permission</b>	<b>Add/Modify</b>	<b>Description</b>
HCPPALL	Primary	Modify	Primary List: All Countries
HCPPCHN	Primary	Modify	Primary List: China
HCCPGPCHN	Component	Add	Component Permission List: GPCHN
HCCPGPCHNBEN	Component	Add	Benefit Admin Perm-GPCHN (Benefit Administrator Permission List GPCHN)
HCCPGPCHNBUD	Component	Add/Modify	Budget Control Perm-GPCHN (Budget Control Permission List GPCHN)
HCCPPYAPPCHN	Component	Add	GPCN Payroll Approval

<b>Permission List</b>	<b>Type of Permission</b>	<b>Add/Modify</b>	<b>Description</b>
HCDPCHN	Data	Modify	Data Permission CHN

## Viewing Delivered Elements for China

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

For more information, see the following documentation:

- "Understanding How to View Delivered Elements (*PeopleSoft HCM 9.2: Global Payroll*)"
- [Delivered Elements for China](#)

## Modifying Variable Details

This topic discusses how to modify variable details:

### Page Used to Modify Variable Details

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Variable Detail CHN	GPCN_VARIABLE_DTL	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variable Detail CHN, Variable Detail CHN	<p>Edit existing character values and descriptions for these Global Payroll for China variables:</p> <ul style="list-style-type: none"> <li>• Employee Type (CH VR EE TYPE)</li> <li>• Tax Area (CN VR TAX AREA)</li> <li>• EE or ER Term Notice Flag (CN VR NOTICE FLAG)</li> <li>• Hukou Location (CN VR HUKOU LOC)</li> <li>• Action Reason in Termination (CN VR TERM REASON)</li> </ul>

### Variable Detail CHN Page

Use the Variable Detail CHN page (GPCN\_VARIABLE\_DTL) Edit existing character values and descriptions for these Global Payroll for China variables:

- Employee Type (CH VR EE TYPE)

- Tax Area (CN VR TAX AREA)
- EE or ER Term Notice Flag (CN VR NOTICE FLAG)
- Hukou Location (CN VR HUKOU LOC)
- Action Reason in Termination (CN VR TERM REASON)

### Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variable Detail CHN.

### Image: Variable Detail CHN page

This example illustrates the fields and controls on the Variable Detail CHN page.

**Variable Detail CHN**

**Variable Name** CN VR TAX AREA      Tax Area

**Field Format** Character

**Variable Detail** Find | View All      First 1 of 1 Last

**Effective Date** 01/01/2006

**Detail Value and Description** Personalize | Find | View All | First 1-4 of 4 Last

	*Character Value	Description		
1	BEIJING	Beijing	+	-
2	SHANGHAI	Shanghai	+	-
3	SHENZHEN	Shenzhen	+	-
4	TIANJIN	Tianjin	+	-

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

See:

- [Delivered Supporting Elements](#)
- [Understanding Payee Overrides for Tax Calculation](#)
- [Defining Severance Payment Variables](#)
- [Defining Termination Variables](#)





## Chapter 4

# Setting Up Public Housing Fund and Social Insurance Data

---

## Understanding Public Housing Fund and Social Insurance Contributions

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

- Public Housing Fund
- Voluntary Public Housing Fund
- Basic pension insurance
- Basic medical insurance
- Statutory supplementary medical insurance
- Unemployment insurance
- Work-related injury insurance
- Maternity insurance
- Large amount medical insurance

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

### Delivered PHF/SI Deductions

Global Payroll for China delivers 18 PHF/SI deductions:

- HOUSE\_EE
- HOUSE\_ER
- PENSION\_EE
- PENSION\_ER
- MEDICAL\_EE
- MEDICAL\_ER
- IND\_INJ\_EE

- IND\_INJ\_ER
- UNEMPL\_EE
- UNEMPL\_ER
- HOUSE VOL\_EE
- HOUSE VOL\_ER
- MATERNITY\_EE
- MATERNITY\_ER
- SUP MED\_EE
- SUP MED\_ER
- LAMI\_EE
- LAMI\_ER

For information about these deductions and the key supporting elements that are associated with them, see:

- [Delivered Deductions](#)
- [Delivered Supporting Elements](#)

## PHF/SI Calculation

To calculate PHF/SI deductions:

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

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

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

CN FM CONT also determines the calculation basis, the switch month, the upper and lower limits of the calculation base, and the rounding rule to apply.

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

If the rounding rule specifies an upper or lower limit for a deduction and the base amount is outside those limits, the system resets the base amount to the appropriate upper or lower limit.

The rounding rules that are processed in the CN FM ROUNDING formula are:

- GP ROUND UP 2DEC
  - CN ROUND UP 1 DEC
  - GP ROUND DOWN 0DEC
  - GP ROUND NEAR 0DEC
  - GP ROUND UP 0DEC
  - CN ROUND DOWN 1DEC
  - GP ROUND DOWN 2DEC
  - CN ROUND NEAR 1DEC
  - GP ROUND NEAR 2DEC
3. For PHF/SI employee deductions, the post process formula CN FM ROUNDING applies the rounding rule. For payees on probation, that is, with a probation date specified in their employment data in PeopleSoft HCM, the CN FM ROUNDING formula also checks whether the payee is on probation in the current period. If the payee is on probation and the Use Probation Processing check box is selected for the contribution, the system adds the current deduction amount to the probation accumulator CN AC PHFSI PROBN and sets the deduction amount to zero. If the payee's probation expires in the current period and the Use Probation Processing check box is selected for the contribution, the system adds the amount in the CN AC PHFSI PROBN accumulator to the current deduction amount.

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

## Related Links

[Understanding Public Housing Fund and Social Insurance Reports](#)

---

## Modifying Core Global Payroll Data for PHF/SI Contributions

This topic discusses how to modify the following core Global Payroll data for PHF/SI contributions:

- Modify contribution types.
- Modify contribution areas.
- Modify calculation methods.

## Pages Used to Modify Core Global Payroll Data for PHF/SI Contributionss

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Contribution Type	GPCN_CONT_COUNTRY	Set Up HCM, Product Related, Global Payroll & Absence, Social security/Insurance, PHF/SI Contribution Setup CHN, Contribution Type	Edit descriptions for Global Payroll for China contribution types.
Contribution Area	GPCN_CONT_AREA	Set Up HCM, Product Related, Global Payroll & Absence, Social security/Insurance, PHF/SI Contribution Setup CHN, Contribution Area	Edit descriptions for Global Payroll for China contribution areas.
Base Calculation Method	GPCN_CONT_METHOD	Set Up HCM, Product Related, Global Payroll & Absence, Social Security / Insurance, PHF/ SI Contribution Setup CHN, Base Calculation Method	Edit descriptions for Global Payroll for China base calculation methods.

### Contribution Type Page























Use the Contribution Type page (GPCN\_CONT\_COUNTRY) to Edit descriptions for Global Payroll for China contribution types.

## Navigation

Set Up HCM, Product Related, Global Payroll & Absence, Social security/Insurance, PHF/SI Contribution Setup CHN, Contribution Type

### Image: Contribution Type page

This example illustrates the fields and controls on the Contribution Type page.

Contribution Type			Contribution Area	Base Calculation Method
Setup Data				
		Personalize   Find   View 9    		First 1-10 of 10 Last
	*Contribution Type	Description		
1	G6CTYP	QA test Contribution Type		
2	INJURY	Work-related Injury Insurance		
3	LARGE AMOUNT MED	Large Amount Medical Insurance		
4	MATERNITY	Maternity Insurance		
5	MEDICAL	Basic Medical Insurance		
6	PENSION	Basic Pension Insurance		
7	PHF	Public Housing Fund		
8	PHF VOL	Voluntary Public Housing Fund		
9	SUP MEDICAL	Supplementary Medical Ins		
10	UNEMPLOYMENT	Unemployment Insurance		

## Contribution Area Page















Use the Contribution Area page (GPCN\_CONT\_AREA) to Edit descriptions for Global Payroll for China contribution areas.

## Navigation

Set Up HCM, Product Related, Global Payroll & Absence, Social security/Insurance, PHF/SI Contribution Setup CHN, Contribution Area

### Image: Contribution Area page

This example illustrates the fields and controls on the Contribution Area page.

Contribution Type			Contribution Area	Base Calculation Method
Setup Data				
		Personalize   Find   View All    		First 1-6 of 6 Last
	*Contribution Area	Description		
1	BEIJING	Beijing		
2	G6CARE	QA test Contribution Area		
3	G6CWUHAN	Wuhan		
4	SHANGHAI	Shanghai		
5	SHENZHEN	Shenzhen		
6	TIANJIN	Tianjin		

## Base Calculation Method Page

Use the Base Calculation Method page (GPCN\_CONT\_METHOD) to Edit descriptions for Global Payroll for China base calculation methods.

### Navigation

Set Up HCM, Product Related, Global Payroll & Absence, Social security/Insurance, PHF/SI Contribution Setup CHN, Base Calculation Method

### Image: Base Calculation Method page

This example illustrates the fields and controls on the Base Calculation Method page.

Contribution Type

Contribution Area

Base Calculation Method

Setup Data

Personalize

Find

View All

First 1-9 of 9 Last

	Base Calculation Method	Description		
1	1	Average of the Previous Year		
2	2	Previous Month Salary		
3	3	Current Month Salary		
4	4	Fixed Amount		
5	5	City Monthly Salary Prev Year		
6	6	60% City Monthly Sal Prev Year		
7	7	City's Minimum Monthly Salary		
8	96	QA test Base Calculation Metho		
9	99	Base will be Payee Override		

## Setting Up Public Housing Fund and Social Insurance Data

This topic discusses how to:

- Set up country PHF/SI contribution areas.
- Set up company PHF/SI data.
- Map locations to PHF/SI contribution or tax areas.
- Set up salary guidelines for PHF/SI contribution or tax areas.
- Define PHF/SI payee entity registration.
- Define page sequence for Payee PHF/SI Setup CHN component

## Pages Used to Set Up Country PHF/SI Contribution Areas

Page Name	Definition Name	Navigation	Usage
PHF/SI Setup CHN	GPCN_CONT_COUNTRY	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, PHF/SI Setup CHN	Used by Benefit Administrators to set up country PHF/SI data.
PHF/SI Setup CHN - Employer and Employee Setup	GPCN_CONT_COU_SEP	Select the Employer and Employee Setup button on the PHF/SI Setup CHN page.	Used by Benefit Administrators to define return values for HUKOU types and Working & Living permits for country contribution areas at the country level..

### PHF/SI Setup CHN Page

Benefit Administrators use the PHF/SI Setup CHN (GPCN\_CONT\_COUNTRY) page to set up country PHF/SI data.

#### Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, PHF/SI Setup CHN

#### Image: PHF/SI Setup CHN page

This example illustrates the fields and controls on the PHF/SI Setup CHN page.

**PHF/SI Setup CHN**

Contribution Type PHF Public Housing Fund

Contribution Area BEIJING Beijing

PHF/SI Setup Find | View All First 1 of 1 Last

'Effective Date 07/01/2012 'Status Active

☒ HUKOU Type is involved ☒ Working & Living Permit is involved

Details			Personalize	Find	First	1-6 of 6	Last
Hukou Type	'Working & Living Permit	Employer and Employee Setup					
1 LFARMER	Not Applicable	Employer and Employee Setup					
2 LPRESIDENT	Not Applicable	Employer and Employee Setup					
3 LTRESIDENT	Not Applicable	Employer and Employee Setup					
4 NRESIDENT	Active	Employer and Employee Setup					
5 NRESIDENT	Inactive	Employer and Employee Setup					
6 NRESIDENT	Not Applicable	Employer and Employee Setup					

---

**Note:** Currently, no established rules exist for supplementary medical insurance for the Tianjin contribution area. Therefore, PeopleSoft Global Payroll for China does not deliver the supplementary medical insurance (SUP MEDICAL) contribution type for the TIANJIN contribution area. If you want to assign the SUP MED\_EE deduction to a payee in the Tianjin contribution area, you must select Add a New Value for the PHF/SI Setup CHN or Company PHF/SI Setup CHN pages to create it yourself. Otherwise, the system will not calculate the assigned SUP MED\_EE deduction during a payroll run.

---

### **HUKOU Type is involved**

Select this check box is to require a HUKOU type for this combination of contribution type and contribution area. Clear it to prevent HUKOU types for the contribution type and area combination.

The system selects the check box by default.

---

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

---

### **Working & Living Permit is involved**

Select this check box to require a Working & Living permit for this combination of contribution type and contribution area. Clear it to prevent Working & Living permits for this contribution type and area combination.

The system selects the check box by default.

### **HUKOU Type**

(Appears only if the HUKOU Type is involved check box is selected.)

Identify each HUKOU type to allow for this combination of contribution type and contribution area.

### **Working & Living Permit**

(Appears only if the Working & Living Permit is involved check box is selected.)

Select a Working & Living permit status for each HUKOU type. The default value is *Not Applicable*

### **Employer and Employee Setup**

Select this button to access the Employer and Employee Setup page where you can define return values for the HUKOU and Working & Living permit combination. The page opens in a new pop-up window.

## **PHF/SI Setup CHN - Employer and Employee Setup Page**

Benefit Administrators use the PHF/SI Setup CHN - Employer and Employee Setup page (GPCN\_CONT\_COU\_SEP) to define return values for HUKOU types and Working & Living permits at the country level.



## Navigation

Select the Employer and Employee Setup button on the PHF/SI Setup CHN page.

### Image: PHF/SI Setup CHN - Employer and Employee Setup page

This example illustrates the fields and controls on the PHF/SI Setup CHN - Employer and Employee Setup page.

#### Base Calculation Method

Select the base calculation method to use to calculate PHF/SI deductions. Values are:

- 1 Average of the Previous Year
- 2 Previous Month Salary
- 3 Current Month Salary
- 4 Fixed Amount: If selected, the Fixed Base Amount field appears in the Employer Specific and Employee Specific group boxes where you must enter the amount to use.
- 5 City Monthly Salary Prev Year (city monthly salary previous year)
- 6 60% City Monthly Salary Prev Year (60% city monthly salary previous year)
- 7 City's Minimum Monthly Salary
- 99 Base will be Payee Override

#### Frequency ID

Select the frequency, by which to calculate the deduction, either *Annual* or *Monthly*.

If *Annual* is selected, the Contribution Month field appears, where you must specify the month in which to calculate the deduction each year.

### Switch Month

Enter the number of the month in which to recalculate the base amount.

---

**Note:** A payee must have a full year of payroll results to be eligible for this recalculation.

---

### Rounding Rule

Select the rule to use to specify an upper or lower limit for a deduction. If the base amount is outside those limits, the system will reset the base amount to the appropriate upper or lower limit based on the rule you specify.

### Fixed Base Amount

This field appears in the Employer Specific and Employee Specific group boxes only when the Base Calculation Method field is set to 4 (Fixed Amount). You must enter the fixed amount to save the page.

## Pages Used to Set Up Company PHF/SI Data.

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Company PHF/SI Setup CHN	GPCN_CONT_COMPANY	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Company PHF/SI Setup CHN	Used by Benefit Administrators to set up company PHF/SI data.
Company PHF/SI Setup CHN - Employer and Employee Setup	GPCN_CONT_COM_SEP	Select the Employer and Employee Setup button on the Company PHF/SI Setup CHN page	Used by Benefit Administrators to define return values for HUKOU types and Working & Living permits for company contribution areas at the company level..

## Company PHF/SI Setup Page

Benefit Administrators use the Company PHF/SI (GPCN\_CONT\_COMPANY) page to set up company PHF/SI data.

## Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Company PHF/SI Setup CHN

### Image: Company PHF/SI Setup CHN page

This example illustrates the fields and controls on the Company PHF/SI Setup CHN page.

**Company PHF/SI Setup CHN**

Company G6C China Business Beijing Company

Contribution Type INJURY Work-related Injury insurance

Contribution Area G6CWUHAN Wuhan

PHF/SI Setup Find | View All First 1 of 1 Last

'Effective Date 09/26/2012

'Status Active

Load Default Country Setups

☒ HUKOU Type is involved ☒ Working & Living Permit is involved

Details		Personalize	Find	First	1 of 1	Last
Hukou Type	'Working & Living Permit	Employer and Employee Setup				
1	Not Applicable	Employer and Employee Setup				

Fields and controls on this page are similar to those on the [PHF/SI Setup CHN page](#) (GPCN\_CONT\_COUNTRY), except as follows:

#### Company

Shows the company name that you entered to access the page.

#### Load Default Country Setups

Select this button to override any current country settings and load the default country settings for the combination of Contribution Type, Contribution Area, Effective Date, and Status that you've selected.

**Note:** To successfully load country defaults, the PHF/SI Setup CHN page must be completed, and the effective date from country setup must be closest to but no later than the effective date on the PHF/SI Setup CHN page.

## Company PHF/SI Setup CHN - Employer and Employee Setup Page

Benefit Administrators use the Company PHF/SI Setup CHN - Employer and Employee Set (GPCN\_CONT\_COM\_SEP) page to define return values for HUKOU types and Working & Living permits for company contribution areas.

## Navigation

Select the Employer and Employee Setup button on the Company PHF/SI Setup CHN page.

### Image: Company PHF/SI Setup CHN - Employer and Employee Setup page

This example illustrates the fields and controls on the Company PHF/SI Setup CHN - Employer and Employee Setup page.

Fields and controls on this page are similar to those on the [PHF/SI Setup CHN - Employer and Employee Setup page](#) (GPCN\_CONT\_COU\_SEP), except as follows:

## Pages Used to Map Locations to PHF/SI Contribution or Tax Areas

Page Name	Definition Name	Navigation	Usage
Mapping PHF/SI Cont Area CHN (mapping PHF/SI contribution area)	GPCN_CONT_A_LOC	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Mapping PHF/SI Cont Area CHN	Used by Benefit Administrators to map locations to PHF/SI contribution areas.
Mapping Tax Area CHN	GPCN_TAX_A_LOC	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Taxes, Mapping Tax Area CHN	Used by Payroll Administrators to map locations to PHF/SI tax areas.

## Mapping PHF/SI Cont Area CHN Page

Benefit Administrators use the Mapping PHF/SI Cont Area CHN page (GPCN\_CONT\_A\_LOC) to map locations to PHF/SI contribution areas.

## Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Mapping PHF/SI Cont Area CHN

### Image: Mapping PHF/SI Cont Area CHN page

This example illustrates the fields and controls on the Mapping PHF/SI Cont Area CHN (Mapping PHF/SI Contribution Area) page.

*Set ID	Set ID Description	*Location	Location Description	*Contribution Area	Contribution Area Description
1 CHN	China	G6CWUHAN	Wuhan	G6CWUHAN	Wuhan
2 CHN	China	K6CBEIJ	Beijing	BEIJING	Beijing
3 CHN	China	K6CSHAN	Shanghai	SHANGHAI	Shanghai
4 CHN	China	K6CSHEN	Shenzhen	SHENZHEN	Shenzhen
5 CHN	China	K6CTIAN	Tianjin	TIANJIN	Tianjin

#### Location

Enter the code for the location that you want to map to the contribution area.

#### Contribution Area

Enter the code for the PSH/SI contribution area.

## Mapping Tax Area CHN Page

Payroll Administrators use the Mapping Tax Area CHN (GPCN\_TAX\_A\_LOC) page to map locations to PHF/SI tax areas.

## Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Taxes, Mapping Tax Area CHN

### Image: Mapping Tax Area CHN page

This example illustrates the fields and controls on the Mapping Tax Area CHN page.

*Set ID	Set ID Description	*Location	Location Description	*Tax Area	Tax Area Description
1 CHN	China	K6CBEIJ	Beijing	BEIJING	Beijing
2 CHN	China	K6CSHAN	Shanghai	SHANGHAI	Shanghai
3 CHN	China	K6CSHEN	Shenzhen	SHENZHEN	Shenzhen
4 CHN	China	K6CTIAN	Tianjin	TIANJIN	Tianjin

#### Location

Enter the code for the location that you want to map to the PHF/SI tax area.

#### Tax Area

Enter the code for the PHF/SI tax area.

## Pages Used to Set Up Salary Guidelines for PHF/SI Contribution or Tax Areas

Page Name	Definition Name	Navigation	Usage
Salary Guideline Cont Area CHN	GPCN_CONT_A_SAL	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Salary Guideline Cont Area CHN	Used by Benefit Administrators to set up salary guideline for PHF/SI contribution areas in different years.
Salary Guideline Tax Area CHN	GPCN_TAX_A_SAL	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Taxes, Salary Guideline Tax Area CHN	Used by Payroll Administrators to set up salary guidelines for PHF/SI tax areas in different years.

### Salary Guideline Cont Area CHN Page

Benefit Administrators use the Salary Guideline Cont Area CHN (GPCN\_CONT\_A\_SAL) page to set up salary guidelines for contribution areas in different years.

#### Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Salary Guideline Cont Area CHN

#### Image: Salary Guideline Cont Area CHN page

This example illustrates the fields and controls on the Salary Guideline Cont Area CHN page.

Salary Guideline Cont Area CHN

Contribution Area BEIJING Beijing

PHF/SI Year 2012

Average Salary for Prev Year Find | View All First 1 of 1 Last

Effective Date 01/01/2006

Average Annual Salary 56061.000000

Minimum Monthly Salary 1260.000000

Currency Code CNY

#### Average Annual Salary

Enter the average annual salary amount for the PHF/SI contribution area.

#### Minimum Monthly Salary

Enter the minimum monthly salary amount for the PHF/SI contribution area.

### Salary Guideline Tax Area CHN Page

Payroll Administrators use the Salary Guideline Tax Area CHN (GPCN\_TAX\_A\_SAL) page to set up salary guidelines for PHF/SI tax areas in different years.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Taxes, Salary Guideline Tax Area CHN

Image: Salary Guideline Tax Area CHN page

This example illustrates the fields and controls on the Salary Guideline Tax Area CHN page.

Salary Guideline Tax Area CHN

Tax Area

BEIJING

Beijing

Tax Year

2012

Average Salary for Prev Year

Find

View All

First

1 of 1

Last

'Effective Date

01/01/2006

Average Annual Salary

56061.000000

Minimum Monthly Salary

1260.000000

Currency Code

CNY

- Average Annual Salary

Enter the average annual salary for the PHF/SI tax area.
- Minimum Monthly Salary

Enter the minimum monthly salary for the PHF/SI tax area.

Page Used to Define PHF/SI Registration for Pay Entities

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

PHF/SI Registration CHN Page

Use the PHF/SI Registration CHN page (GPCN\_PHFSI\_REGT) to define PHF/SI registration information for pay entities.

## Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, PHF/SI Registration CHN, PHF/SI Registration CHN

### Image: PHF/SI Registration CHN page

This example shows the fields and controls on the PHF/SI Registration CHN page.

**PHF/SI Registration CHN**

Pay Entity K6CHNBI China Business Institute

**PHF/SI Registration** Find | View All First 1 of 30 Last

'Contribution Type' INJURY

'Contribution Area' BEIJING

**Registration Details** Find | View All First 1 of 1 Last

'Effective Date' 07/19/2005

Registration Number 110108034304

Registration Authority BEIJING SOCIAL INSURANCE FUND MANAGEMENT CENTE

Registration Renewal Date 07/19/2006

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

## Pages Used to Define Page Sequence for Payee PHF/SI Setup CHN Component

Page Name	Definition Name	Navigation	Usage
Define PHF/SI Sequence CHN	GPCN_CONT_T_SEQ	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Define PHF/SI Sequence CHN	Used by Benefit Administrators to define the sequence of appearance of contribution type pages in the Payee PHF/SI Setup CHN component.

## Define PHF/SI Sequence CHN Page

Benefit Administrators use the Define PHF/SI Sequence CHN (GPCN\_CONT\_T\_SEQ) page to define the sequence of appearance of PHF/SI contribution types in the Payee .PHF/SI Setup CHN component.



## Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Social Security / Insurance, Define PHF/SI Sequence CHN

### Image: Define PHF/SI Sequence CHN page

This example illustrates the fields and controls on the Define PHF/SI Sequence CHN page.

Define PHF/SI Sequence CHN				
Define PHF/SI Sequence		Personalize	Find   View All	First 1-9 of 9 Last
Contribution Type	Description	Short Description		
1 PHF	Public Housing Fund		↑	↓
2 PHF VOL	Voluntary Public Housing Fund	Voluntary PHF	↑	↓
3 PENSION	Basic Pension Insurance	Basic Pension	↑	↓
4 MEDICAL	Basic Medical Insurance	Basic Medicare	↑	↓
5 SUP MEDICAL	Supplementary Medical Ins	Additional Medicare	↑	↓
6 LARGE AMOUNT MED	Large Amount Medical Insurance	Big Amount Medicare	↑	↓
7 UNEMPLOYMENT	Unemployment Insurance	Unemployment	↑	↓
8 INJURY	Work-related Injury insurance	Work-related Injury	↑	↓
9 MATERNITY	Maternity Insurance		↑	↓

Manage the rows of contribution types here to control what pages and in which sequence pages appear on the Payee .PHF/SI Setup CHN component.

**Note:** The Short Description field entry is limited to a maximum of 20 characters.

## Overriding Employee PHF/SI Deduction Information

Employee PHF/SI deductions are based on the country, company, contribution area, and contribution types that are set up for the location in which they are employed. This topic discusses how to override employee PHF/SI deduction information.

### Page Used to Override Employee Deductions

Page Name	Definition Name	Navigation	Usage
Payee PHF/SI Setup CHN	GPCN_CONT_EE	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Payee PHF/SI Setup CHN	Used by Benefit Administrators to override employee PHF/SI deduction information.

### Payee PHF/SI Setup CHN Page

Benefit Administrators use the Payee PHF/SI Setup CHN (GPCN\_CONT\_EE) page to override employee PHF/SI deduction information..

## Navigation

Global Payroll & Absence Mgmt, Payee Data, Social Security / Insurance, Payee PHF/SI Setup CHN, Payee PHF/SI Setup CHN

### Image: Payee PHF/SI Setup CHN page

This example illustrates the fields and controls on the Payee PHF/SI Setup CHN page.

The screenshot displays the 'Payee PHF/SI Setup CHN' page for employee 'Yu Cheng' (Empl ID: K6002, Empl Record: 0). The 'Public Housing Fund' tab is active. The 'Details' section contains the following fields and controls:

- Effective Date:** 01/01/2006
- Account Status:** Open
- Account Status Change:** New Enrollment
- Account Number:** HOUSE002
- Contribution Area:** (Searchable field)
- Contribution Base Calc Method:** (Dropdown)
- Base:** (Text field)
- Amount Value:** (Text field)
- Currency Code:** CNY
- Override checkboxes:**
  - ☒ Override Contribution Area
  - ☐ Override Contribution Base Calc Method
  - ☒ Override Base
  - ☐ Override Amount Value
- Processing checkboxes:**
  - ☐ Use Probation Processing
  - ☐ Deduct in Term/Xfr period

Each tabbed page in this component represents a contribution type. The contribution types for which pages appear here, the order in which they appear, and the tab or page labels, are all based on the values that are selected on the Define PHF/SI Sequence CHN page.

### Account Status and Account Status Change

Account Status and Account Status Change fields are translate values. You can override the values for an employee's account here.

Account Status values are:

- *Closed:* The system resolves deductions with this status as long as the Deduct in Term/Xfr period check box is selected.
- *Open:* The system resolves deductions with this status if the start date of the deduction assignment is in or prior to the current period and the current segment is the last segment in the current period.
- *Suspend:* The system does not resolve deductions with this status.
- *Transfer In:* The system resolves deductions with this status if the start date of the deduction assignment is in, or prior to, the current period, and the current segment is the last segment in the current period.
- *Transfer Out:* The system resolves deductions with this status as long as the Deduct in Term/Xfr period check box is selected.

**Account Number**

Enter or verify the account number for the contribution.

**Override Contribution Area,  
Override Contribution Base Calc  
Method(contribution base calculation  
method),Override Base, Override  
Amount Value**

Select the check box of each item whose value you want to override for this employee.

With a check box selected, an empty enterable field box appears next to the corresponding field label (to the left) where you can enter the value to use in PHF/SI calculations. With a check box selected, you must enter a value for that item to save the page.

With a check box deselected, the field label appears, but the enterable field box is hidden.

Unless you override the value here, the values described below are used:

- **Contribution Area:** The contribution area to which the employee's job location tax area is mapped.
- **Contribution Base Calc Method:** The Base Calculation Method that is set on either the PHF/SI Setup CHN - Employer and Employee Setup page for country, or the Company PHF/SI Setup CHN - Employer and Employee Setup page for company. If both data is set up for both country and company, then the company data is the default data for all qualified employees.
- **Base:** The value entered in the Fixed Base Amount field on either the PHF/SI Setup CHN - Employer and Employee Setup page for country, or the Company PHF/SI Setup CHN - Employer and Employee Setup page for company.

---

**Note:** The Fixed Base Amount field appears on the Employer and Employee Setup page only when the Base Calculation Method field is set to 4 (Fixed Amount).

---

- **Amount Value:** The monetary amount, based on the employee's salary and other factors, that is calculated by each payroll for the contribution type for this employee. If you want instead to always pay the employee the same amount for this contribution type, enter that amount here.

**Use Probation Processing**

Select this check box to allow probation processing for this employee.

With the check box selected, the system accrues the PHF/SI deduction amount to the CN AC PHFSI PROBN accumulator and sets the deduction amount to zero during a payee's probation period.

When the probation period expires, the system adds the amount in the CN AC PHFSI PROBN accumulator to the current period deduction amount and does not accrue further amounts to the

accumulator. The system stores the accumulator for a maximum of 12 months after the employee's last hire date.

---

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

---

**Deduct in Term/Xfr period (Deduct in Term or Transfer period)**

Select this check box to resolve deductions with an Account Status value of *Closed* or *Transfer Out*. This enables you to resolve PHF/SI contribution deductions during a termination or transfer out period.

---

## Understanding Public Housing Fund and Social Insurance Reports

PeopleSoft Global Payroll for China delivers three PHF/SI reports:

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

Because no particular legal format is provided by the local PHF/SI Management centers for PHF/SI reporting nor any provision for data being delivered in a magnetic format, PeopleSoft Global Payroll for China provides general formats for PHF/SI reports for the reporting authorities. Companies can use these reports to help complete the preprinted report formats supplied by the local PHF/SI management centers.

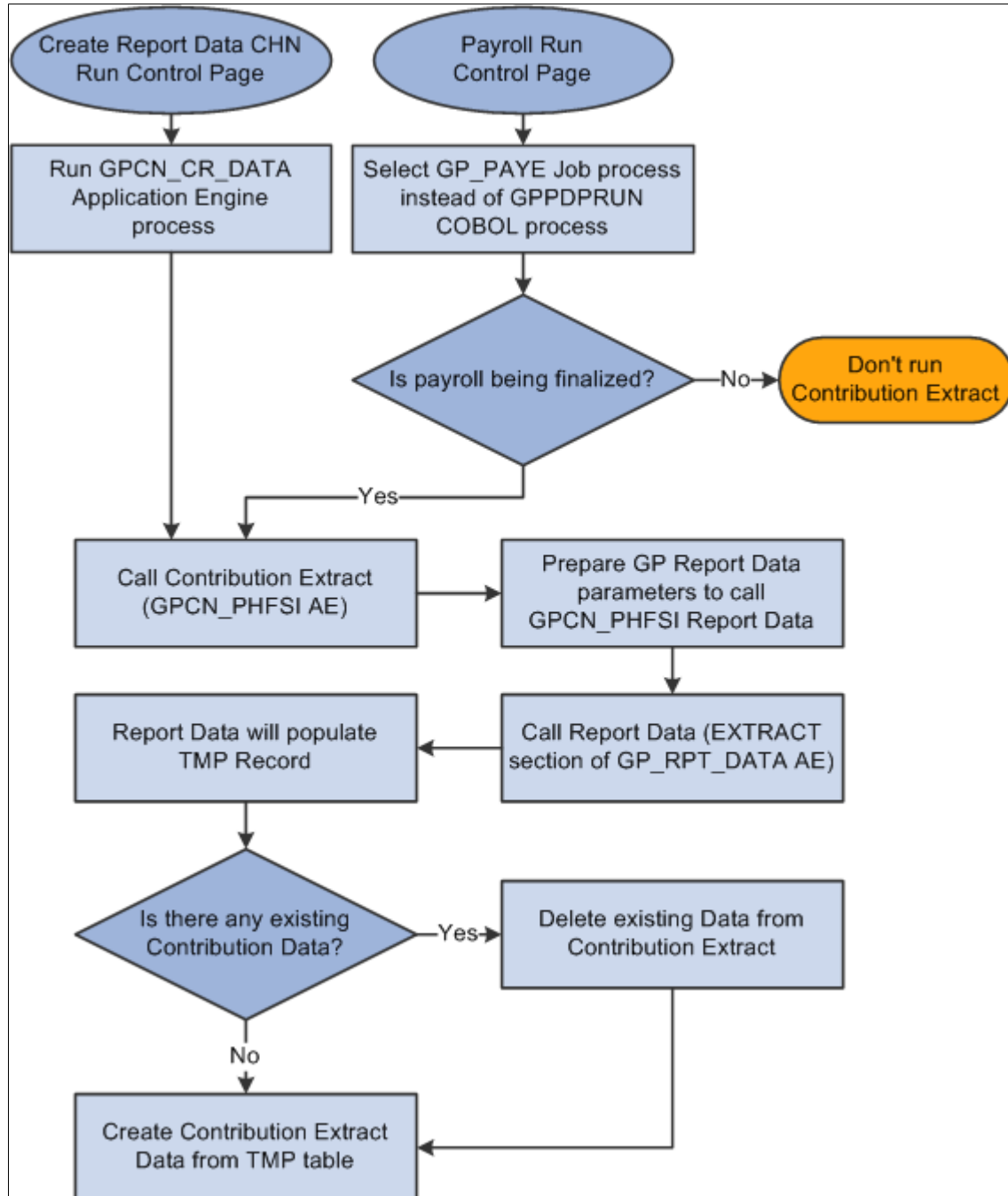
The system extracts data for these reports during payroll finalization using the Report Data feature. It produces the reports in both PDF and CSV file formats.

## Process Flow

This diagram illustrates the flow of the PHF/SI report data extract process:

### Image: PHF/SI report data extract process flow

This diagram illustrates the flow of the PHF/SI report data extract process.



## Probation Processing and Eligibility Reporting

In cases where the Use Probation Processing check box is selected for a PHF/SI deduction, the system still generates the eligibility report based on the begin date of the PHF/SI deduction, not the actual month in which the PHF/SI deduction occurs at the end of the probation period.

## Related Links

[Setting Up Public Housing Fund and Social Insurance Data](#)

"Reviewing Delivered Setup Data in the Global Payroll Database (*PeopleSoft HCM 9.2: Global Payroll*)"

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## Generating Public Housing Fund and Social Insurance Reports

This topic discusses how to:

- Create PHF/SI report data.
- Create PHF/SI reports.

## Pages Used to Generate Public Housing Fund and Social Insurance Reports

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

## Create Reporting Data CHN Page

Use the Create Reporting Data CHN page (GPCN\_CR\_RPT\_DTA\_RC) to generate report data for finalized payrolls.

### Navigation

Global Payroll & Absence Mgmt, Authority Correspondence, Create Reporting Data CHN, Create Reporting Data CHN

The Create Reporting Data CHN process calls the GPCN\_PHFSI Application Engine process, which generates PHF/SI report data for the selected calendar group. The process simultaneously calls the GPCN\_TAX Application Engine process, which generates tax report data for the selected calendar group.

---

**Note:** Instead of manually running the GPCN\_CR\_DATA process from this page to generate report data, you can select the GP\_PAYE Job process instead of the GPPDPRUN COBOL process when you finalize a calendar group. This is similar to the way that GPCN\_CR\_DATA, GP\_PAYE calls both GPCN\_TAX and GPCN\_PHFSI.

---

## Related Links

[Create Reporting Data CHN Page](#)

## PHF/SI Reports CHN Page

Use the PHF/SI Reports CHN page (GPCN\_PHFSI\_DATA\_RC) to generate the Annual Base Report, Monthly Contribution Report, and Eligibility Report.

### Navigation

Global Payroll & Absence Mgmt, Social Security / Insurance, PHF/SI Reports CHN, PHF/SI Reports CHN

### Image: PHF/SI Reports CHN page

This example illustrates the fields and controls on the PHF/SI Reports CHN run control page.

**PHF/SI Reports CHN**

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

Language English ▼

**Report Parameter**

'Report Type Monthly Contribution Report ▼

'Year 2013

'Month 01 - January ▼

'Contribution Area BEIJING 🔍

Pay Entity K6CHNBI 🔍

Contribution Type MEDICAL 🔍

'Organization Code

'Organization Category Juridical Association ▼

Begin Date 01/01/2013

End Date 01/31/2013

**Sort Order**

Sort Key 1 Employee Name ▼    Sort Key 2 Not Applicable ▼

Sort Key 3 Not Applicable ▼

### Report Type

Select which report to generate. Values are:

- *Annual Base Report*
- *Eligibility Report*
- *Monthly Contribution Report*

### Year and Month

Enter the year and month for which you are generating the report.

### Contribution Area

Enter the contribution area for which you are generating the report. Values are:

- *Beijing*
- *Shanghai*
- *Shenzhen*

- *Tianjin*

If you do not make a selection in the Contribution Type field, the process produces separate reports and CSV files for all available PHF/SI contributions.

### **Pay Entity**

Enter the pay entity for which you are generating the report. If you leave this field blank, the process produces a report for all pay entities in the reporting period.

### **Contribution Type**

Select the type of contribution for which you are generating the report. Values are:

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

### **Organization Code**

Enter your organization code.

### **Organization Category**

Select the organization category for which you are generating the report. This field appears only if you select *Monthly Contribution Report* in the Report Type field. Values are:

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

### **Filing Date**

Enter the date on which you are filing the report. This field appears only if you select *Eligibility Report* in the Report Type field.



**Sort Order**

Use the sort keys to sort your generated reports by *Employee Name*, *Employee Number*, and *PHF/SI Account Number*.



## Chapter 5

# Setting Up Earnings

## Understanding Earnings

This topic discusses:

- Delivered earnings.
- Delivered supporting elements.
- Process lists and sections.
- How to view delivered elements.

## Delivered Earnings

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

In this table, the first column combines the name and description of the delivered earnings. The other columns indicate the calculation rule components, such as unit, rate, percent, and amount, and the generation control for each earning. NA represents calculation rule components that are not applicable.

<b>Name/Descr</b>	<b>Unit</b>	<b>Rate</b>	<b>Percent</b>	<b>Amount</b>	<b>Generation Control</b>	<b>Pre-Process and Post-Process Formula</b>
MONTH SALARY Monthly Salary	NA	NA	NA	CN RC BASE SALARY (Rate Code - Amount)	CN GC ACTIVE	Post - CN FM REDUCE SALRY
13THMNTH PAY 13 <sup>th</sup> Month Pay	NA	NA	NA	CN FM RSLV 13MTH ( Formula - Monetary & Decimal)	CN GC 13TH MTH	NA
VAR BONUS Variable Bonus	NA	NA	NA	Payee Level	NA	NA
SPOUSE ALLOW Spouse Allowance	NA	NA	NA	CN BR SPOUSE ALW (Bracket - Numeric)	CN GC SPOUSE CHK	NA

<b>Name/Descr</b>	<b>Unit</b>	<b>Rate</b>	<b>Percent</b>	<b>Amount</b>	<b>Generation Control</b>	<b>Pre-Process and Post-Process Formula</b>
HOUSE ALLOW  House Allowance	NA	NA	NA	CN BR HOUSE ALW (Bracket - Numeric)	CN GC ACTIVE	NA
COMMISSION  Commission Payments	NA	NA	NA	Payee Level	CN GC ACTIVE	NA
TERM PAY  Termination Pay	NA	NA	NA	CN FM TERM PAY (Formula - Monetary & Decimal)	NA	NA
OVERTIME PAY  Weekday Overtime Pay	Payee Level	HOURLY RT ( System Element - Numeric)	150%	NA	NA	NA
OVERTIME 2.0  Weekend Overtime Pay	Payee Level	HOURLY RT ( System Element - Numeric)	200%	NA	NA	NA
OVERTIME 3.0  Public Holiday Overtime Pay	Payee Level	HOURLY RT ( System Element - Numeric)	300%	NA	NA	NA
SEVERANCE  Severance Pay	NA	NA	NA	CN FM SEV AVG PAY ( Formula - Monetary & Decimal)	NA	NA
RTO 13BASE  Retro for 13mth base sal accum	NA	NA	NA	Payee Level	CN GC ACTIVE	NA
RTO TOT DAYS  Retro 13mth pay - tot wrk days	NA	NA	NA	Payee Level	CN GC ACTIVE	NA
RTO WRK DAYS  Retro prd - no of work days	NA	NA	NA	Payee Level	CN GC ACTIVE	NA

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

---

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

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**Note:** Global Payroll for China also delivers absence-related earnings. These are discussed in a separate topic in this documentation.

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See [Understanding Absence Elements](#)

## Monthly Salary

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

- The CN GC ACTIVE generation control ensures that only payees with a Job status of *Active* receive the MONTH SALARY earning.
- The system determines the amount of MONTH SALARY based on the CN RC BASE SALARY rate code.
- The post processing formula CN FM REDUCE SALRY reduces MONTH SALARY by any leave taken during the period.
- The proration rule GP PRORATE WRK DAY prorates MONTH SALARY based on the number of days worked in the calendar period.

---

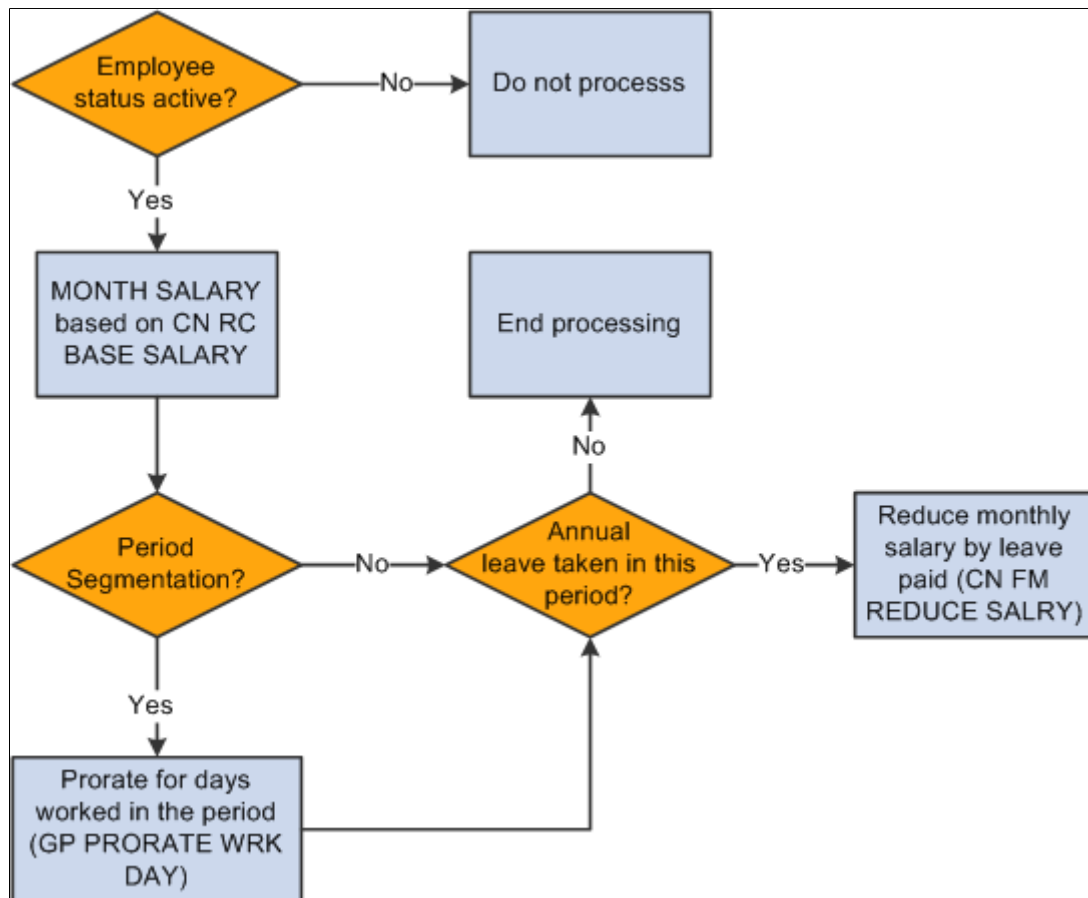
**Note:** Proration and rounding rules are set at the pay group level.

---

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

**Image: Process flow for MONTH SALARY earning**

This diagram illustrates the process flow for the MONTH SALARY earning.



## Overtime Pay

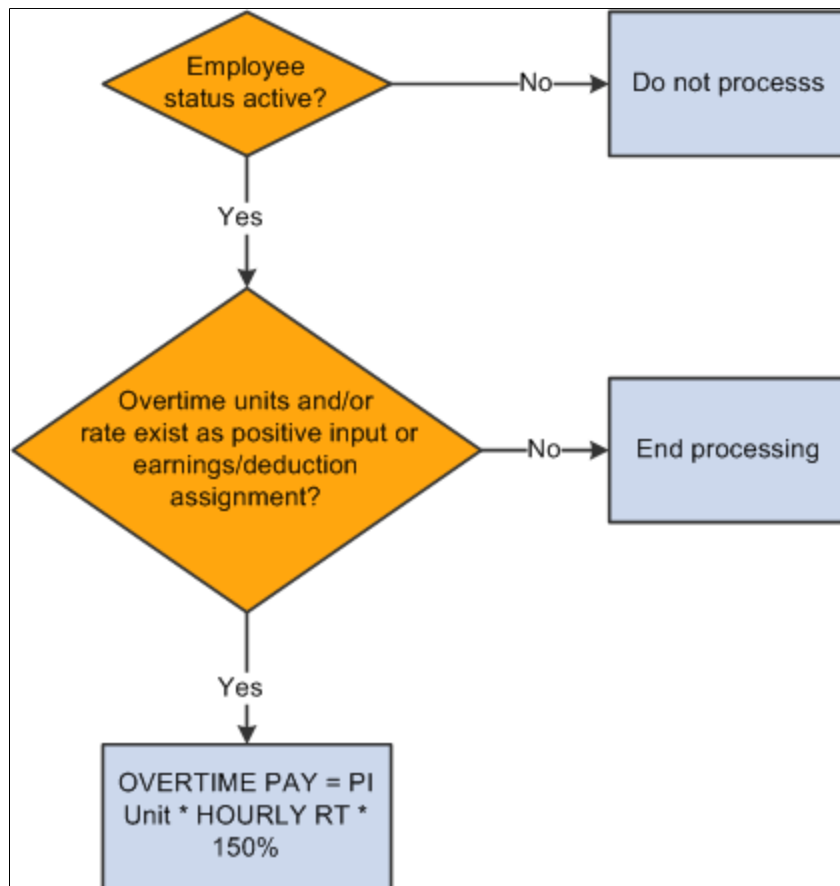
Global Payroll for China delivers the OVERTIME PAY earning as an example of how to calculate overtime pay for your payees.

- The system calculates OVERTIME PAY using positive input units \* HOURLY RT \* 150%.
- No proration is required because the assumption is that OVERTIME PAY will be entered through positive input.

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

**Image: Process flow for OVERTIME PAY earning**

This diagram illustrates the process flow for the OVERTIME PAY earning.



### Variable Bonus

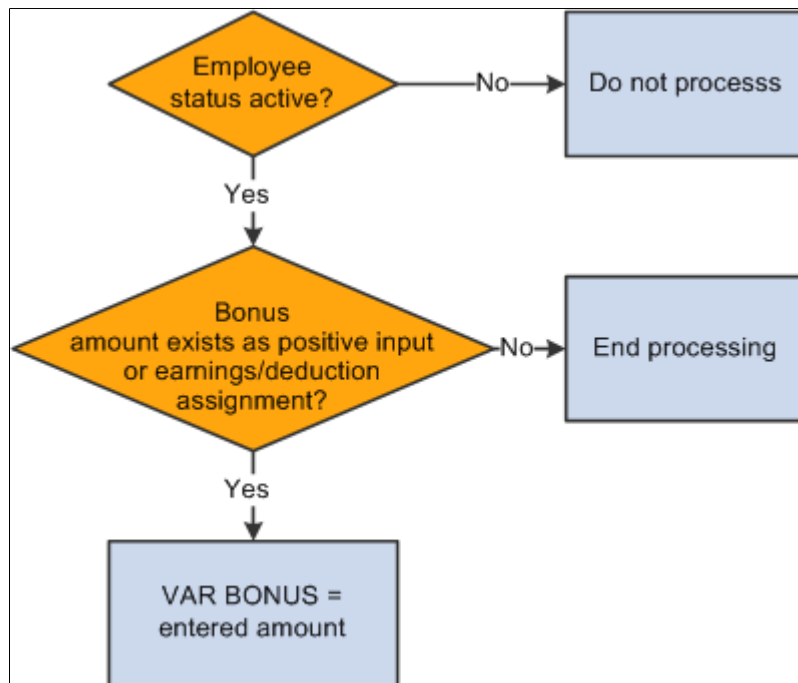
Global Payroll for China delivers the VAR BONUS earning as an example of how to enter variable bonus pay for your payees.

- VAR BONUS is a fixed amount earning entered through positive input.
- No proration is associated with VAR BONUS.

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

**Image: Process flow for VAR BONUS earning**

This diagram illustrates the process flow for the VAR BONUS earning.



### 13th Month Pay

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

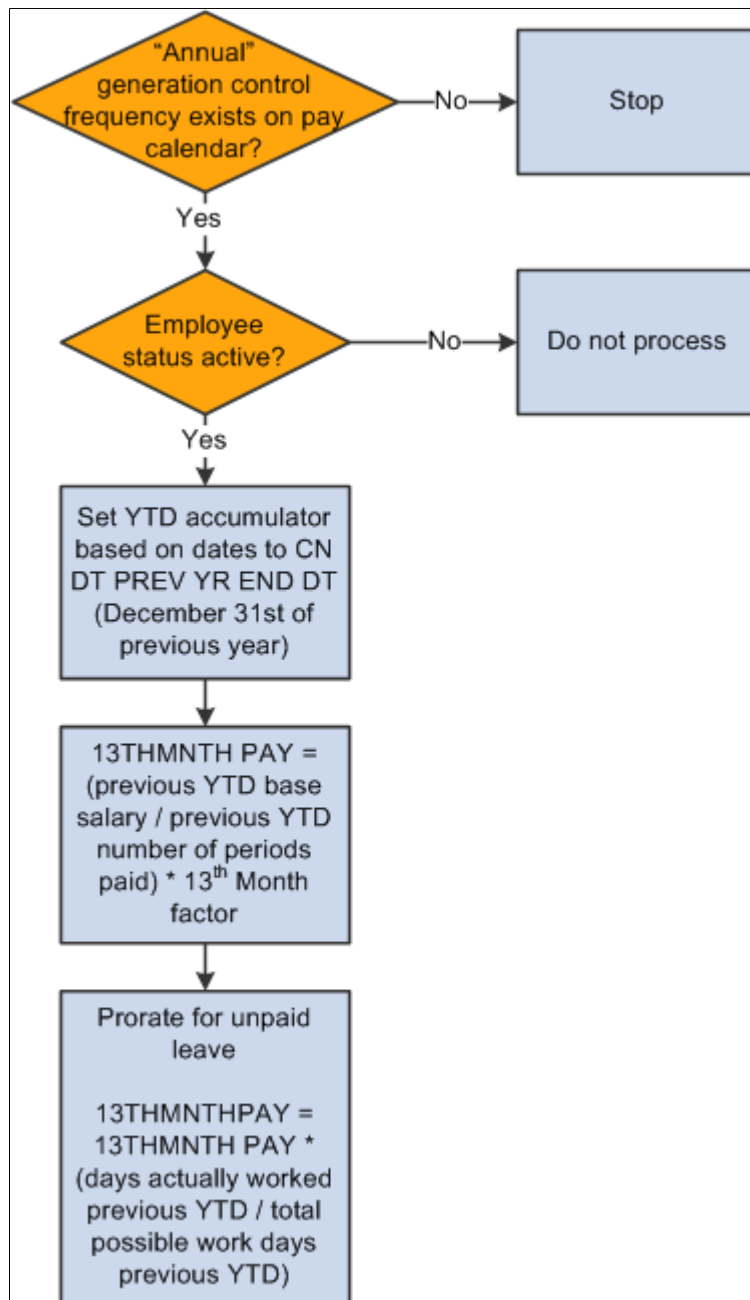
- The system pays 13THMNTH PAY annually based on the previous 12 months' earnings.
- The system calculates 13THMNTH PAY using a payee's base monthly salary only (annual salary/12, prorated for days worked during the month), not the actual MONTH SALARY earning. It also does not include any allowances or deductions in the calculation of 13THMNTH PAY.
- For payees hired between the 1<sup>st</sup> and 15<sup>th</sup> of a month in the calculation year, 100% of their base monthly salary for the hire month and subsequent months contributes to 13THMNTH PAY. For payees hired after the 15<sup>th</sup> of a month, 50% of the base monthly salary for the hire month and 100% of the base monthly salary for subsequent months contribute to 13THMNTH PAY.
- The system prorates 13THMNTH PAY for unpaid vacation leave taken during the year, that is, leave days exceeding the annual leave entitlement.



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

**Image: Process flow for 13THMNTH PAY earning**

This diagram illustrates the process flow for the 13THMNTH PAY earning.



## House Allowance

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

- The system calculates the HOUSE ALLOW earning based on the CN BR HOUSE ALW bracket, which associates house allowances with annual rates of pay.
- The system prorates HOUSE ALLOW for calendar periods using GP PRORATE WRK DAY.

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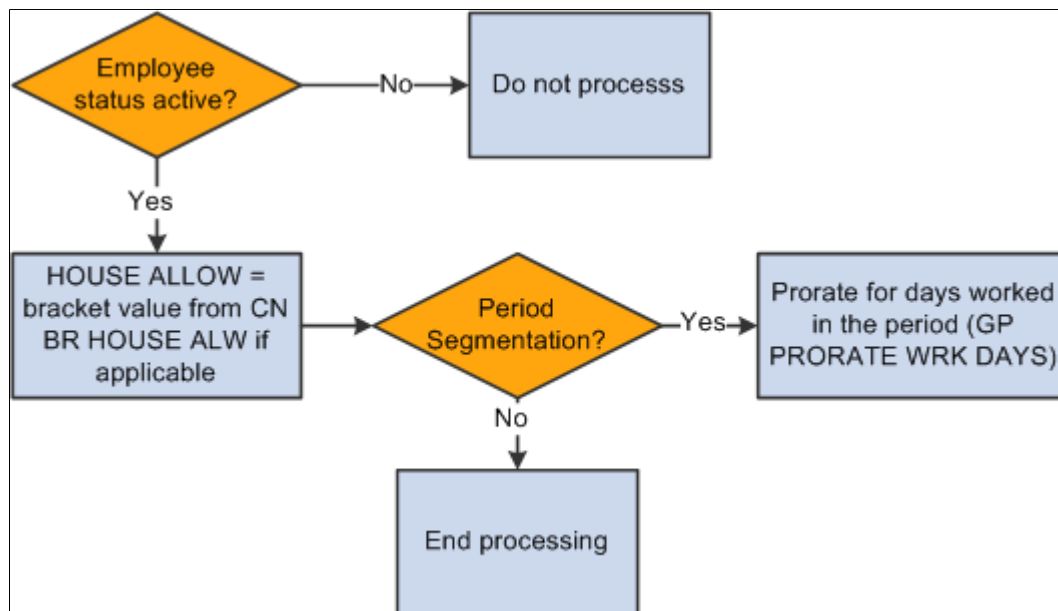
**Note:** Proration and rounding rules are set at the pay group level.

---

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

**Image: Process flow for HOUSE ALLOW earning**

This diagram illustrates the process flow for the HOUSE ALLOW earning.



## Spouse Allowance

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

- The generation control CN GC SPOUSE CHK determines whether payees are eligible for the SPOUSE ALLOW earning based on their marital status and employee type. Only married expatriate payees receive the SPOUSE ALLOW earning.
- The system calculates the SPOUSE ALLOW earning based on the CN BR SPOUSE ALW bracket, which associates spouse allowances with employee type and annual rate of pay.
- The system prorates SPOUSE ALLOW for calendar periods using GP PRORATE WRK DAY.

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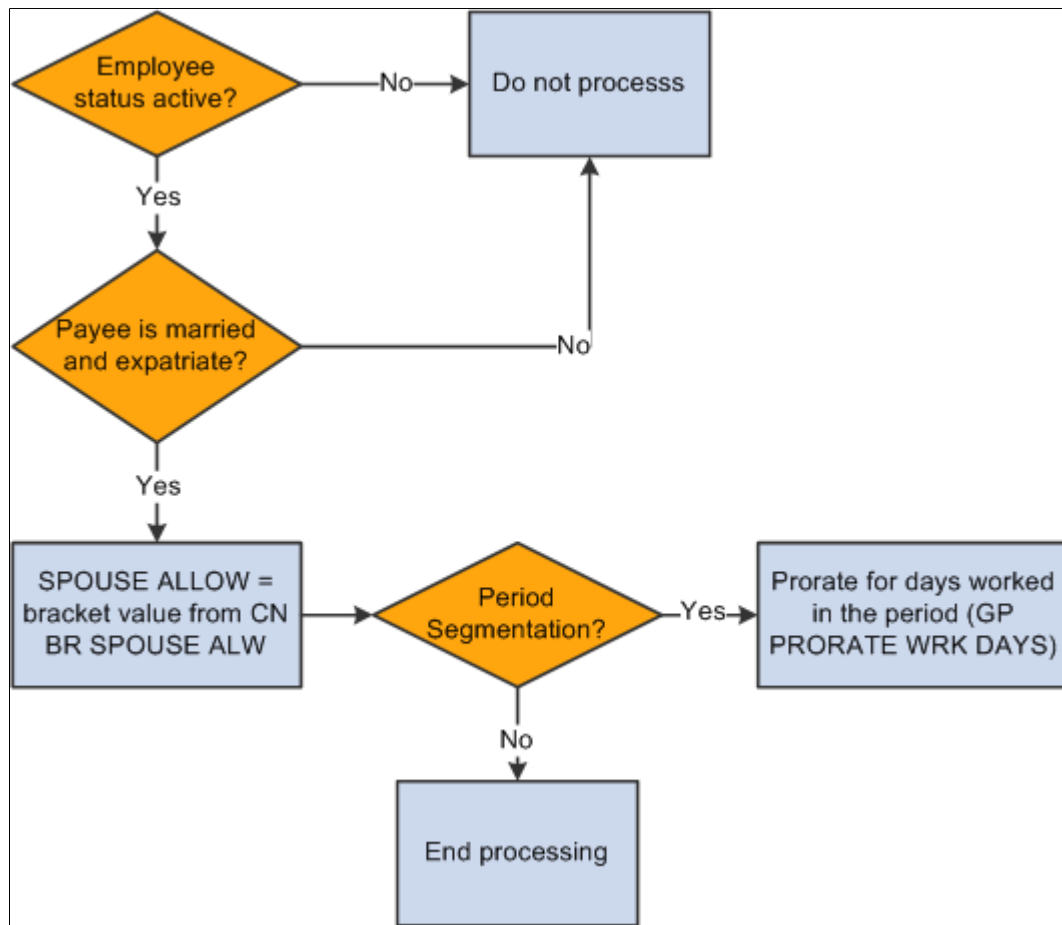
**Note:** Proration and rounding rules are set at the pay group level.

---

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

**Image: Process flow for SPOUSE ALLOW earning**

This diagram illustrates the process flow for the SPOUSE ALLOW earning.



## Commission

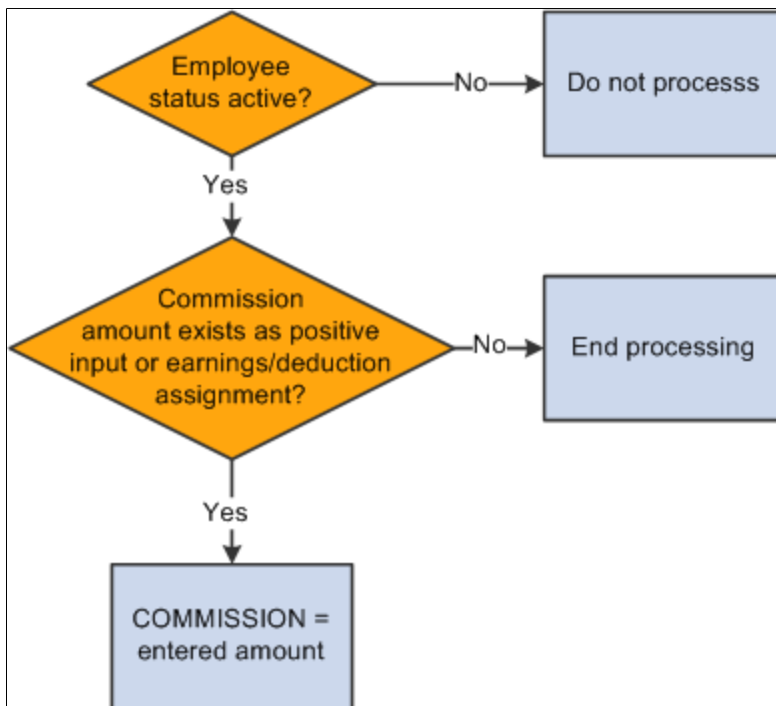
Global Payroll for China delivers the COMMISSION earning as an example of how to enter commission pay for your payees.

- COMMISSION is a fixed amount earning entered through positive input.
- No proration is associated with COMMISSION.

This diagram illustrates the process flow for the COMMISSION earning:

**Image: Process flow for COMMISSION earning**

This diagram illustrates the process flow for the COMMISSION earning.



## Retro Earnings

Global Payroll for China delivers six retro earnings:

- RTO 13BASE
- RTO TOT DAYS
- RTO WRK DAYS
- RTO EARNINGS
- RTO VAC PD
- RTO VAC UNP

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

## Delivered Supporting Elements

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

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

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

## Process Lists and Sections

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

The CN SE EARNINGS and CN SE TERMINATION sections are included in the CN PR PAYROLL process list.

## Viewing Delivered Elements

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

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

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## Modifying Delivered Earnings Elements

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

### Modifying 13THMNTH PAY Earnings

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

### Modifying TAXABLE SP PAYMENT

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

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**Note:** If you use the delivered 13THMNTH PAY earning for 13th month pay, and if you leave this earning in the TAXABLE SP PAYMENT accumulator, then 13th month pay is taxed as an annual bonus. If 13th month pay is to be taxed as salary rather than as an annual bonus, you must modify the delivered setup so that you have a 13th month pay earning that is part of the TAXABLE NORMAL SAL accumulator and not part of the TAXABLE SP PAYMENT accumulator. Specifically, if you continue to use the delivered 13THMNTH PAY earning for 13th month pay, you must modify the accumulator definitions. Alternatively, you can use a different earning; the delivered VAR BONUS earning is suitable for this purpose, or you can create a new earning.

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## Creating New Earnings

This topic discusses:

- The accumulator structure of earnings.
- How to configure earnings/deduction assignments and override components.

## Understanding the Accumulator Structure of Earnings

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

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

### Accumulator Structure of Earnings

This table describes the accumulator structure of earnings:

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



<b>Accumulator Name</b>	<b>Description</b>	<b>Contributing Earnings</b>
TAXABLE SEVERANCE	Taxable severance pay	SEVERANCE
CN AC ROLLAVG SAL	Rolling average monthly salary for severance	VACATION PD (not China-specific) MONTH SALARY 13THMNTH PAY VAR BONUS SPOUSE ALLOW HOUSE ALLOW COMMISSION OVERTIME PAY RTO EARNINGS RTO VAC PD
CN AC 13BASE YTD	13th Month salary base YTD	RTO 13BASE
CN AC TOT DAYS YTD	13th Month total work days YTD	RTO TOT DAYS
CN AC DAYS WKD YTD	13th Month days worked YTD	RTO WRK DAYS

## Understanding How to Configure Earnings/Deduction Assignments and Override Components

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

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

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### Related Links

"Understanding Element Override Configurations (*PeopleSoft HCM 9.2: Global Payroll*)"



## Chapter 6

# Setting Up Deductions

## Understanding Deductions

This topic discusses:

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

## Delivered Deductions

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

In this table, the first column combines the name and description of the delivered deductions. The other columns indicate the calculation rule components, such as base, percent and amount, the generation control, and the pre-process and post-process formulas for each deduction. NA indicates that a calculation rule component is not applicable.

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

<b>Name/Descr.</b>	<b>Base</b>	<b>Percent</b>	<b>Amount</b>	<b>Generation Control</b>	<b>Pre-Process and Post-Process Formula</b>
MEDICAL_EE Medical for Employee	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)	NA	CN GC CONT	Pre - CN FM CONT  Post - CN FM ROUNDING
MEDICAL_ER Medical for Employer	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)	NA	CN GC CONT ER	Post - CN FM ROUNDING ER
IND_INJ_EE Industry Injury Employee	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)	NA	CN GC CONT	Pre - CN FM CONT  Post - CN FM ROUNDING
IND_INJ_ER Industry Injury Employer	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)	NA	CN GC CONT ER	Post - CN FM ROUNDING ER
UNEMPL_EE Unemployment for Employee	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)	NA	CN GC CONT	Pre - CN FM CONT  Post - CN FM ROUNDING
UNEMPL_ER Unemployment for Employer	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)	NA	CN GC CONT ER	Post - CN FM ROUNDING ER
NORM TAX Normal Income Tax Deduction	NA	NA	CN FM CALC NORM TX (Formula - Monetary & Decimal)	NA	NA
DONATION Donation	NA	NA	Payee Level	NA	NA
TERM DED Pynt in Lieu of Notice by EE	NA	NA	CN FM TERM DED (Formula - Monetary & Decimal)	NA	NA
ANN BON TAX Annual Bonus Tax	NA	NA	CN FM CALC SP TAX (Formula - Monetary & Decimal)	NA	NA

<b>Name/Descr.</b>	<b>Base</b>	<b>Percent</b>	<b>Amount</b>	<b>Generation Control</b>	<b>Pre-Process and Post-Process Formula</b>
SEVERANCE TX Severance Tax	NA	NA	CN FM CALC SEV TAX (Formula - Monetary & Decimal)	NA	NA
RTO DONATION Retro Donation	NA	NA	Payee Level	NA	NA
HOUSE VOL_EE Voluntary PHF for EE	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)	NA	CN GC CONT	Pre - CN FM CONT  Post - CN FM ROUNDING
HOUSE VOL_ER Voluntary PHF for ER	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)	NA	CN GC CONT ER	Post - CN FM ROUNDING ER
RTO NORM TAX Retro Normal Tax	NA	NA	Payee Level	NA	NA
MATERNITY_EE Maternity Insurance for EE	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)	NA	CN GC CONT	Pre - CN FM CONT  Post - CN FM ROUNDING
MATERNITY_ER Maternity Insurance for ER	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)	NA	CN GC CONT ER	Post - CN FM ROUNDING ER
SUP MED_EE Supplementary Medical for EE	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)	NA	CN GC CONT	Pre - CN FM CONT  Post - CN FM ROUNDING
SUP MED_ER Supplementary Medical for ER	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)	NA	CN GC CONT ER	Post - CN FM ROUNDING ER
RTO HOUSE_EE Retro Public Housing Fund ER	NA	NA	Payee Level	NA	NA
RTO HOUSE_ER Retro Public Housing Fund EE	NA	NA	Payee Level	NA	NA

<b>Name/Descr.</b>	<b>Base</b>	<b>Percent</b>	<b>Amount</b>	<b>Generation Control</b>	<b>Pre-Process and Post-Process Formula</b>
RTO PENS_N_EE Retro Pension for Employee	NA	NA	Payee Level	NA	NA
RTO PENS_N_ER Retro Pension for Employer	NA	NA	Payee Level	NA	NA
RTO MED_EE Retro Medical for Employee	NA	NA	Payee Level	NA	NA
RTO MED_ER Retro Medical for Employer	NA	NA	Payee Level	NA	NA
RTO INJRY_EE Retro Industry Injury Employee	NA	NA	Payee Level	NA	NA
RTO INJRY_ER Retro Industry Injury Employer	NA	NA	Payee Level	NA	NA
RTO UNEMP_EE Retro Unemployment for EE	NA	NA	Payee Level	NA	NA
RTO UNEMP_ER Retro Unemployment for ER	NA	NA	Payee Level	NA	NA
RTO HS_VL_EE Retro Voluntary PHF for EE	NA	NA	Payee Level	NA	NA
RTO HS_VL_ER Retro Voluntary PHF for ER	NA	NA	Payee Level	NA	NA
RTO MATER_EE Retro Maternity Insurance EE	NA	NA	Payee Level	NA	NA

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

## Public Housing Fund and Social Insurance Deductions

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

- HOUSE\_EE
- HOUSE\_ER
- PENSION\_EE
- PENSION\_ER
- MEDICAL\_EE
- MEDICAL\_ER
- IND\_INJ\_EE
- IND\_INJ\_ER
- UNEMPL\_EE
- UNEMPL\_ER
- HOUSE VOL\_EE
- HOUSE VOL\_ER
- MATERNITY\_EE
- MATERNITY\_ER
- SUP MED\_EE
- SUP MED\_ER
- LAMI\_EE
- LAMI\_ER

For information about PHF/SI deduction calculation, registration, and assignment, see [Setting Up Public Housing Fund and Social Insurance Data](#).

## Tax Deductions

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

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



For information about tax deduction calculation, registration, and supporting element overrides, see [Understanding Tax Processing](#).

## Termination Deduction

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

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

See [Understanding Terminations](#).

## Retro Deductions

Global Payroll for China delivers 18 retro earnings:

- RTO DONATION
- RTO NORM TAX
- RTO INTN TAX
- RTO HOUSE\_EE
- RTO HOUSE\_ER
- RTO PENSN\_EE
- RTO PENSN\_ER
- RTO MED\_EE
- RTO MED\_ER
- RTO INJRY\_EE
- RTO INJRY\_ER
- RTO UNEMP\_EE
- RTO UNEMP\_ER
- RTO HS\_VL\_EE
- RTO HS\_VL\_ER
- RTO MATER\_EE
- RTO MATER\_ER
- RTO SUPMD\_EE
- RTO SUPMD\_ER
- RTO LAMI\_EE

- RTO LAMI\_ER

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

## Delivered Supporting Elements

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

<i><b>Element Type</b></i>	<i><b>Element Name</b></i>	<i><b>Used By</b></i>	<i><b>Function</b></i>
Accumulators	CN AC PHFSI PROB	HOUSE_EE HOUSE_ER PENSION_EE PENSION_ER MEDICAL_EE MEDICAL_ER IND_INJ_EE IND_INJ_ER UNEMPL_EE UNEMPL_ER HOUSE_VOL_EE HOUSE_VOL_ER MATERNITY_EE MATERNITY_ER SUP_MED_EE SUP_MED_ER LAMI_EE LAMI_ER	Accrues PHF/SI contributions during a payee's probation. It is updated by the CN FM ROUNDING formula.

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

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

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

<b>Element Type</b>	<b>Element Name</b>	<b>Used By</b>	<b>Function</b>
	CN FM CONT LIMIT	HOUSE_EE HOUSE_ER PENSION_EE PENSION_ER MEDICAL_EE MEDICAL_ER IND_INJ_EE IND_INJ_ER UNEMPL_EE UNEMPL_ER HOUSE VOL_EE HOUSE VOL_ER MATERNITY_EE MATERNITY_ER SUP MED_EE SUP MED_ER LAMI_EE LAMI_ER	Calls which can return a contribution limit. If a contribution exceeds or falls below the limit for a payee, the system generates a payee warning message.
	CN FM CALC TAX	NORM TAX ANN BON TAX SEVERANCE TX	Uses the bracket CN BR TAX RATE to obtain the tax rate and quick calculation deduction to calculate the amount to withhold on the payee's normal salary for one pay period in the current financial year.  Subtracts the tax reduction from the tax amount if a payee is eligible for disability reduction.
	CN FM CALC NORM TX	NORM TAX	Calculates normal tax from normal salary. Calls the CN FM DONATION formula if a donation exists for a payee.

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

## Process Lists and Sections

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

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

<b>Section</b>	<b>Elements in Section</b>
CN SE CONTRIBUTION	HOUSE_EE HOUSE_ER PENSION_EE PENSION_ER MEDICAL_EE MEDICAL_ER IND_INJ_EE IND_INJ_ER UNEMPL_EE UNEMPL_ER HOUSE VOL_EE HOUSE VOL_ER MATERNITY_EE MATERNITY_ER SUP MED_EE SUP MED_ER LAMI_EE LAMI_ER RTO HOUSE_EE RTO HOUSE_ER RTO PENSN_EE RTO PENSN_ER RTO MED_EE RTO MED_ER RTO INJRY_EE RTO INJRY_ER RTO UNEMP_EE RTO UNEMP_ER RTO HS_VL_EE RTO HS_VL_ER RTO MATER_EE RTO MATER_ER



<b>Section</b>	<b>Elements in Section</b>
	RTO SUPMD_EE RTO SUPMD_ER RTO LAMI_EE RTO LAMI_ER
CN SE TAX	NORM TAX ANN BON TAX SEVERANCE TX INTERN TAX
CN SE TERMINATION	TERM DED

## Viewing Delivered Elements

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

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

---

## Creating New Deductions

This topic discusses:

- The accumulator structure of deductions.
- How to configure deduction assignment and override components.
- User fields.

## Understanding the Accumulator Structure of Deductions

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

### Accumulator Structure of Deductions

This table describes the accumulator structure of deductions:

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

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

## Understanding How to Configure Deduction Assignment and Override Components

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

---

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

---

### Related Links

"Understanding Element Override Configurations (*PeopleSoft HCM 9.2: Global Payroll*)"

## Understanding User Fields

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

**Related Links**

"Understanding Multiple Resolutions (*PeopleSoft HCM 9.2: Global Payroll*)"

## Chapter 7

# Setting Up Tax Processing

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## Understanding Tax Processing

This topic discusses:

- Delivered tax elements.
- Tax calculation.

## Delivered Tax Elements

Global Payroll for China delivers five tax deductions:

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

These deductions along with the key supporting elements associated with them are discussed in [Understanding Deductions](#) and [Delivered Elements for China](#).

## Tax Calculation

This topic discusses:

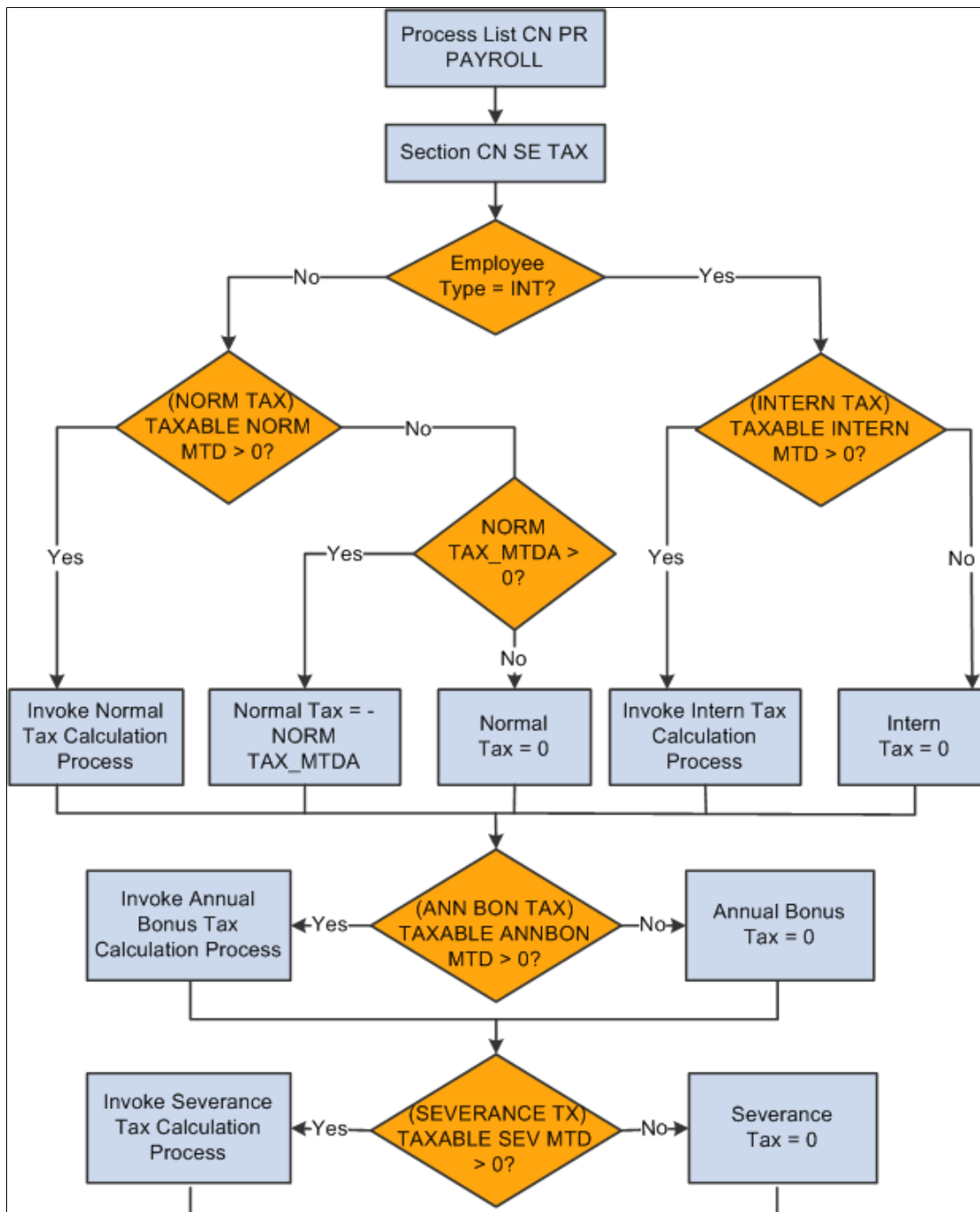
- Overall tax calculation process.
- Normal tax calculation.
- Annual bonus tax calculation.
- Severance tax calculation.
- Intern tax.

## Overall Tax Calculation Process

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

### Image: Overall tax calculation process

This diagram illustrates the flow of the overall tax calculation process.



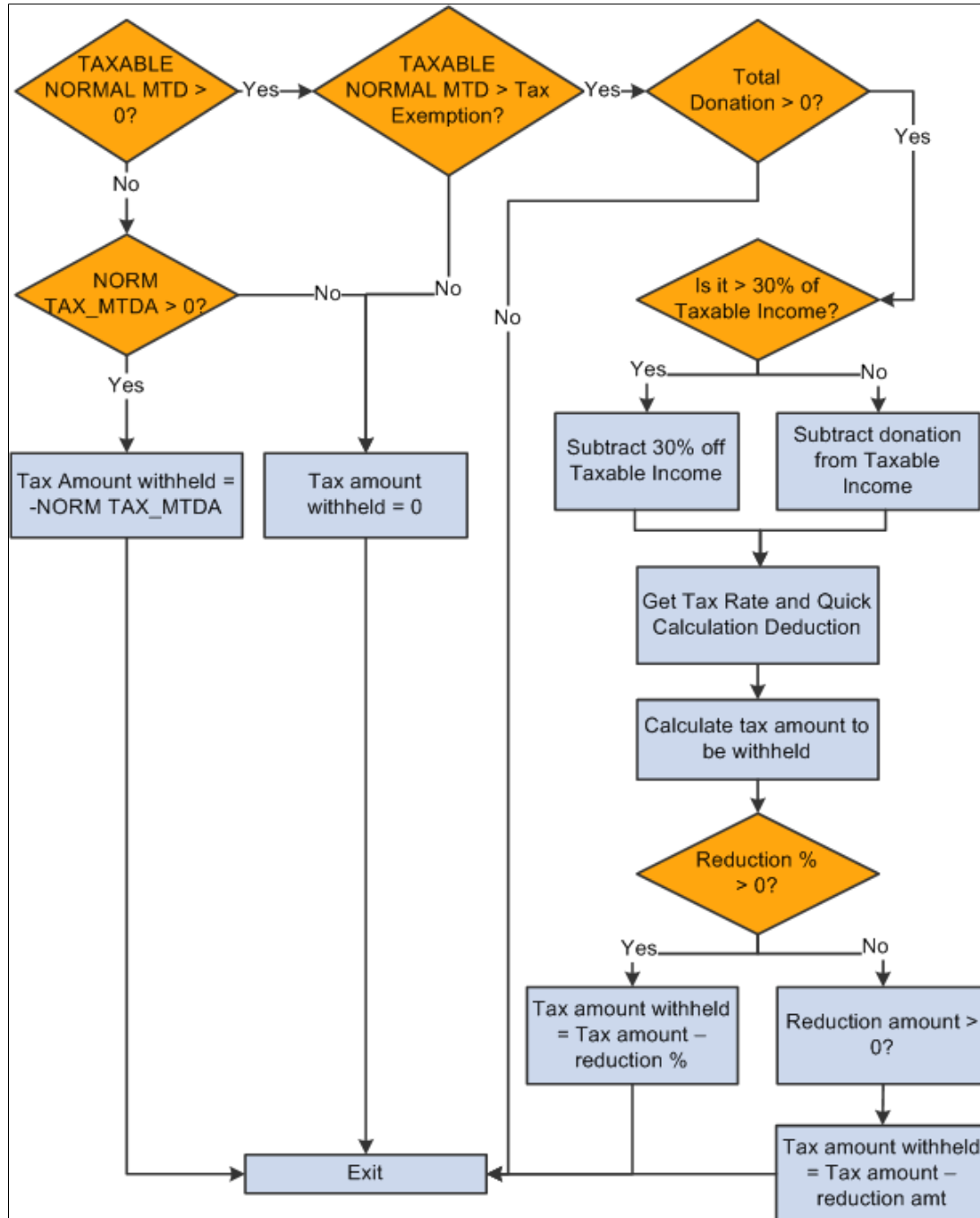
The tax section CN SE TAX calls each tax deduction sequentially to perform tax calculation: NORM TAX, ANN BON TAX, SEVERANCE TX, and INTERN TAX. It then calls a formula to insert tax values into the tax writable array CN WA TAX REPORT after each calculation.

## Normal Tax Calculation

This diagram illustrates the flow of normal tax calculation:

### Image: Normal tax calculation

This diagram illustrates the flow of normal tax calculation.



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

The formula CN FM CALC NORM TX:

1. Deducts tax exemption CN BR TX EXEMPTION from taxable normal salary TAXABLE NORMAL MTD to get taxable income.
2. Calls CN FM DONATION to subtract the tax-exempt portion of donation from step 1 if any donations exist.
  - a. If the total donation is greater than 30% of the taxable income from step 1, the 30% of taxable income becomes the tax-exemption portion and the system deducts it from the amount derived in step 1 to obtain the final taxable income, CN VR TAX INCOME.
  - b. If the total donation is less than 30% of the taxable income from step 1, the entire donation is tax exempted and the system deducts it from the amount derived in step 1 to get the final taxable income, CN VR TAX INCOME.
3. Calls formula CN FM CALC TAX.
  - a. References the tax table CN BR TAX RATE to obtain the tax rate and quick calculation deduction to derive the withholding amount for the payee's normal salary for one pay period in the current financial year.
  - b. Subtracts the reduction from the tax amount if the payee is eligible for disability reduction. If a payee override exists, the assumption is that it overrides an amount; otherwise, the formula uses the percent value retrieved from the CN BR TX EXEMPTION bracket.

Therefore, if an override exists, the tax withheld equals the tax amount from step 3a minus the override amount. If the tax withheld is less than zero, the formula sets the tax to zero. If no override exists, the formula subtracts the reduction percent from the tax withheld from step 3a.
4. Deducts any normal tax already paid.
5. If TAXABLE NORMAL MTD is less than tax exemption and normal tax exists from earlier segments in the period, makes NORM TAX\_MTD negative to reverse calculated amount. Otherwise, sets NORM TAX\_MTD to 0.

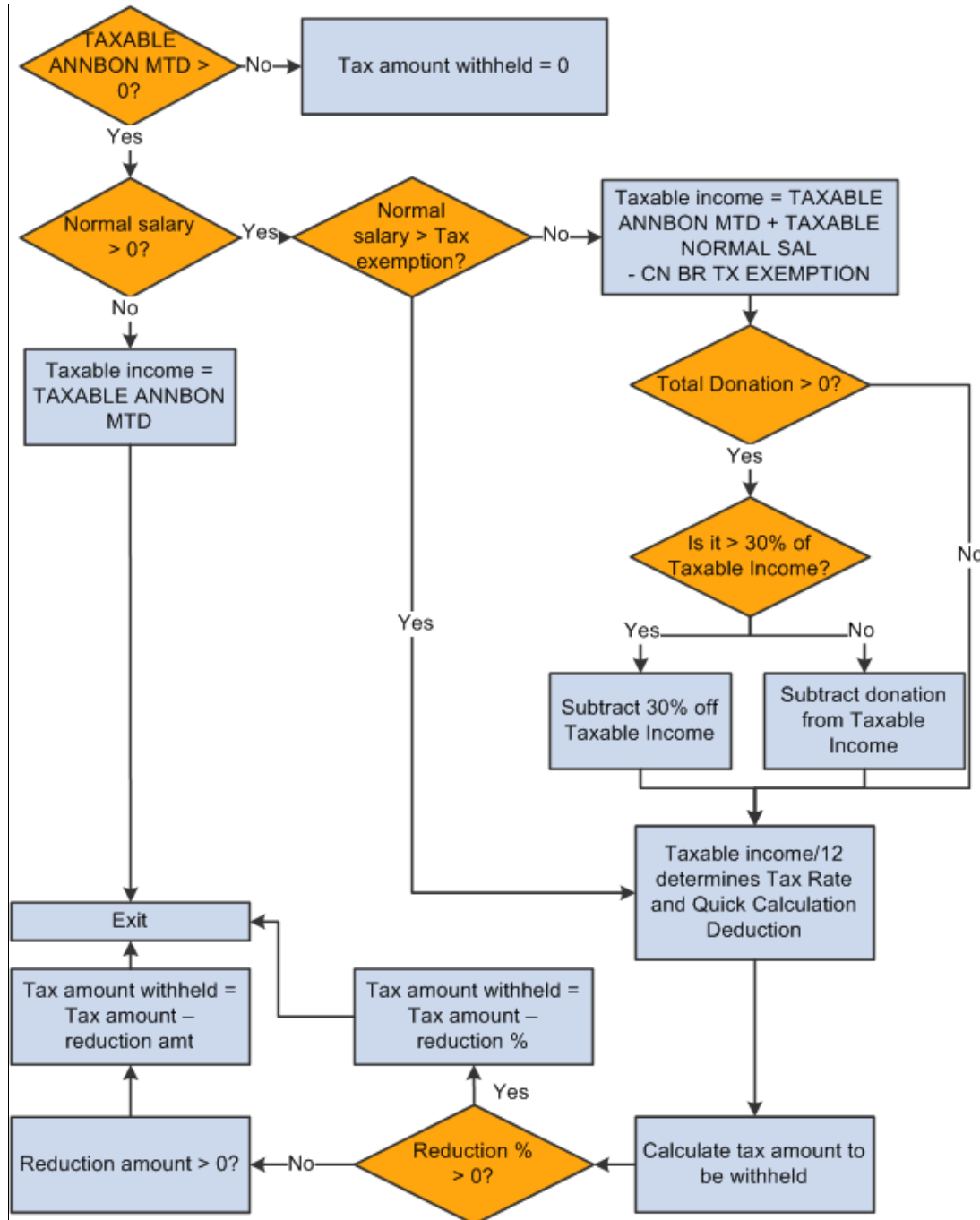


## Annual Bonus Tax Calculation

This diagram illustrates the flow of annual bonus tax calculation:

### Image: Annual bonus tax calculation

This diagram illustrates the flow of annual bonus tax calculation.



The ANN BONUS TAX deduction invokes the formula CN FM CALC SP TAX, which derives the annual bonus tax based on calculated annual bonus. If any unused tax exempted amount exists when the normal salary is lower than the tax exemption, the system subtracts it from taxable income. It calls formula CN FM DONATION to deduct the tax-exempt portion of donations from the taxable income if

normal tax was not calculated because normal salary is lower than the tax-exempt amount. CN FM CALC SP TAX then calls formula CN FM CALC TAX to calculate tax.

The formula CN FM CALC SP TAX:

1. Calculates the taxable income by subtracting the unused portion of tax exemption if normal salary exists and no normal tax was calculated. In this case, taxable income = TAXABLE ANNBON MTD + TAXABLE NORMAL SAL – CN BR TX EXEMPTION. This taxable income is divided by 12 to find the tax rate and quick calculation deduction.
2. If normal salary is greater than the tax exemption, then taxable income equals the annual bonus amount. In this case, taxable income = TAXABLE ANNBON MTD. This taxable income is divided by 12 to find the tax rate and quick calculation deduction.
3. Calls formula CN FM CALC TAX.
  - a. References the tax table CN BR TAX RATE to obtain the tax rate and quick calculation deduction to derive the withholding amount for the payee's normal salary for one pay period in the current financial year.
  - b. Subtracts the reduction from the tax amount if the payee is eligible for disability reduction. If a payee override exists, the assumption is that it overrides an amount; otherwise, the formula uses the percent value retrieved from the CN BR TX EXEMPTION bracket.

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

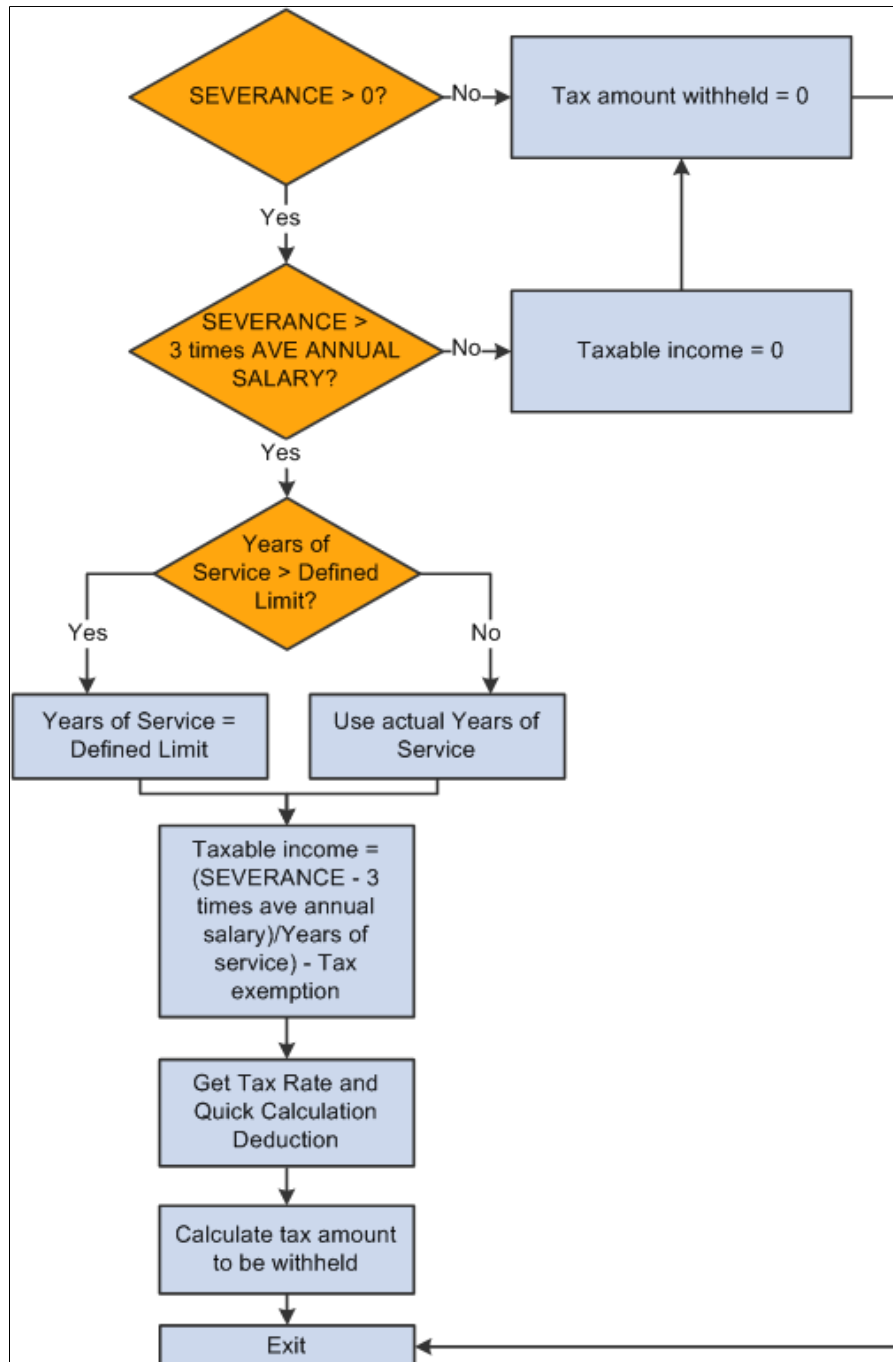
4. Subtracts any annual bonus tax already calculated in the month.

## Severance Tax Calculation

This diagram illustrates the flow of severance tax calculation:

### Image: Severance tax calculation

This diagram illustrates the flow of severance tax calculation.



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

The formula CN FM CALC SEV TAX:

1. Calculates taxable income.
  - a. If severance pay is below 3 times the city average annual salary, the system exempts it from tax. In this case, taxable income = 0.
  - b. If severance pay is 3 times higher than last year's city average annual salary, the system calculates tax based on the amount above 3 times the city average annual salary of last year by allocating the amount into the number of months equivalent to total years of service for the current employer. If years of service is more than the defined limit, the formula caps the value at that limit. In this case, taxable income = severance pay – 3 times city average annual salary ÷ years of service.

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

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2. Calls formula CN FM CALC TAX.
  - a. References the tax table CN BR TAX RATE to obtain the tax rate and quick calculation deduction to derive the withholding amount for the payee's normal salary for one pay period in the current financial year.
  - b. Subtracts the reduction from the tax amount if the payee is eligible for disability reduction. If a payee override exists, the assumption is that it overrides an amount; otherwise, the formula uses the percent value retrieved from the CN BR TX EXEMPTION bracket.

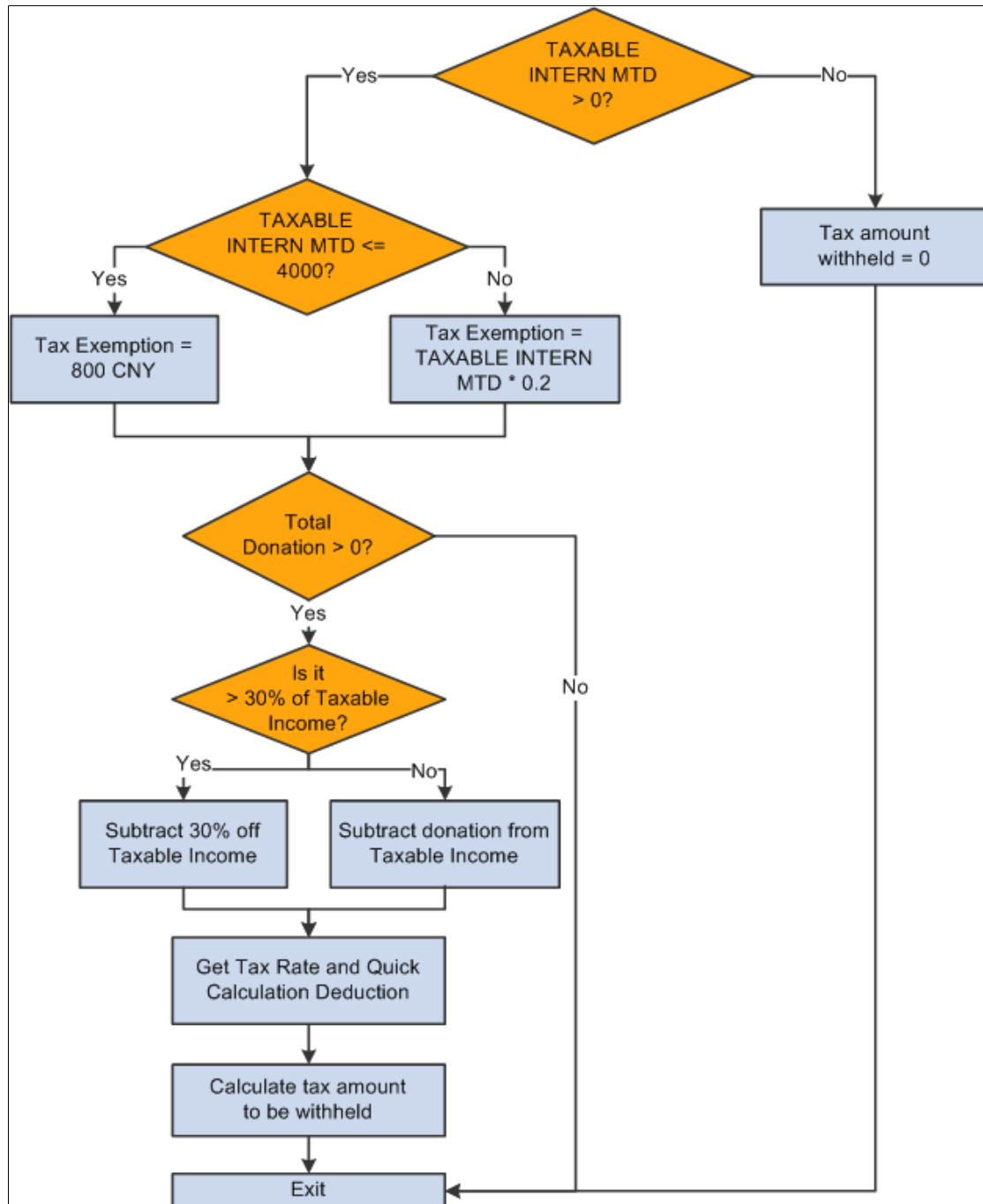
Therefore, if an override exists, the tax withheld equals the tax amount from step 2a minus the override amount. If the tax withheld is less than zero, the formula sets the tax to zero. If no override exists, the formula subtracts the reduction percent from the tax withheld from step 2a.
3. Multiplies calculated tax by the years of service to calculate the final amount of tax withheld.
4. Subtracts any severance tax already calculated in the month.

## Intern Tax

This diagram illustrates the flow of intern tax calculation:

### Image: Intern tax calculation

This diagram illustrates the flow of intern tax calculation.



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

The formula CN FM CALC INTN TX:

1. Calculates taxable income (CN VR TAX INCOME).
  - a. If TAXABLE INTERN MTD is less than or equal to 4,000 CNY, then CN VR TAX INCOME = TAXABLE NORMAL MTD – CN VR EXMPT AMT.
  - b. If TAXABLE INTERN MTD is greater than 4,000 CNY, then CN VR TAX INCOME = TAXABLE NORMAL MTD – (TAXABLE NORMAL MTD \* CN VR EXMPT PCT).
2. Calls CN FM DONATION to subtract the tax-exempt portion of donation from step 1 if any donations exist.
  - a. If the total donation is greater than 30% of the taxable income from step 1, the 30% of taxable income becomes the tax-exemption portion and the system deducts it from the amount derived in step 1 to obtain the final taxable income, CN VR TAX INCOME.
  - b. If the total donation is less than 30% of the taxable income from step 1, the entire donation is tax exempted and the system deducts it from the amount derived in step 1 to get the final taxable income, CN VR TAX INCOME.
3. References the tax table CN BR TAX RT INTN to obtain the tax rate and quick calculation deduction to derive the withholding amount for the payee's intern salary for one pay period in the current financial year.
4. Calls the formula CN FM TX REDUCTION if the employee is disabled.
5. Deducts any intern tax already paid.

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## Defining Tax Registration

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

### Page Used to Define Tax Registration for Pay Entities

<i><b>Page Name</b></i>	<i><b>Definition Name</b></i>	<i><b>Navigation</b></i>	<i><b>Usage</b></i>
Tax Registration CHN	GPCN_TAX_REG	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Tax Registration CHN	Define tax registration information for pay entities.

### Tax Registration CHN Page

Use the Tax Registration CHN page (GPCN\_TAX\_REG) to define tax registration information for pay entities.

## Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Tax Registration CHN

### Image: Tax Registration CHN page

This example illustrates the fields and controls on the Tax Registration CHN page.

### Tax Registration CHN

**Pay Entity** K6CHNBI China Business Institute

**Tax Registration** Find | View 1 First 1-4 of 4 Last

**\*Tax Area** BEIJING

**Registration Details** Find | View All First 1 of 1 Last

**\*Effective Date** 01/01/2006

**Registration Number** 11010876420170X

**Registration Authority** BEIJING NATIONAL REVENUE BUREAU OF HAIDIAN DISTRICT

**Registration Renewal Date** 07/18/2007

**\*Tax Area** SHANGHAI

**Registration Details** Find | View All First 1 of 1 Last

**\*Effective Date** 01/01/2006

**Registration Number** 31010476599481X

**Registration Authority** SHANGHAI NATIONAL REVENUE BUREAU OF XUJIAHUI DISTRICT

**Registration Renewal Date** 07/18/2007

**\*Tax Area** SHENZHEN

**Registration Details** Find | View All First 1 of 1 Last

**\*Effective Date** 01/01/2006

**Registration Number** 123456

**Registration Authority** SHENZHEN NATIONAL REVENUE BUREAU

**Registration Renewal Date** 07/18/2007

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

## Setting Up Payee Overrides for Tax Calculation

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

### Understanding Payee Overrides for Tax Calculation

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

- CN VR EE TYPE (Employee Type)
- CN VR TAX AREA (Tax Area)

#### Employee Type

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

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

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

This table lists the CN VR EE TYPE values that the system assigns based on the payee's citizenship, disability, and SQVR combination.

<b>Citizenship, Disability, and SOVR Combination</b>	<b>Resulting CN VR EE TYPE Value</b>
Citizenship Status: Citizen  Empl Class: Null  Disability Status: No  SOVR exists: No	LOC
Citizen Status: Expatriate  Empl Class: Null  Disability Status: No  SOVR exists: No	EXP



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

## Tax Area

The tax area, as defined by variable CN VR TAX AREA, is associated with the contribution area location. This assumes that a payee based in a specific location also makes social contributions to this location and pays tax to this location's tax office.

If the default tax area in the CN VR TAX AREA variable does not apply to a payee, you can override the value by creating a supporting element override for the employee.

Tax areas are defined on the Mapping Tax Area CHN page.

## Page Used to Set Up a Payee Override for Tax Calculation

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

## Supporting Elements Page

Use the Supporting Elements page (GP\_PAYEE\_SOVR) to override the value of a tax-related variable for a payee.

### Navigation

Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements

### Image: Supporting Elements page, Elements/Dates tab

This example illustrates the fields and controls on the Elements/Dates tab of the Supporting Elements page.

Supporting Elements

Employee ID K6001      Empl Record 0      Name Bai Lichen

Payee Supporting Element Override List      Personalize | Find | View All | [Print] [Calendar]      First 1-2 of 2 Last

Elements/Dates    Values

Element Type	Element Name	Description	*Begin Date	End Date		
Variable	CN VR EE TYPE	Employee type	01/01/2006		31	+ -
Variable	CN VR TAX AREA	Tax Area	11/09/2012		31	+ -

### Image: Supporting Elements page, Values tab

This example illustrates the fields and controls on the Values tab of the Supporting Elements page.

Supporting Elements

Employee ID K6001      Empl Record 0      Name Bai Lichen

Payee Supporting Element Override List      Personalize | Find | View All | [Print] [Calendar]      First 1-2 of 2 Last

Elements/Dates    Values

Element Type	Element Name	Character Value		
Variable	CN VR EE TYPE	EXP	+ -	
Variable	CN VR TAX AREA	TIANJIN	+ -	

### Related Links

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

"Managing Citizenship and Visa or Permit Information (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

"Tracking Disabilities (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

# Setting Up Absence Elements

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## Understanding Absence Elements

This topic discusses:

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

## Absence Rules for Global Payroll for China

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

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

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

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This table lists the leave types that the system allows the tracking of.

<b>Leave Type</b>	<b>Description or Rule</b>
Annual	<p>This entitlement is usually paid in days. Two types exist:</p> <ul style="list-style-type: none"> <li>• Accrued (the employee accrues his or her entitlement over time).</li> <li>• Grant (the company gives the employee a specific number of days at the end of the year or the beginning of the year).</li> </ul> <p>You can bring the balance from a previous year forward to the current year. You can also create leave entitlements that are prorated for the year.</p> <p>Leave is usually paid upon termination. The company can buy back leave or the employee can forfeit the leave.</p>
Unpaid	No specific rule.

## Delivered Absence Entitlements and Takes

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

### Vacation

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

This table lists the delivered VACATION entitlement values based on years of service.

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

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

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

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

This table lists the 12 rows (or periods) that are in the bracket that is used to resolve rounding rule issues.

<b><i>Period</i></b>	<b><i>Entitlement</i></b>	<b><i>Balance at the End of Each Period</i></b>
1	1.67	1.67
2	1.67	3.34
3	1.66	5
4	1.67	6.67
5	1.67	8.34
6	1.66	10
7	1.67	11.67
8	1.67	13.34
9	1.66	15
10	1.67	16.67
11	1.67	18.34
12	1.66	20
Total	20	

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

- The entitlement is prorated based on calendar days.
- Accumulators are generated for entitlement, balance, adjustment, and take (accumulator period is yearly based on hire day divided by hire month).
- At the end of the year the balance is forwarded to the next year.
- The payee is eligible to take vacation only a year after the payee is entitled.

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

Paid leave is associated with the VACATION PD earning code. Unpaid leave is associated with the VACATION UNP earning code. The rate associated with the vacation earnings is a formula that calculates the daily rate based on the system element MONTHLY RT ÷ 20.92 days per month. In the Global Payroll Rule, the vacation earning amount is a member of an accumulator that is then used to reduce the salary

earning amount. For China, the same principal applies, except that the vacation earnings (VACATION PD) reduces the salary.

## Delivered Element Group and Group Members

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

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

## Delivered Absence Earnings

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

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

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

**Note:** NA indicates a value of not applicable.

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

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

### Related Links

[Understanding Earnings](#)

## Process Lists and Sections

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

- VAC DT SVC EXT (date)
- VAC DT ELIGIBTY (date)
- VAC ENT (absence entitlement)
- VAC (absence take)

## Viewing Delivered Elements

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

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

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## Modifying and Creating Absence Elements

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

### Modifying Vacation Accrual

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

See "Defining Bracket Elements (*PeopleSoft HCM 9.2: Global Payroll*)".

### Adding New Types of Absences

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

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





## Chapter 9

# Setting Up Payslips

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## Understanding Payslips

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

- Gross pay
- Net pay
- Earnings
- Deductions
- Taxes
- Leave balance

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

### Related Links

"Understanding Payslips (*PeopleSoft HCM 9.2: Global Payroll for Thailand*)"

## Prerequisites

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

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

- Create Global Payroll group lists.

You create group lists in Global Payroll based on manually entering payees or creating custom SQL to populate a list with payees.

- Create HCM group IDs.

You create group IDs in PeopleSoft HCM based on flexible criteria to populate a list with payees.

## Related Links

"Understanding Applications and List Sets (*PeopleSoft HCM 9.2: Global Payroll*)"

"Creating Group Lists (*PeopleSoft HCM 9.2: Global Payroll*)"

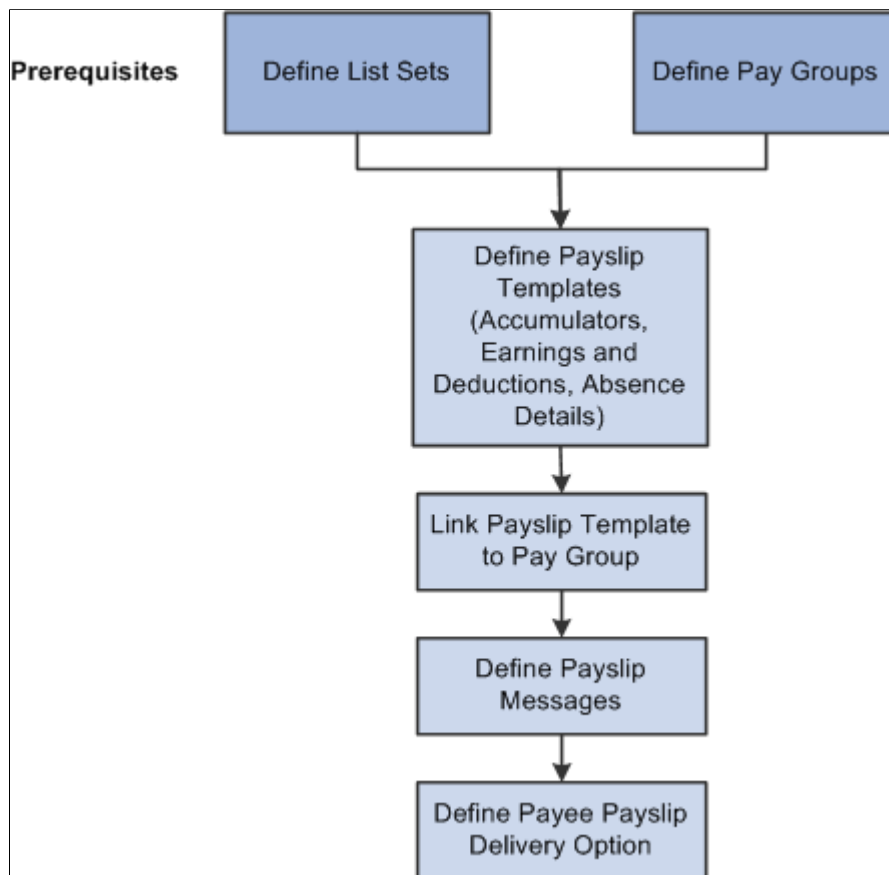
"Understanding Group Build (*PeopleSoft HCM 9.2: Application Fundamentals*)"

## Payslip Setup Process

This diagram illustrates the payslip setup process:

### Image: Payslip setup process

This diagram illustrates the payslip setup process.



After completing the prerequisites:

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

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

2. Define the message or messages that will appear on the payslip for the designated calendar group on the Add Payslip Message CHN page.
3. Associate a payslip template with a particular pay group on the Payslip Template Details page.

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

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

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

---

## Creating Payslip Templates

To define payslip templates, use the Define Payslip Templates (GPCN\_PSLP\_SETUP) component.

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

When creating payslip templates, you can:

- Set the accumulator column labels.
- Select the accumulators to appear under the column labels.
- Create unlimited rows of accumulators for each column and specify the sequence in which they appear.
- Create unlimited sections for earnings and deductions.
- Use standard or custom element descriptions.
- Set delivery options.
- Exclude departments or locations from printing at the setup level and override the exclusions at run time.

## Pages Used to Create Payslip Templates

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Template Setup Accumulators	GPCN_PSLP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates CHN, Template Setup Accumulators	Assign an effective date to the current payslip template, accumulators, and accumulator labels to appear on a payslip, and specify delivery options and departments or locations to be excluded from payslip generation.
Earnings and Deductions	GPCN_PSLP1	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates CHN, Earnings and Deductions	Create sections containing earnings or deduction elements that will appear on the printed and self-service payslip.

Page Name	Definition Name	Navigation	Usage
Absence Details	GPCN_PSLP2	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates CHN, Absence Details	Specify the absence elements that will appear on the printed payslip.
Payslip Template Details	GPCN_PYGRP_PSLP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payslips, Payslip Template Details CHN, Payslip Template Details	Associate a payslip template with one or more pay groups.

## Template Setup Accumulators Page

Use the Template Setup Accumulators page (GPCN\_PSLP) to assign an effective date to the current payslip template, accumulators, and accumulator labels to appear on a payslip, and specify delivery options and departments or locations to be excluded from payslip generation.

### Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates CHN, Template Setup Accumulators

### Image: Template Setup Accumulators page

This example illustrates the fields and controls on the Template Setup Accumulators page.

### Effective Date

Enter a date when the payslip template takes effect.

### Delivery Option

Select a default delivery address for the payslip in case the payee does not have a delivery option defined at the employee level on the Payslip Delivery Options CHN page. Values are *Mailing Address*, *Home Address*, *Department Address*, and *Location Address*.

### Exclude Printing

Select either *Department* or *Location* to exclude departments or locations from the payslip print run. The corresponding link becomes active, so you can select departments or locations. You

can override the exclusion on the Create/Print Payslips CHN page before you run the print program.

---

**Note:** If you enter a particular pay entity for the print option on the Create/Print Payslips CHN page and you have excluded a location within the pay entity, the payslips are not printed.

---

## Accumulator Labels

### Column 1 toColumn 6

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

## Accumulator Elements: Accumulators 1 to 3 Tab

### Sequence

Enter a sequence number to set the order in which the accumulators appear. The accumulators appear in ascending order with the lowest number first.

### Description

Enter a description of each accumulator row.

### Accumulator 1 toAccumulator 3

Select the accumulators that appear in the corresponding column. For example, suppose that you enter *Current* and *YTD* (year-to-date) as the descriptions for accumulators 1 and 2. To also display quarter-to-date accumulated amounts, create a new row, enter the description *QTD*, (quarter-to-date) and then select the accumulators that correlate to the column headings.

## Accumulator Elements: Accumulators 4 to 6 Tab

### Accumulator 4 toAccumulator 6

Set up accumulators 4 through 6. No Sequence andDescription fields exist because the same sequence number and description apply to all six accumulators in the row.

## Earnings and Deduction Page

Use the Earnings and Deduction page (GPCN\_PSLP1) to create sections containing earnings or deduction elements that will appear on the printed and self-service payslip.

## Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates CHN, Earnings and Deductions

### Image: Earnings and Deduction page

This example illustrates the fields and controls on the Earnings and Deduction page.

Template Setup Accumulators **Earnings and Deduction** Absence Details

Payslip ID CHN PSLP

Payslip Setup Find | View All First 1 of 1 Last

Effective Date 01/01/1990 Description China Payslip Short Description China Pays

Section Setup Find | View All First 1 of 4 Last

Sequence 10 Description Earnings

Section Elements Personalize | Find | 1-12 of 12 Last

Sequence	Element Name	Display YTD Units	Display YTD Amount
1	MONTH SALARY	<input type="checkbox"/>	<input type="checkbox"/>
2	VACATION PD	<input type="checkbox"/>	<input type="checkbox"/>
3	OVERTIME PAY	<input type="checkbox"/>	<input type="checkbox"/>
4	OVERTIME 2.0	<input type="checkbox"/>	<input type="checkbox"/>
5	OVERTIME 3.0	<input type="checkbox"/>	<input type="checkbox"/>
6	HOUSE ALLOW	<input type="checkbox"/>	<input type="checkbox"/>
7	SPOUSE ALLOW	<input type="checkbox"/>	<input type="checkbox"/>
8	VAR BONUS	<input type="checkbox"/>	<input type="checkbox"/>
9	COMMISSION	<input type="checkbox"/>	<input type="checkbox"/>
10	TERM PAY	<input type="checkbox"/>	<input type="checkbox"/>
11	SEVERANCE	<input type="checkbox"/>	<input type="checkbox"/>
12	13THMNTN PAY	<input type="checkbox"/>	<input type="checkbox"/>

## Section Setup

### Description

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

## Section Elements: Element Details Tab

### Element Name

Enter the name of the formula element. Only formula elements that have been defined with a category of *Payslip* (PSLP) are available.

### Display YTD Units and Display YTD Amount

Select these check boxes to have the year-to-date units and amounts for each element appear in the Payment Details region of the payslip under the heading Year to Date Values.

## Section Elements: Element Components Tab

Select the Element Components tab.

### Image: Earnings and Deduction page: Element Components tab

This example illustrates the fields and controls on the Earning and Deduction page, Element Components tab.

The screenshot displays the 'Earnings and Deduction' page with the 'Element Components' tab selected. The page shows a table of 'Section Elements' with columns for 'Description Type', 'Description', 'Print Unit', 'Print Rate', 'Print Base', and 'Print Percentage'. The table lists various earnings and deductions such as Monthly Salary, Paid vacation, Weekday Overtime Pay, Weekend Overtime Pay, Public Holiday Overtime Pay, House Allowance, Spouse Allowance, Variable Bonus, Commission Payments, Termination Pay, Severance Pay, and 13th Month Pay. Each row has checkboxes for the Print Unit, Print Rate, Print Base, and Print Percentage columns.

### Description Type

Select the type of description to appear for each earnings or deduction row in the Payment Details region of the payslip. Values are:

- *Custom*: A text box appears for you to enter a description.
- *Description*: The element's description appears as entered on the element's name page in its component.
- *Element Name*: The element's name appears from its name page in its component. It also appears on the Elements Details tab.
- *Recipient Name*: Select to display the name of the deduction recipient if you have configured a recipient for the deduction.

### Print Unit, Rate, Base, and Percentage

Select the components of the element's calculation rule that you want to display for each earning or deduction in the sections. You can select only the components in the element's calculation rule. For example, for an earnings with calculation rule  $\text{Unit} \times \text{Rate}$ , only the Unit and Rate check boxes are available for entry.

---

**Note:** Amounts are always displayed.

---

## Absence Details Page

Use the Absence Details page (GPCN\_PSLP2) to specify the absence elements that will appear on the printed payslip.

### Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates CHN, Absence Details

### Image: Absence Details page

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

The screenshot shows the 'Absence Details' page with the following structure:

- Template Setup** | **Accumulators** | **Earnings and Deduction** | **Absence Details**
- Payslip ID**: CHN\_PSLP
- Payslip Setup**:
  - Effective Date**: 01/01/1990
  - Description**: China Payslip
  - Short Description**: China Pays
- Section Setup**:
  - Description**: Leave Balances
- Absence Setup**:
  - Personalize** | **Find** | **View All** | **First** | **1 of 1** | **Last**
  - Element Details**:
 

*Sequence	Element Name	Description Type	Description
1	VAC ENT	Description	Vacation # of days

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

## Payslip Template Details Page

Use the Payslip Template Details page (GPCN\_PYGRP\_PSLP) to associate a payslip template with one or more pay groups.



## Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payslips, Payslip Template Details CHN, Payslip Template Details

### Image: Payslip Template Details page

This example illustrates the fields and controls on the Payslip Template Details page.

#### Payslip ID

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

## Defining Payslip Messages

To define payslip messages, use the Define Payslip Messages (GPCN\_PSLP\_MSG) component.

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

### Page Used to Define Payslip Messages

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Add Payslip Messages CHN	GPCN_PSLP_EXT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payslips, Add Payslip Messages CHN	Define messages and assign them to a population of payees.

## Understanding Payslip Messages

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

- Who gets the message.
- What message text is used.
- When the message is available.

## Add Payslip Messages CHN Page

Use the Add Payslip Messages CHN page (GPCN\_PSLP\_EXT) to define messages and assign them to a population of payees.

### Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payslips, Add Payslip Messages CHN

### Image: Add Payslip Messages CHN page

This example illustrates the fields and controls on the Add Payslip Messages CHN page.

#### Message Level

Select the population for whom the message will appear on their payslips. Values are:

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

#### Group Build

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

#### Group List

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

#### Message

Enter the message text to appear on the selected payslips.

The field length is 254 characters. The message text can be translated on a related language table.

## Defining Payee Payslip Delivery Options

This topic discusses how to define payslip payee options.

### Page Used to Define Payee Payslip Delivery Options

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

### Payslip Delivery Option CHN Page

Use the Payslip Delivery Option CHN page (GPCN\_PSLP\_PYE) to indicate payslip delivery options for an individual payee.

#### Navigation

Global Payroll & Absence Mgmt, Payee Data, Payslips, Payslip Delivery Option CHN, Payslip Delivery Option CHN

#### Image: Payslip Delivery Option CHN page

This example illustrates the fields and controls on the Payslip Delivery Option CHN page.

**Payslip Delivery Option CHN**

Jon Yee Employee Empl ID K0HU23 Empl Record 0

Override Delivery Details Find | View All First 1 of 1 Last

Effective Date 01/11/2013

Delivery Option Home Address

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

#### Effective Date

Enter a date when the delivery option takes effect.

#### Delivery Option

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

- Home Address:* The payee's home address as specified in PeopleSoft HCM.
- Department:* The address of the payee's current department on the Job record.

- *Location*: The address of the payee's current location on the Job record.
- *Mail Address*: The payee's mail address as specified in PeopleSoft HCM.

If you leave this field blank, then no special delivery address is indicated. (Instead, the payee will be assigned the default delivery address as defined on the Template Setup Accumulators page for the template that is assigned to the payee when the payslip job is run.)

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**Note:** The Delivery Address Option field is blank by default.

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# Configuring and Using the Payroll Approval Process

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## Understanding Payroll Approval Workflow

Use the role-based Global Payroll for China Payroll Approval Process (GPCN\_Payroll\_Approval) to require and obtain approval of each calculated payroll before it can be finalized, and to track payroll approval history. Using the standard capabilities of Approval Workflow Engine (AWE) and Delegation Framework, System Administrators can configure the approval process with one to multiple approvers and set up delegations to allow Payroll Administrators and Payroll Approvers to complete the approval process.

Payroll Administrators must:

- Run payroll calculation using the Calc Absence and Payroll CHN transaction. After the Calculate step, the Finalize check box remains disabled until the final approver approves the payroll reports.
- Run reports (salary details, salary summary, and salary discrepancy) from the Payroll Approval Reports CHN page for approvers to review.
- Submit a payroll approval request to the appropriate approver using the Request Payroll Approval CHN page.
- Monitor the approval status until final approval is obtained.
- Recalculate payroll and submit a new approval request if approval requests are pushed back or rejected.
- Finalize payroll when approval is obtained.

Payroll Approvers must:

- View approval requests submitted to them by email (AWE), worklist (AWE), or through the Request Payroll Approval CHN page in Manager Self Service.
- Review reports (salary details, salary summary, and salary discrepancy) from the Payroll Approval CHN page to review the calculated payroll and determine approval.
- Approve, deny, or push back the approval request, or re-assign it to another approver.

### Related Links

*PeopleSoft 9.2: Approval Framework*

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

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

## Configuring the Payroll Approval Process for CHN

This topic lists the pages that System Administrators use to configure the Payroll Approval Process (GPCN\_Payroll\_Approval ) for Global Payroll for China.

### Pages Used to Configure the Payroll Approval Process for CHN

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Register Transactions	EOAW_TXN	Enterprise Components, Approvals, Approvals, Transaction Registry	View or edit the notification options, default approval component, approval event handler class, and other settings for the GPCN_Payroll_Approval process ID.  See "Registering Approval Transactions ( <i>PeopleSoft HCM 9.2: Application Fundamentals</i> )" and "Setting Up the Transaction Registry ( <i>PeopleSoft 9.2: Approval Framework</i> )"
Configure Transactions	EOAW_TXN_NOTIFY	Enterprise Components, Approvals, Approvals, Approval Process Setup, Transaction Configuration	View or edit the notification template to use for the GPCN_Payroll_Approval process ID.  See "Configuring Approval Transactions ( <i>PeopleSoft HCM 9.2: Application Fundamentals</i> )" and "Configuring Approval Transactions ( <i>PeopleSoft 9.2: Approval Framework</i> )"
Setup Process Definitions	EOAW_PRCs_MAIN	Enterprise Components, Approvals, Approvals, Approval Process Setup, Setup Process Definitions	View or edit the delivered process definition for the GPCN_Payroll_Approval process ID.  See "Defining Dynamic Approvals ( <i>PeopleSoft HCM 9.2: Application Fundamentals</i> )" and "Defining the Setup Process Definitions Component ( <i>PeopleSoft 9.2: Approval Framework</i> )".
User Profiles - Email Addresses	USER_EMAIL	PeopleTools, Security, User Profiles, User Profiles, General And, select the Edit Email Addresses link on the General page.	Enter or confirm the email address for an approver.  See "Triggering Email Collaboration ( <i>PeopleSoft 9.2: Approval Framework</i> )"

**Related Links**

*PeopleSoft HCM 9.2: Application Fundamentals*

*PeopleSoft 9.2: Approval Framework*

**Register Transactions Page**

System Administrators use the Register Transactions page (EOAW\_TXN) to view or edit the notification options, default approval component, approval event handler class, and other settings for the GPCN\_Payroll\_Approval process ID.

## Navigation

Enterprise Components, Approvals, Approvals, Transaction Registry

### Image: Register Transactions page

This example illustrates the fields and controls on the Register Transactions page, and shows the field values that are delivered for the GPCN\_PAY\_XREF process ID.

## Register Transactions

**Process ID** GPCN\_Payroll\_Approval  
**'Description** PayrollResult Approval Process  
**Owner ID** Global Payroll China  
**'Cross Reference Table** GPCN\_PAY\_XREF  
**Worklist Prefix** PayAp

**Notification Options**

**'Enable Notifications** Enable Email and Worklist  
**'Notification Strategy** Online Processing  
**Use Email Approvals:** ☐  
**Form Generator Package Root**  
**Form Generator Class Path**

**Internal URL Definition**

**External URL Definitions**

**Default Approval Component**

**'Menu Name** GPCN\_MANAGE\_PAYROLL\_PROCESS  
**'Approval Component** GPCN\_PAY\_APP

**Approval Event Handler Class**

**Root Package ID** GPCN\_PAY\_APP  
**Class Path** Handler:ApprovalHandler

**Approval Status Monitor**

**Transaction Approval Levels**

	'Level	'Record (Table) Name		
1	Header	GPCN_PAY_APP	+	-

**Level Record Key Field Label IDs**

	Record (Table) Name	Field Name	'Field Label ID
1	GPCN_PAY_APP	CAL_RUN_ID	CAL_RUN_ID_X

[Expand/Collapse All](#)

For more information about this page, see "Registering Approval Transactions (*PeopleSoft HCM 9.2: Application Fundamentals*)" and "Setting Up the Transaction Registry (*PeopleSoft 9.2: Approval Framework*)"



## Configure Transactions Page

System Administrators use the Configure Transactions page (EOAW\_TXN\_NOTIFY) to view or edit the notification template to use for the GPCN\_Payroll\_Approval process ID.

### Navigation

Enterprise Components, Approvals, Approvals, Approval Process Setup, Transaction Configuration

### Image: Configure Transactions page

This example illustrates the fields and controls on the Configure Transactions page, and shows the field values that are delivered for the GPCN\_PAY\_XREF process ID.

**Configure Transactions**

Process ID GPCN\_Payroll\_Approval

**Ad Hoc Approver Options**

'Approval User Info View GPCN\_APP\_USR\_VW

Ad Hoc User List

**User Utilities**

User Utilities Package HCSC\_USER\_UTILITIES

User Utilities Path UserUtilities

**Events** Find | View All First 1 of 5 Last

'Event On Final Approval 'Level Header

Menu Name GPCN\_MANAGE\_PAYROLL\_PROCESS

Approval Component GPCN\_PAY\_APP

Page Name GPCN\_PAY\_APP

Menu Action Update

SQL Object Identifier

**Notifications** Personalize | Find | View All First 1 of 1 Last

Main | Template Details | Frequency

	'Participant	Channel	User List	Template Name
1	Requester	Email		GPCN Payroll Approval Wor

For more information about this page, see "Configuring Approval Transactions (*PeopleSoft HCM 9.2: Application Fundamentals*)" and "Configuring Approval Transactions (*PeopleSoft 9.2: Approval Framework*)"

## Setup Process Definitions Page

System Administrators use the Setup Process Definitions page (EOAW\_PRCs\_MAIN) to view or edit the delivered process definition for the GPCN\_Payroll\_Approval process ID.

## Navigation

Enterprise Components, Approvals, Approvals, Approval Process Setup, Setup Process Definitions

### Image: Setup Process Definitions page

This example illustrates the fields and controls on the Setup Process Definitions page, and shows the field values that are delivered for the GPCN\_PAY\_XREF process ID.

**Setup Process Definitions**

Clone Approval Process | Approval Process Viewer | Preview Approval Process

**Process ID** GPCN\_Payroll\_Approval  
**Definition ID** GPCN\_Payroll\_Approval\_1  
**Effective Date** 01/01/2006  
**Description** Payroll Approval Process

**Definition Options**

Definition Criteria | Alert Criteria | Definition Notifications | Timeout Options

\*Admin Role: AWE Administrator  
 \*Status: Active  
 Priority: 1

☒ Default Process Definition  
☐ User Auto Approval  
☐ Route to Requester  
☐ Include Requester

**Stages** Find | View All First 1 of 1 Last  
 \*Stage Number: 10 Description: Payroll Approval Process Level: Header

**Paths** Find | View All First 1 of 1 Last  
 Description: Payroll Approval Process \*Source: Static Details | Criteria

**Steps** Personalize | Find | View All First 1-2 of 2 Last

Description	Approver User List	Details	Criteria
1 HR Depart. Mgr Approval	HR_Dept_Manager		
2 HR VP	HR_VP		

Expand/Collapse All

For more information about this page, see "Defining Dynamic Approvals (*PeopleSoft HCM 9.2: Application Fundamentals*)" and "Defining the Setup Process Definitions Component (*PeopleSoft 9.2: Approval Framework*)".

## User Profiles - Email Addresses Page

System Administrators use the User Profiles - Email Addresses (USER\_EMAIL) to enter or confirm the email address for an approver.

## Navigation

PeopleTools, Security, User Profiles, User Profiles, General And, select the Edit Email Addresses link on the General page.

### Image: User Profiles - Email Addresses page

This example illustrates the fields and controls on the User Profiles - Email Addresses page.

For more information about this page, see "Triggering Email Collaboration (*PeopleSoft 9.2: Approval Framework*)"

## Requesting and Granting CHN Payroll Approval

This topic discusses how to use the Payroll Approval Process (GPCN\_Payroll\_Approval) for Global Payroll for China to request and grant payroll approval.

### Pages Used to Request and Grant CHN Payroll Approval

Page Name	Definition Name	Navigation	Usage
Calc Absence and Payroll CHN (calculate absence and payroll)	GPCN_RNCTL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Calc Absence and Payroll CHN, Calc Absence and Payroll CHN	Payroll Administrators enter parameters to run the absence and payroll calculation process (GP_PAYE).
Payroll Approval Reports CHN	GPCN_RUNCTL_RW	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Approval Reports CHN	After calculating the payroll, Payroll Administrators enter the calendar groups for which to generate the salary detail, salary summary, and salary discrepancy payroll reports to submit for approval.

Page Name	Definition Name	Navigation	Usage
Request Payroll Approval CHN	GPCN_PAY_REQ	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Request Payroll Approval CHN	Payroll Administrators enter parameters to submit payroll approval request notifications to each assigned payroll approver, and to monitor payroll approval status.  Payroll Approvers can also use the page to view the progress of the payroll approval process.
Payroll Approval CHN	GPCN_PAY_APP	Manager Self Service, Compensation and Stock, Payroll Approval CHN	Payroll Approvers approve, deny, push back, reassign, or cancel payroll approval requests.

## Calc Absence and Payroll CHN Page

Payroll Administrators use the Calc Absence and Payroll CHN page (GPCN\_RNCTL) to run the absence and payroll calculation process (GP\_PAYE).

### Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Calc Absence and Payroll CHN, Calc Absence and Payroll CHN

### Image: Calc Absence and Payroll CHN page

This example illustrates the fields and controls on the Calc Absence and Payroll CHN page.

**Calc Absence and Payroll CHN**

Run Control ID 001 [Report Manager](#) [Process Monitor](#) [Run](#)

**Payroll / Absence Run** ?

\*Calendar Group ID  [Nov 08 - Week 4](#) ☐ Open

Stream Number

Group List ID

Process Number

Language

**Processing Phases and Options** ?

☒ Identify ☒ Calculate ☐ Freeze ☐ Finalize ☐ Un-freeze ☐ Suspend ☐ Cancel

☐ Suspend Active ☐ Recalculate All ☐ Identified

[Restart Information](#) [Debug and Tuning Options](#)

Fields and controls on this page enable you to select the payroll processing phase to run. Except as follows, the fields and controls are the same as those on the Calculate Absence and Payroll page (GP\_RUNCTL), (*PeopleSoft HCM 9.2: Global Payroll*) which is described in the core PeopleSoft Global Payroll product documentation.

### Finalize

When the Payroll Approval CHN process (GPCN\_Payroll\_Approval) is enabled, the Finalize check box remains

unavailable for selection until all approvals in the stream are received. When all approvals are received, the Finalize check box becomes available.

---

**Note:** If the payroll must be recalculated, a new approval process must be initialized and approvals obtained before the payroll can be finalized..

---

Select to the Finalize check box to close the payroll or absence cycle for the entire calendar group ID. Once you finalize the run, no more calculations are possible.

The Finalize phase must be run by itself.

## Payroll Approval Reports CHN Page

After calculating the payroll, Payroll Administrators use the Payroll Approval Reports CHN page (GPCN\_RUNCTL\_RW) to generate the salary detail, salary summary, and salary discrepancy payroll reports to submit for approval.

### Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Approval Reports CHN

### Image: Payroll Approval Reports CHN page

This example illustrates the fields and controls on the Payroll Approval Reports CHN page.

Running the payroll approval reports process generates the Detailed Salary Report, Summarized Salary Report, and Salary Discrepancy Report for the calendar groups that you specify. The process enters links to these reports on the Request Payroll Approval CHN page where Payroll Administrators can view them, and on the Payroll Approval CHN page where Payroll Approvers can view them.

## Request Payroll Approval CHN Page

Payroll Administrators use the Request Payroll Approval CHN page (GPCN\_PAY\_REQ) to submit payroll approval request notifications to each assigned payroll approver, and to monitor payroll approval status.

Payroll Approvers can also use the page to view the progress of the payroll approval process.

### Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Request Payroll Approval CHN

### Image: Request Payroll Approval CHN page

This example illustrates the fields and controls on the Request Payroll Approval CHN page.

**Request Payroll Approval CHN**

Calendar Group ID K6 2011M04 Approval Status Submitted

Create Date 11/26/2012 Create By KU0007

**Reports**

- Detailed Salary Report
- Summarized Salary Report
- Salary Discrepancy Report

**Comments Text**

Submit Save Cancel

**Payroll Approval Process**

▼ CAL\_RUN\_ID=K6 2011M04:Pending

**Payroll Approval Process**

**Pending**

HRMS China Manager - K6001  
HR Department Mnager

→

**Not Routed**

HRMS China HR VP - K6002  
HR VP

### Detailed Salary Report, Summarized Salary Report, and Salary Discrepancy Report

Select the appropriate link to view the Salary Detail, Salary Summary, or Salary Discrepancy report that was generated for the calendar group.

### Comments Text

If you have comments or special notes that you want each approver to see, enter them here.

---

**Note:** This field becomes unavailable when you select Submit.

---

### Submit, Save, or Cancel

After reviewing the payroll reports and entering comments, select one of these buttons:

---

**Note:** The system automatically saves the page while submitting the request.

---

- **Submit:** Sends the payroll reports and approval request to the first assigned approver in the approval stream, and automatically saves the page. As each approver approves the reports, a notification is sent to the next approver in the stream. until all approvals are received.
- **Save:** If you have not already selected Submit, saves the page without submitting the request so that you can come back and submit the request in the future.
- **Cancel:** If you have not already selected Submit, enables you to close the page without saving.

## Payroll Approval Process

Use information in this section to monitor how payroll approvals for a calendar group are moving toward allowing payroll finalization.

Information in this section reflects the status of the calendar group ID overall approval process and the status of each approval as it moves through the stream of assigned approvers. The system sends notifications to the Payroll Administrator and to the assigned Payroll Approvers based on the action (button) that the approver selects on the Payroll Approval CHN page.

---

**Note:** If payroll recalculation is required, the Payroll Administrator must regenerate the payroll reports for the calendar group and submit new approval requests from the beginning of the approval stream.

---

## Payroll Approval CHN Page

Payroll Approvers use the Payroll Approval CHN page (GPCN\_PAY\_APP) to approve, deny, push back, reassign, or cancel payroll approval requests.

## Navigation

Manager Self Service, Compensation and Stock, Payroll Approval CHN

### Image: Payroll Approval CHN page

This example illustrates the fields and controls on the Payroll Approval CHN page.

**Payroll Approval CHN**

Calendar Group ID K6 2011M04 Approval Status Submitted

Create Date 11/26/2012 Create By KU0007

Re-Assign To

**Reports**

- Detailed Salary Report
- Salary Discrepancy Report
- Summarized Salary Report

Comment Text

Approve Deny Pushback Re-Assign Cancel

**Payroll Approval Process**

▼ CAL\_RUN\_ID=K6 2011M04:Pending

**Payroll Approval Process**

**Pending**

HRMS China Manager - K6001  
HR Department Mnager

→

**Not Routed**

HRMS China HR VP - K6002  
HR VP

#### Re-Assign To

If you select the Re-Assign button to delegate your approval to someone else, enter that person's empl ID here.

#### Comment Text

If you have comments or notes that you want other approvers and the Payroll Administrator to see, enter them here.

#### Detailed Salary Report, Summarized Salary Report, and Salary Discrepancy Report

Select the appropriate link to view the salary detail, salary summary, or salary discrepancy report for the calendar group. It is this information that you must approve for the Payroll Administrator to finalize the payroll.

#### Approve, Deny, Pushback, Re-Assign, or Cancel

Select the button that corresponds to the approval action that you want to take:

- Approve:* Approve the payroll reports. The system sends a notification to the next assigned approver in the stream and to the Payroll Administrator.



- *Deny*: Decline approval. The system sends a notification to each approver in the stream up to and including yourself, and to the Payroll Administrator.
- *Pushback*: Return the approval request to the previous approver. The system sends a notification to the last approver, yourself, and to the Payroll Administrator.
- *Re-Assign*: Access the self-service Manage Delegation (*PeopleSoft HCM 9.2: Application Fundamentals*) component where you can delegate your GP Payroll Approval CHN responsibility to someone else for a period of time that you specify. The system sends a notification to the delegated ID, yourself, and to the Payroll Administrator.

---

**Note:** If you delegate approval to someone, enter that individual's empl ID in the Re-Assign To field here, on the Payroll Approval CHN page.

---

## Payroll Approval Process

Use information in this section to monitor how payroll approvals for a calendar group are moving toward allowing payroll finalization.

Information in this section reflects the status of the calendar group ID overall approval process and the status of each approval as it moves through the stream of assigned approvers. The system sends notifications to the Payroll Administrator and to the assigned Payroll Approvers based on the action (button) that the approver selects.

---

**Note:** If payroll recalculation is required, the Payroll Administrator must regenerate the payroll reports for the calendar group and submit new approval requests from the beginning of the approval stream.

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# Setting Up and Working with Payroll Budget Control

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## Understanding Payroll Budget Control

Payroll Budget Administrators can set up and monitor payroll budget control for your organization. With payroll budget control in place, after the Payroll Administrator finalizes each payroll, the Payroll Budget Administrator can monitor the budget by setting alert rules to trigger early warning notices based on those rules and by generating budget comparison reports that compare real pay results against the budget.

To set up payroll budget control, Payroll Budget Administrators must first create your organization's tree, either a company or department structure, to identify the organization units to be managed. They can then define budget items and associate each item with one or more accumulators and define budget periods and assign payroll periods to each budget period.

The Payroll Budget Administrator then uses the budget items and periods to enter budget values for nodes on the organization tree to plan and distribute the budget. A payroll budget can be distributed to the parent organization from the top down for a specified budget period. If child companies exist, Payroll Budget Administrators for each child company can distribute the budget to each department.

Payroll Budget Administrators can adjust the budget at any time. Effective dates track the change history of a budget that is ready for or has begun distribution.

In summary, Payroll Budget Administrators do the following to set up payroll budget control:

- Create budget trees.
- Set payroll budget control security.
- Define budget items and periods.
- Distribute the payroll budget.
- Use alerts and comparison reports to monitor the budget.

---

## Creating Budget Trees

Follow these steps to create an organization tree for payroll budget control:

1. Use PeopleTools Tree Manager (Tree Manager, Tree Manager) to set up your organization hierarchy. The structure that you build provides the basis against which to distribute budget items and periods and monitor the budget.

Use the *COMPANY* structure ID (*COMPANY\_TBL* record name) for company-based hierarchy, which is one with sub-companies.

Use the *DEPARTMENT* structure ID (*DEPT\_TBL* record) for a department-based hierarchy, which is one with departments.

2. If you use the *DEPARTMENT* structure ID, you must access the Supporting Elements (GP\_RSLT\_RUN\_PIN) page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar Group, Supporting Elements) for each Empl ID in the calendar group, and assign the CN FM DEPTID formula so that payroll results can include department-related information.

For information about using Tree Manager to set up organization trees, see *PeopleTools: PeopleSoft Tree Manager*

## Pages Used to Create Budget Trees

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Tree Manager	PSTREEMGR	Tree Manager, Tree Manager	Payroll Budget Administrators use this page to construct either a Company or Department tree structure to use as the organization hierarchy for budget control.
Supporting Elements	GP_RSLT_RUN_PIN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar Group, Supporting Elements	Payroll Budget Administrators use this page to assign the CN FM DEPTID formula so that payroll results can include department-related information for Department tree structures.

## Setting Payroll Budget Organization Security

This topic discusses how to set payroll budget organization security.

## Pages Used to Set Payroll Budget Organization Security

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Budget Org Security CHN	GPCN_BDGT_T_SEC	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Budget Org Security CHN	System Administrators use this page to assign security access to payroll budget organization trees.

## Budget Org Security CHN Page

System Administrators use the Budget Org Security CHN page (GPCN\_BDGT\_T\_SEC) to assign security access to payroll budget organization trees.

### Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Budget Org Security CHN

### Image: Budget Org Security CHN page

This example illustrates the fields and controls on the Budget Org Security CHN page.

The screenshot shows the 'Budget Org Security CHN' page. At the top, it displays 'Set ID: CHN', 'Tree Name: K6X', and 'Effective Date of Tree: 01/01/2006'. Below this is a table titled 'Budget Org Security Detail'. The table has columns for 'ID Type', 'Distribution ID', 'Description', 'Distribute Payroll Budget', and 'Run Payroll Budget Reports'. There are two rows of data:

ID Type	Distribution ID	Description	Distribute Payroll Budget	Run Payroll Budget Reports
1 User	HCP_KUV106	Comp Mgr Kevin Chae	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2 Role	Payroll Bdgt Control Admin CHN	Payroll Bdgt Control Admin CHN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

After the organization tree is created, the System Administrator can assign users and roles the ability to distribute payroll budgets and run alert and comparison reports for the organization.

### ID Type

Identify the type of ID either, *User* or *Role*, to assign organization budget privileges.

### Distribution ID and Description

Specify the ID to which you want to assign organization budget privileges. If ID Type is *User*, enter the specific user ID. If ID Type is *Role*, enter the name of the specific role. The system displays the description associated with the Distribution ID that you enter.

### Distribute Payroll Budget and Run Payroll Budget Reports

Select the check boxes of the privileges that you want to grant to each ID. You can select all, some, or no check boxes for each ID. Consider carefully which privileges you assign to which users or roles.

## Defining Budget Items and Periods

This topic discusses how to:

- Define budget items for payroll budget control.
- Define periods for payroll budget control.

## Pages Used to Define Budget Items and Periods

Page Name	Definition Name	Navigation	Usage
Budget Items CHN	GPCN_BDGT_ITEM	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Budget Items CHN	Payroll Budget Administrators use this page to define budget items and associate accumulators with each item.
Budget Periods CHN	GPCN_BDGT_PRD	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Budget Periods CHN	Payroll Budget Administrators use this page to define budget periods and assign payroll periods to each budget period.

### Budget Items CHN Page

Use the Budget Items CHN page (GPCN\_BDGT\_ITEM) to define budget items and assign accumulators them.

#### Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Budget Items CHN

#### Image: Budget Items CHN

This example illustrates the fields and controls on the Budget Items CHN page.

Payroll Budget Administrators can create budget items to identify the values to apply. To create a budget item, you must associate at least one payroll accumulator with the item. Budget items can be used by different organizations and budgets.

#### Element Name

Enter the element (accumulator) name to associate with this budget item. Add rows to associate the budget item with multiple elements.

**Note:** Use only support segment accumulators. Do not use YTD accumulators or other period accumulators to track real payroll results as budget periods may not match with the payroll calendar.

### Budget Periods CHN Page

Use the Budget Periods CHN page (GPCN\_BDGT\_PRD) to define budget control periods and assign payroll periods to them.

## Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Budget Periods CHN

### Image: Budget Periods CHN page

This example illustrates the fields and controls on the Budget Periods CHN page.

**Budget Periods CHN**

Budget Period ID 2009      'Description' 2009

Period Begin Date 01/01/2009      Period End Date 06/30/2009

Payroll Periods      Personalize | Find | View All | |      First 1-6 of 6 Last

	Period ID	Description	Period Begin Date	Period End Date		
1	K6CM09M01	January 2009 Monthly	01/01/2009	01/31/2009		
2	K6CM09M02	February 2009 Monthly	02/01/2009	02/28/2009		
3	K6CM09M03	March 2009 Monthly	03/01/2009	03/31/2009		
4	K6CM09M04	April 2009 Monthly	04/01/2009	04/30/2009		
5	K6CM09M05	May 2009 Monthly	05/01/2009	05/31/2009		
6	K6CM09M06	June 2009 Monthly	06/01/2009	06/30/2009		

Payroll Budget Administrators can create budget periods to identify the time frame during which a budget should be distributed, typically an annual period. To create a budget period, you must associate the payroll periods that occur in that time frame.. Budget periods can be used by different organizations and budgets.

#### Budget Period ID, Description, Period Begin Date, and Period End Date

Enter an ID and description to identify the budget period that you are creating. After you enter the payrollPeriod ID for each payroll period to include, and save the page, the system displays the budget Period Begin Date and Period End Date based on the earliest payroll period begin date and latest payroll period end date.

#### Period ID

Enter the ID of each payroll period that occurs within the time frame of the budget period.

## Distributing the Payroll Budget

This topic discusses how to distribute the payroll budget.:

## Page Used to Distribute the Payroll Budget

Page Name	Definition Name	Navigation	Usage
Budget Distribution CHN	GPCN_BDGT_DT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Budget Distribution CHN, Budget Distribution	Payroll Budget Administrators use this page to distribute the payroll budget to the organization tree, either from parent company to child companies or child companies to departments.

## Budget Distribution Page

Use the Budget Distribution page (GPCN\_BDGT\_DT) to distribute the payroll budget to the organization tree, either from parent company to child companies or from child companies to departments.

### Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Budget Distribution CHN, Budget Distribution

### Image: Budget Distribution page

This example illustrates the fields and controls on the Budget Distribution page.

**Budget Distribution** | Alert Conditions

Budget Item Name: CHNNET | Description: CHN Net Pay  
 Budget Period ID: 2011 | Tree Name: K6CORG  
 Budget Status: Distributed | Tree Effdt: 01/01/2006

**Payroll Budget Source**

Parent Organization Tree: K6C | Tree Effdt: 01/01/2006  
 Budget Unit: K6Y

**Payroll Budget Distribution** | Find | View All | First | 1 of 1 | Last

Effective Date: 04/10/2012 | Description: created by parent company

Budget Distribution Detail		Total Budget	Reserved Budget	Distributed Budget	Undistributed Budget
1	ALL_DEPTS - Department Security China	80,000.00	10.00	0.00	79,990.00
2	10000 - Human Resources	0.00	0.00	0.00	0.00
3	11000 - Information Services	0.00	0.00	0.00	0.00
4	13000 - Finance	0.00	0.00	0.00	0.00
5	15000 - Business Services	0.00	0.00	0.00	0.00
6	21500 - Sales	0.00	0.00	0.00	0.00

Payroll Budget Administrators must choose a Budget Item Name, Budget Period ID, and Tree Name to identify the budget to distribute.

### Budget Status

Enter the appropriate budget status.

*Planned:* The budget is in the planning stage. Changes can be made directly to the budget amounts with no history record.



*Distributed:* The alerts and the comparison reports can be run. Changes should not be made directly to the budget amounts of a distributed budget. If changes are required, the Payroll Budget Administrator should create a new effective-dated record and enter the change. Effective dates provide an historical tracking of changes to a distributed budget.

## Payroll Budget Source

This group box appears only for Department tree structures and applies only to department tree budgets. No payroll budget source is required for company tree budgets. .

### Parent Organization Tree

Specify the organization tree to use for this budget.

### Budget Unit

Specify the unit within the parent organization to use for this budget. Typically a budget unit corresponds to one organization or human resources unit.

## Payroll Budget Distribution

Add effective-dated records to make changes to a *Distributed* status budget or to add distribution detail records to a *Planned* budget.

## Budget Distribution Detail

### Budget Unit

The system displays the primary node from the parent organization tree for the specified budget unit (in this example, ALL\_DEPTS). If subunits exist for that tree node, the system also displays them (in this example, 10000, 11000, 13000, and so on).

### Total Budget

Enter the total payroll amount that you want to budget for the unit. If subunits appear, you can also enter how much of the total to allocate to each subunit. The system verifies that the sum of the subunits does not exceed the total budget.

### Reserved Budget

Enter the amount to reserve or set aside for contingencies in the payroll budget.

### Distributed Budget

Enter the amount that you want to distribute to each sub-company or sub-department.

### Undistributed Budget

The system calculates and displays the undistributed budget, or budget balance, as follows: Total Budget - Reserved Budget - Distributed Budget

---

## Monitoring the Payroll Budget

This topic discusses how to do the following to monitor the payroll budget:

- Define alert conditions.
- Run the alert conditions report.
- Run the budget comparison report.

## Pages Used to Monitor the Payroll Budget

Page Name	Definition Name	Navigation	Usage
Alert Conditions	GPCN_BDGT_ALERT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Budget Distribution CHN, Alert Conditions	Payroll Budget Administrators use this page to set up conditions by which to trigger budget control alerts.
Budget Alerts CHN	GPCN_BDGT_ALERT_PG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Budget Alerts CHN	Payroll Budget Administrators use this page to run the budget payroll alerts report.
Budget Comparison Report CHN	GPCN_BDGT_COMP_PG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Budget Comparison Reports CHN	Payroll Budget Administrators use this page to run the budget payroll comparison report.

## Alert Conditions Page

Payroll Budget Administrators use the Alerts Conditions page (GPCN\_BDGT\_ALERT) to set up conditions by which to trigger budget control alert notices.

### Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Budget Distribution CHN, Alert Conditions

### Image: Alert Conditions page

This example illustrates the fields and controls on the Alert Conditions page.

The screenshot shows the 'Alert Conditions' page with a table of budget alerts. The table has columns for 'SeqNum', 'Alert Percentage', 'Payroll End Date', and 'Status'. There are two rows of data. The first row has SeqNum 1, Alert Percentage 10, Payroll End Date 01/31/2011, and Status Active. The second row has SeqNum 2, Alert Percentage 20, Payroll End Date 03/31/2011, and Status Active. The page also includes navigation controls like 'First', '1-2 of 2', and 'Last'.

SeqNum	Alert Percentage	Payroll End Date	Status
1	10	01/31/2011	Active
2	20	03/31/2011	Active

Payroll Budget Administrators can set alerts to use in the alerts report.

### SeqNum (sequence number)

Assign the sequence in which you want the alerts to appear in the Alerts Report.

**Alert Percentage**

Enter the percentage of the reserved budget that when met or used, you want to be notified. For example, enter *30* if you want to know when 30% of the reserved budget has been used.

**Payroll End Date**

Enter a payroll end date to use. The payroll end date must be a date between the budget period begin and end dates.

**Status**

Only conditions with a status of *Active* will trigger alert notices.

## Budget Alerts CHN Page

Use the Budget Alerts CHN page (GPCN\_BDGT\_ALERT\_PG) to run the budget payroll alerts report.

**Navigation**

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Budget Alerts CHN

**Image: Budget Alerts CHN page**

This example illustrates the fields and controls on the Budget Alerts CHN page.

The screenshot displays the 'Budget Alerts CHN' page. At the top, there are fields for 'Run Control ID' (KU0026), 'Report Manager', 'Process Monitor', and a 'Run' button. Below these is a 'Language' dropdown menu set to 'English'. A 'Parameters' section follows, containing several input fields with magnifying glass icons: '\*Budget Item Name' (CHNNET), '\*Budget Period ID' (2009), 'Set ID', '\*Tree Name' (K6C), and '\*Effective Date of Tree' (01/01/2006). To the right of the 'Set ID' field, the 'Begin Date' is 01/01/2009 and the 'End Date' is 06/30/2009.

The Payroll Budget Administrator must run the Budget Alerts CHN report to monitor payroll budget alert conditions and notices.

## Budget Comparison Reports CHN Page

Use the Budget Comparison Reports CHN page (GPCN\_BDGT\_COMP\_PG) to run the budget payroll comparison report..

## Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Budget Comparison Reports CHN

### Image: Budget Comparison Reports CHN page

This example illustrates the fields and controls on the Budget Comparison Reports CHN page.

The screenshot displays the 'Budget Comparison Reports CHN' page. At the top, there is a header with the title 'Budget Comparison Reports CHN'. Below the header, there are several controls: 'Run Control ID' set to 'SS', 'Report Manager' and 'Process Monitor' links, and a 'Run' button. A 'Language' dropdown menu is set to 'English'. Below these is a 'Parameters' section with a light blue background. Inside this section, there are several input fields with magnifying glass icons: 'Budget Item Name' (CHNNET), 'Budget Period ID' (2009), 'Set ID' (empty), 'Tree Name' (K6C), and 'Effective Date of Tree' (01/01/2006). To the right of the 'Budget Period ID' field, there are 'Begin Date' (01/01/2009) and 'End Date' (06/30/2009) labels.

The Payroll Budget Administrator must run the Budget Comparison Reports CHN report to monitor the projected budget against the actual payroll.

## Chapter 12

# Setting Up and Running Banking Processes

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## Understanding Banking

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

- Source (company) bank (China Construction Bank, Shanghai branch (CCBS)).
- Source bank table data.
- Payees' banks (beneficiary bank).
- Payee's bank account table.
- Net distribution table specifying the distribution details for each payee.

This topic discusses:

- Banking in China.
- Banking setup.
- Banking preparation process.

## Banking in China

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

## Banking Setup

In Global Payroll, banking setup starts in the core application and continues in Global Payroll for China. Oracle strongly recommends that before reading this topic, you read about the banking feature in the Global Payroll core documentation.

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

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

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

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

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2. Define source bank account information.
3. Define a deposit schedule.
4. Define a payee's bank account information and net pay distribution details.

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

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**Note:** Even if only one net pay distribution exists per payee, you have to define the distribution for each payee.

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Accepted Chinese payment methods are:

- Cash
- Direct Deposit (bank transfer)
- Check

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**Note:** Bank information setup and general source bank setup are discussed in the PeopleSoft HCM Applications Fundamentals documentation. All other aspects of banking setup, such as deposit schedules and payee bank account information, are discussed in the Global Payroll core documentation.

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### Related Links

"Understanding Bank and Bank Branch Setup (*PeopleSoft HCM 9.2: Application Fundamentals*)"

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

"Defining Deposit Schedules (*PeopleSoft HCM 9.2: Global Payroll*)"

## Banking Preparation Process

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

The Global Payroll for China banking preparation process includes:

- The core banking preparation process.
- China-specific payment processes.
- Combine payments process.
- Payment ID and number assignment process.

### Related Links

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

## Defining Electronic Funds Transfer Formats

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

### Page Used to Define the EFT Format

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

### Electronic Transfer Formats Page

Use the Electronic Transfer Formats page (EFT\_NAME) to define the EFT file that complies with the file format used by China Construction Bank, Shanghai branch to transfer funds to other banks.

#### Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Electronic Transfer Format, Electronic Transfer Format

#### Image: Electronic Transfer Formats page

This example illustrates the fields and controls on the Electronic Transfer Formats page.

**Electronic Transfer Formats**

Country Code CHN China

Electronic Transfer File Formats Personalize | Find | View All | First 1 of 1 Last

EFT Format Name	Status	Description
CCBS	Active	China Construction Bank, Shanghai branch

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

#### Electronic File Format

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

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

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

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

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

The following is an example of the EFT file:

```

ABCD (China) COMPANY LIMITED==
000004=====
000000014373=====
=====*****
12184199801100476980000065450000000003
12184199801100512780000000080000000003
12184199801100766220000009350000000003
12184199801100874700000068850000000003

```



## The Global Payroll for China Banking Process

These steps summarize the Global Payroll for China banking process:

1. Calculate absence and payroll.

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

2. Run the payment preparation process.

Run and finalize the Global Payroll core Run Payment Prep Process.

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

### Related Links

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

"Viewing Processing Results (*PeopleSoft HCM 9.2: Global Payroll*)"

"Absence Processing (*PeopleSoft HCM 9.2: Global Payroll*)"

"Reviewing Banking Results by Calendar Group (*PeopleSoft HCM 9.2: Global Payroll*)"

## Generating the EFT Payment File

This topic provides an overview of the Payment EFT File Creation process and discusses how to create the Payment EFT File.

### Page Used to Generate the EFT Payment File

Page Name	Definition Name	Navigation	Usage
Create EFT Payment File CHN (create electronic funds transfer payment file China)	GPCN_EFT_RC	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File CHN	Create the EFT file for direct deposits.

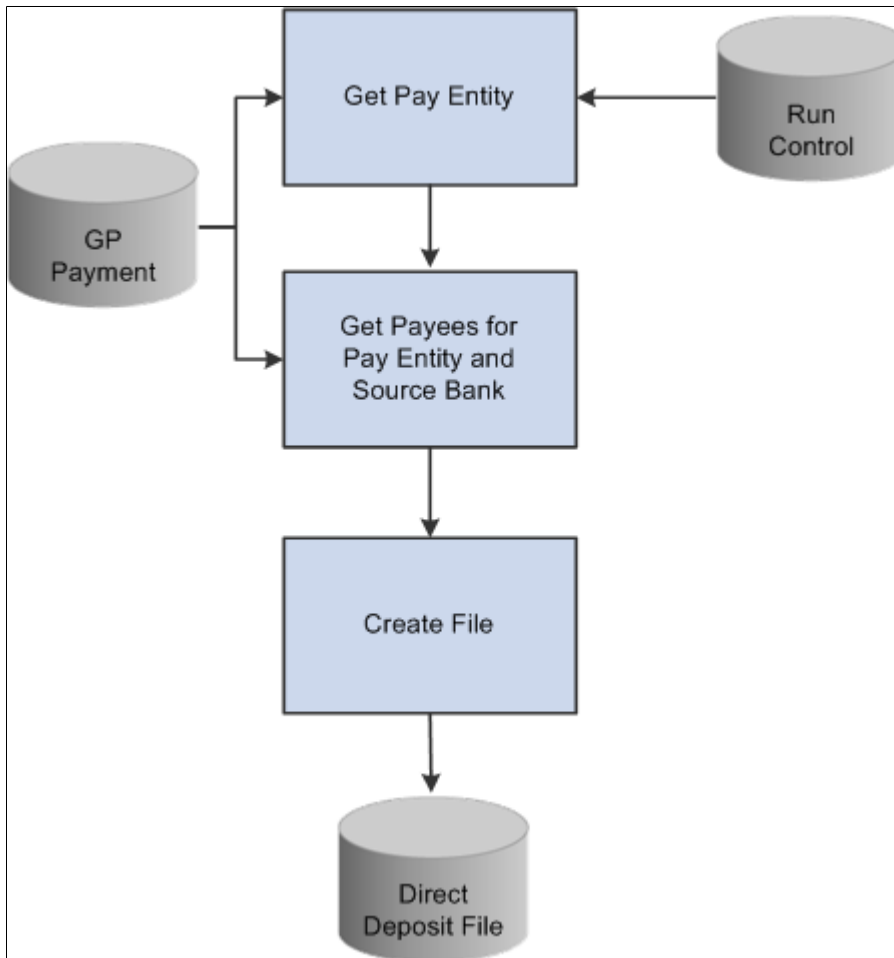
### Understanding the Payment EFT File Creation Process

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

This diagram shows the Create Payment EFT File process:

**Image: Create Payment EFT File process**

This diagram shows the Create Payment EFT File process.



## Create EFT Payment File CHN Page

Use the Create EFT Payment File CHN (create electronic funds transfer payment file China) page (GPCN\_EFT\_RC) to create the EFT file for direct deposits.

## Navigation

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

### Image: Create EFT Payment File CHN page

This example illustrate the fields and controls on the Create EFT Payment File CHN page.

**Create EFT Payment File CHN**

Run Control ID PS Report Manager Process Monitor Run

**EFT Parameters**

\*Calendar Group ID KW M200802 2008 02 - Monthly

\*Source Bank ID KW02 Credit Suisse

\*Debit Date 02/28/2012

#### Calendar Group ID

Select the calendar group ID to be used with this Payment EFT file. Only those calendars that are ready for banking are available for selection.

#### Source Bank ID

Select a source bank ID.

#### Debit Date

Net Pay Distribution data for each payee as of this date is used when the Payment EFT file is created.

## Related Links

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



## Chapter 13

# Generating Payslips

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## Understanding Payslip Generation

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

You can print payslips for:

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

Only one grouping can be specified for a pay run.

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

### Related Links

[Defining Payee Payslip Delivery Options](#)

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## Creating and Printing Payslips

This topic discusses how to create and print payslips.

### Pages Used to Create and Print Payslips

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Create/Print Payslips CHN	GPCN_RUNCTL_PSLP	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips CHN	Specify the payslip template to use to generate and view payslips for all employees or for a specified segment of the employee population.
Pay Entity List	GPCN_PSLP_PE_RC	Select the Pay Entity List link on the Create/Print Payslips CHN page.	Specify the pay entities to process in the current payslip run.
Pay Group List	GPCN_PSLP_PG_RC	Select the Pay Group List link on the Create/Print Payslips CHN page.	Specify the pay groups to process in the current payslip run.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Department List	GPCN_PSLP_DPT_RC	Select the Department List link on the Create/Print Payslips CHN page.	Specify the departments to process in the current payslip run.
Location List	GPCN_PSLP_LOC_RC	Select the Location List link on the Create/Print Payslips CHN page.	Specify the locations to process in the current payslip run.
Payee List	GPCN_RUNCTL_SEC	Select the Payee List link on the Create/Print Payslips CHN page.	Specify the payees to process in the current payslip run.

## Prerequisites

Before generating a batch of payslips, you must:

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

## Related Links

[Understanding Payslips](#)

## Create/Print Payslips CHN Page

Use the Create/Print Payslips CHN page (GPCN\_RUNCTL\_PSLP) to generate and view payslips for all employees or for a specified segment of the employee population.

## Navigation

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

### Image: Create/Print Payslips CHN page

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

#### Language

Select the language in which the payslips will be printed.

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**Note:** Pay groups should be assembled by the languages that their members speak so as to meet the printing and employees' viewing requirements.

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#### Calendar Group ID

Select a calendar group ID for which to produce payslips. The prompt table for Calendar Group ID return all calendar groups that have been finalized.

#### Stream Number

If the payees belonging to the selected calendar group have been split into streams, payslips can be run for a particular stream.

#### Pay Entity List, Pay Group List, Department List, Location List, and Payee List

Click to access secondary pages that enable you to add one or more pay groups, departments, and so forth to be processed in the current payslip run.

For the Pay Entity and Pay Group options, you select only pay entities or pay groups, respectively.

For the Department and Location options, you select setIDs and then departments or location codes, respectively.

For the Payee List option, you select only employee IDs.

## Internal Sort Order

### Sort Keys

You can sort the payslips that are produced from the run by using up to three sort keys. If you select *Not Applicable*, the program prints the payslips by employee name.

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**Note:** If you select employee name as a sort option, the payslips are sorted by the payees' Han Yu Pin Yin name.

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## Processes in Payslip Job

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

1. The GPCNPY01 Structured Query Report (SQR) prints the payslip report.
2. If you have licensed PeopleSoft ePay, then the GP\_EPAY Application Engine process uses the payslip report and self-service related information provided by the prior processes in the job GPCNPYSL to create both printed and self-service payslips for each payee.

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## Viewing Payslips Online

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



# Processing Terminations

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## Understanding Terminations

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

### Severance Payment

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

- A fixed monthly salary as decided by the employer or negotiated with the employee.
- An actual average of the employee's salary, the average being calculated over a period of 12 months.

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

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

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

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

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

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

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

Using the Severance Taxable Income, you can determine the tax rate based on the employee's tax area. You can then calculate the actual amount of tax due on the severance payment in the following way:

Initial Severance Tax Amount = (Severance Taxable Income – Tax Exempt Amount) × Tax Rate – Quick Deduction Amount

Severance Tax Amount = Initial Severance Tax Amount  $\times$  YOS

Severance Tax Amount is rounded off to jiao.

## Termination Payment

Termination payments are composed of:

- Any breach of notice as established in the contractual agreement by either side (employee or employer). The party would pay the other in lieu of short notice period.
- The compensation of accrued annual leave balance. Employers must pay out the leave balance.

Termination payments:

- Are taxed along with the last month's salary of the employee. Not all companies have contractual agreements for the notice period.
- Use one of two methods to determine the salary for the purpose of calculation:
  - A fixed monthly salary as decided or negotiated by the employer with employee.
  - The previous month's actual salary paid by the employer.

## Leave Compensation for Annual Leave Balance

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

The amount paid in lieu of the balance annual leave is calculated in the following way:

Annual Leave Payment = Daily Rate  $\times$  Balance Annual Leaves  $\times$  300%

The calculation of daily rate is based on the type of the employee.

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

Daily rate = Monthly Salary  $\div$  Average working days in a month

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

## Pay In Lieu of Short Notice Period

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

Payment for Short Notice = Daily Rate  $\times$  Days short of notice period

The Daily rate is calculated as:

Daily-Rate = Monthly Salary  $\div$  Average working days in a month

Payment in lieu of notice by the employer is a pretax earning for the employee. Payment in lieu of notice by the employee is a pretax deduction for the employee. As such, it would need to be taxed with the last month's salary.

## Setting Up Severance Payments Calculation

This topic discusses how to:

- Define start and end dates to use in historical rules.
- Define severance payment variables.
- Define severance payment formulas.

You can follow the setup process using the demo data provided by PeopleSoft Global Payroll along with the references to relevant topics in *PeopleSoft HCM 9.2: Global Payroll*, which provide greater background detail.

### Pages Used to Set Up Severance Payments Calculation

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Earnings Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings	Name the earnings element (for example, the demo data uses SEVERANCE) and define its basic parameters.
Earnings - Calculation	GP_ERN_DED_CALC	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Calculation	Define calculation rules for the earnings element. Set the Calculation Rule value to <i>Amount</i> , the Amount Type value to <i>Formula - Monetary and Decimal</i> , and the Amount Element value to <i>CN FM SEV AVG PAY</i> .
Earnings - Rounding/Proration	GP_ERN_DED_RND	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Rounding/Proration	Specify rounding and proration options for the components of the earnings element by selecting <i>Use Pay Group Rounding</i> in the Rounding Option - Resolved Amount field.
Earnings - Auto Generated Accumulators	GP_AUTOGEN_ACUM	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Auto Generated Accumulators	Define characteristics of automatically generated accumulators for the earnings element.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Process Lists - Definition	GP_PROCESS	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Process Lists, Definition  On the search page, in the Element Name field, enter <i>CN PR PAYROLL</i> .	Change Process List CN PR PAYROLL and add Termination section CN SE TERMINATION, with a conditional formula CN FM TERM CHECK. This formula checks whether the employee was terminated within the current segment being processed.
Section - Section Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Section Name  On the search page, in the Element Name field, enter <i>CN SE TERMINATION</i> .	Use this page to set up the CN PR PAYROLL process list.
Section - Definition	GP_SECTION	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Definition	For the CN PR PAYROLL process list, use this page to add the earnings element as an earnings element type.
Element Group Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Name	Define the CN EG TERMINATION element group.
Element Group Members	GP_ELEMENT_GROUP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Members	Insert the earnings element into the CN EG TERMINATION element group.
Eligibility Group	GP_ELIG_GROUP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Eligibility Groups, Eligibility Groups	Insert the CN EG TERMINATION element group into the K6MONTHLY eligibility group.
Array Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Arrays, Array Name	Define the Array CN AR EE JOB. This array picks up the termination job row (last row in the current segment), determining whether the action reason entered indicates that severance pay is to be calculated.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Field Map and Keys	GP_ARRAY_KEYS	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Arrays, Field Map and Keys	<ul style="list-style-type: none"> <li>Select the database table for the FROM clause of the SQL statement.</li> <li>Define the keys and retrieval criteria for the array and the WHERE clause of the SQL statement that the system uses when retrieving data for the array.</li> <li>Define the fields to be returned and the elements to be filled by the array. This provides the data for the SELECT clause of the SQL statement and determines the elements to resolve from this array call. You also use this page to define the sort order for retrieving rows from a database.</li> </ul>
Accumulator Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Accumulator Name	<p>Define a custom accumulator CN AC ROLLAVG SAL (no expiry, continues forever).</p> <p>Based on HIRE DATE, this accumulator holds all the earnings that make up the average monthly salary.</p>
Level	GP_ACCUMULATOR_1	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Level	Specify keys for the CN AC ROLLAVG SAL accumulator and indicate the timing of the accumulator's resolution.
Definition	GP_ACCUMULATOR_2	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Definition	Define the period for the accumulator CN AC ROLLAVG SAL.
Members	GP_ACCUMULATOR_3	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Members	Define the list of elements that contribute to the accumulator CN AC ROLLAVG SAL.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Historical Calculation Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Historical Rules, Historical Calculation Name	<p>Define historical rules CN HR ROLAVG STRT and CN HR ROLAVG END.</p> <p>These historical rules read the accumulator CN AC ROLLAVG SAL, starting from the previous pay period and going back a number of periods. This number can be 12 months (default value), or the number of months since the hire date, if the employee was employed fewer than 12 months). A value can also be entered as a payee supporting element override in cases in which 12 months of pay history is not available.</p>
Processing Period	GP_HIST_RULE1	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Processing Period	Define the details of the processing period for the historical rules CN HR ROLAVG STRT and CN HR ROLAVG END. Depending on what you select as the rule type, some fields may not be available for entry.
Parameters and Mapping	GP_HIST_RULE2	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Historical Rules, Parameters and Mapping	Define the formula for the historical rules CN HR ROLAVG STRT and CN HR ROLAVG END.
Date Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Dates, Date Name	Define the start and end dates used by the historical rules.
Variable Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Variable Name	Define severance payment variables.
Definition	GP_VARIABLE	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Definition	Define the value of a variable according to the format specified on the Variable Name page.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Formula Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Formula Name	Define severance payment formulas.
Field-by-Field Definition	GP_FORMULA_FLDXFLD	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Field-by-Field Definition	Define the fields to use is a severance payment formula according to the format specified on the Formula Name page

### Related Links

"Defining Earning Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

"Setting Up Sections (*PeopleSoft HCM 9.2: Global Payroll*)"

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

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

"Defining Array Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

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

"Defining Historical Rule Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

"Defining Variable Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

"Defining Formula Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

## Defining Start and End Dates Used by Historical Rules

Start date = previous period:

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

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

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

## Defining Severance Payment Variables

Define the following severance payment variables:

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

## Defining Severance Payment Formulas

Define the following severance payment formulas:

<b>Formula</b>	<b>Description</b>
CM FM TERM CHECK	Ensures that the termination date is within the current segment being processed. This formula checks the employee's status: Q=Retired with Pay, R=Retired, T=Terminated, U=Terminated with Pay.
CN FM SEV AVG PAY	<p>This formula is invoked from the earning code SEVERANCE.</p> <ul style="list-style-type: none"> <li>Calculates average pay for Severance.</li> <li>Sets the variable CN VR AVG SEV PAY with specific payee value entered or base pay (MONTHLY RT) or Rolling Average (CN FM SEV AVG HIST is invoked if this is the case)</li> <li>Severance Pay = CN VR AVG SEV PAY X Years of Service (YOS).</li> </ul> <p>YOS is rounded up to full years (no decimal). YOS is based on LAST HIRE DATE.</p>



<b>Formula</b>	<b>Description</b>
CN FM SEV AVG HIST	<p>Severance Pay Historical Rule</p> <ul style="list-style-type: none"> <li>This invokes the historical rules CN HR ROLAVG STRT and CN HR ROLAVG END. The historical rule interrogates the accumulator CN AC ROLAVG SAL and returns two accumulator values—starting pay and ending pay.</li> <li>Sets the number of months variable (CN VR NBR PERIODS) based on whether the number of months was overridden at the payee level or whether the employee is a new hire. In neither, then the default variable is 12 months.</li> <li>Calculates the average pay variable (CN VR AVG SEV PAY) based on starting pay minus the ending pay divided by the number of periods.</li> </ul> $(CN VR ROLAVG START - CN VR ROLAVG END) \div CN VR NBR PERIODS$ <hr/> <p><b>Note:</b> If the value of this calculation is zero, then the monthly salary is used.</p> <hr/>

## Setting Up Termination Payments Calculation

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

- Define termination variables.
- Define termination formulas.

You can follow the setup process using the demo data provided by PeopleSoft Global Payroll along with the references to relevant topics in *PeopleSoft HCM 9.2: Global Payroll*, which provide greater background detail.

## Pages Used to Set Up Termination Payments Calculation

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Earnings Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name	Name the element (for example, the demo data uses TERM PAY) and define its basic parameters. The earning will be set up as amount, with CN FM TERM PAY set as the amount type. This will add to the accumulators GROSS and TAXABLE NORMAL SAL. It will also enable payee override so that the termination pay can be entered rather than calculated.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Earnings - Calculation	GP_ERN_DED_CALC	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation	Define calculation rules for the earnings element. Set the Calculation Rule value to <i>Amount</i> , the Amount Type value to <i>Formula - Monetary and Decimal</i> , and the Amount Element value to <i>CN FM TERM PAY</i> .
Earnings - Rounding/Proration	GP_ERN_DED_RND	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Rounding/Proration	Specify rounding and proration options for the components of the earnings element by selecting <i>Use Pay Group Rounding</i> in the Rounding Option - Resolved Amount field.
Earnings - Auto Generated Accumulators	GP_AUTOGEN_ACUM	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Auto Generated Accumulators	Define characteristics of automatically generated accumulators for the earnings element.
Earnings - Accumulators	GP_ERN_DED_AC_ADDL	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Accumulators	Add the earnings accumulator elements <i>CHN GROSS</i> and <i>TAXABLE NORMAL SAL</i> with the accumulator signs of <i>Add</i> .
Deduction Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Deduction Name	Name the element (for example, the demo data uses TERM DED) and define its basic parameters. The deduction is set up as an amount, with CN FM TERM DED set as the amount type and subtracts from the accumulator GROSS. Payee override is enabled so that the termination deduction can be entered rather than calculated.
Deductions - Calculation	GP_ERN_DED_CALC	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Calculation	Define calculation rules for the deductions element. Set the Calculation Rule value to <i>Amount</i> , the Amount Type value to <i>Formula - Monetary and Decimal</i> , and the Amount Element value to <i>CN FM TERM DED</i> .
Deductions - Rounding/Proration	GP_ERN_DED_RND	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Rounding/Proration	Specify rounding and proration options for the components of the deductions element by selecting <i>Use Pay Group Rounding</i> in the Rounding Option - Resolved Amount field.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Deductions - Accumulators	GP_ERN_DED_AC_ADDL	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Accumulators	Add the deductions accumulator element <i>CHN GROSS</i> with the accumulator sign of <i>Subtract</i> .
Section Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Section Name  From the search page, in the Element Name field, enter <i>CN SE TERMINATION</i> .	Add the earning TERM PAY and the deduction TERM DED.
Element Group Members	GP_ELEMENT_GROUP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Members	Add the earning and deduction elements to the CN EG TERMINATION element group.
Variable Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Variable Name	Define termination variables.
Formula Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Formula Name	Define termination formulas.
Text Definition	GP_FORMULA_TEXT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Text Definition	View or modify formula text for CN FM TERM PAY and CN FM LVE TERM formulas.

## Related Links

"Defining Earning Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

"Defining Deduction Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

"Setting Up Sections (*PeopleSoft HCM 9.2: Global Payroll*)"

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

"Defining Variable Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

"Defining Formula Elements (*PeopleSoft HCM 9.2: Global Payroll*)"

## Understanding the Termination Payments Calculation Setup

Upon termination, the employee or employer must give notice. If this notice is not sufficient, then the termination payment process considers a Payment in Lieu of Notice. You indicate this by entering the number of days notice in the variable CN VR DAYS NOTICE using the payee supporting element

override. The amount calculated can be either an earning or a deduction. If the employee (E) has instigated the termination, then the amount calculated is considered a deduction. The variable CN VR NOTICE FLAG becomes E by default. If, however, the employer (R) has terminated the employee, then the amount is an earning. You indicate this by setting the variable CN VR NOTICE FLAG to R using the payee supporting element override.

As part of the calculation of Payment in Lieu of Notice, any outstanding annual leave balance (VAC\_ENT\_BAL) is also paid.

## Defining Termination Variables

Define the following termination variables:

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

## Defining Termination Formulas

Define the following termination formulas:

<b>Formula</b>	<b>Description</b>
CN FM TERM PAY	<p>Invoked from TERM PAY earning, this formula calculates the Payment in Lieu of Notice by Employee (R). It is a pretax earning for the employee. Enter the number of days notice using PI. It calculates the leave balance outstanding, calling CN FM LVE TERM. If the variable CN VR NOTICE FLAG = R (employer instigated termination), then it calculates:</p> $\text{Payment} = \text{Monthly Rate} / \text{Numbers of day in a month} \times \text{number of short days notice}$ <p>It adds the amount calculated for the leave and the amount calculated for the notice period and places the result in CN FM TERM PAY.</p>
CN FM LVE TERM	<p>Called from CN FM TERM PAY, this formula checks whether the employee has a leave balance (VAC_ENT_BAL), then calculates:</p> $\text{Payment} = \text{Monthly Rate} / \text{Numbers of day in a month} \times \text{Leave Balance}$

<b>Formula</b>	<b>Description</b>
CN FM TERM DED	<p>Invoked from TERM DED deduction, this formula calculates the Payment in Lieu of Notice by Employee (E). It is a pretax deduction for the employee. You enter the number of days using PI. If CN VR NOTICE FLAG = E (employee instigated termination). Then the system calculates:</p> $\text{Payment} = \text{Monthly Rate} / \text{Numbers of day in a month} \times \text{number of short days notice}$



# Reporting Tax Information

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## Tax Reports

PeopleSoft Global Payroll for China delivers two tax reports:

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

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

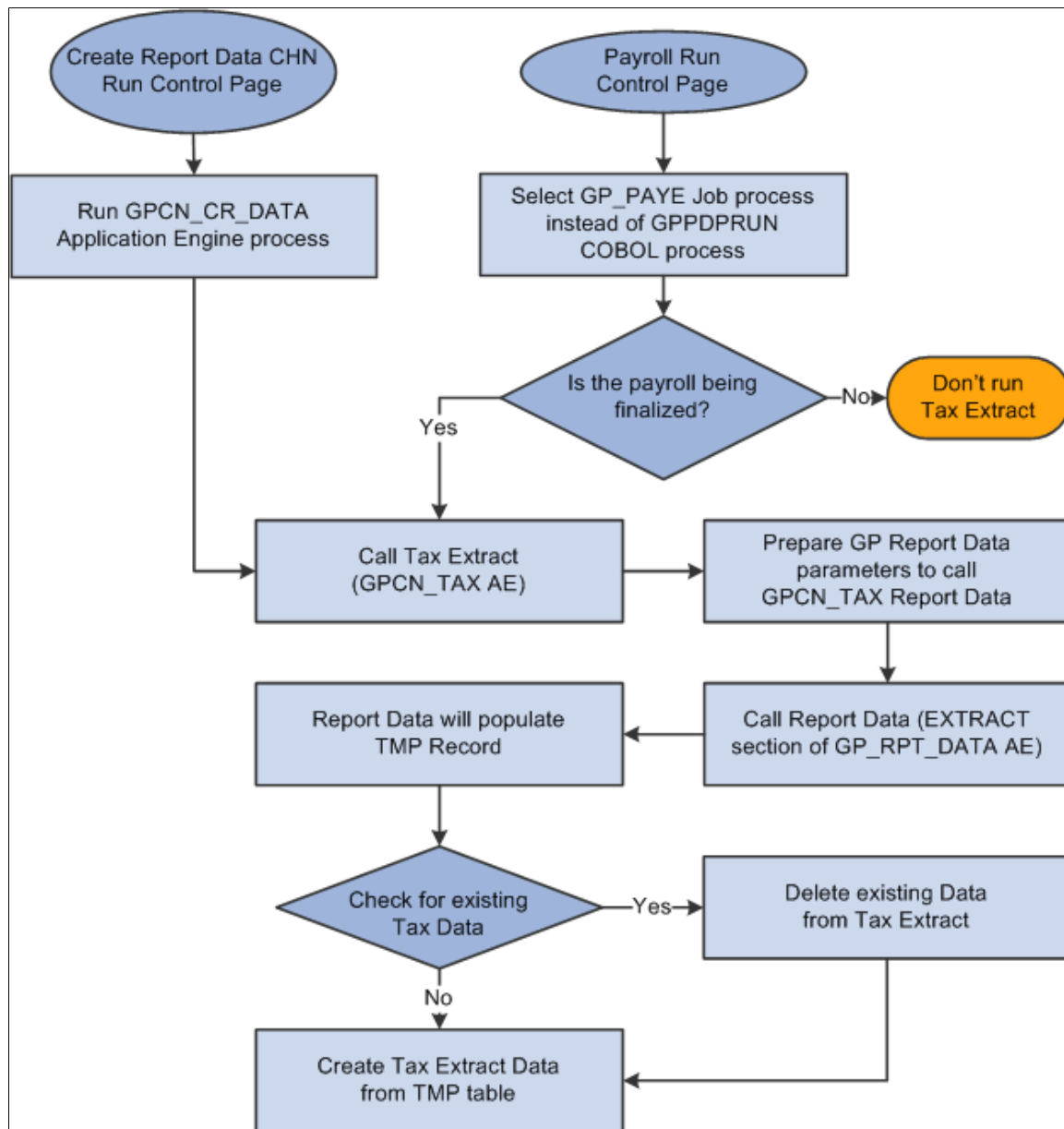
The system extracts data for both of these reports using the Report Data feature.

## Process Flow

This diagram illustrates the flow of the tax report data extract process:

### Image: Tax Report data extract process flow

This diagram illustrates the flow of the tax report data extract process.



## Related Links

"Reviewing Delivered Setup Data in the Global Payroll Database (*PeopleSoft HCM 9.2: Global Payroll*)"

## Generating Tax Reports

This topic discusses how to:



- Create tax report data.
- Create tax reports.

## Pages Used to Generate Tax Reports

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

## Create Reporting Data CHN Page

Use the Create Reporting Data CHN page (GPCN\_CR\_RPT\_DTA\_RC) to generate report data for finalized payrolls.

### Navigation

Global Payroll & Absence Mgmt, Authority Correspondence, Create Reporting Data CHN, Create Reporting Data CHN

### Image: Create Reporting Data CHN page

This example illustrates the fields and controls on the Create Reporting Data CHN page.

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

The Create Reporting Data CHN (GPCN\_CR\_DATA) Application Engine process calls the GPCN\_TAX Application Engine process, which generates tax report data for the selected calendar group.

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

**Note:** Instead of manually running the GPCN\_CR\_DATA process from this page to generate report data, you can select the GP\_PAYE Job process instead of the GPPDPRUN COBOL process when you finalize a calendar group. This is similar to the way that GPCN\_CR\_DATA, GP\_PAYE calls both GPCN\_TAX and GPCN\_PHFSI.

## Related Links

[Understanding Public Housing Fund and Social Insurance Reports](#)

## Tax Reports CHN Page

Use the Tax Reports CHN page (GPCN\_TAX\_DATA\_RC) to generate the Individual Income Tax Withholding and Tax Withholding Detail reports.

### Navigation

Global Payroll & Absence Mgmt, Taxes, Tax Reports CHN, Tax Reports CHN

### Image: Tax Reports CHN page

This example illustrates the fields and controls on the Tax Reports CHN page.

The screenshot displays the 'Tax Reports CHN' page with the following sections:

- Run Control ID:** PS
- Report Manager:** Process Monitor
- Language:** English (dropdown)
- Run:** Button
- Parameters:**
  - \*Year: 2013
  - \*Month: 01 - January (dropdown)
  - \*Tax Area: BEIJING (text input with search icon)
  - Pay Entity: K6CHNBI (text input with search icon)
  - \*Category of Income: Salary/Wage (dropdown)
  - \*Employee Type: All (dropdown)
  - \*Report Type: Both (dropdown)
  - Filing Date: 02/02/2011 (calendar icon)
  - \*Payment Date: 01/31/2011 (calendar icon)
  - Begin Date: 01/01/2013
  - End Date: 01/31/2013
- Internal Sort Order:**
  - \*Sort Key 1: Employee Name (dropdown)
  - \*Sort Key 2: Employee Number (dropdown)
  - \*Sort Key 3: Pay Group (dropdown)

### Year and Month

Enter the year and month for which you are generating the report.

### Tax Area

Enter the tax area for which you are generating the report.  
Values are:

- *Beijing*
- *Shanghai*

	<ul style="list-style-type: none"> <li>• <i>Shenzhen</i></li> <li>• <i>Tianjin</i></li> </ul>
<b>Pay Entity</b>	Enter the pay entity for which you are generating the report. If you leave this field blank, the process creates a report for all pay entities in the selected tax area.
<b>Category of Income</b>	<p>Select the category of the income for which you are generating the report. Values are:</p> <ul style="list-style-type: none"> <li>• <i>Salary/Wage</i></li> <li>• <i>Annual Bonus</i></li> <li>• <i>Severance</i></li> </ul>
<b>Employee Type</b>	<p>Select the type of employee for which you are generating the report. Values are:</p> <ul style="list-style-type: none"> <li>• <i>All</i></li> <li>• <i>Expatriate Only</i></li> <li>• <i>Local Employee Only</i></li> <li>• <i>Remuneration Serv Only</i></li> </ul>
<b>Report Type</b>	<p>Select which report to generate.</p> <ul style="list-style-type: none"> <li>• <i>Detail</i>: Select to generate the Tax Withholding Detail report.</li> <li>• <i>Summary</i>: Select to generate the Individual Income Tax Withholding report.</li> <li>• <i>Both</i>: Select to generate both reports.</li> </ul>
<b>Filing Date</b>	Enter the date on which you file the report.
<b>Payment Date</b>	Enter the date when the company submits income tax to the local taxation administration. This is a required field for the Individual Income Tax Withholding report and is available only if you select <i>Summary</i> or <i>Both</i> in the Report Type field.
<b>Internal Sort Order</b>	<p>Use the sort keys to sort your generated reports by <i>Employee Name</i>, <i>Employee Number</i>, and <i>Pay Group</i>.</p> <p>If you select <i>Employee Name</i>, the report is sorted by the payees' Han Yu Pin Yin names.</p>

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

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**Related Links**

[Retroactivity](#)

# Reporting CNAO Standard Accounting Data

## Understanding CNAO Standard Accounting Data

The National Audit Office of China (CNAO) publishes the accounting auditing filing standard, GB/T 24589-[Year] Financial Information Technology - Data Interface of Accounting Software. This standard mandates the filing format of accounting data, expands the scope of filing required information, and requires additional organizations to file their accounting information including payroll data. State-owned enterprises, joint ventures, public sector, and the government ministry in China are required to report information to CNAO using the CNAO standard. The standard requires that organizations generate and submit compliant XML documents.

Oracle enables you to export PeopleSoft HCM data to XML files to comply with the CNAO standard for Shared Information and Payroll Information reports.

**Note:** As of the date of this documentation, the most recent CNAO standard was GB/T 24589-2010, referred to as CNAO Version 2 standard. This topic describes compliance with the Version 2 standard.

### PeopleSoft HCM Data Available for Export

PeopleSoft Global Payroll for China generates separate Shared Information and Payroll Information XML report files for these certifications:

- State-owned Enterprise and Joint Venture (SOE)
- Public Sector and Government Ministry (PSGM)

This table lists the PeopleSoft HCM data that is available for export to the XML files for CNAO.

<b>CNAO Report Type</b>	<b>Data Item</b>	<b>SOE</b>	<b>PSGM</b>
Shared Information	Electronic Accounting Book	Yes	Yes
Accounting Period	Yes	Yes	
Journal Category (displays tag without values)*	Yes	NA	
Banking Account Information (displays tag without values)*	NA	Yes	
Exchange Rate Type (displays tag without values)*	Yes	Yes	
Currency	Yes	Yes	

<b>CNAO Report Type</b>	<b>Data Item</b>	<b>SOE</b>	<b>PSGM</b>
Settlement Method (displays tag without values)*	Yes	Yes	
Department Records	Yes	Yes	
Employee Records	Yes	Yes	
Employee Category	NA	Yes	
Supplier Records (displays tag without values)*	Yes	NA	
Project (displays tag without values)*	NA	Yes	
Customer Records (displays tag without values)*	Yes	NA	
Payroll Information	Payroll Periods	Yes	Yes
Payroll Element	Yes	Yes	
Individual Payroll Records	Yes	Yes	
Individual Payroll Detailed Records	Yes	Yes	

\*Items marked with an asterisk are not required by CNAO, however PeopleSoft HCM makes their tags without values available for export to meet XML schema format requirements. (NA = not applicable)

**Note:** The pages and actions described in this topic apply to both SOE and PSGM unless otherwise specified.

## Setting Up CNAO Accounting Data Interface Options

This topic discusses how to:

- Define the CNAO enterprise name.
- Define accounting software default settings.
- Define the parent department.

## Pages Used to Set Up CNAO Accounting Data Interface Options

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Company Location	COMPANY_TABLE1	Set Up HCM, Foundation Tables, Organization, Company, Company Location	Enter the description to use as the Enterprise Name on the CNAO Shared Information report for SOE and PSGM.
Default Settings	COMPANY_TABLE2_GBL	Set Up HCM, Foundation Tables, Organization, Company, Default Settings	Enter the currency code, translation type template, accounting period mapping, and other default settings to use for CNAO reporting.
Department Profile	DEPARTMENT_TBL_GBL	Set Up HCM, Foundation Tables, Organization, Departments, Department Table	Identify the parent department responsible for CNAO reporting.

### Company Location Page

Use the Company Location page (COMPANY\_TABLE1) to enter the description to use as the Enterprise Name on the CNAO Shared Information report for SOE and PSGM.

## Navigation

Set Up HCM, Foundation Tables, Organization, Company, Company Location

### Image: Company Location page

This example illustrates the fields and controls on the Company Location page.

The screenshot displays the 'Company Location' page for company 'K&C'. The 'Location' section includes fields for 'Effective Date' (01/01/1990), 'Status' (Active), 'Description' (China Business Institute), 'Short Descr' (China Bus), 'Location Set ID' (CHN), 'Location' (empty), 'Default Set ID' (CHN), 'Legal Entity' (empty), 'Country' (CHN), and 'Address' (200040 Shanghai, Unit 509, Jing-an China Tower, No.1701, Beijing Road West). Navigation controls like 'Find', 'First', '1 of 1', 'Last', and 'Go To Row' are present. Below the location fields is an 'Email Addresses' table with one row: 'Main' with email 'mail@chinabusinessinstitute.com'. At the bottom, there are expandable sections for 'Belgium' and 'Japan'.

#### Description

Enter or verify the company description.

Data from this field appears as the *Enterprise Name* on the CNAO Shared Information reports for SOE and PSGM.

#### Legal Entity

Enter or verify the legal entity.

Data from this field appears as the *Enterprise Type* on the CNAO Shared Information reports for SOE and PSGM.

## Default Settings Page

Use the Default Settings page (COMPANY\_TABLE2\_GBL) page to enter the currency code, translation type template, accounting period mapping, and other default settings to use for CNAO reporting.



## Navigation

Set Up HCM, Foundation Tables, Organization, Company, Default Settings

### Image: Default Settings page (1 of 5)

This example illustrates the fields and controls on the Default Settings page. This is number 1 of 5 examples used to illustrate the whole page.

Company Location | **Default Settings** | Phones | Rules Definition

Company K6C China Business Institute

Default Settings Find First 1 of 1 Last

Effective Date 01/01/1990 Status Active Go To Row

Regulatory Region CHN China

Points Value

Currency Code CNY Yuan Renminbi

Payroll for North America

Pay Group

Default Earnings Program

'Lines on Paysheet 15 Activity Days for Terminations 30

Federal Tax Deduction Priority 100 State Tax Deduction Priority 110

☒ Single Check for Multiple Jobs

☒ Pay Taxes through AP

### Image: Default Settings page (2 of 5)

This example illustrates the fields and controls on the Default Settings page. This is number 2 of 5 examples used to illustrate the whole page.

▶ Belgium

▶ Canada

▶ Switzerland

▶ Germany

▶ Spain

▶ France

▶ United Kingdom

▶ Italy

▶ Netherlands

▶ USA

▶ Australia

▶ New Zealand

▶ Argentina

▶ Brazil

**Image: Default Settings page (3 of 5)**

This example illustrates the fields and controls on the Default Settings page. This is number 3 of 5 examples used to illustrate the whole page.

The screenshot shows a web form titled "China" with a dropdown arrow. Below the title, there are two sections. The first section, "Legal Representative", contains a text input field labeled "Legal Representative" followed by a magnifying glass icon. The second section, "Operation Classification", contains a text input field labeled "Operation Classification".

**Image: Default Settings page (4 of 5)**

This example illustrates the fields and controls on the Default Settings page. This is number 4 of 5 examples used to illustrate the whole page.

The screenshot shows a web form titled "Accounting Software DI Options". It contains three main sections. The first section, "Shared Information", includes fields for "Organization Number" (D1243469X), "Enterprise Industry" (ELECTRONIC RETAILING), and "Translation Type" (State Owned Enterprise with a dropdown arrow). The second section, "Accounting Data Information", includes fields for "Electronic Book Number" (101) and "Electronic Book Name" (ZHEJIANGXINGYANG CO. LTD.). To the right of this section is a sub-section titled "Accounting Period Mapping" with two radio buttons: "Earn Date" and "Pay Date". The third section, "Public Sector Specific Info", includes fields for "Administrative Division Code" (100184), "Budget Management Level" (LEVEL-ONE BDGT UNIT), and "Fund Source" (APPROPRIATION TOTAL).

### Image: Default Settings page (5 of 5)

This example illustrates the fields and controls on the Default Settings page. This is number 5 of 5 examples used to illustrate the whole page.

The screenshot shows a web form titled "Vendor/Software Information". Inside a light blue bordered box, there are three fields: "Software Vendor" with the value "ORACLE", "ERP Software Version" with the value "PSFT HRMS 9.20", and "CNAO Standard Version" with the value "GB/T 24589-2010". Below this box, there are two expandable sections for country selection. The first section is for "Mexico" (indicated by a small Mexican flag icon) and the second is for "Malaysia" (indicated by a small Malaysian flag icon). Both sections are currently collapsed.

## Default Settings

### Currency Code

Enter or verify the currency code.

Data from this field appears as *Functional Currency* in the CNAO Shared Information reports for SOE and PSGM.

## Shared Information

Expand the China section of the Default Settings page, and enter data in the Accounting Software DI Options group box, beginning with the Shared Information sub group box.

**Organization Number and Enterprise** Enter or verify data in these fields.

### Industry

Data from these fields appear as items of the same names in the CNAO Shared Information reports for SOE and PSGM.

### Translation Type

Enter the translation type template to use for CNAO reporting.

Enter *State Owned Enterprise* to use the SOE template.

Enter *Public Sector and Ministries* to use the PSGM template.

## Accounting Data Information

### Electronic Book Number and Electronic Book Name

Enter or verify data in these fields.

Data from these fields appear as items of the same names in the CNAO Shared Information report for SOE and PSGM.

### Accounting Period Mapping

Select the accounting period to use. The default option is *Pay Date* for PSGM.

If the *State Owned Enterprise* (SOE) translation type is used, select the *Pay Date* accounting period option. The *Pay Date*

accounting period is based on the payment date in the selected calendars.

If the *Public Sector and Ministries* (PSGM) translation type is used, select the *Earn Date* accounting period option. The *Earn Date* accounting period is based on the period end date in the selected calendars.

For example, if the *Pay Date* accounting period option is selected, then the following payroll periods and payment dates are used (for an assumed 2011 reporting year):

<b><i>Payroll Period Start Date</i></b>	<b><i>Payroll Period End Date</i></b>	<b><i>Payment Date</i></b>
2010-Dec-01	2010-Dec-31	2011-Jan-01
2011-Jan-01	2011-Jan-31	2011-Feb-01
2011-Feb-01	2011-Feb-31	2011-Mar-01
...	...	...
2011-Nov-01	2011-Nov-20	2011-Dec-01

Or, if the *Earn Date* accounting period option is selected, then the following payroll periods and payment dates are used (for an assumed 2011 reporting year):

<b><i>Payroll Period Start Date</i></b>	<b><i>Payroll Period End Date</i></b>	<b><i>Payment Date</i></b>
2011-Jan-01	2011-Jan-31	2011-Feb-01
2011-Feb-01	2011-Feb-31	2011-Mar-01
2011-Mar-01	2011-Mar-31	2011-Apr-01
...	...	...
2011-Nov-01	2011-Nov-30	2011-Dec-01
2011-Dec-01	2011-Dec-31	2012-Jan-01

## Public Sector Specific Info

**Administrative Division Code,  
Budget Management Level and Fund  
Source**

Enter or verify data in these fields.

Data from these fields appear as items of the same names in the CNAO Shared Information report for PSGM only.

**Translation Type**

Enter the translation type template to use for CNAO reporting.

Enter *State Owned Enterprise* to use the SOE template.

Enter *Public Sector and Ministries* to use the PSGM template.

## Vendor/Software Information

### CNAO Standard Version

Enter the CNAO standard version to apply to this reporting.

Data from this field appear as *CNAO Standard Version* on the CNAO Shared Information reports for SOE and PSGM.

## Department Profile Page

Use the Department Profile page (DEPARTMENT\_TBL\_GBL) to identify the parent department responsible for CNAO reporting.

## Navigation

Set Up HCM, Foundation Tables, Organization, Departments, Department Profile

### Image: Department Profile page (1 of 3)

This example illustrates the fields and controls on the Department Profile page. This is number 1 of 3 examples used to illustrate the whole page.

Department Profile | Comm. Acctg. and EG

Set ID: CHN Business Units that use this Set ID

Department: 11000

Department Profile Find | View All First 1 of 1 Last

'Effective Date: 01/01/1990

'Status: Active

'Description: Information Services Short Description: Informatio

Location Set ID: CHN China

Location: K6CBEIJ Beijing

Company: K6C China Business Institute

Manager Type

Manager Type: None

Manager ID:

Manager Position:

Empl ID:

Budget Year End Date:

'Budget Level: Department

Payroll for North America

Tax Location:

### Image: Department Profile page (2 of 3)

This example illustrates the fields and controls on the Department Profile page. This is number 2 of 3 examples used to illustrate the whole page.

▶ Belgium

▶ Canada

▶ Germany

▶ France

▶ USA

▶ New Zealand

▶ Australia

▶ Mexico

▶ Argentina

▶ Brazil

### Image: Department Profile page (3 of 3)

This example illustrates the fields and controls on the Department Profile page. This is number 3 of 3 examples used to illustrate the whole page.

The screenshot shows a web form titled 'Department Profile page (3 of 3)'. It contains three main sections:

- Parent Department:** A text input field containing '10000', a magnifying glass icon, and the text 'Human Resources'. Below this is a checkbox labeled 'Not Display on Fin Data Rpt' which is checked.
- Administrative Rank:** A text input field.
- Institution Classification:** A text input field.

Expand the China section of the Department Profile page.

#### Parent Department

Enter the parent department responsible for CNAO reporting for SOE and PSGM.

#### Not Display on Fin Data Rpt (not display on financial data report)

When this check box is selected, the parent company information does not appear on the CNAO XML file. If you want the parent company information to appear, you must deselect this check box.

## Setting Up CNAO Shared Information Data

This topic discusses how to:

- Define the employee category.
- Assign the person profile (PSGM)

## Pages Use to Set Up CNAO Shared Information Data

Page Name	Definition Name	Navigation	Usage
Employee Categorization	EMPL_CTG_L1	Set Up HCM, Product Related, Workforce Administration, Labor Administration, Labor Agreement, Employee Categorization	Define the employee category to use within the Labor Agreement for your reporting region.
Person Profile	JPM_PROFILE_PERS	Workforce Development, Profile Management, Profiles, Person Profiles, Person Profile).	Assign the PERSON-CHN profile type to an employee and identify the employee's job class and education information to use in the CNAO Shared Information report for PSGM.

## Employee Categorization Page

Use the Employee Categorization page (EMPL\_CTG\_L1) to Define the employee category to use within the Labor Agreement for your reporting region.

### Navigation

Set Up HCM, Product Related, Workforce Administration, Labor Administration, Labor Agreement, Employee Categorization

### Image: Employee Categorization page

This example illustrates the fields and controls on the Employee Categorization page.

The screenshot displays the 'Employee Categorization' page. At the top, it shows 'Set ID CHN' and 'Labor Agreement K6CHN1 China Labour Agreement Issue 1'. Below this, the 'Category' is set to 'K6001'. The main section is titled 'Category' and includes fields for 'Effective Date' (01/01/2000), 'Status' (Active), 'Description' (Labour Agreement 1 - Cat 001), and 'Short Desc' (Labour Agr). There are navigation controls like 'Find', 'View All', 'First', '1 of 1', and 'Last'. Below the main category, there are sections for 'Subcategory 1' and 'Subcategory 2', each with fields for 'Subcategory', 'Sequence', 'Description', and 'Short Desc'. The page also lists regions: Spain, France, India, and Italy.

Employee category data appears on the CNAO Shared Information reports for SOE and PSGM.

Enter data on the Employee Categorization page to define employee categories within the Labor Agreement for your reporting region. The Labor Agreement is set up on the Labor Agreement page (Set Up HCM, Product Related, Workforce Administration, Labor Administration, Labor Agreement, Labor Agreement).

## Person Profile Page

Use the Person Profile page (JPM\_PROFILE\_PERS) to assign the PERSON-CHN profile type to an employee and identify the employee's job class and education information to use in the CNAO Shared Information report for PSGM.



## Navigation

Workforce Development, Profile Management, Profiles, Person Profiles, Person Profile

### Image: Person Profile page (1 of 2)

This example illustrates the fields and controls on the Person Profile page. This is number 1 of 2 pages used to illustrate the whole page.

**Person Profile**

Empl ID K6001      **Bai Lichen**

Profile Type PERSON-CHN      China Specific Fields

'Profile Status' Active

'Description' Bai Lichen

Print   Comments      Profile Actions <Select Action>

---

**Cadre Job**      Personalize | Find | View All | [Icons]      First 1 of 1 Last

ID	Cadre Job Class	
1	Clerk	[Trash]

+ Add New Cadre Job

**Professional & Technical Job**      Personalize | Find | View All | [Icons]      First 1 of 1 Last

ID	Content Item ID	View History	
103	Senior Accountant	[Icons]	[Trash]

+ Add New Professional & Technical Job

### Image: Person Profile page (2 of 2)

This example illustrates the fields and controls on the Person Profile page. This is number 2 of 2 pages used to illustrate the whole page.

**School Education**      Personalize | Find | View All | [Icons]      First 1 of 1 Last

ID	Education Level	
12	12th Standard	[Trash]

+ Add New School Education

**Degrees**      Personalize | Find | View All | [Icons]      First 1 of 1 Last

ID	Degree	
BA	Bachelor of Arts	[Trash]

+ Add New Degrees

Enter or verify data to identify the employee's current job class and education and degree levels. The system uses the most recently added row for CNAO reporting. Data from the Person Profile page appears in employee records on the CNAO Shared Information report for PSGM only.

**Note:** To include an employee in CNAO reporting, the employee must have a profile type of *PERSON-CHN* with an *Active* status.

Before you can add content catalog items to a person profile, content catalog items (cadre jobs, professional and technical Jobs, school education, and degrees) must be defined on the Content Catalog, Details page(Set Up HCM, Product Related, Profile Management, Content Catalog, Content Items, Item Details).

To add content catalog items to a new profile (and cause Profile Actions to become available) on the Person Profile page, enter Empl ID, Profile Type, and Profile Status, and then select Comments. Enter any comments to note on the profile, and select OK.

When the Profile Actions field is available, you can enter an action and select the Go icon to perform that action. Profile actions include:

- *Copy from Job Profile*
- *Search and Compare Profiles*
- *Update Profile Groups*
- *View Related Job Profiles*

---

## Setting Up CNAO Payroll Information Data

This topic discusses how to:

- Define CNAO payroll element data.
- Defining the CNAO payroll element group attributes.

### Pages Used to Set Up CNAO Payroll Information Data

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Define List Set	GP_ELN_SET	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Define List Set	Define the list set to use as payroll elements on the CNAO Payroll Information reports for SOE and PSGM.
Element Group Members page	GP_ELEMENT_GROUP	Select the Description link for an element group name on the Define List Set page.	View the definition of an element group name and change the element application default sort sequences.
Element Group Attributes	GP_ELN_SET_SEC	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Define List Set, Define List Set and then select the Element Group Details button in the row for the desired Element Group Name.	Define the CNAO payroll element group attributes to use on the PSGM Payroll Information reports for SOE and PSGM.

### Define List Set Page

Use the Define List Set page (GP\_ELN\_SET) to define the list set to use as payroll elements on the CNAO Payroll Information reports for SOE and PSGM.

## Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Define List Set

### Image: Define List Set page

This example illustrates the fields and controls on the Define List Set page.

**Define List Set**

Country CHN China

List Set K6

'Description K6

'Application Country CHN China

'Application PAY\_ELEM\_CHN China Payroll Elements

**List Set Details** Find | View All First 1 of 1 Last

'Effective Date 01/12/2013

**List Set Attributes**

Pay Group K6CHNMONTH

Sort Order

**Element Groups** Personalize | Find | View All | First 1-2 of 2 Last

'Element Group Name	Description		
CN EG CONTRIBUTION	Contributions		+ -
CN EG RSLT EARNDED			+ -

Create new Element Group

Data on the Define List Set page appears as payroll elements on the CNAO Payroll Information reports for SOE and PSGM.

### Application

Enter *PAY\_ELEM\_CHN* (China Payroll Elements) for CNAO reporting.

List set applications are set up on the Define Application page (Set Up HCM, Product Related, Global payroll & Absence Mgmt, Elements Define Application).

---

**Warning!** Do not modify the delivered PAY\_ELEM\_CHN list set application. Changing it can cause significant issues. Application Engine modification is required if you want to use other list set applications.

---

## List Set Attributes

This group box appears when you enter *PAY\_ELEM\_CHN* in the Application field and exit the field.

Data in the List Set Attributes group box appears as *Payroll Category* on the CNAO Payroll Information reports for SOE and PSGM.

### Pay Group and Sort Order

Enter the pay group to use.

If multiple pay groups (and therefore multiple list sets) exist for the application, you must select each pay group to use and

assign the sort order in which to use them. The default sort order is 0.

## Element Groups

### Description

Select the Description link for an element group name to display the Element Group Members page where you can view or change element group member data, including the Application Default Sort Sequence.

## Element Group Attributes Page

Use the Element Group Members page (GP\_ELEMENT\_GROUP) to view the definition of an element group name and change the element application default sort sequences.














### Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Define List Set, Define List Set

Then select the Element Group Details button in the row for the desired Element Group Name.

### Image: Element Group Attributes page

This example illustrates the fields and controls on the Element Group Attributes page.

Element Group Attributes			
Country	CHN	China	
List Set	K6	K6	
Effective Date	01/12/2013		
Element Group Name	CN EG CONTRIBUTION	Contributions	
Element Group Attributes			
Sort Order		20	
		<input checked="" type="checkbox"/> Include/Exclude	
Element Group Members and Attributes			
Personalize   Find   View All    		First 1-10 of 37 Last	
Attributes	Type and Description		
Element Name	Application Default Sort Seq	Include/Exclude	Expenditure Category Code
HOUSE_EE		<input checked="" type="checkbox"/>	<input type="text"/> 
HOUSE_ER		<input checked="" type="checkbox"/>	<input type="text"/> 
PENSION_EE		<input checked="" type="checkbox"/>	<input type="text"/> 
PENSION_ER		<input checked="" type="checkbox"/>	<input type="text"/> 
MEDICAL_EE		<input checked="" type="checkbox"/>	<input type="text"/> 
MEDICAL_ER		<input checked="" type="checkbox"/>	<input type="text"/> 
IND_INJ_EE		<input checked="" type="checkbox"/>	<input type="text"/> 
IND_INJ_ER		<input checked="" type="checkbox"/>	<input type="text"/> 
UNEMPL_EE		<input checked="" type="checkbox"/>	<input type="text"/> 
UNEMPL_ER		<input checked="" type="checkbox"/>	<input type="text"/> 

**Application Default Sort Seq**

The default sort sequence is set on the Element Group Members page.

To change the sort sequence, return to the Define List Set page (select either OK to save attribute changes or Cancel to ignore attribute changes). Then select the Description link for the element group name whose application default sort sequence you want to change. The Element Group Members page appears in a separate window. Make the changes, save the page, and close the window. Select the Element Group Details button to return to the Element Group Attributes page.

**Include/Exclude**

Select the Include/Exclude check box to include the element on the CNAO XML file. Deselect the check box to exclude it.

**Expenditure Category Code**

(PSGM only) Enter the expenditure category code to use for each element name in the CNAO Payroll Information report for PSGM.

Expenditure category codes are ChartField1 numbers defined on the ChartField Values page (Set Up HCM, Common Definitions, ChartField Configuration, ChartField Values).

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

---

## Creating the CNAO XML File

This topic discusses how to create the CNAO XML file for SOE or PSGM. Specifically, it discusses how to:

- Define the CNAO CHN file handle.
- Generate the CNAO Shared Information or Payroll Information Report.
- Review the CNAO XML file.

## Pages Used to Generate the CNAO XML File

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
File Handles CHN	GPCN_FILE_HANDL	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, File Handles CHN, File Handles CHN	Enter the file name and character set to use for CNAO SOE or PSGM reporting.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Create Accounting DI CHN	GPCN_CNAO_RPT	Global Payroll & Absence Mgmt, Authority Correspondence, Create Accounting DI CHN	Identify parameters for running either the CNAO Shared Information or Payroll Information report for CNAO SOE or PSGM reporting.
Business Unit List	GPCN_BUNIT_LIST	Select the Business Unit List link on the Create Accounting DI CHN page.	Select the business unit of the company whose CNAO accounting data you want to report.
Pay Entity List	GPCN_PYENT_LIST	Select the Pay Entity link on the Create Accounting DI CHN page.	(Payroll Information) Select the pay entity of the company whose CNAO payroll information you want to report.

## File Handles CHN Page

Use the File Handles CHN page (GPCN\_FILE\_HANDL) to enter the file name and character set to use for CNAO SOE or PSGM reporting.

### Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, File Handles CHN, File Handles CHN

### Image: File Handles CHN page

This example illustrates the fields and controls on the File Handles CHN page.

**File Name** Enter the XML file name to use for CNAO reporting.

**Character Set** Enter the *UTF-8* (Unicode UTF-8) character set for CNAO reporting.

## Create Accounting DI CHN Page

Use the Create Accounting DI CHN page (GPCN\_CNAO\_RPT) to identify parameters for running either the CNAO Shared Information or Payroll Information report for CNAO SOE or PSGM reporting.

Navigation

Global Payroll & Absence Mgmt, Authority Correspondence, Create Accounting DI CHN

Image: Create Accounting DI CHN page

This example illustrates the fields and controls on the Create Accounting CHN page.

Create Accounting DI CHN

Run Control ID 01

Report Manager

Process Monitor

Run

LanguageEnglish

Parameters

'Report TypePayroll Information

'CompanyK6C

Business Unit List

'Year2012

'File HandleSO

SOE.xml

Pay Entity List

Accounting Month From

Accounting Month To

Display Periods

Applicable Periods for Payroll Results

PersonalizeFindView All

First1 of 1Last

	Pay Group	Period Begin Date	Period End Date	Payment Date
1				

Parameters

- Report Type

Select the CNAO report type to create, either *Payroll Information* or *Shared Information*.

Fields appear on the page based on the report type that is selected.
- Company

Enter the company whose accounting data you want to report, and enter the reporting year.
- Year,

Enter the reporting year for which you want to report CNAO accounting data.
- Accounting Month From, Accounting Month To and Display Periods

The Accounting Month From and Accounting Month To fields and Display Periods button appear only when the *Payroll Information* report type is selected.

Enter the months of the reporting year to use.

Select the Display Periods button to view which pay group, calendars and payment dates are included in the range of months that you selected.

---

**Note:** Only finalized calendars and payrolls are can be included.

---

### Business Unit List

Select this link to display the Business Unit List page. Enter each business unit for which you want to report accounting data to CNAO.

If no business units are specified, the system reports on all departments and employees within the selected company.

### Pay Entity

This link appears only when the *Payroll Information* report type is selected.

Select the link to display the Pay Entity List page where you can identify each pay entity for which you want to report CNAO payroll information.

### File Handle

Enter the file handle for the SOE or PSGM XML file template to use.

## Applicable Periods for Payroll Results

This group box appears only when the *Payroll Information* report type is selected.

## Reviewing the CNAO XML File

After you have generated the XML file, you can review it on the Process Scheduler View Log/Trace page. You can also refer to the log file Accounting DI Log.csv to review data before submitting the files.

### Image: Example of a View Log/Trace page for GPCN\_CNAO

This example illustrates the fields and controls on a View Log/Trace page for GPCN\_CNAO.

**View Log/Trace**

**Report**

**Report ID:** 833      **Process Instance:** 1009      [Message Log](#)  
**Name:** GPCN\_CNAO      **Process Type:** Application Engine  
**Run Status:** Success

**CNAO XML Report**

**Distribution Details**

**Distribution Node:** rtdc78020oitmt      **Expiration Date:** 07/25/2011

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">AE_GPCN_CNAO_1009.stdout</a>	302	07/18/2011 5:28:31.336526PM PDT
<a href="#">Accounting_DI_Log.csv</a>	506	07/18/2011 5:28:31.336526PM PDT
<a href="#">SOE.XML</a>	31,569	07/18/2011 5:28:31.336526PM PDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	PS



If you are unable to save the CSV log file in CSV format, you can save it manually (from Internet Explorer) as follows:

1. Right click on the log file.
2. Select Save Target As. A popup menu appears.
3. In the File Name drop-down menu, type the name that you want to use with the .csv extension (for example, CNAO\_XML\_report.csv).
4. Select Save.



## Appendix A

# PeopleSoft Global Payroll for China Reports

## PeopleSoft Global Payroll for China Reports: A to Z

The table in this topic lists the PeopleSoft Global Payroll for China reports, sorted by report ID.

Each report description indicates whether the system generates the report using Structured Query Reports (SQRs), Oracle Business Intelligence Publisher (BI Publisher, or BIP), or both. BI Publisher for PeopleSoft is a template-based reporting solution that separates the data extraction process from the report layout and allows the reuse of extracted application data into multiple report layouts.

For more information about running the reports, refer to:

- The corresponding topic in this product documentation.
- *PeopleTools: PeopleSoft Process Scheduler*
- *PeopleTools: BI Publisher for PeopleSoft*
- *PeopleTools: SQR Language Reference for PeopleSoft*

For samples of these reports, see the [Report Samples](#) that are published with this online documentation.

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

