
PeopleSoft HCM 9.2: Administer Company Cars

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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

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

PeopleSoft Hosted Documentation

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

Locally Installed Help

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

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

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

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

Downloadable PeopleBook PDF Files

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

Common Help Documentation

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

- Application Fundamentals

- Using PeopleSoft Applications

Most product lines provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

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

Field and Control Definitions

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

Typographical Conventions

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

<i>Typographical Convention</i>	<i>Description</i>
Bold	Highlights PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Highlights field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. Italics also highlight references to words or letters, as in the following example: Enter the letter <i>O</i> .
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For Alt+W, hold down the Alt key while you press the W key.
Monospace font	Highlights a PeopleCode program or other code example.
... (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.

<i>Typographical Convention</i>	<i>Description</i>
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

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

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

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

Region and Industry Identifiers

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

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

Region Identifiers

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

- Asia Pacific
- Europe
- Latin America

- North America

Industry Identifiers

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

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

Access to Oracle Support

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

Documentation Accessibility

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

Using and Managing the PeopleSoft Online Help

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

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

PeopleSoft HCM Related Links

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

[My Oracle Support](#)

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

[HCM Abbreviations](#)

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

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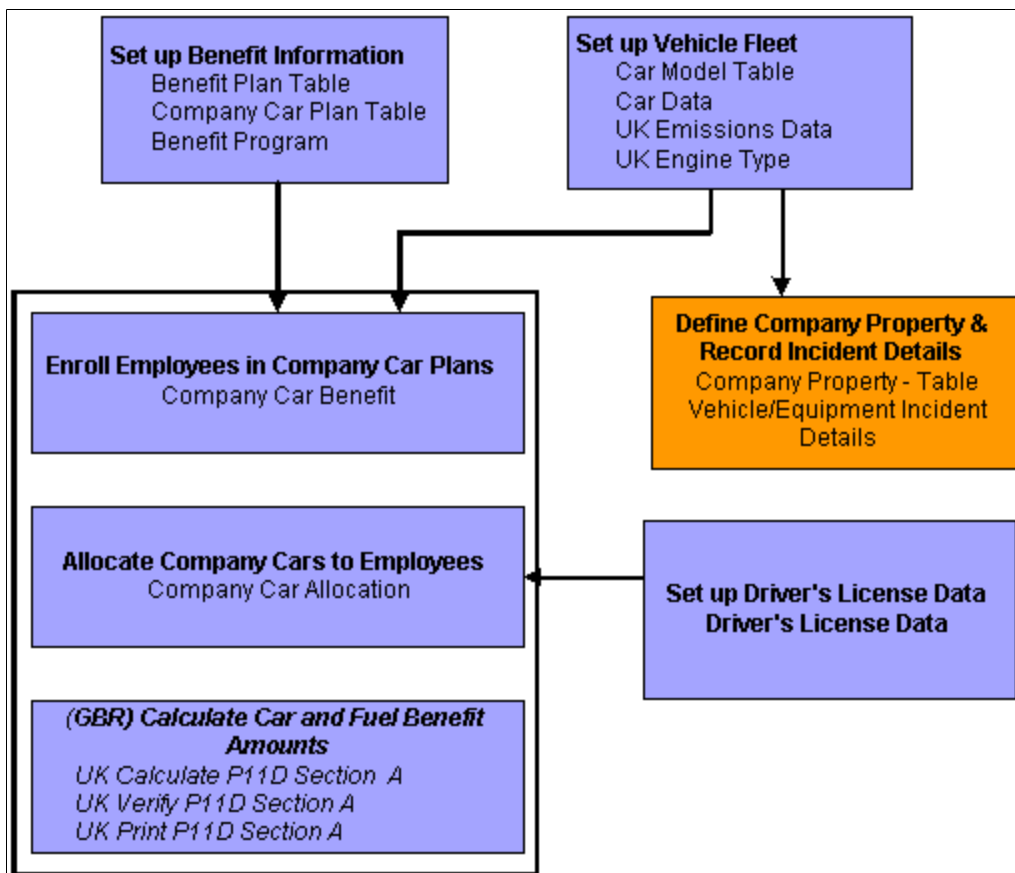
Getting Started with Administer Company Cars

Administer Company Cars Overview

Administer Company Cars enables you to set up and administer company cars for an organization. Setup tasks include defining company car benefit plans and fleet data. Administration tasks include allocating and tracking company cars and defining tax percentages and engine types.

Image: Administer Company Cars business process showing the necessary steps from setting up benefit information and the vehicle fleet to calculating car and fuel benefit amounts

This diagram illustrates the Administer Company Cars business process, from setting up benefit information and the vehicle fleet to calculating car and fuel benefit amounts:



Administer Company Cars Business Processes

Administer Company Cars provides these business processes:

- Set up company car benefit plans and car fleet data.
- Allocate and track company cars.
- (GBR) Define tax percentages and engine types.

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

Administer Company Cars Integrations

Administer Company Cars integrates with these PeopleSoft applications:

- PeopleSoft HCM applications.
- Other PeopleSoft applications.
- Third-party applications.

We cover integration considerations in the implementation topics in this product documentation.

Supplemental information about third-party application integrations is located on the [My Oracle Support](#) website.

Administer Company Cars Implementation

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

Other Sources of Information

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

See Also *PeopleTools: PeopleSoft Setup Manager*

Related Links

PeopleSoft HCM 9.2: Application Fundamentals

Chapter 2

Setting Up Administer Company Cars

Setting Up the Company Car Benefit Plan

To set up the company car benefit plan, use the Benefit Plan Table (BENEFIT_PLAN_TABLE) and Company Car Plan Table (CAR_PLAN_TABLE) components.

This topic discusses how to:

- Create and name the company car benefit plan.
- Enter company car benefit information.
- Add the company car benefit plan to benefit programs.

Note: This topic is required. To implement Administer Company Cars, you must complete the tasks discussed in this topic.

PeopleSoft considers a company car a benefit; therefore, some of the standard benefit plan codes and tables define the company car benefit.

Use the Benefit Plan Table to set up all types of benefits, not just company cars.

Pages Used to Set Up the Company Car Benefit Plan

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Benefit Plan Table	BENEFIT_PLAN_TABLE	Set Up HCM, Product Related, Workforce Administration, Company Cars, Benefit Plan Table, Benefit Plan Table	Create and name company car benefit plans.
Company Car Plan Table	CAR_PLAN_TABLE	Set Up HCM, Product Related, Workforce Administration, Company Cars, Company Car Plan Table, Company Car Plan Table	Enter company car benefit information that is specific to each company car benefit plan.

Benefit Plan Table Page

Use the Benefit Plan Table page (BENEFIT_PLAN_TABLE) to create and name company car benefit plans.

Navigation

Set Up HCM, Product Related, Workforce Administration, Company Cars, Benefit Plan Table, Benefit Plan Table

Image: Benefit Plan Table page

This example illustrates the fields and controls on the Benefit Plan Table page.

Benefit Plan Table

Plan Type: 5A Company Car Benefit Plan: KNCAR

Benefit Plans Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980

*Description: Standard Car Scheme Short Description: Car

Set ID: NLD01

Vendor ID:

SPD URL ID:

Group Number:

Default Deduction Code: KN5A01 Company Car

Self-Service Plan Description:

Internal Administrative Contacts Customize | First 1 of 1 Last

*Contact Type	*Contact ID	Contact Description

Plan Type and Benefit Plan

Displays the plan type and benefit plan that you entered. Leave the remaining fields blank.

Related Links

"Defining Benefit Plans (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

Company Car Plan Table Page

Use the Company Car Plan Table page (CAR_PLAN_TABLE) to enter company car benefit information that is specific to each company car benefit plan.

Navigation

Set Up HCM, Product Related, Workforce Administration, Company Cars, Company Car Plan Table, Company Car Plan Table

Image: Company Car Plan Table page

This example illustrates the fields and controls on the Company Car Plan Table page.

Company Car Plan Table														
Plan Type:	5A	Company Car												
Benefit Plan:	HGCAR													
Data Find View All First 1 of 1 Last														
*Effective Date:	06/11/2009													
Qualifying Period:	[] Months													
Allowance Amount:	[]													
Price Range <table border="1"> <thead> <tr> <th></th> <th>Minimum:</th> <th>Maximum:</th> </tr> </thead> <tbody> <tr> <td>Purchase:</td> <td>\$7,000.000</td> <td>\$55,000.000</td> </tr> <tr> <td>Lease:</td> <td>\$500.000</td> <td>\$1,000.000</td> </tr> <tr> <td>Contract Hire:</td> <td>\$500.000</td> <td>\$1,000.000</td> </tr> </tbody> </table>				Minimum:	Maximum:	Purchase:	\$7,000.000	\$55,000.000	Lease:	\$500.000	\$1,000.000	Contract Hire:	\$500.000	\$1,000.000
	Minimum:	Maximum:												
Purchase:	\$7,000.000	\$55,000.000												
Lease:	\$500.000	\$1,000.000												
Contract Hire:	\$500.000	\$1,000.000												

Qualifying Period

Enter the waiting or qualifying period for participating in this plan, if applicable. Select a unit by which to measure time and enter the number of those units.

Allowance Amount

If you offer an allowance amount instead of a car, enter the amount and the currency code for that amount. The currency code appears by default from the base currency code defined in the Installation table. If you change the currency code here, the new code applies to the other currency-related fields on this page.

Price Range

Use the fields in this group box to define the price range of a car. For example, a worker enrolled in the HGCAR benefit plan might have a car with a minimum list price of 7,000 and a maximum price of 55,000.

Purchase

List the minimum and maximum amount of purchase. Specify the currency of these amounts by entering a currency code next to Allowance Amount. This code controls all amount fields on this page.

Lease and Contract Hire

List minimum and maximum amount of lease or contract hire. Specify the currency of these amounts by entering a currency code to the right of the Allowance Amount field. This code controls all amount fields on this page.

Adding the Company Car Benefit Plan to Benefit Programs

To enable workers to use the car benefit plan, assign the plan to benefit programs and then assign benefit programs to workers.

To add the company car benefit plan to one of the organization's benefit and deduction programs, use the Benefit/Deduction Program Table pages. Select Set Up HCM, Product Related, Workforce Administration, Company Cars, Ben/Ded Program Tbl. Use these same pages to define Benefit/Deduction Programs in the Benefit Program table.

Related Links

"Building Benefit Programs (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

Setting Up Company Car Fleet Information

To set up company car fleet information, use the Car Model Table (CAR_MODEL_TABLE), Car Management Location (CAR_MG_LOC_TBL) , and Car Data (CAR_DATA) components.

This topic lists common elements and discusses how to:

- Track company cars.
- Enter location information.
- Enter a car profile.
- Record allocation information and track car pooling information.
- Record maintenance history.

Setting up car fleet information involves entering information about the cars, car models, car pool information, and vehicle maintenance. This information enables you to administer the allocation and tracking of company cars.

Note: This topic is required. To implement Administer Company Cars, you must complete the tasks discussed in this topic.

Pages Used to Set Up Company Car Fleet Information

Page Name	Definition Name	Navigation	Usage
Car Model Table	CAR_MODEL_DATA	Set Up HCM, Product Related, Workforce Administration, Company Cars, Car Model Table, Car Model Table	Track company cars.

Page Name	Definition Name	Navigation	Usage
Car Management Location	CAR_MG_LOC_TBL	Set Up HCM, Product Related, Workforce Administration, Company Cars, Car Management Location, Car Management Location	Enter location information detailing where car maintenance, leasing, and management occurs.
Car Data	CAR_DATA1	Set Up HCM, Product Related, Workforce Administration, Company Cars, Car Data, Car Data	Enter details such as a profile of the car and accessories information.
Allocation	CAR_DATA2	Set Up HCM, Product Related, Workforce Administration, Company Cars, Car Pool & Maint, Allocation	View allocation information, track car pool information, and enter comments about the car.
Maintenance	CAR_MAINT	Set Up HCM, Product Related, Workforce Administration, Company Cars, Car Pool & Maint, Maintenance	Record a company car's car pool and maintenance history.

Common Element Used to Set Up Company Car Fleet Information

Car ID

Displays an identification code for a specific vehicle.

Note: To prevent numbering errors, always assign a number or let the system assign one automatically.

Car Model Table Page

Use the Car Model Table page (CAR_MODEL_DATA) to track company cars.

Navigation

Set Up HCM, Product Related, Workforce Administration, Company Cars, Car Model Table, Car Model Table

Image: Car Model Table page

This example illustrates the fields and controls on the Car Model Table page.

Car Model Table

Manufacturer: BMW
 Model: 323i SE
 Engine Type: PET

Data Find | View All First 1 of 1 Last

*Effective Date: 06/11/2009
 *Status: Active
 *Engine Capacity: 2500 Cubic Centimeters
☐ High Insurance Risk
 CO2 Emissions:

Costs

List Cost: 24,895.00 EUR
 Lease Cost: Frequency: Monthly
 Contract Hire Cost:

Description:

Model	Displays the manufacturer and model of the car.
Engine Type	Displays the engine type.
Engine Capacity	Enter the engine capacity for the model.
High Insurance Risk	Select this check box if this is a high-insurance car.
CO2 Emissions g/km (carbon dioxide emissions in grams per kilometer)	In the U.K., vehicle tax is based on carbon dioxide emissions. Enter the grams per kilometer emissions provided by the manufacturer in accordance with government guidelines.
List Cost	Enter the list cost. This is a required field that the system uses for tax purposes when performing P11D calculations. The currency code field next to the List Cost field applies to all amount fields on the page.
Lease Cost	For lease costs, select <i>Daily</i> , <i>Weekly</i> , <i>Monthly</i> , or <i>Yearly</i> .
Contract Hire Cost	For contract hire costs, enter the amount in the field.

Car Management Location Page

Use the Car Management Location page (CAR_MG_LOC_TBL) to enter location information detailing where car maintenance, leasing, and management occurs.

Navigation

Set Up HCM, Product Related, Workforce Administration, Company Cars, Car Management Location, Car Management Location

Image: Car Management Location page

This example illustrates the fields and controls on the Car Management Location page.

The screenshot shows the 'Car Management Location' page with the following fields and values:

- Location:** ABC Motor Group
- Location Type:** Garage (selected from a dropdown menu)
- Country:** GBR United Kingdom (with a search icon)
- Address:** 55 Turnpike Road, Shiphham, Somerset BS251TX (with an 'Edit Address' button)
- Telephone:** (empty text box)
- Description:** (empty text box with a small icon in the bottom right corner)

Location Type

Values include:

Garage: Select for a car maintenance facility.

Internal Management Center: Select for a location within the company that manages a car.

Lease Company: Select for a company from which you lease cars for use in the program.

Car Data Page

Use the Car Data page (CAR_DATA1) to enter details such as a profile of the car and accessories information.

Navigation

Set Up HCM, Product Related, Workforce Administration, Company Cars, Car Data, Car Data

Image: Car Data page

This example illustrates the fields and controls on the Car Data page.

Car Data

Car ID: 0000010

Car Profile Find | View All First 1 of 1 Last

Car Details + -

*Effective Date: 06/11/2009 *Status: Active

Registration Nbr: T451 RBI VIN: 1997745 AX 8821

*Make: Ford Model: Mondeo 1.8 GLX

Registration Date: 06/01/2010 Color: Silver

Provision Method: Purchase Cost: 26,600.00 Currency Code: EUR

Management Location:

Country: GBR United Kingdom

County: BERKS Berkshire

United Kingdom

Tax Renewal Date: Age of Car: 10 ☐ Classic Car

Accessories Find First 1 of 1 Last

*Description	Cost	Currency	Installed	Removed
Kenwood Stereo	350.00	EUR	06/01/2009	

Registration No. (registration number) and VIN (vehicle identification number) registration number

Enter the vehicle's registration number and VIN.

Make and Model

Provide information in these required fields. Define values for make in the Translate table, and define values for model in the Car Model table.

Registration Date and Color

Enter the car's registration date and select a color.

Provision Method and Cost

Select a provision method using the purchase, lease, and contract hire costs that you defined in the Car Model table. The system displays the car's cost in the appropriate currency based on the provision method that you select. You can override these amounts.

Management Location

Select a management location for this vehicle. This field is optional. Car management locations are stored on the Car Management Locations page.

(GBR) United Kingdom

Tax Renewal Date

Enter a date. The date that you enter is for informational purposes only.

Age of Car

Displays the car's age calculated from the registration date that you entered on the Car Data page.

Classic Car

Select for cars that are 15 years or older.

Accessories

For each accessory, complete the fields in this group box.

Allocation Page

Use the Allocation page (CAR_DATA2) to view allocation information, track car pool information, and enter comments about the car.

Navigation

Set Up HCM, Product Related, Workforce Administration, Company Cars, Car Pool & Maint, Allocation

Image: Allocation page

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

Allocation Maintenance

Car ID: 0000010 Registration Nbr: T451 RBI VIN: 1997745 AX 8821

Currently Allocated to: KG0002 Dewi Hopkins

Car Pool				Customize Find View All First 1 of 1 Last
	Start Date	End Date	Empl ID	Name
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Registration No. and VIN

Displays the registration number and VIN that you entered on the Car Data page.

Currently Allocated To

Displays the ID and name of an individual if the car is assigned to a worker on the Company Car Allocation table.

Car Pool

Enter the start date and the end date of the car pool, and then enter the EmplID of the person who is responsible for the company car.

Maintenance Page

Use the Maintenance page (CAR_MAINT) to record a company car's car pool and maintenance history.

Navigation

Set Up HCM, Product Related, Workforce Administration, Company Cars, Car Pool & Maint, Maintenance

Image: Maintenance page

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

The screenshot displays the Maintenance page (CAR_MAINT) with the following fields and controls:

- Car ID:** 0000010
- Registration Nbr:** T451 RBI
- VIN:** 1997745 AX 8821
- Car Details Section:**
 - *Maintenance Date:** 04/11/2000 (with a calendar icon)
 - Location:** Cradock Garage (with a search icon)
 - Action Code:** Full Service (dropdown menu)
 - Present Distance:** 30,000
 - Distance Scale:** Miles (dropdown menu)
 - Comments:** (text area)
- Next Service Section:**
 - Distance:** 40,000
 - Date:** 01/08/2001 (with a calendar icon)
- Mexico Section:**
 - Car Details Mexico:**
 - *Effective Date:** 06/11/2009 (with a calendar icon)
 - Inspection Type:** (dropdown menu)
 - Stop Day:** (dropdown menu)

Maintenance Date

Enter the date when the car was serviced.

Location

Select a location from the list of locations that you defined on the Car Management Location table. *Garage* is the only location type that appears here.

Action Code

Select a value from the available options.

Present Distance

Enter the car's odometer reading as of the service date. Select *Miles* or *Kms* (kilometers).

Next Service

If you selected *Full Service* as the action code, enter the distance and date for the car's next service. To enter additional car maintenance and service events, insert a new data row and enter a new maintenance date, if appropriate.

(MEX) Mexico

Because of high pollution levels in Mexico, there are legal requirements for car inspections.

Inspection Type

Values include:

Multiple Stop Day (2), New Cars (00), No Stop Day (0), and One Stop Day (1).

For example, if a car has an inspection type of *One Stop*, the car must not be used one day of the week.

Stop Day

Depending on the result of the inspection, you may need to specify a stop day when the car cannot be in use.

Values include:

Monday, Tuesday, Wednesday, Thursday, and Friday.

Chapter 3

Administering Company Cars for a Workforce

Allocating Company Cars

To allocate company cars, use the Select Type of Benefits (CAR_PLAN) and Assign Type of Car/Dates (CAR_ALLOCATION) components.

This topic discusses how to:

- Enroll employees in company car plans.
- Allocate company cars.

Before allocating cars to employees, enroll them in the benefit plan.

Pages Used to Allocate Company Cars

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Select Type of Benefits	CAR_PLAN	Benefits, Provide Company Cars, Select Type of Benefits, Select Type of Benefits	Enroll workers in the car benefit plan.
Assign Type of Car/Dates	CAR_ALLOCATION	Benefits, Provide Company Cars, Assign Type of Car/Dates, Assign Type of Car/Dates	Allocate company cars to workers.

Select Type of Benefits Page

Use the Select Type of Benefits page (CAR_PLAN) to enroll workers in the car benefit plan.

Navigation

Benefits, Provide Company Cars, Select Type of Benefits, Select Type of Benefits

Image: Select Type of Benefits page

This example illustrates the fields and controls on the Select Type of Benefits page.

Select Type of Benefits

Dewi Hopkins Employee ID: KG0002 Benefit Record: 0

Plan Type 5A Company Car

Coverage Details 01/11/1990

***Date:** 01/11/1990

Coverage Election

☒ *Elect Date: 01/11/1990

☐ Waive

☐ Terminate

***Benefit Plan:** KGCAR Company Car Plan - UK

☐ Allowance Taken

Amount: Currency: GBP

Status: Active

Description: UK Base Benefits

Currency: GBP

Plan Type

Displays the default value of *Company Car*.

Coverage Begin Date

Enter the start date for the worker's coverage under this plan.

Coverage Election

Indicate whether the worker chooses to Elect, Waive, or Terminate their coverage.

Elect Date

Enter the date on which the worker elected this coverage.

Benefit Plan

Enter a benefit plan from the plans that you set up in the Benefit Plan Table page. Only benefit plans that are in this worker's benefit program are available here.

Allowance Taken

Select if this worker chooses an allowance instead of a car.

Amount

Displays the allowance amount from the Company Car Plan page. You can override the amount, the currency, or both. Workers who choose the allowance can't have company cars allocated in the Assign Type of Car/Dates page.

Related Links

[Setting Up the Company Car Benefit Plan](#)

Assign Type of Car/Dates Page

Use the Assign Type of Car/Dates page (CAR_ALLOCATION) to allocate company cars to workers.

Navigation

Benefits, Provide Company Cars, Assign Type of Car/Dates, Assign Type of Car/Dates

Image: Assign Type of Car/Dates page

This example illustrates the fields and controls on the Assign Type of Car/Dates page.

Assign Type of Car/Dates

Dewi Hopkins EMP ID: KG0002 Empl Record: 0

Data Find | View All First 1 of 1 Last

Benefit Plan: KGCAR Company Car Plan - UK

Effective Date: 01/11/1990

Allocation Find | View All First 1 of 1 Last

*Car Identification: 0000010

Start Date: 01/11/1990

End Date:

Car Type: Other

United Kingdom

Capital Contribution:

☐ Fuel Provided ☐ Fuel Cost Reimbursed ☒ P46 Submitted

Payments Towards Private Use Find First 1 of 1 Last

Payment Date Amount Currency Frequency Type

Annual Quarterly Monthly Weekly

Unavailability Find First 1 of 1 Last

Start Date End Date Reason

Annualized Business Mileage Find First 1 of 1 Last

Tax Year End Mileage Type

Year Ending 5th of April 1999 18000+ Actual

Car Identification

Enter the code of the car that you want to allocate to the worker.

Define values for this field in the Car Data table. Only cars that aren't already allocated or assigned to carpools as of the effective date are available.

Start Date

Enter the start date of the allocation.

Car Type

Select from these values:

Primary Car, Replacement Car, Secondary Car, or Other.

The car type is used in the P46 (Car) report that is provided with Global Payroll for the U.K.

End Date

Enter a date when the worker is scheduled to (or does) return the car.

(GBR) United Kingdom

This information is required for the P46 (Car) report that is provided in PeopleSoft Global Payroll for the U.K.

Capital Contribution	Enter the amount and the currency code if the worker makes any capital contributions toward the car.
Fuel Provided	Select if you supply fuel to the worker for private use.
Fuel Cost Reimbursed	Select if the worker reimburses the total cost.
P46 Submitted	Select if you've submitted the P46 (Car) report to the Inland Revenue. If you have Global Payroll for the U.K., you can generate this report automatically.

Payments Towards Private Use

Complete this group box if the worker makes any payments for private use of the car.

Payment Date and Amount	Enter the date on which the worker started making payments and enter the amount of each payment.
Frequency Type	Select the frequency of the worker's payments.

Unavailability

Indicate any period when the car is unavailable.

Annualized Business Mileage

Track the distance that the car is driven on business. Only mileage ranges are required for tax purposes.

Tax Year End and Mileage	To identify the mileage for a particular tax year, select the Tax Year End value and the range of business mileage
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Type	<p>Values are:</p> <p><i>Actual:</i> Select at the end of the tax year when a more accurate value is available.</p> <p><i>Expected:</i> Select to enter an estimate for the current tax year.</p>
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(GBR) Tracking Company Cars and Vehicle Incidents

This topic provides an overview of tracking functionality and discusses how to:

- Calculate P11D Information benefit amounts.
- Verify P11D Information calculation results online.

Note: To track company cars and vehicle incidents, use the Calculate P11D Information (CALC_P11D_SEC_A) and Verify P11D Information (VIEW_P11D_SEC_A) components.

Pages Used to Track Company Cars and Vehicle Incidents

Page Name	Definition Name	Navigation	Usage
Calculate P11D Information	RUNCTL_COMPCAR001	Benefits, Provide Company Cars, Calculate P11D Information, Calculate P11D Information	To calculate the P11D Information amounts, run the CAR001 process. You can run the report for one worker at a time or for all eligible workers.
Verify P11D Information	P11D_SEC_A_UK	Benefits, Provide Company Cars, Verify P11D Information, Verify P11D Information	Verify P11D Information calculation results online.
Process Notes	P11D_NOTES_UK	Benefits, Provide Company Cars, Verify P11D Information, Process Notes	View benefit calculation details.

Understanding Tracking Functionality

To use the PeopleSoft HR Monitor Health and Safety application to track vehicle incidents related to company cars, you must define each car as an item of company property. Do this on the Company Property Table Setup page. Once you define a car as company property, use the Incident Data and Vehicle/Equipment Detail pages to record details of any incidents involving the employee and the car, or use the Monitor Health and Safety menus.

You can allocate a company car, without transfer of property, to a director or worker earning more than the statutory threshold. This car is then also available to the worker or director for private use.

There are various tax implications when you allocate a company car to a worker. Companies pay tax in the form of Class 1A National Insurance Contributions (NICs). Workers pay income tax based on their tax codes, which is adjusted to take into account the taxable benefit of the car. In both cases, the taxable benefit is based on the list price, business mileage, age, and periods of unavailability of the car. To find out more about legal requirements, contact the Inland Revenue.

Related Links

"Entering Health and Safety Incident Details (*PeopleSoft HCM 9.2: Human Resources Monitor Health and Safety*)"

[Setting Up the Company Car Benefit Plan](#)

Calculate P11D Information Page

Use the Calculate P11D Information page (RUNCTL_COMPCAR001) to calculate the P11D Information amounts, run the CAR001 process.

You can run the report for one worker at a time or for all eligible workers.

Navigation

Benefits, Provide Company Cars, Calculate P11D Information, Calculate P11D Information

Image: Calculate P11D Information page

This example illustrates the fields and controls on the Calculate P11D Information page.

Calculate P11D Information

Run Control ID: PS [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameters

*Tax Year End: 2008 Year Ending 5th of April 2008

Empl ID: Leave blank for all employees

Employment Record Number: Leave blank for all records

Run Control ID Displays the run control ID that you entered.

Tax Year End Define values on the Translate table

Empl ID (employee identification) Leave this field blank to run the report for all eligible workers, or enter an ID to run the report for only one worker.

Employment Record Number Leave this field blank to run the report for all worker records, or enter an employment record number to run the report for only one worker record.

Run Click this button to calculate P11D Information.

Verify P11D Information Page

Use the Verify P11D Information page (P11D_SEC_A_UK) to verify P11D Information calculation results online.

Navigation

Benefits, Provide Company Cars, Verify P11D Information, Verify P11D Information

Image: Verify P11D Information page

This example illustrates the fields and controls on the Verify P11D Information page.

Verify P11D Information Process Notes

ID: KG0002 Empl Record: 0

P11D Section A (UK) Find | View All First 1 of 1 Last

Tax Year End:	1999	Car ID:	0000010
Make and Model:	Ford Mondeo 1.8 GLX		
Registration Date:	03/01/1999		
Car available from:	01/11/1990	To:	
CO2 Emissions g/km:	000	Tax Percentage:	00
Business Mileage:	<input type="checkbox"/> 2,499 or less	<input type="checkbox"/> 2,500 - 17,999	<input checked="" type="checkbox"/> 18,000 or more
Payment received - private use:	0.00		
List Price:	17,000.00		
Accessories-before car avail:	0.00		
Total = car + accessories:	17,000.00		
Accessories-after car avail:	0.00		
Capital Contribution:	0.00		
Car Benefit Charge:	1,983.33		

Fuel

☐ Fuel provided for private use

☐ Full cost of fuel reimbursed

Engine Type: Petrol

Engine Size: ☐ 1400cc or less ☒ 1401cc - 2000cc ☐ over 2000cc

Fuel Benefit Charge: 0.00

Each data row relates to a car for the worker per tax year. If a worker had two cars during the tax year, there are two data rows for that worker. If a worker had the same car for two tax years, there are also two rows of data. Use the scroll arrows to move between rows.

If you find errors in the display-only fields on the page, update the core data and rerun CAR001.

Tax Year End, Car available from and Payment received - private use	Display values that you defined on the Assign Type of Car/ Dates page.
Make and Model and Registration Date	Display values that you defined on the Car Data page.
CO2 Emissions g/km (carbon dioxide emissions in grams per kilometer) and Tax Percentage	Displays value that you defined on the Emissions Data UK page.
Business Mileage	Select from: <i>2,499 or less</i> , <i>2,500 – 17,999</i> , or <i>18,000 or more</i> .
List Price	Displays the value that you defined on the Car Model page.
Accessories-before car avail., Total = car + accessories, and Accessories-after car avail.	Displays values that you defined on the Car Data page.
Capital Contribution	Display values that you defined on the Assign Type of Car/ Dates page.

Car Benefit Charge Adjust benefit charge amounts that require complex manual calculations.

Fuel

Fuel provided for private use and Full cost of fuel reimbursed Display values that you defined on the Assign Type of Car/ Dates page.

Engine Type and Engine Size Displays values that you defined on the Car Model page.

Values are: *1400cc or less*, *1401cc – 2000cc*, and *over 2000cc*

Fuel Benefit Charge Adjust benefit charge amounts that require complex manual calculations.

Related Links

"Entering Incident Data for Vehicles and Equipment (*PeopleSoft HCM 9.2: Human Resources Monitor Health and Safety*)"

Running Company Car Reports

This topic discusses how to run company car reports.

Pages Used to Run Company Car Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Car List	PRCSRUNCNTL	Benefits, Provide Company Cars, Create List of Cars, Car List	Run the Car List report (CAR003) that produces a list of cars in the company's fleet and list basic information.
Print P11D Information	RUNCTL_COMPCAR001	Benefits, Provide Company Cars, Print P11D Information, Print P11D Information	Run the Print P11D Information report (CAR002) to print the results from the CAR001 process in a format similar to the UK government form P11D. You can run the report for a selected employee or all eligible employees in a given tax year. Before using this page, you must have run the CAR001 report process.

Chapter 4

(GBR) Defining Tax Percentages and Engine Types

Understanding Emissions Taxes

In the United Kingdom, the government bases the automobile tax charge on a percentage of the car price graduated according to the level of the car's carbon dioxide (CO₂) emissions. See the CO₂ Emissions Tax Table on the Inland Revenue site for appropriate charges.

Use the emissions data table to add new rates or adjust the values of rates that are already defined in the system.

The system also contains predetermined data for engine types and the associated discounts. Use the Define Engine Type table to add new engine types and discounts or adjust the values already defined in the system.

These discounts apply only to cars that were first registered on January 1, 1998 or later.

Defining Tax Percentages and Engine Types

To define tax percentages and engine types, use the Define Emissions Data (EMISSIONS_DATA) and Define Engine Type (ENGINE_TYPE) components.

This topic discusses how to:

- Define tax percentages.
- Define engine types.

Pages Used to Define Tax Percentages and Engine Types

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Define Emissions Data	EMISSIONS_DATA_UK	Benefits, Provide Company Cars, Define Emissions Data, Define Emissions Data	Define tax percentages by year and gram per kilometer emissions per regulations.
Define Engine Type	ENGINE_TYPE_UK	Benefits, Provide Company Cars, Define Engine Type, Define Engine Type	Define engine types and determine the associated tax discounts per regulations.

Define Emissions Data Page

Use the Define Emissions Data page (EMISSIONS_DATA_UK) to define tax percentages by year and gram per kilometer emissions per regulations.

Navigation

Benefits, Provide Company Cars, Define Emissions Data, Define Emissions Data

Image: Define Emissions Data page

This example illustrates the fields and controls on the Define Emissions Data page.

Define Emissions Data

Tax Percentage:

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

Tax Year End: Year Ending 5th of April 2008

CO2 Emissions g/km:

Tax Percentage

Displays the tax percentage that you entered to access the page.

Tax Year End

Enter the tax year that defines the taxation rate.

CO2 Emissions g/km

Enter the associated carbon dioxide emissions as grams per kilometer.

Define Engine Type Page

Use the Define Engine Type page (ENGINE_TYPE_UK) to define engine types and determine the associated tax discounts per regulations.

Navigation

Benefits, Provide Company Cars, Define Engine Type, Define Engine Type

Image: Define Engine Type page

This example illustrates the fields and controls on the Define Engine Type page.

The screenshot shows a web form titled "Define Engine Type". It contains the following fields and values:

Field Label	Value
*Engine Type:	GAS
*Engine Type Long Description:	Gas Cars
*Engine Type Short Description:	Gas
Base Discount %:	1
Supplement %:	
Emissions Discount %:	1
Emissions Discount gms:	20

Engine Type

Displays the engine type that you entered to access the page.

Base Discount % (base discount percentage)

Enter the base discount that is associated with this engine type.

Emissions Discount % (emissions discount percentage)

Enter an additional emissions discount if one is applicable.

Emissions Discount gms (emissions discount grams)

For hybrid-electric vehicles, enter an additional discount. The discount calculates as 1 percent of the price for each full 20g/km by which the CO₂ emissions figure is below the qualifying level for the minimum charge for the year.

