PEOPLESOFT ENTERPRISE

PeopleSoft Enterprise Global Payroll for Thailand 9.0 PeopleBook

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PeopleSoft Enterprise Global Payroll for Thailand 9.0 PeopleBook
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About This PeopleBook Preface

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

This preface discusses:

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

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

PeopleSoft Enterprise Application Prerequisites

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

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

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

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

Application Fundamentals

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

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

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

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Download documentation.

Obtaining Documentation Updates

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

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

See Also

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

Downloading Documentation

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

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

Additional Resources

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

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

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

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

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

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft Enterprise or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
`Monospace font`	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

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

Important! Example of an important note.

Warnings

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

Warning! Example of a warning.

Cross-References

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

Country, Region, and Industry Identifiers

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

Example of a country-specific heading: "(FRA) Hiring an Employee"

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

Country Identifiers

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

Region Identifiers

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

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

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

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

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

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

Common Elements Used in PeopleBooks

As of Date — The last date for which a report or process includes data.

Business Unit — An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.

Description — Enter up to 30 characters of text.

Effective Date — The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.

Once, Always, and **Don't Run** — Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run.

Select Always to run the request every time the batch process runs.

Select Don't Run to ignore the request when the batch process runs.

Process Monitor — Click to access the Process List page, where you can view the status of submitted process requests.

Report Manager — Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

Request ID — An ID that represents a set of selection criteria for a report or process.

Run — Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.

SetID — An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.

Short Description Enter up to 15 characters of text.

User ID An ID that represents the person who generates a transaction.

PeopleSoft Enterprise Global Payroll for Thailand Preface

This preface discusses:

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

PeopleSoft Products

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

PeopleSoft Enterprise HRMS Application Fundamentals

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

PeopleBook Structure

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

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

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

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

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

Chapters	Description
Business Process	This can be one or more chapters. These chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area. For example, if functionality X is part of a product, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality. **Note.** There may be times when a small amount of setup and implementation information is included in a business process chapter if the amount of setup and implementation documentation was insufficient to create a separate chapter in the book.
Appendixes	(Optional) If the book requires it, one or more appendixes might be included in the book. Appendixes contain information considered supplemental to the primary documentation.
Delivered Workflow Appendix	(Optional) The delivered workflow appendix describes all of the workflows that are delivered for the application. **Note.** Not all applications have delivered workflows.
Reports Appendix	(Optional) This appendix contains an abbreviated list of all of the product's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter.

Global Payroll Documentation

This section discusses:

- Global Payroll application design.
- Global Payroll documentation structure.
- Documentation roadmap.

Global Payroll Application Design

Because the structure of the Global Payroll documentation is similar to the design of the application, the best way to understand the documentation is to understand the design of the product itself.

Global Payroll is composed of two complementary parts:

- A core payroll application that includes:

  - A payroll rules engine.
  - A payroll processing framework.
  - Processes and setup steps that apply to all countries.
- Country extensions that include:
  - Statutory and customary objects (payroll rules, payroll processes, reports, additional country-specific pages, and self-service applications).
  - Country-specific rules and elements.

Global Payroll Documentation Structure

Like the application, the documentation for Global Payroll consists of two parts: a core book and separate country extension books.

Core Documentation

Like the core portion of the application, which applies to all countries and enables you to develop rules and process a payroll regardless of location, the core book is country neutral. Thus, while it describes the core set of tools that you can use to develop a payroll, it doesn't discuss the local country rules that have been set up for you. For information about how PeopleSoft has extended core capabilities to meet local requirements, refer to the country extension documentation.

Country Extension Documentation

Just as country extensions in the application address local needs, the country extensions in the documentation cover local functionality. This includes:

- Any core feature with local extensions.
- Country-specific rule setup.
- PeopleSoft-delivered rules and tables.
- Country-specific pages.
- Country-specific reports.
- PeopleSoft Enterprise Human Resources Management Systems (PeopleSoft Enterprise HRMS) setup, such as bank definitions, that varies by country.
- Implementation information that varies by country.

Documentation Roadmap

The core and the country extension documentation complement each other; it is therefore important to read both sets of documentation.

What to Read When

You can approach the documentation in the following way:

- If a process setup is shared between the core application and the country extension, read the core documentation first and then the country extension documentation.

  For example, banking is a feature that you first define in the core application and then often continue defining in the country extension. To understand the setup, you should first read the banking chapter in the core documentation and then the banking chapter in the country extension documentation.

- If a process is set up only in the core application, read the core documentation.
- If a process is set up only in the country extension, read the country extension documentation.

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

  Technical readers who are interested in the technical design of the product should begin by reading the *Introducing the Core Application Architecture* section of the core documentation, as well as the background processing information that is mentioned in many of the other sections.

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

- Functional

  Functional readers who are interested in defining rules should begin by reading the country-specific functionality described in the country extension documentation. Functional readers can continue to learn about how to use the tools in the core application by reading the sections on defining payroll elements, such as earnings and deductions, in the core documentation.

- Managerial

  Managerial readers should begin by reading the introductory sections of both the core documentation and the country extension documentation to get a high-level overview of the Global Payroll product.

Note. To fully understand Global Payroll, technical or functional persons who are involved in the product implementation should read the core documentation and the applicable country extension documentation in their entirety.

CHAPTER 1

Getting Started with Global Payroll for Thailand

This chapter discusses:

- Global Payroll for Thailand Overview.
- Global Payroll for Thailand Business Processes.
- Global Payroll for Thailand Integrations.
- Global Payroll for Thailand Implementation.

Global Payroll for Thailand Overview

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

Global Payroll for Thailand delivers earnings for basic salary, as well as overtime, car allowances, termination earnings, bonus and some template earning elements for non-taxable incomes. Global Payroll for Thailand also delivers many common deduction elements, such as those for social security contribution, provident fund contribution, leave without pay, and personal income tax. With Global Payroll for Thailand, you can capture, generate, and maintain payroll related data for companies and employees. The Global Payroll for Thailand payroll process supports three tax calculation methods for regular and irregular income: withholding, gross up all cycle, and gross up one cycle. Global Payroll for Thailand also supports tax allowance calculation and declaration though employee self-service.

Global Payroll for Thailand delivers the following features:

- Statutory payroll rules for Thailand, such as process list, sections, element group, and elements.
- Setup pages for maintaining payee level and company level social security and provident fund data.
- Setup pages to extend payee and company information in order to meet reporting requirements.
- Statutory tax and social security related reports for Thailand.
- Statutory tax and social security related data media files for Thailand.
- Payslip setup pages, payslip templates, and a payslip generating process for Thailand.
- Security access type for pay group security requirements.

Global Payroll for Thailand Business Processes

The following business processes are included in Global Payroll for Thailand:

- Setting up and maintaining Provident Funds.
- Setting up and maintaining Social Security funds.
- Setting up and maintaining tax allowances.
- Setting up and processing payslips.
- Tax calculation for regular and irregular income.
- Termination processing.
- Off cycle processing.
- Normal cycle processing.
- Retro processing.
- Tax log for payroll processing.
- Tax log for termination processing.
- Legal reporting for Thailand.
- Pay group security.

Global Payroll for Thailand Integrations

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

- PeopleSoft Enterprise Human Resources.
- PeopleSoft Enterprise Time and Labor.
- PeopleSoft Enterprise General Ledger.

Global Payroll for Thailand Implementation

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

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps. A complete list of these resources appears in the preface in the *PeopleSoft Enterprise HRMS Application Fundamentals PeopleBook,* with information about where to find the most current version of each.

See Also

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

Enterprise PeopleTools PeopleBook: PeopleSoft Setup Manager

CHAPTER 2

Understanding Global Payroll for Thailand

This chapter provides an overview of Global Payroll for Thailand and discusses:

- Global Payroll for Thailand.
- Global Payroll for Thailand business processes.
- Delivered elements for Global Payroll for Thailand.
- Element naming conventions for Thailand.
- Viewing delivered elements for Thailand.

Global Payroll for Thailand

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

Global Payroll for Thailand Business Processes

PeopleSoft Enterprise Global Payroll for Thailand supports these business processes:

- Tax Allowance Declaration.

  Global Payroll for Thailand provides pages to set up and maintain the following tax allowances for tax calculation:

  - Provident Fund Allowance.
  - Expense Allowance.
  - Personal Allowance.
  - Spouse Allowance.
  - Child Allowance.
  - Child Education Allowance.
  - Parent Allowance.
  - Personal Life Insurance Allowance.
  - Spouse Life Insurance Allowance.
  - Provident Fund.

- Mutual Fund.
- Long Term Equity Fund.
- Social Security Fund.
- Mortgage Interest Allowance.
- Education Donation Allowance.
- Donation.
- Sport Donation.
- Parent Health Insurance.
- Tax Exemption for Employees over 65 Years Old.

• Processing Tax Calculation.

Global Payroll for Thailand provides payroll rules and elements to support the following tax calculation functionality:

- Calculation for income under both section 40(1) and section 40(2).
- Tax calculation and payroll run for the period types of monthly, semi-monthly, and weekly.
- Tax calculation using the Accumulative Calculation Method (ACM) and the Calculate in Advance Method (CAM).
- Withholding, gross up all cycle, and gross up one cycle tax calculation methods are supported for the payroll period types of monthly, semi-monthly, and weekly.
- Segmentation and retroactive processing for tax calculation.

• Terminations.

PeopleSoft Enterprise Global Payroll for Thailand supports withholding, gross up all, and gross up one tax methods for terminations.

• Termination Income Processing.

PeopleSoft Enterprise Global Payroll for Thailand processes the following termination incomes:

- Government Pension.
- Provident Fund/Government Pension Fund.
- Severance Pay.
- One Time Payment.

• Terminated Payees Processing.

PeopleSoft Enterprise Global Payroll for Thailand provides features to process the following types of terminated payees:

- Terminated payees with a length of service (LOS) equal to or greater than five years.
- Terminated payees with a LOS less than five years.

• Payslips Processing.

The payslip feature of PeopleSoft Enterprise Global Payroll for Thailand enables you to create and control payslips through payslip setup pages so that they display the data that you want. You can override parts of payslip templates at lower levels, so you do not have to create multiple templates to cover every payslip scenario.

PeopleSoft Enterprise Global Payroll for Thailand enables users to view payslips online using the ePay Self-Service Payslip feature provided by PeopleSoft Global Payroll.

- Payroll Reporting.

  In addition to the reports delivered with Global Payroll, Global Payroll for Thailand comes with a set of legal reports and data media files to support business requirements.

  Reports included in Global Payroll for Thailand are:

  - Income Tax Form 1.
  - Income Tax Form 1A.
  - Income Tax Form 1A Special.
  - A Certificate of Tax Deduction under Section 50 Bis of Revenue Code Form.
  - Personal Income Tax Form 91.
  - Attachment of Personal Income Tax Form 91 in case of Termination.
  - Allowances Declaration Form (Lor Yor 01).
  - Parent Allowance Certificate (Lor Yor 03).
  - Social Security Form 1-10.
  - Social Security Form 1-10/1.
  - Social Security Form 1-03/1.
  - Social Security Form 6-09.
  - Workmen Compensation Report.
  - NPD 90 report.
  - Privilege Form.
  - Tax Log report.
  - Termination Tax Log report.

  The Data Media Files included in Global Payroll for Thailand are: ITF1, ITF 1A, and SSO 1–10.

- Tax Log Processing.

  The Tax Log is used to give the user a review for detailed tax calculation steps when it is necessary. A Tax Log records the main process for tax calculation so that the user can easily track the tax calculation.

- Off-Cycle Processing.

  PeopleSoft Enterprise Global Payroll for Thailand provides an off-cycle payroll run and off-cycle tax calculation process for unscheduled payments that do not fall within the normal payroll run.

  For example, a bonus is paid on the 15th of this month while the normal payroll run is made at the end of each month.

- Retroactive Processing.

  Retroactivity is the process of going back in time and recalculating prior calendars due to changes that were made after the original calculation was run. Global Payroll provides two methods of processing retroactivity: Corrective and Forwarding retro. Global Payroll for Thailand only supports Forwarding retro.

- Segmentation Processing.

  In Global Payroll for Thailand, the following events trigger period segmentation:

  - Hire.
  - Rehire.
  - Termination.
  - Terminated with Pay.

  The compensation changes trigger element segmentation for basic salary.

- Pay Group Security.

  By using PeopleSoft HCM core row level security, Global Payroll for Thailand delivers a security access type, GPTH Pay Group Security. End users can use the delivered security access type to define data security. All reports and pages also follow the PeopleSoft HCM core row level security standard, so any security access type can be used to limit the data printed in the reports, or displayed on pages.

Delivered Elements for Thailand

Global Payroll defines each business process for Thailand in terms of delivered elements and rules. Some of these elements and rules are specifically designed to meet legislative requirements. Others support common or customary payroll practices.

This section discusses:

- Delivered element creation.
- Element ownership and maintenance.

Delivered Element Creation

All of the elements and rules delivered as part of the country extension were created using the core application—the same application used to create additional elements or rules and configure existing elements delivered as part of the Global Payroll system. Because the tools needed to redefine or create new payroll elements are fully documented in the core application PeopleBook, the information is not discussed here. Rather, this document briefly reviews the relationship between the core application, which contains the tools you need to define your own elements and rules, and the country extensions, which contain country-specific rules and elements defined by PeopleSoft.

The core application:

- Consists of a payroll rules engine.

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

- Provides a payroll processing framework.

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

Country extensions have the following characteristics:

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

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

See Also

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

Element Ownership and Maintenance

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

Element Ownership in Global Payroll

There are five categories of element ownership:

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

Element Ownership in Global Payroll for Thailand

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

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

The following table lists the elements supplied with Global Payroll for Thailand that are PS Delivered/Not Maintained:

Element Name	Exceptions
SAL NET NM	Net pay accumulator, you need to add all newly created earning elements into this accumulator.
SAL RIR NM	Add taxable earning elements into this accumulator.
SAL RIR TAL NM	Add taxable earning elements into this accumulator.
SAL REG NM	If your earning belongs to regular income, add to this accumulator.
SAL REG TAL NM	If your earning belongs to regular income, add to this accumulator.
SAL IR NM	If your earning belongs to irregular income, add to this accumulator.
SAL IR TAL NM	If your earning belongs to irregular income, add to this accumulator.
SI BASE NM	If your earning is social security fund contribution base, add it to this accumulator.
SI BASE PRO NM	If your earning element will be used to project social security fund contribution in the remaining periods, add it to this accumulator.
PF BASE NM	If your earning is provident fund contribution base, add it to this accumulator.
PF BASE PRO NM	If your earning element will be used to project provident fund contribution in the remaining periods, add it to this accumulator.
SAL REG PRO NM	If your earning element will be used to project regular income in the remaining periods, add it to this accumulator.
SAL ABS NM	If your elements are absence earnings or deductions, add them to this accumulator.
TAX AC ALLOW NM	If your elements are tax allowance deductions, add them to this accumulator.

Note. All of the accumulators in the previous table use an NM suffix. This means that those accumulators are not maintain by the PeopleSoft application. The PeopleSoft application delivers these accumulators for customers to add to their newly created elements. You should use only these NM accumulators whenever you create new earning elements. If you attempt to directly add elements into PS Delivered/Maintained accumulators, there may be a conflict between your modification and any new patches that are released.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Getting Started with Global Payroll"

Element Naming Conventions for Thailand

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

This section discusses:

- Naming conventions.
- Functional area codes.
- Element type codes (PIN_TYPE).

Naming Conventions

This section discusses the naming conventions for:

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

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

Primary Elements

Primary elements, such as earnings and deductions, often contain functional area codes or element type codes in their names.

For example, the name of the earning element BON EARN clearly identifies this element as an earning, and more specifically, as a bonus earning.

Supporting Elements

For supporting elements, such as variables, formulas, dates, and durations, PeopleSoft uses this naming convention: FFF (or FF) TT NAME.

- FFF (or FF): represents the functional area code.
- TT: Type of supporting element.
- NAME (or NAME NAME): Indicates what the element does or is used for.

  The number of NAME components may vary.

For example, in the variable PF VR EE RATE:

- PF stands for Provident Fund.
- VR stands for variable.
- EE RATE stands for employee contribution rate.

The element's description (DESCR) of thirty characters or less provides a fuller explanation of what the element does or is for.

Component Names (Suffixes)

In Global Payroll for Thailand, suffixes are used to name the components of earnings and deduction elements.

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

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

EARN1 = Rate * Unit

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

- Rate component: EARN1_RATE.
- Unit component: EARN1_UNIT.

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

- Separator.
- Earnings and deductions component suffixes.
- Earnings and deductions accumulator suffixes.
- Deduction arrears component suffixes.
- Deduction arrears accumulator suffixes.
- Recipient suffixes.

Note. To view the suffixes used for Thailand, use the Element Suffixes component in Global Payroll.

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

Element Abbreviations

Many Global Payroll for Thailand elements contain abbreviations that provide clues to their use in the system beyond those provided by the functional area codes or element type codes.

For example, consider the following date element:

TER DT LOS FROM.

- The functional area code TER indicates that this element is used for termination elements.
- The element type code DT identifies it as a date element.
- The abbreviations LOS and FROM provide additional clues about the element. The date is the beginning date (FROM) of the length of service (LOS).

As you become more familiar with the payroll rules created for Thailand, these abbreviations will help you to further identify and understand the role played by each element.

This table lists the most common abbreviations in the names of Global Payroll for Thailand elements:

Abbreviation	Description
ABS	Absence
AC	Accumulator
ACT	Actual
ALLOW	Allowance
AMT	Amount
ANNI	Anniversary
AVG	Average
BAL	Balance
BAS	Basic
BLD	Build
BON	Bonus
CAL	Calculation
CH	Child
COMP	Compensation
CONTRI	Contribution
CUR	Current
DED	Deductions
DELT	Delta
DN	Donation

Abbreviation	Description
EDU	Education
EE / EMP	Employee
ENT	Entitlement
ER	Employer
ERN	Earnings
EXP	Expense
FLT	Float
GA	Gross Up All Cycle
GO	Gross Up One Cycle
GPTH	Global Payroll for Thailand
GRP	Group
GUPA	Gross Up All Cycle
GUPO	Gross Up One Cycle
INC	Income
IND	Indicator
INFOR	Information
INS	Insurance
IR	Irregular
ITF	Income Tax Form

Abbreviation	Description
LTEF	Long Term Equity Fund
LMT	Limit
LOS	Length of service
LWOP	Leave without pay
MAX	Maximum
MF	Mutual Fund
MI	Mortgage Interest
MIN	Minimum
MOTH	Mother
MSG	Message
MTD	Month to date
MTH	Month
NM	Not Maintained
NO	Number
OVR	Over
OVT	Overtime
PAR	Parent
PER	Personal
PF	Provident Fund

Abbreviation	Description
PIT	Personal Income Tax
PLSP	Payslip
PRO	Projection
PTD	Period To Date
REG	Regular
RP	Report
RTO	Retroactive
SAL	Salary
SEG	Segmentation
SI	Security Insurance
SP	Spouse
SS	Social Security
TAL	Total
TER	Termination
TMS	Times
WH	Withholding
YTD	Year to date

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 Global Payroll for Thailand elements:

Functional Area Code	Description
ABS	Absence, leave
ALL	Allowance
CM	Areas common to multiple functional areas
BON	Bonus
DED	Deductions
ERN	Earnings
PF	Provident Fund
SAL	Salary
SI	Social Security Fund
OVT	Overtime
PSLP	Payslips
RTO	Retroactive processing
TAX	Taxation
TER	Terminations

Element Type Codes

Many element types, particularly supporting elements, are identified by the type code in their name.

For example, in the element SI FM CAL BAS, the type code FM identifies the element as a formula.

This table lists the element type codes used in the names of Global Payroll for Thailand elements:

Element Type Code	Description
AR	Array

Element Type Code	Description
BR	Bracket
DR	Duration
DT	Date
FM	Formula
HR	Historical Rule
VR	Variable
WA	Writable Array

You can see all the element types in the search page when you use the Element Types component. Because not all element types are delivered , not all of these codes appear in the names of Global Payroll for Thailand elements.

See Also

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

Viewing Delivered Elements for Thailand

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

See Also

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

CHAPTER 3

Setting Up System Data

This chapter provides an overview of Global Payroll for Thailand system data and core functionality and discusses how to:

- Define company tax ID and branch information.
- Declare tax allowances.
- Define a company social security fund.
- Set up the payee's social security contribution rate.
- Define a provident fund manager.
- Set up the provident fund contribution rate.
- Set up pay group security.
- Set up payroll administrator results.

Understanding Global Payroll for Thailand System Data

This section discusses:

- National ID types.
- The Thailand address format.

Understanding National ID Types

Global Payroll for Thailand provides three national ID types for Thailand users:

National ID Type	Description	Short Description	National ID Format
TAX ID	Tax Identification Number	Tax ID	9999999999999
PID	Personal Identification Number	ID	9999999999
SSO ID	Social Security Number	SSO ID	9999999999

Understanding the Thailand Address Format

Global Payroll for Thailand provides one address format for Thailand users.

Global Payroll for Thailand uses the address type Global Payroll TH. When defining address information, you must select Global Payroll TH as your address type so that the payroll reports can display the address. The following table describes the content of the Address Format page for Thailand (Set Up HRMS, Install, Country Table, Address Format):

Field Name	Edit Label Override	Include in Display?	Include in Print?	Line Number	Position Number
COUNTRY	*COUNTRY*				
ADDRESS1	*ADDRESS1*	Y	Y	*1*	*1*
ADDRESS2	*House No*	Y	Y	*2*	*1*
ADDRESS3	*Tok/Soi,Road*	Y	Y	*3*	*1*
ADDRESS4	*Mool*	Y	Y	*4*	*1*
CITY	*District*	Y	Y	*5*	*1*
STATE	*Province*	Y	Y	*5*	*2*
POSTAL	*Post Code*	Y	Y	*6*	*1*
COUNTY	*Tambol*	Y	Y	*7*	*1*

Understanding Core Functionality in Global Payroll for Thailand

This section discusses:

- Triggers.
- Segmentation events.
- Processing retroactive payments.

Triggers

The following table shows a list of triggers for Thailand:

Record (Table) Name	Type	Trigger Event ID
JOB	Retro	JOB
JOB	Segmentation	JOB and COMPRATE
GP_OFFCYCL_A_VW	Iterative	N/A
GP_OFFCYCL_C_VW	Iterative	N/A
GP_OFFCYCL_M_VW	Iterative	N/A
GP_OFFCYCL_U_VW	Iterative	N/A

View these trigger definitions using the Trigger Definition page.

See Also

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

Segmentation Events

The following table shows a list of segmentation events for Thailand:

Name	Description	Segment Type
COMPRATE	Compensation Rate Segmentation	Element
JOB	Period Segmentation for HIR/TER	Period

View these segmentation events on the Segmentation Events Definition page.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Segmentation"

Processing Retroactive Payments

This section discusses the default retroactive method of forwarding and the ability to change it to the corrective method.

Review the triggers delivered by PeopleSoft and decide if you need to define additional triggers for your organization. Global Payroll for Thailand delivers a retroactive trigger for processing payments as explained in this table:

Type	Retro Process Definition	Trigger Definition	Purpose
Retro Forwarding	Retro Process	JOB Field name: COMPRATE	This trigger is used for payees whose compensation rate is changed several times within a single pay period.

The default retroactive method and the on-conflict retroactive method for Thailand are both forwarding. Global Payroll core application retroactive processing meets all requirements for processing retroactive payments in Thailand.

The following is a retroactive process definition for Thailand:

Definition ID	Description	Retro Method
TH RETRO	THA Retro Process Definition	Forwarding

The following is a retroactive process override for Thailand:

Definition ID	Formula Element	Element Overrides
TH RETRO	GP RETRO OVERRIDE	Earning SAL BAS EARN to SAL RTO DELT Earning 402 ER REG to 402 ER RETRO

The following is a retroactive event definition for Thailand:

Trigger Event ID	Definition ID	Description
JOB	TH RETRO	THA Retro Event Definition

Note. If you correct the values in some trigger fields, such as compensation rate, you should cancel segmentation triggers on the Review Triggers Page in order to change the trigger status from *Active* to *Canceled* before recalculating.

See Also

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

Understanding Provident Fund Default Value Rules

You should define the provident fund data for a company before you set up any provident fund information for payees. The company provident fund information includes the company name, provident fund manager, pay group, and contribution rate bracket with length of service. The system determines the default payee values based on the payee's pay group, company, and length of service.

Note. If the number of working days left is more than 183 days, the system rounds the length of service calculation up to the next year.

Defining Company Tax ID and Branch Information

To set up company tax ID and branch details, use the Company Tax ID/Branch THA (GPTH_TAX_ID_BRN) component.

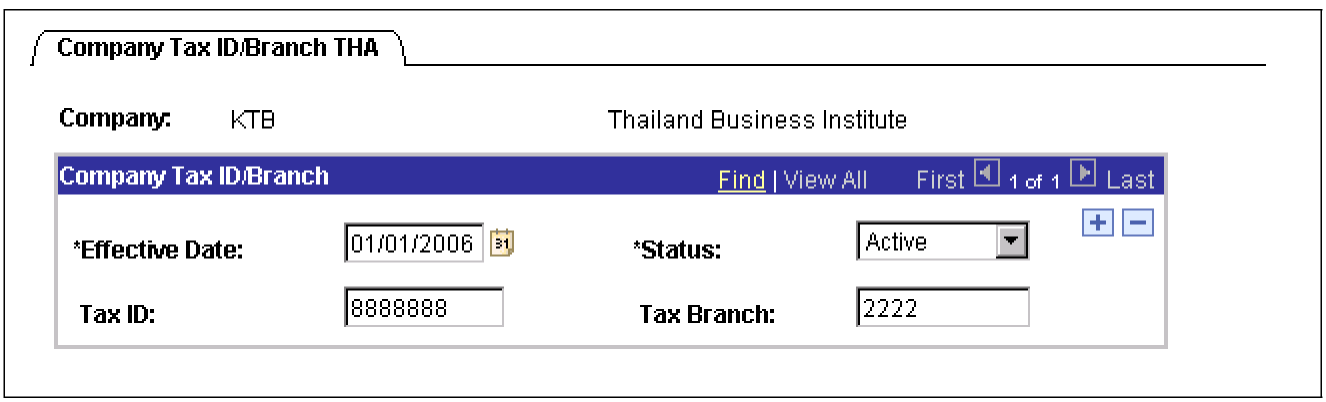
This section discusses how to enter the company tax ID and branch information.

Page Used to Identify a Company's Tax ID and Branch

Page Name	Object Name	Navigation	Usage
Company Tax ID/Branch THA	GPTH_TAX_ID_BRN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Company Tax ID/Branch THA, Company Tax ID/Branch THA	Enter and maintain company tax ID and branch information.

Entering Company Tax ID and Branch Information

Access the Company Tax ID/Branch page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Company Tax ID/Branch THA, Company Tax ID/Branch THA).



Company Tax ID/Branch THA page

Tax ID	Enter the employer's tax ID.
Tax Branch	Enter the employer's tax branch.

Declaring Tax Allowances

To set up tax allowance details, use the Tax Allowance Declaration THA (GPTH_TAX_ALLOW) component.

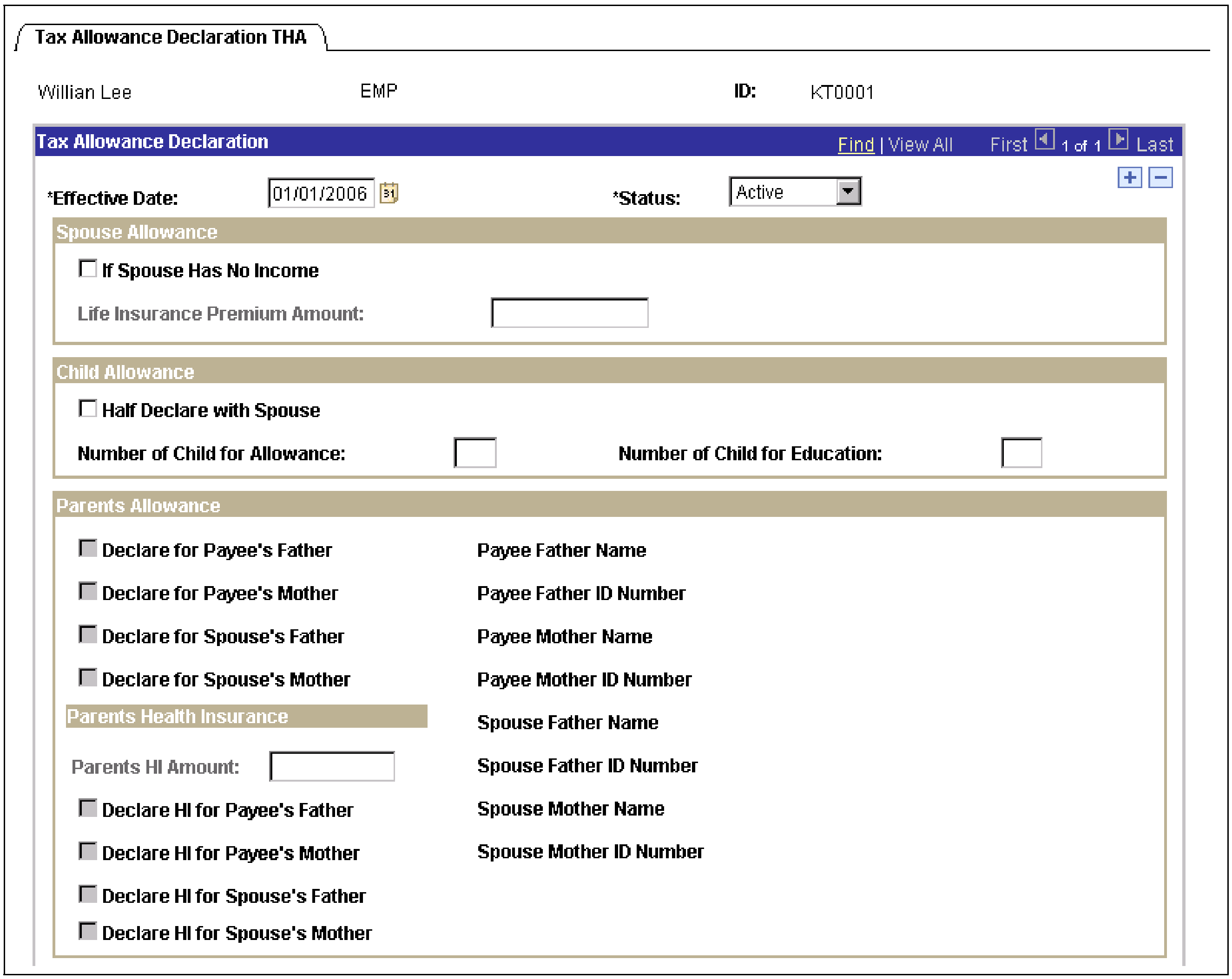
This section discusses how to enter payee tax allowance information.

Page Used to Identify Tax Allowance

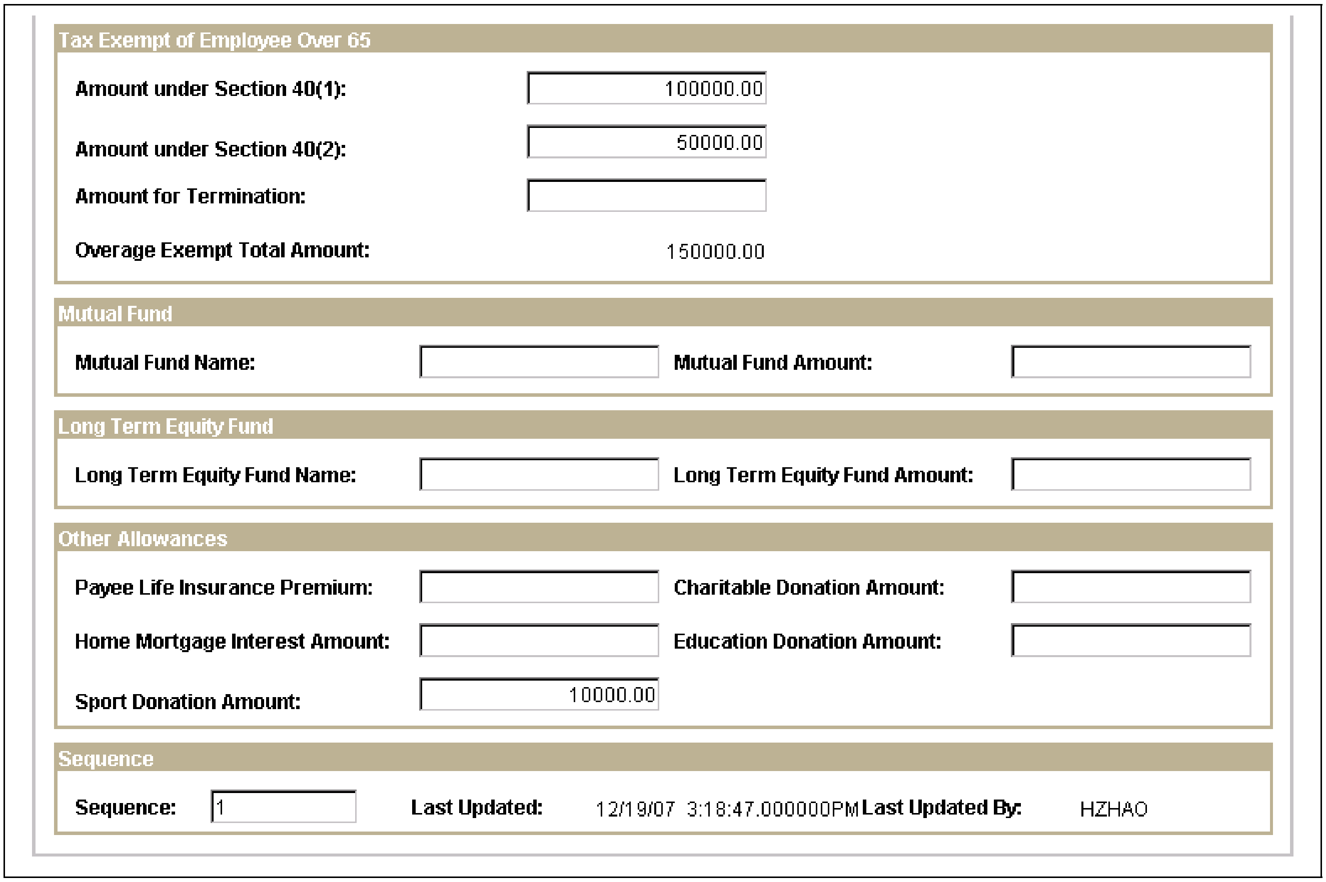
Page Name	Object Name	Navigation	Usage
Tax Allowance Declaration THA	GPTH_TAX_ALLOW	Global Payroll & Absence Mgmt, Payee Data, Taxes, Tax Allowance Declaration THA, Tax Allowance Declaration THA	Declare tax allowances.

Entering Payee Tax Allowance Information

Access the Tax Allowance Declaration page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Tax Allowance Declaration THA, Tax Allowance Declaration THA).



Tax Allowance Declaration THA page (1 of 2)



Tax Allowance Declaration THA page (2 of 2)

Effective Date and **Status**

All tax allowance declaration information is effective dated. You can create a new record or update the existing record. Global Payroll for Thailand selects the most recent active tax allowance declaration record prior to the payroll period end date.

Spouse Allowance

If a payee's spouse has no income, the payee can declare an allowance for the spouse and his or her insurance. The spouse allowance amount is fixed at 30,000 THB.

If Spouse Has No Income

This check box indicates whether to declare a spouse allowance since the payee's spouse does not have income.

Spouse Life Insurance Premium Amount

Enter the amount of the life insurance premium paid by the payee.

Child Allowance

Specify whether the current payee wants to declare only one-half of the child allowance, and enter the actual number of children and the actual number of children in school. Global Payroll for Thailand compares and adjusts this number with the number in the law of Revenue Department.

Half Declare with Spouse

Select this check box if the payee wants to declare only one-half of the child allowance. This would occur when the payee's spouse has income and declares the other half of the child allowance.

Number of Child for Allowance	Enter the number of children for the child allowance.
Number of Child for Education	Enter the number of children studying in an educational institution in Thailand.

Parents Allowance

Before you can declare a parents allowance, you must enter the parents' information in the Dependent Information component (Workforce Administration, Personal Information, Personal Relationships, Dependent Information).

Note. When you define the dependent information, you must select *Beneficiary* as the Dependent Beneficiary Type so that the tax allowance page can query related data.

Declare for Payee's Father	Select to declare the parents allowance for the payee's father. You must enter the father's name and ID number in the Dependent Information component before the system enables you to select this check box.
Declare for Payee's Mother	Select to declare the parents allowance for the payee's mother. You must enter the mother's name and ID number in the Dependent Information component before the system enables you to select this check box.
Declare for Spouse's Father	Select to declare the parents allowance for the father of the payee's spouse. You must enter the father's name and ID number in the Dependent Information component before the system enables you to select this check box.
Declare for Spouse's Mother	Select to declare the parents allowance for the mother of the payee's spouse. You must enter the mother's name and ID number in the Dependent Information component before the system enables you to select this check box.
Parents HI Amount	Enter the annual amount of the parents' health insurance.
Declare for Payee's Father	Select to declare the cost of the parents' health insurance for the payee's father. You must enter the father's name and ID number in the Dependent Information component before the system enables you to select this check box.
Declare for Payee's Mother	Select to declare the cost of the parents' health insurance for the payee's mother. You must enter the mother's name and ID number in the Dependent Information component before the system enables you to select this check box.
Declare for Spouse's Father	Select to declare the cost of the parents' health insurance for the spouse's father. You must enter the father's name and ID number in the Dependent Information component before the system enables you to select this check box.
Declare for Spouse's Mother	Select to declare the cost of the parents' health insurance for the spouse's mother. You must enter the mother's name and ID number in the Dependent Information component before the system enables you to select this check box.

Tax Exempt of Employee Over 65

Enter the payee's assessable Section 40(1), Section 40(2), and termination income. The system calculates the value of the Overage Exempt Total Amount field based on the assessable income entries in this region of the Tax Allowance Declaration page. The total amount of the three types of tax exemptions for an employee over the age of 65 should not exceed the amount specified in the TAX VR OVERAGE EMT variable.

Amount under Section 40(1) Enter the payee's assessable Section 40(1) income.

Amount under Section 40(2) Enter the payee's assessable Section 40(2) income.

Amount for Termination Enter the payee's assessable termination income.

Mutual Fund

Mutual Fund Name Enter the mutual fund name.

You can add multiple fund names by separating each name with a comma.

Mutual Fund Amount Enter the amount of the mutual fund.

If the user holds multiple mutual funds, input the total amount of the funds.

Long Term Equity Fund

Long Term Equity Fund Name Enter the name of the long term equity fund.

You can add multiple fund names by separating each name with a comma.

Long Term Equity Fund Amount Enter the long term equity fund amount.

If the user holds multiple mutual funds, input the total amount of the funds.

Other Allowances

Payee Life Insurance Premium Enter the annual premium amount for the payee's life insurance.

Charitable Donation Enter the total amount of charitable donations.

Home Mortgage Interest Enter the home mortgage interest amount.

Education Donation Enter the education donation amount.

Sport Donation Amount Enter the sport donation amount.

Sequence

Sequence Enter the sequence number to use for tax reports. If this field is left blank, the system uses the employee number as the sequence number for tax reports.

You can maintain this field manually, or create a program to automatically enter data into this field in the database.

Last Updated and **Last Updated By** Displays information about the last update made to the Tax Allowance page.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Entering Dependent and Beneficiary Information"

Defining a Company Social Security Fund

To set up a company social security fund, use the Company Social Security Setup THA (GPTH_SI_COMPANY) and Social Security Branch Loc THA (GPTH_SI_BRN_LOC) components.

This section discusses how to:

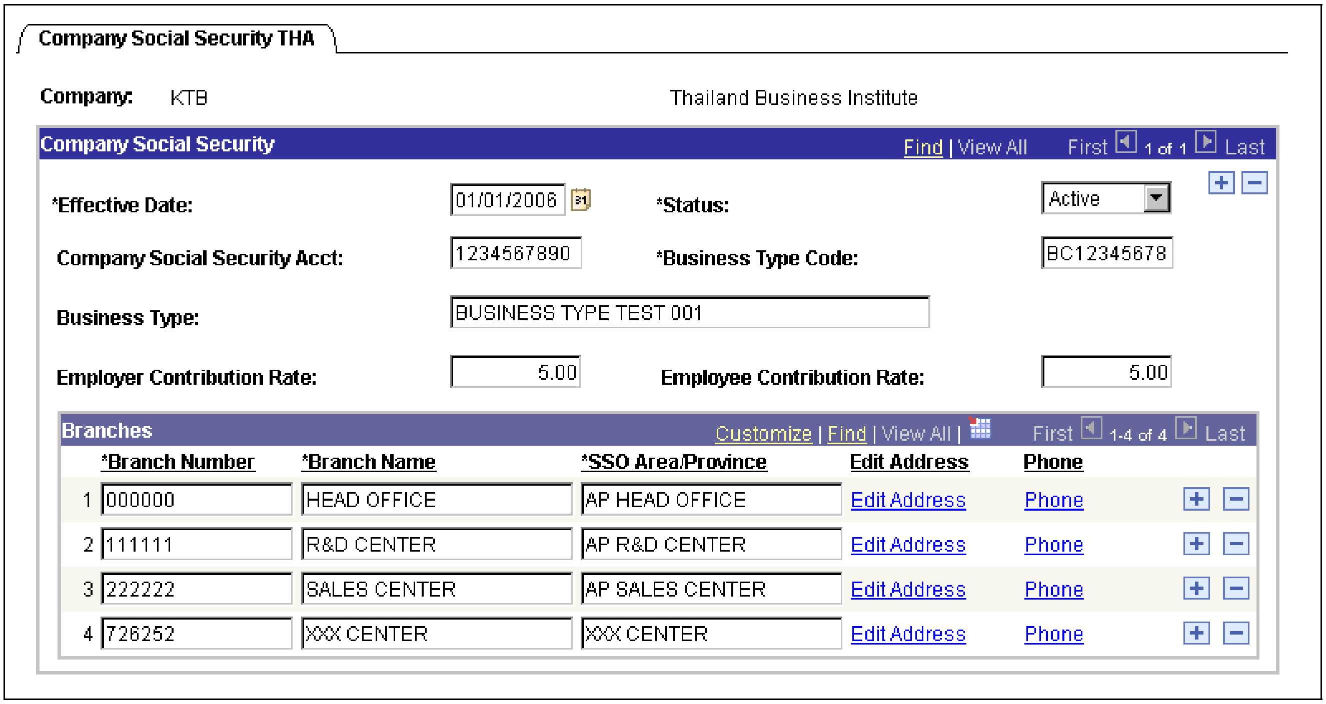
- Set up the company social security fund.
- Enter social security branch information.

Pages Used to Define a Company Social Security Fund

Page Name	Object Name	Navigation	Usage
Company Social Security THA	GPTH_SI_COMPANY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Company Social Sec Setup THA, Company Social Security THA	Define the company and branch social security account and contribution rates.
Social Security Branch Loc Map (social security branch location map)	GPTH_SI_BRN_LOC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Social Security Branch Loc THA, Social Security Branch Loc Map	Define social security branch and location mapping.

Setting Up the Company Social Security Fund

Access the Company Social Security THA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Company Social Sec Setup THA, Company Social Security THA).

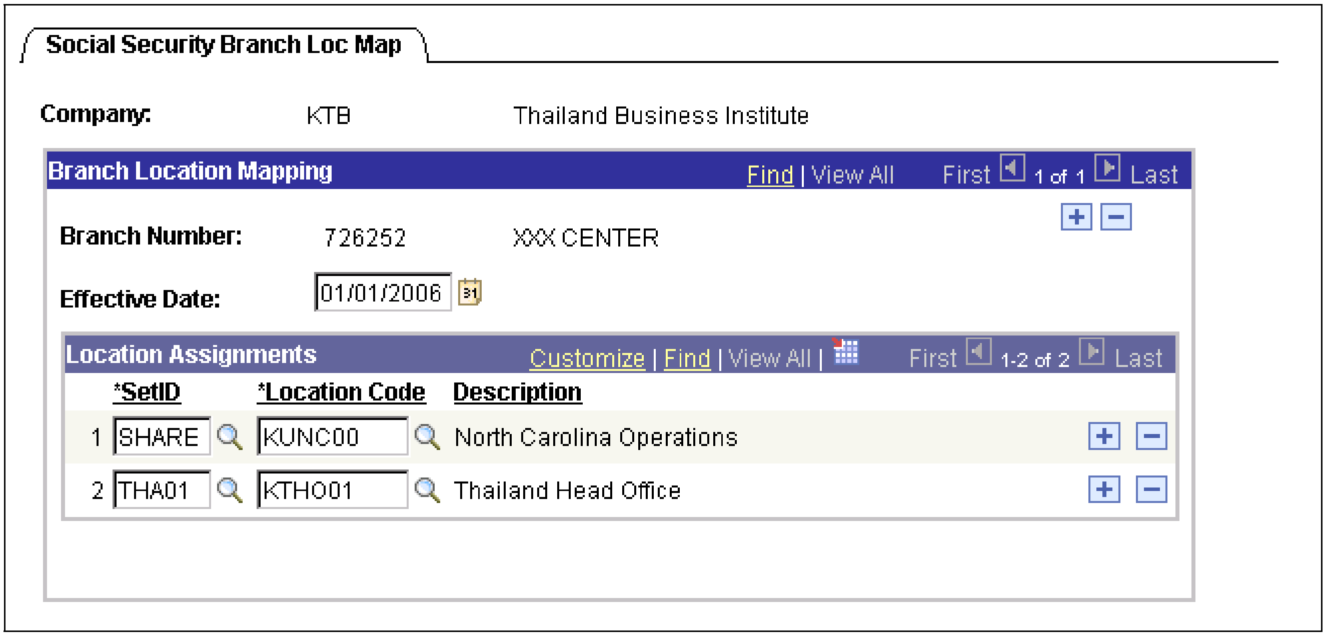


Company Social Security THA page

Company Social Security Account	Enter the company social security account. Use the format: 9999999999.
Business Type Code	Enter the business type code for the company
Business Type	Enter the business type for the company
Employer Contribution Rate	Enter the employer's contribution percentage.
Employee Contribution Rate	Enter the employee's contribution percentage.
Branch Number	Enter the social security branch number. Use the format: 999999.
Branch Name	Enter the social security branch name.
SSO Area/Province	Enter the social security area or province.
Address	Click this link to enter the branch address on the Address History and Edit Address page.
Phone	Click this link to enter the branch phone number on the Phone Number page.

Entering Social Security Branch Information

Access the Social Security Branch Loc Map page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Social Security Branch Loc THA, Social Security Branch Loc Map).



Social Security Branch Loc Map page

SetID	Enter the social security location setID.
Location Code	Enter the branch location code.

Setting Up the Payee's Social Security Contribution Rate

This section discusses how to set up the payee social security contribution rate.

To set up the payee's social security contribution rate, use the Maintain SSO Data THA (Maintain Social Security Office Data Thailand) (GPTH_SI_PAYEE) component.

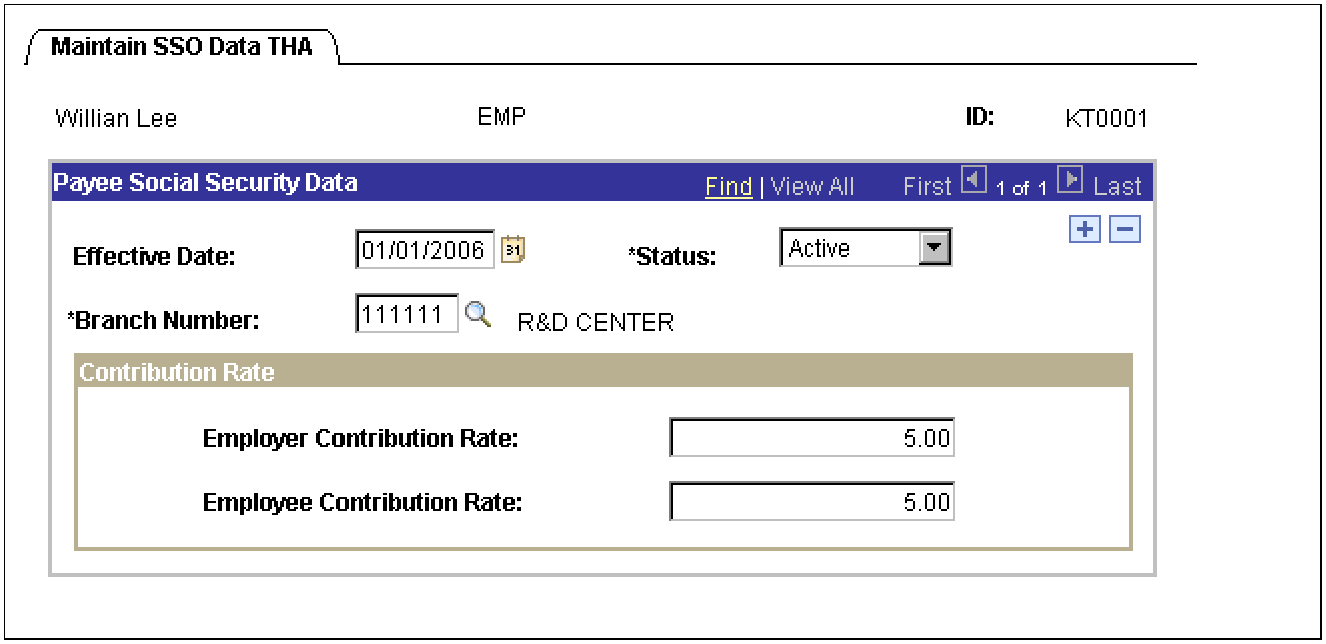
You should define your company social security data before you set up any payee social security information. The company social security information includes the company name, employer contribution rate, employee contribution rate, branch name, branch location code, and so on. The system determines the default payee values based on the payee's location and company. If you do not set up the social security information for a payee, the system uses the information from the company data as default values.

Page Used to Set Up the Payee Social Security Contribution Rate

Page Name	Object Name	Navigation	Usage
Maintain SSO Data THA	GPTH_SI_PAYEE	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain SSO Data THA, Maintain SSO Data THA	Maintain payee social security data.

Entering Payee Social Security Contribution Information

Access the Maintain SSO Data page (Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain SSO Data THA, Maintain SSO Data THA).



Maintain SSO Data THA page

Branch Number Enter the branch number for the current payee.

Employer Contribution Rate Enter the employer's contribution percentage to override the default value.

Employee Contribution Rate Enter the employee's contribution percentage to override the default value.

Defining a Provident Fund Manager

To set up a provident fund manager, use the Provident Fund Mgr THA (Provident Fund Manager Thailand) (GPTH_PF_MGR) component.

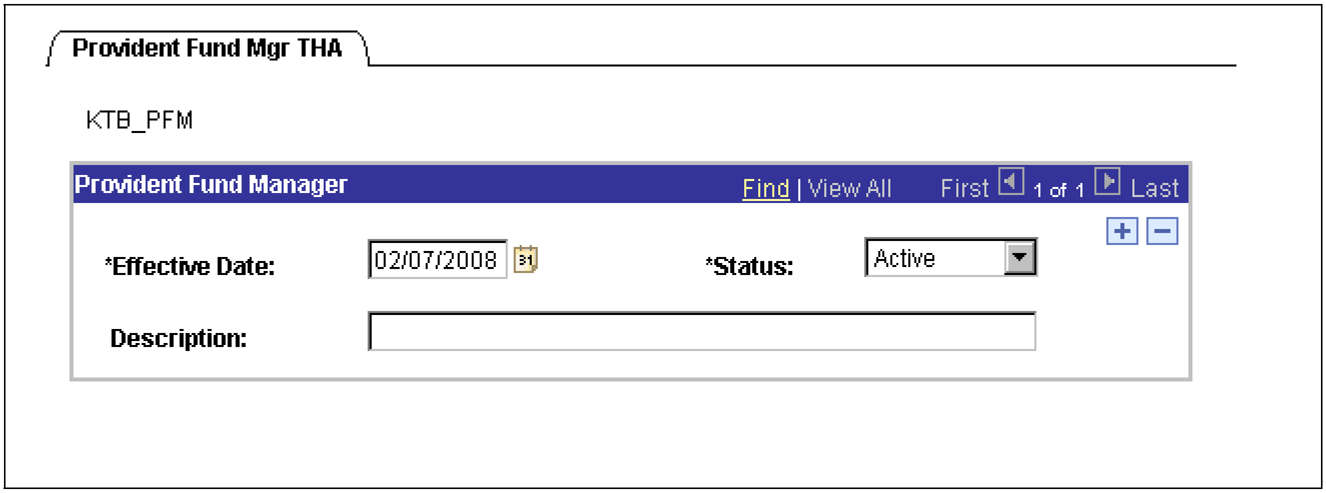
This section discusses how to enter a provident fund manager.

Page Used to Identify a Provident Fund Manager

Page Name	Object Name	Navigation	Usage
Provident Fund Mgr THA	GPTH_PF_MGR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Provident Fund Mgr THA, Provident Fund Mgr THA	Define a provident fund manager.

Entering a Provident Fund Manager

Access the Provident Fund Mgr THA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Provident Fund Mgr THA, Provident Fund Mgr THA).



Provident Fund Mgr THA page

Description Enter a description for the provident fund manager.

Setting Up the Provident Fund Contribution Rate

To set up a provident fund contribution rate, use the Company Provident Fund THA (GPTH_PF_COMP) and Payee Provident Fund Setup THA (GPTH_PF_PAYEE) components.

This section discusses how to:

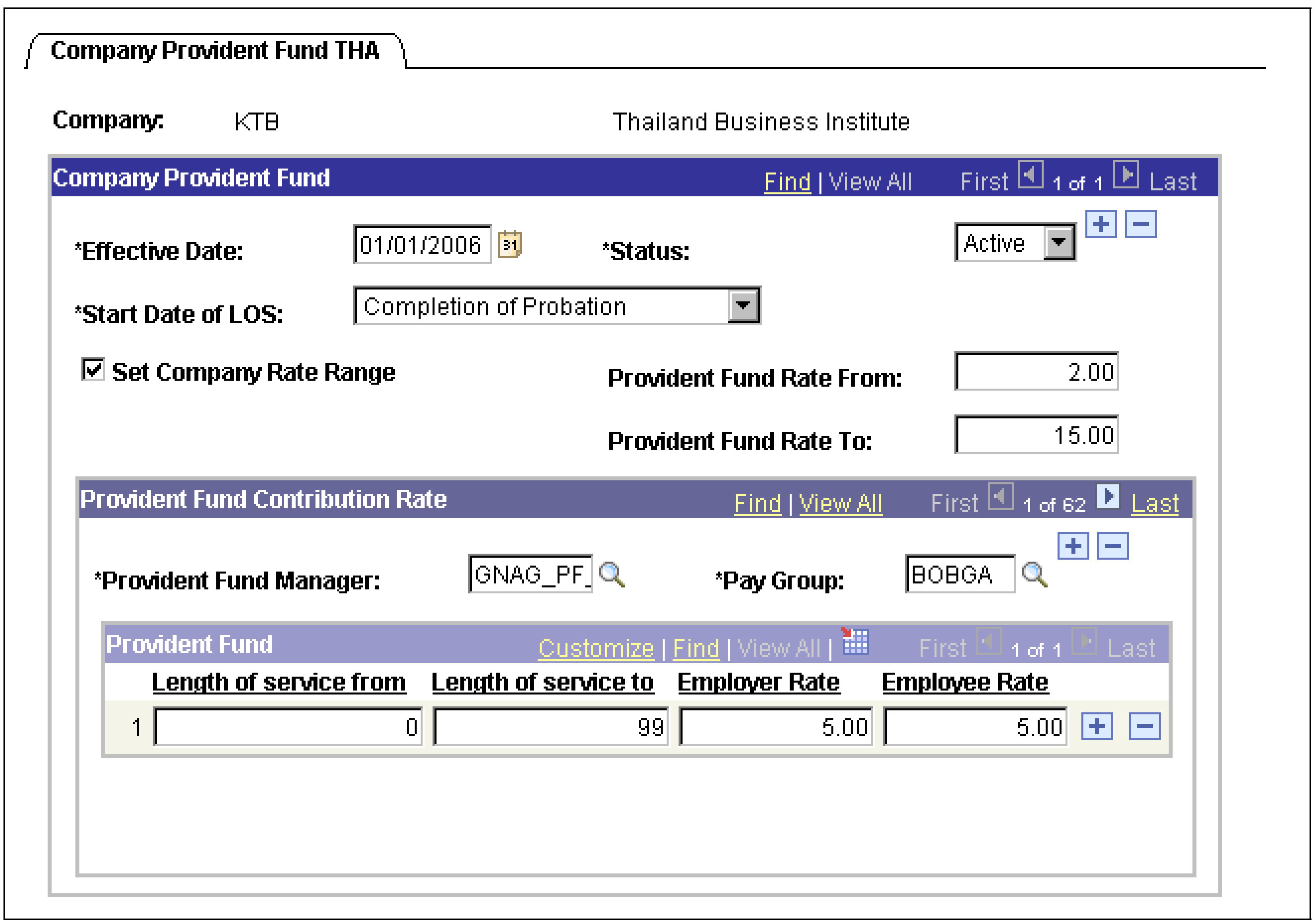
- Enter company level provident fund data.
- Enter payee level provident fund data.

Pages Used to Set Up the Provident Fund Contribution Rate

Page Name	Object Name	Navigation	Usage
Company Provident Fund THA	GPTH_PF_COMP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Company Provident Fund Data THA, Company Provident Fund THA	Define company level provident fund data.
Payee Provident Fund Setup THA	GPTH_PF_PAYEE	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Payee Provident Fund Setup THA, Payee Provident Fund Setup THA	Define payee level provident fund data.

Entering Company Level Provident Fund Data

Access the Company Provident Fund THA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Company Provident Fund Data THA, Company Provident Fund THA).



Company Provident Fund THA page

Start Date of LOS (start date of length of service)
Enter the starting date for the length of service calculation. Select the appropriate start date for your company, valid selections are: *Completion of Probation* and *Hire Date*

Set Company Rate Range
Select this check box to specify the rate range for your company in the Provident Fund Rate From and Provident Fund Rate To fields.

Provident Fund Rate From and **Provident Fund Rate To**
Enter the provident fund employer contribution rates. The employer rate should fall between the values in these two fields. These fields are only available if the Set Company Rate Range check box is selected.

Provident Fund Manager
Enter the name of the provident fund manager.

Pay Group
Select a pay group for this company.

Length of service from and **Length of service to**
Enter the starting and ending period, in years, for each rate specified in the Employer Rate and Employee Rate fields.

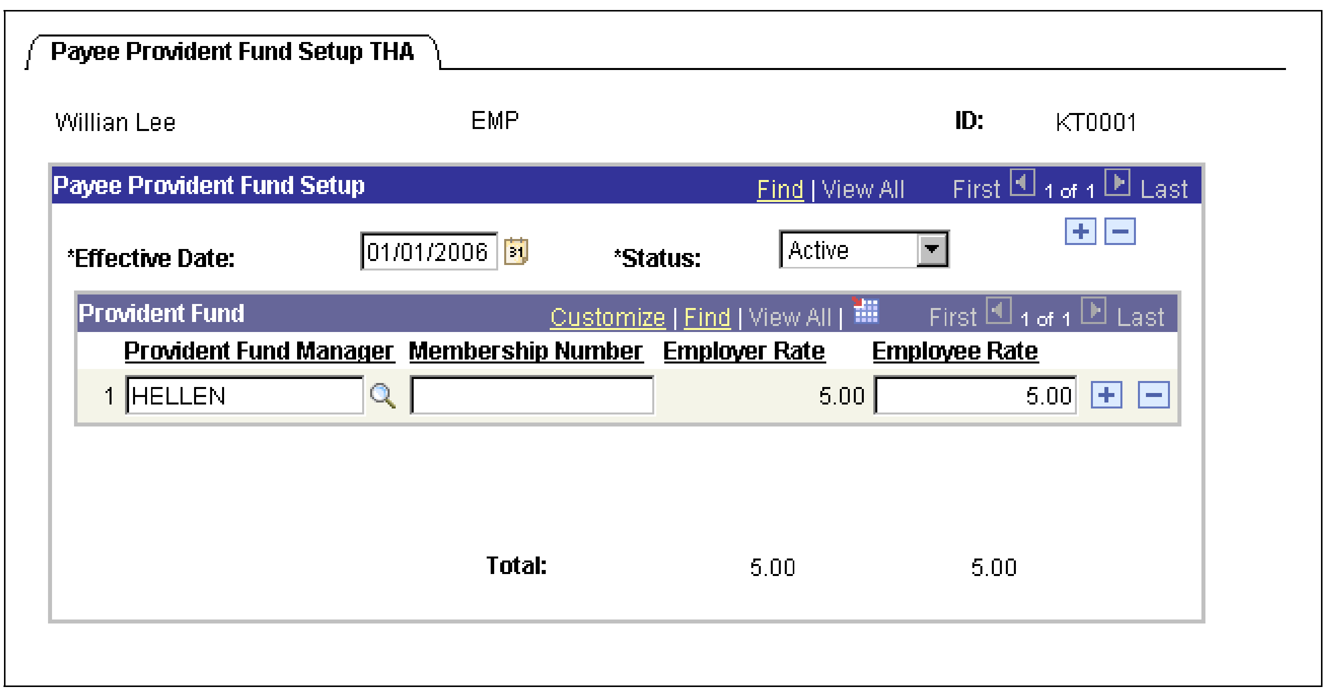
The system uses the values in these fields to determine the correct provident fund contribution rate.

Employer Rate
Enter the employer contribution percentage for each length of service range.

Employee Rate
Enter the employee contribution percentage for each length of service range.

Entering Payee Level Provident Fund Data

Access the Payee Provident Fund Setup THA page (Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Payee Provident Fund Setup THA, Payee Provident Fund Setup THA).



Payee Provident Fund Setup THA page

Provident Fund Manager
Select the provident fund manager for this payee.

Membership Number
Enter the membership number for the provident fund manger.

Employer Rate Displays the employer contribution percentage when you enter the name of the provident fund manger

Employee Rate Enter an employee contribution percentage if you want to change this value from the default established on the Company Provident Fund THA page.

Total System automatically calculates the total values of employer and employee contribution rates for all provident fund managers.

Setting Up Pay Group Security

PeopleSoft delivers a security access type for the Global Payroll for Thailand pay group, which enables you to grant users access privileges to data in the People With Jobs security set. This means that you can grant data permission security by pay group. Then, you can assign this permission list to a role and assign the role to a user profile. The following aspects are protected by HCM core row level security:

Payee job data A payroll administrator can only update payee job data in pay groups added to the administrator's user profile.

Social security and provident fund related payee data A payroll administrator can only update payee social security and provident fund information for those that are within the pay groups in the administrator's user profile.

Payroll run A payroll administrator can only process payroll for payees in pay groups added to the administrator's user profile.

Reports and data media files System generated reports and data media files only include payee data for pay groups that are in the current user profile. In order to generate reports at a company level, all pay groups in the company need to be granted to the user creating the reports.

Payslip A payroll administrator can only view payee pay slips for pay groups in the administrator's user profile.

PeopleSoft delivers this security access type for Thailand:

Type	Description	Security Set	Transaction Table	Security Key 1	Prompt Rec for Sec Key 1
999	GPTH Pay Group Security	PPLJOB	JOB	GP_PAYGROUP	GP_PYGRP

See Also

PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook, "Assigning Data Permission Security"

Setting Up Payroll Administrator Results

The Administrator Results pages (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Administrator Results) are configurable inquiry pages that enable administrators to view payroll information after a payroll has been calculated.

The information displayed on these pages is controlled by a list set that you set up on the Define Administrator Results page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Define Administrator Results). The list set defines the records that appear on the Administrator Results pages and is linked to a role.

You can add a list set for Thailand that is associated with the GP Administrator THA role. Define list sets that are configured for your organization's roles.

See Also

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

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

CHAPTER 4

Setting Up Payslips

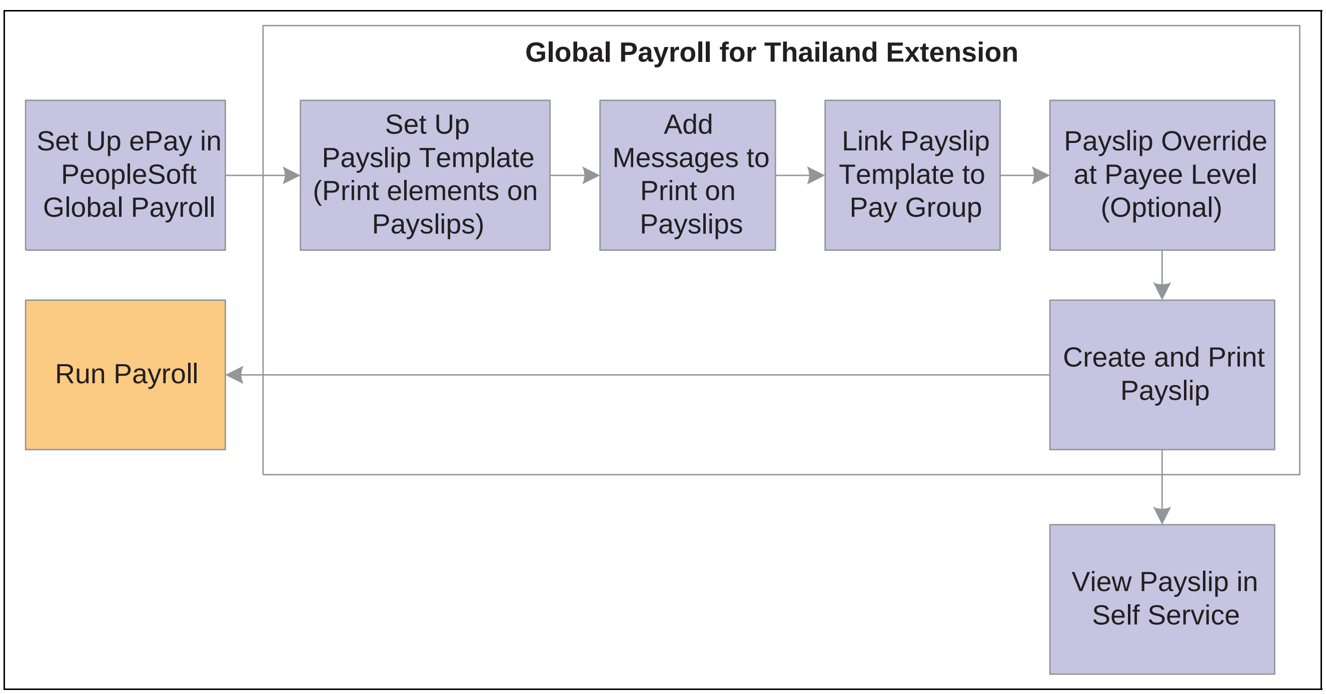
This document provides an overview of payslips, and discusses how to:

- Create payslip templates.
- Attach payslip templates to pay groups.
- Identify the FTP URL used for storing PDF files.
- Create payslip messages.
- Describe the processes in payslip jobs.
- View payslip online.

Understanding Payslips

The payslip feature of Global Payroll for Thailand enables you to create and control payslips so that they display the appropriate data in the format that you want. You can override templates at lower levels, so you do not have to create multiple templates to cover every payslip scenario that you may have.

The following diagram describes the process for creating and viewing payslips:



Payslip Creation and View Process

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Printing and Viewing Payslips"

Viewing Delivered Elements

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

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing the Delivered Elements"

Creating Payslip Templates

To create payslip templates, use the Templates THA (GPTH_PSLP_SETUP) component.

This section provides an overview of payslip templates and discusses how to:

- Set up payslip templates and accumulators.
- Set up payslip earnings and deductions.
- Set up payslip absence details.

Understanding Payslip Templates

When designing payslips, you can:

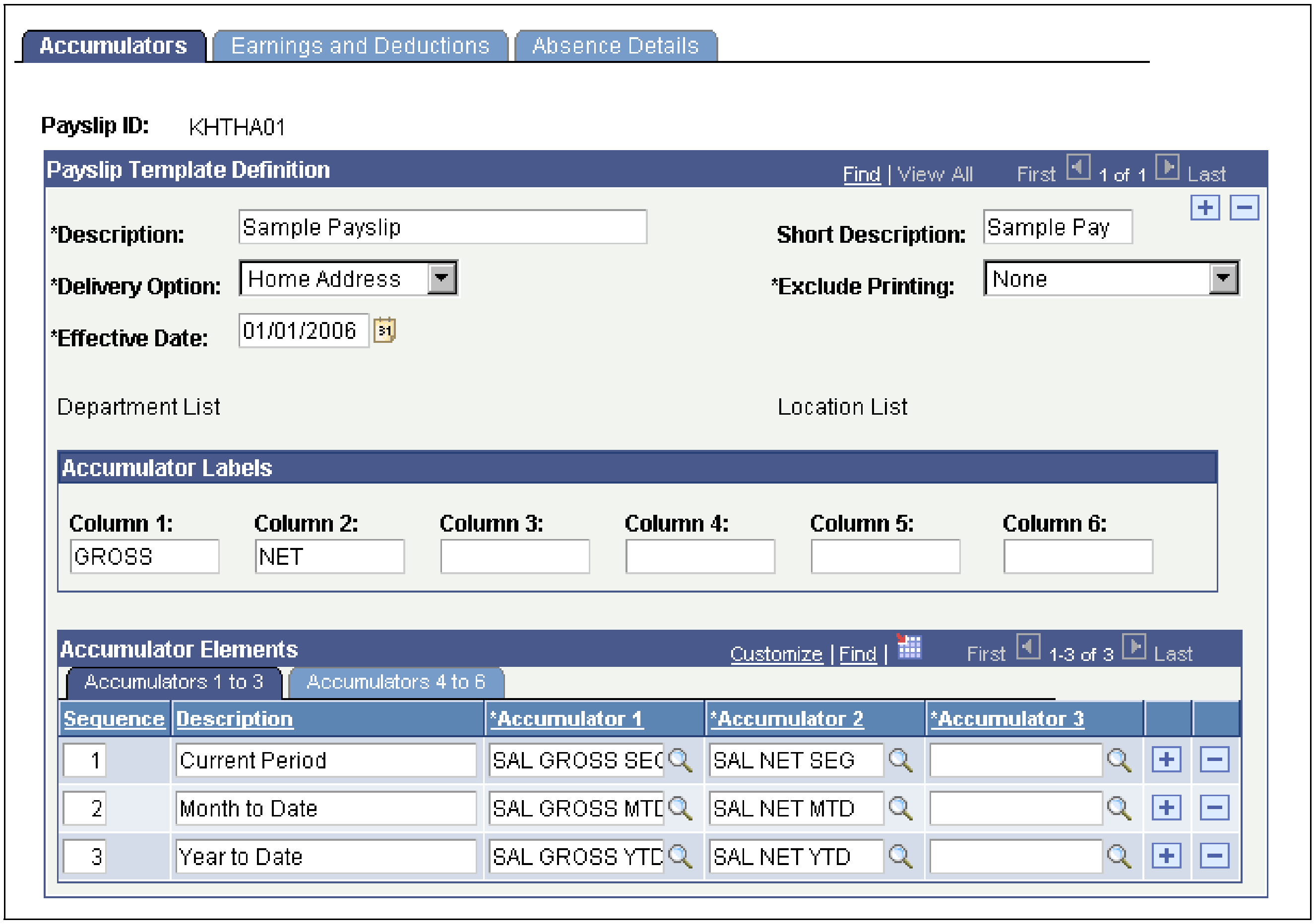
- Set the accumulator column labels.
- Select the accumulators to appear under the column labels.
- Create unlimited numbers of rows of accumulators and set the sequence in which they appear.
- Create unlimited sections for earnings and deductions.
- Select the absence types that appear.
- Use standard or customized element descriptions.
- Set delivery options.
- Exclude departments or locations from printing at the setup level, but override those exclusions at run time.

Pages Used to Create Payslip Templates

Page Name	Object Name	Navigation	Usage
Accumulators	GPTH_PSLP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates THA, Accumulators	Set up delivery and print exclusion options, column headings (labels), and column contents (rows of accumulators).
Earnings and Deductions	GPTH_PSLP1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates THA, Earnings and Deductions	Create sections of earnings and deductions, select from three description options, and set the element components (from the calculation rule) that the payslip displays.
Absence Details	GPTH_PSLP2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates THA, Absence Details	Add absence entitlements and absence pro rata elements. The payslip displays the current balance of the entitlement or pro rata.

Setting Up Payslip Templates and Accumulators

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



Accumulators page

Note. Select the tabs in the Accumulator Elements scroll area to access additional views of this page. Fields that are common to all views are documented first.

Payslip ID Select an ID to attach a single template to multiple pay groups. Only one template can be attached to a pay group at any one time.

Payslip Template Definition

Delivery Option Determines where the hardcopy payslips are sent. Select from a list of internal type addresses, such as department or location, or external addresses, such as home address or mail address, which are recorded in the payee's personal data record.

Use the Payee Payslip Overrides page to override the delivery destination of the printed payslip from the default delivery option that you select here. The Payee Payslip Overrides page is effective-dated to enable you to override the delivery option for a period of time.

Exclude Printing Select *Location* or *Department* to exclude the printing of specific departments or locations on your payslips. The corresponding links then become available and enable you to select the specific departments or locations that you don't want to display on the payslips during the print process. You can select multiple locations or departments.

If you want to print a location or department that you previously excluded, you can override this on the Print Payslips page before you run the print process.

Note. If you enter a pay entity as the reprint option on the Print Payslips page and you exclude a location that is part of that pay entity, it is not printed.

Accumulator Labels

Enter the column heading labels for the accumulators that appear across the page on the printed payslip.

Accumulator 1 to 3 tab

Access the Accumulators 1 to 3 tab.

Sequence

Enter a sequence number to set the order in which the accumulators appear. They appear in ascending order.

Description

Enter a description of each accumulator row.

Accumulator 1, **Accumulator 2**, and **Accumulator 3**

Select the accumulators to display for the corresponding column. Accumulator 1 values appear under the column 1 label, accumulator 2 values appear under the column 2 label, and so on.

For example, you might have already have entered a description of sequence 1 and 2 as current and year to date. If you also want to display quarter-to-date accumulated amounts, you must create a new row, give the new row the description value of QTD, and select the accumulators that correspond to the column headings (labels).

Accumulators 4 to 6 Tab

Access the Accumulators 4 to 6 tab.

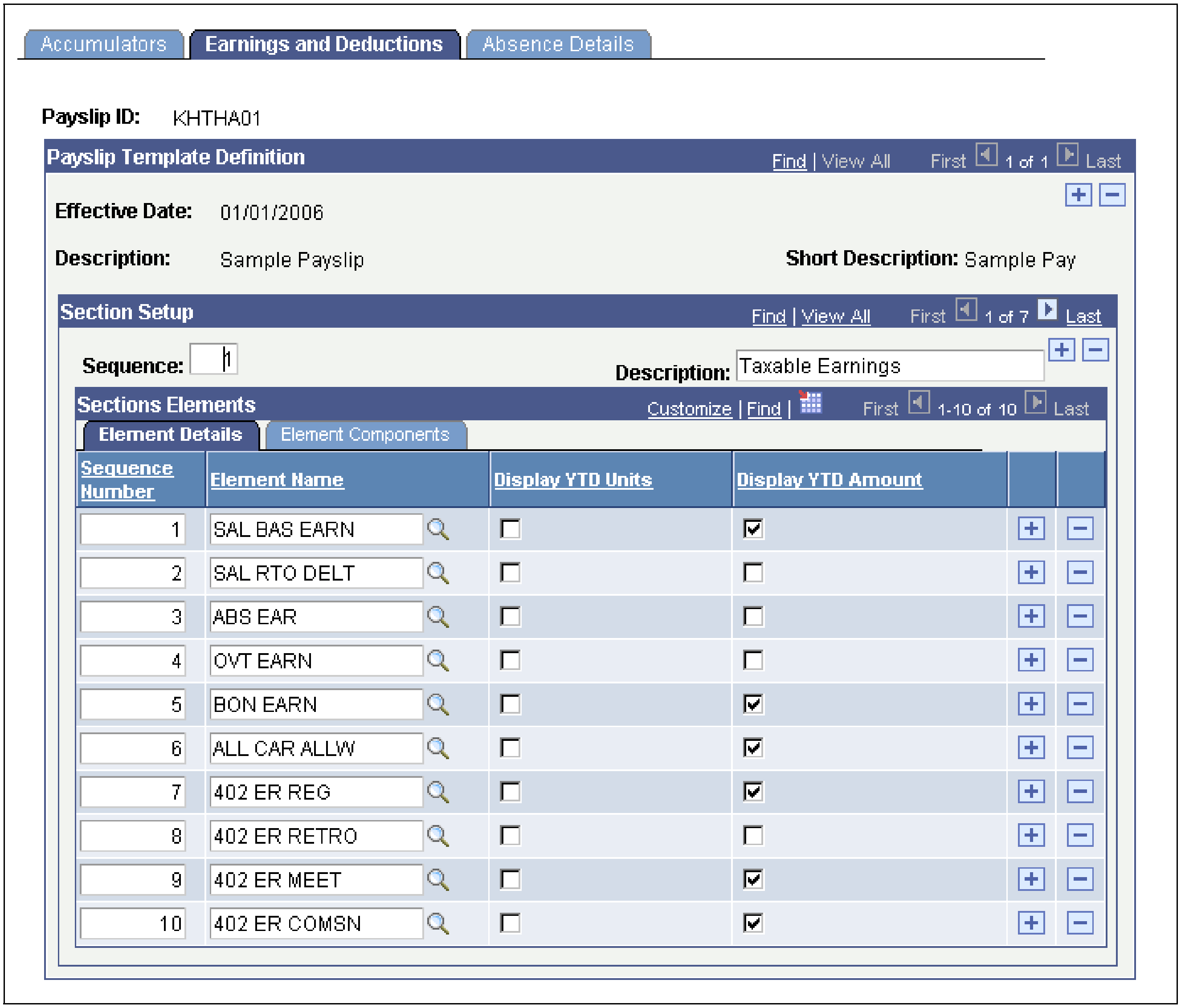
Set up accumulators 4 to 6 on this tab. This is the same as the Accumulators 1 to 3 tab, except that it does not have sequence or description fields because the same sequence number and description apply to all six accumulators in the row.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Overriding Payslip Delivery Options"

Setting Up Payslip Earnings and Deductions

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



Earnings and Deductions page

Description

You can create and name an unlimited number of sections. Create each section by entering a sequence number for it and a name, such as earnings.

You can determine the sequence for the individual earnings and deductions elements that appear under these sections.

Element Details Tab

Display YTD Units (display year-to-date units) and **Display YTD Amount** (display year-to-date amount)

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

Element Components Tab

Description Type and **Description**

You can create a custom description for each element.

Select the following values for each element:

- Custom.

  A field becomes available that enables you to change the default name of the element. For example, Basic Salary 1.

- Description.

  The default element description appears. For example, Basic Salary.

- Element Name.

  The default system element name appears.

Print Base, **Print Percentage**, **Print Rate**, and **Print Unit**

These check boxes represent the components of the calculation rule for the element. Select the components to show for each earnings or deduction on the component. You can select only the components that are in the calculation rule for the element.

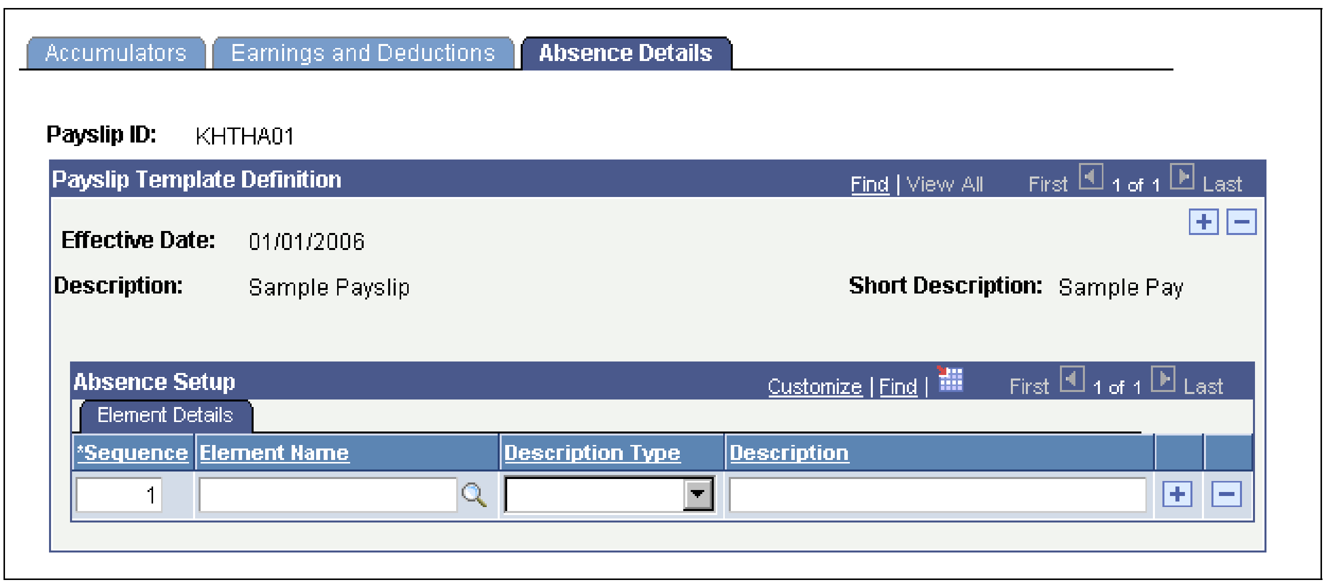
For example, for earnings with the calculation rule unit × rate, only the unit and rate check boxes are available for entry.

If the component is not in the calculation, the check box is cleared and not available for selection.

Note. The amount always appears, so it is not an option here.

Setting Up Payslip Absence Details

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



Absence Details page

Select the absence elements to display in the absence section of the payslip and the sequence in which these elements appear.

Use this page the same way that you use the Earnings and Deduction page. Enter a sequence number and an element name, and select one of three description types.

Attaching Payslip Templates to Pay Groups

To attach payslip templates to pay groups, use the Link to Pay Group THA (GPTH_PYGRP_PSLP) component.

This section discusses how to attach payslip IDs to pay groups.

Page Used to Attach Payslip Templates to Pay Groups

Page Name	Object Name	Navigation	Usage
Payslip Template Details	GPTH_PYGRP_PSLP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Link to Pay Group THA, Payslip Template Details	Attach the payslip template to pay groups.

Attaching Payslip IDs to Pay Groups

Access the Payslip Template Details page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Link to Pay Group THA, Payslip Template Details).

Payslip Template Details page

One company may have many pay groups, and each pay group will have just one payslip template. However, a payslip template can be attached to many different pay groups. You can define as many payslip templates as you need.

Payslip ID After you create the payslip template, attach the template to pay groups.

Note. You can only attach one template to a pay group at one time.

Identifying the FTP URL Used for Storing PDF Files

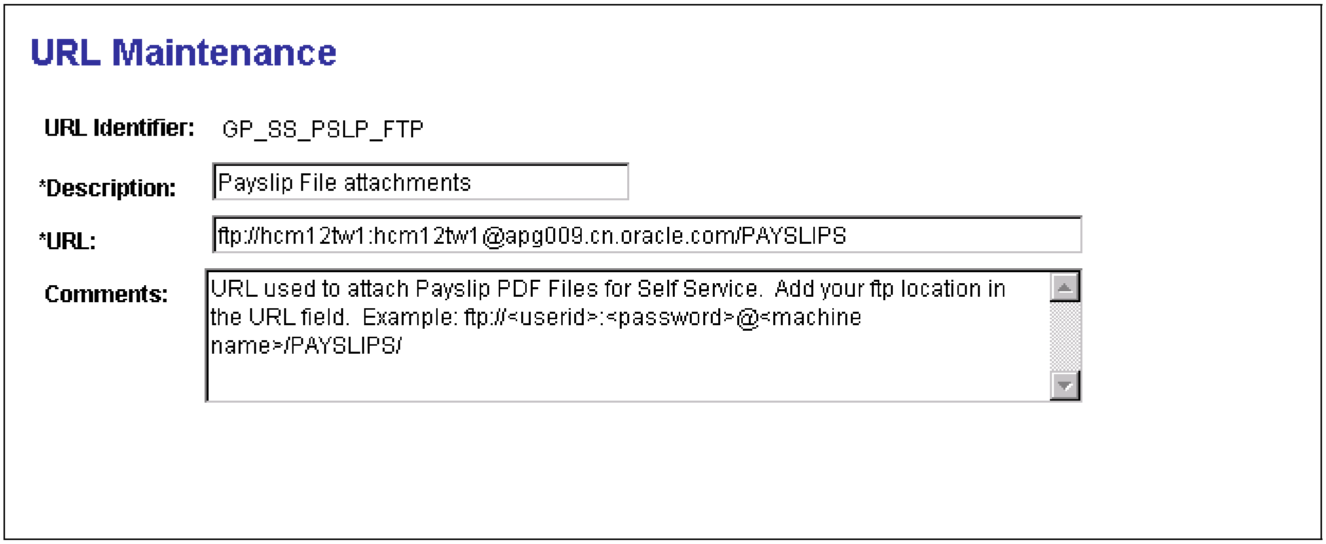
In order to print payslips, define the URL identifier for the server that will store the individual PDF files.

Page Used to Set Up URL

Page Name	Object Name	Navigation	Usage
URL Maintenance	URL_TABLE	PeopleTools, Utilities, Administration, URLs, URL Maintenance	Stores URL addresses.

Defining a URL Address for Storing PDF Files

Access the URL Maintenance page (PeopleTools, Utilities, Administration, URLs, URL Maintenance).



URL Maintenance page

Using the URL Maintenance page, define the URL Identifier for the server that will store the individual PDF files. The URL Identifier that is used for payslips is GP_SS_PSLP_FTP by default; however, if you are creating your own URL identifier, you must update the Self Service Payslip Options page with the new URL identifier.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Creating Payslip Templates"

PeopleSoft Enterprise ePay 9.0 PeopleBook, "ePay Setup and View Payslip"

Creating Payslip Messages

To create payslip messages, use the Messages THA (GPTH_PSLP_MSG) component.

This section discusses how to create payslip messages.

Page Used to Create Payslip Messages

Page Name	Object Name	Navigation	Usage
Payslip Messages	GPTH_PSLP_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages THA, Payslip Messages	Create payslip messages and control who receives the messages.

Creating Payslip Messages

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

You can configure text messages that appear on payslips and select the recipient level to which the message is distributed. You can select the following recipient levels:

- All employees who are identified in the calendar group.
- All payees who are associated with a group build ID.
- Employees who are in a specific employee list.

Message Number

Enter the message ID that the system uses to receive the correct message for the correct payees. Arrays and formulas combine to retrieve the correct message. You can enter multiple numbers for multiple messages.

Message Level and **Group ID**

Select the recipient of the message. Choose from the following:

- *All*

  All payees that are identified in the calendar group.

- *Group*

  All payees that are included in a group that is built by using the Group Build Definition feature in Human Resources (called VC Group Build in Variable Compensation). If you select this value, the Payee Message link becomes unavailable for selection and you can select a group ID.

  The PSLP AR GRP BLD ID array extracts all employees that exist for the group build ID that might also exist for the calendar group ID. This array uses the processing formula PSLP FM EMP CHECK. The array extracts all employees from the Group Build results table (GB_GRP_RES_TBL).

- *Group List*

  All payees that are in a list that is built by using the Global Payroll Group List feature. If you select this value, the Payee Message link becomes available for selection.

Message

Enter the text of the message that is to appear on selected payslips.

Note. The PSLP AR MSG array extracts the payslip message level and message. It uses the processing formula PSLP FM MSG, which retrieves the correct message for the correct calendar group ID. This array extracts all fields from the payslip message record (GPTH_PSLP_MSG) and writes the message to the writable array result table (GPTH_PSLP_RSLT). The writable array stores data from certain system elements, such as the pay period to and from dates and payslip messages.

Describing the Processes in Payslip Jobs

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

- The Structured Query Report (SQR) GPTHPY01 prints the payslip report and provides self service related information for ePay if ePay is licensed.
- The GP_EPAY Application Engine process uses the payslip report and self-service related information provided by the prior processes in this job to create self-service payslips for each payee. If ePay is not licensed, this process will report that ePay has not been licensed and will complete with success.

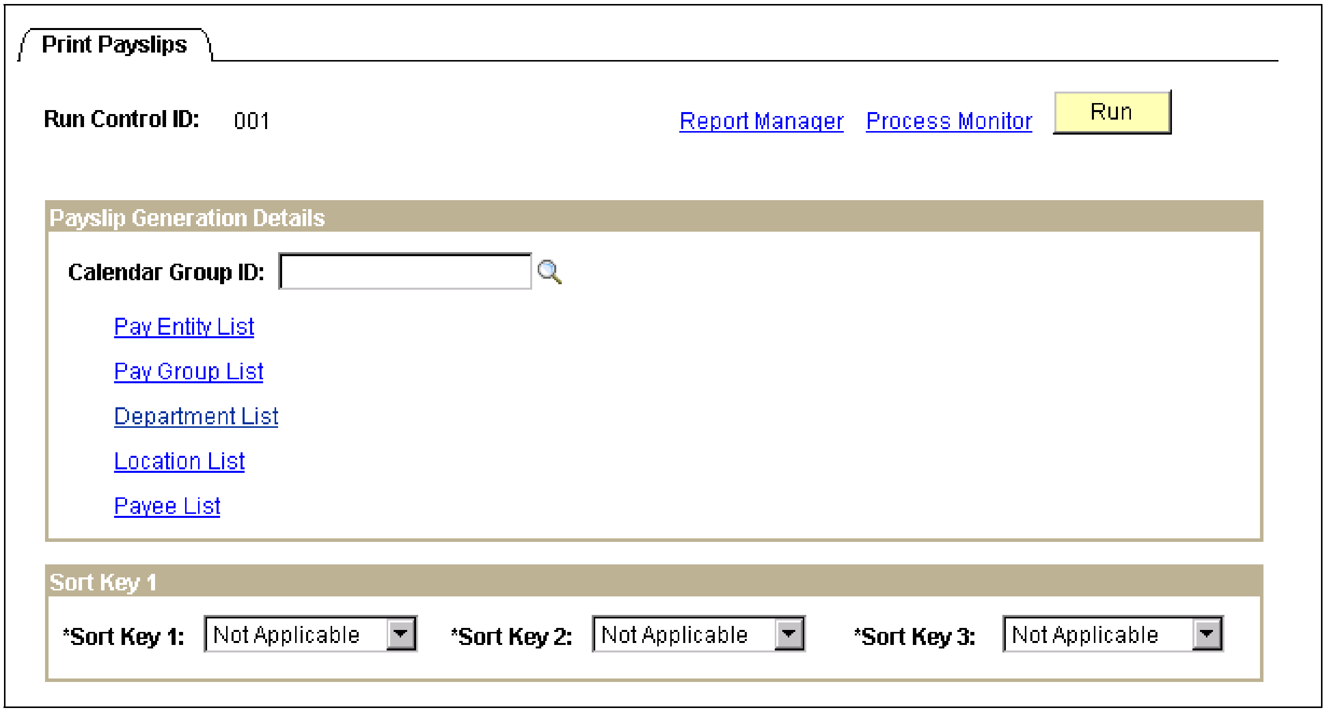
Note. Before you can browse payslips in self-service, you must run the payslip process to generate a payslip file.

Page Used to Create and Print a Payslip

Page Name	Object Name	Navigation	Usage
Print Payslips	GPTH_RUNCTL_PSLP	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips THA, Print Payslips	Generates the payslip. **Note.** You must first define the calendar group ID to generate the payslip. All groups selected in the Group ID field are automatically recreated during the payroll run.

Printing Payslips

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



Print Payslips page

Calendar Group ID Select the calendar group that you want to process.

Pay Entity List Click to select one or more pay entities for processing. The system displays the Pay Entity List page.

Pay Group List Click to select one or more pay groups for processing. The system displays the Pay Group List page.

Department List Click to select one or more departments for processing. The system displays the Department List page.

Location List Click to select one or more locations for processing. The system displays the Location List page.

Payee List Click to select one or more payees for processing. The system displays the Payee List page.

Sort Key 1, Sort Key 2, and **Sort Key 3** You can set up to three sort keys from the following options: *Department*, *Employee Name*, *Location*, *Not Applicable*, *Pay Entity*, or *Pay Group*. If you select *Not Applicable*, the program prints payslips by employee ID.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Setting Up View Payslip"

View Payslips Online

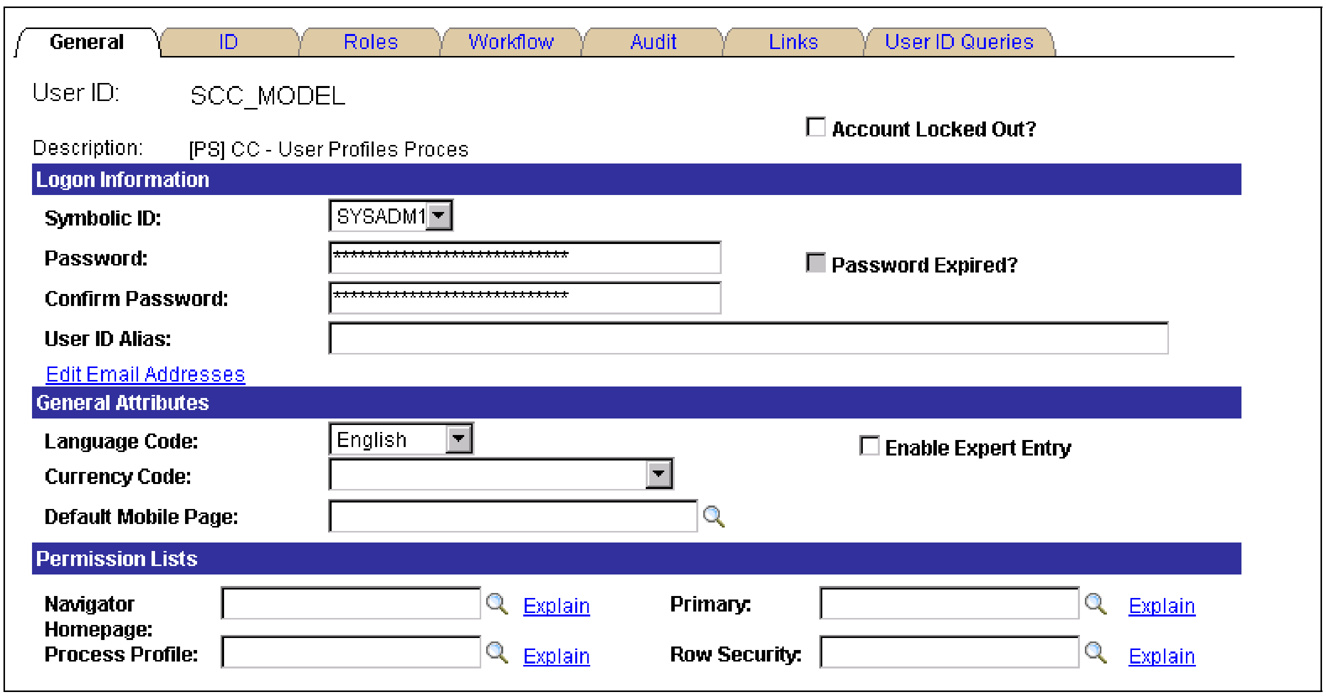
In order to view payslips in self-service, you should associate the Employee ID and User ID.

Pages Used to View Payslips Online

Page Name	Object Name	Navigation	Usage
View Payslips	GP_SS_EE_PSLP	Self Service, Payroll and Compensation, View Payslips, View Payslips	The employee selects the paycheck date to display the payslip as a PDF file. The employee can also instruct payroll whether to print a hard copy of the payslip.
User Profiles – General	USER_GENERAL	PeopleTools, Security, User Profiles, User Profiles, General	Create a user ID that the User Profiles Management process uses as a clone (model) when creating user profiles.

Creating a User Profile

Access the User Profiles - General page (PeopleTools, Security, User Profiles, User Profiles, General).



User Profiles - General page

Add a new value to create a user ID or used the delivered example called SCC_MODEL.

Note. The Account Locked Out functionality is not cloned for the user profiles created in batch. When the user profiles are created, they are ready for the self-service users to access the site.

The system clones these fields to create the user profiles: Symbolic ID, Language Code, Navigator Homepage, Process Profile, Primary, and Row Security.

It is strongly recommended that you always select a symbolic ID, regardless of the role for which you are running the process. For example, if you are running the process using the role Prospects and you believe the role does not need a symbolic ID, consider that when prospects become applicants or students, they do need a symbolic ID. There is no background process to create one.

Enter a password and confirm it. These fields are required on this page, but the system does not clone the password when you create the new user IDs.

See Also

Enterprise PeopleTools 8.48 PeopleBook: Security Administration, "Administering User Profiles"

CHAPTER 5

Defining Earnings and Deductions

This chapter provides an overview of earnings and deductions in Thailand, and discusses:

- Regular earnings.
- Irregular earnings and deductions.
- Social security contributions.
- Provident fund contributions.
- Order of the court deductions.
- Other non-taxable earnings.
- Other taxable deductions.
- Other non-taxable deductions.
- Extending earnings and deductions.

Understanding Earnings and Deductions in Thailand

Global Payroll for Thailand supports several different types of earnings and deductions in order to meet common processing requirements.

See Also

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

Viewing Delivered Elements

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

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

Regular Earnings

Regular income is the amount paid to the employee during a sequence period. The assessable income, used for tax calculations, is estimated by projecting the regular income for the entire year.

Global Payroll for Thailand enables you to choose between the Calculation in Advance Method (CAM) for tax calculation and the Accumulative Calculation Method (ACM).

The system calculates the projected annual income when you use the CAM tax calculation by:

- Multiplying the monthly rate by 12.
- Multiplying the semi-monthly rate by 24.
- Multiplying the weekly rate by 52.

The system calculates the projected annual income when you use the ACM tax calculation by adding the year-to-date regular earnings income to the projected regular earnings income for the remaining calculation periods.

PeopleSoft Global Payroll for Thailand supports the following categories of assessable income, according to Section 40 of the Revenue Code in Thailand:

- Income under section 40(1).

  This is income derived from personal services rendered to employers, or employment income.
- Income under section 40(2).

  This is income derived by virtue of a post, office of employment, or service rendered. For example, fees, commissions, discounts, meeting allowances, gratuities, bonuses, and so on.

Global Payroll for Thailand delivers the following regular earnings elements:

- Basic Salary (SAL BAS EARN).
- Section 40(2) regular income (402 ER REG).

If you need to create new earnings elements for income under section 40(1), use the SAL BAS EARN earnings element as a template. If you need to create new earnings elements for income under section 40(2), then use the 402 ER REG earnings element as a template for your new elements.

Basic Salary

The basic salary earnings element, SAL BAS EARN, is a flat amount earnings element that is only paid at the earnings level. Basic salary is paid regularly for permanent employees, in the first period for new hires, and in the last period for terminated employees.

The calculation rule is an amount rate code supporting the KTBS01 element — the payee’s monthly compensation rate.

SAL BAS EARN supports proration based on calendar day by proration element GP PRORATE CAL DAY whenever there is a partial period or when a pay rate change occurs during the pay period.

SAL BAS EARN supports forwarding retroactive processing, the delta amount is forwarded to another earnings element, SAL RTO DELTA; this earnings is treated as irregular income. The tax calculation method of the irregular income is the same as the tax calculation method for SAL BAS EARN in the period being processed retroactively.

Section 40(2) Regular Income

Section 40(2) regular income (402 ER REG) is an earnings element that is calculated in the same way as basic salary, or income under section 40(1). Only the tax category, such as 40(1) or 40(2), is reported in a different category.

If there is section 40(1) and section 40(2) income in the same period, the tax calculation is calculated sequentially, with section 40(1) income calculated first, and section 40(2) income calculated second.

The tax calculation sequence is:

1. Regular 40(1) income.
2. Regular 40(2) income.
3. Irregular 40(1) income.
4. Irregular 40(2) income.

Any step in this sequence can be skipped, if there is no income in that category for the current period.

Income under section 40(2) can have the following tax calculation methods:

- Withholding tax.
- Gross up one.
- Gross up all.

Note. During a single payroll period, both section 40(1) and section 40(2) regular income can be processed by a specific tax calculation method. However, you can use a different tax calculation method for subsequent payroll periods. For example, assume your payroll is processed every month, and in January all regular incomes are processed using the withholding tax calculation method. Then, in February, you can change the tax calculation for all regular incomes to the gross up all tax calculation method. You can handle this by overriding the TAX VR CAL METHOD variable on the Earnings - Supporting Elements Override page.

Irregular Earnings and Deductions

Irregular income is the payment of overtime, bonuses, or special payments in any period.

Global Payroll for Thailand delivers the following irregular earnings elements:

- Leave without Pay.
- Overtime.
- Bonus.
- Car Allowance.
- Meeting Allowance.
- Commission.

If you want to create additional irregular earnings elements, use the delivered elements as templates.

Leave without Pay

Global Payroll for Thailand provides two segment accumulators, SAL ABS PTD and SAL ABS NM, the ABS EAR earnings element, and the ABS DED deduction element for leave without pay.

The earnings element adds to the accumulator, while the deduction element subtracts from the accumulator. Implementers can add other earnings and deduction elements for leave without pay into the SAL ABS NM accumulator. All earnings and deduction elements for leave without pay should belong to one dedicated section of these accumulators, ABS INTEGRATE. In the beginning of this section, the SAL FM SET METHOD formula is called to set the correct tax calculation method.

ABS EAR and ABS DED act as integration elements to get absence input data from PeopleSoft Absence Management. The following template elements are delivered with Global Payroll for Thailand:

- Absence Entitlement Element (SCK ENT).
- Absence Take Type (SCK).
- Absence Take Element (SCK TAKE).
- Supporting Elements (SCK BR ENT, SCK FM ENT, SCK FM DAYCNT).
- Section (KTSE INIT, KTSE ABS TAKE).
- Process List (THABSENCE).
- Run Type (KTABSENCE).

Overtime

Overtime is considered as irregular income in payroll calculations, according to labor laws in Thailand. Overtime is defined as an earnings and calculated at an hourly rate in payroll.

To describe the overtime rates in Global Payroll for Thailand, assume that Employee A works a normal schedule of 9:00 a.m. to 5:00 p.m. Monday through Friday and does not work on Saturday or Sunday. Employee B normally works from 9:00 a.m. to 5:00 p.m. Wednesday through Sunday and does not work on Monday or Tuesday. Both employees receive an hourly wage of 100 THB (baht) per hour.

The overtime rates in Global Payroll for Thailand are:

- 1.5 times the hourly rate.

  If an employee works outside of his or her normal work schedule, the employer pays an overtime hourly rate that is at least 1.5 times the employee's normal hourly rate, based on the actual hours worked.

  Using the employees described above, if either employee works from 7:00 p.m. to 9:00 p.m. on a Wednesday, the employee receives at least 1.5 times the normal hourly rate, or 150 THB per hour for the two hours worked.

- 2.0 times the hourly rate.

  If an employee is not normally scheduled to work on weekends, and works during standard working hours on a weekend, he or she will receive an overtime rate at least two times the employee's regular daily wage, for each weekend day he or she works, based on the actual hours worked.

  Using the example employees, if Employee A works on a Sunday from 9:00 a.m. to 11:00 a.m., he or she would receive at least 2.0 times the regular hourly wage, or 200 THB per hour. Employee B normally works on weekends and would receive his or her normal pay rate of 100 THB per hour.

- 3.0 times the hourly rate.

  If the employee works on a day during the weekend outside of the standard working hours, the employer pays an overtime rate of three times the hourly rate, based on the actual hours worked.

  In this case, if Employee A works from 7:00 p.m. to 9:00 p.m. on a Sunday, the employee will receive at least 3.0 times the normal hourly rate, or 300 THB per hour.

Global Payroll for Thailand delivers the OVT EARN earnings element for overtime. This earnings element has two user keys: TAX VR CAL METHOD and OVT VR CAL RATE.

The Calculation Rule is: Unit * Rate * Percentage

Unit represents the hours of overtime. The rate element, HOURLY RT, represents the overtime hourly rate. The percentage element, OVT VR CAL RATE, represents the hourly rate multiplier that employer pays to a payee for overtime, e.g. if an employer pays 2.0 times the hourly rate to a payee, then OVT VR CAL RATE is 200.

The OVT EARN earnings element gets its value through positive input or elements assignment.

The Tax Calculation Method and Overtime Salary Rate are entered in the Tax Setup for Overtime Element region on the Calendar ID Override Details page.

Bonus

Global Payroll for Thailand provides the BON EARN earnings element to calculate bonus as an irregular income under section 40(1) in Thailand.

Global Payroll for Thailand supports two process modes for bonuses: normal cycle and off cycle. Two user keys, TAX VR CAL METHOD and NON VR SS FLAG, indicate the tax calculation method and whether the bonus is contributed to social security, provident fund, or both.

The value of the bonus, the tax calculation method, and the contribution to social security and provident fund flag are all entered through positive input or the Elements Assignment page.

Car Allowance

Global Payroll for Thailand provides the ALL CAR ALLW earnings element to calculate car allowance as an irregular income under section 40(1) in Thailand.

Global Payroll for Thailand supports the three tax calculation methods for car allowances. The TAX VR CAL METHOD indicates the tax calculation method for car allowances.

The value and tax calculation method for a car allowance are entered through positive input or the Elements Assignment page.

Meeting Allowance

Global Payroll for Thailand provides the 402 ER MEET earnings element for meeting allowances as irregular income under section 40(2) in Thailand.

Global Payroll for Thailand supports the three tax calculation methods for meeting allowances. The TAX VR CAL METHOD indicates the tax calculation method for meeting allowances.

The value and tax calculation method for a meeting allowances are entered through positive input or the Elements Assignment page.

Commission

Global Payroll for Thailand provides the 402 ER COMSN earnings element for commissions as irregular income under section 40(2) in Thailand.

Global Payroll for Thailand supports the three tax calculation methods for commissions. The TAX VR CAL METHOD indicates the tax calculation method for commissions.

The value and tax calculation method for commissions are entered through positive input or the Elements Assignment page.

Social Security Contributions

The Social Security employee contribution deduction, SI EE CONTRI, and the employer contribution deduction, SI ER CONTRI, are calculated by multiplying the social security base amount, SI FM CAL BAS, with the corresponding contribution rates, SI VR EE RATE and SI VR ER RATE. The Social Security base amount comes from the SI BASE PTD period to date accumulator. Contribution rates are stored in a database record, and the array elements, SI AR INFOR and SI AR DT RATE, retrieve these rates from the database.

Global Payroll for Thailand enables you to process Social Security contributions in monthly, semi-monthly, or weekly payroll runs. The system calculates the Social Security contribution for weekly payroll runs using the calculation: MTD Social Security contribution amount + current week's Social Security contribution amount + projection of the Social Security contribution amount for the remaining weeks of the month.

Global Payroll for Thailand supports Social Security contribution amounts between 1,650 THB per month and 15,000 THB per month. If the actual contribution amount is more than the stated maximum contribution, then the system uses 15,000 THB as the Social Security contribution amount. If the actual contribution is less than 1,650 THB, the system uses 1,650 THB as the Social Security contribution amount.

Provident Fund Contributions

PeopleSoft Enterprise Global Payroll for Thailand delivers the PF BAS PTD accumulator to store provident fund contributions. Both the provident fund employee contribution (PF EE CONTRI) and employer contribution (PF ER CONTRI) are calculated by multiplying the provident fund base by the corresponding contribution rates (PF VR EE RATE and PF VR ER RATE) stored in the database. The provident fund base is calculated by the formula PF FM BAS.

Contribution rates are retrieved from the database by the PF AR INFOR array element.

Order of the Court Deductions

PeopleSoft Enterprise Global Payroll for Thailand provides the GEN NONTAX CD deduction element for an order of the court deduction. The value of GEN NONTAX CD is entered by positive input or elements assignment. This is a non-taxable, or after tax deduction, so it is subtracted directly from net income.

Other Non-Taxable Earnings

PeopleSoft Enterprise Global Payroll for Thailand provides the GEN NONTAX ER element for non-taxable earnings. The value of GEN NONTAX ER is entered by positive input or elements assignment.

This is a template element for non-taxable earnings. Implementers can add more non-taxable earnings elements following this template. Since these earnings are non-taxable, they are added directly to net income.

Other Taxable Deductions

PeopleSoft Enterprise Global Payroll for Thailand provides the GEN TAXABL D deduction element for miscellaneous taxable deductions. The value of GEN TAXABL D is entered by positive input or elements assignment.

This is a template for all other taxable deduction elements. Implementers can add more taxable deduction elements using this template. Since these deductions are taxable, you need to specify whether it should be deducted from withholding, gross up all, or gross up one irregular income.

Other Non-Taxable Deductions

PeopleSoft Enterprise Global Payroll for Thailand provides the GEN NONTAX DD deduction element for non-taxable deductions. The value of GEN NONTAX DD is entered by positive input or elements assignment.

This is a template element for non-taxable deductions. You can add more non-taxable deduction elements using this template. Since this type of deduction is non-taxable, it is deducted directly from net income.

Extending Earnings and Deductions

This section discusses how to:

- Create taxable earnings for tax calculation.
- Create non-taxable earnings for tax calculation.
- Create taxable deductions for tax calculation.
- Create non-taxable deductions for tax calculation.
- Add retro functionality for new earnings elements.

Pages Used to Extend Earnings and Deductions

Page Name	Object Name	Navigation	Usage
Earnings Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name	Name the element and define its basic parameters.
Earnings - User Fields for Element <element name>	GP_PIN_USR_FLD_SEC	Click the User Fields link on the Earnings Name page.	Define user fields to create unique instances of an element.
Earnings - Calculation	GP_ERN_DED_CALC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation	Define calculation rules for an earnings element.

Page Name	Object Name	Navigation	Usage
Earnings - Rounding/Proration	GP_ERN_DED_RND	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Rounding/Proration	Specify rounding and proration options for the components of an earnings element.
Earnings - Accumulators	GP_ERN_DED_AC_ADDL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Accumulators	Indicate the accumulators (already defined in the system) to which the earnings element contributes.
Earnings - Supporting Element Overrides	GP_ELM_DFN_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Supporting Element Overrides	Override the value of certain supporting elements that are used by the definition of the earnings element or override the supporting elements when they are not part of the earnings. This page is also used to override deductions.
Deduction Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Deduction Name	Name the element and define its basic parameters.
Deductions - User Fields	GP_PIN_USR_FLD_SEC	Click the User Fields link on the Deduction Name page.	Define user fields to create unique instances of an element.
Deductions - Calculation	GP_ERN_DED_CALC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Calculation	Define calculation rules for a deduction element.
Deductions - Rounding/Proration	GP_ERN_DED_RND	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Rounding/Proration	Specify rounding and proration options for a deduction element.
Deductions - Accumulators	GP_ERN_DED_AC_ADDL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Accumulators	Indicate the accumulators (already defined in the system) to which the deduction element contributes.

Page Name	Object Name	Navigation	Usage
Deductions - Supporting Element Overrides	GP_ELM_DFN_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Supporting Element Overrides	Override the value of certain supporting elements that are used by the definition of the deduction element or override the supporting elements when they are not part of the deduction definition.
Retro Process Overrides	GP_RTO_OVR_DEFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Process Overrides	Specify the elements that are to be forwarded when the standard retro method is forwarding. Define overrides to the standard corrective retro method. Override the Retro Recalculation Option defined on the earnings and deduction definition pages.
Element Group Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Name	Name the element group and define its basic parameters.
Element Group Members	GP_ELEMENT_GROUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Members	Insert elements into element groups.
Section Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Section Name	Name a section and define its basic parameters.
Definition	GP_SECTION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Definition	Select elements that constitute a section.
Section Overrides	GP_PYE_SECTION	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Payee Sections, Section Overrides	Create a payee section for a process list.

Creating Taxable Earnings for Tax Calculation

Follow these steps to create taxable earnings:

1. Define the earnings name.

   Specify the earnings name, security level, and overrides.
2. Define the user fields.

Specify the user fields for this earnings element.

3. Define the calculation rule.

   Specify the components that make up the calculation rule for the earnings.

4. Define the rounding/proration rule.

   Specify the rounding and proration rules for earnings elements.

5. Define accumulators.

   Select the accumulators to which this earnings element contributes.

6. Create supporting element overrides.

   Create supporting element overrides at the element definition level.

Defining an Earnings Name

Access the Earnings Name page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name).

Give your earnings element an appropriate name and description based on the naming conventions of your company.

Carefully define the override levels.

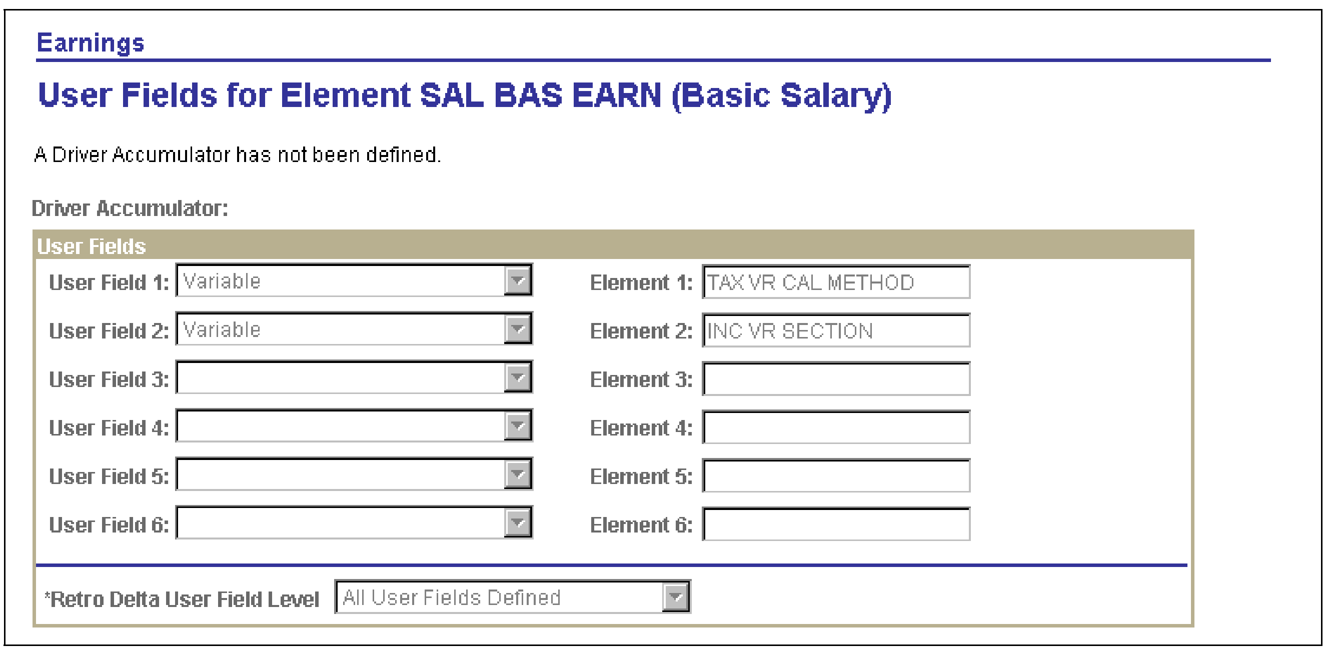
Do not select the Always Recalculate check box. Selecting this check box causes repeated recalculations of the earnings, making the calculated result inaccurate.

Give your earnings element an appropriate category.

Defining the User Field

Access the Earnings - User Fields for Element <element name> page (click the User Fields link on the Earnings Name page).

For all taxable earnings elements, you must add the variable TAX VR CAL METHOD in the User Field field.



Earnings - User Fields for Element <element name> page

Defining Calculation Rules

Access the Earnings - Calculation page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation).

Choose a calculation rule, then define each calculation component. The values for the Calculation Rule field are:

- *Amount*.
- *Base * Percent*.
- *Unit * Rate*.
- *Unit * Rate * Percent*.

Defining Rounding/Proration Rules

Global Payroll for Thailand does not deliver any rounding rules, use the core Global Payroll rounding rule to define rounding rules for your earnings element.

Defining Accumulators

Based on your requirements, you should consider adding your earnings element into the following accumulators:

Accumulators	Sign	Usage
SAL GROSS NM	Add	Gross pay accumulator. Add all newly created earnings elements into this accumulator.
SAL NET NM	Add	Net pay accumulator. Add all newly created earnings elements into this accumulator.
SAL RIR NM	Add	Add taxable earnings elements into this accumulator.
SAL RIR TAL NM	Add	Add taxable earnings elements into this accumulator.
SAL REG NM	Add	For regular income earnings, add to this accumulator.
SAL REG TAL NM	Add	For regular income earnings, add to this accumulator.
SAL IR NM	Add	For irregular income earnings, add to this accumulator.
SAL IR TAL NM	Add	For irregular income earnings, add to this accumulator.
SI BASE NM	Add	For a social security fund contribution base earnings, add to this accumulator.
SI BASE PRO NM	Add	For earnings elements that project social security fund contributions in the remaining periods, add to this accumulator.
PF BASE NM	Add	For provident fund contribution base earnings, add to this accumulator.

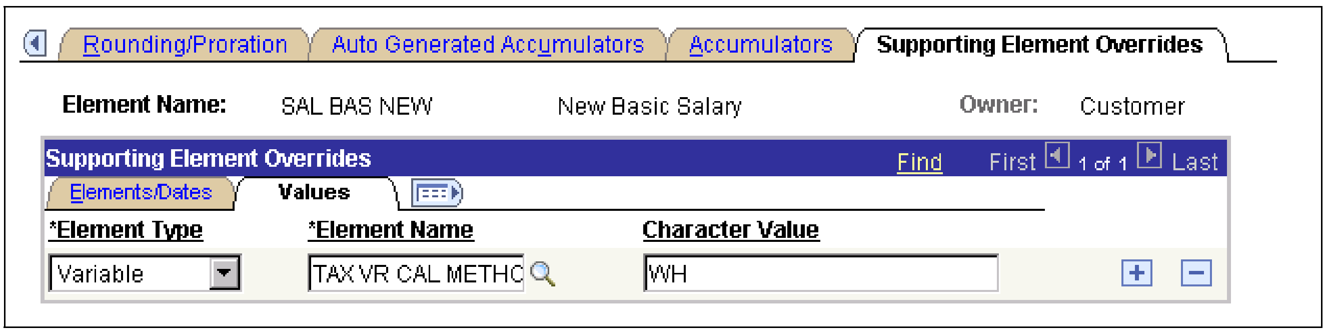
Accumulators	Sign	Usage
PF BASE PRO NM	Add	For earnings elements that project provident fund contribution for the remaining periods, add to this accumulator.
SAL REG PRO NM	Add	For earnings elements that project regular income in the remaining periods, add to this accumulator.

All of the above accumulators have a suffix "NM," which means that PeopleSoft will not maintain those accumulators. PeopleSoft delivers these accumulators for customers to add their newly created elements. Please only use these "NM" accumulators, when you create new earnings elements. If you directly add elements into "PS Delivered/Maintained" accumulators, there may be a conflict between your modification and any new patches from PeopleSoft.

Supporting Element Overrides

Access the Earnings - Supporting Element Overrides page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Supporting Element Overrides).

Global Payroll for Thailand uses the TAX VR CAL METHOD variable to determine the tax calculation method for individual taxable earnings elements, if your new element is only used under one tax calculation method, you can assign this tax method at the element definition level using the Supporting Element Overrides page.



Earnings - Supporting Elements Override page

There are three possible values for the TAX VR CAL METHOD variable:

- *WH*

  Global Payroll for Thailand uses the withholding tax calculation method for this earnings element.

- *GA*

  Global Payroll for Thailand uses the gross up all cycle tax calculation method for this earnings element.

- *GO*

  Global Payroll for Thailand uses the gross up one cycle tax calculation method for this earnings element.

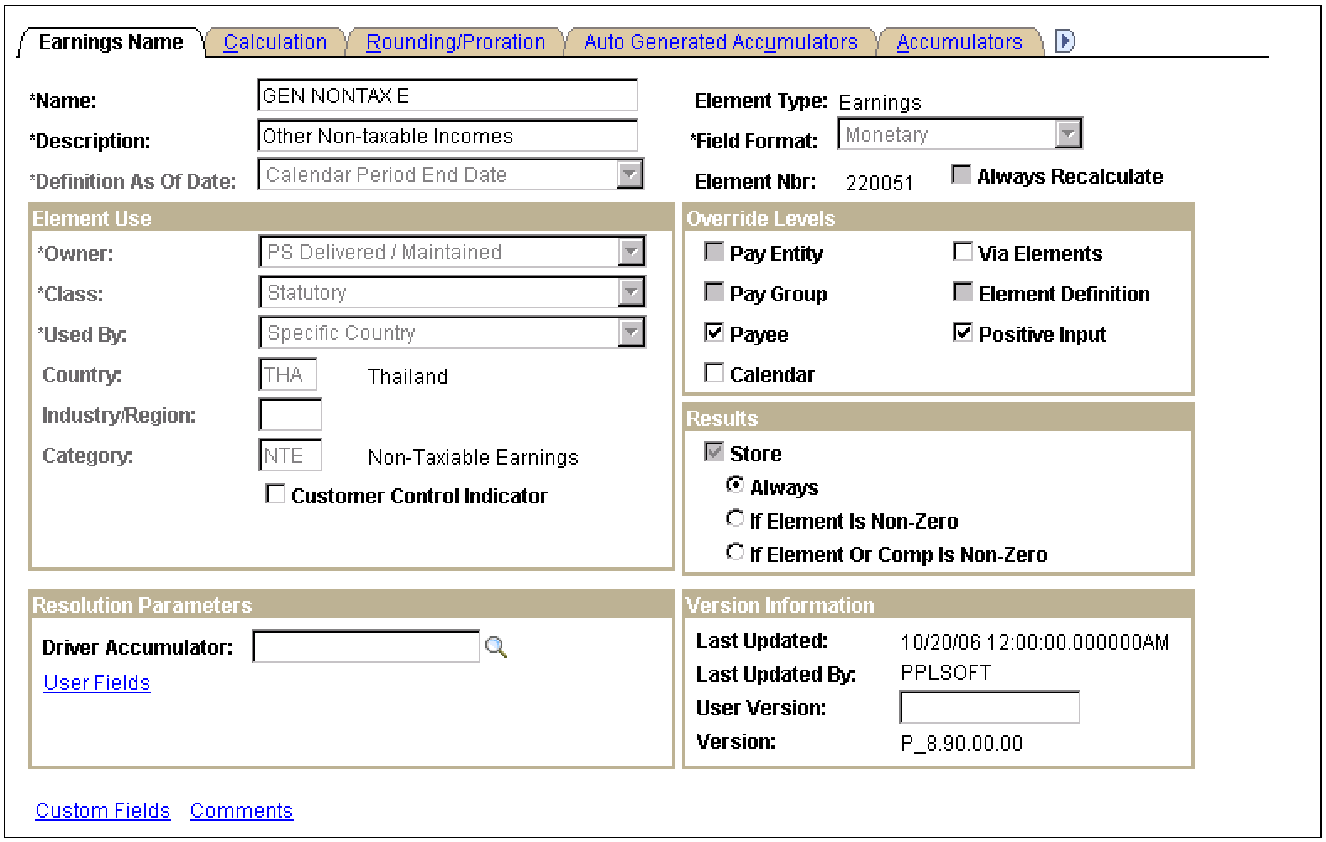
Creating Non-Taxable Earnings for Tax Calculation

To create non-taxable earnings, use the same steps that you used to create taxable earnings, with the following exceptions:

- Do not add the TAX VR CAL METHOD variable to the User Field field on the Earnings - User Fields for Element <element name> page.
- Do not add any non-taxable earnings into these taxable income accumulators:

- SAL RIR NM
- SAL RIR TAL NM
- SAL REG NM
- SAL REG TAL NM
- SAL IR NM
- SAL IR TAL NM

When you create non-taxable earnings elements, you can use the GEN NONTAX E element delivered by Global Payroll for Thailand as a template.



GEN NONTAX E Earnings on the Earnings Name page

Creating Taxable Deductions for Tax Calculation

Follow these steps to create taxable deductions:

1. Define the deduction name.

   Specify the earnings deduction, security level, and overrides.

2. Define user fields.

   Specify the user fields for this deduction element.

3. Define the calculation rule.

   Specify the components that make up the calculation rule for the deduction.

4. Define any rounding or proration rules.

Specify the rounding and proration rules for deduction elements.

5. Define accumulators.

   Select the accumulators from which this element deducts.

6. Create supporting element overrides.

   Create supporting element overrides at the element definition level.

7. Define arrears.

   Define the method to store deductions when the system is not able to take from a current pay run because of insufficient net pay.

Defining a Deduction Name

Access the Deduction Name page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Deduction Name).

Give your deduction element an appropriate name and description, based on the naming conventions of your company.

Carefully define the override levels.

Do not select the Always Recalculate check box. Selecting this check box causes repeated recalculations of the deduction, making the calculated result inaccurate.

Give your deduction element an appropriate category.

Defining the User Field

Access the Deductions - User Fields for Element <element name> page (click the User Fields link on the Deductions Name page).

For all taxable deduction elements, you must add the variable TAX VR CAL METHOD in the User Field field.

Defining Calculation Rules

Access the Deductions - Calculation page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation).

Choose a calculation rule, then define each calculation component. The values for the Calculation Rule field are:

- *Amount*.
- *Base * Percent*.
- *Unit * Rate*.
- *Unit * Rate * Percent*.

Defining Rounding/Proration Rules

Global Payroll for Thailand does not deliver any rounding rules, use the core Global Payroll rounding rule to define rounding rules for your deduction element.

Defining Accumulators

Based on your requirements, you should consider adding your deduction element into the following accumulators:

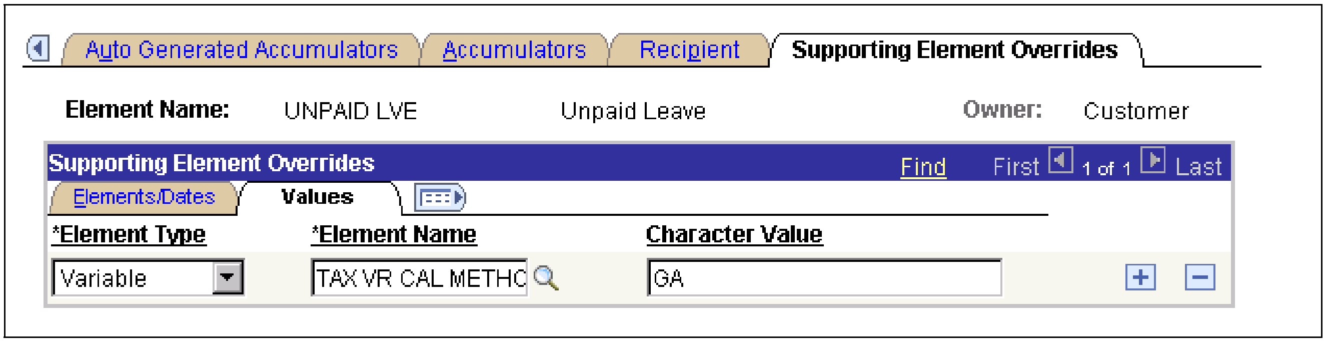
Accumulators	Sign	Usage
SAL NET NM	Subtract	Net pay accumulator. Add all new deduction elements into this accumulator.
SAL RIR NM	Subtract	Add taxable deduction elements into this accumulator.
SAL RIR TAL NM	Subtract	Add taxable deduction elements into this accumulator.
SAL REG NM	Subtract	For deductions that are subtracted from regular income, add to this accumulator.
SAL REG TAL NM	Subtract	For deductions that are subtracted from regular income, add to this accumulator.
SAL IR NM	Subtract	For deductions that are subtracted from irregular income, add to this accumulator.
SAL IR TAL NM	Subtract	For deductions that are subtracted from irregular income, add to this accumulator.
SI BASE NM	Subtract	For deductions that reduce the social security fund contribution base, add it to this accumulator.
SI BASE PRO NM	Subtract	For deductions that reduce the social security fund contribution base when projecting the remaining periods, add to this accumulator.
PF BASE NM	Subtract	For deductions that reduce the provident fund contribution base, add to this accumulator.
PF BASE PRO NM	Subtract	For deductions that reduce the provident fund contribution base for the remaining periods, add to this accumulator.
SAL REG PRO NM	Subtract	For deduction elements that are counted when projecting regular income in the remaining periods, add to this accumulator.

All of the above accumulators have a suffix “NM,” which means that PeopleSoft will not maintain those accumulators. PeopleSoft delivers these accumulators for customers to add their newly created elements. Please only use these “NM” accumulators, when you create new earnings elements. If you directly add elements into “PS Delivered/Maintained” accumulators, there may be a conflict between your modification and any new patches from PeopleSoft.

Supporting Element Overrides

Access the Deductions - Supporting Element Overrides page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Supporting Element Overrides).

Global Payroll for Thailand uses the TAX VR CAL METHOD variable to determine which type of taxable income the current taxable deduction element is subtracted from withholding, gross up all cycle, or gross up one cycle. If your new element is only used under one tax calculation method, you can assign this tax method at the element definition level using the Supporting Element Overrides page.



TAX VR CAL METHOD Element on the Supporting Element Overrides page

There are three possible values for the TAX VR CAL METHOD variable:

- *WH*

  Global Payroll for Thailand uses the withholding tax calculation method for this earnings element.

- *GA*

  Global Payroll for Thailand uses the gross up all cycle tax calculation method for this earnings element.

- *GO*

  Global Payroll for Thailand uses the gross up one cycle tax calculation method for this earnings element.

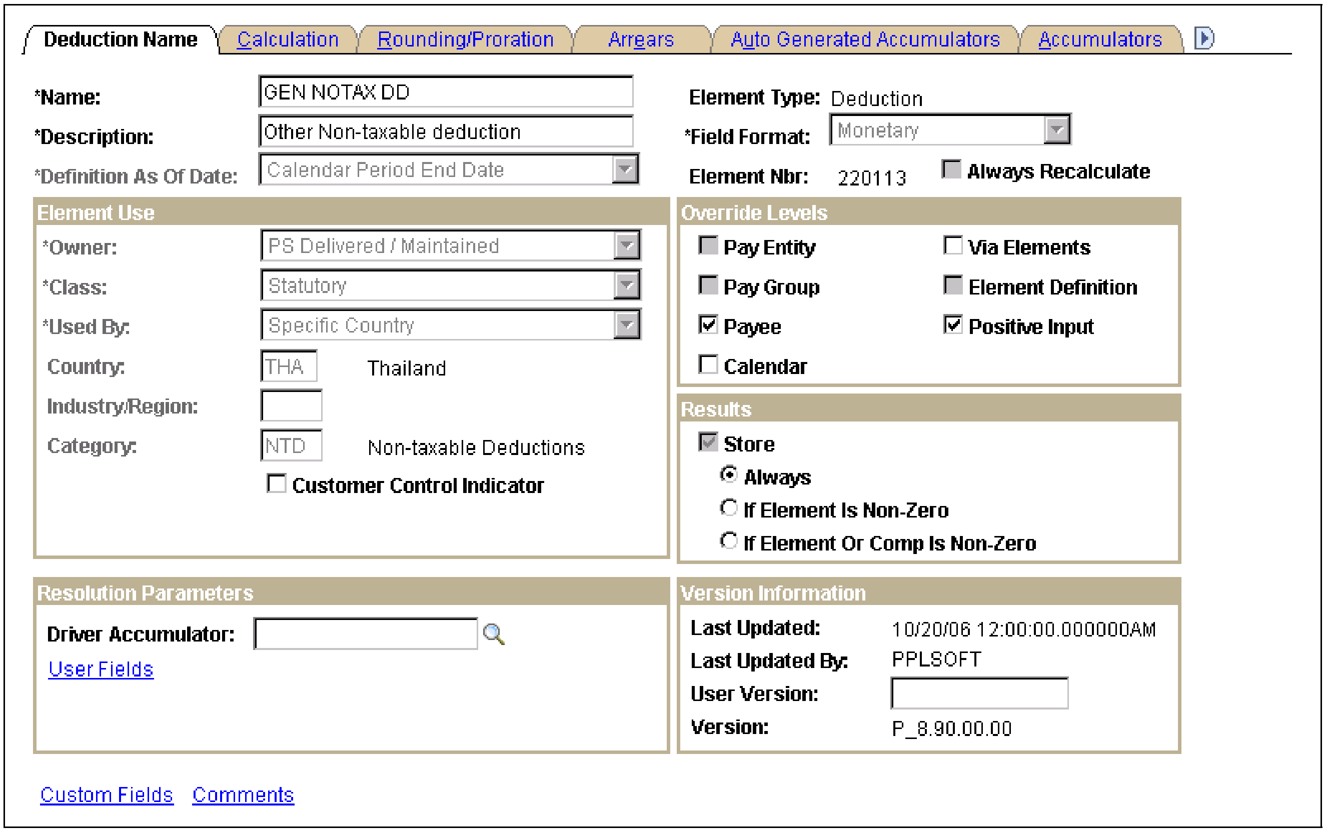
Limitations

Since taxable deductions are subtracted from irregular taxable earnings using the same tax calculation method, whenever you add a taxable deduction to a given employee using Positive Input, you need make sure that there is enough irregular taxable income to allow the deduction.

Creating Non-Taxable Deductions for Tax Calculation

To create non-taxable deductions, use the same steps that you used to create taxable deductions, with the following exceptions:

- Do not add the TAX VR CAL METHOD variable to the User Field field on the Deductions - User Fields for Element <element name> page.
- Do not add any non-taxable deductions into these taxable deduction accumulators:
  - SAL RIR NM.
  - SAL RIR TAL NM.
  - SAL REG NM.
  - SAL REG TAL NM.
  - SAL IR NM.
  - SAL IR TAL NM.



GEN NOTAX DD deduction on the Deduction Name page

Adding Retro Functionality for New Earnings Elements

Global Payroll for Thailand uses a forwarding method for retroactive processing. The forwarding method calculates the differences between the original and recalculated pay runs. The differences between the new and old calculations are carried forward to the current calendar period as an adjustment to elements specified by the user and can be a positive or negative amount. The amount carried forward is considered irregular income for tax calculations. The system uses the same tax calculation method for the forwarded amount and retro processed regular income.

Global Payroll for Thailand delivers retro process functionality for two earnings elements:

- The SAL BAS EARN earnings element for basic salary income under section 40(1) in Thailand.
- The 402 ER RETRO earnings element for the retroactive delta of the regular income earnings element 402 ER REG.

If you want to add the retro process feature to an earnings, you need to perform some additional set up. For example, after a new rate code is added, you need to add the associated earnings elements for the new rate code.

If you want to add retro functionality for new earnings elements, you need to perform the following steps:

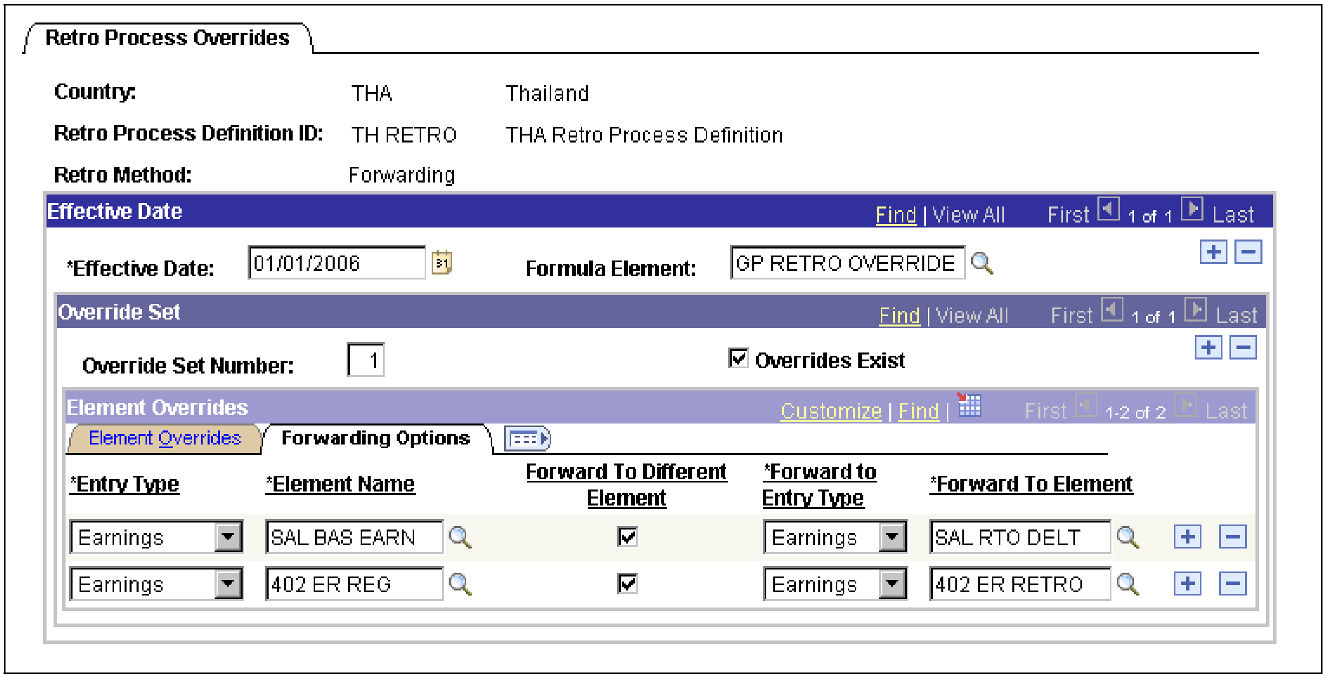
- Add retro processing earnings elements.
- Set up retro process overrides.
- Add earnings elements to the EG-Common element group.
- Add earnings elements to the TAXABLE EARNINGS section.

Adding Retro Processing Earnings Elements

In order to support retro processing, you need add a new earnings element to store the retro amount. Set up the new earnings element using the SAL RTO DELT element as an example.

Set Up Retro Process Overrides

Select the elements to be forwarded on the Retro Process Overrides page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Process Overrides).



Retro Process Overrides page

Global Payroll does not assume that every element in a process list should be forwarded—even when the retro method is forwarding.

Adding Earnings Elements to the EG-Common Element Group

Add all retro processing forward to earnings elements to the EG-Common element group using the Element Group Members page.

Note. The EG-Common element group is marked as *PS Delivered/Customer Modified*, which means that customers can add members to this element group. When applying a new patch for Global Payroll for Thailand, the element group will not be overwritten.

Adding Earnings Elements to the TAXABLE EARNINGS Section

Add new earnings elements to the TAXABLE EARNINGS section using the Section Name page.

To add new earnings elements to the section, select the Customer Control Indicator check box on the Section Name page. Then, on the Section-Definition page, add the earnings elements to the Section Element List region of the TAXABLE EARNINGS element section under the SAL RTO DELT element.

CHAPTER 6

Setting Up and Managing Tax Processes

This chapter provides an overview of the Global Payroll for Thailand tax processes and discusses how to:

- Maintain tax rate tables.
- Set up irregular income tax calculations.
- Process overpaid taxes.
- Track tax calculation issues.
- Extend tax calculations.

Understanding Global Payroll for Thailand Tax Calculation

Global Payroll for Thailand provides payroll rules and elements to support the following tax calculation features:

- Weekly, semi-monthly, and monthly payroll period types for tax calculations and payroll runs.
- The Withholding, Gross Up All Cycles (GUPA) and Gross Up One Cycle (GUPO) tax allocation methods are supported for each of the payroll period types.

  Only one tax calculation method within a single payroll period can apply to a payee's regular earnings. However the tax allocation method for a payee's regular earnings can change for different payroll periods at the beginning of a pay period. The tax allocation method cannot be changed in the middle of a period.

  A payee can have multiple tax allocation methods applied to irregular earnings within a single payroll period.

  The tax allocation method can be assigned to irregular earning, such as bonus, overtime, or car allowance, through positive input or element assignment.
- Termination tax. The Withholding tax allocation method is used for payees with a length of service of five or more years. For payees with a length of service less than five years, the termination earnings are treated as irregular earnings for tax calculations. For more details, please refer to the chapter on managing termination processing.

  See *PeopleSoft Global Payroll for Thailand 9.0 PeopleBook, "Managing Termination"*
- The following tax allowances and deductions are supported for regular and irregular earnings:
  - Provident Fund Allowance.
  - Expense Allowance.
  - Personal Allowance.
  - Spouse Allowance.
  - Child Allowance.

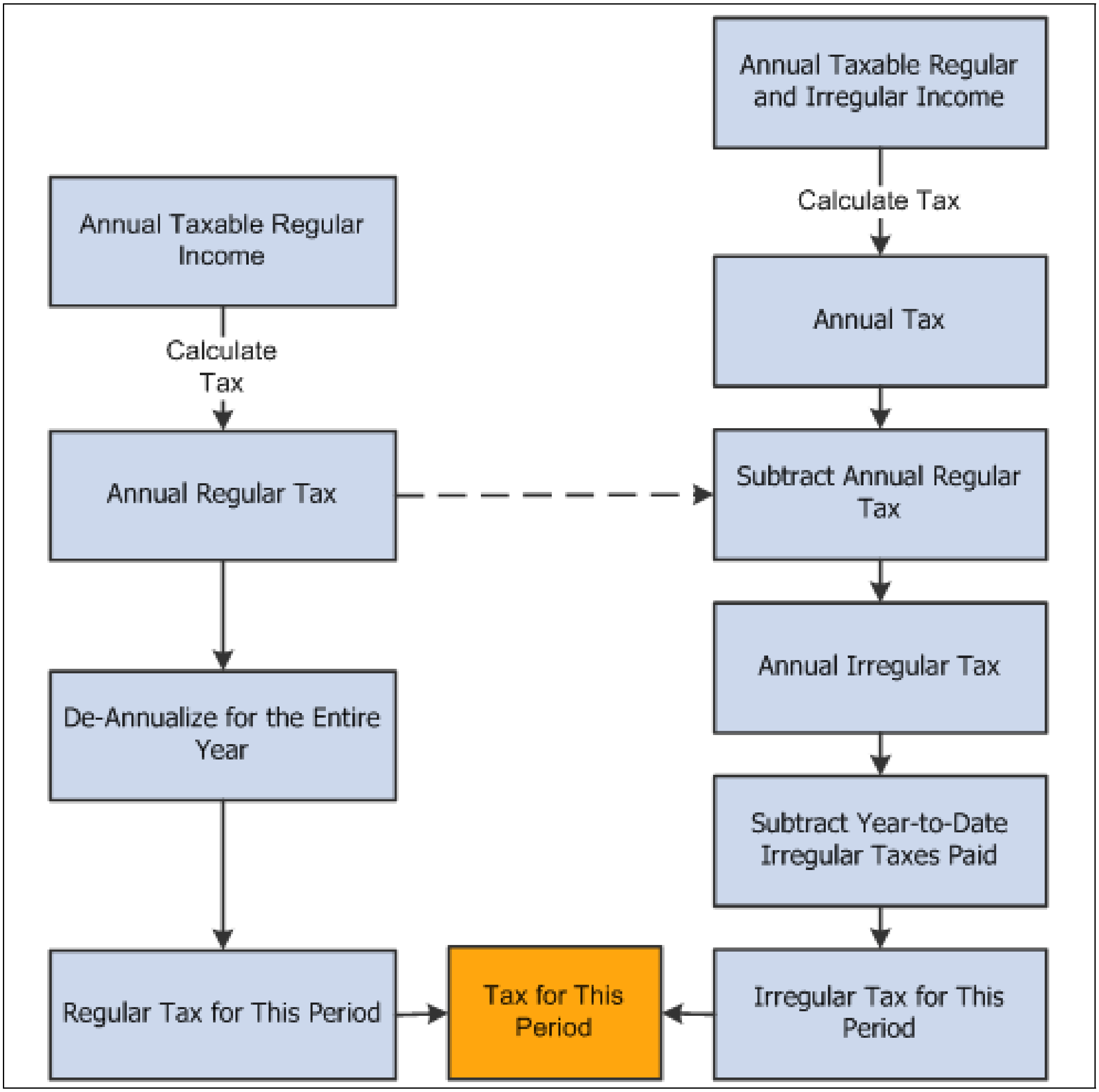
  - Child Education Allowance.
  - Parent Allowance.
  - Personal Life Insurance Allowance.
  - Spouse Life Insurance Allowance.
  - Provident Fund.
  - Mutual Fund.
  - Long Term Equity Fund.
  - Social Security Fund.
  - Mortgage Interest Allowance.
  - Education Donation Allowance.
  - Donation.
  - Sport Donation.
  - Parent Health Insurance.
  - Non-taxable deductions.
- Generate a tax log report to track the tax calculation process.
- Tax reporting to the Thailand Revenue Department.
- Normal cycle and off cycle processing.
- Other supported tax functionality.
  - Mid-period hires or terminations.
  - Retroactive amount tax processing. The retroactive earnings amount, is considered irregular earnings, and the tax allocation method of the retroactive amount is the same as the basic retroactive salary element in the retroactive period. The retroactive amount can be a negative value. If the total of the retroactive amount and other irregular earnings with the same tax allocation method is a negative value, then the taxes for that allocation method are not processed.
  - Negative tax payment processing.
  - Mid-year changes to deduction allowance information is allowed. The new information will be captured during the payroll run for the next payroll period.
  - Element segmentation tax calculation of basic salary.

Understanding Tax Calculation Methods

When calculating personal income tax for declaration to the Revenue Department, there are two tax calculation methods to choose from: the Calculation In Advance Method (CAM) and the Accumulative Calculation Method (ACM).

CAM is the method that the Revenue Department recommends employees use. Most companies use ACM to calculate taxes, but governmental organizations still use CAM to calculate the taxes for their officers.

Global Payroll for Thailand enables organizations to choose either calculation method. Both ACM and CAM follow the same high level processing flow as shown in the following graphic:



Tax calculation process

The difference between the two tax calculation methods is in the detailed processing steps, such as annualizing regular taxable incomes, and de-annualizing the total calculated tax.

Tax Calculation Variables

Global Payroll for Thailand uses the following variables to control the tax calculation method:

- TAX VR CAL CAT specifies the tax calculation category, either ACM or CAM.
- TAX VR CAL NUMBER specifies the number of calculation periods the system uses to calculate income taxes when you are using CAM.

Using CAM is not accurate when calculating the tax payment for each pay period, and the payment amount must be adjusted at the end of the year. When you choose CAM for tax calculation, you must specify the number of periods that the system uses CAM to calculate income taxes. The system then uses ACM to calculate income taxes for the remainder of the year.

You can override the default values for these variables at the pay entity, pay group, and payee levels.

Understanding Tax Calculation Types

PeopleSoft Enterprise Global Payroll for Thailand supports the following three tax calculation types:

- Withholding Tax Income (WH).

  The employer, or entity that pays the income, withholds tax at the source and identifies the condition of payment in the ITF1 and ITF1 A reports as *Deduct at Source*.

- Gross Up One Cycle (GUPO).

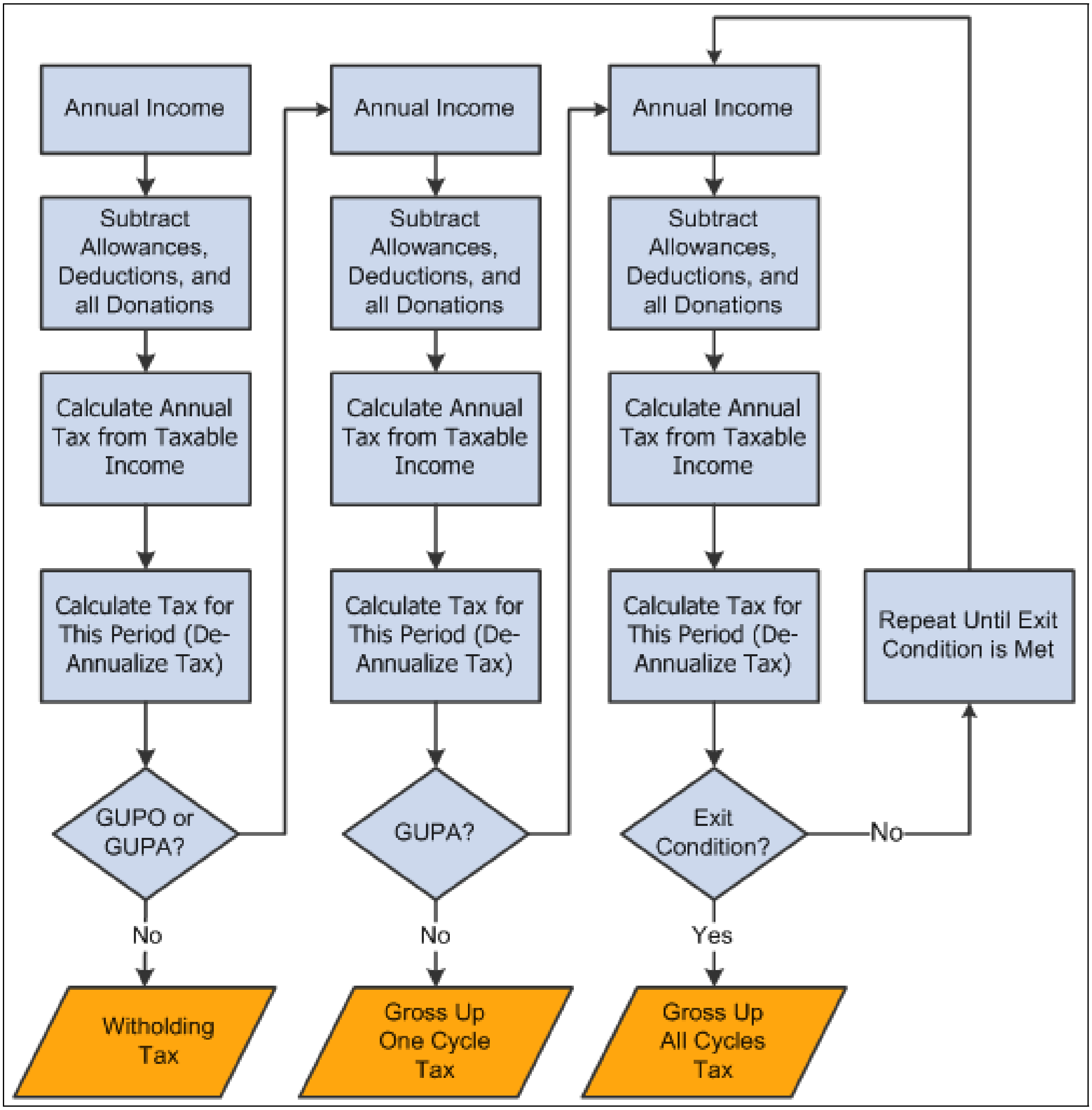
  The employer, or entity that pays the income, pays tax for the payee for one cycle of the tax calculation and the payee pays the tax for the remainder of the cycles. The employer, or pay entity, identifies the condition of payment in the ITF1 and ITF1 A reports as *Company Paid Once*.

- Gross Up All Cycles (GUPA).

  The employer, or entity that pays the income, pays the tax for the payee for all cycles of the tax calculation and the payee will not pay any taxes for that income. The employer, or entity that pays the income, identifies the condition of payment in the ITF1 and ITF1 A reports as *Company Paid All*.

Tax Calculation Types Logic

The following diagram describes the tax calculation logic of the three tax calculation types:



Tax calculation types logic

For each calculation type, a repeating loop function is used in the tax calculation:

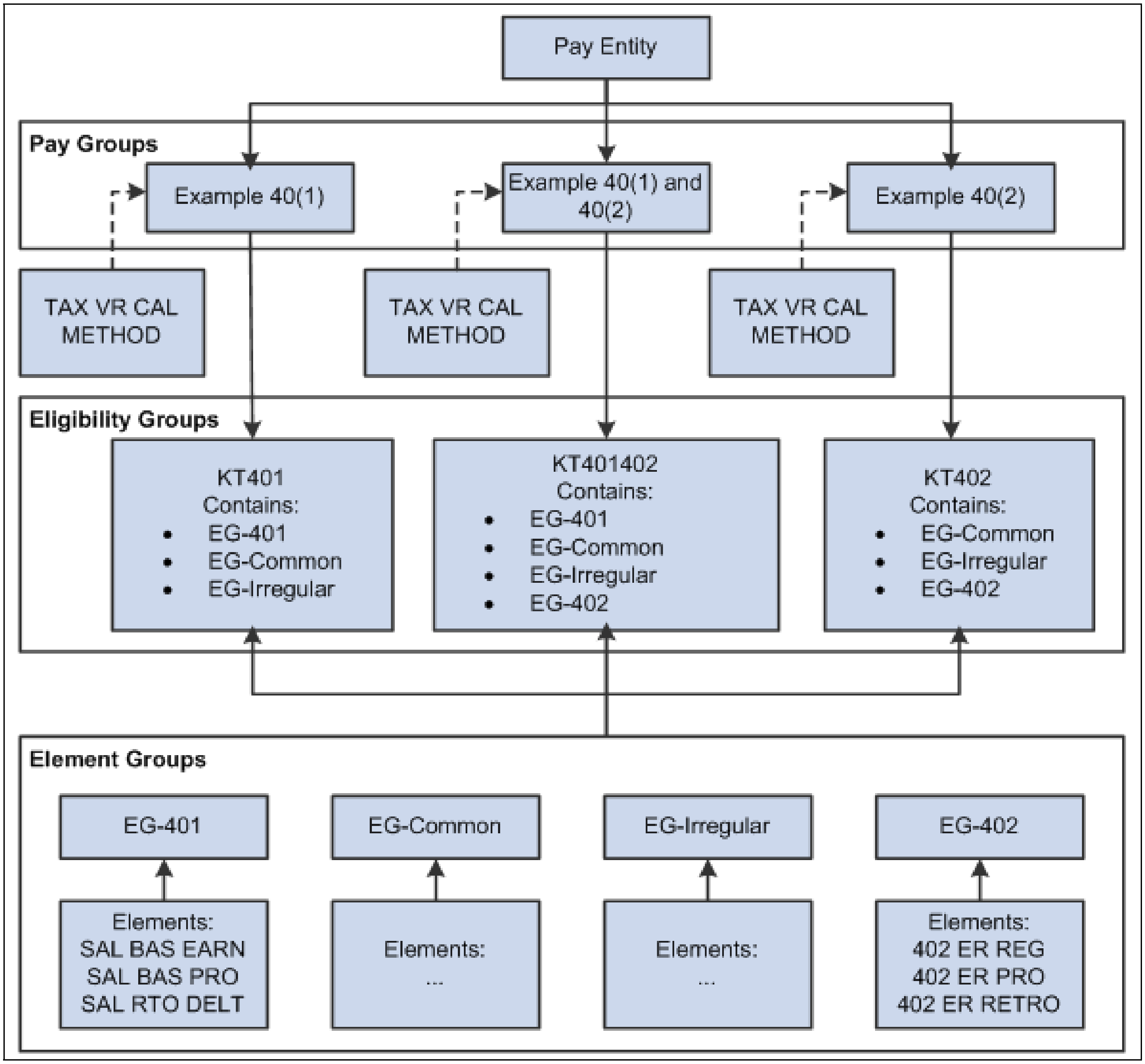
- If the payee's current income uses the Withholding calculation type, the system completes the loop only once.
- If the payee's current income uses the Gross Up One Cycle calculation type, then the system completes the loop twice.
- If the payee's current income uses the Gross Up All Cycles calculation method, then the system continues to cycle through the loop until the difference between the tax amount of the current loop and the tax amount of the previous loop is less than 0.0001.

In each tax loop, the system performs the following steps:

1. Calculates the annual total income based on the income for the current period and the year-to-date income.
2. Subtracts each tax allowance and obtains the total taxable income.
3. Looks up the tax rate for the total taxable income in the tax rate table.
4. Calculates the annual tax amount.
5. Calculates the tax for the current period.

Determining Tax Calculation Type

The following diagram illustrates a typical organizational structure for Global Payroll for Thailand:



Typical organization framework setup for Global Payroll for Thailand

In the previous graphic, a pay entity is the business organization that pays payees.

Pay groups combine payees with the same frequency, same pay periods and same payment dates during a payroll process. You must define at least one pay group for each typical pay frequency used in your organization.

The pay groups described in the previous graphic are not delivered in PeopleSoft Global Payroll for Thailand. The example pay groups illustrate three different income streams:

- Section 40(1) income only in the Example 40(1) pay group.
- A mix of Section 40(1) and Section 40(2) income in the Example 40(1) and 40(2) pay group.
- Section 40(2) income only in the Example 40(2) pay group.

TAX VR CAL METHOD is the element user key that specifies the tax calculation type, Withholding, Gross Up One Cycle, or Gross Up All Cycles.

PeopleSoft Global Payroll for Thailand delivers the following eligibility groups that specify which types of regular income a payee receives:

- KT401 is the eligibility group for Section 40(1) income.
- KT401402 is the eligibility group for a combination of Section 40(1) and Section 40(2) income.
- KT402 is the eligibility group for Section 40(2) income.

Global Payroll for Thailand delivers the following element groups:

- EG-401.

  Contains the SAL BAS EARN, SAL BAS PRO, and SAL RTO DELT elements for processing of Section 40(1) income.
- EG-Common.

  Contains all common earning and deduction elements, which are eligible to all pay groups. For example, deduction elements for tax allowance, social security contribution and provident fund contribution are eligible to all payees.
- EG-Irregular.

  Contains all earning elements for irregular income. This element group is eligible to all pay groups. The 'Eligibility Assignment' of all members of this element group will be set to 'By Payee'. By this means, if you want a payee gets an element processed, you have to assign this element through the payee level Earnings/Deductions Assignment page or enter positive input. This guarantees those elements that are not only eligible to the current payee, but also have been assigned through positive input or element assignment will be resolved. This can greatly improve system performance.
- EG-402.

  Contains the 402 ER REG, 402 ER PRO, and 402 ER RETRO elements for processing Section 40(2) income.

Each of the delivered element groups in Global Payroll for Thailand belongs to the following eligibility groups:

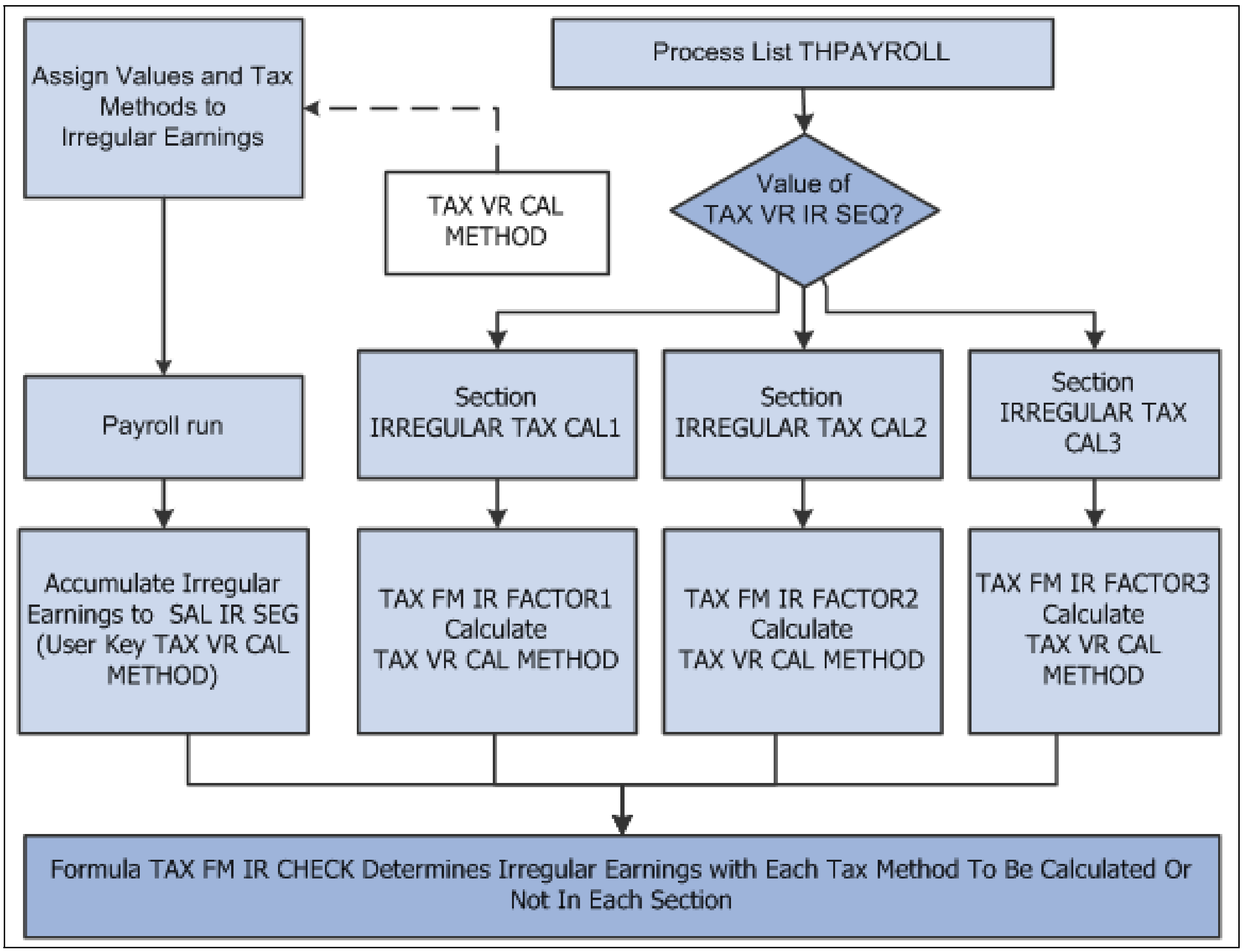
Element Group	Eligibility 1	Eligibility 2	Eligibility 3
EG-401	Eligibility Group-KT401402	Eligibility Group-KT401	
EG-402	Eligibility Group-KT401402		Eligibility Group-KT402

Element Group	Eligibility 1	Eligibility 2	Eligibility 3
EG-Irregular	Eligibility Group-KT401402	Eligibility Group-KT401	Eligibility Group-KT402
EG-Common	Eligibility Group-KT401402	Eligibility Group-KT401	Eligibility Group-KT402

Determining Tax Calculation Types for Irregular Income

The tax calculation methods of irregular income are determined through positive input or element assignment while assigning values to irregular incomes.

The following diagram illustrates how to determine the tax calculation types and sequences for irregular income:



Determining the tax calculation types and sequences for irregular income

Although a single type of irregular income can use any of the three tax calculation types, Global Payroll for Thailand delivers one earnings element for each type of irregular income. Use the following steps to identify the tax calculation type for each type of irregular income:

1. Add the TAX VR CAL METHOD variable to each irregular income earning element as a user key.

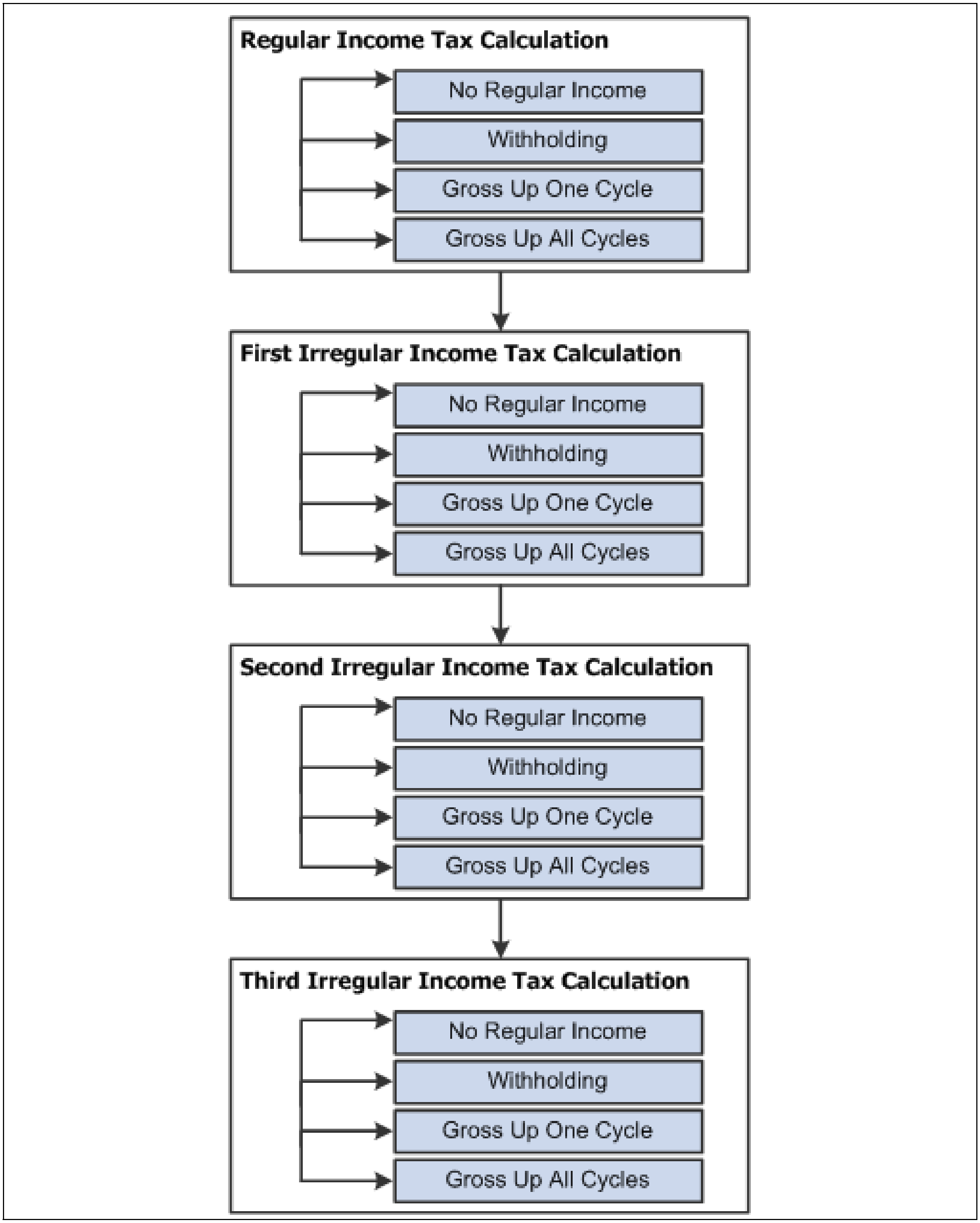
2. Enter one of the tax calculation types in the TAX VR CAL METHOD variable through positive input or the Earning/Deduction Assignment page.
3. Use the Configuration by Element page or the Configuration by Category page to ensure that the end user assigns a value to the TAX VR CAL METHOD variable.
4. Add the TAX VR CAL METHOD variable as a user key for the related accumulators.

Since a payee can have all of the tax calculation types on irregular income during the same period, the pay group cannot be used to determine which tax calculation method should be used for a given irregular income. All earnings elements for irregular income use the TAX VR CAL METHOD user key to indicate which tax calculation type to use. Payroll administration needs to assign a value to this user key using supporting element overrides when entering irregular income using Positive Input or the Earning/Deduction assignment page.

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

Understanding the Overall Flow of Tax Calculations

The following graphic describes the overall flow of tax calculations in Global Payroll for Thailand:



Overall Flow of Tax Calculation

The Global Payroll for Thailand process list has four sections for tax calculation:

1. Regular Income Tax Calculation.

   This section calculates the personal income tax for regular income. Based on the current payee's type of regular income, this section chooses the tax calculation type to calculate the regular tax.

2. First Irregular Income Tax Calculation.

   A payee can have three different types of irregular income within one payroll period: withholding, gross up all cycles and gross up one cycle. There are three separate sections to calculate different types of irregular incomes. Based on the configuration, this section can calculate withholding, gross up all cycles, and gross up one cycle irregular income taxes. If the organization specifies that this section calculates withholding tax, but the current payee does not have any withholding irregular income, then this section is skipped.

3. Second Irregular Income Tax Calculation.

   You can specify the tax calculation type for this section.

4. Third Irregular Income Tax Calculation.

   You can specify the tax calculation type for this section.

Year End Processing for Tax Recalculation

Tax calculations for Thailand are not completely accurate until the end of a tax year, since the calculations are based on the projection of annual regular income. So the tax amount must be adjusted at the end of tax year. For example, tax allowance declaration data can change within a tax year, so any tax calculation before the change in declaration data is inaccurate. In addition, changes to the calculation sequence for different types of irregular income result in different tax amounts.

Principles Used in Year-End Tax Recalculation

From an entire tax year perspective, the regular income tax amount does not need to be recalculated at the end of the year. However, the irregular income tax amount must be recalculated based on the final year to date regular income, including the final year to date original regular income and the year to date tax for regular income. The total irregular tax amount paid is the same as moving the year to date withholding income, the year-to-date original gross up all cycles irregular income, and the year to date original gross up one cycle irregular income to the last period of the year.

All irregular withholding taxes should be paid by the employee. So the year to date withholding irregular income can be used for the year end tax recalculation.

All irregular gross up all cycles taxes should be paid by the employer, and a corresponding amount of gross up all cycles irregular income is added to the employee's income. For example, during the 2007 tax year, the only gross up all cycles irregular income occurs in May. The amount of this income is 50,000 THB, and the calculated tax amount is 10,000 THB. Before the recalculation at the end of the year, the year to date gross up all cycles irregular income is 50,000+10,000=60,000 THB, but the year to date original gross up all cycles irregular income of 50,000 THB should be the amount used for the year end tax recalculation.

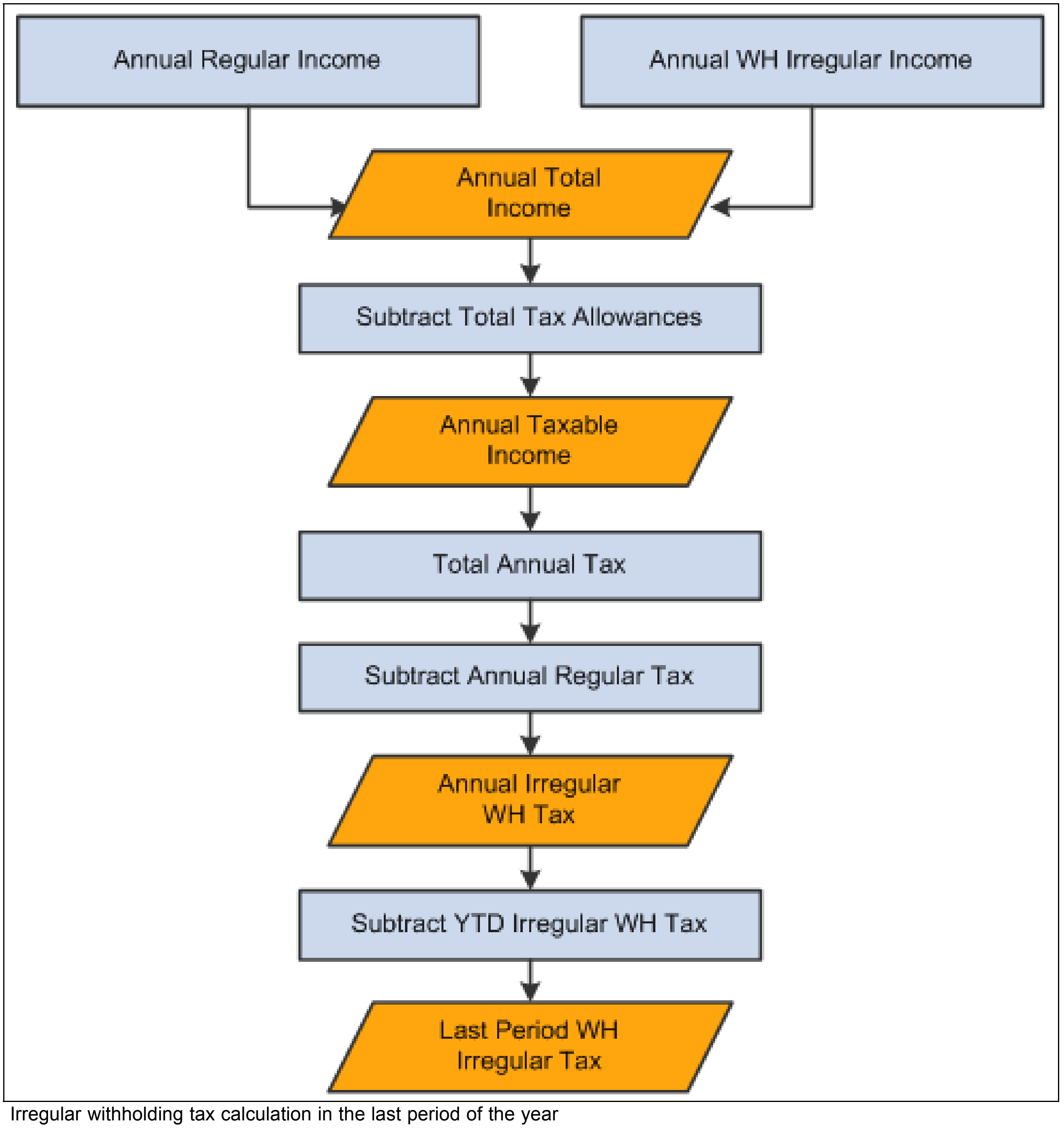
A part of the irregular gross up one cycle tax should be paid by the employer, and a corresponding amount of relative gross up one cycle irregular income is added to the employee's income. For example, during the 2007 tax year, the only gross up one cycle irregular income occurs in June. The amount of this income is 50,000 THB, and the calculated tax amount that employer should pay is 8,000 THB. Before the year end recalculation, the year to date gross up one cycle irregular income is 50,000+8,000=58,000 THB, but the year to date original gross up one cycle irregular income of 50,000 THB should be the amount used for the year end tax recalculation.

Calculation Logic In the Last Period of One Tax Year

The irregular tax calculation process in the last period of the tax year differs from the process during other periods of the year. For example, assume that the irregular tax calculation sequence is:

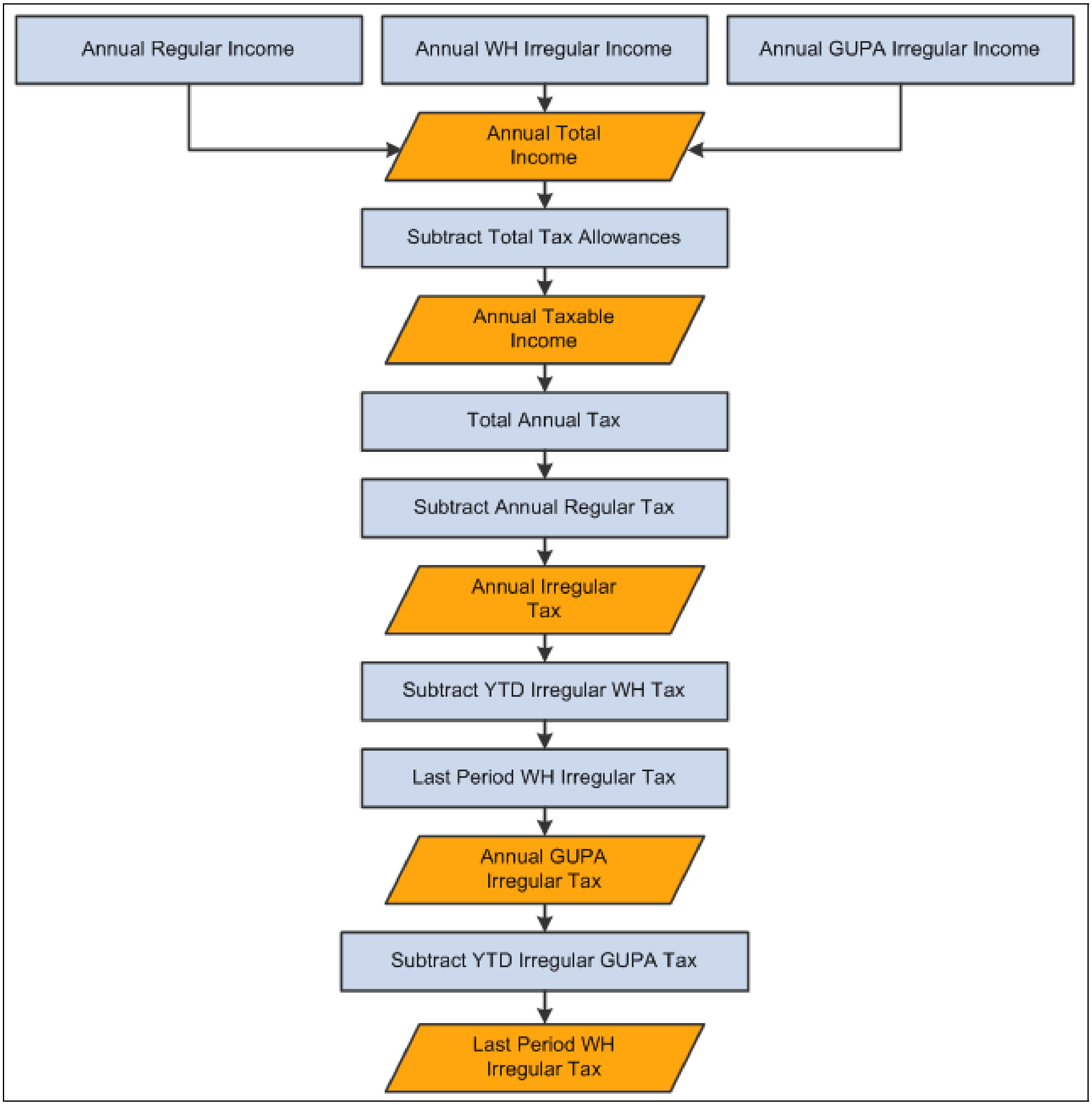
1. Withholding.
2. Gross up all cycles.
3. Gross up one cycle.

The following diagram shows the process flow for calculating the withholding tax in the last period of the year:



Irregular withholding tax calculation in the last period of the year

Then, the gross up all cycles irregular tax is calculated based on the withholding tax results:



Irregular gross up all cycles tax calculation in the last period of the year

Finally, the gross up one cycle tax is calculated based on the result of the withholding and gross up all cycles tax.

Tax Processing for Retroactive Processes

PeopleSoft Enterprise Global Payroll for Thailand supports retroactive processing of basic salary.

The amount of retroactive taxes is categorized as irregular earnings, whether the amount is positive or negative. The tax calculation type for the retroactive amount is the same as the retroactive element in the retroactive period.

If the negative retroactive tax amount plus any other irregular earnings with the same tax calculation type is negative, then the amount is not processed.

Delivered Elements for Tax Calculation

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

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing Delivered Elements"*

Maintaining Tax Rate Tables

Thailand Personal Income Tax has two progressive tax rate tables: one for normal income and the second for termination income.

The following table lists the taxable income ranges and related tax rates in the Normal Income Tax Rate table:

Taxable Income Range	Tax Rate
0-100,000	0%
100,001-500,000	10%
500,001-1,000,000	20%
1,000,001-4,000,000	30%
4,000,001-999,999,999.99	37%

The following table lists the taxable income ranges and related tax rates in the Termination Income Tax Rate table:

Taxable Income Range	Tax Rate
0-100,000	5%
100,001-500,000	10%
500,001-1,000,000	20%
1,000,001-4,000,000	30%
4,000,001-999,999,999.99	37%

For example, assume that a person's annual taxable income is 520,000 THB. Based on the Normal Income Tax Rate table, the tax calculation would be:

- 100,000 * 0% for the first 100,000 THB, for a tax amount of 0 THB.
- 400,000 * 10% for the next 400,000 THB, for a tax amount of 40,000 THB.
- 20,000 * 20% for the remainder of the annual income, for a tax amount of 4,000 THB.

0 + 40,000+ 4,000 = 44,000

Add the three tax amounts together to obtain an annual tax amount of 44,000 THB.

Global Payroll for Thailand adds two columns to the tax rate tables so that the system does not need to read the tables row by row in order to calculate the final tax amount.

The following table lists the Normal Income Tax Rate table with the additional information added by Global Payroll for Thailand:

Taxable Income Range	Tax Rate	Flat Amount	Base
0-100,000	0%	0	0
100,001-500,000	10%	0	100,000
500,001-1,000,000	20%	40,000	500,000
1,000,001-4,000,000	30%	140,000	1,000,000
4,000,001-999,999,999.99	37%	1,040,000	4,000,000

The following table lists the Termination Income Tax Rate table with the additional information added by Global Payroll for Thailand:

Taxable Income Range	Tax Rate	Flat Amount	Base
0-100,000	5%	0	0
100,001-500,000	10%	5,000	100,000
500,001-1,000,000	20%	45,000	500,000
1,000,001-4,000,000	30%	145,000	1,000,000
4,000,001-999,999,999.99	37%	1,045,000	4,000,000

The modified tax rate tables enable the equation for tax calculation to look like this:

Tax Amount = (Annual Taxable Income – Base) * Rate + Flat Amount

So, for the previous example with an annual taxable income of 520,000 THB, the tax calculation equation would be:

(520,000 – 500,000) * 20% + 40,000 = 44,000 THB

Calculating the Flat Amount for Normal Income

The values entered in the Flat Amount column of the modified Normal Income Tax Rate table are calculated with the following formula:

Multiply the numeric value of the tax income range for the previous row with the tax rate for the previous row and add any flat rate amount from the previous row.

Calculate the individual flat rate amounts in the table as follows:

- The first row is 0 THB. There is no previous row with any data.

- The second row is 0 THB. This is calculated with the equation 100,000 * 0% = 0. The income range for the first row is 0 to 100,000 THB, which is a range of 100,000 THB. The tax rate for the first row is 0%.
- The third row is 40,000 THB. This is calculated with the equation 0 + (40,000 * 10%) = 40,000.
  - 0 is the flat amount from the second row.
  - 400,000 represents the range of the second row, from 100,001 to 500,000 THB.
  - 10% is the tax rate from the second row.
- The fourth row is 140,000 THB. This is calculated with the equation 40,000 + (500,000 * 20%) = 140,000.
  - 40,000 is the flat amount from the third row.
  - 500,000 is the income range for the third row.
  - 20% is the tax rate from the third row.
- The fifth row is 1,040,000 THB. This is calculated with the equation 140,000 + (3000000 * 30%) = 1,040,000.

Calculating the Flat Amount for Termination Income

The values entered in the Flat Amount column of the modified Termination Income Tax Rate table are calculated in the same manner as the modified Normal Income Tax Rate table. Calculate the individual flat rate amounts in the table as follows:

- The first row is 0 THB. There is no previous row with any data.
- The second row is 5,000 THB. This is calculated with the equation 100,000 × 5% = 5,000.
- The third row is 45,000 THB. This is calculated with the equation 5,000 + (40,000 × 10%) = 45,000.
- The fourth row is 145,000 THB. This is calculated with the equation 445,000 + (500,000 × 20%) = 145,000.
- The fifth row is 1,045,000 THB. This is calculated with the equation 145,000 + (3,000,000 × 30%) = 1,045,000.

Tax Rate Brackets

Global Payroll for Thailand delivers two brackets for tax rates:

1. TAX BR PER RATE

   This is the bracket for the Normal Income Tax Rate table.

2. TAX BR TER RATE

   This is the bracket for the Termination Income Tax Rate table.

Important! Do not modify the structure, or any property of these brackets. You should only maintain the data within the brackets if a tax rate change is introduced by the Thailand Revenue Department.

Pages Used to Manage Brackets

Page Name	Object Name	Navigation	Usage
Bracket Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Bracket Name	Name the element and define its basic parameters.
Lookup Rules	GP_BRACKET1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Lookup Rules	Define the lookup rules for a bracket.
Search Keys/Return Columns	GP_BRACKET2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Search Keys/Return Columns	Identify the search keys and the return columns for the bracket.
Brackets - Data	GP_BRACKET3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Data	Enter lookup values. The search key values and the return column values that you selected in the Brackets - Search Keys / Return Columns page appear here.

Setting Up Irregular Income Tax Calculations

Global Payroll for Thailand provides several formulas that enable you to determine the calculation order of the three types of irregular income: withholding, gross up one cycle, and gross up all cycles. The formulas are:

1. TAX FM IR FACTOR1

   This formula enables you to specify which type of irregular income tax is calculated first by assigning different values to the TAX VR CAL METHOD variable. You must use specific abbreviations for each of the different types of irregular income, as follows:

   - *WH* is used to indicate the withholding irregular income tax calculation type.
   - *GA* is used to indicate gross up all cycles irregular income tax calculation type.
   - *GO* is used to indicate gross up one cycle irregular income tax calculation type.

   Adding your own if-else clauses into this formula enables multiple groups of employees to use different initial tax calculation types.

2. TAX FM IR FACTOR2

   This formula enables you to specify which type of irregular income tax calculation type is calculated second.

3. TAX FM IR FACTOR3

This formula enables you to specify which type of irregular income tax calculation type is calculated last.

Warning! Incorrectly configuring these three formulas can cause errors in the calculation of irregular income taxes. For example, if all three formulas contain the code: `'WH' >> TAX VR CAL METHOD`, then the withholding irregular tax is calculated three times, while the other types of irregular taxes are not calculated at all.

If all employees in your company use the same calculation order, these three formulas can be very simple, each formula just has one line:'WH'/'GA'/'GO' >> TAX VR CAL METHOD.

If the irregular income tax type calculation order is different for each employee, then these formulas will be very complex.

For example, assume that your organization has several pay groups that require a different order for the three tax calculation types for irregular income. The following table describes the pay groups and the required order of tax calculations for each pay group:

Pay Group	First Tax Calculation Type	Second Tax Calculation Type	Third Tax Calculation Type
Pay Group A or 'PGA'	Gross Up All Cycles	Gross Up One Cycle	Withholding
Pay Group B or 'PGB'	Gross Up One Cycle	Withholding	Gross Up All Cycles
Pay Group C or 'PGC'	Withholding	Gross Up All Cycles	Gross Up One Cycle
All Other Pay Groups	Gross Up All Cycles	Withholding	Gross Up One Cycle

So employees in Pay Group A use the gross up all cycles tax calculation type first, while employees in Pay Group B use the gross up one cycle type first, and employees in Pay Group C use the withholding tax calculation type first.

In order to accommodate this combination of tax calculation sequences, modify the three calculation order formulas as shown in the following table:

Contents of TAX FM IR FACTOR1	Contents of TAX FM IR FACTOR2	Contents of TAX FM IR FACTOR3

`'GA' >> TAX VR CAL METHOD`
`If GP PAYGROOUP = 'PGB'⇒`
`Then`
`'GO' >> TAX VR CAL METHOD`
`Exit`
`Endif`
`IF GP PAYGROUP = 'PGC'⇒`
`Then`
`'WH' >> TAX VR CAL METHOD`
`Exit`
`Endif`
	`'WH' >> TAX VR CAL METHOD`
	`If GP PAYGROOUP = 'PGA'⇒`
	`Then`
	`'GO' >> TAX VR CAL METHOD`
	`Exit`
	`Endif`
	`IF GP PAYGROUP = 'PGC'⇒`
	`Then`
	`'GA' >> TAX VR CAL METHOD`
	`Exit`
	`Endif`
		`'GO' >> TAX VR CAL METHOD`
		`If GP PAYGROOUP = 'PGA'⇒`
		`Then`
		`'WH' >> TAX VR CAL METHOD`
		`Exit`
		`Endif`
		`IF GP PAYGROUP = 'PGB'⇒`
		`Then`
		`'GA' >> TAX VR CAL METHOD`
		`Exit`
		`Endif`

Processing Overpaid Taxes

Changes in an employee's basic salary or tax allowances may cause the employee to pay more than the actual tax amount owed to the Revenue Department. The Thailand Revenue Department only returns overpaid tax at the end of the tax year. Global Payroll for Thailand enables you to track any overpaid taxes over the course of the tax year.

You can find the tax amount the employee has actually paid to the Revenue Department in the following accumulators:

- TAX RIR RP SEG/MTD/YTD
- TAX RIR RP TAL SEG/MTD/YTD

You can find the tax amount the employee should pay to the Revenue Department in the following accumulators:

- TAX RIR SEG/PTD/MTD/YTD
- TAX IR SEG/PTD/MTD/YTD
- TAX IR TAL SEG/PTD/MTD/YTD
- TAX REG SEG/PTD/MTD/YTD
- TAX REG TAL SEG/PTD/MTD/YTD
- TAX REG EE SEG/PTD/MTD/YTD
- TAX IR EE SEG/PTD/MTD/YTD
- TAX REG ALL SEG/PTD/MTD/YTD
- TAX IR ALL SEG/PTD/MTD/YTD

From the following deduction elements, you can find the payee's current period actual tax amount to be paid to the Revenue Department. These amounts are subtracted from the payee's net pay:

- TAX WH DED
- TAX GA DED
- TAX GO DED
- TAX DD 402WH
- TAX DD 402GA
- TAX DD 402GO

The following table provides a detailed explanation of the elements mentioned:

Element Type	Element Name(s)	Description
Deduction	TAX WH DED	The total Section 40(1) income withholding tax amount to be paid to the Revenue Department, including regular and irregular Section 40(1) income.
Deduction	TAX DD 402WH	The total Section 40(2) income withholding tax amount to be paid to the Revenue Department, including regular and irregular Section 40(2) income.

Element Type	Element Name(s)	Description
Deduction	TAX GA DED	The total Section 40(1) gross up all cycles tax amount to be paid to the Revenue Department, including regular and irregular Section 40(1) income.
Deduction	TAX DD 402GA	The total Section 40(2) gross up all cycles tax amount to be paid to the Revenue Department, including regular and irregular Section 40(2) income.
Deduction	TAX GO DED	The total Section 40(1) gross up one cycle tax amount that will be paid to Revenue Department, include regular and irregular Section 40(1) income.
Deduction	TAX DD 402GO	The total Section 40(2) gross up one cycle tax amount that will be paid to Revenue Department, include regular and irregular Section 40(2) income.
Deduction	TAX RIR RP SEG TAX RIR RP MTD TAX RIR RP YTD	The tax amount actually paid to the Revenue Department. You can retrieve the tax amount for a specified tax type, such as the withholding tax amount or the gross up all cycles tax amount.
Accumulator	TAX RIR RP TAL SEG TAX RIR RP TAL MTD TAX RIR RP TAL YTD	The total tax amount actually paid to the Revenue Department, including withholding, gross up all cycles, and gross up one cycle taxes.
Accumulator	TAX RIR SEG TAX RIR PTD TAX RIR MTD TAX RIR YTD	The regular and irregular income tax amount for different tax types.
Accumulator	TAX IR SEG TAX IR PTD TAX IR MTD TAX IR YTD	The irregular income tax amount for different tax types.
Accumulator	TAX IR TAL SEG TAX IR TAL PTD TAX IR TAL MTD TAX IR TAL YTD	The total irregular income tax amount, including withholding, gross up all cycles, and gross up one cycle taxes.
Accumulator	TAX REG SEG TAX REG PTD TAX REG MTD TAX REG YTD	The regular income tax amount for different tax types.

Element Type	Element Name(s)	Description
Accumulator	TAX REG TAL SEG TAX REG TAL PTD TAX REG TAL MTD TAX REG TAL YTD	The total regular income tax amount, including withholding, gross up all cycles, and gross up one cycle taxes.
Accumulator	TAX REG EE SEG TAX REG EE PTD TAX REG EE MTD TAX REG EE YTD	The Section 40(1) and 40(2) regular income employee tax.
Accumulator	TAX IR EE SEG TAX IR EE PTD TAX IR EE MTD TAX IR EE YTD	The Section 40(1) and 40(2) irregular income employee tax.
Accumulator	TAX IR ALL SEG TAX IR ALL PTD TAX IR ALL MTD TAX IR ALL YTD	The total Section 40(1) and 40(2) irregular income tax
Accumulator	TAX REG ALL SEG TAX REG ALL PTD TAX REG ALL MTD TAX REG ALL YTD	The total Section 40(1) and 40(2) regular income tax amount, including withholding, gross up all cycles, and gross up one cycle taxes.

Tracking Tax Calculation Issues

Global Payroll for Thailand provides tax log reports that you can use to track the detailed process of tax calculations for either the ACM or CAM tax calculation methods. During the payroll process, writable arrays store tax calculation related information so that you can generate tax log reports based on the information.

See *PeopleSoft Enterprise Global Payroll for Thailand 9.0 PeopleBook, "Configuring Tax Log Reporting"*

Extending Tax Calculations

This section discusses how to extend the tax calculation features of Global Payroll for Thailand.

Adding New Tax Calculation Allowances

Global Payroll for Thailand supports all of the tax allowances allowed by the Revenue Department available at the time of release. However, you may have to enter any new tax allowances that the Thailand Revenue Department announces after the release date.

Follow these steps to enter new tax calculation allowances:

1. Add new fields on the Tax Allowance Declaration THA page (optional).

   Global Payroll for Thailand has two pages for tax allowance declaration: GPTH_TAX_ALLOW and GPTH_SS_TAX_ALLOW. This enables you to explicitly declare tax allowances.

2. Modify the TAX AR ALLOWANCE array to retrieve information from the Tax Allowance Declaration Page (optional).

   The TAX AR ALLOWANCE array is used to retrieve tax allowance declaration data that is used by variables during the tax allowance calculation. If you create new fields for a tax allowance, you must create the corresponding supporting elements. Then, modify the TAX AR ALLOWANCE array to map any new fields to the new supporting elements.

3. Create new tax allowance deduction elements.

   Create one deduction element for each new tax allowance, and add this tax allowance element into the TAX ALLOWANCE section.

   Specify the calculation logic of your new tax allowance that is based on the legal rule of the tax allowance. You may need use the following supporting elements:

   - Supporting elements that represent the declaration data on Tax Allowance Declaration page.
   - The total annual income variable, TAX VR TOTAL INC. Some tax allowances have limitations based on annual regular and irregular income.
   - The current taxable income amount variable, TAX VR TAXABLE AMT. It is equal to the difference between the TAX VR TOTAL INC variable and the total amount of tax allowances calculated before the current tax allowance.

4. Add the current deduction element into the TAX AC ALLOW NM accumulator.
5. Update the TAX VR TAXABLE AMT variable. Since this variable stores the current taxable income amount, you need to subtract the current tax allowance amount. You can create a post process formula to do this, such as the TAX FM ALL POST delivered by PeopleSoft.
6. Add the new tax allowance into the TAX ALLOWANCE section. Pay close attention to the sequence number, since the Thailand Revenue Department specifies the detailed calculation sequence for each tax allowance. You need to add your new tax allowance to the correct position within the TAX ALLOWANCE section.
7. Add the new tax allowance into the EG-COMMON element group.
8. Update any related tax reports to include the new tax allowance.

CHAPTER 7

Managing Termination

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

- Set up termination processing.
- Extend termination processing.

Understanding Termination Processing of Global Payroll for Thailand

PeopleSoft Enterprise Global Payroll for Thailand provides different types of termination incomes and processing methods for the following types of terminated payees:

- Terminated payees with a length of service (LOS) of five years or more.
- Terminated payees with a length of service less than five years.

Termination can be processed by normal cycle or off cycle processing. However, if payees receive termination income after their final regular pay period, the termination can only be processed by off cycle processing.

The termination calculation is processed in the same process list as the normal cycle payroll process.

PeopleSoft Enterprise Global Payroll for Thailand supports two options for annual income projection by setting the variable TAX VR PROJ. A value of *E* for the variable means that the system requires the projection for the remaining periods of this tax year. However, if the value of the variable is *T*, then the projection for the remaining periods is zero.

Managing Termination Taxes

Global Payroll for Thailand supports the following termination tax types:

- Withholding.
- Gross up one cycle.
- Gross up all cycles.

You can specify the tax type for each termination income through positive input.

Global Payroll for Thailand also enables you to track the termination tax calculation easily using the Termination Tax Log functionality. The termination tax log is similar to the tax log reporting used for normal payroll processing. To enable the termination tax log functionality, you can use the Supporting Elements Overrides page to change the value of the TAX VR LOG FLAG variable to *Y*.

Termination for Payees with LOS of Five Years or More

If the LOS of a terminated payee is greater than or equal to five years, PeopleSoft Global Payroll for Thailand provides the following termination incomes for processing:

- Government pension (TER ER GP).
- Provident fund/government pension fund (TER ER PF).
- Severance pay (TER ER SP).
- One time payment (TER ER LC).

Payees can receive termination incomes multiple times within a single tax year.

You can use Positive Input to enter the amount of the termination income.

When the terminated payee's LOS is five years or more, the system supports the following termination tax types:

- Withholding.
- Gross up one cycle.
- Gross up all cycles.

Termination for Payees with LOS Less Than Five Years

If the LOS of a terminated payee is less than five years, Global Payroll for Thailand processes the termination income as normal irregular income. The total amount of the termination income is entered in TER IR EARN through Positive Input, and the tax calculation method should be specified on the Positive Input page.

Only the ITF reports can be generated for the termination calculation processing in this situation, the system does not support generating the PIT91 Attachment reports.

When the terminated payee's LOS is less than five years, the system supports the following termination tax types:

- Withholding.
- Gross up one cycle.
- Gross up all cycles.

Global Payroll for Thailand provides ITF reports and the PIT91 attachment report for termination.

Delivered Elements for Termination Calculations

Global Payroll for Thailand delivers the following primary elements for termination processing:

Element Name	Description
TER ER GP	Earning element for government pension.
TER ER PF	Earning element for provident fund/government pension fund.
TER ER SP	Earning element for severance pay.

Element Name	Description
TER ER LC	Earning element for one time payment.
TER IR EARN	Termination earnings for terminated payees with length of service less than 5 years.

PeopleSoft Enterprise Global Payroll for Thailand delivers the following supporting elements for termination processing:

Element Name	Description
TAXABLE EARNINGS	Section for calculating termination earnings and other taxable earnings.
TER TAX CAL	Section for termination calculation.
TER FM CHECK	Condition check formula for the termination tax calculation section.
TAX BR TER RATE	Bracket for the termination income tax rate.
TER HR AVG SAL	This historical rule retrieves the salary for the last month and the average salary of the last 12 months.

Processing Order of Termination Income

The order of processing of termination income is determined by the variable TAX VR CAL TER ORD. The default value is:

1. TER ER GP
2. TER ER PF
3. TER ER SP
4. TER ER LC

You can override the default value according to your business needs by accessing the payroll earnings elements Supporting Elements Overrides page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Supporting Element Overrides).

View Delivered Elements

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

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing the Delivered Elements"

Setting Up Termination Processing

The logic of handling terminations depends on the LOS. If the LOS is less than 5 years, the termination income and tax calculation is handled as normal irregular income. If the LOS is greater than 5 years, you should specify the tax method for each termination income through positive input, with the following calculations:

- Calculating taxable income.

  The total taxable income is composed of:

  - Government pension.
  - Provident fund or government pension fund (*Kor Bor Kor*).
  - Severance pay.
  - One time payments.

  Total Assessable Income = Government Pension + Provident Fund or Government Pension Fund (*Kor Bor Kor*) + Severance Pay.

- Calculating exempted income.

  Total Exempted Income = First part of expenses + Second part of expenses.

  - First part of expenses = Termination Yearly Expense * LOS.

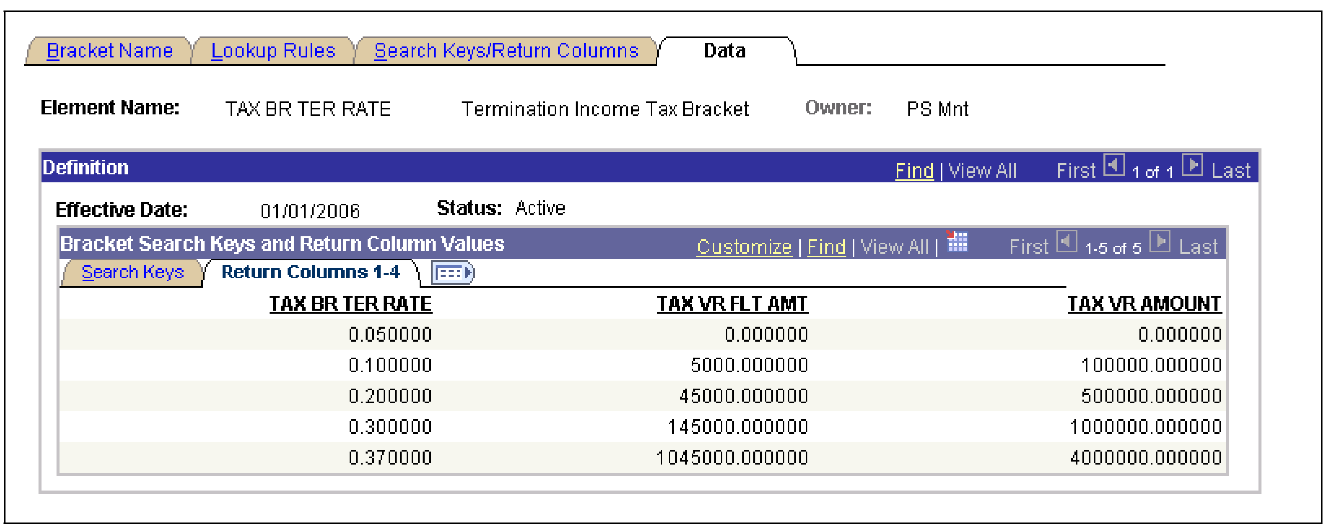
  Note. The TAX VR YEARLY EXP element is used for storing the Termination Yearly Expense value. The valid values are *7000*, the default, or *3500*.

  This value can be overridden.

  - Second part of expenses = ((Min (One time payments, Min (Salary of last month, Average salary of last 12 months * (1+10%)) * LOS) + Total Assessable Income) - First part of expenses) * 50%

- Calculating the termination tax.

  Calculate the termination tax according to the tax rate table on the Brackets - Data page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Data).


Bracket Name | Lookup Rules | Search Keys/Return Columns | Data

Element Name: TAX BR TER RATE Termination Income Tax Bracket Owner: PS Mnt

Definition Find | View All First 1 of 1 Last

Effective Date: 01/01/2006 Status: Active

Bracket Search Keys and Return Column Values Customize | Find | View All | First 1-5 of 5 Last

Search Keys | Return Columns 1-4

TAX BR TER RATE	TAX VR FLT AMT	TAX VR AMOUNT
0.050000	0.000000	0.000000
0.100000	5000.000000	100000.000000
0.200000	45000.000000	500000.000000
0.300000	145000.000000	1000000.000000
0.370000	1045000.000000	4000000.000000

Termination Tax Rate Table on the Brackets - Data page

Tax Calculation in a Normal Cycle for the Termination Period

Generally, a payee is terminated some time within the current period. There are two options for calculating the tax in the current period:

- Based on the payee's annual income using normal periods.
- Based on the payee's income for the current period, or the period in which the payee is terminated.

For example, assume a payee is terminated on July 7, 2007. The payee's basic salary is 80,000 THB. So the payee's prorated salary is 80000 * 6 / 31 = 15483.87. In July, when processing the tax, the annual income can be 480,000 +15,483.87+ 80,000 × 0, or 480,000 +15,483.87+ 80,000 × 5. The key point is that the projection for the remaining periods could be 80000 × 0, or it can be 80000 × 5.

Global Payroll for Thailand supports either option by enabling you to set the TAX VR PROJ variable. If the value of the variable is *E*, then the projection for the remaining periods is required, if the value of the variable is *T*, then the projection for the remaining periods is zero.

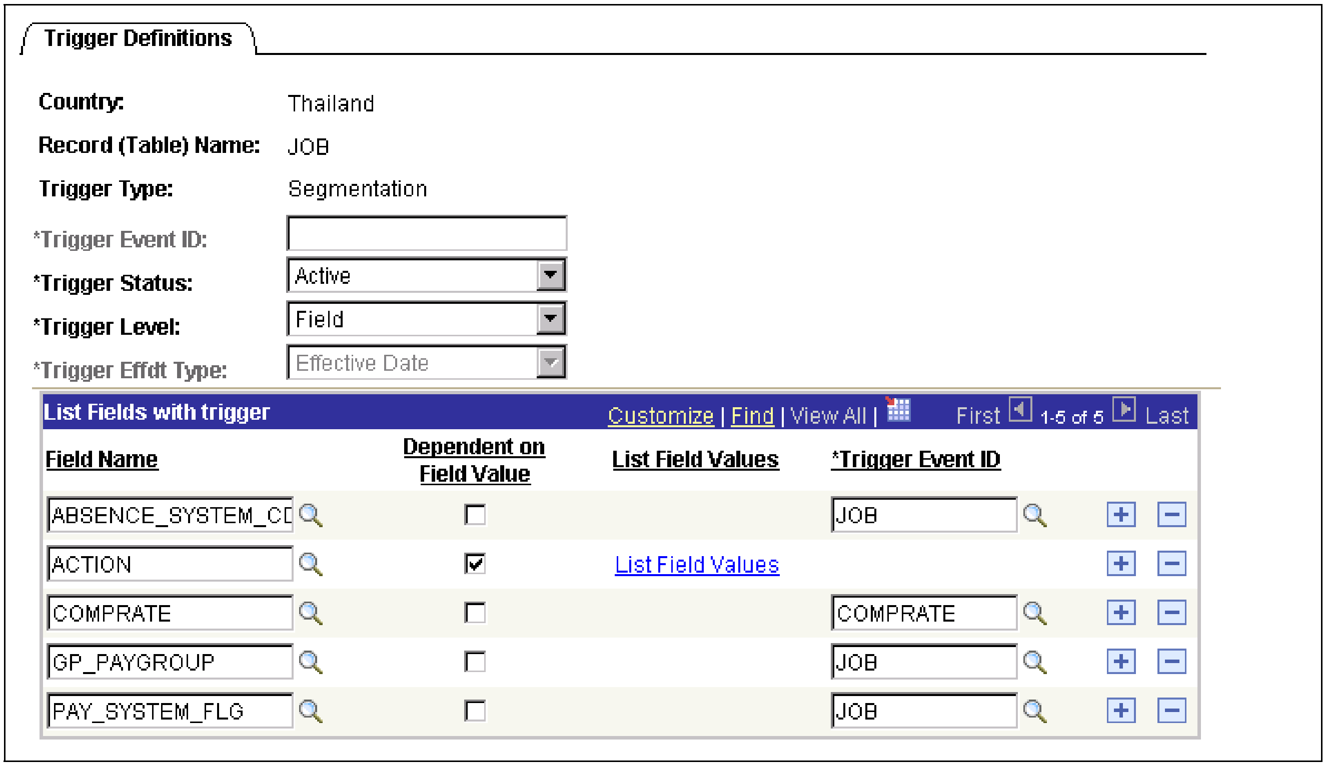
When a payee is terminated within a period, the system only calculates the salary from the beginning date of the period to the termination date. If you want the payee be paid for the entire period, you need to delete the delivered trigger definition.

Pages Used to Set Up Trigger Definitions

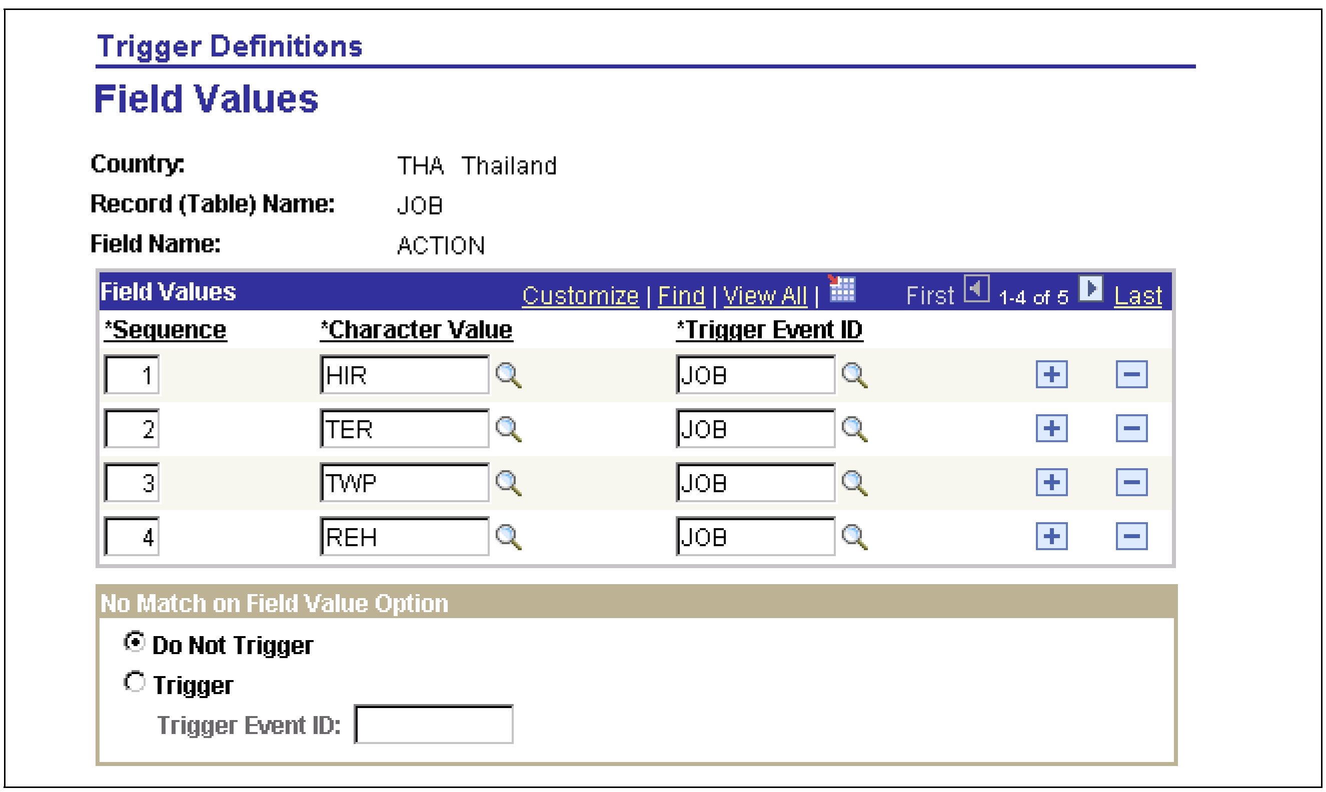
Page Name	Object Name	Navigation	Usage
Trigger Definitions	GP_TRGR_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions, Trigger Definitions	Define iterative, segmentation, and retroactive triggers. To create a retroactive or segmentation trigger, first define the appropriate event ID on the Retro Event Definition page or Segmentation Event Definition page.
Trigger Definitions - Field Values	GP_TRGR_SETUP_SEC	Click the List Field Values link on the Trigger Definitions page.	Indicate which field values initiate actions.

Setting Up Trigger Definitions

Access the Trigger Definitions page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions, Trigger Definitions).



Trigger Definitions page



Trigger Definitions - Field Values page

To add period segmentation for termination with pay, you need to define the trigger. The action TERMINATION is added to the THA trigger definitions so that is a payee is terminated within a period, the trigger occurs.

For example: If a payee with a basic salary of 95,000 THB is terminated on April 10, the payee will receive a salary amount calculated as follows: 9/30 * 95,000 = 28,500. The payroll process does not handle the remainder of the period from April 10 through April 30.

If you do not want the trigger to occur, you can delete the definition from the trigger definitions. You may also need to delete any generated triggers on the Review Triggers - Segmentation page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Triggers).

Extending Termination Processing

This section discusses overriding the length of service and the average salary for a payee.

You may want to override these values because there is no payroll result for the entire previous year in the system. Or, you may want to override the values calculated by the system.

Overriding the Length of Service and the Average Salary for a Payee

To override the average salary of a payee:

1. On the Create Overrides/Supporting Elements page, override the following two variables:
   - TER VR LOS
   - TER VR LAST OR AVG
2. On the Positive Input page, add the TER ER TRM3 element.

To override the LOS, override the following variables on the Create Overrides/Supporting Elements page:

- TER DT LOS FROM
- TER DT LOS END

Example

Mr. A, a retired employee has the following employment information:

- Hire date: March 1, 1993.
- Retirement date: July 1, 2004.
- Basic salary from June 2003 to December 2003: 48,000 THB.
- Basic salary from January 2004 to June 2004: 50,000 THB.

If your Global Payroll system was not active until January 1, 2004, then there were no completed payroll results for all of 2003. Use the following steps to override the average salary in the system for Mr. A:

1. Manually calculate Mr. A's average salary before calculating the termination tax.

   Use the formula: Average salary of last 12 months * 110%.

   In this case, the values in the formula are: (48,000 * 6 + 50,000 * 6)/12 * 1.1 = 5,390 THB.
2. Create overrides for the TER VR LOS and TER VR LAST OR AVG variable elements.

   If the basic salary for the last month is smaller than the average salary of the last 12 months * 110%, change the value of TER VR LAST OR AVG to *L*

If the basic salary for the last month is larger than the average salary of last 12 months * 110%, change the value of TER VR LAST OR AVG to *A*.

In this example, the basic salary of Mr. A's last month is smaller than the average salary of the last 12 months * 110%, so the basic salary for the last month is used for the termination tax calculation. You should change the value of TER VR LAST OR AVG to *L*.

3. Use positive input to enter the value for TER ER TRM3.

   Mr. A's basic salary for the last month is smaller than the calculated average salary, so you should enter 50,000 into TER ER TRM3.

If you want to override the LOS for the current payee, override the values for the TER DT LOS FROM and TER DT LOS END date elements.

- TER DT LOS FROM is the hiring date. In this example, March 1, 1993.
- TER DT LOS END is the termination date. In this example, July 1 2004.

CHAPTER 8

Managing Off Cycle Processing

This chapter provides an overview of off cycle processing and discusses:

- Off cycle processing.
- Extending off cycle processing.

Understanding Off Cycle Processing of Global Payroll for Thailand

This section discusses:

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

The Off Cycle Process

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

Off cycle processing can occur many times within one payment period, before normal payroll processing, or after normal payroll processing

PeopleSoft Enterprise Global Payroll for Thailand provides an off cycle payroll run and off cycle tax calculation process used for unscheduled payments that do not fall within the normal payroll run.

Supported Features for Off Cycle Processing

The following features are supported for Global Payroll for Thailand:

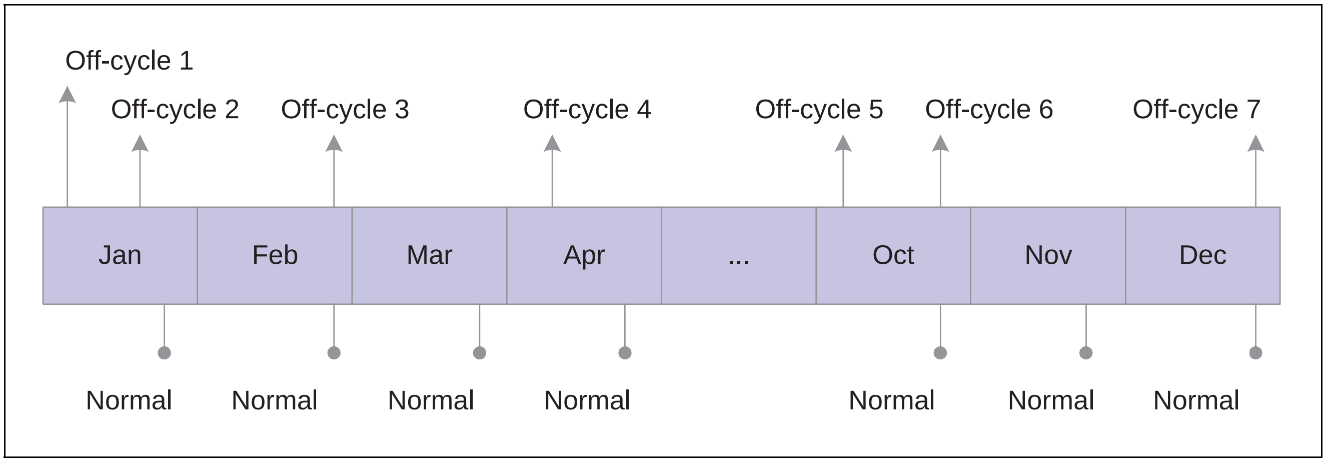
- Irregular income and deductions with the related tax are processed.

  Regular incomes, regular deductions, provident fund contribution, and social security contribution are not handled in off cycle processes.
- Off cycle processing for Global Payroll for Thailand uses the same process list as the normal payroll process, so you must indicate which elements are processed in the off cycle process:
  - Any elements in positive input.
  - Any elements in the limited element set entered on the Off Cycle Request page.

- Withholding, gross up all cycle, and gross up one cycle tax calculation methods are supported for off cycle processing.

Target Period for Off Cycle Processing

. Off cycle processing can occur many times within a payment period or before or after normal cycle processing. The following diagram illustrates the possible timing points of off cycle processing in PeopleSoft Enterprise Global Payroll for Thailand:



Possible timing points of off cycle processing

If an off cycle request is specified for a non-processed period, the system calculates the taxable amount of off cycle income based on the regular and irregular incomes of the previous period. If the off cycle request is specified for a processed period, the system calculates the taxable amount of off cycle income based on regular and irregular incomes of that period.

Types of Off Cycle Transactions

The four types of off cycle transactions are:

1. Manual payments.

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

2. Corrections.

   Corrections enable you to correct the results of any finalized payroll. Examples include reversing a sick leave payment when workers compensation should have been paid.

3. Unscheduled payments.

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

4. Advances.

   Advances enables you to pay payees before their normally scheduled pay run. Examples include salary due on termination.

Viewing Delivered Elements

When processing off cycle transactions, such as unscheduled payments, you can use positive input and a limited element set to specify which elements to process. You select a limited element set when you enter off cycle processing instructions through the Off Cycle Request components.

PeopleSoft Enterprise Global Payroll for Thailand provides the EG-OFFCYCLE element group as a limited element set to guarantee that only earnings and deductions entered on the Off Cycle Request page and other primary elements for tax allowance and tax deduction that are included in the EG-OFFCYCLE element group are resolved.

There is no separate payroll process list for off cycle processing. It uses the same run type (KTPAYROLL) and process list (THPAYROLL) as normal cycle processing.

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

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing Delivered Elements".

Off Cycle Processing

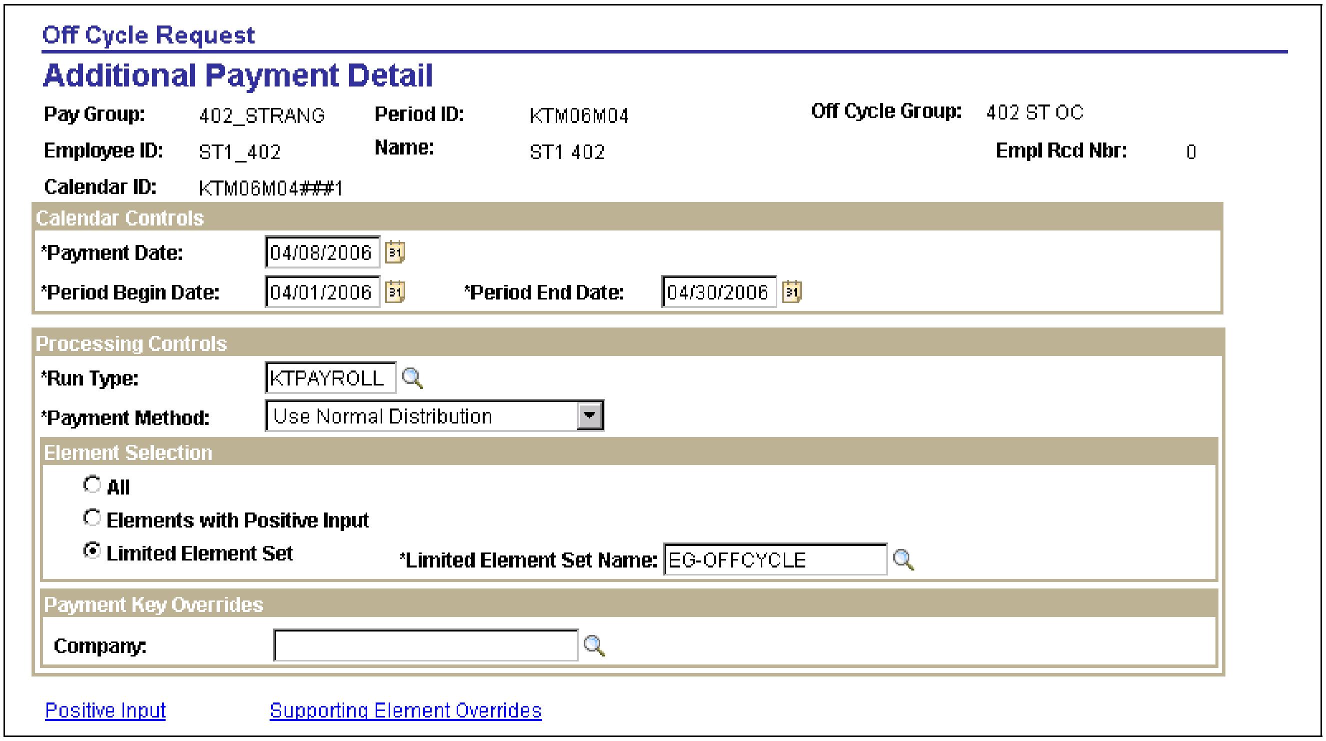
This section describes how to create off cycle requests.

Pages Used in Off Cycle Processing

Page Name	Object Name	Navigation	Usage
Off Cycle On Demand	GP_ONDEMAND	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle On Demand, Off Cycle On Demand	Access the pages to: • Create or edit an off cycle request. • Create or edit an off cycle calendar group. • Process the off cycle calendar group. You can calculate, cancel, or finalize the run from this page.
Off Cycle Request	GP_OFFCYCLE_REQ	• Click Create Request on the Off Cycle On Demand page. • Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Request, Off Cycle Request	Access the detail pages of the off cycle transaction types for the employee IDs that are entered.
Additional Payment Detail	GP_OFFCYCLE_U_SEC	Click the Payment Details icon in the Additional Payments section on the Off Cycle Request page.	Enter instructions for processing additional payments.

Creating Off Cycle Requests

Access the Additional Payment Detail page (click the Payment Details icon in the Additional Payments section on the Off Cycle Request page).



Additional Payment Detail page

Use this page to enter instructions for processing an additional payment. Select the EG-OFFCYCLE element group in the Limited Element Set field. The EG-OFFCYCLE element group limits the elements to be processed for off cycle.

Extending Off Cycle Processing

This section discusses how to extend the feature supported by PeopleSoft Enterprise Global Payroll for Thailand.

Adding New Elements to Off Cycle Processing

The EG-OFFCYCLE element group limits the elements that are processed for off cycle processes. If there are new tax allowance elements that you want to process off cycle, add the new tax allowance elements to the element group EG-OFFCYCLE. If the elements processed off cycle are entered through positive input, you do not need to add them through the EG-OFFCYCLE element group.

CHAPTER 9

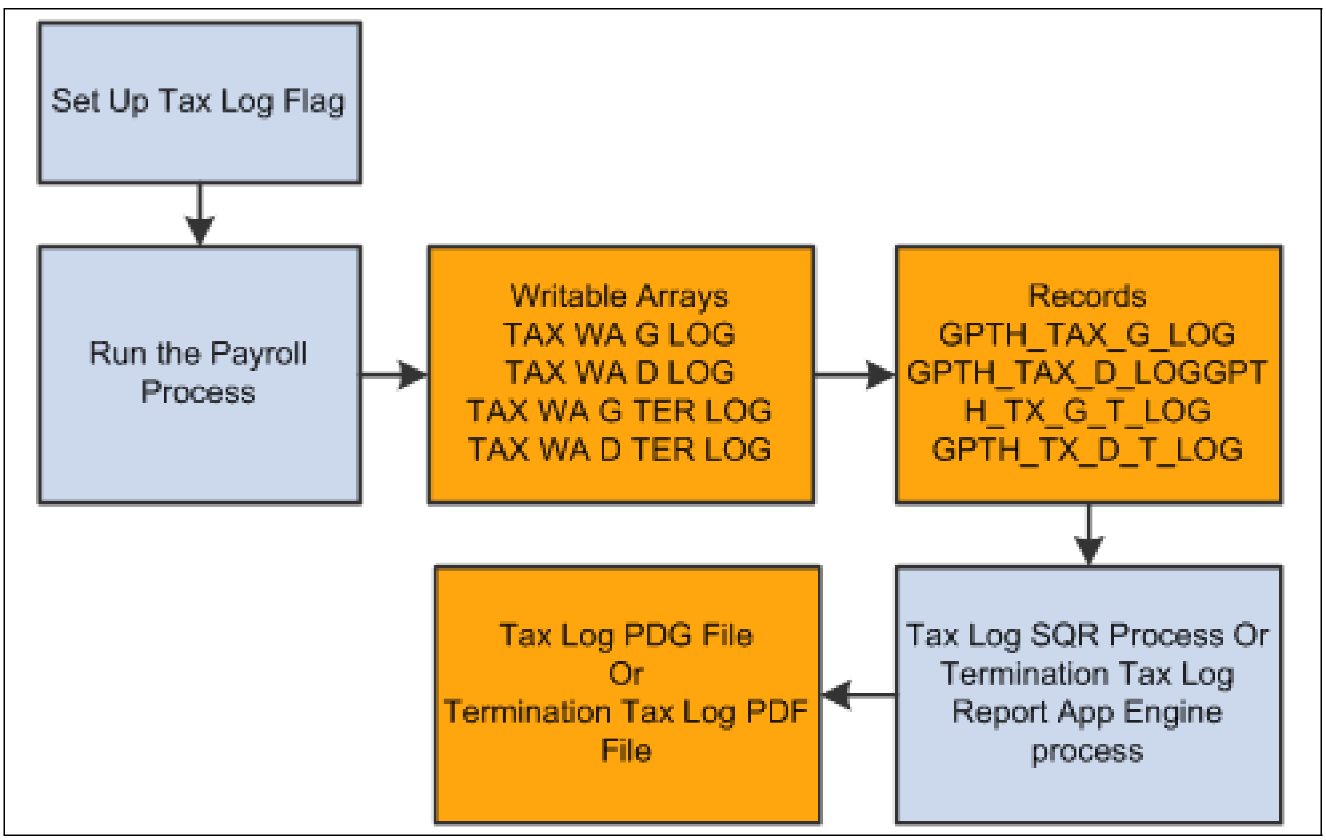
Configuring Tax Log Reporting

This chapter provides an overview of Tax Log reporting and discusses how to:

- Set up the Tax Log flag.
- Run the payroll process.
- Run the tax log reports.

Understanding Tax Log Reporting

Global Payroll for Thailand provides a Tax Log report. Payroll administrators can use this report to track the process of tax calculation in detail when necessary. The following diagram illustrates the overall Tax Log process flow:



Tax Log process flow

The following steps describe the Tax Log process:

1. Set up the Tax Log flag.

   You establish the Tax Log flag variable and then set up the Tax Log flag for each payee, for entire pay groups, or for a pay entity.

2. Run the payroll process.

   The payroll process checks the Tax Log flag for every identified payee, and then stores the Tax Log data in the TAX WA G LOG and TAX WA D LOG writable arrays. The payroll process stores termination Tax Log data in the TAX WA G TER LOG and TAX WA D TER LOG writable arrays. Global Payroll for Thailand uses the following records for these writable arrays:

   - GPTH_TAX_G_LOG is used for the TAX WA G LOG writable array.
   - GPTH_TAX_D_LOG is used for the TAX WA D LOG writable array .
   - GPTH_TX_G_T_LOG is used for the TAX WA G TER LOG writable array.
   - GPTH_TX_D_T_LOG is used for the TAX WA D TER LOG writable array.

3. Run the tax log reports.

   The Tax Log SQR report process retrieves the detailed tax calculation data from the appropriate records and then prints the information into a PDF file.

   The Termination Tax Log Report process (GPTH_T_TX_AE) retrieves the detailed tax calculation data from the appropriate records and then uses the PeopleTools XML Publisher to print the Termination Tax Log report into a PDF file.

Setting Up the Tax Log Flag

By default, Global Payroll for Thailand does not gather and store any tax log information, since this significantly impacts the performance of the payroll process. Global Payroll for Thailand uses the Tax Log flag, TAX VR LOG FLAG, to control the gathering of this data.

This section discusses how to:

- Define the Tax Log flag variable.
- Set up the Tax Log flag for a payee.
- Set up the Tax Log flag for a pay group.
- Set up the Tax Log flag for a pay entity.

Pages Used to Set up the Tax Log Flag Variable

Page Name	Object Name	Navigation	Usage
Variable Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Variable Name	Define a variable element.
Supporting Elements	GP_PAYEE_SOVR	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements	Override the value of a supporting element for a payee.
Pay Groups - Supporting Element Overrides	GP_PYGRP_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups, Supporting Element Overrides	Define supporting element overrides for a pay group.
Pay Entities - Supporting Element Overrides	GP_PYENT_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Supporting Element Overrides	Define supporting element overrides for a pay entity.

Defining the Tax Log Flag Variable

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

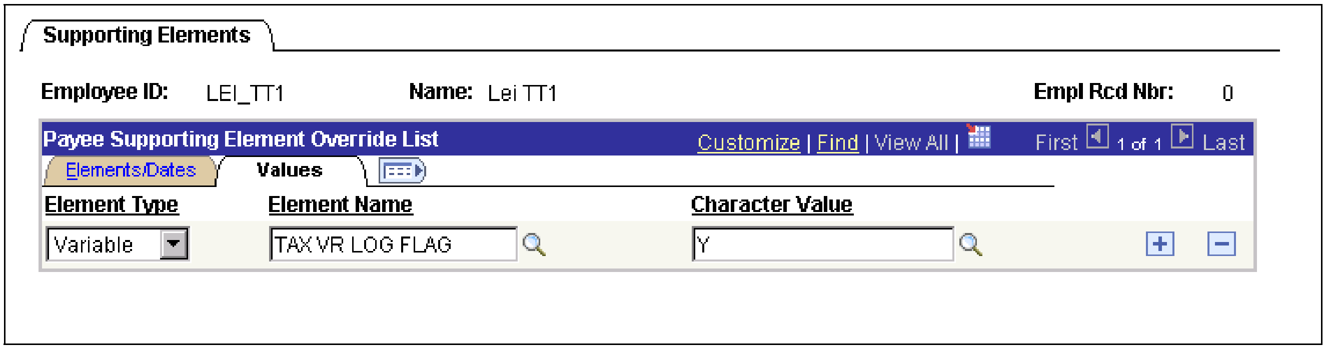
The default value of the TAX VR LOG FLAG variable is *N*. Use this variable to control whether or not data gathering is enabled at different levels:

- To enable data gathering for all payees in an instance, update the default value to *Y*.
- To enable data gathering for a single payee, use the supporting element override at the payee level to override this variable to *Y*.
- To enable data gathering for all payees in one pay group, change this variable to *Y* using the supporting element override at pay group level.
- To enable data gathering for all payees in one pay entity, change the variable using the supporting element override at the pay entity level.

Note. Lower-level settings can override or inherit higher-level settings. For example, if the value of this variable for a pay group is set to *Y*, then payees that belong to the pay group default to *Y*. You can change the variable to *N* at the payee level, then the payee's tax log data is not retrieved by the payroll process.

Setting Up the Tax Log Flag for a Payee

Access the Supporting Elements page (Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Support Elements, Support Elements) to override the Tax Log variable for the specified payee.

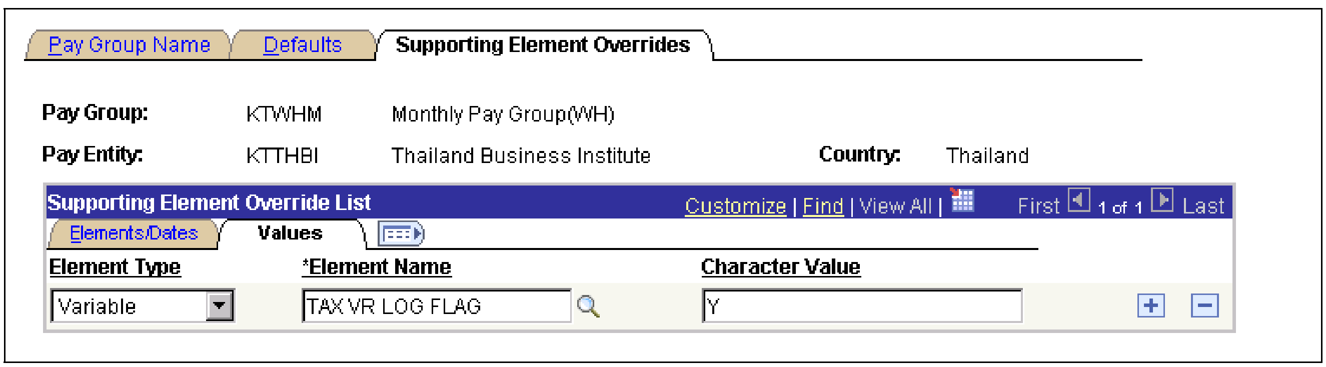


Supporting Elements page

After assigning this variable to a payee, the tax calculation details for the payee are recorded and can be printed in the Tax Log report or the Termination Tax Log report.

Setting Up the Tax Log Flag for a Pay Group

Access the Pay Groups - Supporting Element Overrides page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups, Supporting Element Overrides) to override the Tax Log variable for a specified pay group.

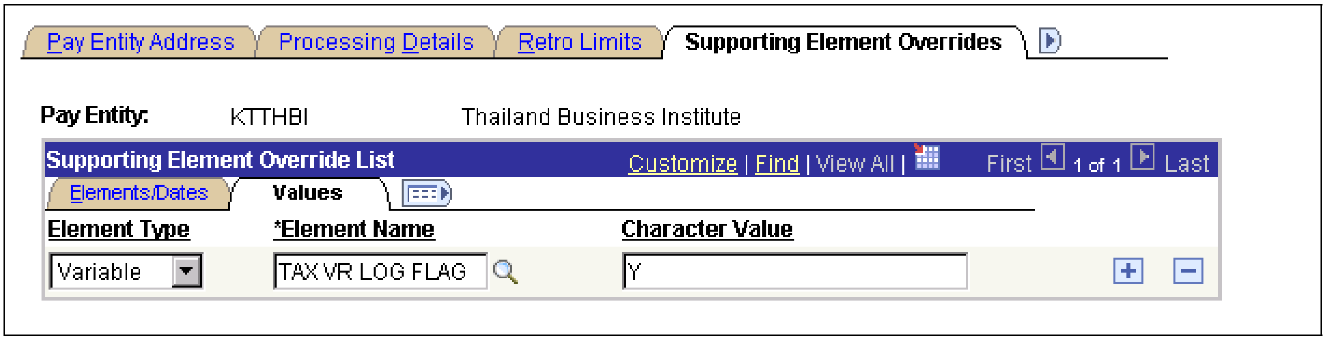


Supporting Element Overrides page

After assigning this variable to a pay group, the tax calculation details for all of the payees that use the pay group setting in this pay group are recorded and can be printed in the Tax Log report or the Termination Tax Log report.

Setting Up the Tax Log Flag for a Pay Entity

Access the Pay Entity - Supporting Elements Overrides page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Supporting Element Overrides) to override the TAX VR LOG FLAG variable for a specified pay entity.



Pay Entity - Supporting Element Overrides page

After assigning this variable to a pay entity, the tax calculation details for all of the payees that use the pay entity setting are recorded and can be printed in the Tax Log report or the Termination Tax Log report.

Note. If the Tax Log flag is set to *Y*, the tax calculation details are recorded, which can significantly affect the performance of the payroll process, so you should not change this setting if it is not required. You need to enter the proper begin date and end date, then reset the flag to *N*, or remove the override record after you have reviewed the Tax Log or Termination Tax Log report.

Running the Payroll Process

After setting up the Tax Log flag, you can run payroll process. The payroll process checks the Tax Log flag for every identified payee, and then gathers Tax Log data and stores it in writable arrays.

Tax Log Report Writable Arrays and Records

Global Payroll for Thailand uses the following writable arrays for the Tax Log report:

- TAX WA G LOG
- TAX WA D LOG

There are two records for these arrays: GPTH_TAX_G_LOG and GPTH_TAX_D_LOG. The Tax Log SQR Report process retrieves the detailed tax calculation data from these records and then prints the information into a PDF file.

Termination Tax Log Report Writable Arrays and Records

Global Payroll for Thailand uses the following writable arrays for the Termination Tax Log report:

- TAX WA G TER LOG
- TAX WA D TER LOG

There are two records for these arrays: GPTH_TX_G_T_LOG and GPTH_TX_D_T_LOG. The Termination Tax Log Report process (GPTH_T_TX_AE) retrieves the detailed tax calculation data from these records and then uses the PeopleTools XML Publisher to print the Termination Tax Log report into a PDF file.

Running the Tax Log Reports

After running the payroll process, users can run the Tax Log report or Termination Tax Log Report process in order to review the tax calculation details in the Tax Log report or the Termination Tax Log report.

This section discusses how to:

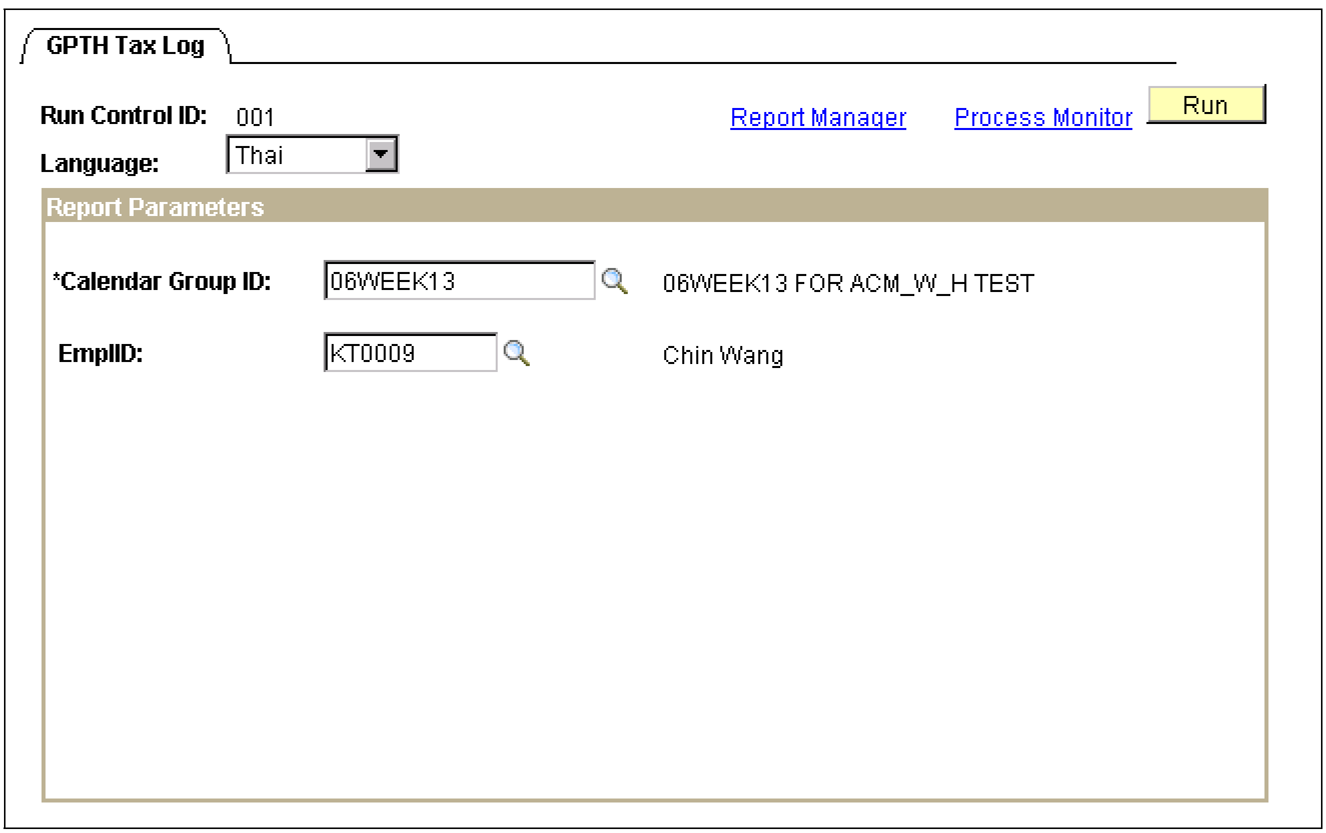
- Run the Tax Log report.
- Run the Termination Tax Log report.

Pages Used to Run Tax Log Reports

Page Name	Object Name	Navigation	Usage
GPTH Tax Log	GPTH_RC_TAX_LOG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Tax Log THA, GPTH Tax Log	Generate the Tax Log report for Global Payroll for Thailand.
GPTH Termination Tax Log	GPTH_RC_TER_LOG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Termination Tax Log THA, GPTH Termination Tax Log	Generate the Termination Tax Log report for Global Payroll for Thailand

Running the Tax Log Report

Access the GPTH Tax Log page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll, Tax Log THA, GPTH Tax Log).



GPTH Tax Log page

After you run the Tax Log process, you can locate the report file using the following steps:

1. On the GPTH Tax Log page, click the Process Monitor link.
2. Locate the desired GPTHTX10 process in the Process List region on the Process List page and click the Details link to open the Process Detail page.
3. On the Process Detail page, click the View Log/Trace link to open the View Log/Trace page.
4. On the View Log/Trace page, click the link to report file, in PDF format. The file name is a combination of the process name, GPTHTX10, and the process instance number.

You can also access the Tax Log Report through the Report Manager link on the GPTH Tax Log page.

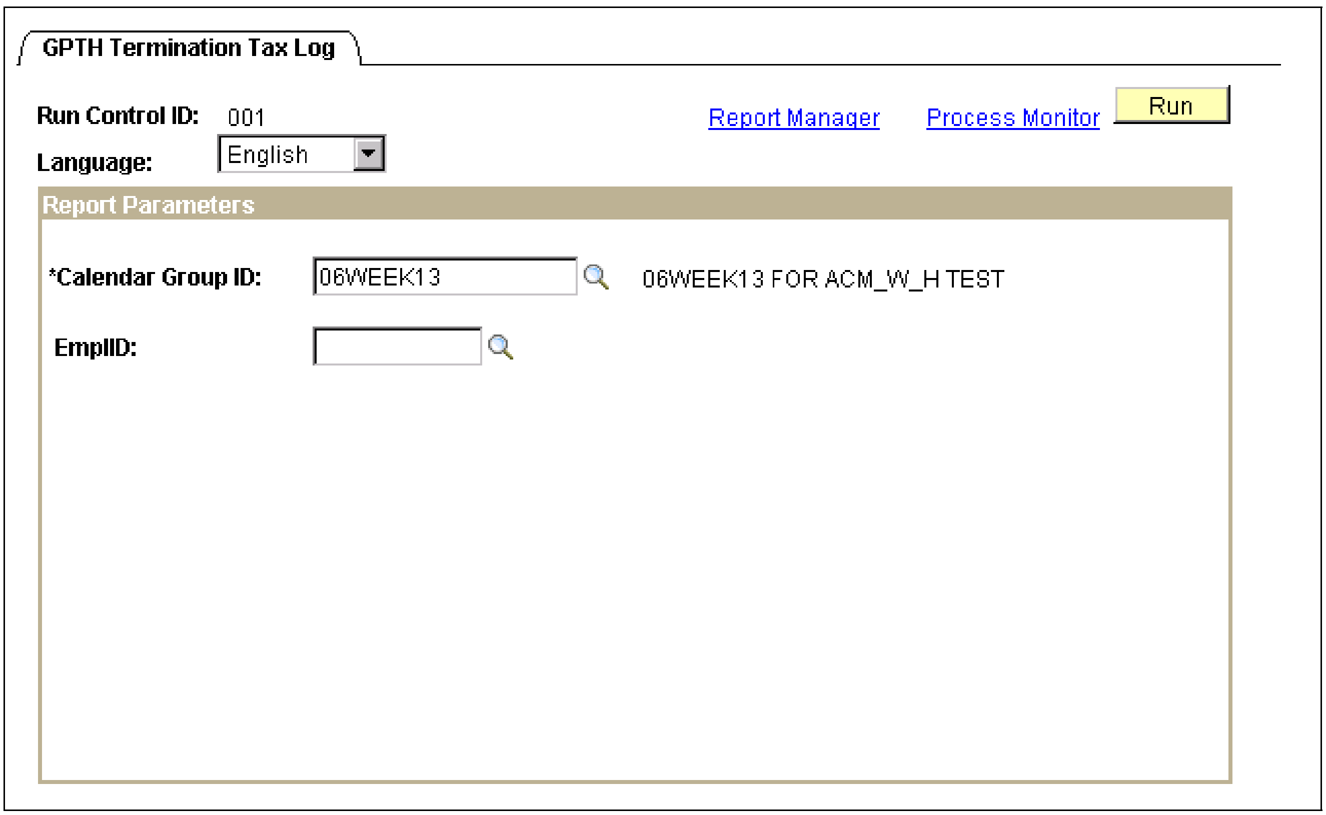
See Also

Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Process Scheduler, "Using Report Manager"

Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Process Scheduler, "Using Process Monitor"

Running the Termination Tax Log Report

Access the GPTH Termination Tax Log page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Termination Tax Log THA).



GPTH Termination Tax Log page

After you run the Termination Tax Log process, you can locate the report file through the Report Manager link on the GPTH Termination Tax Log page.

See Also

Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Process Scheduler, "Using Report Manager"

Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Process Scheduler, "Using Process Monitor"

APPENDIX A

Global Payroll for Thailand Reports

This appendix provides an overview and discusses all reports.

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

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

Global Payroll for Thailand Reports: A to Z

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

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

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

Report ID and Report Name	Description	Navigation	Run Control Page
50BIS/50BISCPY 50BIS Form	Generate and print 50BIS Form Original /Copy Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, 50BIS Form THA	GPTH_RC_50BIS
GPTHLY01 Allowances Declaration	Generate and print Allowances Declaration Form/ Certification Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Allowances Declaration THA	GPTH_RC_LYOR
GPTHLY03 Parent Allowances Declaration	Generate and print Parent Allowance Certification Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Allowances Declaration THA	GPTH_RC_LYOR

Report ID and Report Name	Description	Navigation	Run Control Page
GPTH_PD65 Privilege Declaration Form	Generate and print Privilege Declaration Form Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Privilege Declaration 65 THA	GPTH_RC_PD65
GPTH_PIT90 Personal Income Tax Return	Generate and print Personal Income Tax Return 90 Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, PIT90 Form THA	GPTH_RC_PIT90
GPTHS10C Social Security Form 1-10 Cover	Generate and print Social Security Form 1-10 Cover Page	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Social Security Form 110 THA	GPTH_RC_SSO110
GPTHS10D Social Security Form 1-10 Detail	Generate and print Social Security Form 1-10 Detail Page	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Social Security Form 110 THA	GPTH_RC_SSO110
GPTHSS11 Social Security Form 1-10/1	Generate and print Social Security Form 1-10/1 Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Social Security Form 1-10/1 TH	GPTH_RC_SSO1101
GPTHSS31 Social Security Form 1-03/1	Generate and print Social Security Form 1-03/1 Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Social Security 6-09/1-031 THA	GPTH_RC_SSO2
GPTHSS69 Social Security Form 6-09	Generate and print Social Security Form 6-09 Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Social Security 6-09/1-031 THA	GPTH_RC_SSO2
GPTH_WCF Workmen Compensation Report	Generate and print Workmen Compensation Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Workmen Compensation Form THA	GPTH_RC_WCF
GPTH_WCF_DTL Workmen Compensation Detail Report	Generate and print Workmen Compensation Detail Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Workmen Compensation Form THA	GPTH_RC_WCF
ITF1AD Income Tax Form 1A Detail	Generate and print Income Tax Form 1A Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Income Tax Form 1A THA	GPTH_RC_ITF1A
ITF1AH Income Tax Form 1A Header	Generate and print Income Tax Form 1A Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Income Tax Form 1A THA	GPTH_RC_ITF1A
ITF1ASD Income Tax Form 1A Special Detail	Generate and print Income Tax Form 1A Special Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Income Tax Form 1A THA	GPTH_RC_ITF1A

Report ID and Report Name	Description	Navigation	Run Control Page
ITF1ASH Income Tax Form 1A Special Header	Generate and print Income Tax Form 1A Special Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Income Tax Form 1A THA	GPTH_RC_ITF1A
ITF1D Income Tax Form 1 Detail	Generate and print Income Tax Form 1 Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Income Tax Form 1 THA	GPTH_RC_ITF1
ITF1H Income Tax Form 1 Header	Generate and print Income Tax Form 1 Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Income Tax Form 1 THA	GPTH_RC_ITF1
PIT91 Personal Income Tax Report	Generate and print Personal Income Tax Form PIT91 Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Personal Income Tax Form THA	GPTH_RC_PIT91
PIT91A PIT91 Form Attachment	Generate and print Personal Income Tax Form 91A Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, PIT91 Form Attachment THA	GPTH_RC_PIT91A

Glossary of PeopleSoft Enterprise Terms

absence entitlement
This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.

absence take
This element defines the conditions that must be met before a payee is entitled to take paid time off.

academic career
In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).

academic institution
In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

academic organization
In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.

academic plan
In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.

academic program
In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.

accounting class
In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.

accounting date
The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.

accounting split
The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.

accumulator
You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.

action reason
The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Enterprise Human Resources, PeopleSoft Enterprise Benefits

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

budget check — In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.

budget control — In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

budget period — The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.

business activity — The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.

business event — In PeopleSoft Enterprise Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

In PeopleSoft Enterprise Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).

business process — A standard set of 17 business processes are defined and maintained by the PeopleSoft Enterprise product families and are supported by the Business Process Engineering group. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth.

See also *detailed business process.*

business unit constraints — In PeopleSoft Strategic Sourcing, these constraints apply to a selected Strategic Sourcing business unit. Spend is tracked across all of the events within the selected Strategic Sourcing business unit.

business task — The name of the specific function depicted in one of the business processes.

business unit — A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.

buyer — In PeopleSoft Enterprise eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.

buy event — In PeopleSoft Strategic Sourcing, for event creators, the purchase of goods or services, most typically associated with a request for quote, proposal, or reverse auction. For bidders, the sale of goods or services.

campus — In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.

cash drawer — A repository for monies and payments taken locally.

catalog item — In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.

catalog map — In PeopleSoft Enterprise Catalog Management, translates values from the catalog source data to the format of the company's catalog.

catalog partner In PeopleSoft Enterprise Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.

categorization Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.

category In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.

channel In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.

ChartField A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft Enterprise application. ChartField values represent individual account numbers, department codes, and so forth.

ChartField balancing You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

checkbook In PeopleSoft Enterprise Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.

checklist code In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

claimback In the wholesale distribution industry, a contract between supplier and distributor, in which monies are paid to the distributor on the sale of specified products or product groups to targeted customers or customer groups.

class In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

Class ChartField A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

clearance In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Enterprise Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.

clone In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

cohort In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *division*.

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

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

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

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

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

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

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

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

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

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

See also *class.*

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

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

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

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

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

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

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

delivery method
In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Enterprise Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, and rail). The delivery method is specified when creating shipment schedules.

delivery method type
In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

detailed business process
A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.

dimension
In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.

direct receipt
Items shipped from a warehouse or vendor to another warehouse.

direct ship
Items shipped from the vendor or warehouse directly to the customer (formerly referred to as *drop ship*).

directory information tree
In PeopleSoft Enterprise Directory Interface, the representation of a directory's hierarchical structure.

division
In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *cohort.*

document sequencing
A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.

dynamic detail tree
A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.

edit table
A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft Enterprise application, they can be validated against an edit table to ensure data integrity throughout the system.

effective date
A method of dating information in PeopleSoft Enterprise applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.

EIM ledger
Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

elimination set In PeopleSoft Enterprise General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event In PeopleSoft Enterprise General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.

equitization In PeopleSoft Enterprise General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.

equity item limit In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.

event A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.

In PeopleSoft Enterprise Human Resources, also refers to an incident that affects benefits eligibility.

event constraints In PeopleSoft Strategic Sourcing, these constraints are associated with a specific sourcing event. Spend is tracked within the selected event.

event propagation process In PeopleSoft Enterprise Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. PeopleSoft Enterprise Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.

exception In PeopleSoft Enterprise Receivables, an item that either is a deduction or is in dispute.

exclusive pricing In PeopleSoft Enterprise Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.

fact In PeopleSoft Enterprise applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

financial aid term In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.

financial sanctions For U.S. based companies and their foreign subsidiaries, a federal regulation from the Office of Foreign Assets Control (OFAC) requires that vendors be validated against a Specially Designated Nationals (SDN) list prior to payment.

For PeopleSoft Payables, eSettlements, Cash Management, and Order to Cash, you can validate your vendors against any financial sanctions list (for example, the SDN list, a European Union list, and so on).

forecast item A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

fund In PeopleSoft Enterprise Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.

gap In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.

generic process type In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.

gift table In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Enterprise Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.

GDS Abbreviation for *Global Distribution System.* Broad-based term to describe all computer reservation systems for making travel plans.

GL business unit Abbreviation for *general ledger business unit.* A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit.*

GL entry template Abbreviation for *general ledger entry template.* In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

GL Interface process Abbreviation for *General Ledger Interface process.* In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

global constraints In PeopleSoft Strategic Sourcing, these constraints apply across multiple Strategic Sourcing business units. Spend is tracked across all of the events from the multiple Strategic Sourcing business units.

group In PeopleSoft Enterprise Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Enterprise Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Enterprise Time and Labor, for example, employees are placed in groups for time reporting purposes.

ideal response In PeopleSoft Strategic Sourcing, a question that requires the response to match the ideal value for the bid to be considered eligible for award. If the response does not match the ideal value, you can still submit the bid, but it will be disqualified and ineligible for award.

incentive object In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, and user interaction objects.

incentive rule In PeopleSoft Enterprise Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.

incur In PeopleSoft Enterprise Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.

initiative In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.

inquiry access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

See also *update access.*

institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

integration A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft Enterprise applications to work seamlessly with other PeopleSoft Enterprise applications or with third-party systems or software.

integration point An interface that a system uses to communicate with another PeopleSoft Enterprise application or an external application.

integration set A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.

item In PeopleSoft Enterprise Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Enterprise Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Enterprise Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

item shuffle In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.

itinerary In PeopleSoft Expenses, a collection of travel reservations. Itineraries can have reservations that are selected and reserved with the travel vendor. These itineraries are not yet paid for and can be referred to as *pending reservations.* Reservations that have been paid for are referred to as *confirmed reservations.*

joint communication In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

keyword In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Enterprise Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

KVI Abbreviation for *Known Value Item.* Term used for products or groups of products where the selling price cannot be reduced or increased.

landlord In PeopleSoft Real Estate Management, an entity that owns real estate and leases the real estate to tenants.

LDIF file Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft Enterprise data and directory data.

learner group In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.

learning components In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.

learning environment In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.

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

lease In PeopleSoft Real Estate Management, a legally binding agreement between a landlord and a tenant, where the tenant rents all or part of a physical property from the landlord.

lease abstract In PeopleSoft Real Estate Management, a summarized version of the complete lease contract with only the important terms. The lease abstract usually fits on one page and does not include legal terminology.

ledger mapping You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

library section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.

line In PeopleSoft Strategic Sourcing, an individual item or service upon which there can be a bid.

linked section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.

linked variable In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.

LMS Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Enterprise Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.

load In PeopleSoft Enterprise Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Enterprise Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality In PeopleSoft Enterprise HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

logistical task In PeopleSoft Enterprise Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

market template In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.

mass change In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.

See also *3C engine.*

match group In PeopleSoft Enterprise Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

MCF server Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

merchandising activity In PeopleSoft Enterprise Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

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

PeopleCode PeopleCode is a proprietary language, executed by the PeopleSoft Enterprise component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft Enterprise applications wherever PeopleCode can be executed.

PeopleCode event See *event.*

PeopleSoft Pure Internet Architecture The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.

performance measurement In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.

period context In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.

person of interest A person about whom the organization maintains information but who is not part of the workforce.

personal portfolio In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.

phase A level 1 task, meaning that if a task had subtasks, the level 1 task would be considered the phase.

pickup quantity The product quantity that the customer is taking with them from the counter sales environment.

plan In PeopleSoft Enterprise Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

plan template In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

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

planning instance In PeopleSoft Enterprise Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

population In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and

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

process request — A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

process run control — A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

product — A PeopleSoft Enterprise or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products appear with the product name and release number.

product adds — The pricing functionality where buying product A gets product B for free or at a price (formerly referred to as *giveaways*).

product bidding — In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

product category — In PeopleSoft Enterprise Incentive Management, indicates an application in the PeopleSoft Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

product family — A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are Oracle's PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified partners.

product line — The name of a PeopleSoft Enterprise product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.

programs — In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.

progress log — In PeopleSoft Enterprise Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

project transaction — In PeopleSoft Enterprise Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion — In PeopleSoft Enterprise Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects — In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

proxy bidding — In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

publishing In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

rating components In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

record group A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag Abbreviation for *record input value-added tax flag.* Within PeopleSoft Enterprise Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Enterprise Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Enterprise Expenses, where it is assumed that you are always recording only input VAT.

record output VAT flag Abbreviation for *record output value-added tax flag.*

See *record input VAT flag.*

recname The name of a record that is used to determine the associated field to match a value or set of values.

recognition In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

reference data In PeopleSoft Enterprise Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, and channels.

reference object In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

reference transaction In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

regional sourcing In PeopleSoft Enterprise Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

relationship object In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.

remote data source data Data that is extracted from a separate database and migrated into the local database.

REN server — Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.

requester — In PeopleSoft Enterprise eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

reservations — In PeopleSoft Expenses, travel reservations that have been placed with the travel vendor.

reversal indicator — In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.

RFI event — In PeopleSoft Strategic Sourcing, a request for information.

RFx event — In PeopleSoft Strategic Sourcing, a request for proposal or request for a quote event when bidders submit their overall best bids and during which bidders do not actively compete against one another.

role — Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

role user — A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.

roll up — In a tree, to roll up is to total sums based on the information hierarchy.

run control — A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.

run control ID — A unique ID to associate each user with his or her own run control table entries.

run-level context — In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.

saved bid — In PeopleSoft Strategic Sourcing, a bid that has been created but not submitted. Only submitted bids are eligible for award.

score — In PeopleSoft Strategic Sourcing, the numerical sum of answers (percentages) to bid factors on an event. Scores appear only to bidders on auction events.

SCP SCBM XML message — Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.

search query — You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

search/match — In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.

seasonal address — In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

section In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

security event In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

sell event In PeopleSoft Strategic Sourcing, for event creators, the sale of goods or services most typically associated with forward auctions. For bidders, the purchase of goods or services.

serial genealogy In PeopleSoft Enterprise Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production In PeopleSoft Enterprise Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

service impact In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

service indicator In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

session In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Enterprise Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

share driver expression In PeopleSoft Enterprise Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

short-term customer A customer not in the system who is entered during sales order entry using a template.

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

summary tree A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

syndicate To distribute a production version of the enterprise catalog to partners.

system function In PeopleSoft Enterprise Receivables, an activity that defines how the system generates accounting entries for the general ledger.

system source The system source identifies the source of a transaction row in the database. For example, a transaction that originates in PeopleSoft Enterprise Expenses contains a system source code of BEX (Expenses Batch).

When PeopleSoft Enterprise Project Costing prices the source transaction row for billing, the system creates a new row with a system source code of PRP (Project Costing pricing), which represents the system source of the new row. System source codes can identify sources that are internal or external to the PeopleSoft Enterprise system. For example, processes that import data from Microsoft Project into PeopleSoft Enterprise applications create transaction rows with a source code of MSP (Microsoft Project).

TableSet A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.

TableSet sharing Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.

target currency The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

task A deliverable item on the detailed sourcing plan.

tax authority In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.

template A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft Enterprise, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft Enterprise portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

tenant In PeopleSoft Real Estate Management, an entity that leases real estate from a landlord.

territory In PeopleSoft Enterprise Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.

third party A company or vendor that has extensive PeopleSoft Enterprise product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft Enterprise applications.

tiered pricing Enables different portions of a schedule to be priced differently from one another.

time span A relative period, such as year-to-date or current period, that various PeopleSoft General Ledger functions and reports can use when a rolling time frame, rather than a specific date, is required.

total cost In PeopleSoft Strategic Sourcing, the estimated dollar cost (sum of real price dollars and potential “soft” or non-price dollars) of a particular award approach.

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

See also *inquiry access.*

user interaction object — In PeopleSoft Enterprise Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All PeopleSoft Enterprise Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

variable — In PeopleSoft Enterprise Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

VAT exception — Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.

VAT exempt — Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.

VAT exoneration — Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.

VAT suspension — Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.

warehouse — A PeopleSoft Enterprise data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

weight or weighting — In PeopleSoft Strategic Sourcing, how important the line or question is to the overall event. Weighting is used to score and analyze bids. For RFx and RFI events, weightings may or may not appear to bidders.

work order — In PeopleSoft Enterprise Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.

worker — A person who is part of the workforce; an employee or a contingent worker.

workset — A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.

worksheet — A way of presenting data through a PeopleSoft Enterprise Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

worklist — The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

XML link — The XML Linking language enables you to insert elements into XML documents to create a links between resources.

XML schema — An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.

XPI — Abbreviation for *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with JD Edwards EnterpriseOne applications.

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

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

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