ADP GlobalView®

PTD-YTD Requirements: Vietnam

Commercial in Confidence

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##### Release Notice

This document applies to the ECC6 SAP R/3 version of the GlobalView® product solution. It is valid for ECC6-upgraded projects as well as new implementations done on the ECC6 template. It includes documentation of template enhancements from January 2011 and forward. Check the Document Attributes panel for reference to the ECC5 version.

##### Authorizations and Amendments History

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| 4.1 Updated branding for 2016 | 2016/01/27 Diana Hope GVAA0188 | 2016/01/27 Diana Hope GVAA0188 | 2003431519 | As required |
| 4.2 | 2016/03/03 Bernadette Camarillo | 2016/03/30 Roy Wynes Implementation Director | 2012151807 | As required |

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# Vietnam Month to Date Requirements

All Vietnam figures need to be loaded month by month since some year-end tax reports detail month-by-month values. This includes those specified in the attached document as well as all payments and deductions made to an employee during the Month to Date period.

Figures must be supplied for the period from January up to and including the month prior to the first parallel



## MTD Upload Sheet

The format of these files is critical as we have a program ZIADP\_M99\_PTDDL that loads them and no human intervention takes place.

1. The MTD entries should be in employee sequence. All employee entries must be loaded together, otherwise, if there are two sets of entries for the same employee (even just one entry for an employee on it’s own), the second set or entry will replace the initial set in total.
2. The employee number must be the SAP personnel number or the ID number stored in infotype 32.
3. IT0021 Employee tax dependent must be stored from the beginning of the year for Yearend tax finalisation calculation.
4. Please validate the upload spreadsheet by click on “Validate Sheet” in RSLT tab and correct all errors before generate the upload file.
5. In the “Overview” tab, please filled the required information before create the upload file.
6. The output file in txt format will be send to ADP for the MTD upload.

**Remarks:**

For the go-live in the middle of the year for important notice:

* The end-year declaration will be processed by ADP. In this case, the client should provide all MTD before the go-live. The MTD requirement is described in the spreadsheet attached.
* The End year form for Vietnam cannot split the end year declaration in 2 reports from two different vendors. MTD must require for Vietnam to print on 1 year end reports. Alternative options, the client process Year end forms outside the system for the first year to avoid YTD load. The system cannot able to process the tax finalisation for the employees in the first year.
* Severance payment, average sick leave and average maternity leave calculation the system require previous 6 months earnings for the average calculation. Alternative options, use average overwrite function and the client process average calculation outside the system.
* In case, the client does not need migrate the wage type relating to the end year declaration, then the year end forms, tax finalisation, severance payment, average sick leave and average maternity require calculating outside the system and process the payment through in the first year.