PeopleSoft 8.3 Global Payroll for Japan PeopleBook

PeopleSoft 8.3 Global Payroll for Japan PeopleBook

SKU HRMSr83GPJ-B 1001

PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

Contents

Chapter 1

About the PeopleSoft 8.3 Global Payroll for Japan PeopleBook

Chapter 2

Understanding PeopleSoft-Delivered Elements for Japan

Chapter 3

Setting Up PeopleSoft Global Payroll for Japan

Chapter 4

Understanding Salary and Bonus

Chapter 5

Tracking Time Data

Chapter 6

Managing Commuting Allowance

Chapter 7

Managing Social Insurance

Chapter 8

Managing Labor Insurance

Chapter 9

Managing Inhabitant Tax

Chapter 10

Withholding Income Tax

Chapter 11

Preparing Year End Adjustment

Chapter 12

Working with Banking in Japan

Chapter 13

Working with Payslips

Chapter 14

Appendix: PeopleSoft Global Payroll for Japan Reports

Index

About the HRMS PeopleBooks

The HRMS PeopleBooks provide you with the information you will need for implementing and using PeopleSoft Human Resources Management System (HRMS) products.

This section describes information you should know before you begin working with PeopleSoft products and documentation, including PeopleSoft-specific documentation conventions, information specific to the PeopleSoft HRMS product line, how to order additional copies of our documentation, and so on.

Before You Begin

To benefit fully from the information covered in these books, you need to have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

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

Because we assume you already know how to navigate the PeopleSoft system, much of the information in these books is not procedural. That is, it does not typically provide step-by-step instructions on using tables, pages, and menus. Instead, we provide you with all the information you need to use the system most effectively and to implement your PeopleSoft application according to your organizational or departmental needs. These books expand on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals for HRMS PeopleBook

The individual HRMS PeopleBooks provide you with implementation and processing information for the individual HRMS products. However, there is additional, essential information describing the setup and design of each HRMS product contained in the companion volume of documentation called *PeopleSoft Application Fundamentals for HRMS PeopleBook.*

The *PeopleSoft Application Fundamentals for HRMS PeopleBook* consists of important topics that apply to many or all PeopleSoft applications across the HRMS product line. Whether you are implementing a single HRMS product, some combination of products within the product line, or the entire PeopleSoft HRMS system, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals such as setting up control tables and administering security.

In the *PeopleSoft Applications Fundamentals for HRMS PeopleBook*, we've included common information pertinent to all applications in the HRMS product line, such as defining general options. If you're upgrading from a previous PeopleSoft release, you may notice that we've

removed some topics or topic headings from the individual application PeopleBooks and consolidated them in this single reference book. You'll now find only application-specific information in your individual application PeopleBooks. This makes the documentation as a whole less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Application Fundamentals for HRMS* and other PeopleBooks.

Related Documentation

To add to your knowledge of PeopleSoft applications and tools, you may want to refer to the documentation of other PeopleSoft applications. You can access additional documentation for this release from PeopleSoft Customer Connection (www4.peoplesoft.com/cc). We post updates, troubleshooting documentation, and other items on Customer Connection, as well. In addition, documentation for this release is available on CD-ROM and in hard copy.

Important! Before upgrading, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

Documentation on the Internet

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM. You can order additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection Web site: http://www4.peoplesoft.com/cc

You'll also find updates to the documentation for this and previous releases on Customer Connection. Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

Documentation on CD-ROM

Complete documentation for this release is provided on the CD-ROM *PeopleSoft 8.3 HRMS PeopleBooks,* SKU HR83PBR0, and *PeopleTools 8.14 PeopleBooks,* SKU PTB814R0.

Note. Your access to PeopleSoft PeopleBooks depends on which PeopleSoft applications you've licensed. You may not have access to some of the PeopleBooks listed here.

Hardcopy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press Web site from the Documentation section

of PeopleSoft Customer Connection. The PeopleSoft Press Web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), our book print vendor.

We make printed documentation for each major release available shortly after the software is first shipped. Customers and partners can order printed PeopleSoft documentation using any of the following methods:

Internet	From the main PeopleSoft Internet site, go to the Documentation section of Customer Connection. You can find order information under the Ordering PeopleBooks topic. Use a Customer Connection ID, credit card, or purchase order to place your order.
	PeopleSoft Internet site: http://www.peoplesoft.com.
Telephone	Contact Consolidated Publishing Incorporated (CPI) at **800 888 3559.**
Email	Email CPI at **callcenter@conpub.com**.

PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages or panels. This section lists the most common fields and provides standard definitions.

Field	*Definition*
Address 1, Address 2, Address 3	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
As of Date	The last date for which a report or process includes data.
Block (Bloque)	In Spanish addresses, a building or buildings that are close together may be called a Block (Bloque). Include the Block name in the address, if necessary.
Business Unit	An identification code 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.
City	Name of city for address.
Comment(s)	Freeflow text entry that enables you to add comments.
Company	A business organization. For US companies using PeopleSoft Payroll for North America or PeopleSoft Pension Administration, a business unit that has a unique federal Employer Identification Number (EIN) for payroll reporting purposes.

Field	Definition
Country	Country for address. Other address fields will be adjusted to reflect Country choice. Select a country from the list of valid values and press TAB to move through the field. The system automatically displays the appropriate address fields using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields that appear.
County (also **Prefecture** and **Parish**)	Name of county (prefecture/parish) for address, if applicable.
Currency Code	The 3-letter code in which the currency is specified.
Description	Freeflow text up to 36 characters that describes what you are defining.
Department	An identification code that represents an organization in a company.
Door (Puerta)	In Spanish addresses, identifies the door name or number.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want 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.
Email	The email address for a person or organization.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Empl Rcd# (Employee Record Number)	A system-assigned number that indicate an employee has more than one record in the system.
Fax (also **Fax Number)**	The fax number for a person or organization.
Floor (Piso)	In Spanish addresses, identifies the floor name or number.
House	Identifies the type of house.
Initials	Initials of individual.
Language	Language spoken by employee/applicant/non-employee.
Language or Language Code	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Last Run On	The date that a report or process was last run.
Locality	A tax location within an organization.
Name	Name of individual.

Field	Definition
National ID	Identification code used by countries to track information on their residents for payroll, identification, benefits, and other purposes. For example, for US residents this would be their Social Security Number; for German residents it would be their Social Insurance Number, and for UK residents it would be their National Insurance Code.
Number	The number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.
Phone	The phone number for a person or organization.
Phone Extension	The phone extension number for a person or organization.
Phone Type	Identifies the type of phone number entered in the Telephone field. Valid values are ***Business, Campus, Cellular, Dormitory, FAX, Home, Other, Pager 1, Pager 2,*** or ***Telex.***
Post Code (also Postal)	Postal code for address.
Prefix	Prefix for individual (such as Mr., Ms., Mrs., Dr., and so on)
Process Frequency group box	Designates the appropriate frequency in the **Process Frequency** group box: **Once** executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to **Don't Run**. **Always** executes the request every time the batch process runs. **Don't Run** ignores the request when the batch process runs.
Process Monitor	This button takes you to the Process List page, where you can view the status of submitted process requests.
Regulatory Region	A regulatory region can be any region where there are specific laws and regulations that are addressed by functionality in PeopleSoft Human Resources. Many country-specific transactions are driven by regulatory requirements where Regulatory Region is used for transaction processing.
Report ID	Identifies a report.
Report Manager	This button takes you to 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	A request identification that represents a set of selection criteria for a report or process.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.

Field	Definition
Run Control ID	Identifies specific run control settings for a panel.
Run Date	The date that a process was run or a report was generated.
Run Time	The time that a process was run or a report was generated.
SetID	An identification code that represents a set of control table information. SetIds enable the sharing of a set of control table information across two or more Business Units.
Short Description	Freeflow text up to 15 characters.
Stair (Escalera)	In Spanish addresses, identifies the stair name or number.
State (also **Province**)	State (Province) for address.
Status	Indicates whether a row in a table is *Active* or *Inactive.*
Street Type	Identifies whether an address is a place, street, avenue, road, or so on. Spanish law requires addresses in official documents to include the Street Type.
Telephone (Phone)	The telephone number for a person or organization.
User ID	The system identifier for the individual who generates a transaction.

See Also

PeopleTools Development Tools: Application Designer PeopleBook, "Creating Field Definitions," Understanding Effective Dates

PeopleSoft Process Scheduler

PeopleBook Standard Group Boxes

The following group boxes and field groupings appear throughout PeopleSoft HRMS. We have documented them once here.

Entering Name Information

The following fields appear wherever you enter or display naming information:

Format Using Select the country with name format appropriate for this employee. The system will display the appropriate fields for this format in the Person Name group box.

Refresh the Name Field Click to refresh the Name field after you've edited any of the name fields. The system will refresh the name field when you save.

Person Name or Current Name

The following fields appear in the Person Name group box. You will not see all of the fields listed below at any one time. The system displays the fields necessary for the country you select in the Format Using field.

Title	Select a title. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.
Prefix and **Name Prefix**	Select a Prefix or Name Prefix, if applicable.
Royal Prefix	Select a Royal Prefix, if applicable.
First Name	Enter the employee's official first name.
Preferred First Name	For The Netherlands, enter the employee's preferred first name, if different from the First Name. The system will use the preferred name when you generate form letters or mailing labels for this employee.
Last Name Preference	For the Netherlands, choose this link to provide additional name information for married employees. The Last Name Preference page contains three fields: Last Name Partner, Prefix Partner and Last Name Preference.
Middle	Enter the employee's middle name, if applicable.
Last Name	Enter the employee's official last name.
Suffix	Select a suffix, if applicable.
Second Last Name	For Spanish employees, enter the second surname (mother's surname).
Alternate Character Name	Use this field to enter the employee's name using alternate characters (such as Japanese phonetic characters).
	Note. You can enter names using Japanese characters with or without a space between the surname and given name. Names using Roman alphanumeric characters require a comma delimiter.
	Warning! Be sure to select the correct character set on the Installation Table – Alternate Characters page. Using the wrong character set generates an error message.
Royal Suffix	Select the appropriate royal suffix. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.
Name	The system displays the employee's name as it will appear in the system.

Displaying Japanese Names on Pages

Pages that display personal name fields usually display them in First Name, Last Name order. When the country is Japan, however (JPN in the Format Using field), those fields appear in the Last Name, First Name order.

Another difference is that the Name field displays "Last Name[space]First Name," not "Last Name,First Name"; that is, a space separates the last and first names, not a comma.

Japanese name format on a page

See Also

PeopleSoft Applications Fundamentals for HRMS PeopleBook, "Setting Up PeopleSoft HRMS," Working With Double-Byte Characters

Entering Address Information

The following fields appear in address group boxes throughout PeopleSoft HRMS. You may not see all of the fields listed below as the system displays only the fields necessary for the country in use. Determine which address fields are required for each country on the Country Table – Address Format page.

Country	Select the country with address format appropriate for this address. The system will display the appropriate fields for this format in the address group box.
Address 1, **Address 2**, **Address 3**, and **Address 4**	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
City	Enter the city.
County	Enter the county, if applicable.
State (State, Province, or other)	Enter the state or province.
Postal	Enter the postal, such as zip or postal code.
Number 1, and **Number 2**	Enter the number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.

House Type	Enter the house type, if applicable.
Postal Search	Click **Postal Search** to use international address formats.

Entering or Viewing Pay Components

Amounts Tab

Pay Components - Amounts

Rate Code	Rate codes are IDs for pay components. The system inserts any compensation information associated with this rate code in the compensation grid.
	Note. If a seniority rate code is inserted as a default value on the Job Data - Compensation page, the values for these rate codes are unavailable for entry.
Seq (sequence)	The sequence number of the rate code if it is used more than once.
Details	Click the **Details** button to open the Comp Rate Code Secondary Panel page.
Comp Rate, (compensation rate) **Currency**, and **Frequency**	The compensation rate, its currency, and the frequency (for example, annually, weekly, or hourly) the comp rate will be paid.
Apply FTE	If selected, the system multiplies the rate code value by the FTE factor for annualization and deannualization. FTE is the percent of full time the employee should normally work in the corresponding job. This field isn't available for *Percent* rate codes.
Points	The salary points associated with this rate code, if any.
Percent	If the rate code rate type is *Percent,* the system displays the percent to be applied to the job compensation rate or to a rate code group if you are using rate code groups.
Rate Code Group	A rate code group enables you to be more specific when calculating percentages based components as part of your employee compensation package.

Comp Rate Code Secondary Panel

Access this page by clicking the Details link on the Amounts page. Displays additional information about the rate code.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working With Multiple Components of Pay," **Defining Rate Codes**

Changes Tab

Pay Components – Changes page

This page displays the change in an employee's salary.

Manually Updated	The system selects this if you have manually updated the pay components.
Change Amount	The overall change amount to this pay component rate.
Change Points	The overall change amount (in points) to this pay component, if applicable.
Change Percent	The overall percentage change to this pay component, if applicable.

Pay Components					First ◀ 1 of 1 ▶ Last
Amounts	Changes	Conversion			
*Rate Code	Seq	Source	Default Without Override	Apply FTE	Converted Comp Rate
1 [ ] 🔍 0		None	☐	☐	➕ ➖

Pay Components – Conversion

This page displays the conversion rates in an employee's salary.

Source	The system displays the source of the rate code, such as *Absorbing Premium*, *Seniority Pay*, *Job Code*, or *Manual*.
Default Without Override	Selected if the worker's compensation package cannot be manually updated on the Job Data – Compensation page.
Apply FTE	Indicates if the converted rate code value will be multiplied by the FTE factor for annualization and deannualization.
Converted Comp Rate	Displays the converted compensation rate for this pay component. The system converts all base pay components to the Job currency and compensation frequency.

Required Fields on Pages

When you see a field on a page with an asterisk (*) preceding the field name, it means the field is required. You can not save a page without entering data into all of the required fields on a page.

*Description:	This is a required field

Example of a required field label

In some unique instances a field may be required even though there is no asterisk preceding the field name. In such cases, you will be prompted to enter data in these fields before saving the page.

Typographical Conventions and Visual Cues

To help you locate and interpret information, we use a number of standard conventions in our online documentation.

Please take a moment to review the following typographical cues:

`monospace font`	Indicates PeopleCode.

Bold	Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold).
	We also use boldface when we refer to navigational paths, menu names, or process actions (such as **Save** and **Run**).
Italics	Indicates a PeopleSoft or other book-length publication. We also use italics for *emphasis* and to indicate specific field values. When we cite a field value under the page on which it appears we use this style: ***field value.***
	We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number *0*, not 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 W.
See Also	PeopleBooks provide cross-references under the heading "See Also." Capitalized titles in italics indicate the title of a PeopleBook; titles in quotes indicate the title of a chapter; titles in normal font refer to sections within the PeopleBook. Here's an example:
	See Also
	About These HRMS PeopleBooks, **PeopleSoft 8.3 HRMS PeopleBooks Preface**

Note. Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!,** the note is crucial and includes information that concerns what you need to do for the system to function properly.

Warning! Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

Process Introductory Table

In the documentation, each business process in the application is accompanied by an introductory table with pertinent information about the pages used in the process.

Page	System Name	Navigation	Usage
Name of the page.	Gives the system name of the page as specified in the PeopleTools Application Designer. For example, the system name of the Detail Calendar panel is DETAIL_CALENDAR1.	Provides the path for accessing the page.	Describes how you would use the page.

USF U.S. Federal Government Functionality

Any functionality that is specific to the U.S. Federal Government sector will be designated by a USF marker. Most often this will appear at the beginning of a section heading (such as with this section), but the USF designation might also appear in a note or within text, if appropriate.

E&G Education and Government Functionality

Any functionality that is specific to the Education and Government sector will be designated by an E&G marker. Most often this will appear at the beginning of a section heading (such as with this section), but the E&G designation might also appear in a note or within text, if appropriate.

Local Country Functionality

Any functionality that is specific to an individual country will be designated by the three-character ISO code for that country. For example, functionality specific to Germany would be indicated by a DEU designation at the beginning of a section heading. Most often this will appear at the beginning of a section heading (such as with this section), but the country designation might also appear in a Note or within text, if appropriate.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like changed about our documentation, PeopleBooks, and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft HRMS Product Documentation Manager
PeopleSoft, Inc.
4460 Hacienda Drive
Pleasanton, CA 94588

Or send comments by email to the authors of the PeopleSoft documentation at:

DOC@PEOPLESOFT.COM

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our product communications for you.

About the PeopleSoft 8.3 Global Payroll for Japan PeopleBook

This book provides the information you need to implement and use PeopleSoft Global Payroll for Japan.

This preface explains how to use the documentation for PeopleSoft Global Payroll for Japan. General information you should know before you begin using PeopleSoft documentation is presented in About the HRMS PeopleBooks. It provides information about the following topics:

- Using related documentation such as the PeopleSoft Application Fundamentals for HRMS PeopleBook.

- Ordering documentation on the Internet, on CD-ROM, and in hardcopy.

- PeopleBooks standard page element definitions.

- Required fields on pages.

- Typographical conventions and visual clues in the documentation.

- Process introductory table explanation.

- U.S. Federal Government functionality designation within the documentation

- Education and Government functionality designation within the documentation

- Local country functionality designation within the documentation

- Comments and suggestions about the documentation.

Note. We strongly recommend that you read About the HRMS PeopleBooks. In particular, the PeopleSoft HRMS Application Fundamentals section explains where you can find information about topics that apply to many PeopleSoft applications across the HRMS product line. For example, you can find information about setting up control tables, administering security, and setting language and currency preferences in the *PeopleSoft Application Fundamentals for HRMS PeopleBook.*

See Also

About the HRMS PeopleBooks

PeopleSoft Global Payroll PeopleBook, "Preface", Understanding the Documentation

PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages. This section lists the most common fields and provides standard definitions for PeopleSoft Global Payroll for Japan.

Field	Definition
Object Year	Generally refers to the year for which you want to run a process or report. Sometimes the object year is not a calendar year, as in the case of labor insurance (April 1 of the previous year through March 31 of the object year) and inhabitant tax (June 1 of the object year through May 31 of the following year).
Tax Establishment	A generic term that refers to your entire organization or to parts of your organization that are assigned unique establishment numbers by income and inhabitant tax, social insurance, and labor insurance agencies.
Salary Payer	A company or a suborganization of a company, such as a local office, that is responsible to collect (deduct) income and inhabitant tax from employees, and to pay the tax to the income tax agency and municipalities.
	A Salary Payer is defined as a tax establishment.
Salary Payer Reference Number	The number assigned to the salary payer by the income tax agency.
Taxpayer Specification Number	The number assigned to the salary payer by the municipality.
Labor Insurance Establishment	A company or a suborganization of a company, such as a local office, that is responsible to collect (deduct) labor insurance premiums from employees and to pay the premiums to the labor insurance agencies.
Social Insurance Establishment	A company or a suborganization of a company, such as a local office, that is responsible to collect (deduct) social insurance premiums from employees and to pay the premiums to the social insurance agencies.

See Also

PeopleSoft Global Payroll PeopleBook, "Preface", PeopleBooks Standard Page Element Definitions

Understanding PeopleSoft-Delivered Elements for Japan

PeopleSoft Global Payroll for Japan delivers numerous elements and rules that are specifically designed to meet legal requirements or customary payroll practices in Japan. This chapter explains how to:

- Create elements.

- Interpret element ownership.

- Interpret element names.

- Obtain information about elements.

Creating Elements for Japan

The PeopleSoft Global Payroll core application consists of a payroll rules engine that enables you to define the rules of your payroll system and execute payroll calculations. It provides a set of pages for entering and maintaining payroll rules. All of the elements delivered as part of your country extension were created using these pages in the core application.

Although PeopleSoft Global Payroll for Japan delivers all the key elements needed to run a Japanese payroll, you might want to create additional elements to meet needs that are specific to your own industry or organization. To do this, use the same core components and pages that PeopleSoft used to create the elements delivered for Japan.

The tools needed to define payroll elements are fully documented in the core application PeopleBook.

See Also

PeopleSoft 8.3 Global Payroll PeopleBook

Element Ownership and Maintenance

This section explains how PeopleSoft Global Payroll defines element ownership and what that means for the maintenance of Japanese payroll rules. This information helps you identify which parts of the system you maintain, what you can modify, and what you cannot change.

Understanding Element Ownership in PeopleSoft Global Payroll

PeopleSoft Global Payroll has the following five categories of element ownership:

PS Delivered/Maintained	Elements delivered and maintained on an ongoing basis by PeopleSoft.
PS Delivered/Not Maintained	Elements delivered by PeopleSoft that the customer must maintain. This category consists primarily of either customary (non-statutory) rules or statutory elements that customers may want to define according to a different interpretation of the rules. Although PeopleSoft may occasionally update elements defined as PS Delivered/Not Maintained, you are not required to apply these updates.
Customer Maintained	Elements created and maintained by your organization. PeopleSoft does not deliver rules defined as Customer Maintained.
PS Delivered/Customer Modified	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.

Understanding Element Ownership in PeopleSoft Global Payroll for Japan

The following table illustrates the approach to element ownership and maintenance in PeopleSoft Global Payroll for Japan.

Functional Area	Ownership	Class
Absence and Overtime	PS Delivered/Not Maintained	Customary
Commuting Allowance	PS Delivered/Maintained	Statutory
Earnings	PS Delivered/Not Maintained	Customary (Base pay items)
	PS Delivered/Not Maintained	Statutory (Other items)
Income Tax	PS Delivered/Maintained	Statutory
Inhabitant Tax	PS Delivered/Maintained	Statutory
Labor Insurance	PS Delivered/Maintained	Statutory
Social Insurance	PS Delivered/Maintained	Statutory
Year-End Adjustment	PS Delivered/Maintained	Statutory

See Also

PeopleSoft Global Payroll PeopleBook, "Defining General Element Information," Defining an Element Name (GP_PIN)

Element Naming Convention

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:

- Supporting elements.

- Primary elements.

- Component names (suffixes).

This section also discusses how the following are used in the names of Japanese elements:

- Functional area codes for Japan.

- Element type codes (PIN_TYPE).

- Abbreviations in element names for Japan.

- Suffixes for Japan.

- Industry and regions feature.

Supporting Elements

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

FF	Functional area code.
TT	Type of supporting element.
NAME	The description of the element.

For example, in the Social Insurance variable SC VR MONTH REM, SC represents the functional area (Social Insurance), VR represents the element type (variable), and MONTH REM stands for monthly remuneration.

Primary Elements

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

FF	Functional area code.
NAME	The description of the element.

For example, in the earnings item CM TX ALW, CM represents the functional area (commuting allowance) and TX ALW stands for taxable commuting allowance. In the earnings item ER BASE PAYM, ER represents the functional area (for elements related to earnings contributions but not related to any other specific functional area) and BASE PAYM stands for monthly base pay.

Component Names (Suffixes)

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

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

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

- Separator.

- Earnings/deductions component suffixes.

- Earnings/deductions accumulator suffixes.

- Deduction arrears component suffixes.

See Also

PeopleSoft Global Payroll PeopleBook, "Defining General Element Information," Defining Suffixes for Components and Accumulators

Functional Area Codes for Japan

The following table contains the functional area codes used in the names of Japanese elements.

Functional Area Code	Description
AO	Absence and Overtime
CM	Commuting Allowance
ER	Earnings Contributions (Used for elements that are related to earnings contributions but not specifically related to another functional area.)
IH	Inhabitant Tax
IN	Income Tax

Functional Area Code	Description
LA	Labor Insurance
SC	Social Insurance
YE	Year-End Adjustment

Element Type Codes (PIN_TYPE)

The following table contains codes for all the element types. Because not all element types are delivered for Japan, not all of these codes appear in the names of Japanese elements.

Element Type Code	Description
AE	Absence Entitlement
AT	Absence Take
AC	Accumulator
AR	Array
AA	Auto Assigned
BR	Bracket
CT	Count
DT	Date
DD	Deduction
DR	Duration
ER	Earnings
EG	Element Group
EM	Error Message
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HC	Historical Rule
PP	Previous Period Rule
PR	Process
PO	Proration Rule
RC	Rate Code
RR	Rounding Rule
SE	Section
SY	System Element

Element Type Code	Description
VR	Variable

Abbreviations in Element Names for Japan

The following table lists some of the common abbreviations used in the names of Japanese elements.

Abbreviation	Description
ABS	Absence
AC	Actual Result
ADJ	Adjusted
ALW	Allowance
ANU	Annual
BAL	Balance
BON	Bonus
CD	Code
CHG	Change
CU	Current
D	Daily
DED	Deduction
DFT	Default
EST	Establishment
GR or GRD	Grade
HRS or H	Hours, Hourly
JDG	Judge, evaluate, determine
M	Monthly
MON	Month
MX	Maximum
NO	Number
NOM	Normal
NX	Next
O	Occasional
PR	Previous

Abbreviation	Description
PRM	Premium
PTO	Paid Time Off
RED	Reduction
REM	Remuneration
R	Regular
SAL	Salary
SK L or SCLE	Sick Leave
SP L or SPLE	Special Leave
STA	Standard
T	Hourly
TM	Time
TTL	Total
WRK	Work
YR	Year

Suffixes for Japan

PeopleSoft Global Payroll for Japan uses the default core PeopleSoft Global Payroll suffixes.

See Also

PeopleSoft Global Payroll PeopleBook, "Defining General Element Information," Defining Suffixes for Components and Accumulators

Industry and Regions Feature

We have not used the industry and regions feature in defining elements for Japan.

Viewing Delivered Elements for Japan

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

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data"

C H A P T E R 3

Setting Up PeopleSoft Global Payroll for Japan

This chapter provides an overview of PeopleSoft Global Payroll for Japan setup and discusses how to:

- Set up tax establishments.

- Set up file handles.

Understanding General System Setup

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

In this section, we discuss how to:

- Use base pay and other PeopleSoft Human Resources data.

- Define pay entity.

- Set up pay types.

- Set up calendar group IDs.

- Understand retroactive pay calculations.

- Use the delivered writable array.

Using Base Pay and other PeopleSoft Human Resources Data

Your PeopleSoft Global Payroll for Japan application is designed to use company data and employee personal and job data entered in your PeopleSoft Human Resources application. We provide the necessary PeopleSoft Global Payroll rules, Structured Query Reports (SQRs), and application engine programs to manage the HR data needed for payroll processing.

Mapping Base Pay Rate Codes

In calculating base pay, PeopleSoft Global Payroll for Japan uses the employee's compensation package that you define using compensation rate codes in PeopleSoft Human Resources. As sample data, we deliver 10 generic rate codes for PeopleSoft Global Payroll for Japan (J01-J10) and map them to 10 generic base pay rate codes in HR (J01-J10). Add, remap, and modify these rate codes as required, as long as the HR rate codes that you map to have the Base Pay check box selected on the Comp Rate Code table.

See Also

PeopleSoft Global Payroll PeopleBook, "Defining Data Retrieval Elements," Defining Rate Codes

"Understanding Salary and Bonus," Understanding Base Pay Setup

Defining Pay Entity

The pay entity is a legal definition of an organization from a payroll perspective; it is the organization that is responsible for making payments to payees. Often the organization and the pay entity are the same. Use the Pay Entity component in the core PeopleSoft Global Payroll application to define pay entities for your organization.

If your social insurance establishments, labor insurance establishments, and tax establishments for income tax and inhabitant tax are smaller organizations than the pay entity, define them on the Tax Establishment page described in this chapter. You must have at least one tax establishment defined for social insurance, labor insurance, income tax, and inhabitant tax even if the pay entity as defined is the same as each of these establishments.

See Also

PeopleSoft Global Payroll PeopleBook, "Understanding the Organizational Structure," Defining Pay Entities

Setting Up Pay Types

PeopleSoft Global Payroll for Japan uses the variable ER VR PAY TYPE to identify the employee's pay type. As delivered, the formula ER FM BASE RATE assigns the value of this variable according to the employee's compensation frequency on the Job Data Compensation record in PeopleSoft Human Resources. Valid PeopleSoft Human Resources compensation frequencies for Japan are:

- Monthly.

- Daily Monthly.

- Daily.

- Hourly.

Setting Up Calendar Group IDs

Set up calendar group IDs that are meaningful to your organization and payroll processing periods. Each calendar group can have only one run type, which means you must set up a unique calendar group ID for each regular, bonus, or year-end tax adjustment pay run. As sample data, PeopleSoft provides five run types for Japan: salary, bonus, year-end adjustment on bonus, year-end adjustment on salary, and independent year-end adjustment.

See Also

PeopleSoft Global Payroll PeopleBook, "Using Calendars"

Understanding Retroactive Pay Calculations

The PeopleSoft Global Payroll for Japan application provides the necessary elements for processing retroactive changes in base salary. Following is a summary of how the application processes retroactive changes:

- The trigger for retroactive base salary processing is any change in the HR Job Data Compensation record (COMPENSATION).

Because this record is a child of Job Data record, changes in both the Compensation record and the Job Data record trigger of retroactive processing.

- The following elements are adjusted for retroactive processing:

ER BASE PAYM, ER BASE PAYD, ER BASE PAYH, ER OVERTIME, ER NIGHT, ER HOLIDAY, ER HOLNIG, ER TAED RED, ER SPLE RED, ER ABS RED, ER SCLE RED, SC REM S01, SC REM S02, SC REM S03, SC REM S04, SC REM S05, SC REM S06, SC REM S07, SC REM S08, SC REM S09, SC REM S10, SC REM S11, SC REM S12.

- Social insurance processing tracks retroactive changes when calculating monthly remuneration and when determining eligibility for occasional revision.

Note. When you add a retroactive data row in PeopleSoft Human Resources records, it is important that you place your cursor in the row of data that you want carried forward into your new row. You must manually update any existing data rows that come after your inserted row if you want your new data to be carried forward into the remaining rows of the table.

Payment Keys

We recommend that Japan organizations do not use payment keys when configuring payroll for Japan.

Caution about Element Segmentation

We recommend that you do not use the segmentation feature of PeopleSoft Global Payroll. If you choose to use segmentation, review all of your report output thoroughly for accuracy; segmentation could impact the data being reported.

See Also

PeopleSoft Human Resources PeopleBook: Administering Your Workforce, "Updating Workforce Information," Job Data and Effective Dates

Using the Delivered Writable Array

PeopleSoft Global Payroll for Japan delivers the writable array GPJP_WA_PIN, which stores data used in PeopleSoft Application Engine and SQR programs.

See Also

PeopleSoft Global Payroll PeopleBook, "Defining Data Retrieval Elements" Working With Writable Arrays

Setting Up Tax Establishments

The Tax Establishment table holds the tax establishment numbers assigned by the income and inhabitant tax, social insurance, and labor insurance agencies. These numbers might apply to your entire organization or to parts of your organization. You must setup each establishment number and provide some additional data for each before you begin to process payrolls. Later chapters explain how to relate these establishment IDs to individual employees.

Page Used to Set Up Tax Establishments

Page Name	Object Name	Navigation	Usage
Tax Establishment	GPJP_TAX_ESTAB	Global Payroll Japan, Define Payroll Setup (JPN), Setup, Tax Establishment Table	Record the establishment numbers assigned to your organization by income and inhabitant tax, social insurance, and labor insurance agencies. Provide address and additional information related to each establishment.

Identifying Tax Establishments

Access the Tax Establishment page.

Tax Establishment page (1 of 2)

Tax Establishment page (2 of 2)

Social Insurance Establishment Data

Name	The establishment owner's name.
Establishment Reference Nbr (number)	Enter the number assigned to the establishment by the social insurance agency. This number is printed on Monthly Standard Remuneration reports.

EE Pension Fund Estab Nbr (employee pension fund establishment number)   Enter the number assigned to this establishment by the Employees' Pension Fund.

Labor Insurance Establishment Data

Industry Type   Select whether this labor insurance establishment is a type A or type B industry.

Salary Payer Data

Calculation Method   Select whether this salary payer (income tax establishment) calculates income tax by the computer calculation or tax table lookup method when an employee's income tax type is KOU. Valid values are *Computer* and *Table.*

Setting Up File Handles

If you plan to use electronic files to transfer payroll funds electronically or to load inhabitant tax amounts from municipalities, you must set up file handles. A file handle instructs the application engine program on the file name and character set to use.

Pages Used to Set Up File Handles

Page Name	Object Name	Navigation	Usage
File Handle Table	GPJP_FILE_HANDL	Global Payroll Japan, Define Payroll Setup (JPN), Setup, File Handle Table	Assign a handle to each external file that you want to import or export.

Assigning File Handles

Access the File Handle Table page.

File Handle Table page

File Handle	Assign a unique two-character file handle to each file that you want to import or export. The file handle can be any combination of alphanumeric characters.
File Name	The exact path (including file name) to the file. Use the proper syntax for your operating system.
Character Set	Select the character set in which the file is imported or exported.
	For file handles related to banking, select JIS_X0201.

C H A P T E R 4

Understanding Salary and Bonus

This chapter provides an overview of base pay, overtime pay, pay cut due to absences, and bonuses. It also describes how to:

- Set up for salary processing.

- Report earnings and deductions.

- View delivered salary and bonus elements.

Separate chapters discuss additional earnings and deductions that affect employees' take home pay.

Overview of Salary and Bonus Rules

The delivered rules for determining salary and bonus satisfy Japanese statutory and business requirements. This section reviews some of the requirements and explains in general terms how the rules satisfy them.

In this section, we discuss how to understand:

- Base pay setup.

- Overtime pay.

- Pay cuts due to absences.

- Bonuses.

- Earnings accumulators.

Understanding Base Pay Setup

In calculating base pay, PeopleSoft Global Payroll for Japan uses the employee's compensation package that you define using compensation rate codes in PeopleSoft Human Resources. The formula ER FM BASE RATE gathers the employee's base pay rate codes, converts them to the frequency of the employee's pay type, and sums them to determine the value of the variable ER VR BASE RATE.

Base pay is calculated differently depending on the employee's pay type. If the employee's pay type is daily or hourly, the system also uses time data when calculating base pay. Enter time data each month in PeopleSoft Global Payroll Positive Input pages.

See Also

"Setting Up PeopleSoft Global Payroll for Japan," Using Base Pay and other PeopleSoft Human Resources Data

"Tracking Time Data "

"Setting Up PeopleSoft Global Payroll for Japan," Setting Up Pay Types

Setting Up for Salary Processing

Understanding Overtime Pay

You define the value of the variables for overtime premium amount and overtime premium ratios. The system calculates the employee's overtime base unit and then calculates overtime pay according to the amount of overtime that you enter for the employee.

We provide variables for the following overtime premium ratios:

- Regular.

- Holiday.

- Late night.

- Holiday late night.

See Also

Setting Up for Salary Processing

Understanding Pay Cuts Due to Absences

You define the value of the variables for reduction base amounts and reduction ratios. The system calculates the employee's reduction base unit and then calculates the pay cut based on the amount of absence time that you enter for the employee.

We provide variables for the following reduction ratios:

- Tardy arrival and early departure.

- Special leave.

- Absence.

- Sick leave.

See Also

Setting Up for Salary Processing

Understanding Bonuses

We deliver the earnings element ER BONUS. Use positive input to enter each employee's bonus amount into this element.

See Also

PeopleSoft Global Payroll PeopleBook, "Working With Positive Input"

Understanding Earnings Accumulators

For purposes of taxation and insurance premiums, accumulators track the following amounts of each employee's salary and bonus:

- Taxable.

- Nontaxable.

- Cash.

- Noncash.

- Remuneration subject to social insurance premium.

- Wages subject to labor insurance premium.

Additional accumulators track other details and totals of pay.

Setting Up for Salary Processing

You must enter some data into the system before you calculate salaries for employees whose pay types are other than *Monthly*.

1. Map compensation rate codes set up in PeopleSoft Human Resources to the PeopleSoft Japan Global Payroll rate codes.

2. Enter or update the default value of the variables for calculating overtime pay and pay cut due to absences on the Variable by Category page.

    The following table lists the PeopleSoft-delivered variables and the corresponding category used to access the Variables by Category page:

Variable	Description	Category
ER VR WRK DAYS YR	Annual number of workdays	ERBS

Variable	Description	Category
ER VR WRK HRS DAY	Fixed working hours per day	ERBS
ER VR OVR PRM RAT	Overtime premium ratio for regular overtime	ERPR
ER VR HOL PRM RAT	Overtime premium ratio for holiday overtime	ERPR
ER VR NIG PRM RAT	Overtime premium ratio for late night overtime	ERPR
ER VR HOLN PRM RAT	Overtime premium ratio for holiday late night overtime	ERPR
ER VR TAED RAT	Absence reduction ratio for tardy arrival and early departure	ERRD
ER VR SPLE RAT	Absence reduction ratio for special leave	ERRD
ER VR ABS RAT	Absence reduction ratio for absence	ERRD
ER VR SCLE RAT	Absence reduction ratio for sick leave	ERRD

3. Override the default value of the variables at any level necessary on the appropriate supporting element override page.

4. Enter each employee's time data for overtime and absence through positive input.

See Also

PeopleSoft Global Payroll PeopleBook, "Defining Data Retrieval Elements," Defining Rate Codes

Understanding Base Pay Setup

PeopleSoft Global Payroll PeopleBook, "Defining Calculation Elements," Viewing or Updating the Values of Variables in the Same Category

PeopleSoft Global Payroll PeopleBook, "Understanding Overrides" and "Working With Positive Input"

"Tracking Time Data "

Reporting Earnings and Deductions

PeopleSoft Global Payroll provides a generic report that you can configure to list earnings and deductions for each employee.

See Also

PeopleSoft Global Payroll PeopleBook, " Setting Up and Running Generic Reports "

Viewing Delivered Salary and Bonus Elements

PeopleSoft Global Payroll for Japan delivers the following earnings and process lists to calculate salaries and bonuses.

Salary and Bonus Earnings

Earning	Description
ER BASE PAYM	Base pay (monthly)
ER BASE PAYD	Base pay (daily)
ER BASE PAYH	Base pay (hourly)
ER OVERTIME	Regular overtime allowance
ER NIGHT	Late night working allowance
ER HOLIDAY	Holiday working allowance
ER HOL NIG	Holiday late night working allowance
ER TAED RED	Pay cut due to tardy arrival and early departure (negative earning)
ER SPLE RED	Pay cut due to special leave (negative earning)
ER ABS RED	Pay cut due to absence (negative earning)
ER SCLE RED	Pay cut due to sick leave (negative earning)
ER BONUS	Bonus

Salary and Bonus Process Lists

Process List	Description
JPRSAL	Regular salary payroll process
JPRBON	Regular bonus payroll process

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

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data" and "Defining Earnings and Deduction Elements"

C H A P T E R 5

Tracking Time Data

This chapter provides an overview of tracking time data and describes how to:

- Prepare for entering time data.

- Enter time data.

- Report time date.

- View delivered elements for time data.

Overview of Time Data Rules

The delivered rules for processing time data satisfy Japanese statutory and business requirements. This section discusses the rules for entering employee attendance, overtime, and absence data that is essential for calculating payroll. It also discusses paid time off (PTO) entitlements, takes, and balances.

Understanding Overtime and Absence Time Variables

PeopleSoft Global Payroll for Japan delivers variables for entering various types of overtime and absence. If your organization tracks additional types of overtime or absence, you can create additional variables.

In each pay period, enter the time data for each employee prior to running payroll.

See Also

Entering Time Data

Understanding Paid Time Off

Following is a summary of the rules regarding PTO entitlement, carryover, and take.

PTO Entitlement

- We provide a set of variables and formulas for a schedule of entitlement. You can redefine the delivered elements and add additional variables and formulas to accommodate the entitlement schedule in your organization.

- October is the delivered value for the month when PTO is entitled. You can redefine this variable or override the value at the pay entity, pay group, or payee level.

PTO Carryover

- Accumulators separately track balances of PTO entitled in the previous and current year.

- An expiration indicator variable (AO VR PTO EXP FLAG) determines whether untaken PTO in the previous year is expired when PTO carryover occurs. The delivered value is *Yes;* untaken previous year PTO is expired at the time of PTO entitlement.

  - If the value of the variable is *Yes,* then untaken PTO in the previous year is deleted (expired) and only the current year's untaken PTO is carried into the new entitlement period as previous year untaken PTO.

  - If the value of the variable is *No,* then untaken PTO in the previous year is accumulated with the current year's untaken PTO, and both are carried into the new entitlement period as previous year untaken PTO.

PTO Take

A priority indicator variable (AO VR PR PRI FLAG) determines whether to first take the current year PTO or PTO carried over from entitlement in the previous year. The delivered value is set to take PTO entitled in the previous year first. You can redefine the delivered value or override the value at the pay entity or pay group level.

Preparing to Enter Time Data

You must configure the variables to conform to your organization's business rules. Then you can enter time data for each employee each pay period before running payroll.

Here's how you set up variables:

1. Configure variables for overtime and absence.

   - PeopleSoft delivers four variables for overtime and four variables for pay cut due to absence. You can add additional variables to track additional types of overtime or absence.

   - PeopleSoft delivers five additional variables for tracking time data, such as PTO take and compensatory day off. We also deliver a "dummy" Earnings Element for each of these variables to enter the time data through positive input.

- Remember to create corresponding variables for the overtime premium ratio and reduction ratio.

- If you use the variables you added to calculate overtime pay, pay-cut for absence, or any other pay calculations, remember to create or modify formulas and other rules accordingly.

2. Change the delivered value of the variable AO VR PR PRI FLAG if your organization deducts PTO from the current year first.

3. Change the delivered value of the variable AO VR ENT MONTHS if your organization entitles PTO as of a month other than October.

4. Set up your PTO entitlement schedule.

   PeopleSoft delivers four variables for scheduling PTO entitlement according to length of service.

   - Add new variables and define rules to evaluate length of service if necessary to conform to your organization's entitlement schedule.

   - Define the amount of PTO entitlement associated with each variable.

   - Change the default value of the variable AO VR PTO EXP FLAG if untaken PTO for the previous year expires at PTO entitlement.

See Also

PeopleSoft Global Payroll PeopleBook, "Defining Calculation Elements" and "Understanding Overrides"

PeopleSoft Global Payroll PeopleBook, "Defining Calculation Elements," Viewing or Updating the Values of Variables in the Same Category

Entering Time Data

Enter employees' time data as positive input. If you're entering data for many employees, you can speed the process by using the Positive Input by Template page.

Here's how you enter time data using templates:

1. Set up templates for entering time data on the Positive Input Template page.

   - Set up more than one template if you need more than six elements of time data.

   - Use the same templates each pay period or change them as necessary.

2. Enter time data for each employee in a pay group and calendar ID on the Positive Input by Template page.

   Associate a template with the pay group and calendar ID when you enter the page.

See Also

PeopleSoft Global Payroll PeopleBook, "Working With Positive Input"

Reporting Time Data

PeopleSoft Global Payroll provides a generic report that you can configure to list time data and PTO balance for each employee.

See Also

PeopleSoft Global Payroll PeopleBook, " Setting Up and Running Generic Reports "

Viewing Delivered Time Data Elements

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

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data" and "Defining Earnings and Deduction Elements"

CHAPTER 6

Managing Commuting Allowance

This chapter provides an overview of commuting allowance and describes how to:

- Set up commuting allowance data.

- Adjust for a change in commuting allowance.

- View delivered earnings for commuting allowance.

Understanding Commuting Allowance

The delivered rules for processing commuting allowance satisfy Japanese statutory and basic business process requirements. This section reviews some of the requirements and explains in general terms how the rules satisfy them. A later section describes the individual elements of the rules.

In this section, we discuss:

- Frequency of commuting allowance.

- Cash and noncash commuting allowance.

- Taxable and nontaxable commuting allowance.

Frequency of Commuting Allowance

PeopleSoft Global Payroll for Japan supports payment of commuting allowance in pay cycle frequencies of one day, one month, three months, and six months.

- All components of an employee's commuting allowance must be paid on the same frequency.

- If the frequency is one day, the system calculates the monthly commuting allowance payment as the daily amount multiplied by the number of days worked.

- If the frequency is three months or six months, the actual payment is made only once for the three or six month period, but the system prorates and tracks the monthly value of cash and noncash commuting allowance for social insurance monthly remuneration calculations.

Cash and Noncash Commuting Allowance

We provide a page on which you input the values for the following components of an employee's commuting allowance:

- Cash fare.

- Cash toll.

- Noncash fare.

- Noncash toll.

The array CM AR COMM ALLOW assigns these values to the appropriate variables.

The system uses the noncash values that you enter only for purposes of income tax and monthly remuneration calculations. The noncash amounts are not added to pay as an earning.

Taxable and Nontaxable Commuting Allowance

You must track the amount of taxable and nontaxable commuting allowance for income tax calculations. The statutory nontaxable amount (limit of the tax exemption) for the total commuting allowance (fare and toll) is the same for all employees. The maximum nontaxable toll compensation varies by employee.

PeopleSoft Global Payroll for Japan separately tracks amounts for fare and toll. The system first calculates the nontaxable toll amount by applying the individual limit. It then uses that figure to derive the total amounts of taxable and nontaxable commuting allowance compensation.

When the commuting allowance pay frequency is three or six months, the system calculates the maximum nontaxable amounts for the full term and applies those limits to the commuting allowance amounts for the full term.

Setting Up Commuting Allowance

Before you can process commuting allowance in the payroll run, you must input some data that establishes limits on the monthly non-taxable commuting allowance and defines the commuting allowance amounts for individual employees.

1. Update the current statutory monthly nontaxable commuting allowance on the Variables by Category page (only if the statutory limit has changed).

- PeopleSoft delivers the default value of 100,000 yen for the variable CM VR NTAX ALW MX.

- Select the category *CMTX* when you access the Variables by Category page.

- Enter the new value for the variable CM VR NTAX ALW MX on the Values tab of the Variables by Category page.

2. Enter the commuting allowance and maximum nontaxable toll compensation for each employee on the Commuting Allowance page.

See Also

PeopleSoft Global Payroll PeopleBook, "Defining Calculation Elements," Viewing or Updating the Values of Variables in the Same Category

Page Used to Set Up Commuting Allowance

Page Name	Object Name	Navigation	Usage
Commuting Allowance	GPJP_CM_PYE_DATA	Global Payroll Japan, Maintain Payroll Data, Use, Commuting Allowance	Define maximum non-taxable toll compensation and the commuting allowance amounts for each employee.

Entering Commuting Allowance Amounts

Access the Commuting Allowance page.

Commuting Allowance page

Pay Cycle
Select the frequency of the term of the commuting allowance for this employee: *1 Day, 1 Month, 3 Months,* or *6 Months.* All components of the commuting allowance must have the same pay cycle frequency.

Maximum Non-Taxable Toll Amount
Determine this value on an individual basis for each employee.

Amount	Enter the amount of commuting allowance in each of the fields: **Cash Fare, Non-Cash Fare, Cash Toll,** and **Non-Cash Toll.**
	Fare refers to only the most reasonable commuting expense for the employee's commute, which is generally the cost of public transportation. Toll applies to all commuting allowances other than fare, including commuting ticket fare, mileage, toll, and first class fare.
Remarks	Enter a description of the commuting allowance item, such as the name of the transport facility, route, and so on. This is for your information only.

Adjusting for a Change in Commuting Allowance During the Payment Term

An employee might change the commuting route after receiving a three or six month payment of the commuting allowance. If this happens, the unused portion of the commuting allowance that was paid in advance would require adjustment for the remaining months in the term.

To adjust for commuting allowance that has already been paid:

1. Calculate the amount of the adjustment and enter it into PeopleSoft Global Payroll calculations as positive input.

   The total amount of the adjustment is the amount that the employee must reimburse the company for unused commuting allowance paid in advance at the rate of the previous commuting route.

   We deliver three earnings items for entering positive input of the commuting allowance adjustment and its taxable and nontaxable portions.

2. Enter the employee's new commuting allowance values for the new route on the Commuting Allowance page and process normally for the reimbursed months and continuing onward.

Example of Commuting Allowance Adjustment

In January, you pay an employee 360,000 yen for a three-month commuting pass. At the end of February, the employee moves and must reimburse the company a value of 120,000 yen for one month of the pass (March).

To process reimbursement of the advance payment for the month of March in this example, you would enter positive input of the following amounts:

Earnings Element	Description	Value in the Example
CM TAX ADJ	Taxable commuting allowance adjustment.	- 20,000 yen
CM NTAX ADJ	Nontaxable commuting allowance adjustment.	- 100,000 yen
CM ADJUST	Commuting allowance adjustment.	- 120,000 yen

Then enter the employee's new commuting allowance values for the month of March on the Commuting Allowance page and process normally.

See Also

PeopleSoft Global Payroll PeopleBook, "Working With Positive Input"

Viewing Delivered Commuting Allowance Earnings

PeopleSoft Global Payroll for Japan delivers the following earnings to calculate and track commuting allowances.

Earnings Item	Description
CM TAX ALW	Taxable commuting allowance.
CM NTAX ALW	Nontaxable commuting allowance.
CM TAX ADJ	Taxable commuting allowance adjustment.
CM NTAX ADJ	Nontaxable commuting allowance adjustment.
CM ADJUST	Commuting allowance adjustment.

Note. PeopleSoft delivers a Structured Query Language (SQL) query that you can run to view the names of all delivered elements designed for Japan.

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data" and "Defining Earnings and Deduction Elements"

Managing Social Insurance

This chapter provides an overview of social insurance and describes how to:

- Set up social insurance data.

- Prepare for social insurance reporting.

- Prepare for social insurance premium payment.

- View delivered deductions for social insurance.

Understanding Social Insurance Rules

PeopleSoft Global Payroll for Japan enables you to calculate, track, and report on all aspects of the statutory social insurance premium deduction from salaries and bonuses.

The delivered rules for processing Social Insurance premiums satisfy Japanese statutory and business requirements. This section reviews some of the requirements and explains in general terms how the rules satisfy them. A later section describes the individual elements of the rules.

In this section, we discuss how to:

- Calculate amount of monthly remuneration.

- Determine monthly standard remuneration and grades.

- Track eligibility for regular decision or occasional revision.

- Calculate retroactive increase or decrease in wages.

- Calculate premiums.

Calculating Amount of Monthly Remuneration

- Accumulators track cash and noncash earnings that are subject to the social insurance premium and monthly fluctuation in the fixed wage portion of salary.

- Variables, formulas, and accumulators track and evaluate the base days for payment in each month for each pay type.

- Formulas calculate average monthly remuneration for appraisal months during which the employee worked sufficient base days.

Determining Monthly Standard Remuneration and Grades

PeopleSoft delivers and maintains the Monthly Standard Remuneration table. View the values and grades in this table on the Monthly Standard Remuneration inquiry page.

Tracking Eligibility for Regular Decision or Occasional Revision

The system uses four subject indicators to track eligibility for occasional revision or regular decision during a salary pay run:

Occasional Revision	The employee meets all conditions for occasional revision.
Occasional Revision Candidate	The employee's total amount of fixed wages has decreased or increased. Two months later the system calculates the employee's monthly standard remuneration for the previous three-month period and determines eligibility for occasional revision.
Regular Decision	The employee is eligible for regular decision.
Not Applicable	Use this value to nullify a system-entered value.

The system uses these subject indicators to determine which calculations to perform and which employees to select for reports.

Calculating Retroactive Increase or Decrease in Wages

When an employee has a retroactive increase or decrease in wages, the system calculates the adjusted average monthly remuneration during the appraisal period if there are enough base days in the month of retroactive payment. Eligibility for occasional revision is determined based on the adjusted average monthly remuneration.

Calculating Premiums

Enter premium rates on salary and bonus for each social insurance establishment in your organization. The system uses the appropriate rate to calculate the employee's premium deductions.

See Also

Viewing Standard Remuneration Grades

Setting Up Social Insurance Data

You must enter some data into the system before you calculate social insurance premiums.

Here's how you set up social insurance data:

1. Set up social insurance establishments on the Tax Establishment page.

2. Enter the default premium rates for each social insurance establishment on the Social Insurance Premium Rates page.

3. Enter or update an employee's monthly remuneration amount and other social insurance personal information on the Social Insurance Data page.

   - Manually enter this information when you initially set up the system and when you enroll a new employee.

   - The system automatically updates the monthly remuneration amount when you run the Monthly Remuneration Update process.

   - Manually update data.

In this section, we discuss how to:

- View standard remuneration grades.

- Set up social insurance premium rates.

- Enter and update employee social insurance data.

Pages Used to Set Up Social Insurance Data

Page Name	Object Name	Navigation	Usage
SI Standard Remun (social insurance standard remuneration)	GPJP_SC_STD_REMUN	Global Payroll Japan, Define Payroll Setup (JPN), Inquire, SI Standard Remun Grades	View the values and grades on the Monthly Standard Remuneration table, which is delivered and maintained by PeopleSoft.
SI Premium Rates (social insurance premium rates)	GPJP_SC_EST_DATA	Global Payroll Japan, Define Payroll Setup, Setup, SI Premium Rates	Enter the default social insurance premium rates for each social insurance establishment.
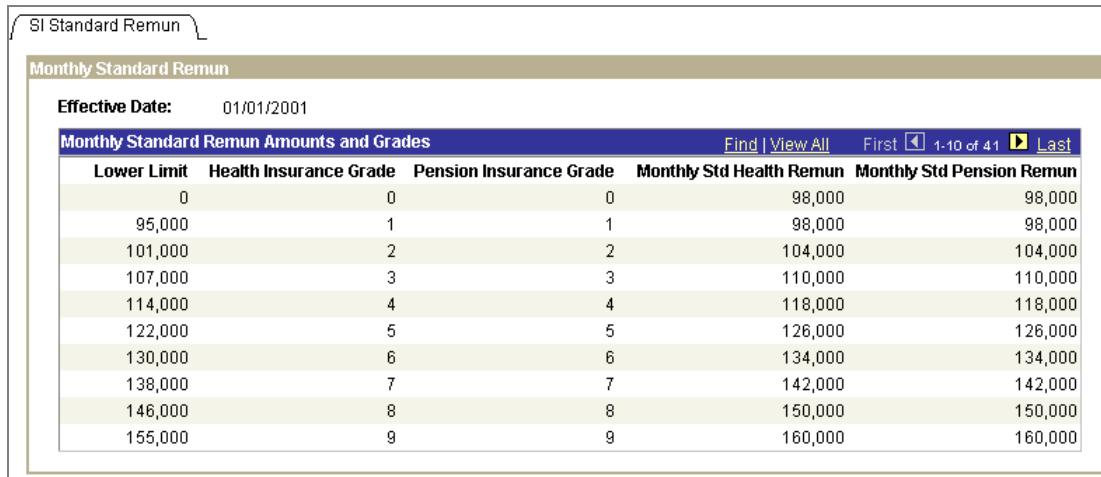
Page Name	Object Name	Navigation	Usage
Social Insurance Data	GPJP_SC_PYE_DAT A	Global Payroll Japan, Maintain Payroll Data, Use, Social Insurance Data	Enter a new enrollee's monthly remuneration amount and other social insurance personal information. Run the Update SI Monthly Remun process (GPJP_UPD_REM) to automatically update this page. You can enter updates manually, as in the case of Regular Decision by Insurance Provider.

See Also

"Setting Up PeopleSoft Global Payroll for Japan," Setting Up Tax Establishments

Viewing Standard Remuneration Grades

Access the SI Standard Remuneration page.

SI Standard Remuneration page

View the information on the Monthly Standard Remuneration table, which the system uses to determine an employee's monthly standard remuneration amount and the grade for health insurance and pension insurance premium calculations.

Setting Up Social Insurance Premium Rates

Access the SI Premium Rates page.

Social Insurance Premium Rates page

To override the default values you enter on this page, use the Variables by Category page.

See Also

PeopleSoft Global Payroll PeopleBook, "Defining Calculation Elements," Viewing or Updating the Values of Variables in the Same Category

Entering and Updating Employee Social Insurance Data

Access the Social Insurance Data page.

```
┌─ Social Insurance Data ─┐
│                          
  Jones,Susan                    Employee              EmplID: K0G001
┌─────────────────────────────────────────────────────────────────────────┐
│ Social Insurance Data                      Find | View All    First ◄ 1 of 1 ► Last │
│                                                                   [+] [-] │
│  *Effective Date:            09/10/2001 [31]                               │
│  Amount of Monthly Remun:    0                                            │
│  *SI Establishment Number:        [    ] [Q]                              │
│  Maternity Leave:            □                                            │
│ ┌─ Health Insurance ─────────────────────────────────────────────────┐  │
│ │                            ┌─ Health & Nurse Care Insurance ──────┐  │  │
│ │  Health Insurance Card Number: [    ]                              │  │  │
│ │                            │  Monthly Standard Remun:  $98,000.000000 │  │  │
│ │  *Eligibility Enrollment Date: [    ] [31]                         │  │  │
│ │                            │  Standard Remun Grade:              0 │  │  │
│ └────────────────────────────────────────────────────────────────────┘  │
│ ┌─ Pension Insurance ────────────────────────────────────────────────┐  │
│ │                            ┌─ Pension Insurance / Fund ───────────┐  │  │
│ │  Pension Insurance Code:   [    ]                                  │  │  │
│ │                            │  Monthly Standard Remun:  $98,000.000000 │  │  │
│ │  Pension Fund Number:      [        ]                              │  │  │
│ │  Eligibility for Voluntary Enrollment for Elderly: □  Standard Remun Grade: 0 │ │  │
│ └────────────────────────────────────────────────────────────────────┘  │
│  Last Action:                    Updated on:                             │
└─────────────────────────────────────────────────────────────────────────┘
```

Social Insurance Data page

Amount of Monthly Remun (amount of monthly renumeration)	Average monthly remuneration over a period of the previous three months.
	The system updates this value when you run the Monthly Remuneration Update process. If the employee had a retroactive pay adjustment during the calculation period, the system enters the adjusted average monthly remuneration.
	The system determines the employee's monthly standard remuneration and standard remuneration grades based on this value. When you update this field, the system updates the Monthly Standard Remun and Standard Remun Grade fields for health and pension.
SI Establishment Number (social insurance establishment number)	The system calculates the employee's premiums using the rates you defined for the establishment you select here.
Maternity Leave	Select if the employee is on maternity leave. Social insurance premiums are not deducted for employees on maternity leave.
Eligibility for voluntary enrollment for elderly	Select if the employee is 65 or older and qualifies for payroll deduction of Employee's Pension Insurance contribution. Use the Pension Termination report to identify employees who are terminated from pension insurance due to age.

Updating Last Action

The system completes the following fields depending upon how the data is entered or updated:

Field	Manually Entered	Automatically Entered
Last Action	Online User	System
Updated on	Current date	Process run date

Preparing for Social Insurance Reporting

The Monthly Remuneration Load process gathers information from PeopleSoft Human Resources and PeopleSoft Global Payroll tables and updates the Monthly Remuneration Results table (GPJP_MTHRMN_TBL). That table is the data source for an inquiry page and three monthly remuneration reports delivered by PeopleSoft. You can create your own Structured Query Reports (SQRs), application messages, or electronic file transfer (EFT) files that access data in the Monthly Remuneration Results table.

Here's how you prepare for monthly remuneration reporting:

1. Finalize the salary payroll run.

2. Run the Monthly Remuneration Load Application Engine process (GPJP_LD_REM).

3. View and correct results of the monthly remuneration calculations on the SI Monthly Remuneration Results page.

4. Run the following monthly standard remuneration reports:

    *   Monthly Standard Remuneration Revised report.

    *   Monthly Standard Remuneration Regular report (for July payroll only).

    *   Monthly Standard Remuneration (summary) report (for July payroll only).

5. Run the Monthly Remuneration Update Application Engine process (GPJP_UPD_REM).

6. Run and print the Employees Pension Insurance Eligibility Termination Report, as required.

Pages Used to Prepare for Social Insurance Reporting

Page Name	Object Name	Navigation	Usage
Monthly Remuneration Load	GPJP_RC_SC_LOAD	Global Payroll Japan, Manage Payroll Process (JPN), Process, Load SI Monthly Remun	Run the Monthly Remuneration Load application engine process.

Page Name	Object Name	Navigation	Usage
SI Monthly Remuneration Results Page (social insurance monthly remuneration results page)	GPJP_SC_MTH_REMUN	Global Payroll Japan, Maintain Payroll Data (JPN), Use, SI Monthly Remun Results	View and update the results of monthly remuneration calculations for individual employees. The Monthly Remuneration Load Application Engine process loads and updates this page. The parameters you enter in the process run control page determine which employees you can see on this page.
Update SI Monthly Remun	GPJP_RC_SC_LOAD	Global Payroll Japan, Manage Payroll Process (JPN), Process, Update SI Monthly Remun	Run the Monthly Remuneration Update process to update the amount of monthly remuneration on the Social Insurance Data page for employees whose subject indicator is Occasional Revision or Regular Decision.

Running the Monthly Remuneration Load Process

The Monthly Remuneration Load process loads the Monthly Remuneration Results table (GPJP_MTHRMN_TBL).

Calendar group ID is the single run control parameter. The payroll must be finalized for the calendar group ID you select; otherwise, the system issues an error message. The process uses the payment dates to determine for which month the calendar group applies. The following table lists the eligibility subject indicators for which the process loads data according to the month of the calendar group ID:

July	All Other Months
Occasional Revision	Occasional Revision
Occasional Revision Candidate	Occasional Revision Candidate
Regular Decision	

Viewing and Updating Monthly Remuneration Calculations

Access the SI Monthly Remun Results page.

SI Monthly Remun Results page

Subject	Indicates whether the employee is subject to occasional revision or regular decision. Values include *Occasional Revision, Occasional Revision Candidate, Regular Decision,* and *Not Applicable.*

Remuneration in Assessment Months

View or update the amount of cash and noncash pay that is subject to social insurance premium for each month.

Month	The three months in the assessment period.
Base Days for Payment	The employee's number of work days within the pay period.
Sum of Monthly Remun (sum of monthly remuneration)	Sum of cash and noncash remuneration.

When you update the Monthly Cash Remun or Monthly Non-Cash Remun value and save, the system recalculates the values in the Sum of Monthly Remuneration, Total Amount, and Average fields.

Revised Monthly Remuneration

Total Amount Total remuneration for all three months.

Average Average remuneration for the three-month period.

Adjusted Average Average remuneration for the three-month period not including any retroactive amount for a month excluded from the calculation.

Current (HIS) Monthly standard remuneration for health insurance before regular decision or occasional revision.

Current (EPI) Monthly standard remuneration for Employees' Pension Insurance before regular decision or occasional revision.

Revised (HIS) Revised monthly standard remuneration for health insurance as determined by regular decision or occasional revision.

Revised (EPI) Revised monthly standard remuneration for Employees' Pension Insurance as determined by regular decision or occasional revision.

Remarks

Amount of Retroactive Pay Total amount of retroactive remuneration excluding the retroactive amount for a month excluded from the calculation due to insufficient base days. Retroactive reduction appears as a negative amount.

Changed Amount of fixed Salary The monthly average of the amount entered in the Amount of Retroactive Pay field.

Retroactive reduction appears as a negative amount.

Month of Change in Salary The month when retroactivity occurs. This is not the month when the salary change occurs.

The system completes the following fields depending upon how the data is entered or updated:

Field	Manually Entered	Automatically Entered
Last Action	Online User	System
Updated on	Current date	Run date of the process

See Also

Understanding Social Insurance Rules

Updating Employee Social Insurance Data

Run the Monthly Remuneration Update process to update the Amount of Monthly Remuneration value on the Social Insurance Data page for employees whose subject indicator is Occasional Revision or Regular Decision.

This process uses the same run control page as the Monthly Remuneration Load process.

See Also

Running the Monthly Remuneration Load Process

Printing Social Insurance Reports

After loading the Monthly Remuneration Results table, you can print the following reports:

- Monthly Standard Remuneration Regular report, which you submit annually.

- Monthly Standard Remuneration Revised report, which you submit monthly.

- A summary of monthly standard remuneration that you can use to complete the Monthly Standard Remuneration Summary report.

- Pension Termination report, which you use to review and update the Eligibility for Voluntary Enrollment for Elderly field on the Social Insurance Data page.

The monthly standard remuneration reports are provided in the format for the Tokyo municipality. You can modify the format as required.

You must run the Monthly Remuneration Load process before running these reports. The report does not show any data if there is no employee who has the correct subject indicator for that particular report.

See Also

"Appendix: PeopleSoft Global Payroll for Japan Reports"

Preparing for Social Insurance Premium Payment

Use the PeopleSoft Global Payroll generic reporting functionality to prepare a report of earnings and deductions that you can use to review the amount of social insurance premium to be submitted to the insurance provider each month.

See Also

PeopleSoft Global Payroll PeopleBook, " Setting Up and Running Generic Reports "

Viewing Delivered Social Insurance Deductions

PeopleSoft Global Payroll for Japan delivers to the following deductions to calculate and track monthly remuneration and social insurance premiums.

Deduction	Description
SC HEL SAL	Health insurance premium
SC NUR SAL	Nursing insurance premium
SC PEN SAL	Employees' Pension Insurance premium
SC FND SAL	Employees' Pension Fund installment
SC HEL BON	Special Health Insurance premium
SC PEN BON	Special Employees' Pension Insurance premium
SC REM S01	Monthly remuneration in January
SC REM S02	Monthly remuneration in February
SC REM S03	Monthly remuneration in March
SC REM S04	Monthly remuneration in April
SC REM S05	Monthly remuneration in May
SC REM S06	Monthly remuneration in June
SC REM S07	Monthly remuneration in July
SC REM S08	Monthly remuneration in August
SC REM S09	Monthly remuneration in September
SC REM S10	Monthly remuneration in October
SC REM S11	Monthly remuneration in November
SC REM S12	Monthly remuneration in December

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

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data" and "Defining Earnings and Deduction Elements"

C H A P T E R   8

Managing Labor Insurance

This chapter provides an overview of labor insurance and describes how to:

- Set up labor insurance data.

- Understand labor insurance reports.

- View delivered labor insurance deductions.

Understanding Labor Insurance Rules

This section reviews some of the labor insurance requirements and explains in general terms how the rules satisfy them. A later section describes the individual elements of the rules.

We discuss how to:

- Calculate employment insurance premiums.

- Determine exemption for age.

- Track short time labor insured.

Calculating Employment Insurance Premiums

PeopleSoft delivers:

- Variables for two employment insurance industry types: Type A (general industries) and Type B (other industries).

- Bracket for determining the employment insurance rate for industry Types A and B when the total amount of wages is between 92,000 yen and 484,000 yen.

- Variables and formula for calculating the employment insurance premium when the amount of total wages falls outside the bracket.

- Separate deduction elements for salary and bonus.

Determining Exemption for Age

PeopleSoft delivers date elements, durations, formulas, variables, and generation control to determine whether the employee is over age 64 on April 1 and, if so, to prevent the premium deduction.

Tracking Short Time Labor Insured

A delivered variable tracks short time workers for reporting purposes. Use this information to submit the Type Change report when an employee changes to or from short time insured worker status and to determine the contents of the Unemployment Certificate.

Setting Up Labor Insurance Data

You must enter some data into the system before you calculate labor insurance premiums.

Here's how you set up labor insurance data:

1. Define labor insurance establishments on the Tax Establishment Table page.

   Select the industry type for each labor insurance establishment.

2. Set up employee labor insurance data on the Labor Insurance Data page.

Page Used to Set Up Labor Insurance Data

Page Name	Object Name	Navigation	Usage
Labor Insurance Data	GPJP_LA_PYE_DAT A	Global Payroll Japan, Maintain Payroll Data, Use, Labor Insurance Data	Enter labor insurance data for each employee.

See Also

"Setting Up PeopleSoft Global Payroll for Japan," Setting Up Tax Establishments

Entering Labor Insurance Data

Access the Labor Insurance Data page.

Labor Insurance Data page

Workers Compensation Insurance

Insurance Type	*Full Time Insured Worker, Insured Officer, Temporary Insured Worker,* and *Exclusion.*

Employment Insurance

Insurance Type	*Insured, Insured Officer,* and *Exclusion.*
Elderly Insured	Select if the employee is over age 64 and still subject to labor insurance premium deduction. Use the Employment Insurance Exempt report to help identify employees who might be elderly insured.
Short Time Worker	Select if the employee's number of fixed working hours is between 20 and 30 hours for a week. This data is used in reports.

Understanding Labor Insurance Reports

You can print the following two reports:

- Employment Insurance Premium Exempt report, which lists employees who are exempt from labor insurance premium because of age.

- Basic Employment Insurance Premium report, which helps you complete the Insurance Premium report that you must submit each May. All 12 payroll runs for the insurance year (April 1 through March 31) must be finalized before you run this report.

Viewing Delivered Labor Insurance Deductions

PeopleSoft Global Payroll for Japan delivers the following deductions to process labor insurance.

Deductions	Description
LA EMP SAL	Employment insurance (salary)
LA EMP BON	Employment insurance (bonus)

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

Managing Inhabitant Tax

This chapter provides an overview of inhabitant tax and describes how to:

- Set up for inhabitant tax processing.

- Load and maintain the Inhabitant Tax table.

- View delivered inhabitant tax deductions elements.

Understanding the Inhabitant Tax Process

PeopleSoft Global Payroll for Japan provides rules, pages, processes, and reports that you use to:

- Set up the Inhabitant Tax table, which holds municipality and recipient number data for employees as well as inhabitant tax monthly amounts.

- Prepare Wage Payment reports and summaries for municipalities.

- Load inhabitant tax amounts received from the municipalities either manually or through a data load process.

- Deduct inhabitant tax amounts from monthly salary.

- Prepare monthly inhabitant tax reports for municipalities.

Understanding Object Year

Object Year generally refers to the year for which you want to run a process or generate a report. When discussing inhabitant tax, object year is defined as follows: The municipality provides monthly inhabitant tax amounts for a period that runs from June 1 to May 31 of the following year. The object year is the year in which June 1 falls.

Setting Up for Inhabitant Tax Processing

Here's how you set up for inhabitant tax processing:

1. Associate municipality codes with tax establishments and taxpayer specified numbers on the Municipality Table page.

2. Define a file handle for each municipality's electronic file that you want to load directly into the PeopleSoft Inhabitant Tax table. Use the File Handle Table page.

You do not have to do this step if you load inhabitant tax amounts manually.

Pages Used to Set Up Inhabitant Tax

Page Name	Object Name	Navigation	Usage
Municipality Table	GPJP_IH_MUNIC	Global Payroll Japan, Define Payroll Setup (JPN), Setup, Municipality Table	Define municipality codes and associate them with salary payers. For each salary payer, record the taxpayer-specified number assigned by the municipality.

See Also

"Setting Up PeopleSoft Global Payroll for Japan," Setting Up File Handles

Associating Municipality Codes with Salary Payers

Access the Municipality Table page.

Municipality Table page

Salary Payer Reference Number   Select each salary payer reference number associated with this municipality.

Taxpayer Specified Number   Enter the number assigned by the municipality to the salary payer for special collection.

Loading and Maintaining the Inhabitant Tax Table

Here's how you load and maintain the Inhabitant Tax table:

1. Manually update employee addresses as of January 1 of the object year.

2. Run the Municipality Audit report to check for invalid postal codes in employee addresses.

3. Manually correct errors reported by the audit report.

    - Correct all errors before you run the Pre-load Municipality process (GPJP_IHMUN1).

    - Rerun the audit report until all errors are corrected.

4. Run the Pre-load Municipality process (GPJP_IHMUN1).

    The process loads each employee's municipality code and recipient number into the Inhabitant Tax table with the effective date of June 1 of the object year.

5. Manually correct recipient numbers for the object year on the Inhabitant Tax Data page, if necessary.

6. Send updated Wage Payment reports with summary to each municipality by the end of January of the object year.

7. Load employee inhabitant tax amounts provided by the municipality in May of the object year.

    - To load data from a printed list, manually enter tax amounts on the Inhabitant Tax Data page.

    - To load data from an electronic file, use the Load Municipality Inhabitant Tax process (GPJP_IHMUN2).

In this section, we discuss how to:

- Audit and correct postal code errors.

- Preload inhabitant tax data.

- Update inhabitant tax data and manually enter tax amounts.

- Load inhabitant tax amounts from electronic file.

- Run the Load Municipality Inhabitant Tax process.

See Also

"Appendix: PeopleSoft Global Payroll for Japan Reports"

Pages Used to Load and Maintain the Inhabitant Tax table

Page Name	Object Name	Navigation	Usage
Pre-load Municipal (pre-load municipality)	GPJP_RC_IH_MUN1	Global Payroll Japan, Manage Payroll Process (JPN), Process, Pre-Load Munic Inhabitant Tax	Using the Pre-load Municipality process, load the employee, municipality, and recipient numbers for the object year into the Inhabitant Tax table.
Inhabitant Tax Data	GPJP_IH_PYE_TAX	Global Payroll Japan, Maintain Payroll Data (JPN), Use, Inhabitant Tax Data	View and correct recipient numbers after running the Pre-load Municipality process. Enter inhabitant tax data for new hires, if necessary. Enter one-time collection of balance for employees who terminate, if necessary. Manually enter inhabitant tax amounts from the municipality if you do not use the electronic file load process.
Load Municipality	GPJP_RC_IH_MUN2	Global Payroll Japan, Manage Payroll Process (JPN), Process, Load Munic Inhabitant Tax	Load the tax amounts from the municipality if using electronic file data.

Auditing and Correcting Postal Code Errors

Run the Municipality Audit report to find postal code errors in employee address records as of January 1 of the object year. When looking up the postal code, the process first looks to the legal address. If the employee does not have a legal address, the process looks to the home address.

The following table shows the possible error messages and the method of correction:

Error Message	Correction
Unregistered Municipality Code.	The postal code does not have an associated municipality code in the Japan Postal Code table. Update the Japan Postal Code table.

Error Message	Correction
Municipality Code does not exist on Municipality Table.	If the code is valid, add it to the Municipality table.
Postal Code does not exist in the Postal Code Table.	Correct the employee's postal code in the Person Address table.
Unregistered Postal Code.	Postal code is missing from employee address data. Add the postal code to the employee's data in the Person Address table.

See Also

"Appendix: PeopleSoft Global Payroll for Japan Reports"

Preloading Inhabitant Tax Data

The Pre-load Municipality process selects employees by the specified salary payer reference number. It loads their municipality code and recipient number into the Inhabitant Tax table with the effective date of June 1 of the object year. You can view and update or correct the results of this process on the Inhabitant Tax Data page.

In this section, we discuss:

- Municipality code.

- Recipient number.

- Cautions about running the process.

- Running the Pre-load Municipality process (GPJP_IHMUN1).

Municipality Code

The process selects the municipality code in the Postal Japan table based on the postal code in the employee's legal address record as of January 1 of the object year. If the employee does not have a legal address, it uses the postal code in the home address record.

Recipient Number

The process loads each employee's recipient number as follows:

- Implementation year.

The process enters the employee ID as the recipient number. You must correct the recipient number manually if the recipient number is different from the employee ID.

- Subsequent years.

The process looks up the municipality code of the object year. It compares that municipality code to the employee's municipality code existing in the Inhabitant Tax record of the previous year.

- If the municipality codes do not match, the process enters the employee ID as the recipient number.

- If the municipality codes match, the process carries forward the recipient number.

Cautions About Running the Process

- Before running this process, be sure to run the Municipality Audit Report and correct all postal code errors.

- You can run this process only once for each salary payer reference number and object year. If you try to run it a second time, the process halts with an error message.

Running the Pre-load Municipality Process

Access the Pre-load Municipal page.

Pre-load Municipal page

Salary Payer Reference Number — The process selects all employees who are reported to the municipality for the salary payer reference number entered here.

Object Year — The default is the current year.

Updating Inhabitant Tax Data and Manually Entering Tax Amounts

Access the Inhabitant Tax Data page.

Inhabitant Tax Data page

Effective Date	The Pre-load Municipality process sets this date to June 1 of the object year for employees reported to the municipality. Use June 1 of the object year for manual entry of Inhabitant Tax Data for new hires regardless of their actual dates of hire.
Recipient Number	If the employee ID is not the correct recipient number, you can change it.
Japanese Municipal Code	Based on the employee's postal code as of January 1 of the object year.

Tax Amount Details

One-Time Tax Amount	The amount of the employee's inhabitant tax deduction for the salary whose payment falls between the **Begin Date** and **End Date**.
	When you manually enter the tax amount for new hires, enter the first and last day of the month as the Begin Date and End Date fields respectively.

Loading Inhabitant Tax Amounts from Electronic File

We provide the file layout for the Tokyo municipality as a model. You can modify the layout for other municipalities using Application Designer.

Running the Load Municipality Inhabitant Tax Process

Access the Load Municipality page.

Load Municipality page

Object Year	The current year is the default.
File Handle	Select the file handle that identifies the municipality file that you want to load to the Inhabitant Tax table.

See Also

"Setting Up PeopleSoft Global Payroll for Japan," Setting Up File Handles

Inhabitant Tax Reporting

Print the Monthly Inhabitant Tax report.

See Also

"Appendix: PeopleSoft Global Payroll for Japan Reports"

Viewing Delivered Inhabitant Tax Deductions

PeopleSoft Global Payroll for Japan delivers the following deduction for inhabitant tax processing.

Deduction	Description
IH INH TAX	Amount of inhabitant tax

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

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data" and "Defining Earnings and Deduction Elements"

Withholding Income Tax

This chapter provides an overview of income tax withholding and describes:

- How to set up income tax data.

- How to meet reporting requirements.

- Delivered income tax deductions.

Understanding Income Tax Withholding

PeopleSoft Global Payroll for Japan provides rules to calculate and deduct estimated income tax from both salary and bonus.

Income Tax on Salary

Rules for KOU type income tax include the following:

- Data input pages and elements to calculate the adjusted number of dependents and the dependents deduction.

- Elements to calculate net salary pay.

- Determination of tax amount by computerized calculation method or monthly income tax table lookup method as specified for each salary payer.

Rules for OTSU type income tax include the following:

- Elements to calculate net salary pay.

- Determination of tax amount by monthly income tax table lookup.

Income Tax on Bonus

Rules for income tax on bonus accomplish the following:

- Determine whether the bonus is less than 10 times the previous month's salary.

- Calculate adjusted salary pay of the previous month if required.

- Calculate adjusted number of dependents for KOU type.

- Determine tax on bonus from the KOU type or OTSU type bonus income tax rate table.

Setting Up for Income Tax Withholding

Enter the following data into the system before processing income tax withholding:

1. Set up salary payer reference numbers on the Tax Establishment page.

   Specify the calculation method for KOU type income tax.

2. Enter income tax data for each employee on the Income Tax Data page.

3. Enter dependent data.

   - Enter dependent identification, relationship to employee, and birth date on the Dependent Data pages in PeopleSoft Human Resources.

   - Enter spouse or dependent type and disability type on the Dependent Tax Data page.

Pages Used to Set Up Income Tax Withholding

Page Name	Object Name	Navigation	Usage
Income Tax Data	GPJP_IT_PYE_TAX	Global Payroll Japan, Maintain Payroll Data (JPN), Use, Income Tax Data	Enter employee tax information, such as salary payer number, employee type, and disability type.
Dependent Tax Data	GPJP_IT_DEP_TAX	Global Payroll Japan, Maintain Payroll Data (JPN), Use, Dependent Tax Data	Enter spouse or dependent type and disability type.

See Also

"Setting Up Global Payroll for Japan," Setting Up Tax Establishments

PeopleSoft Human Resources PeopleBook: Administering Your Workforce, "Entering Additional Data in Human Resources Records," Tracking Dependent and Beneficiary Data

Setting Up Employee Income Tax Data

Access the Income Tax Data page.

Income Tax Data page

Income Tax Type	*Designated Rate, KOU,* and *OTSU.*
Tax Rate	Enter a value here only if you select *Designated Rate* for the income tax type. For example, enter *.2* if the designated tax rate is 20 percent.
Relationship to HOH (relationship to head of household)	Select the relationship of the employee to the head of the household. If the employee is the head of household, select *Self.*
HOH Name (head of household's name)	If the employee is not the head of the household, enter the name of the person who is.

Setting Up Income Tax Dependent Data

Access the Dependent Tax Data page.

Dependent Tax Data page

Most fields on this page are visible only if the dependent is a spouse.

Meeting Withholding Tax Reporting Requirements

Print a Withholding Tax Register report for one employee or for all employees for a specified salary payer. Run this report after year-end adjustment or at any time during the year. The report is documented in the reports chapter of this PeopleBook.

See Also

"Appendix: PeopleSoft Global Payroll for Japan Reports"

Viewing Delivered Income Tax Deductions

PeopleSoft Global Payroll for Japan delivers the following deductions to process income tax.

Deductions	Description
IN TAX SAL	Income tax (salary)
IN TAX BON	Income tax (bonus)

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

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data" and "Defining Earnings and Deduction Elements "

C H A P T E R   1 1

Preparing Year End Adjustment

This chapter provides an overview of year-end adjustment (YEA) and describes how to:

- Enter data for year-end adjustment.

- Prepare for year-end reports.

- View delivered year-end adjustment elements.

Understanding Year-End Adjustment

The delivered rules satisfy Japanese statutory and business requirements for year-end adjustment of the final salary or bonus payment and for independent year-end adjustment as needed. After year-end adjustments are complete and you prepare your data tables, you can generate the following reports to complete the year-end adjustment business process:

- Withholding Tax report.

- Wage Payment report.

- Legal Payment Summary report.

- Wage Payment Summary report.

Entering Year-End Adjustment Data

Enter the following information into the system before processing year-end adjustments:

- Special deduction and tax reduction information.

- Insurance and spouse deduction information.

- Prior employment data.

Pages Used to Enter YEA Data

Page Name	Object Name	Navigation	Usage
YEA Adjustment Data	GPJP_YEA_PYEADJ	Global Payroll Japan, Maintain Payroll Data (JPN), Use, Year-End Adjustment Data	Enter housing acquisition deduction, insurance, spouse, and special tax reduction data. Indicate whether employees are subject to adjustment.
Prior Employment Data	GPJP_YEA_PYEPRI	Global Payroll Japan, Maintain Payroll Data (JPN), Use, Year-End Adjustment Data, Prior Employment Data	Enter income, tax, and social insurance premium data from prior employment with prior employer's name and address.

Entering Deduction Data

Access the Year-End Adjustment Data page.

YEA Adj Data page

YEA Type (year end adjustment type)	Indicates whether the employee is subject to income tax adjustment. The default is ***Subject.*** Select ***Not Subject*** if you want to exclude the employee from the YEA process.

Preparing for Year-End Adjustment Reports

The Load YEA Table Application Engine process (GPJP_YEALOAD) loads an intermediate table that contains most of the data necessary for the following reports: Withholding Tax, Wage Payment, Legal Payment Summary, and Withholding Tax Register.

Follow this sequence when preparing to report YEA data:

1. Update employee addresses if necessary.

2. Run the Pre-load Municipality process (GPJP_IHMUN1) to pre-load municipality codes to the Inhabitant Tax Table.

3. Update employee recipient numbers, if necessary, on the Inhabitant Tax Data page.

4. Run the Load YEA Table process (GPJP_YEALOAD).

5. Update the Submit to Tax Agent indicator and edit the summary, if necessary, on the YEA Report Data page.

6. Print Withholding Tax reports and Wage Payment reports.

Pages Used to Prepare for YEA Reporting

Page Name	*Object Name*	*Navigation*	*Usage*
Load YEA Table	GPJP_RC_YEALOAD	Global Payroll Japan, Manage Payroll Process (JPN), Process, Load YEA Table	Run control for the YEA data load process.
YEA Report Data	GPJP_YEA_TABLE	Global Payroll Japan, Maintain Payroll Data (JPN), Use, YEA Report Data	View results of the YEA Data Load process. Use to view data and update the Submit to Tax Agent indicator and Summary field.

See Also

"Managing Inhabitant Tax"

"Appendix: PeopleSoft Global Payroll for Japan Reports"

Loading the YEA Data Table

Access the Load YEA Table page.

Load YEA Table page

EMPLID   If you select an employee ID, the process updates only the row of data for the selected employee.

Viewing and Updating the YEA Data Table

Access the YEA Report Data page.

YEA Report Data page (1 of 2)

YEA Report Data page (2 of 2)

Submit to Tax Agent	The system selects this check box if the KOU-type employees' gross income is over 5 million yen or OTSU-type employees' gross income is over .5 million yen (formula YE FM SUBMIT). The system does not check whether the employee is an officer, is retired, or any of the other criteria for determining whether to submit the Withholding Tax report to the tax agent.
Summary	The system enters deductible spouse and dependent identification, prior employment data, special tax reduction data, and the beginning date of residence (for employees who receive the housing acquisition special deduction). You can edit this data.
	All of a long summary may not be printed on the reports because of length limitations.

Viewing Delivered Year-End Adjustment Elements

PeopleSoft Global Payroll for Japan delivers the following elements to process year-end adjustment.

Year-End Adjustment Deductions

Deductions	Description
YE TAX DIF	Tax amount difference

Year-End Adjustment Process Lists

Process List	Description
JPRADJSAL	Year-end adjustment on salary
JPRADJBON	Year-end adjustment on bonus
JPRADJIND	Independent year-end adjustment

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

See Also

PeopleSoft Global Payroll PeopleBook, "Delivered Elements and System Data" and "Defining Earnings and Deductions"

C H A P T E R   1 2

Working with Banking in Japan

This chapter provides an overview of the banking process for Japan and explains how to:

- Set up banking.

- Generate an Electronic Funds Transfer (EFT) file and report.

Understanding the Banking Process for Japan

Following is a brief summary of the direct deposit banking process used for net payments to employees in Japan. Subsequent sections provide more details about these steps.

1. Set up bank accounts and schedule disbursements.

2. Run payroll.

3. Run the core PeopleSoft Global Payroll Banking process.

4. Run the Japan EFT process, which automatically generates the EFT file and Structured Query Report (SQR).

Terms and Definitions

The following terms are used in discussing the banking process:

Source bank	The bank that pays out the funds.
Transfer bank	The bank that receives the funds.

For direct deposit, the source bank is the company's bank and the transfer bank is the employee's bank.

Setting Up Banking

Setting up banking involves entering three categories of information on up to 11 pages. The setup involves:

- Identifying banks, branches, and accounts for your company and payees.

- Identifying source banks and defining the level of funding.

- Identifying transfer banks and disbursements.

Employees can specify percentage or amount disbursements to any number of bank accounts for each payment type (salary or bonus).

Banking setup steps are documented fully in the "Understanding Banking" chapter of the core *Global Payroll PeopleBook*. However, there are some details about following these steps that are important for banking in Japan.

Banking Setup Details for Japan

The following table lists the details for using the banking setup pages to set up banking in Japan. These details are not covered in the core PeopleSoft Global Payroll banking setup instructions.

Page Name	Element	Instructions
Bank Table	AC Bank Name (alternate character bank name)	Enter the bank name in single-byte, Katakana format.
Bank Branch Table	Branch Information group box	Specify a branch for every source bank and transfer bank that you set up. The Electronic Funds Transfer process halts with an error message when it encounters a net payment that does not have a branch associated with it.
	AC Branch Name (alternate character branch name)	Enter the branch name in single-byte, Katakana format.
Source Bank Accounts	AC Account Name (alternate character account name)	Enter the bank account name in single-byte, Katakana format.
	Other Required Information	Click this link to access the Japan Bank Additional Data page where you must enter the company code and account type. *Checking* is the default account type.
Bank Account Information	AC Account Name (alternate character account name)	The default value is the alternate character name entered in the AC Name field on the Personal Data page.
	Account Type	Specify either *Regular* or *Checking*. If you leave this field blank, the Electronic Funds Transfer process supplies the *Regular* value.

Note. All Alternate Character (AC) fields appear only if you enabled AC functionality on the Primary Permission List Preferences page.

See Also

PeopleSoft Global Payroll PeopleBook, "Understanding Banking"

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working with Languages," Working With Double-Byte Characters

Generating Banking EFT Files and Report

This section illustrates and describes the steps for generating the EFT file and report.

Before You Begin

You must set up file handles on the File Handle Table page before you can run the EFT process. The file handle looks up the file name and character set (single byte Katakana) that is used to generate the file.
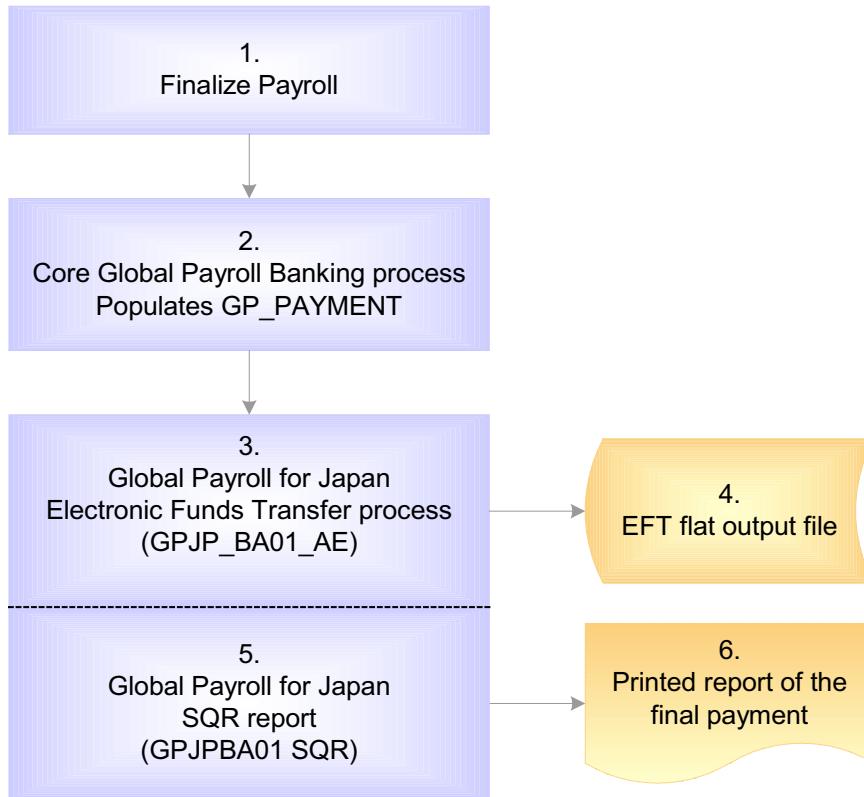
See Also

"Setting Up PeopleSoft Global Payroll for Japan," Setting Up File Handles

Process Flow Diagram

The following diagram illustrates the payroll EFT process flow for Japan.

```
┌─────────────────────────┐
│          1.             │
│     Finalize Payroll    │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│          2.             │
│ Core Global Payroll Banking process │
│   Populates GP_PAYMENT  │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│          3.             │          ┌──────────────────┐
│  Global Payroll for Japan │ ──────▶ │       4.         │
│ Electronic Funds Transfer process │  │ EFT flat output file │
│     (GPJP_BA01_AE)      │          └──────────────────┘
│- - - - - - - - - - - - -│
│          5.             │          ┌──────────────────┐
│  Global Payroll for Japan │ ──────▶ │       6.         │
│       SQR report        │          │ Printed report of the │
│     (GPJPBA01 SQR)      │          │   final payment  │
└─────────────────────────┘          └──────────────────┘
```

Payroll EFT process flow for Japan

Process Explanation

The steps in this section correspond to the numbers in the preceding diagram.

1. Process payroll in the PeopleSoft Global Payroll core application.

2. Run the PeopleSoft Global Payroll banking process.

    This process populates the GP_PAYMENT output record.

    Note. Select the Finalize check box on the Banking Run Control page when you run the core PeopleSoft Global Payroll Banking process. If you do not, there won't be any data available for the next step.
    ---

3. Run the PeopleSoft Global Payroll for Japan EFT process (GPJP_BA01_AE).

    This process selects all rows in GP_PAYMENT that have a status of *Finalized* for the specified calendar group ID, run type name, and source bank ID.

    The process populates the following records, which form the header, transaction, and trailer of both the EFT file and the printed report:

- GPJP_BA_HEADER: The data in this record comes from the run control parameters you enter on the EFT page. It identifies the company and the source bank account information.

- GPJP_BA_TRANS: The data in this record comes from GP_PAYMENT and from the source and transfer bank data that you set up previously. It details the employee information, the transfer bank account information, and the amount of the transfer.

- GPJP_BA_TRAILER: This record stores totals, such as the number of records in the TRANS record and the total amount of money being transferred.

The process changes the status of rows in GP_PAYMENT from *Finalized* to *Transferred*.

4. The EFT process consolidates the data from the three records into one EFT file that you send to the source bank.

    It uses the file name and character set defined on the File Handle Table.

5. The EFT process launches the SQR program (GPJPBA01 SQR).

6. The SQR program prints the Banking report in the standard character set using data from the same three records as the EFT file.

See Also

PeopleSoft Global Payroll PeopleBook, "Understanding Banking," Running the Banking Process

"Appendix: PeopleSoft Global Payroll for Japan Reports"

Page Used to Run the EFT Process

Page Name	Object Name	Navigation	Usage
Create Payment EFT (create payment electronic funds transfer)	GPJP_RC_BA01	Global Payroll Japan, Manage Payroll Process (JPN), Process, Electronic Funds Transfer	Run the EFT process, which prepares the EFT flat file that you transmit to the appropriate bank and launches the SQR program that prints the Banking report.

Creating Payment EFT

Access the Create Payment EFT page.

Create Payment EFT page

All of the fields on this page are required to run the process.

Calendar Group ID	The EFT process uses the values you select in **Calendar Group ID, Run Type Name,** and **Source Bank ID** to extract the appropriate information from the GP_PAYMENT table.
File Handle	The file handle set up on the File Handle Table page that identifies the filename and character set used in this process.
Payment Type	Valid values are *Salary* and *Bonus*. This data appears in the header of the EFT file.
Deposit Date	This date appears in the header of the EFT file.

C H A P T E R   1 3

Working with Payslips

This chapter describes how to:

* Set up payslips.

* Generate payslips.

Setting Up Payslips

PeopleSoft Global Payroll for Japan enables you to set up payslips to accommodate variations you may need for your organization.

Here's how you set up payslips:

1. Define the data element positions on your payslip forms using the Payslip Position Listing page.

   PeopleSoft delivers a list of positions but does not maintain it. You can add positions if necessary.

2. Define payslip templates on the Payslip Templates page.

   Specify which element to display in which position on each template.

3. Assign payslip templates to pay groups and run types on the Payslip Pay Groups page.

Pages Used to Set Up Payslips

Page Name	Object Name	Navigation	Usage
Payslip Position Listing	GPJP_PP_POSVAL	Global Payroll Japan, Define Payroll Setup, (JPN), Setup, Payslip Position	View and define all possible data positions on a payslip form or template by section, row, and column.
Payslip Templates	GPJP_PP_TEMPLATE	Global Payroll Japan, Define Payroll Setup, (JPN), Setup, Payslip Template	Define templates to use in printing payslips.

Page Name	Object Name	Navigation	Usage
Payslip Pay Group	GPJP_PP_PAYGROUP	Global Payroll Japan, Define Payroll Setup, (JPN), Setup, Payslip Pay Group	Associate pay groups and run types with payslip templates.

Defining Payslip Positions

Access the Payslip Position Listing page.

Payslip Position Listing page (partial)

Section The number of the payslip section. For example, you might have separate sections for time data, earnings, deductions, and payments.

Row The horizontal row of data within the section. The first row for a section is always *01.*

Column The vertical column of data. For each row, the columns are numbered *01* through *09.*

Position	The concatenated section, row, and column. For example, position *010203* represents the position in the third column in the second row of the first section.

Adding Positions

PeopleSoft delivers a list of positions. Add positions by entering two-digit numbers in the **Section, Row,** and **Column** fields. You must add a row of data for each position. The system completes the **Position** field after you save the page or click **Refresh.**

Note. You can delete positions, but to maintain flexibility we recommend that you do not.

Defining Payslip Templates

Access the Payslip Templates page.

Payslip Templates page

Payslip ID	The identifier of the template you're defining.
Short Description	If you do not enter a short description, the system enters the first 10 characters of the **Description** when you save the page.

Template Details

Position	Select the position of a field on your payslip form.
Element Entry Type	Select the type of element you want to appear in the position: *Earning, Deduction, Accumulator,* or *Variable*.

> The report displays only the last value of a variable if segmentation or slicing is encountered. Therefore, you must store any values that you want summed into an accumulator.

Element Name   Select from the elements that are valid for the element type that you selected.

Heading   Specify the label for this data on the payslip. If you do not enter a heading in this field, the system prints the first 10 characters of the element name in this field and on the payslip.

Associating Payslip Templates With Pay Groups

Access the Payslip Pay Group page.

Payslip Pay Group page

Pay Group   The pay group that you select when you enter the page. If you want a group of payees to have their own unique payslip templates, you must define them as a unique pay group. The system cannot generate payslips for a paygroup if it does not have an entry in this page.

Run Type Name   Add a row for each run type. The system cannot generate payslips for a run type if it does not have an entry in this page.

Payslip ID   For each run type, select the payslip template to use when printing payslips.

Generating Payslips

Use the Generate Payslips run control page to print any of the following:

- Regular (salary) payslip.

- Bonus payslip.

- Tax Amount Difference report (year-end adjustment payslip).

The Generate Payslips page launches two processes in sequence:

1. The GPJP_PP01_AE Application Engine process gathers information and creates an intermediate table.

2. The SQR GPJPPP01 prints the payslip.

    You must modify only the SQR if you require specific formatting for payslips.

Use the parameters on the Generate Payslips page to narrow the selection of employees within the calendar group ID selected.

The system selects the appropriate payslip template for each employee by pay group for the run type of the calendar group.

Note. Each calendar group can have only one run type, which means you must set up a unique calendar group ID for each regular, bonus, or year-end tax adjustment pay run.

See also

"Appendix: PeopleSoft Global Payroll for Japan Reports"

C H A P T E R 1 4

Appendix: PeopleSoft Global Payroll for Japan Reports

This appendix provides an overview of PeopleSoft Global Payroll for Japan reports and enables you to:

- View summary tables of all reports.

- View report details and source records.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation.

See Also

PeopleTools PeopleBook: Process Scheduler

PeopleSoft Global Payroll for Japan Reports: General Description

This table lists the PeopleSoft Global Payroll for Japan reports, sorted alphanumerically by report ID. The reports listed are all Structured Query Reports (SQRs). If you need more information about a report, refer to the report details at the end of this chapter.

See Also

PeopleSoft Global Payroll for Japan Reports: A to Z

PeopleSoft Global Payroll PeopleBook, " Setting Up and Running Generic Reports "

Global Payroll for Japan Reports

Report ID and Report Name	Description	Navigation	Run Control Page
GPJPBA01 Banking Report	Generated as part of the EFT process, it prints out the information transferred to the bank by the EFT process.	Global Payroll Japan, Manage Payroll Process (JPN), Process, Create Payment EFT	GPJP_RC_BA01
GPJPIH01 Municipality Audit Report	Lists error messages for employees with invalid postal code in their legal (or home) addresses.	Global Payroll Japan, Manage Payroll Process (JPN), Report, Municipality Audit Report	GPJP_RC_IH_AUD
GPJPIH02 Monthly Inhabitant Tax Report	Provides the number of inhabitant tax collections and the total amount collected for each municipality for each pay period.	Global Payroll Japan, Manage Payroll Process (JPN), Report, Monthly Inhabitant Tax Report	GPJP_RC_IH_MNTH
GPJPIT01 Withholding Tax Register	Prints payroll data in the following categories: employee identification, salary data, bonus data, PTO data, former employment data, total amounts data, and year-end adjustment data.	Global Payroll Japan, Manage Payroll Process (JPN), Report, Withholding Tax Register	GPJP_RC_IT_WHRG
GPJPLA01 Employment Insurance (EI) Exempt Report	Lists employees who are exempt from labor insurance premium because of age.	Global Payroll Japan, Manage Payroll Process (JPN), Report, EI Exempt Report	GPJP_RC_LA01
GPJPLA02 Basic Employment Insurance Premium Report	Provides the workers compensation and employment insurance wage information you need to complete the Insurance Premium report that you must submit each May.	Global Payroll Japan, Manage Payroll Process (JPN), Report, Basic EI Premium Report	GPJP_RC_LA01
GPJPPP01 Payslip	Prints regular (salary) payslip, bonus payslip, or Tax Amount Difference report (year-end adjustment payslip).	Global Payroll Japan, Manage Payroll Process (JPN), Report, Payslip	GPJP_RC_PP01

Report ID and Report Name	Description	Navigation	Run Control Page
GPJPSC01 Monthly Standard Remuneration Revised Report	Lists social insurance and remuneration information for all employees whose subject indicator is Occasional Revision.	Global Payroll Japan, Manage Payroll Process (JPN), Report, SI Mthly Revised Calculation	GPJP_RC_SC01
GPJPSC02 Monthly Standard Remuneration Regular Report	Lists social insurance and remuneration information for all employees whose subject indicator is Regular Decision.	Global Payroll Japan, Manage Payroll Process (JPN), Report, SI Mthly Regular Calculation	GPJP_RC_SC01
GPJPSC03 Monthly Standard Remuneration Summary Report	Summarizes information about employees subject to regular decision and occasional revision.	Global Payroll Japan, Manage Payroll Process (JPN), Report, SI Mthly Summary Calculation	GPJP_RC_SC03
GPJPSC04 Pension Termination Report	Lists employees who became ineligible for Employees' Pension Insurance premium due to reaching the age of 65.	Global Payroll Japan, Manage Payroll Process (JPN), Report, SI PEN Termination Report	GPJP_RC_SC04
GPJPYE01 Withholding Tax Report	Reports income, deductions, and insurance premiums.	Global Payroll Japan, Manage Payroll Process (JPN), Report, Withholding Tax Report	GPJP_RC_YEAWHRPT
GPJPYE01 Wage Payment Report	This is the same SQR as the Withholding Tax Report, but with different parameters to select, sort, and report the data.	Global Payroll Japan, Manage Payroll Process (JPN), Report, Wage Payment Report	GPJP_RC_YEAWGRPT
GPJPYE02 Legal Payment Summary Report	Contains information for the Legal Payment Summary report that you submit to the tax agency.	Global Payroll Japan, Manage Payroll Process (JPN), Legal Payment Summary Report	GPJP_RC_YEA
GPJPYE03 Wage Payment Summary Report	Contains information for the Wage Payment Summary report that you submit to municipalities.	Global Payroll Japan, Manage Payroll Process (JPN), Report, Wage Payment Summary Report	GPJP_RC_YEA

PeopleSoft Global Payroll for Japan Reports: A to Z

This section provides detailed information on individual reports including important fields, run control parameters, and source records. The reports are listed alphabetically by report ID.

Note. The details in this section are in addition to the general descriptions provided in the preceding table.

See Also

Global Payroll for Japan Reports

GPJPBA01 - Banking Report

The header identifies the source bank. Each transaction identifies the employee, the employee's bank account information, and the amount of the transfer. The trailer notes the number of employees and the total amount of money transferred.

This report is automatically generated when you run the EFT process.

Source Records

GPJP_BA_HEADER, GPJP_BA_TRANS, GPJP_BA_TRAILER, BANK_EC_TBL, BANK_BRANCH_TBL

See Also

"Working with Banking in Japan," Generating Banking EFT Files and Report

---

GPJPIH01 - Municipality Audit Report

Source Records

PS_GP_JP_IT_PYE_TAX, PS_JOB, PS_ADDRESSES, PS_POSTAL_TBL_JPN, PS_GPJP_IH_MUNIC

See Also

"Managing Inhabitant Tax," Auditing and Correcting Postal Code Errors

---

GPJPIH02 - Monthly Inhabitant Tax Report

Source Records

PS_GP_JP_IT_PYE_TAX, PS_GPJP_WA_PIN

GPJPIT01 - Withholding Tax Register

A PeopleSoft Application Engine process loads the results of PeopleSoft Global Payroll calculations into the Withholding Tax Register records (GPJP_IT_WH_REG and GPJP_IT_WH_REG2).

An SQR process selects data from the Withholding Tax Register records and from static PeopleSoft Human Resources and PeopleSoft Global Payroll records and prints the data.

Note. To include the year-end values on the Withholding Tax Register, you must run the Load YEA Table Application Engine process (GPJP_YEALOAD) before you run this report.

Calendar Year	The report prints data for all months with finalized payroll in the selected calendar year.
EmplID (employee ID)	If you want to print a report for just one employee, select the employee number. If you leave this blank, the report covers all employees who have the selected salary payer reference number in their income tax data records.

Source Records

GPJP_IT_WH_REG, GPJP_IT_WH_REG2, GPJP_IT_WH_REG3, GPJP_IT_WH_TAO, GPJP_RC_IT_WHRG, GPJP_WA_PIN, GP_CAL_RUN_DTL, GP_PYE_PRC_STAT, GP_RSLT_PIN, GP_PRINT_PARAM, GP_RSLT_ACUM, GP_RSLT_ERN_DED

See Also

"Preparing Year-End Adjustment," Preparing for Year-End Adjustment Reports

GPJPLA01 - Employment Insurance Exempt Report

Lists employees who are 64 years of age or older as of April 1 of the object year, with their employee IDs, departments, positions, birth dates, and genders. The report also lists the total number of exempt employees in each department and establishment if you select these parameters.

If any employees listed in this report are elderly insured, select the Elderly Insured check box on the Labor Insurance Data page.

Object Year	The report lists employees who are 64 or older on April 1 of the year you select.
Labor Insurance Establishment	(Optional) If you select a value here, the report lists data relevant to the selected establishment only; otherwise, it prints for all labor insurance establishments.
Department	(Optional) You can limit reporting to a department in the **Business Unit** you select.

Source Records

PS_GPJP_LA_PYE_DATA, PS_JOB, PS_PERSONAL_DT_FST

GPJPLA02 - Basic Employment Insurance Premium Report

For both workers compensation insurance and employment insurance, the report lists the number of workers and wages attributed to salary and bonus, as well as the total for each insurance type (full time insured worker, insured officer, and so on). It provides the grand totals for workers compensation insurance and for employment insurance, including and excluding the elderly insured.

Note. All 12 payroll runs for the insurance year (April 1 through March 31) must be finalized before you run this report.

Object Year	The report lists data for the period April 1 of the previous year through March 31 of the object year you select.
Labor Insurance Establishment	(Optional) If you select a value here, the report lists data relevant to the selected establishment only; otherwise, it prints for all labor insurance establishments.

Source Records

PS_GPJP_WA_PIN, PS_GPJP_LA02_WC, PS_GPJP_LA02_EI

GPJPPP01 - Payslips

Before generating payslips, you must set up payslip templates to specify each data element in the report and its exact location on the page. The header at the top of the report always contains department ID, employee ID, employee name, report title, remarks, and company name.

We provide a sample of a common payslip format. You might have to change the SQR to work with the specific form and printer you are using.

Use the same page to generate payslips for salary, bonus, and year-end adjustment (Tax Amount Difference report). The system selects the appropriate payslip template for each employee by pay group for the run type of the calendar group.

Report Request Parameters

Calendar Group ID	Only finalized pay runs are available.
Report Title	This prints at the top of the payslip.

Payee Selection

Use these fields if you want to limit the payslip run to a subset of the calendar group. These fields are optional. You can use the fields on the Payee List page to identify individual employees. To select a group of employees, use the other parameters. You would not use both the Payee List fields and the other parameters in the group box.

Pay Entity	If you select only this parameter, the system prints payslips for all employees in the pay entity and calendar group. To narrow the payee group further, select additional parameters.
Business Unit	Required field if you select a department or location.
Department	To print payslips for a particular department, select one that is in the business unit you specified.
Location Code	To print payslips for a particular location, select one that is in the business unit you specified.
Payee List	Click this link to access the Payee List page where you can select any number of individual employees for the payslip run. Employees must be in the calendar group selected on the Generate Payslips page.
	When you return to the Generate Payslips page, the check box is selected.

Source Records

GPJP_PP_DATA, GPJP_PP_DATA2, GP_RSLT_ERN_DED, GP_RSLT_PIN, GP_RSLT_ACUM, GPJP_RC_PP01, GPJP_WA_PIN, GPJP_PP_PG_DTL, GP_CAL_RUN_DTL, GPJP_PP_DTL, GP_PIN

See Also

"Working with Payslips," Setting Up Payslips

GPJPSC01 - Monthly Standard Remuneration Revised Report

Submit this report to the social insurance provider after each salary pay run in which there are employees who are subject to occasional revision. The report lists the following information for all employees whose subject indicator is Occasional Revision (fixed wages increased or decreased two months ago):

- Employee ID, health insurance establishment number, and health card number.

- Base days, cash, noncash, and sum of remuneration for each of the three months in the assessment period.

- Total of monthly remuneration, as well as current and revised standard remuneration for health insurance and pension insurance.

- Amount of retroactive pay, change amount of fixed salary, month of salary change.

Note. Run the Monthly Remuneration Load process before running the report.

Source Records

GPJP_MTHRMN_TBL

See Also

"Managing Social Insurance," Preparing for Social Insurance Reporting

GPJPSC02 - Monthly Standard Remuneration Regular Report

Submit this report to the social insurance provider annually by the tenth of August. The report lists the following information for employees whose subject indicator is Regular Decision:

- Employee ID, health insurance establishment number, and health card number.

- Base days, cash, noncash, and sum of remuneration for May, June, and July of the current year.

- Total of monthly remuneration, as well as current and revised standard remuneration for health insurance and pension insurance.

- Amount of retroactive pay, change amount of fixed salary, and month of salary change.

Note. Run the Monthly Remuneration Load process before running the report.

Source Records

GPJP_MTHRMN_TBL

See Also

"Managing Social Insurance," Preparing for Social Insurance Reporting

GPJPSC03 - Monthly Standard Remuneration Summary Report

Use the information in this report to complete the Monthly Standard Remuneration Summary report that you submit annually to the social insurance provider with the Monthly Standard Remuneration Regular report. This report lists for each company and establishment number:

- The number of employees who became insured between July 1 and August 1.

- The number of employees submitting the Monthly Standard Remuneration Regular report.

- The number of employees subject to occasional revision in August.

- The name, employee ID, and health card number of each employee who might be subject to occasional revision in September and October.

Note. Run the Monthly Remuneration Load process before running the report.

Source Records

GPJP_MTHRMN_TBL

See Also

"Managing Social Insurance," Preparing for Social Insurance Reporting

GPJPSC04 - Pension Termination Report

The report lists employees who became ineligible for Employees' Pension Insurance premium due to reaching the age of 65, along with their names, employee IDs, genders, positions, and whether they are eligible for voluntary enrollment. It also lists, for each establishment number and department number if you specified these parameters, the total number of employees who became ineligible and the total number eligible for voluntary enrollment.

Object Date	The report determines which employees are age 65 or over as of the date you enter here.
SI Establishment Number	(Optional) If you select a value here, the report lists data relevant to the selected establishment only.
Department	(Optional) You can limit the report to a department in the **Business Unit** you select.

Source Records

GPJP_MTHRMN_TBL, PS_GPJP_SC_PYE_DTA, PS_JOB, PS_PERSONAL_DT_FST

GPJPYE01 - Withholding Tax Report

Deliver this report to all employees after year-end adjustment has been processed and in mid-year for terminating employees. You also deliver this report to tax agencies for employees who fall into specific criteria.

Note. Before running this report, run the Load YEA Table process (GPJP_YEALOAD).

Pay entity, department, location, and employee ID are optional parameters. Use these to restrict the output.

Source Records

GPJP_YEA_TABLE, PERSON_ADDRESS, PERSON_NAME, PERSON, POSTION_DATA, GPJP_TAX_ESTAB

See Also

"Preparing Year-End Adjustment," Preparing for Year-End Adjustment Reports

GPJPYE01 - Wage Payment Report

Deliver this report to municipalities after year-end adjustment has been processed and in mid-year for terminating employees.

Municipal code and recipient number are optional parameters. Use these to restrict the output.

Note. Before running this report, run the Load YEA Table process (GPJP_YEALOAD).

Source Records

GPJP_YEA_TABLE, PERSON_ADDRESS, PERSON_NAME, PERSON, POSTION_DATA, GPJP_TAX_ESTAB, PS_GPJP_IH_PYE_TAX

See Also

"Preparing Year-End Adjustment," Preparing for Year-End Adjustment Reports

GPJPYE02 - Legal Payment Summary Report

This report selects only those employees with Submit to Tax Agent selected on the YEA Report Data page.

Note. Before running this report, run the Load YEA Table process (GPJP_YEALOAD).

Source Records

GPJP_YEA_TABLE, GPJP_TAX_ESTAB

See Also

"Preparing Year-End Adjustment," Preparing for Year-End Adjustment Reports

GPJPYE03 - Wage Payment Summary Report

Note. Before running this report, run the Load YEA Table process (GPJP_YEALOAD).

Source Records

GPJP_YEA_TABLE, GPJP_TAX_ESTAB, GPJP_IH_MUNIC, GPJP_IH_MUNIC2, PS_GPJP_IH_PYE_TAX

See Also

"Preparing Year-End Adjustment," Preparing for Year-End Adjustment Reports

Index

W

Withholding Tax report
    determining whether to submit for an employee
        11-5
writable array
    delivered for Japan   3-4

Y

YEA Report Data page   11-4
year end adjustment data
    entering   11-1
year-end adjustment
    overview   11-1
    reports   11-1
Year-End Adjustment Data page   11-2
year-end adjustment reports
    preparing for   11-3