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| Test Script  SAP SuccessFactors HCM Core  April 2018  English | Customer |
| Integration with SAP SuccessFactors Employee Central Payroll  ID: 15O |

Table of Contents

[1 Purpose 5](#_Toc507433176)

[1.1 Purpose of the Document 5](#_Toc507433177)

[1.2 Purpose of Integration with SAP SuccessFactors Employee Central Payroll 5](#_Toc507433178)

[2 Prerequisites 7](#_Toc507433190)

[2.1 Configuration 7](#_Toc507433191)

[2.2 System Access 7](#_Toc507433192)

[2.3 Roles 7](#_Toc507433193)

[2.4 Master Data, Organizational Data, and Other Data 8](#_Toc507433194)

[2.5 Business Conditions 8](#_Toc507433195)

[3 Overview Table 10](#_Toc507433196)

[4 Testing the Process Steps 16](#_Toc507433197)

[4.1 Employee Master Data Replication 16](#_Toc507433198)

[4.1.1.1 Triggering Employee Master Data Replication 17](#_Toc507433199)

[4.1.1.2 Creating Employee Master Data Record in Employee Central Payroll 17](#_Toc507433200)

[4.1.1.3 Updating Employee Master Data Record in Employee Central Payroll 17](#_Toc507433201)

[4.1.1.4 Initiating Employee Master Data Replication Confirmation Message 18](#_Toc507433202)

[4.1.1.5 Receiving Employee Master Data Replication Confirmation Message 18](#_Toc507433203)

[4.1.2 Monitoring Employee Master Data Replication 18](#_Toc507433204)

[4.1.3 Maintaining Employee Master Data (Optional) 20](#_Toc507433205)

[4.1.4 Replicating Employee Master Data (Optional) 21](#_Toc507433206)

[4.1.5 Viewing Personnel Master Data 22](#_Toc507433207)

[4.2 Employee Time Off Replication 33](#_Toc507433208)

[4.2.1.1 Triggering Employee Time Off Replication 33](#_Toc507433209)

[4.2.1.2 Updating Employee Absence Record in Employee Central Payroll 34](#_Toc507433210)

[4.2.1.3 Initiating Employee Absence Record Replication Confirmation Message 34](#_Toc507433211)

[4.2.1.4 Receiving Employee Time Off Replication Confirmation Message 34](#_Toc507433212)

[4.2.2 Monitoring Employee Time Off Replication 34](#_Toc507433213)

[4.2.3 Viewing Employee Absence Data 36](#_Toc507433214)

[4.3 Employee Time Sheet Replication 37](#_Toc507433215)

[4.3.1.1 Triggering Employee Time Sheet Replication 38](#_Toc507433216)

[4.3.1.2 Updating Employee Remuneration Information in Employee Central Payroll 38](#_Toc507433217)

[4.3.1.3 Initiating Employee Remuneration Information Replication Confirmation Message 38](#_Toc507433218)

[4.3.1.4 Receiving Employee Time Sheet Replication Confirmation Message 39](#_Toc507433219)

[4.3.2 Monitoring Employee Time Sheet Replication 39](#_Toc507433220)

[4.3.3 Viewing Employee Remuneration Information 40](#_Toc507433221)

[4.4 Maintaining Payroll-Relevant Employee Data 43](#_Toc507433222)

[4.4.1 United Arab Emirates (AE) 44](#_Toc507433223)

[4.4.1.1 Maintaining Contract Elements 44](#_Toc507433224)

[4.4.1.2 Maintaining Social Insurance Data 47](#_Toc507433225)

[4.4.2 Australia (AU) 50](#_Toc507433226)

[4.4.2.1 Maintaining Tax Data 50](#_Toc507433227)

[4.4.2.2 Maintaining Superannuation Data 57](#_Toc507433228)

[4.4.2.3 Maintaining Higher Duty Allowance Data 62](#_Toc507433229)

[4.4.2.4 Maintaining Payment Summary Foreign Employment Data 69](#_Toc507433230)

[4.4.2.5 Maintaining Termination Payment Data 74](#_Toc507433231)

[4.4.2.6 Maintaining Payment Summary Data 80](#_Toc507433232)

[4.4.3 China (CN) 87](#_Toc507433233)

[4.4.4 Germany (DE) 87](#_Toc507433234)

[4.4.4.1 Maintaining Social Insurance Data 87](#_Toc507433235)

[4.4.4.2 Maintaining Tax Data 94](#_Toc507433236)

[4.4.4.3 Maintaining Additional Employer Benefits 99](#_Toc507433237)

[4.4.5 France (FR) 103](#_Toc507433238)

[4.4.5.1 Maintaining Contract Elements 103](#_Toc507433239)

[4.4.5.2 Maintaining Additional Employment Contract Data 106](#_Toc507433240)

[4.4.5.3 Maintaining Social Insurance Data 108](#_Toc507433241)

[4.4.5.4 Maintaining Social Balance 114](#_Toc507433242)

[4.4.5.5 Maintaining Additional Employer Benefits 116](#_Toc507433243)

[4.4.5.6 Maintaining Family Members/Dependents 121](#_Toc507433244)

[4.4.5.7 Maintaining Absences 123](#_Toc507433245)

[4.4.5.8 Maintaining Termination/Severances Data 128](#_Toc507433246)

[4.4.6 United Kingdom (GB) 131](#_Toc507433247)

[4.4.6.1 Maintaining Tax Data 131](#_Toc507433248)

[4.4.6.2 Maintaining Social Insurance Data 140](#_Toc507433249)

[4.4.6.3 Maintaining Compensation Data 144](#_Toc507433250)

[4.4.6.4 Maintaining Earnings and Deductions 149](#_Toc507433251)

[4.4.6.5 Maintaining Statutory Pay Data 155](#_Toc507433252)

[4.4.6.6 Maintaining Qualification Data 160](#_Toc507433253)

[4.4.7 Kingdom of Saudi Arabia (SA) 169](#_Toc507433254)

[4.4.7.1 Maintaining Sanction Data 169](#_Toc507433255)

[4.4.7.2 Maintaining Contract Elements 172](#_Toc507433256)

[4.4.7.3 Maintaining Family Members/Dependents Data 174](#_Toc507433257)

[4.4.7.4 Maintaining Personal IDs 178](#_Toc507433258)

[4.4.7.5 Maintaining Social Insurance Data 181](#_Toc507433259)

[4.4.7.6 Maintaining Occupational Hazard Data 184](#_Toc507433260)

[4.4.8 United States (US) 191](#_Toc507433261)

[5 Appendix 195](#_Toc507433262)

[5.1 Process Chains 195](#_Toc507433263)

[5.1.1 Preceding Processes 195](#_Toc507433264)

[5.1.2 Succeeding Processes 196](#_Toc507433265)

Document History

| **Revision** | **Change Date** | **Description** |
| --- | --- | --- |
|  |  |  |

# Purpose

## Purpose of the Document

This document provides a detailed procedure for testing the scope item Integration with SAP SuccessFactors Employee Central Payroll after solution deployment, reflecting the predefined scope of the solution. Each process step is covered in its own section, providing the system interactions (i.e. test steps) in a table view. Steps that are not in scope of the process but are needed for testing are marked accordingly (see column Test Step). Customer-project-specific steps must be added.

Note for the customer project team: Instructions for the customer project team are mentioned between brackets and should be removed before hand -over to project testers. The appendix is included for internal reference, in particular to support A2O, and should also be deleted before hand-over to the customer, unless deemed helpful to explain the larger context.

## Purpose of Integration with SAP SuccessFactors Employee Central Payroll

 Note

The document is, unless otherwise specified, valid for all countries in scope of this SAP Best Practices, with country-specific details also being described.  
In the following, instead of spelling out the country names, we will use the two-letter code for the countries, as follows:

* AE – United Arab Emirates
* AU – Australia
* CN – China
* DE – Germany
* FR – France
* GB – United Kingdom
* SA – Kingdom of Saudi Arabia
* US – United States

If your company has integration between SAP SuccessFactors Employee Central and SAP SuccessFactors Employee Central Payroll in place, the employee data as maintained in SAP SuccessFactors Employee Central is replicated to SAP SuccessFactors Employee Central Payroll, where it is used for payroll processing purposes. Nevertheless, in order to run a correct payroll, payroll-relevant data, like for example social insurance, needs to be maintained based on specific law requirements.

This document describes how to check in SAP SuccessFactors Employee Central Payroll the correctness of the replicated employee data from SAP SuccessFactors Employee Central. In addition, the maintenance of payroll-relevant data in SAP SuccessFactors Employee Central Payroll is described: this is done using the mash-up UI rendered into the SAP SuccessFactors Employee Central instance.

 Note

In the description within this document it is considered that the Core content, Time Off content, and Payroll Time Sheet content in the SAP SuccessFactors Employee Central instance have been deployed with the SAP Best Practices. Nevertheless, the procedure described is applicable also to the case in which the mentioned content has not been deployed with the SAP Best Practices.

# Prerequisites

This section summarizes all prerequisites needed to conduct the test in terms of system, user, master data, organizational data, and other test data and business conditions.

## Configuration

Please ensure to follow the correct installation sequence of building blocks as specified in the Prerequisite Matrix.

## System Access

The test should be conducted with the following system and users:

|  | Type of Data | Details |
| --- | --- | --- |
| System | SAP SuccessFactors Employee Central Payroll | <Provide details on how to access system, e.g. system client or URL> |
| Standard User | HR Administrator | <Provide Standard User Id and Password for test, if applicable> |
| System | SAP SuccessFactors Employee Central | <Provide details on how to access system, e.g. system client or URL> |
| Standard User | HR Administrator | <Provide Standard User Id and Password for test, if applicable> |
| Standard User | Administrative Super User | <Provide Standard User Id and Password for test, if applicable> |

 Note

In the following, we will use the following abbreviations for the systems:

* SAP SuccessFactors Employee Central will be referenced as Employee Central.
* SAP SuccessFactors Employee Central Payroll will be referenced as Employee Central Payroll.

## Roles

For non-standard users, the following roles must be assigned in Employee Central to the system user(s) testing this scenario. The permission roles are pre-delivered.

| Business Role | Permission Role | Process Step | Sample data |
| --- | --- | --- | --- |
| Administrative Super User | SAP BestPractices Super Admin | Refer to chapter Overview Table | Test user: <userid>;Password: <password> |
| HR Administrator | For testing purposes, only: SAP BestPractices Super Admin | Refer to chapter Overview Table | Test user: <userid>; Password: <password> |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company have been created in your system during implementation. The organizational structure reflects the structure of your company and includes the company, cost center and location in the system. The master data reflects employee specific data.

## Business Conditions

Before this scope item can be tested, the following business conditions must be met.

|  | Business Condition | Comment |
| --- | --- | --- |
| 1 | One administrator user with the complete access to all employee views and fields must exist. | Permission group SAP BestPractices Super Admin can be used as reference. |
| 2 | Employees must have been hired (or rehired) and already exist in the Employee Central system. | Refer to the appropriate process step of scope item Add New Employee / Rehire (FJ0). |
| 3 | If appropriate, other actions, like change in pay, transfer, and so on, have been executed in the Employee Central system. | Refer to the appropriate process steps described in test scripts:   * Take Action: Job Change/Transfer/Pay Rate Change (FJ1) * Take Action: Promotion/Demotion (FJ2) * Take Action: Termination (FJ3) |
| 4 | If appropriate, other replication-relevant data has been maintained for the employees. | Refer to the appropriate steps of scope item Data Change Employee File (FJ5). |
| 5 | All time off relevant data for the employees have been maintained. | Refer to the appropriate process steps described in one of the test scripts:   * Request and Manage Time Off (FJ7) - in case the Time Off module has been implemented in the Employee Central instance and this module is integrated with the Employee Central Payroll system    Caution  Request and Manage Time Off (FJ7) is not in scope for the following country: **CN**.   * Manage Leave Of Absence (10B) - in case the Time Off for Leave of Absence Only module has been implemented in the Employee Central instance and this module is integrated with the Employee Central Payroll system    Caution  Manage Leave Of Absence (10B) is not in scope for the following countries: **CN,** **DE**. |
| 6 | In case both the Time Off and the Payroll Time Sheet modules have been implemented in the Employee Central instance and both are integrated with the Employee Central Payroll system: working time has been recorded by the employees. | Refer to the appropriate process steps of scope item Record Working Time (15S). |

 Recommendation

It is recommended to complete the process steps described in test script Add New Employee / Rehire (FJ0) for several employees. Having this done, you can consider different combinations for the scenarios referring to take action, requesting time off, and recording working time.

# Overview Table

The scope item Integration with SAP SuccessFactors Employee Central Payroll consists of several process steps provided in the table below.

| Process Step | UI Type | Business Condition | Business Role | Transaction Code | Expected Results |
| --- | --- | --- | --- | --- | --- |
| Employee Master Data Replication | | | | | |
| Trigger Employee Master Data Replication | Back-ground | A background job has been scheduled in the Employee Central Payroll system. | - |  | The data of the employee has been extracted from Employee Central and sent to Employee Central Payroll. |
| Create Employee Master Data Record in Employee Central Payroll | Back-ground | The employee does not yet exist in the Employee Central Payroll system. | - |  | The master data record of the newly hired employee has been created automatically in Employee Central Payroll. |
| Update Employee Master Data Record in Employee Central Payroll | Back-ground | Changes in Employee Central have been performed to an employee whose record has already been replicated to Employee Central Payroll. | - |  | The master data record of the employee has been updated automatically in Employee Central Payroll. |
| Initiate Employee Master Data Replication Confirmation Message | Back-ground |  | - |  | A confirmation message about the replication of employee master data has been sent by the Employee Central Payroll system. |
| Receive Employee Master Data Replication Confirmation Message | Back-ground |  | - |  | The confirmation message has been received by Employee Central. |
| Monitor Employee Master Data Replication | Employee Central UI |  | Administrative Super User | Company Instance URL | The success or failure of the creation or update of the employee’s master data record in Employee Central Payroll has been monitored. Failed jobs, if existing, have been identified. |
| Maintain Employee Master Data (Optional) | Employee Central UI | Errors during replication to Employee Central Payroll have occurred. | HR Administrator | Company Instance URL | Master data has been corrected for the employees for whom the replication to Employee Central Payroll was not successful. |
| Replicate Employee Master Data (Optional) | Employee Central UI | Payroll area in Employee Central Payroll to which employee is assigned is in status released for correction. Employee master data has been maintained in Employee Central. | Administrative Super User | Company Instance URL | The replication of employee master data has been executed manually. |
| View Personnel Master Data | Employee Central Payroll UI | Master data of the employee has been transferred successfully to Employee Central Payroll. | HR Administrator | PA20 | The updated master data record of the employee has been viewed. |
| Employee Time Off Replication  \* relevant only for following countries: AE, AU, DE, FR, GB, SA, US  \* relevant only if Time Off module has been implemented in your Employee Central instance and is integrated with Employee Central Payroll | | | | | |
| Trigger Employee Time Off Replication | Back-ground | A background job has been scheduled in the Employee Central Payroll system. | - |  | The change in the time off data of the employee has been extracted from Employee Central and sent to Employee Central Payroll. |
| Update Employee Absence Record in Employee Central Payroll | Back-ground | The employee master data record has already been replicated successfully to Employee Central Payroll. | - |  | The absence record of the employee has been updated automatically in Employee Central Payroll. |
| Initiate Employee Absence Record Replication Confirmation Message | Back-ground |  | - |  | A confirmation message about the replication of employee absence data has been sent by the Employee Central Payroll system. |
| Receive Employee Time Off Replication Confirmation Message | Back-ground |  | - |  | The confirmation message has been received by Employee Central. |
| Monitor Employee Time Off Replication | Employee Central UI |  | Administrative Super User | Company Instance URL | The update of the employee’s time off record in Employee Central Payroll has been monitored. |
| View Employee Absence Data | Employee Central Payroll UI | Time off data of the employee has been transferred successfully to Employee Central Payroll. | HR Administrator | PA20 | The absence data record of the employee has been viewed. |
| Employee Time Sheet Replication  ~~\* relevant only for following countries: AE, AU, DE, FR, GB, SA, US~~  \* relevant only if both Time Off and Payroll Time Sheet modules have been implemented in your Employee Central instance, and both are integrated with Employee Central Payroll | | | | | |
| Trigger Employee Time Sheet Replication | Back-ground | A background job has been scheduled in the Employee Central Payroll system. | - |  | The change in the time sheet data of the employee has been extracted from Employee Central and sent to Employee Central Payroll. |
| Update Employee Remuneration Information in Employee Central Payroll | Back-ground | The employee master data record has already been replicated successfully to Employee Central Payroll. | - |  | The remuneration information record of the employee has been updated automatically in Employee Central Payroll. |
| Initiate Employee Remuneration Information Replication Confirmation Message | Back-ground |  | - |  | A confirmation message about the replication of employee remuneration information data has been sent by the Employee Central Payroll system. |
| Receive Employee Time Sheet Replication Confirmation Message | Back-ground |  | - |  | The confirmation message has been received by Employee Central. |
| Monitor Employee Time Sheet Replication | Employee Central UI |  | Administrative Super User | Company Instance URL | The update of the employee’s time sheet record in Employee Central Payroll has been monitored. |
| View Employee Remuneration Information | Employee Central Payroll UI | Time sheet data of the employee has been transferred successfully to Employee Central Payroll. | HR Administrator | PA20 | The remuneration information as replicated from the working time recorded in the Employee Central time sheet has been viewed. |
| Maintenance of Payroll-Relevant Employee Data | | | | | |
| United Arab Emirates (AE) | | | | | |
| Maintain Contract Elements | Employee Central UI |  | HR Administrator | Company Instance URL | Data related to the employee’s employment contract has been maintained. |
| Maintain Social Insurance Data | Employee Central UI | The employee is a Gulf Cooperation Council national. | HR Administrator | Company Instance URL | The required information for calculating contributions to pension funds to be paid by an employee and employer has been maintained. |
| Australia (AU) | | | | | |
| Maintain Tax Data | Employee Central UI |  | HR Administrator | Company Instance URL | The tax-related data for an employee has been entered into the system. |
| [Maintain Superannuation Data](#_Toc452237059) | Employee Central UI |  | HR Administrator | Company Instance URL | The superannuation data for an employee has been entered into the system. |
| [Maintain](#_Toc452237060) Higher Duty Allowance Data | Employee Central UI | The employee is working for a limited period on a higher position/role. | HR Administrator | Company Instance URL | The higher duty allowance, to which the employee is entitled in case he or she is working for a limited period on a higher position/role, has been maintained. |
| [Maintain](#_Toc452237061) Payment Summary Foreign Employment Data | Employee Central UI | The employee should have Employee Class Expat in Job Information block of Employment Information section. | HR Administrator | Company Instance URL | The data in order to generate the payment summary for employees on foreign employment has been maintained. |
| [Maintain Termination Payment Data](#_Toc452275489) | Employee Central UI | The employee has been terminated and is to receive termination payments. | HR Administrator | Company Instance URL | The termination payment data for an employee, who has been terminated, has been maintained. |
| [Maintain Payment Summary Data](#_Toc452275490) | Employee Central UI |  | HR Administrator | Company Instance URL | The payment summary data for an employee has been maintained. |
| ???CHINA??? |  |  |  |  |  |
| Germany (DE) | | | | | |
| Maintain Social Insurance Data | Employee Central UI |  | HR Administrator | Company Instance URL | Data related to social insurance has been maintained. |
| Maintain Tax Data | Employee Central UI |  | HR Administrator | Company Instance URL | Tax related data has been maintained. |
| Maintain Additional Employer Benefits | Employee Central UI |  | HR Administrator | Company Instance URL | Additional employer benefits to which the employee is entitled have been maintained. |
| France (FR) | | | | | |
| Maintain Contract Element | Employee Central UI |  | HR Administrator | Company Instance URL | The contract element data for an employee has been entered into the system. |
| [Maintain](#_Toc452237060) Additional Employment Contract Data | Employee Central UI |  | HR Administrator | Company Instance URL | The additional data for the employment contract has been maintained. |
| Maintain Social Insurance Data | Employee Central UI |  | HR Administrator | Company Instance URL | Data related to social insurance, such as Social Insurance and IJSS Bordereau, has been maintained. |
| Maintain Social Balance | Employee Central UI |  | HR Administrator | Company Instance URL | Social balance for the employee has been maintained. |
| [Maintain](#_Toc452275490) Additional Employer Benefits | Employee Central UI |  | HR Administrator | Company Instance URL | Additional employer benefits, such as Loans and Profit Sharing to which the employee is entitled to, have been maintained. |
| [Maintain](#_Toc452275490) Family Members/Dependents | Employee Central UI |  | HR Administrator | Company Instance URL | The Compensation data, such as Family Members/Dependents for an employee has been maintained. |
| [Maintain](#_Toc452237061) Absences | Employee Central UI |  | HR Administrator | Company Instance URL | Absences for an employee have been maintained. |
| [Maintain Termination/ Severances](#_Toc452237059) Data | Employee Central UI | The employee has been terminated. | HR Administrator | Company Instance URL | The termination/severances data for an employee has been entered into the system. |
| United Kingdom (GB) | | | | | |
| Maintain Tax Data | Employee Central UI |  | HR Administrator | Company Instance URL | The tax-related data for an employee has been entered into the system. |
| [Maintain Social Insurance Data](#_Toc452237059) | Employee Central UI |  | HR Administrator | Company Instance URL | The social insurance data for an employee has been entered into the system. |
| [Maintain](#_Toc452237060)  Compensation Data | Employee Central UI |  | HR Administrator | Company Instance URL | The compensation-related data for an employee has been maintained. |
| [Maintain](#_Toc452237061)  Earnings and Deductions | Employee Central UI |  | HR Administrator | Company Instance URL | Earnings and deductions for an employee have been maintained. |
| [Maintain Statutory Pay Data](#_Toc452275489) | Employee Central UI |  | HR Administrator | Company Instance URL | The statutory pay data for an employee, who is on maternity, paternity or adoption leave, has been maintained. |
| [Maintain Qualification Data](#_Toc452275490) | Employee Central UI |  | HR Administrator | Company Instance URL | The qualification data for an employee has been maintained. |
| Kingdom of Saudi Arabia (SA) | | | | | |
| Maintain Sanction Data | Employee Central UI | The line manager has reported the employee’s misconduct to the HR department. | HR Administrator | Company Instance URL | Data relevant to wage deduction as sanction for the employee has been maintained. |
| Maintain Contract Elements | Employee Central UI |  | HR Administrator | Company Instance URL | Data related to the employee’s employment contract has been maintained. |
| Maintain Family Members/Dependents Data | Employee Central UI |  | HR Administrator | Company Instance URL | Data concerning the employee’s family members and other related persons has been maintained. |
| Maintain Personal IDs | Employee Central UI |  | HR Administrator | Company Instance URL | The personal number for selected ID types has been maintained. |
| Maintain Social Insurance Data | Employee Central UI | The employee is a Gulf Cooperation Council national. | HR Administrator | Company Instance URL | The required information for calculating GOSI contributions to be paid by an employee and employer has been maintained. |
| Maintain Occupational Hazard Data | Employee Central UI | The employee has suffered an injury or disease as result of an occupational hazard he or she was exposed to. | HR Administrator | Company Instance URL | The data about the employee’s occupational hazard has been maintained. |
| Maintain Payroll-Relevant Employee Data (US) | Employee Central UI | Payroll-relevant data for an employee needs to be maintained using mash-up UI in Employee Central. | HR Administrator | Company Instance URL | The payroll-relevant data for an employee has been entered into the system. |

# Testing the Process Steps

This section describes test procedures for each process step that belongs to this scope item.

The chapter is grouped into four subchapters:

* Correctness check of replicated employee master data created during hiring or changed as result of performing a Take Action process;
* Correctness check of replicated employee absence data as result of time off;
* Correctness check of employee remuneration information resulted based on the replication of the employee’s time sheet data;
* Maintenance of payroll-relevant employee data using the mash-up UI in Employee Central.

 Note

In this document it is considered that the Core content, Time Off content, and Payroll Time Sheet content in the Employee Central instance have been deployed with the SAP Best Practices. Under this assumption, you can refer to test script of scope item Add New Employee / Rehire (FJ0), or optionally configuration guide of building block FK7(<YourCountry>), to see which fields you need to maintain in an employee’s file in order to have a successful integration with Employee Central Payroll.

 Note

<YourCountry> is to be replaced by the two-letter code for your respective country, for example, AE, AU, etc.

The test should take around 1 hour.

## Employee Master Data Replication

Upon creating an employee’s master data record or changing the same in Employee Central, this data is replicated to Employee Central Payroll, where it can be checked for correctness.

In the following, we refer to the master data replicated to Employee Central Payroll because of the hiring of an employee, or the take action processes an employee has experienced during his or her engagement at the company.

Upon saving the new or changed master data record of the employees in Employee Central, this data is replicated automatically to Employee Central Payroll, where it can be checked for correctness. These process steps are detailed in the following.

Prerequisites

A batch job has been scheduled in Employee Central Payroll; for details refer to Configuration Guide - Getting Started - Integration, chapter Set Up Point to Point Connectivity.

#### Triggering Employee Master Data Replication

Purpose

Upon saving the master data record of the employees in Employee Central, the batch job, which has been scheduled in Employee Central Payroll on a regular basis, replicates the employee master data from Employee Central to Employee Central Payroll.

This is an automated step, and no manual execution is required.

#### Creating Employee Master Data Record in Employee Central Payroll

Purpose

In case a new employee has been hired (as described in chapter Add New Employee of test script FJ0), based on the employee information passed from Employee Central, the Employee Central Payroll system recognizes that the employee does not exist in the system and creates automatically the employee’s master data record, which then can be viewed by the HR Administrator.

This is an automated step, and no manual execution is required.

#### Updating Employee Master Data Record in Employee Central Payroll

Purpose

In case changes to an already hired employee have been performed, based on the employee information passed from Employee Central, the Employee Central Payroll system recognizes that the employee exists in the system and updates automatically the existing master data record, which then can be viewed by the HR Administrator.

 Note

For details on changes to employee’s data, refer to one or several of the following test scripts: FJ1, FJ2, FJ3, FJ5, chapter Long-Term Absences of test script FJ7 (if Time Off module has been implemented in the Employee Central instance) or 10B (if Time Off for Leave of Absence Only module has been implemented in the Employee Central instance), or chapter Rehire of test script FJ0.

 Caution

Chapter Long-Term Absences of test script FJ7 is not in scope for the following countries: **CN**, **DE**.

Scope item 10B is not in scope for the following countries: **CN**, **DE**.

This is an automated step, and no manual execution is required.

#### Initiating Employee Master Data Replication Confirmation Message

Purpose

After the employee master data replication has taken place, the Employee Central Payroll system sends a confirmation message to the Employee Central system.

This is an automated step, and no manual execution is required.

#### Receiving Employee Master Data Replication Confirmation Message

Purpose

The confirmation of the employee master data replication is received by Employee Central and can be monitored there.

This is an automated step, and no manual execution is required.

### Monitoring Employee Master Data Replication

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | Administrative Super User | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The Administrative Super User monitors the success or failure of the creation or update of the employee’s master data record in the Employee Central Payroll system. For this, he or she views in Employee Central the replication status for each employee to see if there are any failed jobs.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
|  | Log on | Log on to Employee Central as an Administrative Super User. | The Home page is displayed. |  |
|  | Go to Admin Center Screen | From the Home drop-down, select Admin Center. | The Admin Center screen is displayed. |  |
|  | Go to Data Replication Monitor | In the Company Processes & Cycles portlet of the Admin Center screen go to Payroll → Data Replication Monitor. | The Data Replication Monitor screen is displayed. |  |
|  | Select Display Options | In the Display Options section of the screen, flag all checkboxes below Replication Status.  Select following Selection Criteria:  Replication Content Type: select Employee Master Data from drop-down  Select other Selection Criteria as appropriate, or leave as No Selection  Check below Replication Time for example the radio button Last Hour to view the log from the last hour.  When done, press the Apply button. | The employee master data replications from the last hour are shown in the Standard View part of the Data Replication Monitor screen. |  |
|  | Check Status of Jobs | Ensure that all jobs have the replication status Successful.  If there are any jobs with replication status Failed click on the Replication Status to view the error message. | Possibly existing unsuccessfully processed replication requests have been identified and are to be solved as described in process step Maintaining Employee Data.  In case the Employee Central Payroll payroll area to which the employee is assigned is in status released for correction, the replication needs to be re-executed manually as described in process step Replicating Employee Master Data.  In case the Employee Central Payroll payroll area to which the employee is assigned is in status else then released for correction, the changed data will be replicated automatically as delta information by the batch job, which has been scheduled in the Employee Central Payroll system on a regular basis.  Note  The payroll area in Employee Central Payroll is mapped from the pay group in Employee Central.  The process step of correcting employee data needs to be repeated until all jobs have replication status Successful. |  |

 Note

Alternatively, you can monitor the success or failure of the creation or update of the employee’s master data record in Employee Central Payroll by going in the Employee Central Payroll system to transaction code SLG1.

### Maintaining Employee Master Data (Optional)

Purpose

The HR Administrator corrects master data of the employees for whom the replication to Employee Central Payroll was not successful.

Procedure

View the employee-specific error messages in the Data Replication Monitor and solve them as appropriate.

Result

The errors in the employee master data record have been corrected.

In case the payroll area in Employee Central Payroll to which the employee is assigned is in a status else then released for correction, the changed data will be replicated automatically by the batch job, which has been scheduled in the Employee Central Payroll system on a regular basis and you need not execute a manual replication step. Instead, you can directly go to Employee Central Payroll to view the replicated data, as described in process step Viewing Personnel Master Data.

In contrary, if the payroll area in Employee Central Payroll to which the employee is assigned is in status released for correction, you need to execute a manual replication step, as described in the subsequent process step Replicating Employee Master Data.

### Replicating Employee Master Data (Optional)

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | Administrative Super User | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

During payroll processing, the replication of employees from Employee Central to Employee Central Payroll is restricted. This is the case if one of the involved Employee Central Payroll payroll areas is in status released for correction. So, in case employee(s) master data has been intentionally corrected in Employee Central (like for example incorrect bank details in the payment information), the system stops during the scheduled job in the Employee Central Payroll system the replication of the current employee. Instead, the Administrative Super User needs to trigger the replication manually.

Prerequisites

Payroll area in Employee Central Payroll is in status released for correction and employee master data has been maintained in Employee Central.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
|  | Log on | Log on to Employee Central as an Administrative Super User. | The Home page is displayed. |  |
|  | Go to Payroll Replication Status | Select in the Home drop-down value Admin Center. From the Company Processes & Cycles portlet select Payroll → Data Replication Monitor. | The Data Replication Monitor screen is displayed, where the Replication Status tab is defaulted. |  |
|  | Search Failed Replications | On the Replication Status screen flag the Failed check box, possibly enter selection criteria (for example Replication Content Type Employee Master Data) and flag the appropriate replication time radio-button. Click on the Apply button. | A list is displayed, containing all employees of whom master data replication has failed. |  |
|  | View Replication Error Description | In the search result list go to the Extended View tab to view the error description. |  |  |
|  | Trigger Employee Data Replication | Select the employee(s) and click the Send button. | A success message is generated by the system and the data will be replicated to the Employee Central Payroll system, where the employee's master data record is updated automatically. |  |

### Viewing Personnel Master Data

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator views master data of the employee transferred from Employee Central to Employee Central Payroll. For this, he or she uses the Display or Overview function. In display mode, the data cannot be processed or updated.

Before displaying the data, the HR Administrator specifies which infotype is to be viewed for which employee.

 Note

Because there is a large number of infotypes and infosubtypes, this process step does not present all available options but provides a general overview to navigating through the data available. In addition, we make distinction between the data replicated as result of executing the different scope items related to hiring, rehiring, or take action processes.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central Payroll as HR Administrator and enter transaction code PA20. | The Display HR Master Data screen is displayed. |  |
| 2 | Search Employee | On the Display HR Master Data screen, in the Personnel no. field select the value help on the right-hand side of this field to search for the appropriate employee by first/last name. Press ENTER. | The system proposes a list of employees matching your search criteria. |  |
| 3 | Select Employee | Choose in the list of employees the appropriate employee. | The personnel number of the employee is taken over in the Personnel No. field. Press ENTER.  A short profile of the employee is displayed, containing name, employee group/subgroup, personnel area and cost center.  On the Display HR Master Data screen, the infotypes in the different tabs for which data is stored in the system are marked with a green check mark.  Depending on the personnel action performed for the selected employee (see chapter Business Conditions for more details), different infotypes are relevant. Proceed with one of the options mentioned below. |  |

**Option 1: Add New Employee (FJ0) has been executed**

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 4 | Select Infotype | Either select an infotype from the selection list in the different tabs or enter the name or number of the infotype in the Infotype field located in the Direct selection part on the screen.  You can also use the value help next to the Infotype and STy fields located in the Direct selection part on the screen. | Infotypes with content are:   * Actions (IT0000) * Organizational Assignment (IT0001) * Personal Data (IT0002) * Addresses (IT0006) * Planned Working Time (IT0007) * Basic Pay (IT0008) * Bank Details (IT0009) * Recurring Payments/Deductions (IT0014) (if recurring payments have been maintained during hiring) * Communication (IT0105) (user ID and email address if maintained) |  |  |
| 5 | View Infotype Record | Choose the Display  button to view the infotype record.  Check that in IT0000 record, the fields Action Type and Employment have values Hiring and Active, respectively.  Check that the data available in the other infotypes mentioned in test step # 4 has been replicated correctly. |  | The data replicated fits to what has been maintained in Employee Central. |  |
| 6 | Search All Employees | Go back to the Display HR Master Data screen, in the Personnel no. field select the value help on the right-hand side of this field and press ENTER. |  | A result list is proposed containing all employees available in the system. |  |
| 7 | Verify Non-Payroll Relevant Employees | Verify in the list that the employees who are no relevant for payroll have not been replicated from Employee Central, meaning they are not available in the list.   Note  Alternatively, you could search in test step # 6 in value help of Personnel no. field for a particular non-payroll relevant employee to receive no appropriate record. | The payroll-relevance or non-relevance of an employee is expressed during hiring through an appropriate value of field Pay Group of section Compensation Information.  The appropriate value of field Pay Group for non-payroll relevant employees is country-dependent and as follows:   * for country **AU**: AU - Non Payroll (AN) * for country **CN**: CN - Non Payroll (CQ) * for country **GB**: GB - Non Payroll (GN) * for country **US**: US - Non Payroll (UN) * for countries AE, FR, SA: Non Payroll(99) |  |  |

**Option 2: Termination (FJ3) has been executed**

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 4 | Select Infotype | Enter the name or number of the infotype in the Infotype field located in the Direct selection part on the screen.  You can also use the value help next to the Infotype and STy fields located in the Direct selection part on the screen. | Relevant infotypes are:   * Actions (IT0000) * Organizational Assignment (IT0001) |  |  |
| 5 | View Infotype Record | Choose the Display  button to view the infotype record.  Choose Next record pushbutton to proceed to the next record of this infotype. Choose Previous record pushbutton to go back. | If no subsequent record for the chosen infotype exists, the system message No subsequent record for current selection criteria is generated. |  |  |
| 6 | View List of all Valid Records for an infotype and its Subtypes | Alternatively, you can display a list of all valid records for an infotype and its subtypes. For this, choose the Overview  button on the Display HR Master Data screen. A list of all valid records for this infotype is displayed. If you want to display one of the available records in this list, select the record of interest and choose the Choose  button.  Check that in the most recent record of IT0000, the fields Action Type and Employment have values Leaving and Withdrawn, respectively, and that the start date of this record coincides with the first day after the employee has left the company. | Check also that the other infotypes records have been delimited at the end accordingly. | The data replicated fits to what has been maintained in Employee Central. |  |

**Option 3: Rehiring (FJ0) has been executed**

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 4 | Select Infotype | Either select an infotype from the selection list in the different tabs or enter the name or number of the infotype in the Infotype field located in the Direct selection part on the screen.  You can also use the value help next to the Infotype and STy fields located in the Direct selection part on the screen. | Infotypes with content are:   * Actions (IT0000) * Organizational Assignment (IT0001) * Personal Data (IT0002) * Addresses (IT0006) * Planned Working Time (IT0007) * Basic Pay (IT0008) * Bank Details (IT0009) * Recurring Payments/Deductions (IT0014) (if recurring payments have been maintained during rehiring) * Additional Payments (IT0015) (if Spot Bonus has been maintained during rehiring) * Communication (IT0105) |  |  |
| 5 | View Infotype Record | Choose the Display  button to view the infotype record.  Choose Next record pushbutton to proceed to the next record of this infotype, if existing. Choose Previous record pushbutton to go back. | If no subsequent record for the chosen infotype exists, the system message No subsequent record for current selection criteria is generated. |  |  |
| 6 | View List of all Valid Records for an infotype and its Subtypes | Alternatively, you can display a list of all valid records for an infotype and its subtypes. For this, choose the Overview  button on the Display HR Master Data screen. A list of all valid records for this infotype is displayed. If you want to display one of the available records in this list, select the record of interest and choose the Choose  button.  Check that in the most recent record of IT0000, the fields Action Type and Employment have values Reentry into company and Active, respectively, and that the start date of this record coincides with the date the employee has re-joined the company.  Check that the data available in the other infotypes mentioned in test step # 4 has been replicated correctly. |  | The data replicated fits to what has been maintained in Employee Central. |  |
| 7 | Search All Employees | Go back to the Display HR Master Data screen, in the Personnel no. field select the value help on the right-hand side of this field and press ENTER. |  | A result list is proposed containing all employees available in the system. |  |
| 8 | Verify Non-Payroll Relevant Employees | Verify in the list that the employees who are not relevant for payroll have not been replicated from Employee Central, meaning they are not available in the list.   Note  Alternatively, you could search in test step # 7 in value help of Personnel no. field for a particular non-payroll relevant employee to receive no appropriate record. | The payroll-relevance or non-relevance of an employee is expressed during rehiring through an appropriate value of field Pay Group of section Compensation Information.  The appropriate value of field Pay Group for non-payroll relevant employees is country-dependent and as follows:   * for country **AU**: AU - Non Payroll (AN) * for country **CN**: CN - Non Payroll (CQ) * for country **GB**: GB - Non Payroll (GN) * for country **US**: US - Non Payroll (UN) * for countries AE, FR, SA: Non Payroll(99) |  |  |

**Option 4: one or several actions described in test script FJ1 have been executed**

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 4 | Select Infotype | Enter the name or number of the infotype in the Infotype field located in the Direct selection part on the screen.  You can also use the value help next to the Infotype and STy fields located in the Directselection part on the screen. | Dependent on the action executed, relevant infotypes are:   * Actions (IT0000) * Organizational Assignment (IT0001) * Planned Working Time (IT0007) * Basic Pay (IT0008) * Recurring Payments / Deductions (IT0014) * Additional Payments (IT0015) * Cost Distribution (IT0027) |  |  |
| 5 | View Infotype Record | Choose the Display  button to view the infotype record.  Choose Next recordpushbutton to proceed to the next record of this infotype, if existing*.* Choose Previous recordpushbutton to go back. | If no subsequent record for the chosen infotype exists, the system message No subsequent record for current selection criteria is generated. |  |  |
| 6 | View List of all Valid Records for an infotype and its Subtypes | Alternatively, you can display a list of all valid records for aninfotype and its subtypes. For this, choose the Overview  button on the Display HR Master Data screen*.* A list of all valid records for this infotype is displayed. If you want to display one of the available records in this list, select the record of interest and choose the Choose  button.  Depending on the event executed for the employee, continue with test step # 7, # 8, # 9, or # 10. |  |  |  |
| 7 | View Infotype Records for Different Events Executed | In case the events Job Change, Transfer, Pay Rate Change, or Implicit Position Update have been executed for the employee in Employee Central, check that in the most recent record of IT0000, the fields Action Type and Employment have values Organizational Reassignment and Active, respectively. Check also that the start date of this record coincides with the date the change in the employee’s record becomes effective.  Dependent on the action executed and fields maintained in Employee Central, check that the data available in the infotypes IT0001, IT0007, IT0008 or IT0014 has been replicated correctly.  Check also that the previous record of the relevant infotype has been delimited at the end accordingly. |  | Data replicated fits what has been maintained in Employee Central. |  |
| 8 | View Infotype Record for Recurring Deduction | In case Recurring Deductions have been maintained for the employee in Employee Central, check that in the most recent record of IT0014 the data has been replicated correctly. |  | Data replicated fits what has been maintained in Employee Central. |  |
| 9 | View Infotype Record for One-Time Payment or Deduction | In case One Time Deduction or Spot Bonus have been maintained for the employee in Employee Central, check that in the most recent record of IT0015 the data has been replicated correctly. |  | Data replicated fits what has been maintained in Employee Central. |  |
| 10 | View Infotype Record for Cost Distribution | In case Alternative Cost Distribution has been maintained for the employee in Employee Central, check that the data available in the infotype IT0027 has been replicated correctly. Check if value in field Distrib. is correct; it should contain value 01(Wage/salary). |  | Data replicated fits what has been maintained in Employee Central. |  |

**Option 5: Promotion or Demotion (FJ2) has been executed**

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 4 | Select Infotype | Enter the name or number of the infotype in the Infotype field located in the Direct selection part on the screen.  You can also use the value help next to the Infotype and STy fields located in the Direct selection part on the screen. | Relevant infotypes are:   * Actions (IT0000) * Organizational Assignment (IT0001) * Planned Working Time (IT0007) * Basic Pay (IT0008) |  |  |
| 5 | View Infotype Record | Choose the Display  button to view the infotype record.  Choose Next record pushbutton to proceed to the next record of this infotype, if existing. Choose Previous record pushbutton to go back. | If no subsequent record for the chosen infotype exists, the system message No subsequent record for current selection criteria is generated. | Data replicated fits what has been maintained in Employee Central. |  |
| 6 | View List of all Valid Records for an infotype and its Subtypes | Alternatively, you can display a list of all valid records for an infotype and its subtypes. For this, choose the Overview  button on the Display HR Master Data screen. A list of all valid records for this infotype is displayed. If you want to display one of the available records in this list, select the record of interest and choose the Choose  button.  Check that in the newest record of the relevant infotypes the data changes made are reflected. Check also that the previous record of the relevant infotype has been delimited at the end accordingly. |  | Data replicated fits what has been maintained in Employee Central. |  |

**Option 6: Changes in the employee’s file (FJ5) have been executed**

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 4 | Select Infotype | Enter the name or number of the infotype in the Infotype field located in the Direct selection part on the screen.  You can also use the value help next to the Infotype and STy fields located in the Direct selection part on the screen. | Relevant infotypes are, for example, Addresses (IT0006) and Personal Data (IT0002). |  |  |
| 5 | View Infotype Record | Choose the Display  button to view the infotype record.  Choose Next record pushbutton to proceed to the next record of this infotype, if existing. Choose Previous record pushbutton to go back. | If no subsequent record for the chosen infotype exists, the system message No subsequent record for current selection criteria is generated. |  |  |
| 6 | View List of all Valid Records for an infotype and its Subtypes | Alternatively, you can display a list of all valid records for an infotype and its subtypes. For this, choose the Overview  button on the Display HR Master Data screen. A list of all valid records for this infotype is displayed. If you want to display one of the available records in this list, select the record of interest and choose the Choose  button.  Check that in the most recent record of the relevant infotypes (for example Addresses (IT0006) or Personal Data (IT0002)) the data changes made are reflected. |  | The data replicated fits to what has been maintained in Employee Central. |  |

**Option 7: Manage Leave of Absence (10B) has been executed**

 Caution

This option is not relevant for the following countries: **CN**, **DE**.

 Caution

This is relevant only if the Time Off for Leave of Absence Only module has been implemented in the Employee Central instance. In case the Time Off module has been implemented in the Employee Central instance, you can skip this option and refer to Option 8 instead.

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 4 | Select Infotype | Enter the name or number of the infotype in the Infotype field located in the Direct selection part on the screen.  You can also use the value help next to the Infotype and STy fields located in the Direct selection part on the screen. | Relevant infotype is Actions (IT0000). |  |  |
| 5 | View Infotype Record | Choose the Display  button to view the infotype record.  Choose Next record pushbutton to proceed to the next record of this infotype, if existing. Choose Previous record pushbutton to go back. | If no subsequent record for the chosen infotype exists, the system message No subsequent record for current selection criteria is generated. |  |  |
| 6 | View List of all Valid Records for an infotype and its Subtypes | Alternatively, you can display a list of all valid records for an infotype and its subtypes. For this, choose the Overview  button on the Display HR Master Data screen. A list of all valid records for this infotype is displayed. If you want to display one of the available records in this list, select the record of interest and choose the Choose  button.  Check the most recent record of IT0000: depending on the take action executed in Employee Central the values should be as follows:   * for an employee on occupational hazard leave, fields Action Type and Employment should have values Leave of Absence - paid and Active, respectively, and the start date of this record coincides with the first day of absence of the employee; * for an employee who has returned to work fields Action Type and Employment should have values Return from Leave and Active, respectively, and the start date of this record coincides with the first day the employee has returned to work. |  | The data replicated fits to what has been maintained in Employee Central. |  |

**Option 8: Long-Term Leave of Absence (FJ7) has been executed**

 Caution

This option is not relevant for the following countries: **CN**, **DE**.

 Caution

This is relevant only in case the Time Off module has been implemented in the Employee Central instance. In case the Time Off for Leave of Absence Only module has been implemented in the Employee Central instance, you can skip this option and refer to Option 7 instead.

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 4 | Select Infotype | Enter the name or number of the infotype in the Infotype field located in the Direct selection part on the screen.  You can also use the value help next to the Infotype and STy fields located in the Direct selection part on the screen. | Relevant infotype is Actions (IT0000). |  |  |
| 5 | View Infotype Record | Choose the Display  button to view the infotype record.  Choose Next record pushbutton to proceed to the next record of this infotype, if existing. Choose Previous record pushbutton to go back. | If no subsequent record for the chosen infotype exists, the system message No subsequent record for current selection criteria is generated. |  |  |
| 6 | View List of all Valid Records for an infotype and its Subtypes | Alternatively, you can display a list of all valid records for an infotype and its subtypes. For this, choose the Overview  button on the Display HR Master Data screen. A list of all valid records for this infotype is displayed. If you want to display one of the available records in this list, select the record of interest and choose the Choose  button.  Check the most recent record of IT0000: depending on the take action executed in Employee Central the values should be as follows:   * for an employee on occupational hazard leave, fields Action Type and Employment should have values Leave of Absence - paid and Active, respectively, and the start date of this record coincides with the first day of absence of the employee; * for an employee who has returned to work from occupational hazard leave, fields Action Type and Employment should have values Return from Leave and Active, respectively, and the start date of this record coincides with the first day the employee has returned to work. |  | The data replicated fits to what has been maintained in Employee Central. |  |

## Employee Time Off Replication

 Caution

This chapter is only relevant for the following countries: AE, AU, DE, FR, GB, SA, US.

 Caution

This chapter is relevant only in case the Time Off module has been implemented in the Employee Central instance and this module is integrated with Employee Central Payroll.

If this is not the case, you can skip the entire chapter!

After the time-off request created by an employee has been approved by the employee’s line manager and possibly by his or her HR business partner, the absence period of the employee is marked as certain in the Employee Central system, and the time data is replicated automatically to Employee Central Payroll, where it can be checked for correctness. These process steps are detailed in the following.

Prerequisites

A batch job has been scheduled in Employee Central Payroll; for details refer to Configuration Guide - Getting Started - Integration, chapter Set Up Point to Point Connectivity.

#### Triggering Employee Time Off Replication

Purpose

Once the time-off request created by the employee has status Approved in Employee Central, the batch job, which has been scheduled in the Employee Central Payroll system on a regular basis, replicates the employee time off data from Employee Central to Employee Central Payroll.

The time off data from Employee Central is replicated into the Absences infotype in Employee Central Payroll.

This is an automated step, and no manual execution is required.

#### Updating Employee Absence Record in Employee Central Payroll

Purpose

Based on the employee information passed from Employee Central, the Employee Central Payroll system recognizes that the employee exists in the system and updates automatically the employee’s absence record, which then can be viewed by the HR Administrator.

This is an automated step, and no manual execution is required.

#### Initiating Employee Absence Record Replication Confirmation Message

Purpose

After the employee time off data replication has taken place, the Employee Central Payroll system sends a confirmation message to the Employee Central system.

This is an automated step, and no manual execution is required.

#### Receiving Employee Time Off Replication Confirmation Message

Purpose

The confirmation of the employee time off data replication is received by Employee Central and can be monitored there.

This is an automated step, and no manual execution is required.

### Monitoring Employee Time Off Replication

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | Administrative Super User | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The Administrative Super User monitors the success or failure of the update of the employee’s time off record in the Employee Central Payroll system. For this, he or she views in Employee Central the replication status for each employee to see if there are any failed jobs.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
|  | Log on | Log on to Employee Central as an Administrative Super User. | The Home page is displayed. |  |
|  | Go to Admin Center Screen | From the Home drop-down, select Admin Center. | The Admin Center screen is displayed. |  |
|  | Go to Data Replication Monitor | In the Company Processes & Cycles portlet of the Admin Center screen go to Payroll → Data Replication Monitor. | The Data Replication Monitor screen is displayed. |  |
|  | Select Display Options | In the Display Options section of the screen, flag all checkboxes below Replication Status.  Select following Selection Criteria:  Replication Content Type: select Employee Absence Data from drop-down  Select other Selection Criteria as appropriate, or leave as No Selection  Check below Replication Time for example the radio button Last Hour to view the log from the last hour.  When done, press the Apply button. | The employee absence data replications from the last hour are shown in the Standard View part of the Data Replication Monitor screen. |  |
|  | Check Status of Jobs | Ensure that all jobs have the replication status Successful. |  |  |

 Note

Alternatively, you can monitor the success or failure of the update of the employee’s time off data record in Employee Central Payroll by going in the Employee Central Payroll system to transaction code SLG1.

### Viewing Employee Absence Data

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator views the absence data of the employee as it is transferred from Employee Central to Employee Central Payroll. For this, he or she uses the Display or Overview function.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central Payroll as HR Administrator and enter transaction code PA20. | The Display HR Master Data screen is displayed. |  |
| 2 | Search Employee | On the Display HR Master Data screen, in the Personnel no. field select the value help on the right-hand side of this field to search for the appropriate employee by first/last name. Press ENTER. | The system proposes a list of employees matching your search criteria. |  |
| 3 | Select Employee | Choose in the list of employees the appropriate employee. | The personnel number of the employee is taken over in the Personnel No. field. Press ENTER.  A short profile of the employee is displayed, containing name, employee group/subgroup, personnel area, and cost center. |  |
| 4 | Select Absences Infotype | Enter in the Infotype field located in the Direct selection part on the screen value 2001 or Absences. Press ENTER. |  |  |
| 5 | View Infotype Record | Choose the Display  button to view the infotype record. Check that the absence type and period correspond with what has been maintained in Employee Central.   Note  Alternatively, you can choose the Overview  button to obtain the list of all valid records of this infotype. To display one of the available records in this list, select the record of interest and choose the Choose  button. |  |  |

## Employee Time Sheet Replication

~~ Caution~~

~~This chapter is only relevant for the following countries: AE, AU, DE, FR, GB, SA, US.~~

 Caution

This chapter is relevant only in case both the Time Off and Payroll Time Sheet modules have been implemented in the Employee Central instance! In addition, both Time Off and Payroll Time Sheet are integrated with Employee Central Payroll.

If this is not the case, you can skip the entire chapter!

Once the time sheet maintained by an employee has been approved by his or her line manager, the recorded working time is replicated automatically to Employee Central Payroll, where it can be checked for correctness. These process steps are detailed in the following.

Prerequisites

A batch job has been scheduled in Employee Central Payroll; for details refer to Configuration Guide - Getting Started - Integration, chapter Set Up Point to Point Connectivity.

#### Triggering Employee Time Sheet Replication

Purpose

Once the time sheet created by the employee has status Approved in Employee Central, the batch job, which has been scheduled in the Employee Central Payroll system on a regular basis, replicates the employee’s recorded working time data from Employee Central to Employee Central Payroll.

The time sheet data from Employee Central is replicated into the Employee Remuneration Info infotype in Employee Central Payroll.

This is an automated step, and no manual execution is required.

#### Updating Employee Remuneration Information in Employee Central Payroll

Purpose

Based on the employee information passed from Employee Central, the Employee Central Payroll system recognizes that the employee exists in the system and updates automatically the employee’s remuneration info record, which then can be viewed by the HR Administrator.

This is an automated step, and no manual execution is required.

#### Initiating Employee Remuneration Information Replication Confirmation Message

Purpose

After the employee time sheet data replication has taken place, the Employee Central Payroll system sends a confirmation message to the Employee Central system.

This is an automated step, and no manual execution is required.

#### Receiving Employee Time Sheet Replication Confirmation Message

Purpose

The confirmation of the employee time sheet data replication is received by Employee Central and can be monitored there.

This is an automated step, and no manual execution is required.

### Monitoring Employee Time Sheet Replication

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | Administrative Super User | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The Administrative Super User monitors the success or failure of the update of the employee’s time pay component record in the Employee Central Payroll system. For this, he or she views in Employee Central the replication status for each employee to see if there are any failed jobs.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
|  | Log on | Log on to Employee Central as an Administrative Super User. | The Home page is displayed. |  |
|  | Go to Admin Center Screen | From the Home drop-down, select Admin Center. | The Admin Center screen is displayed. |  |
|  | Go to Data Replication Monitor | In the Company Processes & Cycles portlet of the Admin Center screen go to Payroll → Data Replication Monitor. | The Data Replication Monitor screen is displayed. |  |
|  | Select Display Options | In the Display Options section of the screen, flag all checkboxes below Replication Status.  Select following Selection Criteria:  Replication Content Type: select Time Pay Components from drop-down  Select other Selection Criteria as appropriate, or leave as No Selection  Check below Replication Time for example the radio button Last Hour to view the log from the last hour.  When done, press the Apply button. | The employee master data replications from the last hour are shown in the Standard View part of the Data Replication Monitor screen. |  |
|  | Check Status of Jobs | Ensure that all jobs have the replication status Successful. |  |  |

 Note

Alternatively, you can monitor the success or failure of the update of the employee’s time pay component data record in Employee Central Payroll by going in the Employee Central Payroll system to transaction code SLG1.

### Viewing Employee Remuneration Information

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The data maintained by the employee in his or her time sheet in Employee Central populates in Employee Central Payroll infotype 2010 (Employee Remuneration Info).

The HR Administrator views the content of this infotype to check it for correctness. For this, he or she uses the Display or Overview function.

 Note

To receive payout for worked overtime, the overtime compensation variant maintained for the employee in Employee Central must be either Payout or Payout and Time Off. In case of the latter, part of the worked overtime is transformed into time off in lieu, which is not replicated to Employee Central Payroll, and the other part is replicated to Employee Central Payroll into infotype 2010.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central Payroll as HR Administrator and enter transaction code PA20. | The Display HR Master Data screen is displayed. |  |
| 2 | Search Employee | On the Display HR Master Data screen, in the Personnel no. field select the value help on the right-hand side of this field to search for the appropriate employee by first/last name. Press ENTER. | The system proposes a list of employees matching your search criteria. |  |
| 3 | Select Employee | Choose in the list of employees the appropriate employee. | The personnel number of the employee is taken over in the Personnel No. field. Press ENTER.  A short profile of the employee is displayed, containing name, employee group/subgroup, personnel area, and cost center. |  |
| 4 | Select Remuneration Info Infotype | Enter in the Infotype field located in the Direct selection part on the screen value 2010 or Employee Remuneration Info.   Note  If wanted, you can also select a subtype of the infotype (field STy located in the Direct selection part on the screen) in order to restrict the list of displayed records.  Press ENTER.  Enter the period for which you want to view the remuneration info by checking in the Period part of the screen the appropriate radio-button. For example, check the Period radio-button, and enter From and To dates. |  |  |
| 5 | View List of all Valid Infotype Records for Chosen Period | Choose the Overview  button to obtain the list of all valid records of this infotype for the chosen period. | Depending on the combination of time profile, time recording profile, and overtime compensation variant maintained for the employee in Employee Central, different records are visible:   * In case the employee is performing positive time recording, all data he/she has maintained in Employee Central in the time sheet(s) for the chosen period has been replicated. For each working day, several records may exist, depending on the time type that has been selected in the time sheet in Employee Central. * In case the employee is performing overtime recording, only the overtime, which he/she has maintained in the time sheet(s) for the chosen period has been replicated. In case the employee has not recorded anything for a particular day within the chosen period, no record will be available for that day. * In case, other time types or allowance types are available in the employee’s time profile, like for example on-call times and/or allowances, and PTP mapping has been done for these values, appropriate records are visible if the employee has recorded time for these. |  |
| 6 | View Infotype Records for a Particular Day | Check in the overview list the entries for a particular day. Verify that each time type maintained in Employee Central has been replicated into a correct wage type. For example, time type Working Time has been replicated into wage type Regular working time.  Worked overtime hours are calculated with a different factor. Depending on the amount of overtime worked and the calculation rule used (this is reflected in the time recording profile in Employee Central), different wage types will be visible. Verify that the overtime has been replicated into the correct wage type.  For all entries verify, that the Number / Unit fits to the duration, which has been maintained in the time sheet in Employee Central. |  |  |
| 7 | View Infotype Record Details | To view in more details the available records in this list, select the record of interest and choose the Choose  button. |  |  |

Result

The data visible in infotype 2010 will be taken into account in payroll processing.

In case of positive time recording, the employee receives money for the hours visible in infotype 2010. In case he or she has recorded in Employee Central less time than the regular working hours per week assigned, he or she will receive money only for these hours.

In case of overtime time recording, based on the corresponding factor the number of overtime-worked hours are calculated with, it will be determined which amount of money the employee gets in addition to his or her monthly salary.

Basis for all the calculations is infotype 0008 (Basic Pay).

## Maintaining Payroll-Relevant Employee Data

 Caution

This chapter groups the payroll-relevant data to be maintained for each country in scope of this SAP Best Practices.

 Recommendation

We recommend enabling View → Navigation Pane → Headings from the top menu to have the navigation pane shown in the left side of the screen. Thus you will be able to navigate directly to your country.

Purpose

In order for payroll to run correctly in Employee Central Payroll, the HR Administrator needs to maintain payroll-relevant data for an employee. This payroll-relevant data is country-specific.

The maintenance is performed in Employee Central, which is integrated to the Employee Central Payroll system and calls the Employee Central Payroll system using mash-ups, such that the data is saved directly in Employee Central Payroll.

 Note

In this document, we consider only some examples of payroll-relevant data maintenance. Payroll must have been configured in Employee Central Payroll, such that the maintenance of payroll-relevant data works as described.

Depending on your company’s needs and the configuration, also other data may be required to be maintained using mash-up UI. At high level, the procedure for these is the same as the one described in this chapter.

 Recommendation

Please refer also to the documentation of the SAP Payroll Process for your country existing on the [SAP Help Portal](https://help.sap.com/)!

 Note

In the subsequent, we describe the creation of payroll-relevant data for the single employee.

However, you can also change existing master data records. For this, choose the Pencil icon next to the relevant record instead of the New button.   
In exceptional cases, if required, you may also delete a record by choosing the Trash Bin icon next to the relevant record. However, care should be taken when deleting a master data record!

Prerequisites

In order to access the Employee Central Payroll system directly from Employee Central via mash-up, the services Masterdata Maintenance Application and NetWeaver Business Client need to be activated and certain permissions need to be granted to the HR Administrator.

 Note

Refer to Configuration Guide - Getting Started - Integration for more details.

The master data record of the newly hired employee must have already been replicated to Employee Central Payroll.

### United Arab Emirates (AE)

#### Maintaining Contract Elements

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains data related to the employee’s employment contract.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Contract Elements | In the Tickets Entitlement block, select the Contract Elements link. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Contract Elements Record | On the displayed Contract Elements page, select the New pushbutton. |  | The fields to be filled show up below the table. |  |
| 7 | Maintain Contract Elements Details | Enter the validity period for the record: | Valid From:the validity start date is defaulted with the hire date; leave as is |  |  |
| To: the validity end date equals to the system high date, adapt as appropriate, especially if the contract type is not permanent |  |
| in the Contractual regulations part of the form make the following entry: | Contract Type: defaulted; leave as is |  |  |
| in the Periods part of the form make the following entries: | Probationary Period: defaulted to 3 Months; adapt if appropriate by selecting for example 6 Months from dropdown |  |  |
| ER Notice Period: defaulted to 3 months/month’s end; adapt if appropriate by selecting for example 6 months/month’s end from value help |  |
| EE Notice Period: defaulted to 3 months/month’s end; adapt if appropriate by selecting for example 6 months/month’s end from value help |  |
| in the Entry part of the form make the following entries: | Initial Entry: select from calendar help |  |  |
| Entry into Group: select from calendar help |  |
| in the Leave Passage Details part of the form make the following entries: | Ticket Accrual Start Date: defaulted with the hire date; leave as is |  |  |
| Leave Passage Frequency Cycle: select from drop-down |
| Maximum dependants: select from drop-down |
| Employee tickets per cycle: enter as appropriate |
| Dependant tickets per cycle: insert the value, as necessary |
| In the Notes part of the form, enter a note, if appropriate. |  |  |  |
| 8 | Save Contract Elements | Choose the Save button. |  | A system message about data saving is generated. |  |

#### Maintaining Social Insurance Data

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

By law, employers and employees in Gulf Cooperation Council (GCC) member countries must contribute a certain percentage of the employee's earnings towards one of the pension funds to benefit GCC nationals upon retirement. In addition, Emirati nationals and nationals of GCC member countries can choose to make private social insurance contributions in addition to their mandatory statutory social insurance contributions.

Employees who are not nationals of GCC member countries can also choose to make contributions to private social insurance funds.

The HR Administrator maintains the required information related to the social insurance.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Social Insurance | In the Social Insurance block, select the Social Insurance link. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Social Insurance Record | On the displayed Social Insurance page, select the New pushbutton. |  | The fields to be filled show up below the table. |  |
| 7 | Maintain Social Insurance Details | Enter the validity period for the record: | Valid From:the validity start date is defaulted with the hire date; leave as is |  |  |
| To: the validity end date equals to the system high date; adapt if appropriate (in case employee has temporary contract) or leave as is |  |
| in the Statutory Insurance part of the form make the following entry: | Statutory SI Contribution: flag the checkbox if the employee is participating in the social insurance according to nationality |  |  |
| Statutory SI Exemption Reason: in case Statutory SI Contribution checkbox has not been flagged, select a value from drop-down; else ignore this field |  |
| Statutory Social Insurance Fund: in case Statutory SI Contribution checkbox has been flagged, select a value from drop-down; else ignore this field   Note  The selected value should fit to the nationality of the employee. |  |
| Social Insurance Number: in case Statutory SI Contribution checkbox has been flagged, enter the employee's social insurance number as appropriate |
| Financial Number: in case Statutory SI Contribution checkbox has been flagged, enter the registered social insurance financial number with the authority |
| Remark: enter if appropriate |
| in the Private Insurance part of the form make the following entry: | Private Contribution: flag the checkbox, if appropriate |  |  |
| Private Social Insurance Fund: in case Private Contribution checkbox has been flagged, select a value from drop-down; else ignore this field |
| Social Insurance Scheme: in case Private Contribution checkbox has been flagged, select a value from drop-down; else ignore this field |
| Social Insurance Membership Number: enter if appropriate |
| Additional Voluntary Contribution: enter if appropriate |
| in the Special Conditions part of the form make the following entry: | No Retirement Age Check: flag the checkbox if the system should not perform the check for retirement age |  |  |
| In the Notes part of the form, enter a note, if appropriate. |  |  |  |
| 8 | Save Social Insurance | Choose the Save button. |  | A system message about data saving is generated. |  |

### Australia (AU)

#### Maintaining Tax Data

Test Administration

Customer project: Fill in the project-specific parts (highlighted).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains tax related data for an employee.

In this chapter, we describe the maintenance of two different infotypes: Tax and Income Tax Withholding Variations.

In the Tax (Australia) infotype, the information required to calculate an employee’s tax contributions in the payroll run is kept.

 Caution

You must maintain infotype Tax for the employee in order to run payroll for him or her; else, the employee will be rejected during payroll run.

The Income Tax Withholding Variations infotype is used to maintain the employee income tax withholding variations.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Tax | In the Tax block, select the Tax link. |  | You are linked to Employee Central Payroll, where you need to enter logon details. The appropriate embedded form then appears containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Tax Record | On the displayed Tax page, select the New pushbutton. |  | The fields to be filled in the form show up below the table. |  |
| 7 | Maintain Tax Details | Enter the validity period for the record: | Valid From:the validity start date is defaulted with the hire date; leave as is |  |  |
| To: the validity end date equals to the system high date, adapt as appropriate |  |
| In the Taxation details part of the form make the following entries: | Tax File Number: for Australian nationals defaulted based on the value maintained in the national ID block; for non-Australian nationals marked as not available   Note  Read-only field. The Tax File Number is a 9-digit numeric field right justified and can contain values from 000000000 to 999999999. |  |
| Date Provided: read-only |  |
| Tax Scale: defaults to 2-Tax Free Threshold Claimed; adapt if appropriate   Note  Indicates the level of tax paid by the employee. |  |
| HELP / SFSS Contr.: select from drop-down as appropriate  Note  In this field, it is kept whether the employee contributes to the Higher Education Loan Program (HELP) or Student Financial Supplement Scheme (SFSS) or both and whether the HELP contribution is normal, voluntary or both. HELP/SFSS contributions deducted from an employee's taxable income to discharge a HELP/SFSS debt are incorporated into the standard tax deduction. |  |
| Group Cert. Issued: read-only field; contains the year in which the last payment summary/group certificate was issued for the employee.  Note  The payment summary/group certificate program automatically updates this field when a payment summary/group certificate is issued for the employee. If a payment summary/group certificate is issued manually, you can change the year manually in the system. The year that appears is the last year of the fiscal year. |  |
| Private Health Insurance Extra Tax: flag check box if appropriate |  |
| In the Flat tax details part of the form make the following entries, if required: | Tax Amount: in case you have maintained for field Tax Scale value 9 – Flat Tax Amount, enter here the appropriate flat tax amount the employee must pay each payroll period irrespective of his/her taxable gross income  Note  If field Tax Scale has a different value than 9 – Flat Tax Amount, leave this field empty. |  |
| Tax Percentage: in case you have maintained for field Tax Scale value 8 – Flat Tax Percentage, enter here the fixed percentage of tax the employee must pay each payroll period  Note  The calculation of the tax percentage is based on the employee’s taxable gross income.  Note  If field Tax Scale has a different value than 8 – Flat Tax Percentage, leave this field empty. |  |
| In the Tax exemption details part of the form make the following entries, if required: | Med. Levy Exemption: flag check box in case the employee is eligible for Medicare levy adjustments.  Note  Only employees having Tax Scale values  2 (2 - Tax Free Threshold Claimed),  6 (6 - Half Medicare Levy Claimed) or  7 (7 - No Leave Loading)are eligible for Medicare levy adjustments.  Note  This field is used in conjunction with the No of Dependants field to calculate the Medicare levy adjustment that the employee receives. |  |
| No of Dependants: in case you have flagged check box Med. Levy Exemption, enter here the number of dependents the employee has; else leave empty  Note  The number entered here must denote the number of dependents specified by the employee on the Medicare Levy Variation Declaration form.  This field is used in conjunction with the Med. Levy Exemption field to calculate the Medicare levy adjustment that the employee receives. |  |
| Rebate: select the type of tax rebate the employee is entitled to receive from drop-down, if appropriate  Note  Each rebate key is linked to an annual rebate amount that is stored and maintained in the view Rebate Amounts. If you enter a key in this field, the system uses the rebate amount specified in the Rebate Amounts view to calculate the rebate. If you change the rebate amount in the view, the system automatically changes the rebate amount received by the employee. |  |
| Tax Rebate Amt: if the Rebate field is blank, enter here the annual tax rebate amount the employee receives from the Australian Tax Office  Note  If the Rebate field is not blank, meaning it contains a key, the system uses the annual rebate amount specified in the view Rebate Amounts to calculate the employee's rebate. |  |
| Employee authorises TFN to be given to trustee of superannuation fund: flag check box if appropriate |  |
| 8 | Save Tax Data | Choose the Save button. |  | A system message about data saving is generated. |  |
| 9 | Select Income Tax Withholding Variation | Select from the Navigate to Mashup drop-down, located in the upper part of the screen, value Tax → Income Tax Withholding Variation. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 10 | Create New Income Tax Withholding Variation Record | On the displayed Income Tax Withholding Variation page, select the New pushbutton. |  | The fields to be filled show up below the table. |  |
| 11 | Maintain Income Tax Withholding Variation Details | Enter the validity period for the record: | Valid From: select hire date from calendar help |  |  |
| To: select from calendar help as appropriate |  |
| in the Income Tax Withholding Variation - AU part of the form: | Director Fee - Non Taxable: flag check box if the director's fee paid to the employee is nontaxable as per the variation received from the Australian Taxation Office (ATO), |  |  |
| HELP Over Payment Amount: if appropriate, enter the amount of Higher Education Loan Program (HELP) the employee has paid to the Australian Taxation Office (ATO); currency AUD is defaulted and read-only  Note  This over payment amount is reimbursed to the employee in the subsequent payroll periods by reducing the tax of the employee. The over payment details should be present in the infotype record(s) of the employee for the entire financial year. |  |
| SFSS Over Payment Amount: enter if appropriate, enter the Student Financial Supplement Scheme (SFSS) overpayment amount that the employee has paid to the Australian Taxation Office (ATO); currency AUD is defaulted and read-only  Note  This over payment amount is reimbursed to the employee in the subsequent payroll periods by reducing the tax of the employee. The over payment details should be present in the infotype record(s) of the employee for the entire financial year. |  |
| Salary & Wages Tax %: enter the fixed percentage of tax on the salary and wages of the employee |  |
| Use Infotype 188: flag check box if you want the system to use percentage for salary and wages tax, as maintained in Tax Australia infotype (IT0188).  Note  When you flag this check box, the system ignores the value maintained in field Salary & Wages Tax %; instead, the value of field Salary & Wages Tax % turns 0. |  |
| In the Allowances part of the form, specify the allowance wage type and the corresponding percentage of the allowance amount that is taxable.  Select the New pushbutton. The fields in the table become editable. Make following entries: | Allowance Wage Type: select from value help |  |  |
| Wage Type Description: defaulted based on allowance wage type selected; read-only field |  |
| Percentage Taxed: enter appropriate value |  |
| 12 | Save Income Tax Withholding Variation Data | Choose the Save button. |  | A system message about data saving is generated. |  |

#### Maintaining Superannuation Data

Test Administration

Customer project: Fill in the project-specific parts (highlighted).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains superannuation data for employees.

The Superannuation component offers a comprehensive method of processing company and employee contributions to superannuation funds. It allows the HR Administrator to record all the information required by the Payroll system to calculate the superannuation contributions to be paid into the employees‘ superannuation funds.

The Superannuation component is broadly divided into two contribution categories:

* Superannuation contributions: These contributions are discretionary and allow both employers and employees to pay contributions to various superannuation funds. Employers usually pay the super guarantee contribution to all employees irrespective of eligibility limits, and may choose to contribute more than the statutory minimum super guarantee contribution. Employees may choose to pay a voluntary contribution in addition to the super guarantee contribution paid by their employer.
* Super guarantee contributions (SGC): Under super guarantee contributions, employers are required to provide a minimum level of superannuation support for their employees. The minimum level of support is prescribed by law and set in scales that can change from year to year. Employers who fail to comply with the prescribed minimum level of support are required to pay a non-tax-deductible charge, known as the superannuation guarantee charge, plus an additional amount as interest that the contributions would have earned. The super guarantee contribution can be made to multiple funds with a different percentage allocated to each fund.

For superannuation contributions to be calculated by the Payroll system, the HR Administrator must enter data for each employee in the Superannuation infotype.

If the employees’ superannuation details change, the HR Administrator can create new superannuation records in master data by delimiting the old records and entering a new validity period for the new records. If employees decide to change the contributions they make to a particular fund, the HR Administrator needs to create new records to reflect these changes. Should the HR Administrator receive a request to change contribution amounts after payroll has been run for a particular period, changing the record will trigger retroactive accounting.

 Note

It is not mandatory to store data in the Superannuation infotype for payroll to run successfully.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Superannuation | In the Superannuation block, select the Superannuation link. |  | You are linked to Employee Central Payroll, where you need to enter logon details. The appropriate embedded form then appears containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Superannuation Record | On the displayed Superannuation page, select New → <superannuation fund code>. |  | The fields to be filled in the form show up below the table. |  |
| 7 | Maintain Superannuation Details | Enter the validity period for the record: | Valid From:the validity start date is defaulted with the hire date; leave as is. |  |  |
| To: the validity end date of equals to the system high date, adapt as appropriate. |  |
| In the Superannuation Fund Details part of the form make the following entries: | Membership Number: enter the membership number the superannuation fund has assigned to the employee |  |  |
| Fund Join Date: select from calendar help the date on which the employee joined the fund. The date may be the same as the Valid From date.   Note  Mandatory field. |  |  |
| Medical Class: select from value help if appropriate   Note  Optional entry. Specifies the employee's medical classification, if the employee was required to undergo a medical examination prior to joining the superannuation fund. |  |  |
| Reason Code: select from value help if appropriate   Note  Optional entry. Specifies the reason for an employee joining a particular fund. |  |  |
| SGC (Super guarantee contributions): read-only |  |  |
| Superchoice Fund: select from drop-down   Note  Specifies the superannuation fund code, given by the fund house. | Values of fields Australian Business No., Super Fund No, Super Product ID No, and Unique Super Identifier are defaulted and read-only. |  |
| In the Company Contribution Details part of the form make the following entries: | Def. Cont. %: enter the default contribution percentage for the superannuation fund as appropriate |  |  |
| Contr. Amount: enter the superannuation contribution amount if appropriate   Note  Specifies the contribution amount if the fund uses fixed dollar amounts instead of percentages. The value entered in this field may be pro-rated during the payroll run according to the factoring method chosen in the Pro Rata field. |  |
| Pro Rata: select from drop-down, if appropriate   Note  The Superannuation Australia Factoring Method indicates the partial period factor used to calculate the amount entered in the Salary Amount field in the Super Period Salary part of the form. |  |
| No Influence by Employee: flag check box if the employee has not influenced the employer to contribute the extra amount towards superannuation fund |  |
| In the Employee Contribution Details part of the form make the following entries: | Contribution %: enter the superannuation employee contribution percentage as appropriate   Note  Specifies the superannuation contribution percentage for employees, if they also contribute to this particular fund. If this field and the Contr. Amount field are both blank, this field defaults to the percentage specified at the fund level. If this field contains a percentage, the system calculates the base earnings percentage during the payroll run, and outputs the result against the wage type specified in the view Superannuation Fund Code Details. If a super period salary is specified for the employee, this percentage applies to the salary amount instead. |  |  |
| Contr. Amount: enter the superannuation employee contribution amount as appropriate   Note  Specifies the superannuation amount deducted for employees, if they also contribute to this particular fund. The value entered in this field may be pro-rated during the payroll run according to the factoring method chosen in the Pro Rata field. If a factoring method is chosen, the amount is output in the payroll results under the wage type specified in the view Superannuation Fund Code Details. |  |
| Pro Rata: select from drop-down, if appropriate   Note  The Superannuation Australia Factoring Method indicates the partial period factor used to calculate the amount entered in the Salary Amount field in the Super Period Salary part of the form. |  |
| In the Super Period Salary part of the form make the following entries: | Salary Amount: enter the superannuation period salary as appropriate   Note  Specifies the employee's salary subject to superannuation contributions for a specific period.  If you flag the Super Usage check box, the system uses the amount entered in the Salary Amount field to calculate employee and company superannuation contributions.  If the Super Usage check box is blank, the system uses the amount specified in the view Superannuation Defined Salary to calculate employee and company contributions.  If the employee does not work a full period and you enter a partial period factor in the Pro Rata field, the system pro rates the amount entered in the Salary Amount field. |  |  |
| Super Usage (Superannuation Salary Usage): flag check box or leave it blank based on your needs   Note  This indicator determines how the Salary Amount field is used.  If you flag the checkbox, the system replaces the ordinary time earnings (base earnings) per period by the amount specified in the Salary Amount field.  If you flag the checkbox and leave the Salary Amount field blank, the system uses the salary amount specified in the view Superannuation Defined Salary.  If you leave the check box unflagged, the system ignores the amount entered in the Salary Amount field. |  |
| Pro Rata: select from drop-down, if appropriate   Note  The Superannuation Australia Factoring Method indicates the partial period factor used to calculate the amount entered in the Salary Amount field in the Super Period Salary part of the form. |  |
| 8 | Save Superannuation Data | Choose the Save button. |  | A system message about data saving is generated. |  |
| 9 | Create Other Superannuation Records (Optional) | If needed, repeat test steps # 6 to # 8 for other superannuation fund codes. |  |  |  |

#### Maintaining Higher Duty Allowance Data

Test Administration

Customer project: Fill in the project-specific parts (highlighted).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains the higher duty allowance data to which an employee is entitled in case he or she is working for a limited period on a higher position/role.

In infotype Activity with Higher Rate of Pay the higher duty assignments of an employee is captured. Higher Duties are when an employee works for a period in a position/role, which is not his or her own. This is a position/role with a higher classification and the employee might receive a higher remuneration for this assignment. Such a situation can occur for example when the employee’s line manager is on a leave of absence and the employee is substituting him or her in the manager role for a limited period.

Procedure

 Note

In the below table, HD(A) stands for “Higher Duty (Allowance)”.

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Higher Duty Allowance | In the Additional Employer Benefits block, select the Higher Duty Allowance: Higher rate of pay link. |  | You are linked to Employee Central Payroll, where you need to enter logon details. The appropriate embedded form then appears containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Higher Duty Allowance Record | On the displayed Additional Employer Benefits page, select the New pushbutton. |  | The fields to be filled in the form show up below the table. |  |
| 7 | Maintain Higher Duty Allowance Details | Enter the validity period for the record: | Valid From:enter the date starting which the employee works on a higher classification / position   Note  Today’s date is defaulted. |  |  |
| To: enter the date of the last day the employee works on the higher classification / position   Note  Today’s date is defaulted. |  |
| In the General Information part of the form make the following entries: | Reason Code: select from value help the reason why the employee of higher duty position is absent and his/her position has to be filled |  |
| Unpaid HDA indicator: flag check box in case the employee will not be paid higher duty allowance   Note  If this checkbox is flagged, the calculation for higher duty allowance will not be processed in the payroll and the % of allowance field is not in use. |  |
| S17A indicator: flag check box in case the higher duty allowance is considered to be part of superannuation   Example  When an employee has worked on a higher duty position for more than twelve months, he/she is entitled to get a higher superannuation. Yet, he/she can get entitled at the beginning of the higher duty when he/she signs the S17A form. In this case, the check box is flagged. |  |
| Approval Date: select from calendar help the superannuation approval date of the S17A form   Note  Needs to be filled only in case S17A indicator check box is flagged. |  |
| HD Employment %: enter the percentage the employee is occupied with the higher duty   Note  The Higher Duty Allowance amount is paid based on the percentage specified in this field. |  |
| % of allowance: enter the percentage of allowance the employee is entitled to during the higher duty period   Note  If Unpaid HDA indicator checkbox is flagged, this field is not in use.   Example  If the employee is not a fully experienced person to do higher duty, then the employee will be paid a percentage of the higher duty allowance, for example 90%. |  |
| % Nominal Cost: enter relevant nominal cost center percentage if appropriate |  |
| % High Duty Cost: enter relevant high duty cost center percentage if appropriate   Note  This field is of relevance in case the person's costs are required to be distributed between nominal cost center and higher duty cost center. |  |
| In the Counting Rule part of the form make the following entries: | Count Half Day as Full Day: flag check box in case the employee is to be paid for full day even if he/she only works for at least half a day in the higher duty position   Caution  Flag either this check box or the Count Actual Period of Performance check box. |  |
| Count Actual Period of Performance: flag check box in case the employee has to be paid according to the actual period of performance of the higher duty period   Example  If the employee works for half a day in the higher duty position, he/she will be paid for half a day only.   Caution  Flag either this check box or the Count Half Day as Full Day check box. |  |
| Discard Less Than Half Day: flag check box in case the employee is not paid for the higher duty if he/she works for less than half a day in this position   Note  This check box can be flagged only if the Count Actual Period of Performance check box is flagged. |  |
| In the Assignment part of the form make the following entries: | HD Personnel No: select from value help the personnel number of the person for whom the employee is going to perform higher duty   Caution  Maintain either this field or the HD Position field. |  |
| All Wage Types: flag check box in case the higher duty allowance is going to be calculated based on the indirect valuation   Caution  Flag either this check box or the Only Wage Types IT 0008 check box. |  |
| Only Wage Types IT 0008: flag check box in case the higher duty allowance is going to be calculated based on the direct valuation   Caution  Flag either this check box or the All Wage Types check box. |  |
| HD Position: select from value help the position the employee is going to work in for a specified period of time, which is usually higher than the nominal position.   Caution  Maintain either this field or the HD Personnel No field. |  |
| In the Data on Higher Duty part of the form make the following entries related to the organizational assignment and basic pay of the employee during the higher duty period: | Personnel area: select from value help |  |
| Personnel subarea: select from value help |  |
| Employee group: select from value help |  |
| Employee subgroup: select from value help |  |
| Pay scale type: select from value help |  |
| Pay scale area: select from value help |  |
| Pay scale group: select from value help |  |
| Pay scale level: select from value help |  |
| Total: enter as appropriate (currency AUD is defaulted) |  |
| In the Nominal Salary part of the form, the fields (Position, Pay scale type, Pay Scale Area, Pay Scale Group, and Pay scale level) are read-only. They contain the values valid for the employee’s regular role as maintained in the Job Information block and replicated to Employee Central Payroll. |  |  |  |
| In the Higher Duty Salary part of the form select the New Plan button and enter the wage type and amounts as appropriate. |  |  |  |
| In the Nominal Salary part of the form select the New Plan button and enter the wage type and amounts as appropriate. |  |  |  |
| In the Cost Assignment part of the form check either the Default Cost Assignment or the Custom Cost Assignment radio-button. In case you check the latter radio-button, make entries as appropriate in the upcoming fields. |  |  |  |
| In the Notes part of the form, enter notes, if appropriate. |  |  |  |
| 8 | Save Higher Duty Allowance Data | Choose the Save button. |  | A system message about data saving is generated. |  |

#### Maintaining Payment Summary Foreign Employment Data

Test Administration

Customer project: Fill in the project-specific parts (highlighted).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains data in order to generate the payment summary for Australian employees on foreign employment. Here, payment summary is a statement of earnings and tax, issued to employees on an annual basis or for any given period within a financial year.

 Note

The payment summaries can be generated for all active employees on foreign employment in accordance with Australian Taxation Office (ATO) requirements. This report is valid from 2011.

Prerequisites

The employee, for whom the payment summary on foreign employment should be generated, is Australian national and has in Employee Central the field Employee Class (located in Job Information block of the Employment Information section) of value Expat.

Procedure

 Note

In the below table, FE stands for “Foreign Employment”.

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select HR Master Record: Payment Summary FE | In the Additional Employer Benefits block, select the HR Master Record: Payment Summary FE link. |  | You are linked to Employee Central Payroll, where you need to enter logon details. The appropriate embedded form then appears containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Payment Summary FE Record | On the displayed Additional Employer Benefits page, select New and for example Foreign Employment Income. |  | The fields to be filled in the form show up below the table. |  |
| 7 | Maintain Payment Summary FE Details | Enter the validity date for the record: | Valid On: select date from calendar help   Note  Today’s date is defaulted. |  |  |
| In the Administration part of the form make the following entries: | PS FE start date: select from calendar help the start date of the period for which the system issues the payment summary for foreign employment |  |  |
| PS FE end date: select from calendar help the end date of the period for which the system issues the payment summary for foreign employment |  |
| Creation date, Creation time, Manual: defaulted and read-only fields |  |
| Withdrawn: select from dropdown as appropriate   Note  Defaults to No, meaning, that the payment summary for foreign employment issued remains valid based on the data stored in this record.  Select Yes in case the existing payment summary is invalid. Hence, the system ignores the existing payment summary for foreign employment and creates a new payment summary record for foreign employment the next time you execute the report for generation of Payment Summary Foreign Employment for the employee.   Example  You have issued a payment summary for foreign employment to a terminated employee. The company then rehires the terminated employee in the same financial year. As the payment summary for foreign employment issued to the employee is no longer valid, you set the Withdrawn field to Yes, which indicates that the payment summary is invalid. This enables the system to create a new, updated payment summary for foreign employment at the end of the financial year. |  |
| Amended FE: updated by system when you generate payment summary for foreign employment; leave as is   Note  Defaults to No, meaning, that the record contains original data that is being reported for the first time.  If the record contains amended data, the value is set to Yes. |  |
| In the Payment summary part of the form make the following entries: | ABN (Australian Business Number): read-only |  |  |
| ABN Branch No: read-only |  |
| Gross income: enter the gross income earned by an employee from foreign employment   Note  Here, gross income includes amounts reported separately as allowances but does not include lump sum payments. |  |
| Tx deds FE (Total Tax Deducted Under Foreign Employment): enter as appropriate |  |
| Foreign Tax Paid: enter the amount that the employee paid as foreign tax when on foreign employment   Note  This system reports this in Australian Dollars (AUD). |  |
| FBT FE (Reportable Fringe Benefits Tax Under Foreign Employment): enter the gross value of taxable fringe benefits from foreign employment   Note  This is the value that exceeds 1000 AUD. The system records the tax amount due, on the gross value of these benefits on the employee's payment summary for foreign employment in this field. |  |
| Wrkplc Gvng FE (Work Place giving Under Foreign Employment): enter the total number of contributions that an employee on foreign employment makes towards workplace giving |  |
| Union ded. fees FE (Union Deduction Fees Under Foreign Employment): enter the total amount, which is the sum of union fee paid by an employee on foreign employment |  |
| Rep. super. amt FE (Reportable superannuation contribution amount under FE): enter the amount reported as superannuation contribution.   Note  This is the contribution the employer makes for an employee on foreign employment. |  |
| Lump sum A type: select from drop-down   Note  If you leave this field blank, the system considers that the employee has not received lump sum A payment. |  |
| Lump Sum A: enter the employee's earnings from foreign employment that the system classifies as lump sum A |  |
| Lump Sum D: enter the employee's earnings from foreign employment that the system classifies as lump sum D   Note  This is the tax-free part of bona fide redundancy payments or approved early retirement scheme payments. |  |
| Lump Sum E: enter the employee's earnings classified as lump sum E from foreign employment, that is, back payments made more than 12 months ago |  |
| Total No. Workplc (Total number of Workplace Giving Under Foreign Employment): enter the number of times that an employee on foreign employment makes contributions towards workplace giving |  |
| Total No. Union (Total number of Union fees Under Foreign Employment): enter the total number of times that an employee on foreign employment pays union fees |  |
| Currency: defaulted to AUD |  |
| In the ATO part of the form it is displayed whether the ETP details in this infotype record have been included in an ATO file generated through a production run. The details include the number of times this has occurred, and the time and date of the last occurrence |  |  |  |
| In the Union Fee part of the form select the New Plan pushbutton and make the following entries: | Union Fee Text: enter as appropriate |  |  |
| Union Fee Amount: enter as appropriate |  |
| In the Work place Giving part of the form select the New Plan pushbutton and make the entries as appropriate. |  |  |  |
| In the Notes part of the form, enter notes, if appropriate. |  |  |  |
| 8 | Save Payment Summary FE Data | Choose the Save button. |  | A system message about data saving is generated. |  |

#### Maintaining Termination Payment Data

Test Administration

Customer project: Fill in the project-specific parts (highlighted).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains termination payment data for an employee who has been terminated and therefore should receive lump sum payments.

The eligible termination payment (shortened ETP on the following) includes any lump sum payments paid to the employees in consequence of their termination. This contains gross amount of payment, amount of tax installments deducted from the ETP, assessable amount of ETP for tax calculation and other information relevant for calculating final ETP summary amount. This also includes details of death benefit ETP, applicable to a deceased employee.

 Note

Each record has a start date and an end date, denoting the period for which, the ETP is issued to the employee. When you run the Eligible Termination Payment report, the system checks for the end date of the last generated payment summary. The date following this end date is taken as the start date of the current payment summary.

When you create a manual ETP, you can modify all the information options available in the Eligible Termination Payment infotype (IT0850). If you generate the Eligible Termination Payment through the Eligible Termination Payment report, you can only change the Withdrawn status in this infotype.

Prerequisites

The employee must have been terminated. The Terminate action type must have been executed, as described in test script of scope item Take Action: Termination (FJ3).

Procedure

 Note

In the below table, ETP stands for “Eligible termination payment”.

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Termination Payment | In the Earnings and Deductions block, select the Termination Payment link. |  | You are linked to Employee Central Payroll, where you need to enter logon details. The appropriate embedded form then appears containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Termination Payment Record | On the displayed Termination Payment page, select New → <eligible termination payment code>. |  | The fields to be filled in the form show up below the table. |  |
| 7 | Maintain Termination Payment Details | Enter the validity period for the payment summary: | Valid From:enter the record start date   Note  Today’s date is defaulted. |  |  |
| To: enter the record end date same date as start date   Note  Today’s date is defaulted. |  |
| In the Administration part of the form make the following entries: | ABN (Australian Business Number): read-only |  |
| Payment summary start date: select from calendar help the start date of the period for which the payment summary is issued   Note  The date displayed in this field is printed on the payment summary. |  |
| Payment summary end date: select from calendar help the end date of the period for which the payment summary is issued   Note  The date displayed in this field is printed on the payment summary. |  |
| Creation date: read-only field; denotes the date on which the payment summary record was created |  |
| Creation time: read-only field; denotes the exact time the payment summary record was created.   Note  You may require this information for tracking or auditing purposes. |  |
| Withdrawn: select from dropdown as appropriate   Note  Defaults to No, meaning, that the payment summary issued remains valid based on the data stored in this record.   Example  You have issued a payment summary to a terminated employee. The employee is then re-hired in the same financial year. As the payment summary issued to the employee on termination is no longer valid, you set the Withdrawn field to Yes. This enables the system to create a new, updated payment summary for the employee at the end of the financial year. |  |
| Manual: defaults to Yes; read-only field   Note  Indicates that a manual payment summary/group certificate has been created. |  |
| Amended ETP: updated by system; leave as is   Note  Defaults to No, meaning, that the record contains original data that is being reported for the first time.  If the record contains amended data, the value is set to Yes. |  |
| Date of payment: select the employee’s termination date from calendar help |  |
| Date started: select the employee’s hire date from calendar help |  |
| Split ETP: defaults to No; read-only field |  |
| No. ETP prints: enter as appropriate |  |
| Last ETP print date: enter time at which last ETP summary report was printed |  |
| Last ETP print time: select date at which last ETP summary report was printed |  |
| In the ETP Components part of the form make the following entries:   Note  Only the editable fields are listed. | Currency: defaults to AUD; leave as is |  |
| ETP Tax fee comp.: enter as appropriate |  |
| ETP tax: enter amount of tax instalments deducted from ETP |  |
| Sequential number: read-only field; contains the sequential number of a payroll result |  |
| ETP death benefit: select from drop-down |  |
| Death benefit type: select from drop-down in case you have selected value Yes for field ETP death benefit |  |
| ETP taxable comp.: enter the taxable component of the total payment that the employee receives in course of employment termination |  |
| Life Benefit taxed: enter amount as appropriate |  |
| Life Benefit untaxed: enter amount as appropriate |  |
| Transitional taxed: enter amount as appropriate |  |
| Transitional untaxed: enter amount as appropriate |  |
| Death Benefit taxed: enter amount as appropriate |  |
| Death Benefit untaxed: enter amount as appropriate |  |
| Life Benefit Tax: enter amount as appropriate |  |
| Death Benefit Tax: enter amount as appropriate |  |
| Transitional Tax: enter amount as appropriate |  |
| In the ATO part of the form it is displayed, whether the ETP details in this infotype record have been included in an ATO file generated through a production run. The details include the number of times this has occurred, and the time and date of the last occurrence |  |  |
| 8 | Save Termination Payment Data | Choose the Save button. |  | A system message about data saving is generated. |  |

#### Maintaining Payment Summary Data

Test Administration

Customer project: Fill in the project-specific parts (highlighted).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator enters payment summary data for the employee. The Payment Summary is a statement of earnings issued by the employer to the employee, showing the employment income of the employee.

The payment summary can contain:

* the gross salary or wages paid to the employee during the period,
* any tax installment deductions made,
* any allowances not included in gross income,
* grossed-up value of fringe benefits tax and lump sum payments for unused annual leave or long service leave,
* tax-free part of bona fide redundancy payments
* approved early retirement scheme payments and back payments made more before twelve months.

 Note

Each record has a start date and an end date, denoting the period for which, the payment summary is issued to the employee. When you run the Payment Summary report, the system checks for the end date of the last generated payment summary. The date following this end date is taken as the start date of the current payment summary.

When you create a manual payment summary, you can modify all the information options available in the Payment Summary infotype (IT0849). If you generate the payment summary through the payment summary report, you can only change the Withdrawn status in this infotype.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Payment Summary | In the Earnings and Deductions block, select the Payment Summary link. |  | You are linked to Employee Central Payroll, where you need to enter logon details. The appropriate embedded form then appears containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Payment Summary Record | On the displayed Payment Summary page, select the New pushbutton. |  | The fields to be filled in the form show up below the table. |  |
| 7 | Maintain Payment Summary Details | Enter the validity date for the payment summary: | Valid On:select from calendar help   Note  Today’s date is defaulted. |  |  |
| In the Administration part of the form make the following entries: | Payment summary start date: select from calendar help the start date of the period for which the payment summary is issued   Note  The date displayed in this field is printed on the payment summary. |  |
| Payment summary end date: select from calendar help the end date of the period for which the payment summary is issued   Note  The date displayed in this field is printed on the payment summary. |  |
| Creation date: read-only field; denotes the date on which the payment summary record was created |  |
| Creation time: read-only field; denotes the exact time the payment summary record was created.   Note  You may require this information for tracking or auditing purposes. |  |
| Withdrawn: flag checkbox in case the system should create a new payment summary record   Note  Unflagged per default, meaning, that the payment summary issued remains valid based on the data stored in this record.   Example  You have issued a payment summary to a terminated employee. The employee is then re-hired in the same financial year. As the payment summary issued to the employee on termination is no longer valid, you set the Withdrawn field to Yes. This enables the system to create a new, updated payment summary for the employee at the end of the financial year. |  |
| Manual: checkbox flagged by default and read-only   Note  Indicates that a manual payment summary/group certificate has been created. |  |
| Amended PS: flag checkbox in case the record contains amended data   Note  Defaults to No, meaning, that the record contains original data that is being reported for the first time.  If the record contains amended data, the value is set to Yes. |  |
| No. PS prints: read-only field; denotes the number of times the payment summary has been reprinted |  |
| Last PS print date: read-only field; denotes the date on which the payment summary was last reprinted |  |
| Last PS print time: read-only field; denotes the exact time the payment summary was last reprinted |  |
| In the Payment Summary part of the form make the following entries: | ABN (Australian Business Number): read-only field |  |
| ABN Branch No: read-only field |  |
| Gross income: enter the amount of salary or wages income earned by the employee   Note  Gross income does not include amounts shown separately as allowances or lump sum payments. |  |
| Tax Inst. Deds.: enter the amount of tax instalments deducted from the employee's income |  |
| Reportable FBT (Reportable Fringe Benefits Tax): enter the grossed-up taxable value of fringe benefits exceeding 1000 AUD   Note  Where the total taxable value of the fringe benefits provided to an employee exceeds 1000 AUD, the grossed-up taxable value of those benefits must be recorded on the employee's payment summary. |  |
| CDEP amount: enter as appropriate   Note  States the income support component of Commonwealth Development Employment Projects (CDEP) wages paid on or after 1 July 1999. |  |
| Other income: enter any other amounts of income that have not been included in gross payments, lump sum payments, reportable FBT or CDEP, if appropriate |  |
| Total allowances: enter total amount of allowances paid to the employee |  |
| Workplace Giving: enter the total number of contributions that an employee makes towards workplace giving |  |
| Union Ded. Fees: enter the total amount, which is the sum of union fee paid by an employee |  |
| Union ded. wage type: select from value help |  |
| RESC amount: enter the total Employee contribution towards Workplace Giving. |  |
| Lump sum A type: select from drop-down (defaults to No Lump Sum A payment made.)   Note  If you leave this field blank, the system considers that the employee has not received lump sum A payment. However, the following reports still display this field as blank. |  |
| Lump sum A: enter as appropriate   Note  States the employee's earnings classified as lump sum A, that is, annual leave and leave loading accrued pre 18/08/93, and long-service leave accrued from 16/08/78 to 17/08/93. |  |
| Lump sum B: enter as appropriate   Note  States the employee's earnings classified as lump sum B, that is, long-service leave accrued before 16/08/78. |  |
| Lump sum D: enter as appropriate   Note  States the employee's earnings classified as lump sum D, that is, the tax-free part of bona fide redundancy payments or approved early retirement scheme payments |  |
| Lump sum E: enter as appropriate   Note  States the employee's earnings classified as lump sum E, that is, back payments made more than 12 months ago. |  |
| Sequential no: read-only field; |  |
| Total No. allow: enter total number of allowances paid to the employee |  |
| Total No. Workplc: enter number of wage types used for the employee's Workplace Giving |  |
| Total No. Union: enter total number of union fees paid by the employee |  |
| Currency: defaults to AUD |  |
| FE amount: enter as appropriate   Note  Exempt foreign employment income. |  |
| Unded Annuity Amt (Deductible amount of the undeducted purchase price of the annuity): enter as appropriate   Note  Indicates the amount that the employer, who also manages the superannuation fund, contributes as undeducted purchase price of annuity, in any given payroll period, to an employee. |  |
| In the ATO part of the form it is displayed whether the payment summary details in this infotype record have been included in an ATO file generated through a production run. The details include the number of times this has occurred, and the time and date of the last occurrence. |  |  |
| In the Allowances part of the form, the wage types and the allowance values that are required for the payment summary report are displayed. You can only modify the fields in case of entering a manual payment summary. |  |  |  |
| In the Deductions part of the form select the New Plan button and enter data as appropriate. |  |  |  |
| 8 | Save Payment Summary Data | Choose the Save button. |  | A system message about data saving is generated. |  |

### China (CN)

### Germany (DE)

#### Maintaining Social Insurance Data

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains social insurance related data for employees.

In this chapter, we describe the maintenance of three different infotypes: Social Insurance, DEUEV, and Additional Social Insurance.

The Social Insurance infotype is used to enter relevant data for calculating, assigning, and deducting social insurance contributions. This data is used in payroll to transfer social insurance payments, to create contribution statements, and for DEUEV notifications. The Social Insurance infotype is closely linked to the SI Additional Insurance infotype.

 Note

You must maintain infotype Social Insurance in order to run payroll. If there is no available social insurance data, then you cannot run payroll for the employee.

The infotype DEUEV means "German Data Communications Regulation“. The employer has the obligation to inform the social insurance agency about the start or change of an employment relationship. The data maintained in this infotype is used in payroll as well as for subsequent DEUEV-Reporting.

In the Additional Social Insurance infotype, the data related to additional insurances of employees is captured. This data is used in payroll. The infotype is divided into several insurance types: Health Insurance, Pension Insurance, Nursing Insurance, BVV-Benefits (Supplemental insurance for bank employees), Press Insurance Fund (special insurance fund for the publishing industry and journalist organizations) and General Additional Insurance. Each insurance type constitutes a subtype.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select from the result list the appropriate employee for whom you want to maintain social insurance data. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Social Insurance | In the Social Insurance block, select the Social Insurance link. |  | You are linked to Employee Central Payroll, where you need to enter logon details. A table is displayed, containing the already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Social Insurance Record | On the displayed Social Insurance page, select the New pushbutton. |  | The fields to be filled show up below the table. |  |
| 7 | Maintain General Social Insurance Data | Enter the validity period for the record: | Valid From: the hiring date of the employee is defaulted; leave as is |  |  |
| To: Unlimited is defaulted; leave as is |  |
| In the General Social Insurance Data section make the following entries:  in the Social Insurance Key/Pension Insurance Number part of the form:  Note  All defaulted field values depend on the employee data maintained during hiring or rehiring. | HI Indicator:1 General Contribut. (employees liable for statutory health insurance) is defaulted, adapt if required |  |  |
| Pension Insurance ID:1 Full Contribution (employees who are fully liable for pension insurance contributions) is defaulted, adapt if required |  |
| UI Indicator:1 Full Contribution (employees who are fully liable for unemployment insurance), is defaulted, adapt if required |  |
| CI Indicator:1 General Contribut. (employees liable to pay statutory health insurance), is defaulted, adapt if required |  |
| Pension Insurance Number: <XX XXXXXX X XX X>, consists of:  XX = Area number  XXXXXX = Date of birth  X = First letter of the last name  XX = Serial number  X = Check digit  Note  The pension insurance number is copied from the social insurance booklet and functions as a membership/account number for funds and pension insurance institutions. The pension insurance number is the most important employee identification for contribution payments to the social insurance institutions and the annual DEUEV remuneration statement procedure. |  |
| in the Assignment to Health Insurance/Care Insurance Fund part of the form: | Health Ins. Fund: select from drop-down |  |  |
| Branch Office: select from drop-down |  |
| HI Amount: enter appropriate amount in EUR |  |
| CI Amount: enter appropriate amount in EUR |  |
| Additional Fund: select from drop-down |  |
| Max. HI Gross Amt Pensioner: (in EUR) (maximum health insurance gross amount): enter appropriate amount only if you have selected for SI-Attributes value 02(Pensioner) |  |
| in the SI-Attributes part of the form: | Primary Attribute: 01(Active) is defaulted; leave as is |  |  |
| in the SI-Statement part of the form: | Submission of SI Card: select from drop-down, if appropriate |  |  |
| Obligation to Carry SI Card: flag checkbox if appropriate  Note  According to Par.2, §99 SGB IV (German Social Legislation Code), certain employees must always have their social insurance card on file when carrying out certain duties. |  |
| 8 | Maintain Other Social Insurance Data (Optional) | If the employee is exempt from one or more social insurance categories, or if there is a different social insurance contribution split between employer and employee, or if you must apply a special SI regulation for this employee, enter this in Other Social Insurance Data section: |  |  |  |
| in the Health Insurance part of the form: | Exemption reason: select from drop-down, if appropriate |  |  |
| Contribution Distr.: Standard Distribution is defaulted; adapt if appropriate using drop-down |  |
| Self-Payer: flag checkbox if appropriate |  |
| Special Rule: select from value help if appropriate |  |
| Membership Number: enter as appropriate |  |
| in the Care Insurance part of the form: | Exemption reason: select from drop-down, if appropriate |  |  |
| Contribution Distr.: Standard Distribution is defaulted; adapt if appropriate using drop-down |  |
| Self-Payer: flag checkbox if appropriate |  |
| Special Rule: select from value help if appropriate |  |
| in the Pension Insurance part of the form: | Exemption reason: select from drop-down, if appropriate |  |  |
| Contribution Distr.: Standard Distribution is defaulted; adapt if appropriate using drop-down |  |
| Self-Payer: flag checkbox if appropriate |  |
| Special Rule: select from value help if appropriate |  |
| in the Unemployment Insurance part of the form: | Exemption reason: select from drop-down, if appropriate |  |  |
| Contribution Distr.: Standard Distribution is defaulted; adapt if appropriate using drop-down |  |
| Special Rule: select from value help if appropriate |  |
| 9 | Save Social Insurance Data | Choose the Save button. |  | A system message about data saving is generated. |  |
| 10 | Select DEUEV | Select from the Navigate to Mashup drop-down, located in the upper part of the screen, value Social Insurance → DEUEV. |  | A table is displayed, containing the already existing records (if any, otherwise, the table is empty). |  |
| 11 | Create New DEUEV Record | On the displayed Social Insurance page, select the New pushbutton. |  | The fields to be filled show up below the table. |  |
| 12 | Maintain DEUEV Data | Enter the validity period for the record, as well as other relevant data: | Valid From: the hiring date of the employee is defaulted; leave as is |  |  |
| To: Unlimited is defaulted; leave as is |  |
| in the Information About Activity part of the form: | Function: select from drop-down |  |  |
| Occupation: select from drop-down  Note  Function and Occupation should fit to the job classification of the employee as maintained during hiring or rehiring. For details, you can refer to test script of scope item FJ0. |  |
| Education: select from drop-down |  |
| Vocational Train.: select from drop-down |  |
| Leasing Temp. Personnel: select from drop-down |  |
| Contract Form: select from drop-down, for example 1 Full-Time – Permanent  Note  The selected value should fit to the data maintained for the employee during hiring or rehiring. For details, refer to test script FJ0. |  |
| in the Other Data part of the form: | Person Group Key: 101(SI-Liable Employees) is defaulted; adapt if required |  |  |
| Pensioner/Applicant: 00(No Pension Payment) is defaulted; leave as is |  |
| European Union Social Insurance: enter data if appropriate |  |
| Indicator: Status Determination: No Special Status is defaulted; adapt if appropriate |  |
| Concurrent Employment: flag checkbox if appropriate |  |
| in the Creation of SHI Monthly Declarations part of the form: | Monthly Decl., EE/ER Decl.: select from drop-down if appropriate |  |  |
| 13 | Save DEUEV Data | Choose the Save button. |  | A system message about data saving is generated. |  |
| 14 | Select Additional Social Insurance | Select from the Navigate to Mashup drop-down, located in the upper part of the screen, value Social Insurance → Additional Social Insurance. |  |  |  |
| 15 | Create New Additional Social Insurance Record | On the displayed Social Insurance page, select New → <type of additional insurance>. |  | The fields to be filled show up below the table. |  |
| Enter the validity period for the record: | Valid From: the hiring date of the employee is defaulted; leave as is |  |  |
| To: Unlimited is defaulted; leave as is |  |
| Select in the Insurance Data part of screen the New Supplementary Insurance button and enter the appropriate data. You need to click each field to enter values.   Recommendation  If needed, use mouse over the table header to read the complete field names. | Supplementary ins.: select from value help |  |  |
| Contribution Scale: select from value help |  |
| Contrib to.: enter appropriate amount in EUR |  |
| Subsidizable Amount: enter appropriate amount in EUR |  |
| Basic Rate SI: enter appropriate amount in EUR |  |
| Currency: EUR is defaulted and cannot be changed |  |
| Self-Payer: flag checkbox if appropriate |  |
| Confirmation: flag checkbox if confirmation of this additional insurance has been submitted |  |
| Contribution Split: Standard Distribution is defaulted; adapt if appropriate |  |
| Special Rule Suppl. Insurance: select from value help | The value of field Special Rule Text is filled automatically. |  |
| 16 | Save Additional Social Insurance | Choose the Save button. |  | A system message about data saving is generated. |  |
| 17 | Create Other Additional Social Insurance Records (Optional) | If needed, repeat test steps # 15 and # 16 for other additional social insurances, |  |  |  |

#### Maintaining Tax Data

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains tax related data for an employee.

In the Fiscal Data D infotype, the tax-based data of an employee is recorded. Based on this data, the employment tax, church tax, and reunification tax are calculated. The data included in this infotype is required for following functions:

* payroll
* annual employment tax declaration
* employment tax statement
* payroll account.

 Note

You must maintain infotype Fiscal Data D for the employee in order to run payroll for him or her.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select from the result list the appropriate employee for whom you want to maintain tax data. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Fiscal Data | In the Tax block, select the Fiscal Data link. |  | You are linked to Employee Central Payroll, where you need to enter logon details. A table is displayed, containing the already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Fiscal Data Record | Select the New pushbutton. |  | The fields to be filled show up below the table. |  |
| 7 | Maintain Fiscal Data | Enter the validity period for the record: | Valid From: the hiring date of the employee is defaulted; leave as is |  |  |
| To: Unlimited is defaulted; leave as is |  |
| In the General Tax Data section make the following entries:  in the Tax Card / ELStAM part of the form: | Identification Number: choose the Suggest ID Number  button |  |  |
| Tax office*:* select from drop-down |  |
| Tax class*:* select from drop-down |  |
| Number of Tax Exemptions for Children: enter appropriate  Note  The number of child allowances is stated on the employee's tax card. |  |
| Factor: enter factor for factor procedure  Note  The entered factor according to 2009 employment tax law. |  |
| EE Relig. Denomination: select the employee’s religion from drop-down |  |
| Spouse Religion: select from drop-down |  |
| Annual Exemption: enter appropriate amount in EUR |  |
| Monthly Exemption: enter appropriate amount in EUR |  |
| Annual Additional Amount: enter appropriate amount in EUR |  |
| Monthly Additional Amount: enter appropriate amount in EUR |  |
| in the Other Data part of the form: | Tax Liability: Unlimited is defaulted; adapt if appropriate |  |  |
| Flat-Rate Tax: select from drop-down if applicable |  |
| Exemption Reason: select from drop-down if applicable |  |
| Special Rule 1: select from drop-down if applicable |  |
| Special Rule 2: select from drop-down if applicable |  |
| Certification Period: leave as is |  |
| Tax Table: General is defaulted; adapt if appropriate |  |
| Tax procedure: Month Section w/ AITD is defaulted; leave as is |  |
| Pension Tax Exemption Granted: Age-Dependent is defaulted; adapt if appropriate |  |
| Church Tax Area: district of the home address is defaulted; leave as is |  |
| in the Information for ELStAM Procedure (Electronic Employment Tax Deduction Features) part of the form: | Indicator Main Employer: checkbox is flagged by default; leave as is |  |  |
| ELStAM Block: suggested by the system, if applicable; read-only field |  |
| Reason for ELStAM Lock: in case field ELStAM Block contains a value, select the reason for the block on ELStAM data from drop-down; else leave empty |  |
| Special Processing: select from drop-down if appropriate |  |
| Reason Special Process.: in case you have entered for field Special Processing a value, select the reason for special processing in the ELStAM procedure from drop-down; else leave empty |  |
| Special Process. Registration: select from drop-down in case you have entered values for fields Special Processing and Reason Special Process; else leave empty |  |
| Special Proc. Deregistration: select from drop-down if needed |  |
| Date Deregistr. On: select from calendar help if needed |  |
| in the Information for ELSTER (Employment Tax Statement) part of the form: | ETIN Short Form: suggested by the system; read-only field |  |  |
| Elster Spec.Process.: Create Statement is defaulted, adapt if needed |  |  |
| In the Basis for Old-Age Exemption part of the form, the values are suggested by the system and are read-only. |  |  |  |
| Go to Basics of Benefits Payments section and make following entries in the Basis for First Pension Payment part of the form:   Note  In this section, you record all data required according to the German Pension Tax Law for calculating the contributions, which are exempted from tax or with favorable taxation rate.  For each employee, you can create at most five basis for pension payment. | Start/End Pension Payment: select from calendar help  (the end date only if known, else leave empty) |  |  |
| Relevant Year: if the pension start date differs from the definitive first year of the pension start date, select from calendar help the alternative cohort year |  |  |
| Benefits Payments: select from value help | Based on the start date and the benefits payments value, the system determines the cohort and displays the appropriate cohort data (definitive percentage rate for the tax-exempt part of pension payments, the maximum amount of the pension tax exemption, and the supplement to the pension tax exemption). |  |
| Regular Benefits Payment: if available, enter appropriate amount in EUR |  |  |
| Estim. Other Pension Payments: if available, enter appropriate amount in EUR |  |  |
| 8 | **Save Fiscal Data** | Choose the Save button. |  | A system message about data saving is generated. |  |

#### Maintaining Additional Employer Benefits

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains additional employer benefits to which an employee is entitled, namely Capital Formation.

In the Capital Formation infotype, the data related to capital formation contract(s) of an employee is recorded. If an employee concludes a capital formation contract, he or she benefits from the capital-forming payments. The same are particularly interesting if the employer provides the same partially or even completely.

The data maintain in this infotype is then used in payroll.

The capital formation is performed in payroll in two steps:

* The employer’s contribution is generated into the gross part
* In the net part, the transfer as well as the capital formation is executed

An employee can conclude several capital formation contracts. Each contract receives a sequential number, and each sequential number forms a subtype of infotype Capital Formation. In case an employee has several capital formation contracts, a subtype for each contract needs to be created by the HR Administrator.

The employee defines, within the statutory framework, the investment type and investment institute, where the capital formation saving payment should be created.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select from the result list the appropriate employee for whom you want to maintain additional employer benefits. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Capital Formation | In the Additional Employer Benefits block, select the Capital Formation link. |  | You are linked to Employee Central Payroll, where you need to enter logon details. A table is displayed, containing the already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Capital Formation Record | Select New → 1st Contract. |  | The fields to be filled show up below the table. |  |
| 7 | Maintain Capital Formation Data | In Details: 1st Contract enter the required entries: | Valid From: the hiring date of the employee is defaulted; adapt if required |  |  |
| To: Unlimited is defaulted; adapt if required |  |
| in the Contract Data part of the form: | Wage Type: M760(Cap.Frmtn Savgs Paymt) is defaulted; leave as is |  |  |
| Amount: enter appropriate amount of saving for the employee per effective date of the payment in EUR |  |
| Asset Type: select from drop-down |  |
| Type: Transfer/Withhold is defaulted; leave as is |  |
| In the Payment part of the form: | First Payment Period: enter month <MM> of first pay-out of the amount of saving   Note  The first payment period is determined for the current year, and remains fixed for the following years. |  |  |
| Interval in Periods: enter data as appropriate, for example 02 (the further payments take place every two months)   Note  If you make no entry about intervals in periods, a repayment occurs in every period from the first payment period. |  |
| Payment Priority: enter a value between 0(High) and 9(Low)   Note  In case additional capital formation contracts exist for the employee, you can enter the order of the transfer here for the case, that the amount paid does not cover the contracts. |  |
| Special Rule: select from drop-down if appropriate |  |
| Transfer: flagged by default; leave as is |  |
| Continue Payment: flagged by default; leave as is |  |
| In the Capital Formation Savings Payments part of the form: | ER Contribution: the employer contribution is defaulted to 01(Employees(40.00 EUR)); adapt if needed |  |  |
| Number of Employer Shares: 1 is defaulted; leave as is |  |
| In the Recipient Data part of the form enter relevant data of investment company or institutes: | Payee Key: chose from value help | The values of the fields Payee Name, Postal Code/City, Bank Country, Bank Key, Bank Account are automatically filled. |  |
| Payee Name: leave as is |  |  |
| Postal Code/City: leave as is |  |
| Bank Country: leave as is |  |
| Bank Key: leave as is |  |
| Bank Account: leave as is |  |
| IBAN: select Suggest IBAN button |  |
| Payment method: Bank Transfer is defaulted; leave as is |  |
| Note to Payee: <Person ID in Employee Central Payroll/Last Name> of the employee is defaulted; leave as is |  |
| 7 | Save Capital Formation Data | Choose the Save button. |  | A system message about data saving is generated. |  |
| 8 | Create Additional Capital Formation Contract (Optional) | If needed, repeat test steps # 6 and # 7 for additional contracts, |  |  |  |

### France (FR)

#### Maintaining Contract Elements

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains data related to the employee’s employment contract.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Contract Elements | In the Others block, select the Contract Elements link. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Contract Elements Record | On the displayed Contract Elements page, select the New pushbutton. |  | The fields to be filled show up below the table. |  |
| 7 | Maintain Contract Elements Details | Enter the validity period for the record: | Valid From:the validity start date is defaulted with the hire date; leave as is |  |  |
| To: the validity end date equals to the system high date, adapt as appropriate, especially if the contract type is not permanent |  |
| in the Contractual rules part of the form make the following entry: | Contract Type: select the appropriate value from the drop-down menu, if not already defaulted from the appropriate value entered during hiring/rehiring |  |  |
| Sideline Job: flag the check box, if appropriate |
| Competition Clause: flag the check box, if appropriate |
| in the Duration of payment from beginning of illness part of the form make the following entries: | Continued Pay: adapt defaulted value if appropriate |  |  |
| Sick Pay Supplement: adapt defaulted value if appropriate |  |
| in the Deadline part of the form make the following entries: | Probationary Period: adapt defaulted value if appropriate |  |  |
| ER Notice Period: adapt defaulted value if appropriate |  |
| EE Notice Period: adapt defaulted value if appropriate |
| Work Permit: select from calendar help, if appropriate |
| in the Enter part of the form make the following entries: | Initial Entry: select from calendar help if appropriate |  |  |
| Entry into Group: select from calendar help if appropriate |
| Group Key: select from value help |
| in the Unemployment insurance scheme statement of part-time workers in show business part of the form make the following entries:   Note  These fields are only relevant for registered entertainers who are employed as casual labor in the entertainment sector. | Initial Statement no.: inserting the appropriate value |  |  |
| Object Number: inserting the appropriate value |
| in the Additional fields part of the form make the following entries: | Employment contract reference: values provided by the system based on the previous entries; read-only |  |  |
| Code for employee’s fam. relat.: select from drop-down, if appropriate |
| Contract/renewal start date: select from calendar help, if not already maintained |
| Reason for exclusion DSN: select from drop-down, if appropriate |
| Contract amount: enter the appropriate amount and choose the appropriate unit measure from the drop-down |
| Internship supervisor: select from value help, if appropriate   Note  Relevant only in case the employee is an intern (this is reflected by the appropriate employee class) |
| Initial duration -Years: value provided by the system based on the previous entries; read-only |
| Initial duration -Months: value provided by the system based on the previous entries; read-only |
| Initial duration -Days: value provided by the system based on the previous entries; read-only |
| in the Law on Securing employment part of the form make the following entries, if appropriate: | Age of start of contract: value defaulted by the system based on the age the employee had at the hiring date |  |  |
| End date of trial period: select from calendar help, if not already maintained |
| Probationary period absence: select from drop-down if appropriate |
| In the Notes part of the form, enter a note, if appropriate. |  |  |  |
| 8 | Save Contract Elements | Choose the Save button. |  | A system message about data saving is generated. |  |

#### Maintaining Additional Employment Contract Data

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains information related to the position and responsibilities of the employee in the company. It includes the data necessary for creating the employee's pay slip, legally required reports (ASSEDIC statement, etc.) and electoral lists for professional elections and labor court elections. This information may also be used later for statistical purposes.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Employment Contract: Additional Data | In the Others block, select the Employment Contract: Addit. Data link. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Additional Data Record | On the displayed Employment Contract: Addit. Data page, select the New pushbutton. |  | The fields to be filled show up below the table. |  |
| 7 | Maintain Additional Data to Employment Contract | Enter the validity period for the record: | Valid From: select from calendar help |  |  |
| To: the validity end date equals to the system high date, adapt as appropriate |  |
| in the Qualification part of the form make the following entries: | Qualification: select from value help |  |  |
| PCS Code: select from value help |  |
| PCS supplement code: select from value help |  |
| in the Electoral groups part of the form make the following entries: | Staff delegate (DP) group: select appropriate value from drop-down |  |  |
| Work council (CE) group: select appropriate value from drop-down |
| Labor court group: select appropriate value from drop-down |
| Labor court section: select appropriate value from drop-down |
| Excluded from management: flag checkbox if appropriate |
| Home vote: flag checkbox if appropriate |
| in the Place of work part of the form make the following entries: | Personnel area: select from value help |  |  |
| Personnel subarea: select from value help |
| Municipality INSEE code: select from value help |
| in the Meal voucher distribution point part of the form make the following entry: | Employee’s home: flag checkbox if appropriate |  |  |
| In the Notes part of the form, enter a note, if appropriate. |  |  |  |
| 8 | Save Additional Data to Employment Contract | Choose the Save button. |  | A system message about data saving is generated. |  |

#### Maintaining Social Insurance Data

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains data related to the social insurance of the employee.

The Social insurance infotype is used to enter information about an employee’s social security contributions profile.

The IJSS Summary infotype is used to enter the amount of Social Security Sick Pay (Indemnité Journalière de Sécurité Sociale - IJSS) recorded on the IJSS summary sent by the Sickness Insurance Fund (Caisse primaire d’assurance maladie) (in accordance with the work stoppage – work stoppage compensation mechanism). The amount of Social Security sick pay paid is recorded on this slip for each period of absence.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Social Insurance | In the Social Insurance block, select the Social Insurance link. |  | You are linked to Employee Central Payroll, where you need to enter logon details. The appropriate embedded form then appears containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Social Insurance Record | On the displayed Social Insurance page, select the New pushbutton. |  | The fields to be filled in the form show up below the table. |  |
| 7 | Maintain Social Insurance Details | Enter the validity period for the record: | Valid From:the validity start date is defaulted with the hire date; leave as is |  |  |
| To: the validity end date equals to the system high date, adapt as appropriate |
| In the Social Insurance part of the form, both the Social security number and Social insurance number key are automatically defaulted by the system and are read-only. |  |
| In the Charges model part of the form, make the following entries if appropriate: | Social insurance plan: select from drop-down |  |  |
| Unemployment ins. plan: select from drop-down |
| Suppl. pension plan: select from drop-down |
| Other plans: select from drop-down |
| In the Part time part of the form, make the following entries if appropriate: | Part time employment code: select from drop-down, if appropriate |  |  |
| In the Supplementary funds part of the form, select the Insert pushbutton: | Contribution funds: select from value help |  |  |
| Description of contribution funds: automatically filled by the system based on the previous selected value |  |
| Contribution: select from value help |  |
| Description of contribution: automatically filled by the system based on the previous selected value |  |
| In the Details of charges part of the form, select one of the pushbuttons, for example Supplementary fund, and select the Model tab option. | Heading: automatically filled by the system based on the previous inserted value |  |  |
| Valid from: automatically filled by the system based on the previous selected value |
| Valid to: automatically filled by the system based on the previous selected value |
| Contribution funds: automatically filled by the system based on the previous selected value |
| Description of contribution funds: automatically filled by the system based on the previous selected value |
| Contribution: automatically filled by the system based on the previous selected value |
| Description of contribution: automatically filled by the system based on the previous selected value |
| Select the Contribution tab and in the Contribution part of the form, the following entries are visible: | Charges model: automatically filled by the system based on the previous selected value |  |  |
| Contribution fund: automatically filled by the system based on the previous selected value |
| Assessment basis: automatically filled by the system based on the previous selected value |
| Valid from/to: automatically filled by the system based on the previous selected value |
| Contribution: automatically filled by the system based on the previous selected value |
| In the Tranche A, B, C parts of the form, the following entries are visible: | Employee rate: automatically filled by the system based on the previous selected value |  |  |
| Wage type: automatically filled by the system based on the previous selected value |  |
| Employer rate: automatically filled by the system based on the previous selected value |  |
| Wage type to: automatically filled by the system based on the previous selected value |  |
| Contribution: automatically filled by the system based on the previous selected value |  |
| In the Flat-rate contribution parts of the form, the following entries are visible: | Fixed amt-EE wage: automatically filled by the system based on the previous selected value |  |  |
| Wage type: automatically filled by the system based on the previous selected value |  |
| Fixed amt-ER contr: automatically filled by the system based on the previous selected value |  |
| Currency: automatically filled by the system based on the previous selected value |  |
| Select the Assessment basis tab, the following entries are visible: | Contribution: automatically filled by the system based on the previous selected value |  |  |
| In the Details of contrib. assessment basis part of the form, the following entries are visible: | Assessment basis: automatically filled by the system based on the previous selected value |  |  |
| Currency: automatically filled by the system based on the previous selected value |  |
| Valid from/to: automatically filled by the system based on the previous selected value |  |
| Base wage type: automatically filled by the system based on the previous selected value |  |
| In the Tranche A, B, C parts of the form, the following entries are visible: | Assess. trance A, B, C: automatically filled by the system based on the previous selected value |  |  |
| Upper limit: automatically filled by the system based on the previous selected value |  |
| Wage type: automatically filled by the system based on the previous selected value |  |
| Select the Rules tab. In the Special calculation rules part of the form, the following entries are visible: | Assessment basis: automatically filled by the system based on the previous selected value |  |  |
| From/To: automatically filled by the system based on the previous selected value |  |
| Number of rules found: automatically filled by the system based on the previous selected value |  |
| Currency: automatically filled by the system based on the previous selected value |  |
| Proceed in similar mode with the other available pushbuttons, namely Social insurance plan, Unemployment insurance plan, Supplementary pension, Other plans) and enter data as appropriate. |  |  |  |
| In the Notes part of the form, enter a note, if appropriate. |  |  |  |
| 8 | Save Social Insurance Data |  |  | A system message about data saving is generated. |  |
| 9 | Select IJSS Bordereau | Select from the Navigate to Mashup drop-down, located in the upper part of the screen, value Social Insurance → IJSS Bordereau. |  | You are linked to Employee Central Payroll, where you need to enter logon details. The appropriate embedded form then appears containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 10 | Create New IJSS Bordereau Record | On the displayed IJSS Bordereau page, select the New pushbutton. |  | The fields to be filled in the form show up below the table. |  |
| 11 | Maintain IJSS Bordereau Details | Enter the validity period for the record: | Valid From:defaults to today’s date, adapt as appropriate |  |  |
| To: defaults to today’s date, adapt as appropriate |  |
| In the IJSS Benefits slip (F) part of the form make the following entries: | Cease work ID: select from value help |  |  |
| Number of days paid: insert the appropriate value |  |
| IJSS Amount: insert the appropriate value |  |
| Currency: select from value help |  |
| In the Notes part of the form, enter a note, if appropriate. |  |  |  |
| 12 | Save IJSS Bordereau Details |  |  | A system message about data saving is generated. |  |

#### Maintaining Social Balance

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains data related to the employee’s social balance. This infotype is used to classify employees according to socio-professional category when outputting the social insurance statement.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Social Balance | In the Others block, select the Social Balance link.   Note  If the link is not shown, select the <#> more link and then the Social Balance link. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Social Balance | On the displayed Social Balance page, select the New pushbutton. |  | The fields to be filled show up below the table. |  |
| 7 | Maintain Social Balance Details | Enter the validity period for the record: | Valid From:select the dates from calendar help |  |  |
| To: the validity end date equals to the system high date, adapt as appropriate |  |
| in the Social Balance categories part of the form make the following entries: | Category 1: select appropriate value from drop-down   Note  This must be entered for a newly hired employee and when an employee changes job. |  |  |
| Category 2: select appropriate value from drop-down   Note  This is used for an additional or different type of breakdown. |  |
| In the Notes part of the form, enter a note, if appropriate. |  |  |  |
| 8 | Save Social Balance | Choose the Save button. |  | A system message about data saving is generated. |  |

#### Maintaining Additional Employer Benefits

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains data related to additional benefits granted by the employer to the employee. More precisely, he or she maintains details related to loans and profit sharing granted to the employee.

The Loans infotype stores data for company loans granted to the employee.

The Profit Sharing infotype is used to manage employee profit sharing in the company and covers everything from allocation to full payment. It stores profit sharing per employee, per year and per modifier. Note that a record of this infotype is generated only for employees who meet the requirements for entitlement to profit sharing.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Loans | In the Additional Employer Benefits block, select the Loans link. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Loan | On the displayed Loans page, select the New pushbutton and from the upcoming drop-down menu select for example Building loan with annuity payment. |  | The fields to be filled show up below the table. |  |
| 7 | Maintain Loan Details | Enter the validity period for the record: | Valid From:the validity start date is defaulted with the hire date; leave as is |  |  |
| To: the validity end date equals to the system high date; adapt as appropriate |  |
| in the Basic Data part of the form make the following entries: | Loan type: defaulted based on value selected for loan subtype |  |  |
| External reference no: enter the appropriate number |
| Sequential Number of Loan: automatically compiled by the system |
| Approval date: select from calendar help |
| Loan amount granted: insert the appropriate amount and select the currency from the value help |
| Loan Amount Paid: later filled with the loan paid |
| Loan Balance later filled with the loan paid |
| Payroll Run to: automatically generated by the system |
| End of loan: automatically populated by the system |
| in the Conditions part of the form make the following entries: | Loan conditions: select from drop-down |  |  |
| Individual interest Rate (%): fill with the appropriate value |
| Effective interest Rate (%): automatically compiled by the system |
| Repayment start: defaults with the hire date; adapt as appropriate (should be equal or after Valid From date) |
| Installment: insert the appropriate amount and select the currency from the value help |
| In the Payments part of the form, select the New Loan Payment pushbutton and make the following entries: | Payment Date: select from calendar help |  |  |
| Payment type: select from value help |  |
| Amount: insert the appropriate value |  |
| Currency: select from value help |  |
| In the Notes part of the form, enter a note, if appropriate. |  |  |  |
| 8 | Save Loan Details | Choose the Save button. |  | A system message about data saving is generated. |  |
| 9 | Select Profit Sharing | Select from the Navigate to Mashup drop-down, located in the upper part of the screen, value Additional Employer Benefits → Profit Sharing. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 10 | Create New Profit Sharing | On the displayed Profit Sharing page, select the New pushbutton. |  | The fields to be filled show up below the table. |  |
| 11 | Maintain Profit Sharing | Enter the validity period for the record: | Valid From:select from calendar help |  |  |
| To: the validity end date equals to the system high date, adapt as appropriate |  |
| in the Profit Sharing part of the form make the following entry: | Profit sharing modifier: select from value help |  |  |
| Fiscal Year: select from value help |  |
| Tax Option: select from drop-down |  |
| Currency: select from value help |  |
| PSharing basis: annual pay is automatically populated by the system |  |
| Modified by: automatically populated by the system |  |
| Attendance days: automatically populated by the system |  |
| Freeze end date: automatically populated by the system |  |
| in the Summary part of the form make the following entries: | Gross profit sharing: insert the appropriate value |  |  |
| CSG profit sharing: insert the appropriate value |  |
| CRDS profit sharing: insert the appropriate value |  |
| Net PShare: automatically populated by the system |  |
| Including PERCO amount: insert the appropriate value for the total of collective pension saving plans |  |
| Percentage of PERCO: insert the appropriate value |  |
| Including amount on other devices: insert the appropriate value |  |
| Percentage on other devices: insert the appropriate value |  |
| Including total of blocked current acnt: insert the appropriate value |  |
| Percentage on total of blocked current account: insert the appropriate value |  |
| Social lump sum: insert the appropriate value |  |
| in the Releases part of the form, select the Insert pushbutton and make the following entries: | Release reason: select from value help |  |  |
| Payment reason automatically populated by the system, based on the previous value, read only field |  |
| Date of withdrawal: select from calendar help |  |
| Amount withdrawn: insert the appropriate value |  |
| Incl. interest: insert the appropriate value |  |
| CSG on interest: insert the appropriate value |  |
| CRDS on interest: insert the appropriate value |  |
| NPS on interest: insert the appropriate value |  |
| Other deductions on int.: insert the appropriate value |  |
| Levy on interest: insert the appropriate value |  |
| Currency: insert the corresponding currency |  |
| In the Notes part of the form, enter a note, if appropriate. |  |  |  |
| 12 | Save Profit Sharing | Choose the Save button. |  | A system message about data saving is generated. |  |

#### Maintaining Family Members/Dependents

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains data related to family members/dependents of the employee.

In the following, we describe the maintenance of one family member type, namely the child. The maintenance of the other family members/dependents is similar.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Family members/Dependents | In the Compensation block, select the Family members/ Dependents link. |  | You are linked to Employee Central Payroll, where you need to enter logon details. The appropriate embedded form then appears containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Family members/ Dependents Record | On the displayed Family members/Dependents page, select the New pushbutton and from the upcoming drop-down menu select for example Child. |  | The fields to be filled in the form show up below the table. |  |
| 7 | Maintain Family members/ Dependents data | In the Validity part of the form enter the validity period for the record: | Valid From:select from calendar help a date on which the employee is already employed at the company |  |  |
| To: the validity end date equals to the system high date, leave as is |  |
| In the Family information part of the form make following entries: | Family Member: automatically populated by the system based on the family member type chosen, read only field |  |
| Object ID: enter as appropriate |
| Last Name: defaulted with the employee’s last name, adapt if appropriate |
| Name at birth: enter if appropriate |
| First Name: enter as appropriate |
| Gender: flag the appropriate radio button |
| Initials: enter if appropriate |
| Name Format Ind.: select from drop-down |
| Date of Birth: select from calendar help |
| Birth Place: enter the appropriate value |
| Country of Birth: select from drop-down |
| Nationality: select from drop-down |
| Second Nationality: select from drop-down, if appropriate |
| Third Nationality: select from drop-down, if appropriate |
| Name Prefix: select from drop-down, if appropriate |
| Name Prefix 2: select from drop-down, if appropriate |
| Other title: select from drop-down, if appropriate |
| In the Special case part of the form make the following entry: | IJSS calculating indicator: flag the check box, if appropriate |  |
| 8 | Save Family member/ Dependents data | Choose the Save button. |  | A system message about data saving is generated. |  |

#### Maintaining Absences

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains data related to a non-productive time of the employee, for example due to a work accident or illness. This will in turn trigger the calculation of the social insurance sick pay to compensate the absences.

Several absence types are available, some of them relevant only for female employees.

In the following, we describe the maintenance of a single absence type, namely an absence due to an industrial accident. The maintenance of the other absence types is similar.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Absences | In the Others block, select the Absences link.   Note  If the link is not shown, select the <#> more link and then the Absences link. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Absence | On the displayed Absences page, select the New pushbutton, and from the upcoming drop-down menu select for example Industrial accident. |  | The fields to be filled show up below the table. |  |
| 7 | Maintain Absence | Enter the validity period for the record: | Valid From:the validity start date is defaulted with today’s date; adapt to the date the employee suffered the accident |  |  |
| To: the validity end date is defaulted with today’s date, adapt as appropriate |  |
| in the Non-productive time part of the form make the following entry: | Type of work stoppage: defaults to the absence type initially chosen (Industrial accident) |  |  |
| Cease work ID: suggested by the system; leave as is |  |
| Att./Absence type: select from value help |  |
| Start date of non-productive time: defaulted with the Valid From date entered; read-only |  |
| End date of work stoppage: defaulted with the (Valid) To date entered; read-only |  |
| Start Time: enter as appropriate |  |
| End Time: enter as appropriate |  |
| Planned End date: defaulted with today’s date, adapt as appropriate |  |
| in the IJSS Benefits part of the form make the following entry: | Subrogation: adapt defaulted value if appropriate |  |  |
| SISP: enter appropriate amount and currency |  |
| Increased SISP: enter appropriate amount (currency is defaulted and read-only) |  |
| Special case: flag checkbox if appropriate |  |
| Extension: flag checkbox if appropriate |  |
| in the Notification part of the form make the following entries: | Date of notification: defaulted with today’s date, adapt as appropriate |  |  |
| Notification time: enter as appropriate |  |
| Work stoppage cert..: flag checkbox if appropriate |  |
| in the Others part of the form make the following entry: | Date of accident: select from calendar help |  |  |
| Time of accident: enter as appropriate |  |
| Consequences of accident: select from drop-down |  |
| Accident reported by: select from drop-down |  |
| Known or establish accident: select from drop-down |  |
| Other victims: flag checkbox if appropriate |  |
| Accident while on company business: select from drop-down |  |
| Described by victim: flag checkbox if appropriate |  |
| Accident location SIRET Num: enter the appropriate number |  |
| Place of accident: select from drop-down |  |
| Circumstances of accident: insert the appropriate information |  |
| Site of injury: select from drop-down |  |
| Type of injuries: select from drop-down |  |
| Nature of accident: insert the appropriate information |  |
| Object which injured the victim: insert the appropriate information |  |
| Potential justified reservations: insert the appropriate information |  |
| In the Place of accident tab, enter in the Accident location part of the form the detailed information, if appropriate. | Delivery point: enter if appropriate |  |  |
| Address affix: enter if appropriate |  |
| House number: enter if appropriate |  |
| Point of delivery type: enter if appropriate |  |
| Postal Code/City: enter if appropriate |  |
| Name: enter if appropriate |  |
| In the Transport tab, enter in the Transport part of the form the detailed information, if appropriate. | Place of hospitalization: enter if appropriate |  |  |
| Date of registration: select from calendar help, if appropriate |  |
| Hospital registration number: enter if appropriate |  |
| Delivery point: enter if appropriate |  |
| Address affix: enter if appropriate |  |
| House number: enter if appropriate |  |
| Point of delivery type: enter if appropriate |  |
| Postal code/city: enter if appropriate |  |
| Name: enter if appropriate |  |
| In the Respons.3rdParty tab, enter in the Responsible third party part of the form the detailed information, if appropriate. | Legal person: flag checkbox if appropriate |  |  |
| Name 3rd party: enter if appropriate |  |
| c/o: enter if appropriate |  |
| Delivery point: enter if appropriate |  |
| Third party Fname: enter if appropriate |  |
| Address affix: enter if appropriate |  |
| House number: enter if appropriate |  |
| Point of delivery type: enter if appropriate |  |
| Postal code: enter if appropriate |  |
| Name: enter if appropriate |  |
| In the Respons.3rdParty tab, enter in the Insurer part of the form the detailed information, if appropriate. | 3rd party ins.: enter if appropriate |  |  |
| Address affix: enter if appropriate |  |
| Point of delivery type: enter if appropriate |  |
| Name: enter if appropriate |  |
| Delivery point: enter if appropriate |  |
| House number: enter if appropriate |  |
| Postal code / City: enter if appropriate |  |
| In the Witnss tab, enter in the Witness part of the form the detailed information, if appropriate. | Witness name: enter if appropriate |  |  |
| Witness 1st name: enter if appropriate |  |
| c/o: enter if appropriate |  |
| Address affix: enter if appropriate |  |
| House number: enter if appropriate |  |
| Point of delivery type: enter if appropriate |  |
| Postal code: enter if appropriate |  |
| Name: enter if appropriate |  |
| The witness: select from drop-down as appropriate |  |
| In the Police unit tab, enter in the Policy unit part of the form the detailed information, if appropriate. | Police report: flag checkbox if appropriate |  |  |
| Author of report: enter if appropriate |  |
| In the Notes part of the form, enter a note, if appropriate. |  |  |  |
| 8 | Save Absence |  |  | A system message about data saving is generated. |  |

#### Maintaining Termination/Severances Data

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains data related to the employee’s termination and the severance pay related to this.

Prerequisites

The employee has been retired or his/her fixed-term contract has ended.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Termination/Severances | In the Others block, select the Termination/Severances link. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Termination/Severances | On the displayed Termination/Severances page, select the New pushbutton, and from the drop-down menu, which expands, select an appropriate value. |  | The fields to be filled show up below the table. |  |
| 7 | Maintain Termination/Severances Details | Enter the validity period for the record: | Valid on:select from calendar help; should be the date the employee has been retired or the fixed-term contract has expired |  |  |
| in the General part of the form make the following entry: | Termination type: defaulted based on the value chosen from the New drop-down; leave as is |  |  |
| Employee Group: defaulted based on the value chosen from the New drop-down; leave as is |
| Start date seniority: select from calendar help |
| in the Notification part of the form make the following entry: | Notification date: select from calendar help, if not already maintained |  |  |
| Notice period: select from calendar help, if not already maintained |
| in the Dates part of the form make the following entries: | Last worked day: select the dates from calendar help |  |  |
| Last paid date: select the dates from calendar help |
| in the Additional fields part of the form make the following entries: | DDTEFP alloc request: flag checkbox if appropriate |  |  |
| Payment of transactional compensation: flag checkbox if appropriate |
| Refusal to join FNE agreement: flag checkbox if appropriate |  |  |
| In the Individual severances tab of the form, select the Insert button and enter the detailed information, if appropriate. | Severance Type: select appropriate value from value help |  |  |
| Payments: fill with the appropriate value |
| Number: fill with the appropriate value |
| Amount: fill with the appropriate value |
| %: fill with the appropriate value |
| Wage Type: defaulted based on value selected for Severance Type; read-only |
| Wage Type Long Text: defaulted based on value selected for Severance Type; read-only |
| In the Generic severances tab of the form, enter the detailed information, if appropriate | Deactivate all generic payments: flag checkbox if appropriate |  |  |
| Severance text: read only field |
| Disable severance: flag checkbox, if appropriate |
| Wage type: read only field |
| Wage type Long text: read only field |
| In the Notes part of the form, enter a note, if appropriate. |  |  |  |
| 8 | Save Termination/ Severances | Choose the Save button. |  | A system message about data saving is generated. |  |

### United Kingdom (GB)

#### Maintaining Tax Data

Test Administration

Customer project: Fill in the project-specific parts (highlighted).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains tax related data for an employee.

In this chapter, we describe the maintenance of three different infotypes: Tax Data, Offshore Tax, and Sickness Pay Control.

In the Tax Data infotype, the information required to calculate the correct tax deductions from wages and salaries is kept. When new employees join the company, a tax data record must be created for each of them. If you do not receive the tax details for a particular employee immediately, you should wait until you receive this information before you create the record. One of your required Start-of-Year activities is to create a new Tax Data record for each employee. Employee tax situations may also change during the course of employment. If this is the case, you will need to create new records to reflect each of these changes.

In the Offshore Tax infotype, the tax data for resident and non-resident employees working in the Isle of Man, Jersey, or Guernsey and Alderney is recorded.

In the Sickness Pay Control infotype, the data of an employee, which is relevant to statutory sick pay (shortened SSP in the following). The information contained in the infotype allows the Payroll component to determine whether an employee is entitled to SSP, and if so, for which days.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Tax | In the Tax block, select the Tax Data link. |  | You are linked to Employee Central Payroll, where you need to enter logon details. The appropriate embedded form then appears containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Tax Record | On the displayed Tax page, select the New pushbutton. |  | The fields to be filled in the form show up below the table. |  |
| 7 | Maintain Tax Details | Enter the validity period for the record: | Valid From:the validity start date is defaulted with the hire date; leave as is |  |  |
| To: the validity end date equals to the system high date, adapt as appropriate |  |
| In the Tax Details part of the form make the following entries: | Tax Code Source: select from drop-down, for example Starter-Employee(EMP) or Starter-Ex Pat(EXP)   Note  The employee’s tax code is derived from this source. |  |
| Tax Code: enter as appropriate |  |
| In the Tax Basis part of the form check either the Cumulative or the Week1/Month1 radio button. | * Check the Cumulative radio button in case the tax is calculated using the cumulative method. This means that tax free pay is apportioned over the year thereby allowing an amount of earnings tax free each pay period. So instead of one payment being taxed in isolation, all payments made so far this tax year are taken into account, the tax due is calculated, and the sum of tax that has been paid to date is deducted. What is left is the amount to be deducted from the employee this week or this month. * Check the Week1/Month1 radio button in case the tax is calculated using a week 1/month 1 basis. Whereas most tax is calculated on a cumulative basis, it is sometimes necessary to use this method instead, as where employees who are paid on a weekly basis are due to be paid on the last day of the year. This is because the cumulative basis only works with a year of 52 weeks and, were payroll to fall on the last day of the year that would be the 53rd week. |  |
| In the Starter part of the form enter the figures from the new employee’s P45 or from the P6 sent by your tax office:   Note  Relevant only for Tax Code Source EMP and EXP. | Starter Declaration: select from drop-down as appropriate |  |
| In the Previous Earnings part of the form make the following entries: | Taxable Pay: enter the amount of taxable pay the employee has received for the year to date as it appears on the P45 |  |
| Tax: enter the amount of tax the employee has paid for the year to date as it appears on the P45 |  |
| Tax Week/Month: enter the last tax week for which a payment was made by the previous employer as given on the employee's P45 form |  |
| P45 Item 13 to be Used in Payroll: flag checkbox if the amount displayed for the P45 Item 13 is to be used in payroll instead of the amount of tax paid taken from form P45 as specified by P45 Tax Paid |  |
| In the Leaver part of the form make the following entries:   Note  Relevant only if the employee leaves the company. | P45 Issue Date: select from calendar help the date on which you issue the P45 form   Note  In this field, you can maintain a date earlier than the current system date, but not a date later than the current system date. |  |
| P45 Sequence Number: field is updated by the report that prepares the P45 form |  |
| Employee to Pensioner: flag checkbox if appropriate |  |
| In the Other Data part of the form make the following entries: | Withheld Tax Refund Indicator: select from drop-down an appropriate action to be taken by payroll if a tax refund is being withheld for an employee |  |
| 8 | Save Tax Data | Choose the Save button. |  | A system message about data saving is generated. |  |
| 9 | Select Offshore Tax | Select from the Navigate to Mashup drop-down, located in the upper part of the screen, value Tax → Offshore Tax. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 10 | Create New Offshore Tax Record | On the displayed Offshore Tax page, select the New pushbutton. |  | The fields to be filled show up below the table. |  |
| 11 | Maintain Offshore Tax Details | Enter the validity period for the record: | Valid From:the validity start date is defaulted with the hire date; leave as is |  |  |
| To: the validity end date equals to the system high date, adapt as appropriate |  |  |
| in the Isle of Man – Tax status part of the form make the following entries: | Residence: select the resident status of the employee from drop-down   Note  Resident and non-resident employees are treated differently for tax (ITIP - Income Tax Installment Payments) purposes. |  |  |
| Reference Number: enter as appropriate   Note  An employee's tax reference number is issued by the Income Tax Division and identifies the file belonging to the employee for tax purposes. |  |  |
| T10 Received: select from calendar help the date on which you received Form T10 (Employee's Personal Details Form).   Note  This form is required when you complete any Income Tax Form for the employee. |  |  |
| in the Isle of Man – Current details part of the form make the following entries: | Tax Code: enter the tax code determined by the employee's tax office according to the employee's claim for tax allowances |  |  |
| Tax Code Source: select from drop-down, for example T21(Certificate)   Note  If the employee has no Form T21, implement the correct emergency code, and complete Form T20 and send it to the Income Tax Division. This should be entered into the system as the tax code source. Continue to use the emergency code until you are advised otherwise by Form T6. If there is an amendment to the employee's code, you will be advised by Form T6. You will generally be instructed about code changes for the new tax year by Forms T6/T6L in mid of March. |  |  |
| Received: select from calendar help the date the employer receives the form containing the tax code for the new employee |  |  |
| in the Jersey - Form 46(b) sent part of the form make the following entries: | Original: select from calendar help the date on which you have submitted the original version of Form 46(b) |  |  |
| Supplementary: select from calendar help the date you have submitted a Supplementary Card. This does not include the original information. |  |  |
| Replacement: in case the information submitted on the original version of Form 46(b) is found to be incorrect, select from calendar help the date on which you have resent a complete replacement of Form 46(b) |  |  |
| in the Guernsey & Alderney - Current details part of the form make the following entries: | Tax Number: enter as appropriate   Note  The tax number identifies the employee in the Guernsey ETI (Employees Tax Instalment) Scheme. |  |  |
| Tax Code: enter as appropriate   Note  The Guernsey tax code of an employee consists of an alphanumeric character followed by five numbers. |  |  |
| Tax Code Source: select from drop-down   Note  A coding notice is valid for the year shown on the notice. In addition, an employer may receive a direction notice from the tax office. This is generally issued at the employee's request to vary the amount of the tax installments deducted during the year. |  |  |
| in the Guernsey & Alderney - Direction notice part of the form make the following entries:  Caution  Relevant only if you have selected for Tax Code Source value Direction Notice! | Notice: select from drop-down |  |  |
| Amount: enter the amount to be refunded or deducted depending on the instructions given by the direction notice |  |  |
| Pay Days: enter number of pay days  Caution  Relevant only if you have selected for Notice value E! |  |  |
| Until: select from calendar help the date until when the specified amount should be deducted  Caution  Relevant only if you have selected for Notice value F! |  |  |
| Date Received: select from calendar help the date the employer received the direction notice from the Income Tax Office   Note  If the employer receives more than one notice during a tax year, he must act on the most recent. |  |  |
| in the Guernsey & Alderney - Direction notice part of the form make the following entries: | Dates issued: select from calendar help the date the employer issued a Certificate of Tax Deducted to the employee, at the employee's request   Note  The certificate records the amount of tax deducted from the employee's pay since the beginning of the tax year, or the date employment commenced if that is later.  The employer is not obliged to issue the certificate on more than two occasions during the year. |  |  |
| 2nd issued date: select from calendar help if appropriate |  |  |
| 3rd issued date: select from calendar help if appropriate |  |  |
| In the Notes part of the form, enter notes, if appropriate. |  |  |  |
| 12 | Save Offshore Tax Data | Choose the Save button. |  | A system message about data saving is generated. |  |
| 13 | Select Sickness Pay Control | Select from the Navigate to Mashup drop-down, located in the upper part of the screen, value Tax → Sickness Pay Control. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 14 | Create New Sickness Pay Control Record | On the displayed Sickness Pay Control page, select the New pushbutton. |  | The fields to be filled show up below the table. |  |
| 15 | Maintain Sickness Pay Control Details | Enter the validity period for the record: | Valid From:the validity start date is defaulted with the hire date; leave as is |  |  |
| To: the validity end date equals to the system high date, adapt as appropriate |  |  |
| in the Qualifying Day Pattern part of the form make the following entries: | Qual.day pattern: select from value help as appropriate   Note  Qualifying days are the days for which Statutory Sick Pay (SSP) is paid. They should be those days on which an employee is scheduled to work.  There must be at least one qualifying day in every week, even when an employee is on holiday. Where an employee is not required at all during a particular week, the qualifying day should be the Wednesday.   Example  The Qualifying Day Pattern (QDP) represents the seven-week days, running from Sunday to Saturday. Therefore, the QDP for a typical working week is NQQQQQN:  •N = Non-qualifying day (Saturday and Sunday)  •Q = Qualifying day (Monday to Friday) |  |  |
| Shift pattern flag: flag checkbox if the employee’s shift schedule should be used as the Qualifying Day Pattern (QDP) for his or her SSP evaluation. |  |  |
| in the Opted Out of SSP part of the form make the following entries: | SSP easement: flag checkbox if the employee has opted out of SSP   Note  If the employee has opted out, the payroll driver will make no SSP payments to him or her during the period for which the indicator is set. |  |  |
| OSP scheme type: select from value help as appropriate   Note  OSP means “Occupational Sick Pay”. An employee may only be in one OSP scheme at any one time. |  |  |
| 16 | Save Sickness Pay Control Data | Choose the Save button. |  | A system message about data saving is generated. |  |

#### Maintaining Social Insurance Data

Test Administration

Customer project: Fill in the project-specific parts (highlighted).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains social insurance data for an employee.

In this chapter, we describe the maintenance of following infotypes: National Insurance and Offshore Social Security.

In the National Insurance infotype, employee’s National Insurance (NI) information is stored. All the necessary information for National Insurance contribution (NIC) calculation is stored in this record. The Payroll component uses this data to make the correct NIC deductions from wages and salaries. When new employees join the company, a National Insurance record for each of them must be created. If you do not receive the National Insurance (NI) details immediately, you need not create this record for them until you receive the information. During their employment, employees’ NI situations may change. You need to create new records to reflect each of these changes. If an employee’s National Insurance status changes, you must create a new National Insurance record valid from the exact date of the change of status. This ensures that the payroll calculates the new contributions from the correct period within the tax year. In the case of underpayments, the arrears are recovered in accordance with the statutory regulations. Overpayments are refunded, and the cumulative are corrected for end-of-year reporting

In the Offshore Social Security infotype, the social security details for resident and non-resident employees working in Jersey, or Guernsey and Alderney, is recorded.

 Note

The Isle of Man has the same National Insurance system as Great Britain, therefore National Insurance infotype should be used for these employees.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select National Insurance | In the Social Insurance block, select the National Insurance link. |  | You are linked to Employee Central Payroll, where you need to enter logon details. The appropriate embedded form then appears containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New National Insurance Record | On the displayed Social Insurance page, select the New pushbutton. |  | The fields to be filled in the form show up below the table. |  |
| 7 | Maintain National Insurance Details | Enter the validity period for the record: | Valid From:the validity start date is defaulted with the hire date; leave as is |  |  |
| To: the validity end date equals to the system high date, adapt as appropriate |  |
| In the Current Details part of the form make the following entries: | NI Category: select from drop-down   Note  The category code is the letter used to identify the method of calculating National Insurance Contribution (NIC) payments for both the employee and employer; the most commonly used are A and D for ordinary employees. |  |
| In the Additional Indicators part of the form make the following entries if appropriate: | Company Director: flag the check box, if the employee is a company director |  |
| Director Regular Payments: flag the check box, if the employee (director) wishes his or her NICs to be calculated using the earnings for the pay period, and not using annual cumulations   Note  Flagging this check box means that NICs are calculated in the same way as they are for all other employees (non-directors). Cumulative figures are only used in the last period of the year, or if a director leaves in the middle of a tax year. In such cases, the figures must be recalculated based on the annual limits. |  |
| In the Notes part of the form, enter notes, if appropriate. |  |  |
| 8 | Save National Insurance Data | Choose the Save button. |  | A system message about data saving is generated. |  |
| 9 | Select Offshore Social Security | Select from the Navigate to Mashup drop-down, located in the upper part of the screen, value Social Insurance → Offshore Social Security. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 10 | Create New Offshore Social Security Record | On the displayed Offshore Social Security page, select the New pushbutton. |  | The fields to be filled show up below the table. |  |
| 11 | Maintain Offshore Social Security Details | Enter the validity period for the record: | Valid From:the validity start date is defaulted with the hire date; leave as is |  |  |
| To: the validity end date equals to the system high date, adapt as appropriate |  |  |
| in the Jersey – Registration card part of the form make the following entries: | Jersey Registration Card: select from drop-down   Note  In case of a blue card, both primary and secondary contributions are payable for the employee concerned. In case of a red card, only secondary contributions are payable for the employee concerned. |  |  |
| JSY registration Card Received: select from calendar help the date you have received the Jersey registration card |  |  |
| in the Guernsey & Alderney - Registration card part of the form make the following entries: | Guernsey Registration Card: select from drop-down as appropriate |  |  |
| GSY registration Card Received: select from calendar help the date you have received the Guernsey registration card |  |  |
| In the Residence part of the form:   Note  Relevant only if the employee has left Guernsey and Alderney. | Flag the Left Island check box if the employee ceases employment (and the registration card is returned to the employee), and enter the Date the employee left the island: |  |  |
| In the Notes part of the form, enter notes, if appropriate. |  |  |  |
| 12 | Save Offshore Social Security Data | Choose the Save button. |  | A system message about data saving is generated. |  |

#### Maintaining Compensation Data

Test Administration

Customer project: Fill in the project-specific parts (highlighted).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains compensation data for employees.

In this chapter, we describe the maintenance of following infotypes: Bar Point Information, Predetermination PAYE and NIC Adjust, and Payment Made in Error.

In the Predetermination PAYE and NIC Adjust infotype, adjustments to Tax and National Insurance contribution (NIC) amount, as well as the reason for the adjustment are stored. In case of any discrepancy between the actual tax and NIC amount payable, and the amount that the system calculates for the employee, you must manually calculate the difference amount and enter the same here. The system uses the information in this infotype to adjust the tax amount and employee and employer NIC contribution amounts. The information stored in this infotype can be used for audit purposes.

To implement the National Insurance Payment in Error (NIPE) functionality, you must handle your master data processing differently. You use Infotype Payment Made in Error as part of this revised handling of NI Payments in Error in Payroll. For each NI payment in error you wish to correct, you must create a new infotype Payment Made in Error record for each affected employee. Creating this infotype record initiates new handling of NI payment in error calculations for this employee in the Payroll.

 Example

If a bonus paid to an employee had a wrong amount (for example 1000 GBP instead of 500 GBP), you want to fix this error and ensure that the correction handles the NI calculations correctly. For this, you need to reduce the amount in infotype Additional Payments, create a new record for infotype Payment Made in Error, and run the payroll.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Predetermination PAYE and NIC Adjust | In the Compensation block, select the Predetermination PAYE and NIC Adjust link. |  | You are linked to Employee Central Payroll, where you need to enter logon details. The appropriate embedded form then appears containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Predetermination PAYE and NIC Adjust Record | On the displayed Predetermination PAYE and NIC Adjust page, select the New pushbutton. |  | The fields to be filled in the form show up below the table. |  |
| 7 | Maintain Predetermination PAYE and NIC Adjust Details | Enter the validity period for the record: | Valid From:select as appropriate from calendar help |  |  |
| To: select as appropriate from calendar help |  |
| In the Predetermination PAYE and NIC adjust part of the form make the following entries: | Adjustment Date: select from calendar help the date that falls in the period in which you want to adjust the amount   Note  The NI Number is defaulted. |  |
| In the Tax Adjustment part of the form make the following entries if appropriate: | Tax Adjustment Amount: enter the difference between the actual tax amount and the tax that the system calculates for the employee   Note  You must calculate the difference manually. |  |
| Reason for Adjustment: enter a detailed description of why you are adjusting the amount |  |
| In the NIC Adjustment part of the form make the following entries if appropriate: | EE NI Adjustment Amount: enter the difference between the employer’s actual contribution to NIC amount and the amount that the system calculates   Note  You must calculate the difference manually.  Currency is defaulted to GBP. |  |
| ER NI Adjustment Amount: enter the difference between the employer’s actual contribution to NIC amount and the amount that the system calculates   Note  You must calculate the difference manually.  Currency is defaulted to GBP. |  |
| Reason for Adjustment: enter a detailed description of why you are adjusting the amount |  |
| 8 | Save Predetermination PAYE and NIC Adjust Data | Choose the Save button. |  | A system message about data saving is generated. |  |
| 9 | Select Bar Point Information | Select from the Navigate to Mashup drop-down, located in the upper part of the screen, value Compensation → Bar Point Information. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 10 | Create New Bar Point Information Record | On the displayed Bar Point Information page, select the New pushbutton. |  | The fields to be filled show up below the table. |  |
| 11 | Maintain Bar Point Information Details | Enter the validity period for the record: | Valid From:today’s date is defaulted; adapt as appropriate |  |  |
| To: the validity end date equals to the system high date, adapt as appropriate |  |
| in the Pay scale settings part of the form make the following entries:   Note  The current values for the employee are read-only. | Pay scale type: defaults to employee’s current pay scale type; adapt by selecting from value help |  |
| Pay Scale Area: defaults to employee’s current pay scale area; adapt by selecting from value help |  |
| Pay Scale Group: defaults to employee’s current pay scale group; adapt by selecting from value help |  |
| Bar point level: select from value help   Note  The bar point level serves to define a maximum pay scale level of an employee. |  |
| in the Bar point setup part of the form make the following entries: | Personnel number: enter personnel number of the manager who authorized the employee's bar point settings |  |
| Reason for Change: select from value help |  |
| in the Bar point override part of the form make the following entries:   Note  As it is necessary to keep the bar point history information, this section should be used to show that the current bar point has been overridden. | Personnel number: enter personnel number of the person who overrides the employee's bar point level.   Note  If a personnel number or a name is stored in this field, the bar point level is regarded as no longer valid. |  |
| Reason for Change: select from value help |  |
| Change the end date of the current infotype record. |  |
| 12 | Save Bar Point Information Data | Choose the Save button. |  | A system message about data saving is generated. |  |
| 13 | Select Payment Made in Error | Select from the Navigate to Mashup drop-down, located in the upper part of the screen, value Compensation → Payment Made in Error. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 14 | Create New Payment Made in Error Record | On the displayed Payment Made in Error page, select the New → <type> pushbutton. | Select for example Salary. | The fields to be filled in the form show up below the table. |  |
| 15 | Maintain Payment Made in Error Details | Enter the validity date for the record: | Valid On:select from calendar help |  |  |
| in the Payment made in Error GB part of the form make the following entries: | Wage Type: defaulted from the value selected in test step # 12   Note  It must be the same as it was originally entered on infotype Additional Payments (IT0015). |  |
| Date of origin: select from calendar help the same as it was originally entered on infotype Additional Payments (IT0015) |  |
| Subsequent retro behavior: select from drop-down   Note  This field controls the subsequent retro behavior after an initial National Insurance Payment in Error (NIPE) correction, for the same wage type on the same date.   * If you set this field to When Paid, any subsequent changes to the payment in error wage type amount are carried forward to the next IN-period. * If you set this field to When Earned, any subsequent changes are treated as if they had all occurred in the originating period of the wage type. |  |
| In the Notes part of the form, enter notes, if appropriate. |  |  |
| 16 | Save Payment Made in Error Data | Choose the Save button. |  | A system message about data saving is generated. |  |

#### Maintaining Earnings and Deductions

Test Administration

Customer project: Fill in the project-specific parts (highlighted).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains earnings and deductions related data for employees.

In this chapter, we describe the maintenance of following infotypes: Court Orders and External Transfers.

The Court Orders infotype, used with a court order subtype, records any court orders made against an employee that are to be paid through the payroll. If you receive notification from the court or local authority that deductions are to be made from an employee's earnings, you must create a Court Orders record for the employee, with the appropriate court order subtype. As example, we consider the court order type Child Support Deduction of Earnings Order (DEO), relevant for all regions within the United Kingdom. Depending on the court order type you select, different fields than those mentioned in the Procedure table below need to be filled.

In the External Transfers infotype, information on payments to be made to third parties for an employee is stored.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | **Select Court Orders** | In the Earnings and Deductions block, select the Court Orders link. |  | You are linked to Employee Central Payroll, where you need to enter logon details. The appropriate embedded form then appears containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Court Orders Record | On the displayed Court Orders page, select the New → <court order type> pushbutton. | Select for example Child Support (DEO) (All Regions) | The fields to be filled in the form show up below the table. |  |
| 7 | Maintain Court Orders Details | Enter the validity period for the record: | Valid From:defaults to today’s date; select as appropriate from calendar help |  |  |
| To: select as appropriate from calendar help |  |
| In the Identification part of the form make the following entries:   Note  This data is located on the court order that you receive from the court or local authority. | Object ID: generated automatically by the system   Note  It is used by the Payroll Results report to differentiate between the payments for different court orders. |  |
| Plaintiff ref.: enter the reference number |  |
| Issuing Authority: enter the court reference |  |
| Date of Issue or Receipt: select from calendar help the date the court order was issued or received by you |  |
| CAPS: flag check box if the court order payments are made through the Centralization of Attachment of Earnings Orders Payment System (CAPS)   Note  You can send all court order deductions to this central government agency, which then distributes the appropriate amounts to each court involved. |  |
| Process Arrears: flag check box if you want to carry forward arrears from existing court order to the new court order issued to the employee   Note  This checkbox is relevant only for new court orders. |  |
| In the Monetary Values part of the form make the following entries: | Standard Payment: enter the standard amount that will be deducted from the employee's earnings |  |
| Protected Earnings: enter the sum that the court has declared the debtor may retain before any deductions can be made |  |
| Total Sum: read-only |  |
| Currency: default to GBP, adapt if appropriate |  |
| In the Payee part of the form enter the payee details required for paying court orders:   Note  If you choose to make the payments by bank transfer, you also need to enter the bank details. Once a payment has been made for a court order in a particular payroll period, the bank details cannot be changed for this payroll period. These bank details may only be changed for future payroll periods. | Payee: select from drop-down the payee key for bank transfers to display bank data for payees |  |
| Postal Code / City: enter as appropriate |  |
| Bank Country: defaults to GB, adapt if appropriate |  |
| Bank Key: select from value help |  |
| Bank Account: enter as appropriate |  |
| IBAN: choose Propose IBAN button |  |
| Payment Method: select E (BACSTransfer) from value help |  |
| In the Payment Dates part of the form, enter either the period or the date on which the first court order deduction should be made. | 1st payment period: enter the payroll period in which the first payment should be made |  |
| Interval in periods: enter the number of periods that should lie between two consecutive payments |  |
| OR |  |
| 1st payment date: select from calendar help the date of the first accounting period in which the employee wishes to start a deduction |  |
| Interval / Unit: enter the interval between each payment |  |
| In the Administration Fee part of the form make the following entries if appropriate: | Constant Fee: select from value help   Note  The value is overridden when the processing fee is entered separately. |  |
| Processing Fee: enter the fee that the company may deduct from the employee's earnings |  |
| In the Payment history for Court Order part of the form displays a payment history for the court order concerned. It shows the total deductions made for this specific court order since it became effective, the deduction arrears, protected earnings arrears, and accounting status (last payroll pay date). |  |  |
| In the Notes part of the form, enter notes, if appropriate. |  |  |
| 8 | Save Court Orders Data | Choose the Save button. |  | A system message about data saving is generated. |  |
| 9 | Select External Transfers | Select from the Navigate to Mashup drop-down, located in the upper part of the screen, value Earnings and Deductions → External Transfers. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 10 | Create New External Transfers Record | On the displayed External Transfers page, select the New → <external transfer type> pushbutton. | Select for example Charitable donations. | The fields to be filled in the form show up below the table. |  |
| 11 | Maintain External Transfers Details | Enter the validity period for the record: | Valid From:defaults to today’s date; select as appropriate from calendar help |  |  |
| To: select as appropriate from calendar help |  |
| In the Payment data part of the form make the following entries:   Note  Depending on the external transfer type selected, you will need to enter either an amount of money or a time unit. | Wage Type: defaulted from the selected external transfer type   Note  Depending on the wage type, enter a value either in field Amount or in fields Number/unit. |  |
| Amount: enter if appropriate   Note  Currency is defaulted to GBP; adapt if appropriate. |  |
| Number/unit: enter if appropriate |  |
| 1st payment period: enter the payroll period in which the first payment should be made |  |
| Interval in periods: enter the number of periods that should lie between two consecutive payments |  |
| OR |  |
| 1st payment date: select from calendar help the date of the first accounting period in which the payment should be made |  |
| Interval / Unit: enter the interval between each payment |  |
| In the Payee part of the form enter the payee details required for paying court orders:   Note  If you choose to make the payments by bank transfer, you also need to enter the bank details. Once a payment has been made for a court order in a particular payroll period, the bank details cannot be changed for this payroll period. These bank details may only be changed for future payroll periods. | Payee: select from drop-down the payee key for bank transfers to display bank data for payees |  |
| Postal Code / City: enter as appropriate |  |
| Bank Country: defaults to GB, adapt if appropriate |  |
| Bank Key: select from value help |  |
| Bank Account: enter as appropriate |  |
| Reference Details: enter additional specification for the customer/vendor bank details   Note  For example, payments to a building society account in the United Kingdom, you must specify which number the payee has at the building society. |  |
| Payment method: select BACSTransfer from drop-down |  |
| Purpose: enter purpose of bank transfer as appropriate   Note  The purpose is indicated on the bank transfer form. |  |
| Priority: enter as appropriate |  |
| ISR Number: enter as appropriate |  |
| ISR Reference Number: enter as appropriate |  |
| In the Notes part of the form, enter notes, if appropriate. |  |  |
| 12 | Save External Transfers Data | Choose the Save button. |  | A system message about data saving is generated. |  |

#### Maintaining Statutory Pay Data

Test Administration

Customer project: Fill in the project-specific parts (highlighted).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains data related to statutory pay entitlements or exclusions from the statutory pay for employees.

In this chapter, we describe the maintenance of following infotypes: SSP/SMP Exclusions and SMP/SAP/SPP.

In the SSP/SMP Exclusions infotype, the reasons for excluding an employee from Statutory Sick Pay (SSP), Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Statutory Paternity Pay (SPP) is kept. An excluded employee has no entitlement to the relevant statutory absence payment. The Employee Central Payroll system recognizes that an absence does not require a payment by reading SMP/SAP/SPP infotype in conjunction with Absences infotype.

In the SMP/SAP/SPP infotype, the relevant data for Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP), and Statutory Paternity Pay (SPP) processing for an individual employee is maintained. The case of an employee on maternity or paternity or adoption leave, as described in test script of scope item Request and Manage Time Off (FJ7), chapter Long-Term Absences, or test script of scope item Manage Leave of Absence (10B), respectively, would be an example for whom this infotype needs to be maintained. The information contained in the SMP/SAP/SPP infotype enables the Payroll component to determine whether an employee qualifies for SMP, SAP or SPP and to calculate the correct rate of payment. The infotype is divided into four subtypes, each subtype being relevant for recording details of a specific statutory absence. As example, we describe the Statutory Maternity Pay subtype. Depending on the subtype selected, different fields need to be maintained.

Prerequisites

Infotype SMP/SAP/SPP is relevant for an employee who is on maternity, paternity or adoption leave.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select SSP/SMP Exclusions | In the Others block, select the SSP/SMP Exclusions link. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New SSP/SMP Exclusions Record | On the displayed SSP/SMP Exclusions page, select the New pushbutton. |  | The fields to be filled in the form show up below the table. |  |
| 7 | Maintain SSP/SMP Exclusions Details | Enter the validity period for the record: | Valid From:defaults to today’s date; select as appropriate from calendar help |  |  |
| To: defaults to today’s date; select as appropriate from calendar help |  |
| In the Attributes part of the form make the following entries: | Validity: select from drop-down |  |
| Applicability: defaulted based on value selected for Validity; read-only field |  |
| Exclusion Reason: select from value help the reason for excluding an employee from SSP/SMP/SAP/SPP |  |
| Date Issued: select from calendar help the date on which the SSP1/SMP1/SAP1/SPP1 form was issued to the employee |  |
| In the Notes part of the form, enter notes, if appropriate. |  |  |
| 8 | Save SSP/SMP Exclusions Data | Choose the Save button. |  | A system message about data saving is generated. |  |
| 9 | Select SMP/SAP/SPP | Select from the Navigate to Mashup drop-down, located in the upper part of the screen, value Others → SMP/SAP/SPP. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 10 | Create New SMP/SAP/SPP Record | On the displayed SMP/SAP/SPP page, select the New → <statutory pay subtype> pushbutton. | Select for example Statutory Maternity Pay. | The fields to be filled in the form show up below the table. |  |
| 11 | Maintain SMP/SAP/SPP Details | Enter the validity period for the record: | Valid From:defaults to today’s date; select as appropriate from calendar help |  |  |
| To: select as appropriate from calendar help |  |
| In the Certificate part of the form make the following entries: | Certificate provided: defaulted based on value selected in test step # 10.   Note  To qualify for any Statutory Absence Payments due to birth or adoption, an employee must provide a MATB1 certificate, Adoption Letter/Matching Certificate, or Self-Certificate to their employer. |  |  |
| MATB1 Issue Date: select from calendar help the date the maternity certificate was issued to the employee by the doctor or midwife | Dates in fields Qualifying week, Expected week of childbirth, and Leave start possible are automatically calculated by the system. |  |
| MATB1 stated due date: select from calendar help the date the doctor or midwife expects the baby to be born   Note  This date is required for the calculation of Statutory Maternity Pay (SMP) and Statutory Paternity Pay (birth). |  |  |
| Pregnancy related illness: flag check box if appropriate |  |  |
| No Entitlement to SMP/MA: flag check box if the baby is stillborn before the 25th week of pregnancy |  |  |
| Qualifying week: automatically calculated by the system upon entering MATB1 Issue Date; read-only field |  |  |
| Expected week of childbirth: automatically calculated by the system upon entering MATB1 Issue Date; read-only field |  |  |
| In the Child’s Details part of the form make the following entries: | Date of birth: select from calendar help the date the baby was born |  |  |
| Stillborn: flag check box if the baby is stillborn after the 25th week of pregnancy |  |
| Baby Died: select from calendar help |  |
| In the Statutory leave and pay (Maternity/Paternity/Adoption) part of the form make the following entries: | Notification: select from calendar help the date the employer has been notified by the pregnancy |  |  |
| Binding: flag check box if appropriate |  |  |
| Leave period: select from calendar help the date the leave starts. Press ENTER. | The other dates fields, which are read-only, have been automatically filled with appropriate dates. |  |
| In the Return to work / Curtailment part of the form make the following entries:   Note  Relevant only when the employee return to work earlier than expected. | Notification: select from calendar help |  |  |
| Mother RTW: select from calendar help the date the female employee returns to work |  |
| Curtailment Date: select from calendar help |  |
| Revocation Date: select from calendar help |  |
| Died: select from calendar help |  |
| In the Employee's Statutory Payment Eligibility Criteria part of the form, the checks are executed automatically based on the data entered in the other parts of the form. The outcome of the checks is marked with appropriate icons and appropriate messages are displayed by the system on top of the form. |  |  |  |
| In the Shared parental leave and pay part of the form make the following entries: | Shared parental leave and pay: select the Booking Request button, if appropriate. |  |  |
| In the Notes part of the form, enter notes, if appropriate. |  |  |  |
| 12 | Save SMP/SAP/SPP Data | Choose the Save button. |  | A system message about data saving is generated. |  |

#### Maintaining Qualification Data

Test Administration

Customer project: Fill in the project-specific parts (highlighted).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains data related to qualifications of employees.

In this chapter, we describe the maintenance of following infotypes: HESA Master Data, HE Contract Data, HE Professional Qualifications, Academic Qualifications, and Clinical Details.

These infotypes are mainly relevant for employees working at Educational institutions, like universities.

The abbreviations have the following meanings:

* HESA stands for “Higher Education Statistics Agency”
* HE stands for “Higher Education”.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select HESA Master Data | In the Others block, select the HESA Master Data link. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New HESA Master Data Record | On the displayed HESA Master Data page, select the New pushbutton. |  | The fields to be filled in the form show up below the table. |  |
| 7 | Maintain HESA Master Data Details | Enter the validity period for the record: | Valid From:select as appropriate from calendar help |  |  |
| To: defaults to system high date; select as appropriate from calendar help |  |
|  | Reason: select from value help |  |
| In the Previous Employment part of the form make the following entries: | Prev.UK Inst.ID: select from value help the identifier of the previous higher education institution (HEI) at which the member of staff worked |  |
| Previous Employment: select from value help the nature of employment of staff with the reporting higher education provider (HEP) |  |
| In the Current Employment part of the form make the following entries: | Staff ID: enter either an existing ID or select New Staff ID button to generate a new ID   Note  A unique number allocated to a staff member when they are first entered onto the HESA Staff record. The ID stays with the staff member for the whole of their academic career. |  |
| Open Researcher and Contributor: enter a unique identifier for open researchers and contributors |  |
| Date Appointed: defaults to hiring date; leave as is |  |
| Gender Identity: select from drop-down |  |
| Can teach in Welsh: select from drop-down   Caution  This field should be left blank for institutions in England, Scotland or Northern Ireland. |  |
| National Identity: select from drop-down   Note  This is different from nationality and ethnicity as this reflects how the employees choose to classify themselves. A member of staff can identify himself or herself as having up to two national identities.   Caution  Only relevant for staff contracted to a Welsh higher education provider. |  |
| Sexual Orientation: select from drop-down |  |
| Disability: select from drop-down |  |
| In the Academic Teaching Qualifications part of the form, select for Acad. Qualification fields the employee's relevant teaching qualifications, or any other equivalent qualification for teaching expertise. You can choose up to six values. |  |  |
| In the Current Academic Disciplines part of the form, select for the Academic discipline fields the academic discipline(s) currently being taught and/or researched by the member of staff. You can choose up to three values. | Caution  Only to be updated for staff who have undertaken a major shift in their academic activity. |  |
| In the Leavers part of the form, make the following entries: | Activity after leaving: select from drop-down the activity of staff after leaving employment at the reporting higher education provider (HEP). |  |
| Location after leaving: select from drop-down the location of the employee following the end of the employment at the reporting higher education provider (HEP) |  |
| The fields in Other Information part of the form are obsolete. |  |  |
| 8 | Save HESA Master Data Record | Choose the Save button. |  | A system message about data saving is generated. |  |
| 9 | Select HE Contract Data | Select from the Navigate to Mashup drop-down, located in the upper part of the screen, value Others → HE Contract Data. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 10 | Create New HE Contract Data Record | On the displayed HE Contract Data page, select the New pushbutton. |  | The fields to be filled in the form show up below the table. |  |
| 11 | Maintain HE Contract Data | Enter the validity period for the record: | Valid From:defaults to the hiring date; select as appropriate from calendar help |  |  |
| To: defaults to the system high date; select as appropriate from calendar help |  |
| In the Contract Details part of the form make the following entries: | Contract type: select from drop-down |  |  |
| Appointment ID: suggested value   Note  Identifies uniquely each contract held by each personnel number. |  |
| Dormant: flag checkbox if appropriate |  |
| Acad.employment function: select from drop-down |  |
| Contract Start Date: select from calendar help |  |
| Planned contract end date: select from calendar help   Note  The planned end date of the contract, which may later be extended. |  |
| Contract review date: select from calendar help |  |
| Extension of prev.contract: flag checkbox if current contract is an extension of a previous contract |  |
| Proportion of basic pay: enter as appropriate |  |
| Levels: select from drop-down |  |
| Teach in Welsh: select from drop-down |  |
| Joint cont. HEI: select from value help |  |
| Research Assistant: select from drop-down |  |
| In the Sources of Basic Pay part of the form make the following entries: | Principal source of basic: select from value help |  |  |
| Second source of basic: select from value help |  |
| Third source of basic: select from value help |  |
| In the Activities part of the form make the following entries:   Note  # is from 1 to 6. | SOC Code #: select from drop-down |  |  |
| Cost Centre #: select from value help |  |
| Proportion in CC: enter the percentage of the contract activity covered by the specified activity |  |
| In the End of Contract part of the form make the following entries: | Destination on leaving: select from value help |  |  |
| Reason: select from drop-down |  |
| In the Other Information part of the form make the following entries: | Percentage time academic: enter as appropriate |  |  |
| Percentage time research: enter as appropriate |  |
| Percentage time teaching: enter as appropriate |  |
| Professor: flag checkbox if the employee is a professor |  |
| In the Notes part of the form, enter notes, if appropriate. |  |  |  |
| 12 | Save HE Contract Data | Choose the Save button. |  | A system message about data saving is generated. |  |
| 13 | Select HE Professional Qualifications | Select from the Navigate to Mashup drop-down, located in the upper part of the screen, value Others → HE Professional Qualifications. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 14 | Create New HE Professional Qualifications Record | On the displayed HE Professional Qualifications page, select the New pushbutton. |  | The fields to be filled in the form show up below the table. |  |
| 15 | Maintain HE Professional Qualifications Data | Enter the validity period for the record: | Valid From:select as appropriate from calendar help |  |  |
| To: select as appropriate from calendar help |  |
| In the HE Professional Qualifications part of the form make the following entries: | Professional Body: select from value help | The other fields are read-only and automatically defaulted based on the values selected in these 2 fields. |  |
| Membership Status: select from value help |  |
| 16 | Save HE Professional Qualifications Data | Choose the Save button. |  | A system message about data saving is generated. |  |
| 17 | Select Academic Qualification | Select from the Navigate to Mashup drop-down, located in the upper part of the screen, value Others → Academic Qualification. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 18 | Create New Academic Qualification Record | On the displayed Academic Qualification page, select the New pushbutton. |  | The fields to be filled in the form show up below the table. |  |
| Enter the validity period for the record: | Valid From:select as appropriate from calendar help |  |  |
| To: select as appropriate from calendar help |  |
| In the Reason part of the form make the following entries | Reason for Change: select from value help |  |  |
| In the Academic Qualifications part of the form make the following entries: | Qualification: select from value help |  |  |
| Educat. Institution: select from value help |  |  |
| Country: select from drop-down |  |  |
| Teacher training qualification: flag checkbox if appropriate |  |  |
| Highest Qual. Held: select from value help |  |  |
| Highest Academic Qualifications: if there is more than one qualification valid at the last day within a HESA reporting year, flag checkbox to mark the appropriate highest record |  |  |
| 1. Academic discipline: select from value help |  |  |
| 2. Academic discipline: select from value help |  |
| 3. Academic discipline: select from value help |  |
| Balanced combination:   * check Balanced radio-button if each, of two subjects, forms at least 40% of the overall programme of study * otherwise check Major/minor radio-button    Note  If there are more than two subjects, the combination is always considered balanced. |  |  |
| 19 | Save Academic Qualification Data | Choose the Save button. |  | A system message about data saving is generated. |  |
| 20 | Select Clinical Details | Select from the Navigate to Mashup drop-down, located in the upper part of the screen, value Others → Clinical Details. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 21 | Create New Clinical Details Record | On the displayed Clinical Details page, select the New pushbutton. |  | The fields to be filled in the form show up below the table. |  |
| 22 | Maintain Clinical Details | Enter the validity period for the record: | Valid From:defaults to the hiring date; select as appropriate from calendar help |  |  |
| To: defaults to the system high date; select as appropriate from calendar help |  |
| In the Clinical Details part of the form make the following entries: | Registration type: select from drop-down |  |  |
| Registration expiry date: select date of professional registration from calendar help |  |
| Registration number: enter as appropriate |  |
| Clinical Status: select from drop-down   Note  Specifies whether the contract has clinical status, and if so, describes the contract type. |  |
| Clinical access confirmed: flag checkbox if appropriate |  |
| Clinical excellence award: select from drop-down   Note  Specifies whether the employee has received has received an award for clinical distinction, excellence or merit. |  |
| Based at: select hospital from value help |  |
| National Training number: enter as appropriate |  |
| In the Clinical Specialty and Sub-specialty part of the form mention the clinical specialties and sub-specialties in which the member of staff is proficient:   Note  A clinical contract can have up to three specialties. | 1st Specialty: select from value help |  |  |
| 2nd Specialty: select from value help, if appropriate |  |
| 3rd Specialty: select from value help, if appropriate |  |
| 1st Sub-specialty: select from drop-down, if appropriate |  |
| 2nd Sub-specialty: select from drop-down, if appropriate |  |
| 3rd Sub-specialty: select from drop-down, if appropriate |  |
| In the A+B / other sessional staff part of the form make the following entries: | Uni. sessions worked: enter as appropriate |  |  |
| Uni. sessions charged: enter number as appropriate |  |
| NHS sessions worked: enter as appropriate |  |
| NHS. sessions charged: enter number as appropriate |  |
| A+B appointment: flag checkbox if the member of staff has separate paid contracts with both an HEP (higher education provider) and an NHS employer (often called A+B contracts). |  |
| Joint HEI/NHS contract: flag checkbox if the member of staff holds a joint HEI/NHS or primary/community healthcare contract |  |
| In the NHS part of the form make the following entries: | Honorary NHS type: select from drop-down   Note  Indicates that the member of staff holds an honorary NHS contract. |  |  |
| % time worked for NHS: enter percentage as appropriate |  |
| Health Trust: select from value help |  |
| % salary from NHS: enter percentage as appropriate |  |
| In the Notes part of the form, enter notes, if appropriate. |  |  |  |
| 23 | Save Clinical Details Data | Choose the Save button. |  | A system message about data saving is generated. |  |

### Kingdom of Saudi Arabia (SA)

#### Maintaining Sanction Data

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

Rules of discipline are designed to regulate employee behavior in the workplace. On signing their contract of employment, employees agree to the rules of discipline set out by the employer.

If an employee breaches these rules, the employer has the right to execute appropriate sanctions. A typical sanction is salary reduction. The deduction amount varies depending on the type of rule violation committed. During payroll calculation, the system calculates the deduction amount based on the sanction group to which the employee is assigned.

The HR Administrator maintains data relevant to wage deduction as the sanction for the employee.

 Note

If the maximum percentage of an employee’s monthly salary that can be deducted is, for example, 50% and, if the cumulated amount of deductions due to sanctions exceeds this percentage, the excess sum is carried forward to be deducted in the next payroll period. The carried forward amount is stored in a wage type specially defined for this.

Prerequisites

The line manager has reported the employee’s misconduct to HR.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Sanctions | In the Earnings and Deductions block, select the Sanctions link. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Sanctions Record | On the displayed Sanctions page, select the New pushbutton. |  | The fields to be filled show up below the table. |  |
| 7 | Maintain Sanctions Details | in the Sanction KSA PS part of the form make the following entry: | Date of Origin: select from calendar help the date on which the rule violation occurred |  |  |
| Sanction Type: select from value help, for example 003(Salary Reduction) | Dependent on the value selected, different fields in the form become editable, mandatory or read-only with defaulted values.  For the example chosen, the Subsequent Action field is defaulted to 01 (Financial Penalty), the Wage Type field is defaulted to MUSF, and the Deduction Amount field becomes mandatory. |  |
| Deduction Amount: enter as appropriate   Note  Currency is defaulted to SAR. |  |  |
| Reason: defaulted upon choosing the Sanction Type; adapt if appropriate |  |  |
| In the Decision part of the form make the following entries: | Sanction Authority: select from drop-down |  |  |
| In the Notes part of the form, enter notes to the sanction, if appropriate. |  |  |  |
| 8 | Save Sanctions | Choose the Save button. |  | A system message about data saving is generated.  The data related to the employee’s salary deduction has been maintained. The approved sanction amount will be deducted from the employee’s salary. Sanction calculation is automatically processed in payroll and, according to your entries, withheld from the employee’s salary. The sanction accounting data is saved together with the payroll results. |  |

 Note

In case a sanction decision must be revoked, proceed as follows:

* Choose the Pencil icon next to the relevant Sanctions record
* in the Decision part of the form make the following entries:
  + Override Original Decision: flag checkbox
  + Override Date: select from calendar help the date when the revocation was made
  + Override Reason: select from drop-down the reason for making the revocation

 Example

In case a sanction type Salary Reduction(003) needs to be revoked, retroactive payroll calculation is triggered and the employee receives the previously deducted amount when all the following conditions are fulfilled:

* The Override Original Decision checkbox is selected.
* The Override Date is later than the original sanction date.
* The Override Date is earlier than the pay date of the payroll period that includes the original sanction date.

#### Maintaining Contract Elements

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains data related to the employee’s employment contract.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Contract Elements | In the Others block select the Contract Elements link. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Contract Elements Record | On the displayed Contract Elements page, select the New pushbutton. |  | The fields to be filled show up below the table. |  |
| 7 | Maintain Contract Elements Details | Enter the validity period for the record: | Valid From:the validity start date is defaulted with the hire date; leave as is |  |  |
| To: the validity end date equals to the system high date, adapt as appropriate, especially if the contract type is not permanent |  |  |
| in the Contractual regulations part of the form make the following entry: | Contract Type: defaulted; leave as is |  |  |
| in the Periods part of the form make the following entries: | Probationary Period: defaulted to 3 Months; adapt if appropriate by selecting for example 6 Months from dropdown |  |  |
| ER Dismissal Notice: defaulted to 3 months/month’s end; adapt if appropriate by selecting for example 6 months/month’s end from value help |  |  |
| EE Dismissal Notice: defaulted to 3 months/month’s end; adapt if appropriate by selecting for example 6 months/month’s end from value help |  |  |
| Expiry of Work Permit: select validity end date of work permit of a foreign employee from calendar help if appropriate |  |  |
| in the Entry part of the form make the following entries: | Initial Entry: select from calendar help, if not already maintained |  |  |
| Entry into Group: select from calendar help, if not already maintained |  |  |
| In the Notes part of the form, enter a note, if appropriate. |  |  |  |
| 8 | Save Contract Elements | Choose the Save button. |  | A system message about data saving is generated. |  |

#### Maintaining Family Members/Dependents Data

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains data concerning the employee’s family members and other related persons.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Family Members/ Dependents | In the Others block select the Family Members/Dependents link. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Family Members/ Dependents Record | On the displayed Family Members/Dependents page, select New → <Family Member type>. |  | The fields to be filled show up below the table. |  |
| 7 | Maintain Family Members/ Dependents Details | Enter the validity period for the record: | Valid From:the validity start date is defaulted with the hire date; leave as is in case the relationship starts before the hiring date; or adapt as appropriate if the relationship starts after the hiring date |  |  |
| To: the validity end date equals to the system high date; leave as is |  |  |
| in the Family/related pers. part of the form make the following entry: | Number: leave empty as the number is suggested after saving the record |  |  |
| First name: enter first name of family member |  |  |
| Second name: enter if appropriate |  |  |
| Last name: defaulted with the last name of the employee; adapt if appropriate |  |  |
| Initials: enter if appropriate |  |  |
| Other title: select from dropdown, if appropriate |  |  |
| Name Format Ind.: enter if appropriate |  |  |
| Name prefix: select from dropdown, if appropriate |  |  |
| Gender: check appropriate radio-button |  |  |
| Date of Birth: select from calendar help |  |  |
| Name at Birth: enter if appropriate |  |  |
| Birthplace: enter as appropriate |  |  |
| Country of Birth: select from dropdown |  |  |
| Nationality: defaulted with the nationality of the employee; adapt if appropriate by selecting a value from dropdown |  |  |
| Second Nationality: select from dropdown, if applicable |  |  |
| Third Nationality: select from dropdown, if applicable |  |  |
| in the Name in Arabic part of the form make the following entries: | Arabic First Name: enter as appropriate |  |  |
| Arabic Second Name: enter as appropriate |  |  |
| Arabic Third Name: enter as appropriate |  |  |
| Arabic Last Name: enter as appropriate |  |  |
| in the Identification Documents part of the form make the following entries: | Driver’s License Number: enter if appropriate |  |  |
| Driver’s License Expire Date: select from calendar help, if appropriate |  |  |
| Visa Number: enter if appropriate |  |  |
| Visa Expire Date: select from calendar help, if appropriate |  |  |
| Passport Number: enter if appropriate |  |  |
| Passport Expire Date: select from calendar help, if appropriate |  |  |
| Iqama Number: enter if appropriate |  |  |
| Iqama Expire Date: select from calendar help, if appropriate |  |  |
| In the Other Data part of the form make the following entries: | Blood Group: select from value help |  |  |
| Personnel Number of Spouse: select from value help in case the spouse is employed at the same company   Caution  This field is relevant only for family member of type Spouse and can be ignored for other family members. |  |  |
| Border Entry Number: enter if appropriate   Note  Number that the border official entered on the visa upon the first entry with this visa. This number stays the same if the visa is extended. |  |  |
| Port of Entry: enter if appropriate   Note  The place where the family member first entered the country with the given visa. |  |  |
| Date of Entry: select from calendar help, if appropriate   Note  Date (in Islamic calendar) when the family member first entered the country with the given visa. |  |  |
| Scholarship Travel Ticket: flag checkbox in case the family member is eligible for a scholarship travel ticket |  |  |
| 8 | Save Family Members/ Dependents | Choose the Save button. |  | A system message about data saving is generated. |  |
| 9 | Create Other Family Members/ Dependents Records (Optional) | If appropriate, repeat test steps # 6, # 7 and # 8 to maintain other family members or dependents. |  |  |  |

#### Maintaining Personal IDs

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator maintains the personal number for selected ID types that is required by Saudi Arabia or the company where the employee is employed.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Personal IDs | In the Others block. select the Personal IDs link. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Personal ID Record | On the displayed Personal IDs page, select New → <Personal ID type> (other than maintained in the Work Permit Info block or National ID Information block); for example, Civil Registry. |  | The fields to be filled show up below the table. |  |
| 7 | Maintain Personal ID Details | Enter the validity period for the record: | Valid From:the validity start date is defaulted with the hire date; leave as is |  |  |
| To: the validity end date equals to the system high date; adapt if appropriate |  |
| in the Personal ID part of the form make the following entry: | Identity Number: enter as appropriate |  |  |
| Previous ID number: enter if appropriate |  |
| Issuing Authority: enter as appropriate |  |
| Document Issuing Number: enter as appropriate |  |
| Issuing date: select from calendar help the date on which the identifying document was issued |  |
| Expiry date: select from calendar help the date on which the identifying document is expiring |  |
| Place of Issue: enter location in which the identifying document was issued |  |
| Country of issue: select from value help the country in which the identifying document was issued |  |
| Country of ID: select from value help home country of employee |  |
| No check: select X from value help to override consistency check; else leave empty |  |
| in the Original Document Custody Details part of the form make the following entries: | Start From: select from calendar help the start date of keeping the original copy of the identification document |  |  |
| Custodian: select from drop-down   Note  The document can be kept by the employee him-/herself, or by the HR Administrator. |  |
| ID of HR User: in case you have selected as custodian HR User, enter his/her ID as appropriate |  |
| Name of HR User: defaulted upon entering ID of HR User; read-only field |  |
| 8 | Save Personal ID | Choose the Save button. |  | A system message about data saving is generated. |  |
| 9 | Create Other Personal ID Records (Optional) | If appropriate, repeat test steps # 6, # 7 and # 8 to maintain other family members or dependents. |  |  |  |

#### Maintaining Social Insurance Data

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The General Organization of Social Insurance (GOSI) is the social insurance authority in the Kingdom of Saudi Arabia and defines a set of social insurance contributions to be made by both the employer and the employee. This authority collects contributions from employees and employers, and pays benefits to entitled insured persons and eligible family members.

The HR Administrator maintains the required information for calculating GOSI contributions to be paid by an employee and employer.

Prerequisites

To be eligible to make GOSI contributions, receive social insurance benefits, or both, the following conditions must be met:

* The employee must be on the payroll of an organization within Saudi Arabia.
* The sponsorship of an employee by an employer must be effective.
* The employee should be of nationality SA (Saudi), or a Gulf Cooperation Council national, meaning he or she has one of the following nationalities: AE (Emirati), BH (Bahraini), OM (Omani), QA (Qatari), or KW (Kuwaiti).
* The employee should hold an iqama under the sponsorship of a Saudi-based company.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Social Insurance | In the Social Insurance block, select the Social Insurance link. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Social Insurance Record | On the displayed Social Insurance page, select the New pushbutton. |  | The fields to be filled show up below the table. |  |
| 7 | Maintain Social Insurance Details | Enter the validity period for the record: | Valid From:the validity start date is defaulted with the hire date; leave as is |  |  |
| To: the validity end date equals to the system high date; adapt if appropriate (in case employee has temporary contract) or leave as is |  |  |
| in the Social Insurance SA part of the form make the following entry: | Employee Registered in GOSI: flag the checkbox if the employee is participating in the social insurance according to nationality   Note  If you leave this checkbox unflagged, all fields, except Non-Registered Reason, become read-only. |  |  |
| No Retirement Age Check: flag the checkbox if the system should not perform the check for retirement age |  |  |
| Non-Registered Reason: select from dropdown, if appropriate   Caution  If you have **not** flagged the Employee Registered in GOSI checkbox, you must enter a value in this field! |  |  |
| Social Insurance Grouping: select from value help the country code corresponding to the employee’s nationality   Caution  If you have flagged the Employee Registered in GOSI checkbox, you must enter a value in this field, too! |  |  |
| GOSI Number: enter the 9-digit-social insurance number that the employee registered at the GOSI authority   Caution  If you have flagged the Employee Registered in GOSI checkbox, you must enter a value in this field, too! |  |  |
| GOSI Office: select from value help   Caution  If you have flagged the Employee Registered in GOSI checkbox, you must enter a value in this field, too! |  |  |
| In the Notes part of the form, enter a note, if appropriate. |  |  |  |
| 8 | Save Social Insurance | Choose the Save button. |  | A system message about data saving is generated. |  |

#### Maintaining Occupational Hazard Data

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

When an employee becomes sick or is injured due to work-related activities, he or she is entitled to financial compensation, either in the form of a lump sum payment or monthly benefits. Similarly, if an employee dies in a work-related accident, compensation is granted to the employee’s dependents.

The compensation is granted by the Occupational Hazards branch of General Organization of Social Insurance (GOSI). The amount and payment method vary according to the age and injury degree of the employee.

The HR Administrator maintains data regarding an employee’s injury or disease related to the occupational hazard he or she has suffered. In the system, the HR Administrator calculates compensation for occupational hazards and the system makes the payment in the payroll of the injured employee. After the GOSI office reviews and approves the case, it remunerates the prepaid compensation.

Prerequisites

Leave due to occupational hazard has been maintained for the employee in the Employee Central system.

 Note

For details refer to scope item Request and Manage Time Off (FJ7), process step Entering Leave due to Occupational Hazard Leave Data – in case the Time Off module has been implemented in the Employee Central instance –, or scope item Manage Leave Of Absence (10B), process step Entering Leave of Absence due to Occupational Hazard – in case the Time Off for Leave of Absence module has been implemented in the Employee Central instance.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Occupational Hazards | In the Social Insurance block select the Occupational Hazards link. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Occupational Hazards Record | On the displayed Social Insurance page, select New → <type of occupational hazard>, for example 0001– New Injury   Note  The procedure for 0002– Occupational Disease is similar. |  | The fields to be filled show up below the table. |  |
| 7 | Maintain Occupational Hazards Details | Enter the validity period for the record: | Valid From:the validity start date is defaulted with the hire date; adapt as appropriate by entering the date the occupational hazard took place |  |  |
| To: the validity end date equals to the system high date; adapt if date of return is already known, else leave as is |  |  |
| In the Injury Information part of the form make the following entries: | Case ID: filled automatically by the system; read-only field |  |  |
| Previous Injury: read-only field |  |  |
| OH Case Status: select from drop-down; for example New case |  |  |
| Go to the Injury Information section. In the Injury Information part of the section enter data as appropriate: | 5-Accident Place: enter as appropriate |  |  |
| 6-Accident Date: filled automatically with Valid From date; adapt as appropriate |  |  |
| 6-Accident Time (HH:MM:SS): enter as appropriate |  |  |
| 9-Communication Date: select from calendar help |  |  |
| 10-Hospital: enter as appropriate |  |  |
| Accident Reason: enter as appropriate |  |  |
| Witness Name: enter as appropriate |  |  |
| Witness Comments: enter as appropriate |  |  |
| 11-Explanation: enter as appropriate |  |  |
| 11-Explanation Contd.: use one or several of the three lines provided for detailed explanations |  |  |
| In the Recurrence part of the Injury Information section: | 12-Recurrence Date:N/A,read-only field |  |  |
| Go to the Treatment section. in the Treatment part of the section enter data as appropriate: | Treatment File No.: enter as appropriate   Note  File number for the employee at the treatment agency. |  |  |
| 15-Treatment Entry Date: select from calendar help |  |  |
| 16-Inpatient From: select from calendar help the date of admission |  |  |
| 16-Inpatient To: select from calendar help the date of release |  |  |
| 17-Stay Home From: select from calendar help   Note  Date since when the injured employee stays at home for recovery. |  |  |
| 17-Stay Home To: select from calendar help   Note  Date until when the injured employee stays at home for recovery. |  |  |
| 18-Total Period From: filled automatically with Valid From date; adapt as appropriate   Note  Start date of an employee's occupational hazard period. |  |  |
| 18-Total Period To: select from calendar help   Note  End date of an employee's occupational hazard period. |  |  |
| 19-No. of Visits: enter number as appropriate   Note  Specifies how many times an employee has visited the hospital for his or her injury. |  |  |
| 20-Inadherence Days: enter as appropriate |  |  |
| 21- Inadherence Type: enter as appropriate |  |  |
| 22-Assistant Days: enter number as appropriate |  |  |
| 23-Return to Work On: select date of returning to work from calendar help |  |  |
| In the Final Treatment part of the Treatment section enter data as appropriate: | 24-Prev. Impairments: enter any impairment an employee had before the current injury or disease |  |  |
| 25-Final Diagnosis: enter as appropriate |  |  |
| 26-Treatment: select from drop-down |  |  |
| 26-Other Diseases: N/A |  |  |
| 27-Treatment Visits: select from drop-down |  |  |
| 27-Detail Infor: N/A |  |  |
| Assistive Devices: flag checkbox if appropriate |  |  |
| 28-Assis. Devices: enter device type needed for rehabilitation   Note  This field is editable only if you have flagged the Assistive Devices checkbox. |  |  |
| 29-Final Status: enter as appropriate   Note  Status of an employee when he or she has fully recovered from the injury. |  |  |
| 29-Final Status Contd.: enter patient status at final date of treatment |  |  |
| 8 | Save Occupational Hazards Data | Choose the Save button. |  | A system message about data saving is generated. |  |
| 9 | Generate and Send GOSI Form 10 | Click on the Further Options link on top of the form and select GOSI Form 10. Print the form and submit it to the GOSI office to notify the office of the occupational hazard case.   Note  All fields that start with a numeric ID (for example, 6-Accident Time) feed data to GOSI Form 10. The number in the field name corresponds to the row number in the form. |  | GOSI reviews the submitted form and proposes an applicable compensation for the affected employee. |  |
| 10 | Maintain Compensation Data for Employee on Occupational Hazard Leave | After the GOSI office has reviewed the Form 10 and has proposed an applicable compensation, enter this compensation data into the system. Select the employee, and go to his/her Payroll Information subsection. In the Social Insurance block, select the Occupational Hazards link. |  | You are linked to the embedded form containing a table with the already existing occupational hazard record. |  |
| Select the Pencil icon next to the appropriate occupational hazard record. |  | The fields of the form become editable. |  |
| Go to the Compensation section. in the Compensation part of the section enter data as appropriate: | 13-Date of Stop Pay:select same date as in Valid From field   Note  Date as of when the salary payment to the employee is stopped. |  |  |
| Injury degree: check for example the Temporary Disability radio button. | Dependent on the value selected, different fields in the form become visible and editable. |  |
| Compensation Model:select from value help, for example T1(Temporary Disability with 75% daily allowance)   Note  The compensation model for occupation hazard is defined by specifying an applicable employee group (age and injury degree), payment method (lump sum, monthly benefit, or daily allowance), and how the system calculates the compensation. The selectable values in the value help depend on the value chosen for the field Injury degree. | Once you select a value, a system message is displayed on top of the form informing you that, if desired, you can set the OH Case Status to Case closed.  See also the Note below this table. |  |
| Daily Allowance Degree: filled automatically upon selecting the value for theCompensation Model field   Note  In our example, this field is filled automatically with 75. |  |  |
| Optionally, in the Additional Compensation part of the section enter data as appropriate:   Note  This part of the form is visible only in case you have checked for field Injury degree the Temporary Disability radio button. | Eligible:flag the checkbox in case the injured employee is eligible for additional compensation and the GOSI medical board has approved this compensation | In case you flag the checkbox, the OH Compensation (amount) field becomes editable. |  |
| OH Compensation: enter amount as applicable   Note  The currency is defaulted to SAR. |  |  |
| In the Notes part of the form, enter a note if appropriate. |  |  |  |
| 11 | Save Occupational Hazards | Choose the Save button. |  | A system message about data saving is generated. |  |

 Note

In case you check for field Injury degree the Permanent Disability radio button, you need to enter a value for Permanent Disability Degree and select an appropriate Compensation Model. In addition, you should choose the Payment Method for paying out the compensation: either via Regular Pay or via Offcycle Pay. In the latter case, you need to add the Payment date.

In case you check for field Injury degree the Death radio button, you need to select an appropriate Compensation Model. In addition, you should choose the Payment Method for paying out the compensation to the employee’s dependents: either via Regular Pay or via Offcycle Pay. In the latter case, you need to add the Payment date.

 Recommendation

If you want to enter a setback for a previous injury or any complication to a previous disease, the infotype automatically provides a list of the existing injury or disease information. You can select one entry from the list so that the records are interrelated.

 Recommendation

After the employee has returned to work from the occupational hazard leave (for details refer to test script of scope item FJ7 - in case the Time Off module has been implemented in the Employee Central instance –, or scope item 10B - in case the Time Off for Leave of Absence module has been implemented in the Employee Central instance), check if the data maintained in the Occupational Hazards infotype is still up-to-date. If required, adapt the data by choosing the Pencil icon next to the relevant record and entering the updated details. For example, set field OH Case Status to Case closed.

### United States (US)

 Note

In this document, we describe the maintenance of one tax type and contract elements. Depending on the concrete business case, additional tax types might need to be maintained. In addition, depending on your company’s needs and the available configuration, other data may be required to be maintained using mash-up UI. At high level, the procedure for these is the same as the one described in this chapter.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Payroll Information** subsection | Go to the Employment Information section and there scroll to the Payroll Information subsection. |  | The Payroll Information subsection is displayed. It contains several blocks configured as per your requirements. |  |
| 5 | Select Work Tax Area | In the Tax block select the Work Tax Area link. |  | You are linked to Employee Central Payroll, where you need to enter logon details. The appropriate embedded form then appears containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 6 | Create New Work Tax Area Record | On the displayed Work Tax Area page, select the New pushbutton. |  | The fields to be filled in the form show up below the table. |  |
| 7 | Enter Work Tax Area Details | In the form make the following entries: | Valid From/To:The validity start date is defaulted with the hire date; leave as is. The validity end date equals to the system high date, adapt as appropriate. | In the Tax Authorities in Area table all the relevant local and state tax authorities to which the employee must pay tax are displayed automatically by the system. |  |
| Tax Area: select from value help |  |
| AllocationPercentage: enter as appropriate; maximum possible value is 100. |  |
| Predominant Tax Area: Flag check box in case more than one tax area is relevant. In this case, the allocation percentage needs to be adapted accordingly and an additional work tax area record needs to be created. |  |
| 8 | Save Work Tax Area | Choose the Save button. |  | A system message about data saving is generated. |  |
| 9 | Select Contract Elements | Select from the Navigate to Mashup drop-down, located in the upper part of the screen, value Others → Contract Elements. |  | You are linked to the embedded form containing a table with already existing records (if any, otherwise, the table is empty). |  |
| 10 | Create New Contract Elements Record | On the displayed Contract Elements page, select the New pushbutton. |  | The fields to be filled show up below the table. |  |
| 11 | Enter Contract Elements Details | Enter the validity period for the record: | Valid From:the validity start date is defaulted with the hire date; leave as is |  |  |
| To: the validity end date equals to the system high date, adapt as appropriate, especially if the contract type is not permanent. |  |  |
| In the Contractual Regulations part of the form make the following entry: | Contract Type: defaulted; adapt if appropriate |  |  |
| In the Periods part of the form make the following entries: | Probationary Period: adapt defaulted value if appropriate by selecting another value from dropdown |  |  |
| Employee Dismissal Notice: adapt defaulted value if appropriate by selecting another value from dropdown |  |  |
| Employer Dismissal Notice: adapt defaulted value if appropriate by selecting another value from dropdown |  |  |
| Expiry of Work Permit: select validity end date of work permit of a foreign employee from calendar help if appropriate |  |  |
| in the Payment Period from Beginning of Illness part of the form: | ContinuedPay: adapt defaulted value if appropriate |  |  |
| Sick Pay Supplement: adapt defaulted value if appropriate |  |  |
| In the Notes part of the form, enter a note, if appropriate. |  |  |  |
| 12 | Save Contract Elements | Choose the Save button. |  | A system message about data saving is generated. |  |

# Appendix

## Process Chains

The process to be tested in this test case is part of a chain of integrated processes.

In the assumption that the Core, Time Off and Payroll Time Sheet content has been deployed in your instance with the SAP Best Practices, you can test following business processes.

### Preceding Processes

You may first have completed the following business processes and conditions before you start with the test steps:

| Process | Business Condition |
| --- | --- |
| Add New Employee / Rehire (FJ0) | Employees must have been hired (or rehired) and already exist in the system. |
| Take Action: Job Change/Transfer/Pay Rate Change (FJ1) | If appropriate, other actions like change in pay, transfer, promotion, and so on, have been executed in the Employee Central system. |
| Take Action: Promotion/Demotion (FJ2) |
| Take Action: Termination (FJ3) |
| Data Change Employee File (FJ5) (Optional) | If appropriate, replication-relevant data has been maintained. |
| One of the below scope items:   * Request and Manage Time Off (FJ7) - in case the Time Off module has been implemented in the Employee Central instance and this module is integrated with the Employee Central Payroll system    Caution  Request and Manage Time Off (FJ7) is not in scope for the following country: **CN**.   * Manage Leave Of Absence (10B) - in case the Time Off for Leave of Absence Only module has been implemented in the Employee Central instance and this module is integrated with the Employee Central Payroll system    Caution  Manage Leave Of Absence (10B) is not in scope for the following countries: **CN**, **DE**. | All time off relevant data has been maintained. |
| Record Working Time (15S) - in case both the Time Off and the Payroll Time Sheet modules have been implemented in the Employee Central instance and both are integrated with the Employee Central Payroll system  ~~Caution~~  ~~Record Working Time (15S) is not in scope for the following country:~~ **~~CN~~**~~.~~ | Working time has been recorded based on the assigned time profile and time recording profile. |

### Succeeding Processes

After completing the activities in this test case, you can continue testing the following business processes:

| Process | Business Condition |
| --- | --- |
| Payroll and Post Payroll Processing | The employee data transferred as from Employee Central is used for payroll and post payroll processing in Employee Central Payroll. |

Typographic Conventions

| **Type Style** | **Description** |
| --- | --- |
| Example | Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.  Textual cross-references to other documents. |
| Example | Emphasized words or expressions. |
| EXAMPLE | Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE. |
| Example | Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools. |
| Example | Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation. |
| <Example> | Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system. |
| EXAMPLE | Keys on the keyboard, for example, F2 or ENTER. |

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