

Japanese Scenarios



ADDON.IDES.JAPAN

Release 4.6C



Copyright

© Copyright 2001 SAP AG. Alle Rechte vorbehalten.

Weitergabe und Vervielfältigung dieser Publikation oder von Teilen daraus sind, zu welchem Zweck und in welcher Form auch immer, ohne die ausdrückliche schriftliche Genehmigung durch SAP AG nicht gestattet. In dieser Publikation enthaltene Informationen können ohne vorherige Ankündigung geändert werden.

Die von SAP AG oder deren Vertriebsfirmen angebotenen Software-Produkte können Software-Komponenten auch anderer Software-Hersteller enthalten.

Microsoft[®], WINDOWS[®], NT[®], EXCEL[®], Word[®], PowerPoint[®] und SQL Server[®] sind eingetragene Marken der Microsoft Corporation.

IBM[®], DB2[®], OS/2[®], DB2/6000[®], Parallel Sysplex[®], MVS/ESA[®], RS/6000[®], AIX[®], S/390[®], AS/400[®], OS/390[®] und OS/400[®] sind eingetragene Marken der IBM Corporation.

ORACLE[®] ist eine eingetragene Marke der ORACLE Corporation.

INFORMIX[®]-OnLine for SAP und Informix[®] Dynamic Server[™] sind eingetragene Marken der Informix Software Incorporated.

UNIX[®], X/Open[®], OSF/1[®] und Motif[®] sind eingetragene Marken der Open Group.


HTML, DHTML, XML, XHTML sind Marken oder eingetragene Marken des W3C[®], World Wide Web Consortium, Massachusetts Institute of Technology.

JAVA[®] ist eine eingetragene Marke der Sun Microsystems, Inc.

JAVASCRIPT[®] ist eine eingetragene Marke der Sun Microsystems, Inc., verwendet unter der Lizenz der von Netscape entwickelten und implementierten Technologie.

SAP, SAP Logo, R/2, RIVA, R/3, ABAP, SAP ArchiveLink, SAP Business Workflow, WebFlow, SAP EarlyWatch, BAPI, SAPPHIRE, Management Cockpit, mySAP.com Logo und mySAP.com sind Marken oder eingetragene Marken der SAP AG in Deutschland und vielen anderen Ländern weltweit. Alle anderen Produkte sind Marken oder eingetragene Marken der jeweiligen Firmen.

Symbole

Symbol	Bedeutung
	Achtung
	Beispiel
	Hinweis
	Empfehlung
	Syntax

Typographische Konventionen

Format	Beschreibung
<i>Beispieltext</i>	Wörter oder Zeichen, die vom Bildschirmbild zitiert werden. Dazu gehören Feldbezeichner, Bildtitel, Drucktastenbezeichner sowie Menünamen, Menüpfade und Menüeinträge. Querverweise auf andere Dokumentationen
Beispieltext	Hervorgehobene Wörter oder Ausdrücke im Fließtext, Titel von Grafiken und Tabellen
BEISPIELTEXT	Namen von Systemobjekten. Dazu gehören Reportnamen, Programmnamen, Transaktionscodes, Tabellennamen und einzelne Schlüsselbegriffe einer Programmiersprache, die von Fließtext umrahmt sind, z.B. SELECT und INCLUDE.
<i>Beispieltext</i>	Ausgabe auf dem Bildschirmbild. Dazu gehören Datei- und Verzeichnisnamen und ihre Pfade, Meldungen, Namen von Variablen und Parametern, Quelltext und Namen von Installations-, Upgrade- und Datenbankwerkzeugen.
Beispieltext	Exakte Benutzereingabe. Dazu gehören Wörter oder Zeichen, die Sie genau so in das System eingeben, wie es in der Dokumentation angegeben ist.
< Beispieltext >	Variable Benutzereingabe. Die Wörter und Zeichen in spitzen Klammern müssen Sie durch entsprechende Eingaben ersetzen, bevor Sie sie in das System eingeben.
BEISPIELTEXT	Tasten auf der Tastatur, z.B. Funktionstasten wie F2 oder die ENTER-Taste

Inhalt

Japanese Scenarios	5
Japanese Payroll Events For A Year	6
Data Used During This Process	7
Additional Process Information	8
Prerequisite Of Monthly Payroll	15
Monthly Payroll For April	16
Pay Raise	21
Monthly Payroll For May	23
Periodical Syoyo (Summer)	26
Changing Residence Tax	30
Monthly Payroll For June	32
Leave Action	33
Monthly Payroll For July	35
SANTEI/GEPPEN	36
Monthly Payroll For August	40
Monthly Payroll For September	42
GEPPEN	43
Monthly Payroll For October	45
Return Action	46
Monthly Payroll For November	48
Periodical Syoyo (Winter)	49
Monthly Payroll For December With Year-End Adjustment	51
YEA Recalculation Caused By Marriage On December 29th	54
Monthly Payroll For January	56
Retirement Liquidation, Retirement Allowance	57
Additional Process Information	65

Japanese Scenarios

[Japanese Payroll Events For A Year \[Seite 6\]](#)

Japanese Payroll Events For A Year

Japanese Payroll Events For A Year

Purpose

Japanese PAYROLL includes Monthly Payroll, Shoyo, SANTEI, GEPPEN, Year End Adjustment, YEA Recalculation, Residence Tax Change, Retroactive Calculation, Remuneration Statement, Transfer to FI/CO, Retirement Liquidation, Retirement Allowance. In this scenario, these payroll activities are conducted during the period of April 2000 to February 2001.

You can find more information about this process under [i](#) [\[Seite 8\]](#).

You can find the data for this process under [?](#) [\[Seite 7\]](#).

Process Flow

1. [Prerequisite Of Monthly Payroll \[Seite 15\]](#)
2. [Monthly Payroll For April \[Seite 16\]](#)
3. [Pay Raise \[Seite 21\]](#)
4. [Monthly Payroll For May \[Seite 23\]](#)
5. [Periodical SYOYO \(Summer\) \[Seite 26\]](#)
6. [Change Residence Tax \[Seite 30\]](#)
7. [Monthly Payroll For June \[Seite 32\]](#)
8. [Leave Action \[Seite 33\]](#)
9. [Monthly Payroll For July \[Seite 35\]](#)
10. [Santei/Geppen \[Seite 36\]](#)
11. [Monthly Payroll For August \[Seite 40\]](#)
12. [Monthly Payroll For September \[Seite 42\]](#)
13. [Geppen \[Seite 43\]](#)
14. [Monthly Payroll For October \[Seite 45\]](#)
15. [Return Action \[Seite 46\]](#)
16. [Monthly Payroll For November \[Seite 48\]](#)
17. [Winter Periodical SYOYO \[Seite 49\]](#)
18. [Monthly Payroll For December Containing Year-End Adjustment \[Seite 51\]](#)
19. [YEA Recalculation Caused By Marriage On December 29 \[Seite 54\]](#)
20. [Monthly Payroll For January \[Seite 56\]](#)
21. [Retirement Liquidation, Retirement Allowance \[Seite 57\]](#)

Data Used During This Process

Initial Settings

Field	Data	Description
Personnel country grouping	22	Japan
Company code	5000	IDES Japan
Personnel area	5000/5100	Japan West
Personnel sub area	0001,0002/0001,0002	Tokyo Yokohama Kobe Tottori
Employee group	1	Active employee
Employee subgroup	J0/J1/J2	Salaried employee / Hourly wage earner / Monthly wage earner
Payroll area	J0	HR-J Monthly
	Period	One month
	Pay date	25 th / month
Schema	J000	Payroll Japan
Employees	22001 - 22005	

During *the* various Payroll processes, you can change the default values set in the standard IDES system.

Parameter Setting for log-in user

Menu Path	System → User Profile → Own data
Transaction code	SU3

Enter the following data

Parameter	Data
UGR	22
MOL	22

Additional Process Information

Additional Process Information

Infotypes and Employee Profiles

No.22001: Shinozaki, Tsutomu

Infotype	Data	Description
0000 Actions	From : 1996/01/01	
	Personnel area : 5000	Japan
	Employee group : 1	Active employee
	Employee subgroup : J0	Salaried employee
0001 Organizational	Subarea : 0001	Tokyo
Assignment	Cost ctr : 2200	Human Resources
	Payr. Area : J0	HR-J Monthly
	Position : 50012594	CEO JP
	Job : 50012583	CEO JP
	Org. Unit : 50012575	Executive
0002 Personal Data	Mar. stat	Married
0006 Addresses		
0006 Addresses St J1	Municipal city code : 131091	Sinagawa-ku
0007 Planned Working Time	NORM	Without time evaluation
0008 Basic Pay	Pay scale type : 01	Standard type
	Pay scale area : 01	Shutoken
	PS group 1 : G1	
	PS level 1 : 07	Basic pay \ 335,000(indirect M000)
	PS group 2 : Age	
	PS level 2 : 36	Age salary \ 78,000(indirect) M001
0009 Bank Details	Bank keys : 0005043	Tokyomitsubishi Tamachi
	Control key : 01	
	Bank account number : 112233	
0014 Recur. Payment/Deds	A020 Housing allowance	\ 41,300
	A032 Qualification allowance	\ 20,000

Additional Process Information

	A010 Commuter allowance	\ 50,000
0015 Additional Payments	X000 SHOYO	
0021 Family/Related Person	Dependency (tax): 1 - yes Dependency (tax/ insurance)1 -yes Family allowance: 1 - yes	Spouse: \ 10,000
0145 Personnel Tax Status	Tax type ind: 1	KOHHYOU TEKIYO
JP	YEA indicator: 1	Normal Y.E.A
0140 SI Basic Data JP	Insurance deduction: 1	Health ins.
	Insurance number: 00022001	EE's pens
	Acquired/Lost: 1	Pension fund
	ID for SI ent. : 2	EE's ins
	Insurance deduction : 1	Accident ins.
0141 SI Premium Data JP	MonthlyAvgCompensation	\ 524,300
0142 Residence Tax JP	Tax year 1999	
	1 st payroll period 06/1999	
0143 Life Ins. Ded. JP	Common insurance/ Accident insurance	
0144 Property Accum. Sav. JP	Usual Property Accum. Sav. (IPPAN ZAIKEI) Daiichi-kangyo bank HQ	\ 10,000 (Monthly) \ 20,000 (SYOYO)

No.22002: Sugiyama, Ichiro

Infotype	Data	Description
0000 Actions	From : 1996/01/01	
	Personnel area : 5000	Japan
	Employee group : 1	Active employee
	Employee subgroup : J0	Salaried employee
0001 Organizational	Subarea : 0002	Yokohama
Assignment	Cost ctr : 2200	Human resources
	Payr. Area : J0	HR-J monthly
	Position : 50012595	HRM mgr. JP
	Job : 50012584	Adm. Mgr. JP
	Org. Unit : 50012576	HR
0002 Personal Data	Mar. stat. : Marr	Wife, two children

Additional Process Information

0006 Addresses		
0006 Addresses St : J1	Municipal city code : 141011	Tsurumi-ku
0007 Planned Working Time	NORM	Without time evaluation
0008 Basic Pay	Pay scale type : 01	Standard type
	Pay scale area : 01	Syutoken
	PS group 1 : G1	
	PS level 1 : 01	Basic pay \ 320,000(indirect M000)
	PS group 2 : Age	
	PS level 2 : 40	Age salary \ 94,000(indirect) M001
0009 Bank Details	Bank keys : 0008001	Sanwa Honten
	Control key : 01	
	Bank account number : 223344	
0014 Recur. Payment/Deds	A020 Housing allowance	41,400
	A032(Qualification allowance)	\ 10,000.-
	A010(Commuter allowance)	\ 23,500
0021 Family/Related Person	Dependency(tax) : 1(YES) Dependency(tax/insurance) : 1(YES) Family allowance : 1(YES)	Spouse : \ 10,000, Child : 1st\8,000 2 nd \ 6,500
0145 Personnel Tax Status	Tax type ind : 1	KOHHYOU TEKIYO
JP	YEA indicator : 1	Normal Y.E.A.
0140 SI Basic Data JP	Insurance deduction : 1	Health ins.
	Insurance number : 00022002	EE's pens.
	Acquired/Lost : 1	Pension fund
	ID for SI ent. : 2	EE's ins
	Insurance deduction : 1	Accident ins.
0141 SI Premium Data JP	MonthlyAvgCompensation total	\ 515,600.-
0142 Residence Tax JP	Tax year 1999	
	1 st payroll period 06/1999	
0143 Life Ins. Ded. JP	Common insurance/Personal pension	

Additional Process Information

0144 Property Accum. Sav. JP	Property acc. sav. For housing Mitsubishi honten	\ 10,000(Monthly) \ 50,000(SHOYO)
------------------------------	---	--------------------------------------

No.22003: Kwamoto, Mika

Infotype	Component for input	Note
0000 Actions	From : 1996/01/01	
	Personnel area : 5100	West-Japan
	Employee group : 1	Active employee
	Employee subgroup : J0	Hourly wage earner
0001 Organizational	Subarea : 0001	Kobe
Assignment	Cost ctr : 4500	Human Resources
	Payr. Area:J0	HR-J Monthly
	Position : 50012604	Skilled JP
	Job : 50012590	Skilled JP
	Org. Unit : 50012581	Kobe plant
0002 Personal Data	Mar. stat	Single
0006 Addresses		
0006 Addresses St : J1	Municipal city code : 272109	Sumiyoshi-ku
0007 Planned Working Time	NORM	Without time counting
0008 Basic Pay	Pay scale type : 01	Standard type
	Pay scale area : 02	Kansai
	PS group 1 : Age	
	PS level 1 : 25	Basic pay1,500(indirect M000)
0009 Bank Details	Bank keys : 0009101	Sumitomo Honten
	Control key : 01	
	Bank account number : 112233	
0014 Recur. Payment/Deds	A010(Commuter allowance)	\ 30,000
0021 Family/Related Person		
0145 Personnel Tax Status	Tax type ind : 1	KOHHYOU TEKIYO
JP	YEA indicator : 1	Normal Y.E.A
0140 SI Basic Data JP	Insurance deduction : 1	Health ins
	Insurance number : 00022003	EE's pens

Additional Process Information

	Acquired/Lost : 1	Pension fund
	ID for SI ent. : 2	EE's ins
	Insurance deduction : 1	Accident ins.
0141 SI Premium Data JP	MonthlyAvgCompensation total	\ 269,000.-
0142 Residence Tax JP	Tax year 1999	
	1 st payroll period 06/1999	
0143 Life Ins. Ded. JP		
0144 Property Accum. Sav. JP		

No.22004: Ikeda, Hiroko

Infotype	Data	Description
0000 Actions	From : 1996/04/01	
	Personnel area : 5100	West-Japan
	Employee group : 1	Active employee
	Employee subgroup : J2	Monthly wage earner
0001 Organizational	Subarea : 0001	Kobe
Assignment	Cost ctr : 4500	Human Resources
	Payr. Area: J0	HR-J Monthly
	Position : 50012601	Purch mgr. JP
	Job : 50012587	Prod mgr. JP
	Org. Unit : 50012580	Purchasing
0002 Personal Data	Mar. stat	Single
0006 Addresses		
0006 Addresses St : J1	Municipal city code : 282065	Ashiya-shi
0007 Planned Working Time	NORM	Without time evaluation
0008 Basic Pay	Pay scale type : 01	Standard type
	Pay scale area : 02	Kansai
	PS group : Age	
	PS level : 27	Basic pay \ 214,500(indirect M000
0009 Bank Details	Bank keys : 0009101	Sumitomo Honten
	Control key : 01	

Additional Process Information

	Bank account number : 556677	
0014 Recur. Payment/Deds	A020 Housing allowance	\ 20,000
	A010(Commuter allowance)	\ 18,000.-
0021 Family/Related Person		
0145 Personnel Tax Status	Tax type ind : 1	KOHHYOU TEKIYO
JP	YEA indicator : 1	Normal Y.E.A.
0140 SI Basic Data JP	Insurance deduction : 1	Health ins
	Insurance number : 00022004	EE's pens
	Acquired/Lost : 1	Pension fund
	ID for SI ent. : 2	EE's ins
	Insurance deduction : 1	Accident ins.
0141 SI Premium Data JP	MonthlyAvgCompensation total	\ 252,500
0142 Residence Tax JP	Tax year 1999	
	1 st Payroll period 06/1999	
0143 Life Ins. Ded. JP		
0144 Property Accum. Sav. JP		

No.22005: Okada, Masao


Infotype	Data	Description
0000 Actions	From : 1996/01/01	
	Personnel area : 5000	Japan
	Employee group : 1	Active employee
	Employee subgroup : J0	Salaried employee
0001 Organizational	Subarea : 0002	Yokohama
Assignment	Cost ctr : 2100	Human Resources
	Payr. Area : J0	HR-J Monthly
	Position :50012599	FI Spec. JP
	Job : 50012586	FI Spec. JP
	Org. Unit :50012577	FI
0002 Personal Data	Mar. stat.	Married, with a child
0006 Addresses		
0006 Addresses St : J1	Municipal city code : 131032	Minato-ku

Additional Process Information

0007 Planned Working Time	NORM	Without time evaluation
0008 Basic Pay	Pay scale type : 01	Standard type
	Pay scale area : 01	Shutoken
	PS group 1 : M1	
	PS level 1 : 01	Basic pay \ 240,000(indirect M000)
	PS group 2 : Age	
	PS level 2 : 36	Age salary \ 78,000(indirect) M001
0009 Bank Details	Bank keys : 0002088	Sakura Honten
	Control key : 01	
	Bank account number : 778899	
0014 Recur. Payment/Deds	A020 Housing allowance	\ 31,800
	A032 Qualification allowance	\ 1,000
	A010(Commuter allowance)	\ 20,000.-
0015 Additional Payments	X000 SHOYO	
0021 Family/Related Person		
0145 Personnel Tax Status	Tax type ind : 1	KOHYOU TEKIYO
JP	YEA indicator : 1	Normal Y.E.A
0140 SI Basic Data JP	Insurance deduction : 1	Health ins
	Insurance number : 00022005	EE's pens
	Acquired/Lost : 1	Pension fund
	ID for SI ent. : 2	EE's ins
	Insurance deduction : 1	Accident ins
0141 SI Premium Data JP	Monthly Avg. Compensation total	\370,800
0142 Residence Tax JP	Tax year 1999	
	1 st payroll period 06/1999	
0143 Life Ins. Ded. JP		
0144 Property Accum. Sav. JP		

Prerequisite Of Monthly Payroll

Each month, before you run the payroll, you need to maintain the employee master data. Enter the working data of employee 22003 (hourly wage earner) for the previous month.

You can find more information about this process under  [\[Seite 65\]](#).

Procedure

Call up the transaction as follows:

Menu Path	<i>Human Resources → Personnel Management → Administration → HR Master Data → Maintain</i>
Transaction Code	PA30

Enter the following data:

Field	Data
Personnel no.	22003
Infotype	2010 Employee Remuneration Info

Choose .

Enter the following data:

Field	Data
Date	25 th of the month to be calculated (pay date)
Wage type	M100: Actual work hours (hourly)
Number of hours	150 (hrs)


Choose .

Choose .

Enter the following data:

Field	Data
Date	25 th of the month to be calculated
Wage type	M853 Normal attd. days (hourly)
Number	20
Unit	Days

Choose .

Choose  until the menu tree appears.

Monthly Payroll For April

Monthly Payroll For April

Released for Payroll


Call up the transaction as follows:

Menu Path	<i>Human Resources → Payroll → Asia Pacific → Japan → Payroll → Release Payroll</i>
Transaction Code	PC00_M99_PA03_Relea

Enter the following data:

Field	Data
Payroll area	J0

Choose .

In the dialog box, choose  Yes.

The system locks the master data online, to ensure that this data can not be modified.

You can then calculate the payroll for the required period.

Call up the transaction as follows:

Menu Path	From the <i>Payroll</i> node choose <i>Simulation</i>
Transaction Code	PC00_M22_CALC_SIMU

Enter the following data, or simply choose “Enter” and the system will set the necessary parameters on the Payroll Driver- Japan screen.

Field	Data
Payroll area	J0
Current period	Select
Personnel number	Blank (or enter 22001 – 22005)
Payroll area	J0
Display log flag	ON (option)

Choose .

Choose .

In the status bar, you see that the payroll is running.

When “Display log flag” is ON, The log tree appears.

Check the payroll status at the end of the report.

Selected personnel numbers: 5

Successful: 5


Number of periods: 5


Rejected: 0


Monthly Payroll For April

Total number of messages and error messages: 0

Choose  *Form*.

Choose the employee number, then choose  *Copy*.

If the simulation finishes successfully, choose  until the menu tree appears.


In the dialog box, choose  *Yes*.


Call up the transaction as follows:


Menu Path	From the <i>Payroll</i> node, choose <i>Start Payroll</i>
Transaction Code	PC00_M22_CALC_MNTH

Choose .

The system sets the default parameters on the Payroll Driver- Japan screen.

Choose . If the “Display log” flag is on, the log tree appears when the payroll execution is finished.


If the payroll finishes successfully, choose  until the menu tree appears.

In the dialog box, choose  *Yes*.

Call up the transaction as follows (optional):

Menu Path	From the <i>Payroll</i> node, choose <i>Check Results</i>
Transaction Code	PC00_M99_PA03_Check

In this status, both payroll run and Master data are locked online.

In the dialog box, choose .

If any errors occur, continue with process step “Corrections.” (This process can be skipped if there is no error.)

Call up the transaction as follows:

Menu Path	From the <i>Payroll</i> node, choose <i>Corrections</i>
Transaction Code	PC00_M99_PA03_CORR

The master data are now unlocked, and can be modified. During this status, the payroll run is locked. After you have modified the master data, release payroll to repeat the calculation.

When payroll result is confirmed, release the payroll again (then the status is “correction”) and then exit payroll in the next process.

Call up the transaction as follows:

Menu Path	From the <i>Payroll</i> node, choose <i>Exit Payroll</i>
Transaction Code	PC00_M99_PA03_END




Once you exit the payroll for the period, the changes to the master data for this period trigger retroactive calculation or they are to be ignored.

Monthly Payroll For April


You can only execute Shoyo, Retirement, SANTEI/GEPPEN and YEA-recalculation during this status.


Call up the transaction as follows:

Menu Path	From the <i>Payroll</i> node, choose <i>Remuneration Statement</i>
Transaction Code	PC00_M22_CEDT_MNTH

Enter the following data (or just choose  for default value):

Field	Data
Payroll area	J0
Current Period	Select


Choose .

Choose  until the menu tree appears.

FI Transfer

Call up the transaction as follows:

Menu Path	From the <i>Payroll Japan</i> node, choose <i>Subs. Activities</i> → <i>Per Payroll Period</i> → <i>Reporting</i> → <i>Transfer To FI/CO</i> → <i>Execute Run</i>
Transaction Code	PC00_M99_CIPE

Enter the following data, or just choose  to set the necessary parameters:

Field	Data
Payroll Period	
Payroll area	J0
Current period	Select
Selection	
Run attributes	
Type of document creation	T/ S/ P T: Test run; no documents are created S: Creation of simulation document P: Live posting run
Specify posting date	
Acc. To paydate	Select

Choose .


The log tree appears.

Confirm the log statistic

Posting run no. (PP) 123567890

Monthly Payroll For April

Doc. Creation Error – free
 Personnel numbers selected 5
 Personnel numbers evaluated 5
 Personnel numbers rejected 0
 Personnel numbers skipped 0

Choose  until the menu tree appears.


Call up the transaction as follows:

Menu Path	From the <i>Transfer To FI/CO</i> node, choose <i>Edit Run</i>
Transaction Code	PCP0

Select the payroll posting, then choose .

Double click on the Payroll posting document to drill down to the contents.

Choose  until the *Document Overview* screen appears.

To post the document, select the payroll posting, then choose .

The document is to be released one by one.


In the dialog box, choose *Yes*.

You can see that the statuses of all documents have been changed to “all documents released”.

Choose  until the *Display Posting Runs* screen appears.

Select the run number, then choose .

In the dialog box, choose *Immediately*.


Choose  until the menu tree appears.


S/G Evaluation

SANTEI/GEPPEN must be processed after every monthly payroll.

Call up the transaction as follows:

Menu Path	<i>Human Resources → Payroll → Asia Pacific → Japan → Subs.Activities → Other Periods → Reporting → Social Insurance → S/G Evaluation → Simulation</i>
Transaction Code	PC00_M22_CSIS_SIMU


If a dialog box appears, enter payroll area *J0* and choose .


The Santei/Geppen Evaluation screen appears. Choose .

Confirm that the result of the simulation does not contain any errors.

Choose  and go back to the program execution screen.

Monthly Payroll For April

Change the Execution Mode from Test Mode into Update Database, then choose .

Choose  until the menu tree appears.

In the dialog box, choose Yes.

Pay Raise

Use

The basic pay of the salaried employee is to be raised as of April 1st.

This triggers a retroactive calculation from April. You first create a new record of infotype 0008: Basic Pay and infotype 0014: Recur. Payment (Wagetype A020:Housing Allowance) for 22001/ 22002/ 22004/ 22005. You can then run the monthly payroll.

Procedure

Call up the transaction as follows:

Menu Path	<i>Human Resources → Personnel Management → Administration → HR Master Data → Maintain</i>
Transaction Code	PA30

Enter the following data:

Field	Data
Personnel Number	22001/ 22002/ 22004/ 22005
Infotype	0008 (Basic Pay)


Choose .

Select the current record.

Choose .

Enter the following data:

Field	Data
Personnel Number	22001
Valid from	2000/04/01
To	9999/12/31
PS group 1	G1
PS level 1	10
PS group 2	Age
PS level 2	38


Choose  twice or three times and check that the new amount for the basic pay and Age salary has been evaluated indirectly from the new pay-scale level.

Select .

Note: 22004 Ikeda gets a raise only for Age salary. Raise pay-scale level for one.

Next, maintain infotype 0014: Additional payment. Create a new record of A020: Housing allowance. Housing allowance is automatically calculated as 10% of basic pay. Housing allowance is raised along with basic pay raise.

Pay Raise

Choose  until the menu tree appears.

Call up the transaction as follows

Menu Path	From the <i>HR Master Data</i> node, choose <i>Maintain</i>
Transaction Code	PA30

Enter the following data


Field	Data
Personnel number	22001
Infotype	0014

Choose .

Select the current A020: Housing Allowance


Choose  and enter the following data:

Field	Data
From	2000/04/01
To	9999/12/31

Choose  twice, then check that the amount has automatically changed to a new amount.

Choose .

Check that the historical records are listed: before the pay raise and after the pay raise.

Choose  until the menu tree appears

Monthly Payroll For May

USE

The April pay increase triggers retroactive calculation as of April.

Follow the monthly payroll procedure for April.

Make sure to update the employee master data before you release the payroll for May.

Please refer to the “Prerequisite Of Monthly Payroll”

Procedure

Call up the transaction as follows:

Menu Path	<i>Human Resources → Payroll → Asia Pacific → Japan → Payroll → Release Payroll</i>
Transaction Code	PC00_M99_PA03_Relea

The system locks the master data online, to ensure that this data can not be modified.


You can then calculate the payroll for the required period.

Call up the transaction as follows:

Menu Path	<i>Human Resources → Payroll → Asia Pacific → Japan → Payroll → Simulation</i>
Transaction Code	PC00_M22_CALC_SIMU

Enter the following data or simply choose “Enter” and the system will set the necessary parameters on the Payroll Driver- Japan screen.

Field	Data
Payroll area	J0
Current period	Select
Personnel number	Blank (or enter 22001 – 22005)
Payroll area	J0
Display log falg	ON (optional)

Choose .

In the status bar, you see that payroll of April and May is running.

Log tree appears.

Check the payroll status at the end of the report.

Selected personnel numbers: 5

Successful: 5


Number of periods: 9

Rejected: 0


Total number of messages and error messages: 0

Monthly Payroll For May

Choose  *Form*.

Select the employee number you require, then choose  *Copy*.

Confirm that retroactive differences have been calculated for basic pay and housing allowance.


If the simulation finishes successfully, choose  until the menu tree appears.

Call up the transaction as follows:


Menu Path	<i>Human Resources → Payroll → Asia Pacific → Japan → Payroll → Start Payroll</i>
Transaction Code	PC00_M22_CALC_MNTH

Choose .

The default parameters appear on the Payroll Driver- Japan screen.

Choose . If the “Display the log” flag is on, the log tree appears when the payroll execution is finished.


If the payroll finishes successfully, choose  until the menu tree appears.

In the dialog box, choose  *Yes*.

Call up the transaction as follows:

Menu Path	<i>Human Resources → Payroll → Asia Pacific → Japan → Payroll → Check Results</i>
Transaction Code	PC00_M99_PA03_Check

In this status, both payroll run and master data are locked online.

In the dialog box, choose .

If any errors occur, continue with process step “Corrections.”

Call up the transaction as follows:

Menu Path	<i>Human Resources → Payroll → Asia Pacific → Japan → Payroll → Corrections</i>
Transaction Code	PC00_M99_PA03_CORR

The master data are now unlocked, and can be modified. During this status, the payroll run is locked. After you have modified the master data, release payroll to repeat the calculation.

When the payroll result is confirmed, release the payroll again (when the status is “correction”) and then exit the payroll in the next process.

Call up the transaction as follows:

Menu Path	<i>Human Resources → Payroll → Asia Pacific → Japan → Payroll → Exit Payroll</i>
Transaction Code	PC00_M99_PA03_END

Monthly Payroll For May



you exit the payroll for the period, the changes to the master data for this period trigger retroactive calculation or they are to be ignored.

Process SANTEI/ GEPPEN as in April monthly payroll.

Periodical Syoyo (Summer)

Periodical Syoyo (Summer)

Use

Periodical Summer Shoyo is paid to employees 22001/ 22002/ 22004 22005 for the evaluation period 1999/10/01 – 2000/03/31

Make sure that the payroll status is “exit.”

Procedure


Call up the transaction as follows:

Menu Path	<i>Human Resources → Payroll → Asia/Pacific → Japan → Tools → Control Record</i>
Transaction Code	PA03

Enter the following data

Field	Data
Payroll area	J0

Choose .

Choose  until the menu tree appears.

Calculate Shoyo Amount

Use

Shoyo amount can be calculated by executing the program RPUSACJ0.

The amount is calculated based on employee's basic pay and the appraisal results.

Wage type X000: Shoyo is created for all employees via batch input.

Option: Wage type X000: Shoyo also can be entered directly to infotype 0015:

Additional Payments manually when not using the calculation report.

Update the value of 'Final appraisals' in infotype0147: Pers. Appraisals JP.

Procedure


Call up the transaction as follows:


Menu Path	<i>Human Resources → Personnel Management → Administration → HR Master Data → Maintain</i>
Transaction Code	PA30

Enter the following data:

Field	Data
Personnel no	22001/ 22002/ 22004/ 22005


Infotype	0147
----------	------


Choose .

In the dialog box, select Shoyo appraisals, then choose .

Enter the following data:

Field	Data
From	1999/10/01
To	2000/03/31
Final appraisals	A/B/B+/B-/S
Evaluation date	2000/06/01
Attendance rate	1.0

Choose .

Choose  until the menu tree appears.

Run Shoyo Amount Calculation Report

Call up the transaction as follows:

Menu Path	<i>Payroll → Asia Pacific → Japan → Off cycle → Shoyo → Tools → Calculate Shoyo amount</i>
Transaction Code	PC00_M22_USAC


Enter the following data:

Field	Data
Other period	Select
Personnel number	22001, 22002, 22004, 22005
Employee group	1
Base amount get date	2000/06/01
Payroll area	J0
Pay date/ Shoyo period	2000/06/10

Choose .

You now see the list of the Shoyo calculation results.

Select employees from the list, then choose *Batch input*. (more than two employees can be chosen)

Choose  until the menu tree appears.

Call up the transaction as follows:

Menu Path	<i>System → Services → Batch Input → Sessions</i>
------------------	---

Periodicial Syoyo (Summer)

Transaction Code	SM35
-------------------------	------

Select the session, then choose  *Process*.

Select run mode *Display errors only*.

Choose *Process*.


Check that the employee's data for Shoyo amount has been created.

Call up the transaction as follows:

Menu Path	<i>Human Resources → Personnel Management → Administration → HR Master Data → Display</i>
Transaction Code	PA20


Enter the following data

Field	Data
Personnel Number	22001/ 22002/ 22004/ 22005
Intotype	0015

Choose  and confirm the Shoyo amount for each employee:

Wage type: X000 Shoyo

Date of origin: 2000/06/10.

Choose  until the menu tree appears.


SHOYO Payment

Call up the transaction as follows:

Menu Path	<i>Human Resources → Payroll → Asia/Pacific → Japan → Off-Cycle → Shoyo → Shoyo → Simulation</i>
Transaction Code	PC00_M22_CALC_SY_SIM

Enter the following data:

Field	Data
Payroll period	
Payroll area	J0
Selection	
Personnel number	22001, 22002, 22004, 22005
General program control	
Off-cycle payroll	A S 2000/06/10
Schema	J000
Display Log Flag	ON

Choose .

Periodicial Syoyo (Summer)

Check the Shoyo payment status at the end of the report:

Selected personnel numbers: 4


Successful: 4


Number of periods: 4

Rejected: 0

Total number of messages and error messages: 0

Choose  Form.

Select the employee number, then choose  Copy.

Choose  until the menu tree appears.


Then run the payroll accounting for Shoyo calculation.

Call up the transaction as follows:

Menu Path	<i>Human Resources → Payroll → Asia/Pacific → Japan → Off-Cycle → Shoyo → Shoyo → Payroll accounting</i>
Transaction Code	PC00_M22_CALC_SY

Enter the same data as for the Shoyo simulation.

Choose .

Choose  until the menu tree appears.

Changing Residence Tax

Changing Residence Tax

Use

You now maintain an employee's tax amount for the new tax year from June 2000 to May 2001.

Procedure

Call up the transaction as follows:


Menu Path	<i>Human Resources → Personnel Management → Administration → HR Master Data → Fast Entry</i>
Transaction Code	PA70

Enter the following data:

Field	Data
Infotype	0142
Period	
Fr	2000/06/01
To	2001/05/31
Enter personnel numbers	
Preselect using report	Select

Choose  *with proposal*.

Enter the following data:

Field	Data
Period	
Other period	Blank
Person selection period	2000/06/01 to 2001/05/31
Selection	
Personnel number	Blank
Additional data	
Residence tax CITY CODE (choose )	131091, 141011, 271209, 282065, 131083

Choose  *Copy*.

Choose .


Check the personnel numbers for which you are going to update residence tax (22001-22005)

Choose  *With proposal*.

Enter the following data:


Changing Residence Tax


Field	Data
From	2000/06/01
To	2001/05/31
Tax year	2000
1 st payroll period	06/ 2000
Tax amt 1 st period	Blank
Tax amt rst period	Blank
Tax office ass. No	1234567890
Per.assignm.no	Blank

Choose .

Enter the following data:

Field	Data
Tax amt 1p	Any reasonable amount (tax amt for June 2000)
Tax amt rp	Any reasonable amount (tax amt for the rest of the period)
Per.assignm.no	Personnel number

Choose .


Choose  until the menu tree appears.

Call up the transaction as follows:


Menu Path	From the <i>HR Master Data</i> node, choose <i>Display</i>
Transaction Code	PA20

Enter the following data:

Field	Data
Infotype	0142

Choose .

Check the new residence tax data has been created for 2000.

Choose  until the menu tree appears.

Monthly Payroll For June

Monthly Payroll For June

USE

Run monthly payroll following April.

Leave Action

Use

Sugiyama, Ichiro (22002) will leave for 3 months, from July 16th to October 31st, because of health reasons. During his absence, basic pay will not be paid. Only allowances, with the exception of commuter allowance, will be paid, and legal deductions will be calculated.

Procedure

Call up the transaction as follows:

Menu Path	<i>Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions</i>
Transaction Code	PA40

Enter the following data:

Field	Data
Employee number	22002
Date (From)	2000/07/16

Select *Leaving*.

Choose .

Enter the following data:


Field	Data
Action Type	Leave of absence


Choose .

Enter the following data:


Field	Data
Position	50015723 LOA JP

Choose .

Choose  to save infotype 0000: Action

Choose  to save infotype 0001: Organization Assignment

If the *Create vacancy* dialog box appears, choose *No*.

Choose  until the menu tree appears.



Call up the transaction as follows:


Menu Path	From the <i>HR Master Data</i> node, choose <i>Maintain</i>
Transaction code	PA30

Enter the following data:


Leave Action


Field	Data
Personnel number	22002
Infotype	0014

Choose  and enter 2000/07/15, then choose .

In the dialog box, choose .

Select *A010: Commuter Allowance*.

Choose .

Choose  until the menu tree appears.

Use

22001: Shinozaki gets a raise of A032: Qualification Allowance. Maintain his infotype 0014 and run the regular monthly payroll. Perform this procedure as for April.

Procedure

Call up the transaction as follows:


Manu Path	From the <i>HR Master Data</i> node, choose <i>Maintain</i>
Transaction code	PA30


Enter the following data:

Field	Data
Personnel number	22001
Infotype	0014

Choose  and enter the following data:

Field	Data
From	2000/07/01
To	9999/12/31
Wage Type	A032
Amount	70,000.-

Choose .

Choose  until the menu tree appears.

Monthly Payroll For July

USE

Run monthly payroll following April. Check the remuneration statement and basic pay for Sugiyama (22002) has been paid about half of the whole basic pay amount.

SANTEI/GEPPEN

SANTEI/GEPPEN**Use**

SANTEI is to be executed between payroll for July and August to evaluate the payroll results of the last three months and adjust the monthly standard compensation which will be the base for the social insurance amount. 22001/ 22002/ 22005 are evaluated by "Tokyo Rule". 22003 and 22004 are evaluated by "Non Tokyo Rule".

SANTEI consists of the following steps

- 9-1. SANTEI Adjustment
- 9-2. S/G (SANTEI/ GEPPEN) Reporting
- 9-3. Create Batch Input File
- 9-4. Execute Batch Input Session
- 9-5. Check infotype 0141: SI Premium Data JP

9-1. Santei Adjustment**Use**

Adjust the average of monthly compensation for 22002: Sugiyama who is on Leave of absence.

Procedure

Call up the transaction as follows:

Menu Path	From the <i>S/G Evaluation</i> node, choose <i>SANTEI Adjustment</i>
Transaction Code	PC00_M22_CSIB

Enter the following data:


Field	Data
Year	2000
SI Mode for Target Br.Office	01 to 02

Choose .

Double-click on "Sugiyama Ichiro".

Enter the following data for both *Health Insurance* and *Employee's Pension*:

Field	Data
Deflag	May & June
Flag	Judgement – Santei
Remarks Column	Leave of absence

To confirm your entry, choose .

Enter the following data:


Field	Data
Adjusted money	Same value as <i>Compensation Ave Amount</i>

Choose *Save All*.

Check that the status has changed to *Adjustment done*.


Choose *Action* → *Release*.

Result: "All the Adjustments are confirmed."

Choose  in the dialog box

Choose .

All SANTEI evaluation has been released.

Choose  until the menu tree appears

9-2. S/G reporting


Use

To run a legal reporting program to hand in to the social insurance office.

Procedure

Call up the transaction as follows:

Menu Path	From the <i>Social Insurance</i> node, choose <i>S/G Reporting</i> → <i>Tokyo Rule</i> → <i>Submit In August</i> → <i>Santei Form</i>
Transaction Code	PC00_M22_CSIC_TK08


Choose .

The *Print Selection* screen appears.

Enter an appropriate output device.

Choose *Print* or *Print Preview*.

(SANTEI report will not be created for 22001/ Shinozaki since he is GEPPEN candidate)

Choose  until the menu tree appears.

Call up the transaction as follows:

Menu Path	From the <i>Social Insurance</i> node, choose <i>S/G Reporting</i> → <i>Non Tokyo Rule</i> → <i>Submit In August</i> → <i>Santei Form</i>
Transaction Code	PC00_M22_CSIC_NT


Choose .

The *Print Selection* screen appears.

Enter an appropriate output device.

Choose *Print* or *Print Preview*.

SANTEI/GEPPEN

Choose  until the menu tree appears.

9-3. Create B/I file**USE**

You now create a batch-input session to update all employees' data in infotype0141: SI Premium Data JP

Procedure


Call up the transaction as follows


Menu Path	From the <i>Social Insurance</i> node, choose <i>S/G Reporting → Create B/I file</i>
Transaction Code	PC00_M22_CSIH

Enter SI Mod.for Target Br.Office.

Enter the following data:

Field	Data
Reason for SANTEI	02 (Periodic change)
Reason for GEPPEN	03 (Monthly change)

Choose .

Choose  until the menu tree appears.

9-4. Execute B/I Session

Call up the transaction as follows

Menu Path	<i>System → Services → Batch Input → Sessions</i>
Transaction Code	SM35


Select the session you created.

Choose  *Process*.

Select the run mode *Display errors only*.

Choose *Process*.

Choose  *Exit*.

Choose  until the menu tree appears.

9-5. Confirm the Infotype 0141(SI Premium Data JP).**USE**

Confirm that Monthly .standard compensation has been changed in a new record.


Procedure

Call up the transaction as follows

Menu Path	<i>Human Resources → Personnel Management → Administration → HR Master Data → Maintain</i>
Transaction Code	PA30

Enter the following data:

Field	Data
Personnel number	22002/ 22003/ 22004/ 22005
Infotype	0141 (SI Premium Data JP)

Choose .


The following new record appears:

From: 2000/10/01 (or 2000/08/01 for GEPPEN).

To: 9999/12/31.

Monthly standard compensation: new amount.

Level: new level.

Choose  until the menu tree appears.

Monthly Payroll For August

Monthly Payroll For August

USE

22002: Sugiyama is on LOA and requires an adjustment made in the payroll, because his basic pay has not been paid and the payment would be a minus amount.

Procedure

Call up the transaction as follows


Menu Path	<i>Human Resources → Payroll → Asia/ Pacific → Japan → Payroll → Release Payroll</i>
Transaction Code	PC00_M99_PA03_Relea

Carry out the monthly payroll as for April.

In the simulation, 22002: Sugiyama is displayed with an error log.

Double-click on *processing*.

Note the amount for /561: claim.

Choose  until the overview tree appears.

To maintain Sugiyama's master data call up the transaction as follows after changing the payroll status to "corrections" (→ *Japan → Payroll → Corrections*).

Menu Path	<i>Human Resources → Personnel Management → Administration → HR Master Data → Maintain</i>
Transaction Code	PA30


Enter the following data:

Field	Data
Personnel number	22002
Infotype	0014 (Recur. Payments/Deds.)

Choose .

Enter the following data:

Field	Data
From	2000/08/01
To	2000/10/31
Wage type	A999 (advance for claiming)
Amount	The amount on your memo for /561: claim

Choose .

Release payroll for August and simulate the monthly payroll.

If successful, start payroll and exit the payroll.

Monthly Payroll For September

Monthly Payroll For September

Perform the monthly payroll as for April.

GEPPEN

Use

22001: Shinozaki was a GEPPEN candidate in the SANTEI process. He should now be confirmed as GEPPEN target in the September payroll. You now submit the Geppen report, adjust the monthly standard compensation, and create a new record, starting in the next month (October).

12-1. S/G Reporting


Call up the transaction as follows:

Menu Path	<i>Human Resources → Payroll → Asia/ Pacific → Japan → Subs. Activities → Other Periods → Reporting → Social Insurance → S/G Reporting → Tokyo Rule → Submit In October → Geppen Form</i>
Transaction Code	PC00_M22_CSIE_TK010

Select either Health Insurance or Employee's Pension.

Choose .

The *Print Selection* dialog box appears. Enter the appropriate output device, then choose *Print*.

Choose  until the menu tree appears.

12-2. Creating the B/I file


Call up the transaction as follows

Menu Path	From the <i>Social Insurance</i> node, choose <i>S/G Reporting → Create B/Ifile</i>
Transaction Code	PC00_M22_CSIH

Enter the following data:

Field	Data
Target Br. Office: SI Mod	01 to 02
Reason - Santei	02 (Periodic change)
Geppen	03 (Monthly change)

Choose .

Choose  until the menu tree appears.

12-3. Executing the B/I session

Call up the transaction as follows:

Menu Path	<i>System → Services → Batch Input → Sessions</i>
Transaction Code	SM35


GEPPEN

Select the session you created.

Choose  *Process*.

Select the run mode *Display errors only*.

Choose *Process*.


Choose  until the menu tree appears.

Call up the transaction as follows

Menu Path	<i>Human Resources → Personnel Management → Administration → HR Master Data → Display</i>
Transaction Code	PA20

Enter the following data:

Field	Data
Personnel number	22001
Infotype	0141 (SI Premium Data JP)

Choose .


A new record appears as below

From: 2000/10/01

To: 9999/12/31

Monthly standard compensation: new amount

Level: new level

Choose  until the menu tree appears.

Monthly Payroll For October

USE

22005: Okada worked overtime in September. He is now paid overtime allowance in October.

Input overtime data for Okada as following.

Procedure

Call up the transaction as follows:

Menu Path	<i>Human Resources → Personnel Management → Administration → HR Master Data → Maintain</i>
Transaction Code	PA30

Enter the following data:


Field	Data
Personnel number	22005 (Okada)
Infotype	2010(EE Remuneration Info)

Choose .

Enter the following data:

Field	Data
Date	2000/10/25
Wagetype	M110 (Normal over time hour)
Number of hours	Any reasonable hours

Choose  and .

Choose  until the menu treetree appears.


Payroll for October

Call up the transaction as follows:

Menu Path	<i>Human Resources → Payroll → Asia Pacific → Japan → Payroll → Release Payroll</i>
Transaction Code	PC00_M99_PA03_Relea

Perform the monthly payroll as for April.

Check the remuneration statement and confirm the overtime allowance for 22005: Okada.

Choose  until the menu treetree appears.

Return Action

Return Action

Use

22002: Sugiyama returns to his work from leave of absence on 1st of November. Execute a 'return action' for him.

Procedure

Call up the transaction as follows:

Menu Path	<i>Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions</i>
Transaction Code	PA40

Enter the following data:

Field	Data
Personnel number	22002
From	2000/11/01

Select *Return from absence*.

Choose .

Enter the following data:

Field	Data
Action type	Return from absence

Choose .


Enter the following data:

Field	Data
Position	50012595 (HRM mgr JP)

Choose  and  (save infotype 0000: Action).

Choose  and  (to save infotype 0001: Organization Assignment).

The *Create vacancy* dialog box appears. Choose *No*.

Choose  until the menu tree appears.


To create the "Commuter allowance" for 22002: Sugiyama, call up the transaction as follows:

Menu Path	<i>Human Resources → Personnel Management → Administration → HR Master Data → Maintain</i>
Transaction Code	PA30

Enter the following data:


Field	Data
-------	------


Personnel number	22002
Infotype	0014 (Recur. Payments/Deds.)

Choose .

Enter the following data:

Field	Data
From	2000/11/01
To	9999/12/31
Wage type	A010 (Commuter Allowance)
Amount	23,500.-

Choose .

Choose  until the menu tree appears.

Monthly Payroll For November

Monthly Payroll For November

USE

22004: Ikeda, Hiroko took absence in October. She receives an absence deduction from her monthly payroll in November.

Overtime data for Ikeda, Hiroko

Call up the transaction as follows:

Menu Path	<i>Human Resources → Personnel Management → Administration → HR Master Data → Maintain</i>
Transaction Code	PA30

Enter the following data:


Field	Data
Personnel number	22004 (Ikeda, Hiroko)
Infotype	2001 (Absences)

Choose .


Select 0630 (Unpaid absence/ lateness), then choose .

Enter the following data:

Field	Data
From	2000/10/05
To	2000/10/05

Choose .

Choose .

Choose  until the menu tree appears.

Payroll for November

Run the monthly payroll as for April.

Check the remuneration statement and confirm the absence deduction for 22004: Ikeda.

Periodical Syoyo (Winter)

Use

Periodical winter Shoyo is paid to employees 22001/ 22002/ 22004/ 22005 for the evaluation period 2000/04/01 – 2000/09/30

Make sure that the payroll status is “exit.”


Procedure

To check the payroll status, call up the transaction as follows:

Menu Path	<i>Human Resources → Payroll → Asia/Pacific → Japan → Tools → Control Record</i>
Transaction Code	PA03

Enter J0.

Choose .

Choose  until the menu tree appears.

Calculating the SHOYO Amount

Maintain infotype 0147: appraisal JP just as for Summer Shoyo

Calculate the Shoyo amount just as for Summer Shoyo in June.


Procedure

Call up the transaction as follows:


Menu Path	<i>Payroll → Asia/Pacific → Japan → Off-cycle → SYOYO → Tools → Calculate Shoyo amount</i>
Transaction Code	PC00_M22_USAC

Enter the following data:

Field	Data
Other period	select
Base amount get date	2000/12/01
Paydate	2000/12/10
Payroll area	J0
Employee	22001, 22002, 22004, 22005

Choose .

Process batch input session to create wagetype X000 in infotype 0015: Additional payments. (Follow the same process of Summer Shoyo in June)

Choose  until the menu tree appears.

Periodical Syoyo (Winter)


SHOYO Payment


Call up the transaction as follows:

Menu Path	<i>Human Resources → Payroll → Asia/Pacific → Japan → Off-Cycle → Shoyo → Shoyo → Simulation</i>
Transaction Code	PC00_M22_CALC_SY_SIM

Enter the following data:

Field	Data
Off cycle payroll	2000/12/10
Employee	22001, 22002, 22004, 22005

Choose .

Choose  until the menu tree appears.

If there is no errors, run Shoyo payroll account. (Refer to Summer Shoyo in June).

Monthly Payroll For December With Year-End Adjustment

Monthly Payroll For December With Year-End Adjustment

Use

Year- End Adjustment is conducted with the monthly payroll for December.

Income tax adjustment (payment/ deduction) is made in the payroll for December.

Procedure

To update master data for YEA call up the transaction as follows:

Menu Path	<i>Human Resources → Personnel Management → Administration → HR Master Data → Maintain</i>
Transaction Code	PA30

Enter the following data:

Field	Data
Personnel number	22001 (Shinozaki)
Infotype	0146

Choose .

Enter the following data referring infotype 0143: Life Insurance/ Damage Insurance:

Field	Data
From	2000/01/01
To	2000/12/31
Tab page: <i>Life Ins.</i>	
Life Ins	01 Nippon Life
Pd	25
Ins. Fee	136,000
Tab Page <i>Casualty Insurance</i>	
Short term insurance	30 Sumitomo Kaijyo Kasai
Pd	5
Ins. Fee	108,000.-
Tab Page <i>Spouse Income</i>	
Ind SP's income	Select Ind
SPs' income	500,000.-

Choose  and .

Update other employee's master data for Y.E.A.

Monthly Payroll For December With Year-End Adjustment

Monthly Payroll for December

Release monthly payroll for December.

Call up the transaction as follows:

Menu Path	<i>Human Resources → Payroll → Asia/Pacific → Japan → Off-Cycle → Year-End Adj. → Year-End Adj. → Simulation / Start Calculation</i>
Transaction Code	PC00_M22_CALC_YEA_S/ PC00_M22_CALC_YEA


Enter the following data:

Field	Data
Payroll area	J0

Choose .

Enter the following data:

Field	Data
Current period	Select
Personnel number	blank (or enter 22001 – 22005)
Payroll area	J0
Schema	J000

To confirm your entries, choose .

Choose .

In the status bar, you see that the payroll is running.

The log tree appears.

Check the payroll status at the end of the report.


Selected personnel numbers: 5

Successful: 5

Number of periods: 9

Rejected: 0

Total number of messages and error messages: 0

Choose  until the overview tree appears.

Call up the transaction as follows:


Menu Path	<i>Human Resources → Payroll → Asia/Pacific → Japan → Off cycle → Year End Adj → Year End Adj → Remuneration Statement</i>
Transaction Code	PC00_M22_CEDT_MNTH

Enter the following data:


Field	Data
-------	------

Monthly Payroll For December With Year-End Adjustment

Payroll Period	J0
Current period	12/ 2000

Choose .

Confirm that income tax adjustment has been made.

Choose  until the overview tree appears.

Exit payroll for December.

YEA Recalculation Caused By Marriage On December 29th

YEA Recalculation Caused By Marriage On December 29th

Use

22005: Okada married on December 29th and now requires a YEA recalculation. The recalculation is executed separately and the income tax adjustment (payment/ deduction) is made with the monthly payroll for January.

Procedure

Call up the transaction as follows:

Menu Path	<i>Human Resources → Personnel Management → Administration → HR Master Data → Maintain</i>
Transaction Code	PA30

Enter the following data:


Field	Data
Personnel no	22005
Infotype	0021
STY	1 (Spouse)

Choose .

Enter the following data:

Field	Data
From	2000/12/29
Member	Spouse
Last name	Okada or any name
First name	Any name
B.date	Any reasonable date
Dependency	
Dependency (tax)	Yes
Dependency (tax/insurance) (Health Insurance)	Yes

Choose  and .

Choose  until the menu tree appears.

To execute the YEA recalculation, call up the transaction as follows:


Menu Path	<i>Human Resources → Payroll → Asia/Pacific → Japan → Payroll → Off-Cycle → Year-End Adj. → YEA Recalculation → Simulation/ Payroll Accounting</i>
------------------	--

YEA Recalculation Caused By Marriage On December 29th


Transaction Code	PC00_M22_CALC_REYEAS/ PC00_M22_CALC_REYEA
-------------------------	--

Enter the following data:

Field	Data
Personnel number	22005
Special run	2000/12/31

Choose .

Check that the simulation has ended without errors, then execute a Y.E.A recalculation.

Choose  until the menu tree appears.

Choose Yes in the pop up box.

Monthly Payroll For January

Monthly Payroll For January

USE

22005: Okada receives an income tax refund due to the YEA recalculation. Family allowance is also paid.


Procedure

Call up the transaction as follows:

Menu Path	<i>Human Resources → Payroll → Asia/ Pacific → Japan → Payroll → Release Payroll</i>
Transaction Code	PC00_M99_PA03_Relea

Perform the monthly payroll as for April.

Check the remuneration statement and confirm that Okada has been paid YEA adjustment.

Choose  until the menu tree appears.

Retirement Liquidation, Retirement Allowance

USE

22002: Sugiyama will retire on February 15th 2001 due to personal reasons. You now perform retirement liquidation for payroll for February and March.

Retirement allowance is also paid.

- 20-1. Retirement action
- 20-2. Retirement liquidation for February
- 20-3. Retirement liquidation for March
- 20-4. Retirement allowance calculation
- 20-5. Retirement allowance payment


20-1. Retirement Action

Call up the transaction as follows:

Menu Path	<i>Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions</i>
Transaction Code	PA40

Enter the following data:

Field	Data
Personnel number	22002
From	2001/02/15
Leaving	Select

Choose .

Enter the following data for each infotype in the retirement action:

Field	Data
Infotype	0000 Actions
Reason for action	01 – Resignation

Choose  and .

In the dialog box to create vacancy, choose *No*.

Infotype	0001 Organizational Assignment
----------	--------------------------------

Choose .

Enter the following data:

Infotype	0140 SI Basic Data JP
----------	-----------------------

Retirement Liquidation, Retirement Allowance

Enter the following data:

Field	Data
ID for SI ent.	Taisyogai
Aquired/ lost	Lost
ID for SI ent	Sonota

Choose  and .

Infotype	0145 Personnel Tax Status JP
----------	------------------------------

Enter the following data:


Field	Data
Taxation info	Koh
YEA Indicator	Normal Y.E.A
Residence tax info	
Reason for change	Retirement
Mthd Collect	Collected at once

Choose  and .

Field	Data
Infotype	0015 Additional Payments

Choose .

Field	Data
Infotype	0143 Life Ins. Ded. JP

Choose .

Choose each insurance and select "Delimit"

Field	Data
Infotype	0144 Property Accum. Sav. JP

Choose each insurance and select "Delimit"

Field	Data
Infotype	0142 Residence Tax

Choose the entry and select "Delimit"


Call up the transaction as follows:


Menu Path	<i>Human Resources</i> → <i>Personnel Management</i> → <i>Administration</i> → <i>HR Master Data</i> → <i>Maintenance</i>
Transaction Code	PA30

Enter the following data:

Retirement Liquidation, Retirement Allowance

Field	Data
Employee	22002
Infotype	0021

Choose .

Select *Spouse* and choose .

Enter the following data:

Field	Data
From	2001/02/16
to	9999/12/31
Family allowance	NO

Choose  and .

Maintain children's data also.

Enter the following data:


Field	Data
Infotype	0003

Choose .

Enter the following data:

Field	Data
Run payroll up to	2001/03/31 (The final payroll account date for Retirement liquidation for next period)

Choose .

Choose  until the menu tree appears.

20-2. Execute retirement liquidation for current period (February)


Call up the transaction as follows:

Menu Path	<i>Human Resources → Payroll → Asia/Pacific → Japan → Off-Cycle → Retirement → Retire. Liquidation → Payroll Accounting → Simulation → Retire.Period</i>
Transaction Code	PC00_M22_CALC_RETLC


Enter the following data:

Field	Data
Payroll Period	Other period: 02/2001

Retirement Liquidation, Retirement Allowance


Choose .


Open “Pay day” and put cursor on “22002 Sugiyama” and Select “Select employees”.

Choose .

Enter the following data:

Field	Data
Off-cycle payroll	2001/02/15

Choose .

Choose  until the menu tree appears.

Call up the transaction as follows:

Menu Path	<i>Human Resources → Payroll → Asia/Pacific → Japan → Off-Cycle → Retirement → Retire. Liquidation → Payroll Accounting → Payroll Accounting → Retire. Period</i>
Transaction Code	PC00_M22_CALC_RETLC

Enter the following data:

Field	Data
Payroll Period	Other period: 02/2001

Choose .

Open “Pay day” and put cursor on “22002 Sugiyama” and Select “Select employees”.


Choose .

Enter the following data:

Field	Data
Off-cycle payroll	2001/02/15

Choose .

Check that residence tax is deducted for the all rest period.

Choose  until the menu tree appears.

20-3. Retirement liquidation for March

Call up the transaction as follows:


Menu Path	<i>Human Resources → Personnel Management → Administration → HR Master Data → Maintain</i>
Transaction Code	PA30

Enter the following data:

Field	Data
Employee	(22002)


Retirement Liquidation, Retirement Allowance


Infotype	2010 Employee Remuneration Info
----------	---------------------------------

Choose .

Enter the following data:

Field	Data
Date	2001/03/01
Wage Type	M110 Normal overtime hour
Number of hours	50

Choose .

Choose  until the menu tree appears.

Call up the transaction as follows:

Menu Path	<i>Human Resources → Payroll → Asia/Pacific → Japan → Payroll → Off-Cycle → Retirement → Retire. Liquidation → Payroll Accounting → Simulation → Next Period With YEA</i>
Transaction Code	PC00_M22_CALC_RETLNS

Enter the following data:

Field	Data
Payroll Period	Other period: 02/2001

Choose .


Open "Pay day" and put cursor on "22002 Sugiyama" and Select "Select employees".

Choose .

Enter the following data:

Field	Data
Off-cycle payroll	2001/02/15

Choose .


Choose  until the menu tree appears.

Call up the transaction as follows:

Menu Path	<i>From the Payroll Accounting node choose Payroll Accounting → Next Period With YEA</i>
Transaction Code	PC00_M22_CALC_RETLN

Run retirement liquidation for next period with Y.E.A. just in the same procedure as simulation.

Check the remuneration statement if the overtime allowance in February and tax refund has been paid.

Choose  until the menu tree appears.

To issue the tax statement call up the transaction as follows:


Retirement Liquidation, Retirement Allowance

Menu Path	From the <i>Payroll</i> node, choose <i>Subs. Activities</i> → <i>Period-Independent</i> → <i>Reporting</i> → <i>Retirement Acct</i> → <i>YEA For Retirement</i> → <i>Tax Statement</i>
Transaction Code	PC00_M22_CEDT_MNTH

Enter the following data:

Field	Data
Payroll period	
Other period	02/2001
Employee	(22002)

Choose .

Choose  until the menu tree appears.

20-4. Retirement Allowance**USE**

First, calculate the amount of retirement allowance using retirement allowance program.

Procedure

Call up the transaction as follows:

Menu Path	<i>Japan</i> → <i>Off-cycle</i> → <i>Retirement</i> → <i>Tools</i> → Ret. amount calculation
Transaction Code	PC00_M22_LRAC

Choose .

Enter the following data:

Field	Data
Personnel Number	(22002)
Date of payment	2001/03/20
Rule for duration calculation	JPRA

Choose  (“Execution”).

Select employees and choose “Ret. calculation”

Enter any reasonable value to the following data:

Point

Adjustment amount (optional)


Choose “ENTER”.

Select the employees and choose “Batch Input”

Confirm the message of batch input session completion.


Execute batch input.

Retirement Liquidation, Retirement Allowance

Choose  until the menu tree appears.


Call up the transaction as follows:

Menu Path	<i>System → Services → Batch Input → Sessions</i>
Transaction Code	SM35

Select the session and choose  Process.

Select the run mode *Display errors only*.

Choose *Process*.

Choose  until the menu tree appears.


20-5. Retirement allowance payment

Call up the transaction as follows:


Menu Path	<i>Human resources → Payroll → Asia/Pacific → Japan → Payroll → Off-Cycle → Retirement → Retirement Allowance → Simulation</i>
Transaction Code	PC00_M22_CALC_RETLNS

Enter the following data:

Field	Data
Payroll period	
Other period	02/2001
Personnel number	blank

Choose .


Open "Pay day" and put cursor on "22002 Sugiyama" and Select "Select employees".

Choose .

Enter the following data:


Field	Data
Off-cycle payroll	2001/03/20

Choose .

Choose  until the menu tree appears.

Call up the transaction as follows:


Menu Path	From the <i>Retirement Allowance</i> node choose <i>Remuneration Statement</i>
Transaction Code	PC00_M22_CALC_RETALW

Choose .

Check remuneration statement for 22002: Sugiyama

Confirm that the retirement allowance has been calculated correctly and go back to start payroll accounting.

Retirement Liquidation, Retirement Allowance

Choose  until the menu tree appears.

Additional Process Information

Menu path for Payroll

Menu Path	<i>Human Resources → Payroll → Asia/Pacific → Japan → Payroll (Japan)</i>
------------------	---

You can then choose from the following menu path options for Payroll (Japan):

Payroll (Japan) → Simulation

Payroll (Japan) → Release payroll

Payroll (Japan) → Start payroll

Payroll (Japan) → Check results

Payroll (Japan) → Corrections

Payroll (Japan) → Exit payroll

Payroll (Japan) → Remuneration statement

Subs. Activities → Per payroll period → Reporting → Transfer to FI/CO → Execute Run

Check the Payroll status

Payroll status contains “Released for payroll”, “Check payroll result”, “Released for correction” and “Exit payroll results”.