

# Japanese Scenarios



ADDON.IDESJAPAN

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## Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

## Typographic Conventions

Type Style	Description
<i>Example text</i>	Words or characters that appear on the screen. These include field names, screen titles, pushbuttons as well as menu names, paths and options.  Cross-references to other documentation
<b>Example text</b>	Emphasized words or phrases in body text, titles of graphics and tables
EXAMPLE TEXT	Names of elements in the system. These include report names, program names, transaction codes, table names, and individual key words of a programming language, when surrounded by body text, for example, SELECT and INCLUDE.
Example text	Screen output. This includes file and directory names and their paths, messages, names of variables and parameters, source code as well as names of installation, upgrade and database tools.
<b>Example text</b>	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example text>	Variable user entry. Pointed brackets indicate that you replace these words and characters with appropriate entries.
EXAMPLE TEXT	Keys on the keyboard, for example, function keys (such as F2) or the ENTER key

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## Japanese Scenarios

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**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](#) [Page 8].

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

### Process Flow

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14. [Monthly Payroll For October \[Page 45\]](#)
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17. [Winter Periodical SYOYO \[Page 50\]](#)
18. [Monthly Payroll For December Containing Year-End Adjustment \[Page 52\]](#)
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## 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 <sup>th</sup> / 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	<i>System</i> → <i>User Profile</i> → <i>Own data</i>
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 <sup>st</sup> 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 <sup>nd</sup> \ 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 <sup>st</sup> 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)
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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 TEKYO
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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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  [\[Page 66\]](#).

### Procedure

Call up the transaction as follows:

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


Enter the following data:

Field	Data
Personnel no.	22003
Infotype	2010 Employee Remuneration Info

Choose .

Enter the following data:


Field	Data
Date	25 <sup>th</sup> 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 <sup>th</sup> 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:

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

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


<b>Menu Path</b>	From the <i>Payroll</i> node, choose <i>Start Payroll</i>
<b>Transaction Code</b>	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):

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

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

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

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

<b>Menu Path</b>	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>
<b>Transaction Code</b>	PC00_M99_CIPE

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

Field	Data
<b>Payroll Period</b>	
Payroll area	J0
Current period	Select
<b>Selection</b>	
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:

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

<b>Menu Path</b>	<i>Human Resources → Payroll → Asia Pacific → Japan → Subs.Activities → Other Periods → Reporting → Social Insurance → S/G Evaluation → Simulation</i>
<b>Transaction Code</b>	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 1<sup>st</sup>.

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:

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

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

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

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


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

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

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

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





---

**Monthly Payroll For May**

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.

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:

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


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

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

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

**Periodicial Syoyo (Summer)**

<b>Transaction Code</b>	SM35
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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:

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

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

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


<b>Menu Path</b>	<i>Human Resources → Personnel Management → Administration → HR Master Data → Fast Entry</i>
<b>Transaction Code</b>	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
<b>Period</b>	
Other period	Blank
Person selection period	2000/06/01 to 2001/05/31
<b>Selection</b>	
Personnel number	Blank
<b>Additional data</b>	
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 <sup>st</sup> payroll period	06/ 2000
Tax amt 1 <sup>st</sup> 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:


<b>Menu Path</b>	From the <i>HR Master Data</i> node, choose <i>Display</i>
<b>Transaction Code</b>	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 16<sup>th</sup> to October 31<sup>st</sup>, 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:

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


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


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

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

<b>Menu Path</b>	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>
<b>Transaction Code</b>	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:

<b>Menu Path</b>	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>
<b>Transaction Code</b>	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


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

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

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


<b>Menu Path</b>	<i>Human Resources → Payroll → Asia/ Pacific → Japan → Payroll → Release Payroll</i>
<b>Transaction Code</b>	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*).

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

<b>Menu Path</b>	<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>
<b>Transaction Code</b>	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

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

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

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

Enter the following data:

<b>Field</b>	<b>Data</b>
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:

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

<b>Menu Path</b>	<i>Human Resources → Payroll → Asia Pacific → Japan → Payroll → Release Payroll</i>
<b>Transaction Code</b>	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 1<sup>st</sup> of November. Execute a 'return action' for him.

## Procedure


Call up the transaction as follows:

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

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

### 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:

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

## 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:

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


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


## SHOYO Payment


Call up the transaction as follows:

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

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

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


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

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


<b>Menu Path</b>	<i>Human Resources → Payroll → Asia/Pacific → Japan → Payroll → Off-Cycle → Year-End Adj. → YEA Recalculation → Simulation/ Payroll Accounting</i>
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**YEA Recalculation Caused By Marriage On December 29th**


<b>Transaction Code</b>	PC00_M22_CALC_REYEAS/ PC00_M22_CALC_REYEA
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Enter the following data:

<b>Field</b>	<b>Data</b>
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

### 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:

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

**Retirement Liquidation, Retirement Allowance****USE**

22002: Sugiyama will retire on February 15<sup>th</sup> 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:

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

Enter the following data:

Infotype	0140 SI Basic Data JP
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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:


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

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

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


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

Enter the following data:

Field	Data
Employee	(22002)

**Retirement Liquidation, Retirement Allowance**


Infotype	2010 Employee Remuneration Info
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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:

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

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

<b>Menu Path</b>	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>
<b>Transaction Code</b>	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:

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

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


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

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



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Retirement Liquidation, Retirement Allowance

Choose  until the menu tree appears.

## Additional Process Information

## Additional Process Information

Menu path for Payroll

<b>Menu Path</b>	<i>Human Resources → Payroll → Asia/Pacific → Japan → Payroll (Japan)</i>
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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”.