Payroll Belgium (PY-BE)

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Payroll Belgium (PY-BE)

Payroll in the SAP System

Purpose

You can use this component to calculate the remuneration for work done for each employee.

However, *Payroll* does not just involve the calculation of remuneration, but consists of a variety of processes that are becoming increasingly important due to the employer's increased obligation to supply benefits and medical welfare. These benefits are products of:

- Labor law

- Tax law

- Contribution law

- Benefits law

- Civil law

- Reporting law

- Information law

- Statistics law

Integration

Payroll can be integrated in *Personnel Administration, Time Management, Incentive Wages and Accounting*:

- Standardized data retention enables you to use master data and other payroll relevant data from *Personnel Administration.*

- Time data, entered via *Time Management*, is automatically included in the *Payroll* and is valuated during the payroll run.

- Data from the *Incentive Wages* component is used to calculate piecework wages and premium wages directly in *Payroll.*

- Information on expenses and payables from *Payroll* is posted for accounting directly in *Financial Accounting,* and you assign the costs to the appropriate cost center. You can also control the financial system of third-party providers.

Features

The System calculates the gross and net pay, which comprises the individual payments and deductions that are calculated during a payroll period, and are received by an employee. These payments and deductions are included in the calculation of the remuneration using different wage types [Ext.].

After the remuneration payroll you can carry out various subsequent activities, for example, you can see to remuneration payment or the creation of various lists, and make evaluations.

Gross

Gross Part of Payroll

Purpose

Using this component you determine an employee's gross pay, according to contractual requirements, which is composed of payments and deductions.

Examples of payments that are included in the calculation of gross remuneration are as follows:

- Basic pay

- Bonuses

- Vacation allowance

- Holiday bonus

- Gratuities

Deductions include company-owned apartment, company-sponsored day care, and similar benefits.

Different factors determine whether such payments and deductions increase or reduce the taxable income. Such factors include the statutory regulations of a country and, in some countries, the enterprise policy.

Individual gross values are grouped together as bases for taxes or social insurance (SI) contributions according to the specifications of a country, state or region and pay scale regulations for a profession. These gross cumulations are used to calculate specific values.

Some important gross cumulations are:

- Gross tax amount

- Gross social insurance amount

Other gross cumulations are assessment bases for calculating holiday bonuses, vacation allowances, or other employee bonuses.

Net

Net Part of Payroll

Purpose

This component enables you to determine an employee's net remuneration, according to contractual requirements. Net pay is the amount paid after the deduction of tax and social insurance contributions from gross remuneration.

You can use different gross values to calculate deductions. For this reason, you form different totals during a payroll run which you then use for future processing.

PY-BE Company Loans - National Features Belgium

Purpose

Loans with reduced interest payment are classified as 'advantages of all kinds' (voordelen van alle aard/avantages de toute nature). On these advantages tax is to be paid. The taxable amount is mainly calculated on the basis of the difference between:

- the reference interest rate per loan type determined by the government
- the interest rate to be paid to the employer.

Depending on the regularity of the loan repayments, the taxable advantage is added to the total of taxable amount or liable to an exceptional tax rate (e.g. Capital paid back at the end of the loan duration).

Company Loans (Infotype 0045): National Features Belgium

The company loans infotype applied to Belgium is divided into 23 subtypes. Mainly 9 different loans are required by the law and for each of them it is possible to differentiate between loans repaid by instalment and annuity repayments. In some case the repayment of the capital can occur at the end of the contract duration.

Instalments

Subtype B110:	Mortgage loan covered by a mixed life insurance
Subtype B120:	Other mortgage loan.
Subtype B130:	Mortgage loan with variable interest rate - Yearly revision.
Subtype B132:	Mortgage loan with variable interest rate - Revision every 2 years.
Subtype B133:	Mortgage loan with variable interest rate - Revision every 3 years.
Subtype B134:	Mortgage loan with variable interest rate - Revision every 4 years.
Subtype B135:	Mortgage loan with variable interest rate - Revision every 5 years.
Subtype B140:	Car loan
Subtype B150:	Other loan (non mortgage)

Annuity

Subtype B210:	Mortgage loan covered by a mixed life insurance
Subtype B220:	Other mortgage loan.
Subtype B230:	Mortgage loan with variable interest rate - Yearly revision.
Subtype B232:	Mortgage loan with variable interest rate - Revision every 2 years.
Subtype B233:	Mortgage loan with variable interest rate - Revision every 3 years.
Subtype B234:	Mortgage loan with variable interest rate - Revision every 4 years.
Subtype B235:	Mortgage loan with variable interest rate - Revision every 5 years.
Subtype B240:	Car loan
Subtype B250:	Other loan (non mortgage)

Repayment at the end of the contract duration

Subtype B111:	Mortgage loan covered by a mixed life insurance - Capital repaid once at the end of loan duration.
Subtype B121:	Other mortgage loan - Capital repaid once at the end of loan duration.

Subtype B141:	Car loan - Capital repaid once at the end of loan duration.
Subtype B151:	Other loan (non mortgage) - Capital repaid once at the end of loan duration.

Loan conditions

The **reference rate field must stay empty**. For the Belgian loans, the maintenance of the reference rate is transferred to the table 'Payroll Accounting Constant' (T511k). For every loan type described above, a constant should be maintained every time the interest reference modification is issued by the law. The table is read every time the payroll is run and the advantage need to be calculated.

The interest references are maintained as described here after;

Constant BLOGI :   loan subtypes B110 - B111 - B210

Constant BLOOT :   loan subtypes B120 - B121 - B220

Constant BLOIA :   loan subtypes B130 - B230

Constant BLOIB :   loan subtypes B132 - B232

Constant BLOIC :   loan subtypes B133 - B233

Constant BLOID :   loan subtypes B134 - B234

Constant BLOIE :   loan subtypes B135 - B235

Constant BLOCF :   loan subtypes B140 - B141 - B240

Constant BLOOF :   loan subtypes B150 - B151 - B250

Approval Date

According to the law, the reference rate has to be read for the period when the contract has been signed (two months before in case of mortgage loan with variable interest). The field approval date will be used as the contractual date from which the reference rate is read. Therefore this field should be properly maintained as the calculation of the advantage will depend also on this information.

Administrating, Controlling and Evaluating

Every time the interest is due, the advantage will be calculated according to the loan type and the date specified for the retrieval of the reference rate. The interest will be paid according to the loan conditions and terms.

Wage Types specific for Belgium:

/LNC	Advantage cumulation on loan with non regular payment
/LNM	Advantage for the current period on loan with non regular payment
/LND	Advantage due for the current period on loan with non regular payment

Loan Payment / Repayment Data: Transfer of old loans

When a loan is already running at the creation of the master data for an employee, the following rule should be respected.

- The begin date of the record should be the start date of the loan as usual even though the start date is very fare away in the past.

- In field 'approval date', do not forget to enter the **original contractual** date (date of the contract signature).

- In the approval amount of the infotype 0045, the **remaining** amount to be paid back must be stored and not the original amount.

To trigger the payroll calculation, the **subtype 0300** (loan transfer) of the Infotype 0078 must be used. In the amount to be released by the employer, enter the **remaining** amount to be paid back.

Example:

Amount: 350.000 Bef. - paid the 01.01.1996.

Repayment: sart 01.02.1996 - monthly - 10.000 Bef. - 3 years

Interest: 3% - monthly.

Reference: 6,50%

IT45: B110 - 01.01.1996 till 31.12.1998 - approval date 01.01.1996 - 120.000 Bef

IT78: 0300 - 01.01.1998 - 120.000 Bef

1st Month	/110	Net deductions & premiums	-10.300
(01.01.1998)	/LLB	Loan balance	110.000
	/LRP	Loan payment - payroll	10.000
	/LTE	Transfer loan balance	120.000
	/LID	Interest due	300
	/LBD	Taxed advantage	350

Special case - loan types

Subtypes B110 - B120 - B210 - B220

For the loans of which the contract has been signed before the 1st June 1984, an exemption is foreseen by the law. If the loan is below 1.500.000 Bef, the totality of the loan is tax exempt.
If this limit is exceeded, the part of the loan above the limit will be taxed as an advantage.

Subtypes B111 - B121- B141 - B151

As described by the law, the loans repaid in once at the end of the loan duration are considered as non regular in reference to the normal periodic repayment. In such a situation, two cases have to be considered.

- The repayment is granted only by the repayment of the capital and the advantage is calculated at the end of every calendar month. In the loan condition (customising), the fields concerning the repayment periods have to be maintained with the value '1' (for the monthly payroll calculation).

- The repayment is granted by the repayment of the capital and a periodic interest. In the loan condition, the period for the interest payment is entered as usual.

In customising (in both case), although the field concerning the period for the capital repayment is compulsory on the screen, it is of no importance and it won't be used.

On then screen of the IT 0045, from the field group 'Condition', only the loan condition number will appear.

A record 'special repayment' (IT 0078 - subtype 250/200) should be immediately created for the repayment of the total at the end of the contract. The date of repayment should correspond to the end date of the record on the IT0045.

Example:

A loan to allow the purchase of a car.

Amount: 100.000 Bef. - paid the 01.01.1998.

Interest: 3% monthly - 12 months.

Repayment: 100.000 once on 31.12.1998

Monthly load rate: 0,3

Annual load rate: 6,65 (formula)

IT45:   B150 - 01.01.1998 till 30.11.1998

IT78:   0150 - 100.000 Bef - 01.01.1998

0250 - 100.000 Bef - 31.12.1998

1st Month	/110	Net deductions & premiums	100.000
	/LLB	Loan balance	100.000
	/LOP	Loan payment - payroll	100.000
2nd Month	/110	Net deductions & premiums	-250
	/LND	Taxed advantage (non regular)	304
	/LLB	Loan balance	100.000
	/LID	Interest due	250
12th Month	/110	Net deductions & premiums	-10250
	/LND	Taxed advantage (non regular)	250
	/LLB	Loan balance	0
	/LEP	Special payroll repayment	100.000
	/LID	Interest due	250

Subtypes B13* - B23* (since 01/01/1995)

As described by the law, the date from which the reference rate will be read correspond to the date of the written offer of the employer to the employee. The reference date is taken two months previous this offer date.

Every time the contractual interest rate is reconsidered, the reference rate will be the one corresponding two months before the date determined for the interest adaptation.

Consequently, in order to have this modification available for the payroll calculation, the **record of the IT0045 should be delimited** every time the interest is adapted.

The new delimited record will contain the date determined for the interest adaptation in the field 'approval date'.

The interest can be adapted following two different options;

- Delimitation of the record in the loan condition customising with the consequence of modifying these conditions for all concerned employee's in the master data.

  - Using another loan condition number in customising (already existing or a new one).

Example:

Mortgage loan - Annuity.

Amount: 220.000 Bef. - paid the 01.01.1997.

Interest: 2,8% monthly - 1st year

                 1% monthly - 2nd year.

Reference: 3,16% - 1st year

Special case - loan types

　　　　　　4,07% - 2nd year.

Repayment: 10.000 Bef monthly - start 01.02.1997

IT45:　　　　B230 - 01.01.1997 till 31.12.1997 - approval date 01.01.1997 - 220.000 Bef

　　　　　　　B230 - 01.01.1998 till 31.12.1998 - approval date 01.01.1998 -220.000 Bef

IT78:　　　　0150 - 220.000 Bef - 01.01.1997

1st Month	/110	Net deductions & premiums	220.000
	/LLB	Loan balance	220.000
	/LOP	Loan payment - payroll	220.000
2nd Month	/110	Net deductions & premiums	-10.000
	/LBD	Taxed advantage	66
	/LLB	Loan balance	210.513
	/LRP	Regular repayment	9487
	/LID	Interest due	513
13th Month	/110	Net deductions & premiums	-10.000
	/LBD	Taxed advantage	293
	/LLB	Loan balance	104.515
	/LID	Interest due	95
	/LRP	Regular repayment	9.905

Subtypes B140 - B240 - B150 - B250

The yearly load rate (jaarlijks lastenpercentage/taux de charge annuel) is calculated according to the formula given by the law. In this formula, the duration of the loan (total calendar repayment duration) is required.

During the payroll calculation, this period will be calculated as the difference between the end and the beginning of the validity period of the IT 45 record. Consequently, the end date and begin date of the record should be entered with accuracy.

Example:

A loan to allow the purchase of furniture.

Amount: 100.000 Bef. - paid the 01.01.1998.

Repayment: sart 01.02.1998 - monthly - 10.000 Bef. - 11 months.

Interest: 3% - monthly.

Monthly load rate: 0,35 (01.11.1997).

Yearly load rate: 7,64 (formula)

IT45: B150 - 01.01.1998 till 30.11.1998

IT78: 0150 - 100.000 Bef - 01.01.1998

1st Month	/110	Net deductions & premiums	100.000
	/LLB	Loan balance	100.000
	/LOP	Loan payment - payroll	100.000
2nd Month	/110	Net deductions & premiums	-10.250
	/LBD	Taxed advantage	392
	/LLB	Loan balance	90.000
	/LRP	Regular repayment	10.000
	/LID	Interest due	250
3rd Month	/110	Net deductions & premiums	-10225
	/LBD	Taxed advantage	353
	/LLB	Loan balance	80.000
	/LRP	Regular repayment	10.000
	/LID	Interest due	225

Loan with no interest (all subtypes except B111 - B121- B141 - B151)

If the back payment of the loan is granted only by the repayment of the capital (loan with no interest). The taxable advantage will be evaluated in the same time with the repayment of capital. That is to say, the customising of the loan conditions must contain the same periods for the interest repayment and for the capital repayment.

PY-BE Social Insurance

Social Insurance (B) (Infotype 0100)

Definition

This infotype stores the employee's and employer's social insurance information.

Social Insurance (SI) is a public service that is financed by obligatory contributions from both the employer and the employee. These contributions fund various benefits (for example, unemployment benefits, sickness benefits, family allowances, et cetera).

The SI contribution varies depending on other conditions of your employment, for example, the type of work contract you have obtained.

Use

When you add information to the *Social Insurance (B)* infotype (0100) basic data fields, you define the conditions from which the SI contribution is calculated. This information influences:

- The calculation of the social insurance contributions.
  Both the employee's SI contribution, that will be deducted from his gross payroll, and the employer's contribution are calculated during the payroll accounting process.

- The social insurance declaration to the National Institute for Social Insurance (RSZ/ONSS).

Additionally, some of the data on this infotype are also relevant to the employee's tax calculation (for example, the employee's specification) and to the tax declaration (Belcotax).

The information is used in other government declarations as well.

If your company uses an external payroll service, you need to transfer the data to the interface.

The *Social Insurance (B)* infotype (0100) basic data contains all information that is required by the SI and drives the SAP net payroll or other external payroll systems.

By adding information to the fields in this infotype, you define the SI category to which the employer (*Employer category* and *Profession group*) and the employee (*Employee category, Specification EE* and *EE Notification*) belong. Depending on the SI category, a different SI regulation **must** be applied.

The infotype also contains personal data (*Country of birth, Nationality SI/"BT", Personnel number, Government register number* and *Pension number)*. This data is defined in *Personal Data* infotype (0002), however it is requested by SI for a different use. Therefore it is stored here as well. The *Personnel number* field refers to the person who is being replaced by the employee.

The country for which the employee information is submitted to the social security is not dependent on the country of employment. For example, this can depend on the country where the labor agreement is actually being performed. Therefore, the *SI country* field gives you the ability to report these particular cases to the SI.

Since official documents must be delivered in the language that is accepted by the government, add the appropriate language in the *Official Language* field.

Social Insurance (B) (Infotype 0100)

The infotype contains other fields where you can indicate if a reduction of contribution (*Deduc. SI contrib. ER*) or a supplementary contribution (*Factory Shutdown Fund* and *Wage reduction*) can be applied.

Finally, *Function SI* is a specific SI code that specifies the employee. It refers to employees whose earnings normally contain tips. For these tips, the SI charges a separate contribution.

➡️Some of the basic data refer to the employer category (for example, *Profession Group)*, **not** to the employee category. The reason for storing the employer category at the employee level is because a company can have more than one activity. As a result, employees can belong to different SI employer categories for which different SI regulations are applicable.

PY-BE Tax

Fiscal Data (B) (Infotype 0101)

Definition

This infotype stores the Belgian fiscal data.

The fiscal data defines the amount due for income tax. The income tax is imposed by the government and is directly deducted from the employee's taxable wages. Actually, the income tax deduction is an advance on the annual, global tax assessment. Income tax is levied for all professional income types.

The amount of tax contribution the employee pays depends on several factors. The wages of the employee are taken into account, as well as the number of persons that are considered the employee's dependents.

Use

Data contained in the *Fiscal Data (B)* infotype (0101) is divided into four groups:

- Data on children

- Data on spouse

- Data for other persons

- Data for tax calculation

Data on children

- *Number of children – costs and number of disabled children.*

  Provide information concerning the children and disabled children who are the employee's dependents for purposes of calculating tax withholdings. Depending on the number of dependent or dependent and disabled children, the employee can qualify for a tax reduction.

  Indicate disabled children in both fields in order to calculate the correct tax reduction. For example, a disabled child counts as one child **and** one disabled child. Disabled children are counted twice in order to determine the total number of dependent children and to properly calculate the tax reduction.

- *Number of children with child allowance and child allowance fund number.*

  Store data concerning child allowance, the number of children that are considered for child allowance, and the employee's identification number for the child allowance fund.

Data on spouse

- *Spouse's income, disabled spouse (+ %) and spouse's profession.*

These data fields store the fiscally relevant data concerning the employee's spouse. This includes the spouse's income type, an indicator if the spouse is disabled, and the spouse's profession.

- *Disabled employee and employee single parent.*

  This data group allows you to store tax relevant information on the employee as well. You can indicate if the employee is disabled and if the employee is a widowed or an unmarried parent with dependent children. Depending on the data, the employee can qualify for a tax reduction.

Data for other persons

This data group allows you to store fiscal data concerning dependents who are not members of the employee's family.

The data also defines if the employee qualifies for a tax reduction.

- *Other Persons-Costs.*

  In this field add the number of all other persons who are a dependent of the employee, other than the children and spouse.

- *Number of other disabled persons.*

  As with disabled children, indicate dependent disabled persons in both fields in order to calculate the correct tax reduction.

Data for tax calculation

The information stored here further defines general fiscal data.

- *Marital status.*

  The marital status stored in this data field is read by the payroll program. Because the marital status is already stored in the *Personal Data* infotype (0002), the system displays the marital status defined in *Personal Data* by means of a translation table. You can type over the value for Belgian law enables you to declare a change in the marital status immediately or at the end of the fiscal year.

  The marital status added to the *Personal Data* infotype (0002) is **not** relevant for payroll; it is used solely for information purposes.

- *Type tax calculation; tax percentage; tax amount.*

  The *type tax calculation* field allows you to define which tax calculation method to use for this employee (for example, normal tax rules; no deduction; fiscal 'voluntariaat / volontariat', etc.).

  Depending on the value you select, the system prompts you to fill in either the desired tax percentage or tax amount in the respective data fields.

- *Leave regulation tax.*

  Indicate which regulation of holiday wages must be applied (for example, blue-collar or white-collar regulation).

- *Reason of tax exemption.*

  Use this field to add the reason of exemption for administrative purposes and to inform payroll agencies (in case of outsourcing) correctly. For example, include information as taxes paid as self employed, taxes paid abroad, student worker.

Fiscal Data (B) (Infotype 0101)

- *Border worker.*

  Belgium has tax agreements for border workers with Germany, France and the Netherlands. Border workers do not pay taxes in Belgium.

  If a person is a border worker, indicate his nationality in this field (French, Dutch or German). You must indicate this to explain (on the tax declaration) why a person is not included in tax calculations.

- *Fiche 281 code.*

  This code determines the model of fiche 281 for the normal payments of this employee. Whether an employee needs additional fiches or not will be derived from the kind of payments he received. A person who retired early, for example, will normally receive a fiche 281, model 13, for the additional employer's payments. When this person receives the payment of his pension capital, the payment appears on a fiche 281, model 11.

- *Resident.*

  Indicates whether taxes should be calculated for a resident or a non-resident person. They are calculated differently depending upon a person's residency.

- *Additional percentage for foreigners.*

  If an employee is not fully submitted to the Belgian tax calculation because he pays partial taxes elsewhere, you **must** include a percentage to indicate which part of the taxable base will be submitted to Belgian tax calculation.

- *Employee's health insurance institute and identification number.*

  Add information about the employee's obligatory membership to a health insurance institute (mutual sick-fund).

Depending on your system's settings and when you create a new record, a number of these fields can contain default values.

For more information on the individual fields, refer to the field documentation.

PY-BE Pensions

Purpose

Implementation Considerations

Integration

Features

Constraints

Pensioner's definition (Infotype 0503)

Definition

Because of the weak position of the legal pension, many companies in Belgium offer, as an extra-legal advantage, an additional pension. Additional pension payments can be done to retired employees (normal case) but also to early-retired employees (payment of capital) and to the widow or orphans when the employee died.

Use

This additional pension is often built up during the employee's career, by way of employee's and/or employer's down payments towards a group insurance plan, a pension plan, et cetera. At the end of an employee's career, the employee (or his beneficiaries) gets a payment of a capital or periodic interest payments during his pension.

The infotype *Pensioner's definition* (0503) defines the **beneficiary** of an extra-legal pension advantage. It contains data that is needed to calculate the contribution for the Sickness and Invalidity Insurance (ZIV/AMI) and some necessary data to fill out the declaration of the pension payments towards the National Institute of Sickness and Invalidity Insurance.

Structure

You can find the following data on the infotype:

- *Kind of pension.*

  Does the beneficiary receive a personal or a deducted pension right? That means, is the beneficiary the employee himself, or one of his inheritors (surviving spouse, orphan or divorced spouse). By means of this field, 4 different subtypes are defined.

  Depending on the number of kinds of pension a person is entitled to, you should create several separate records for this infotype.

  Each pension advantage in infotype *Pension Advantage* (0504) is linked to the corresponding record of infotype *Pensioner's Definition* (0503) based on the 'kind of pension' field.

- *Juridical statute.*

  In this field, the juridical state of the person that has built up the pension-right should be filled in. For example, when the employee dies, and his surviving spouse becomes beneficiary of the pension advantage, the juridical state of the employee should be filled in, not the state of his wife.

- *Kind of pension calculation.*

  This field refers to the legal pension, and how this should be calculated. For extra-legal pensions, code '0 Not declared' is applicable.

- *Code ZIV contribution.*

  This field defines the way the contribution for the sickness and invalidity insurance will be calculated. If the chosen ZIV-code determines that no ZIV-contribution has to be paid,

the system won't calculate the contribution, even if you use wage types in infotypes *Pension Advantage* (0504) and *Additional Payments (pension adv.)* (0569) for which the contribution should be paid.
In most cases this contribution has to be paid. The contribution is a fixed % (3,55% on 1.1.1999) calculated on the total amount of all pension wage types for which the ZIV-contribution has to be paid. However, in some cases the ZIV-contribution can be limited because the amount of the pension advantage, after deduction of the contribution, may not be lower than certain legally defined amounts. These limits depend on the beneficiary's family situation (with or without dependants).

- *Special rules.*

   These rules each represent additional information, which is needed on the declaration.

   Each rule that is applicable should be marked.

For more information on the individual fields, refer to the field documentation.

Pension Advantage (Infotype 0504)

This infotype stores the data concerning a particular pension advantage.

For each pension advantage that has to be declared as a unique advantage towards the National Institute of Sickness and Invalidity Insurance one record of this infotype should exist.

In this infotype you can enter maximum one wage type with its corresponding amount. If you have pension advantages that consist of more than one element (wage type), you can enter them in the infotype *Additional Payments (pension adv.)* (0569). This infotype is accessible by way of button 'Additional Payments' on the infotype *Pension Advantage* (0504).

Structure

The data on this infotype is divided into four categories:

1. Advantage identification data

2. Declaration key data

3. Advantage data

4. Payment data

1.　　　Advantage identification data

Kind of pension

This field achieves the link with the kind of pension that was already defined for the beneficiary in the infotype *Pensioner's Definition* (0503).

If there is only one record in infotype *Pensioner's Definition* (0503), the value of the field kind of pension will be used to fill the field with the same name in infotype *Pensioner's advantage* (0504).

Advantage number

Per person, each advantage will receive a unique number, automatically assigned by the system. This number is only used internally in the system in order to process the pension advantages properly. Each pension advantage is characterised by five key data. It is possible that you want to change one of those key data (for example the periodicity), without creating a new advantage. At that moment the system will ask you if you want to keep the current advantage number or if you want to create a new advantage (with a different number).
Based on this advantage number, the system recognises each unique advantage, even if some of the key data have been changed.

2.　　　Declaration key data

The following four elements, together with the person's government registration number, define one unique pension advantage.

Pension file number

This is a unique number per company/institution and pension. Each unique pension file can consist of a number of different pension advantages.

Periodicity

This field identifies the frequency in which an advantage has to be paid to the beneficiary. This can vary from a onetime capital payment to a periodical payment (monthly, bimonthly and so on).

Code of advantage

When all the other key data do not create enough distinction between the different advantages of an extra-legal pension, you can make an extra difference by adding a different value in this field.

Registration number at the pension institution

This number refers to the registration number of the company or institution, allocated by the RIZIV/INAMI.

3.   Advantage data

Reference number

This number is optional. You can use it to refer to the unique identifier of pension advantages that existed before 1.1.1999. Since the revision in December 1998 of the instructions "Declaration pensions and supplementary advantages", this number is no longer a key element of a pension advantage.

Origin of advantage

This field indicates whether the pension advantage has been built up in Belgium, abroad or supranational.

Index type

Refers to the indexing system that is used by the institution to index the amount of the pension advantage.

Career fraction

The social insurance contribution of 8,86% for capital payments directly from the employer to the employee (not those from the insurance company) must not be paid for career years before 1.1.1989. The contribution may be prorated with the career fraction.

Closing date advantage

When a beneficiary is no longer entitled to a specific pension advantage, you must declare the ending of the advantage towards the national institute of sickness and invalidity insurance. You can do this by entering a date in this field. After this date, no more payments can be done for this advantage. When an advantage once has been closed, it can not be re-opened again.

Advantage cancellation

When an advantage was wrongfully declared to the government, this advantage needs to be cancelled. When you mark the 'Cancellation of pension advantage' field:

•   the advantage will be declared as cancelled.

•   all payments on this advantage will be rectified.

•   the data on the infotype will be showed in display-mode in order not to allow any further changes.

4.   Payment data

For each pension advantage you have to enter the payment data. Besides the wage type, the amount and the currency you can define the start date of the payments. To determine this start

Pension Advantage (Infotype 0504)

date you can fill in either the field first payment period or first payment date. When none of both fields are filled in, the system uses the begin date of the infotype. When both fields are filled in, the first payment date has priority.

Once the start date of the payments is known, the periodicity determines the further payment dates.

Additional Payments (pension adv.) (Infotype 0569)

One pension advantage can include one or more pension payments. In infotype *Pension Advantage* (0504) you can enter only one wage type.

If the extra-legal pension advantage consists of more than one element, you can enter additional wagetypes in the infotype *Additional Payments (pension adv.)* (0569).

Each payment in this infotype is linked to the infotype *Pension Advantage* (0504) by way of the pension 'advantage number'.

This infotype can be accessed from infotype *Pension Advantage* (0504), by means of the button Additional Payments.

Holiday certificate (Infotype 0505)

Definition

You can store the employee's holiday certificate data in the Holiday certificate infotype (0505).

Use

When an employee leaves the company, the employer must pay the following:

- Double and additional holiday pay of the current holiday year, unless it has already been paid.

- Single holiday pay of the current holiday year, unless the employee has already taken all his holiday days.

This is called the *balance holiday pay*.

- Double and additional holiday pay, which the employee has been building up during the current holiday service year.

- Single holiday pay, for that number of holidays the employee has already built up during the current holiday year.

This is called the *early holiday pay*.

Moreover, the employer must hand over one or more holiday certificates, so that the employee can settle the holiday pay with his new employer later in the year. This is called the holiday certificate *regularization*.

Note

If the employee's new salary is higher than the old one, the entire amount mentioned on the holiday certificate will be deducted from the normal calculated holiday pay amount. Likewise, if the employee's new salary is lower than the old one, the amount(s) mentioned on the holiday certificate will have to be recalculated on the basis of the new salary. The recalculated holiday pay amounts will then be deducted from the calculated holiday pay amount.

Deductions / Determining the Bank Transfer Amount

Deductions

Purpose

This component calculates all payments to third-parties with the exception of taxes and garnishments, which are deducted directly from the employee's pay. Maximum thresholds for deductions and outstanding payments are taken into account.Features

Within payroll, deductions can refer to gross remuneration or to net remuneration. The following types of deductions are differentiated between:

- Statutory deductions

    Statutory deductions include taxes or social insurance payments, for example.

- Voluntary deductions

    Voluntary deductions include payments to a savings plan or a voluntary insurance policy that the employer takes out for the employees.

Moreover, you differentiate between:

- One-off Deductions [Ext.]

    for example a donation

- Recurring Deductions [Ext.]

    for example, in the case of imputed income or a savings plan.

Final Payroll Processing

Subsequent Activities

Purpose

The component comprises the activities that you must carry out after payroll (gross - net - payroll).

Reporting

Filename: EXP_OOOO.doc
Directory: C:\TEMP\iwbprint0004
Template: C:\Users\templates\sapkeeh.dot
Title: Payroll Belgium (PY-BE)
Subject:
Author: SAP AG
Keywords:
Comments: Release 46C   17.07.2001
Creation Date: 17.07.01 15:38
Change Number: 2
Last Saved On: 17.07.01 15:38
Last Saved By: SAP AG
Last Printed On: 17.07.01 15:53
As of Last Complete Printing
    Number of Pages: 39
    Number of Words: 6.370 (approx.)
    Number of Characters: 33.129 (approx.)