Pension Fund CH: User Hand Book

Release 4.6C

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Icons

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Pension Fund CH

Purpose

Pension fund management consists of a row of data definitions and programs that enable pension fund administration within Human Resources. PF programs are based on "Processing Control" that allows you to specifically define calculations and processing.

The important elements of a PF module are as follows:
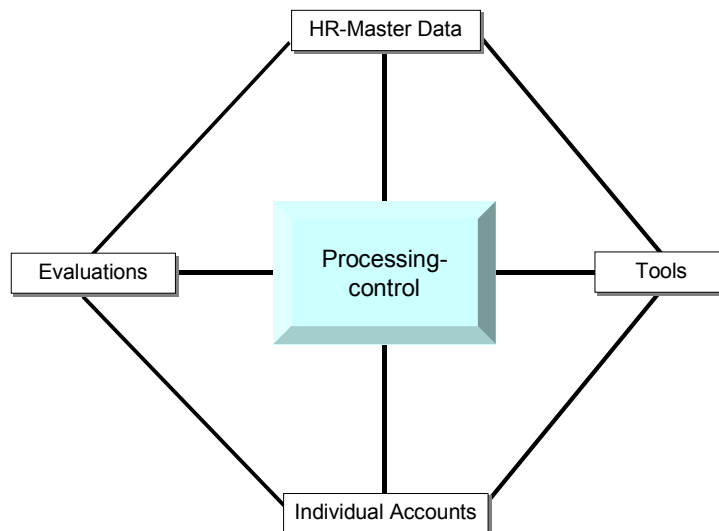
Implementation Considerations

All necessary steps to implement the pension fund module are contained and described in the corresponding Implementation Guide (IMG).

Note that differences from the SAP standard system can appear in a customer pension fund. The SAP PF standard system is to be used as an example. You should document these differences during your system set-up phase.

Access the end-user-relevant PF module functions by using a "PF-Administration" transaction. Set up your system so that the user can automatically access this transaction using the menu. The structure of this transaction is explained under *user-interface*.

Features

- **HR Master Data:** The SAP system can import infotypes such as *Personal Data* (0002), *Addresses* (0006) or *Basic Pay* (0008) into PF component calculations. Also, HR master data was increased to include the infotypes *Basic Data PF* (0278) and *Individual Values PF* (0279).

- **Individual Accounts:** The individual accounts allow you to store user-defined key-date related data. These values can only be posted for information purposes, or are used as a calculation base.

- **Payroll Integration:** Contributions are taken as a constant value from the payroll infotype *Individual Values PF* (0279). No calculation of contributions takes place in payroll.

- **Reports:** In the standard system, there are many reports that display the current benefits using master data and postings to the individual accounts.

- **Tools:** For certain tasks - for example, account closure - there are reports that are modified by the corresponding insured person's PF data. Use these tools during certain PF-relevant business processes.

Account management

Use

Individual insured-persons' accounts are an important part of the *Pension Fund* component. The accounts can be seen as a container for user-defined postings, and, in the sense of technical account management, contain:

- General data on the insured person, for *information* or *statistical* purposes. For example, you can post paid-out pensions without them going into any calculations.

- Data as the Basis for the Calculation of Benefits, for example, savings credit.

All accounts are assigned an **account number** when they are created.

Accounts are separated by **account type**: The *active* accounts contain contributions, interest and so on. These are values that affect actively insured persons. Pensions and pension payments are posted into *passive* accounts.

A **validity start period** (*Start postings*, *End postings*) is assigned to an account. You can only create postings if the posting date is within this period.

An account has a **lock date**. You can only create a posting if the value date is later than this lock date. For an account closure, (for example on 31.12.1998), the lock date is correspondingly adjusted after the creation of various postings (diverse interest, LOB age-related credit, LMB age 50). In the example, the lock date is altered to 01.01.1999. Therefore, it is no longer possible to create posting within this time period, as the account closure could become invalid.

An account has a **currency**. All account postings are made in this currency. The default value for creating an account is determined as follows: The company code is determined for the personnel area with the country grouping '02'. This country grouping determines the currency[1].

An **authorization group** is assigned to each newly created account. This allows you to limit the processing of particular accounts (for example, cadre employees) to a group of system users.

The correct +/- sign is important, as different calculation values are calculated as posting totals. Generally, payments into the account, (for example, entry benefits, contributions) are posted as *positive.* Payments from an account (for example, advances, pensions) are posted as *negative*.

As a pension fund account can have several recipients (for example, widows and orphan pensions), an account can have *several* **personnel numbers**. As a rule, each insured person can only have one account with a fixed account type for one fund at any one time. (This limitation is necessary because the account type and the posting date must be able to be clearly determined, when writing a posting to the fund.)

The account postings are identified using the posting date and a two-digit sequence number. Therefore, only 100 postings are possible per posting date. The postings contain the following information:

- **Posting date**
  Date when the posting was created.

 The first personnel area in the database is used. This assumes that all personnel areas in a country grouping have a company code with a fixed currency. This currency determination from country groupings is a function of HR.

- **Value date**
  Date from when the posting accrues interest.

- **Value type**
  Meaning of the posting, for example, *EE savings contribution*. or *Invested Labor Mobility Benefit.*

- **Value**
  Value of the posting - usually a monetary amount.

- **Payroll period/year**
  Specifies when a posting — if a payroll integration is defined for the value type — is/was processed in payroll, as long as the posting was created from payroll.

- **Origin** Indicator
  Indicates the origin of a posting:

    - MA: manual

    - LT: per Report *Universal Reporting List*

    - PP: per Report *Payroll Postings*

    - nn: per Report *Universal Reporting SAPscript* with PC Activity *nn*

- *Posting open* Indicator
  Specifies that the posting has not yet been processed in payroll.

- **Personnel number**
  The personnel number, for which the posting was created. If several pension recipients use a mutual passive account, you can follow for whom the respective pension postings were created, at a later date.

- **User name** of the changer
  The user, who has started the program, which created the posting.

Simply – not all posting attributes are displayed – the contexts are displayed as follows:

Account management
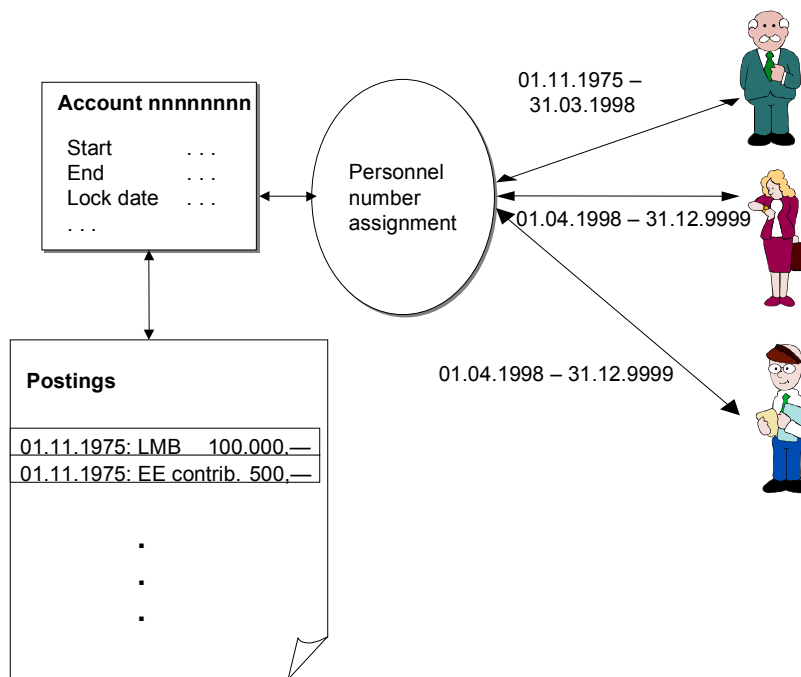
An account can be assigned many user-defined personnel numbers at one time. Using this assignment, you can write postings for a personnel number to a particular account. For example, you can write widow's pension to an account that was originally created for the insured person.

To clearly determine the target account, when creating a posting from a report (for example, payroll postings) – from personnel number, fund, account type and posting date – you can only assign one account of a fixed account type to a personnel number in a fund at one time. In exceptional cases, - a person receiving a pension from different insured persons in the pension fund - you must create separate personnel numbers, if you want to have an account assignment.

Interest Calculation

Use

In many PF management calculations, it is often questioned how interest can be reduced for a time period ("pro rata").

In the standard system, such reductions are based on a 30-day month. Interest accrual starts on the value date of the posting, where the first day is taken into account. For example,

Date from – to	Number of days for interest calculation
01.01.1997 – 31.12.1997	360
01.01.1997 – 01.01.1997	1
01.01.1997 – 30.01.1997	30
01.01.1997 – 31.01.1997	30
31.01.1997 – 28.02.1997	31
27.02.1997 – 28.02.1997	4
27.02.2000 – 28.02.2000	2
29.02.2000 – 01.03.2000	2

The last day of the month is treated as the 30th, even in February of a leap year. (Note that the year 2000 – unlike 1900 – is a leap year).

Interest on entry benefits are calculated between the value date and the calculation reference date (for example, end-of-year or leaving date) for the individual postings (if necessary as a negative value, as with advances). It is cumulated and rounded to 5 Swiss centimes.

The employee's individual account contains the following postings:

Value type	Value	Value date

Interest Calculation

KE30 (invested LMB)	100.000,00	16.04.1997
KAA1 (EHO Advance)	-50.000,00	30.11.1997

At an interest rate of 4%, the following interest accrual arises as of 31.12.1997:

Interest on Labor Mobility Benefit: $\dfrac{255 * 100.000,00 * 4}{360*100}$ = 2.833,33

Interest on Advance: $\dfrac{31 * (-50.000,00) * 4}{360*100}$ = 172,22

255 days ↔ 2.833,33...

31 days ↔ -172,22...

16.04.1997	30.11.1997	31.12.1997
Invested LMB (KE30)	EHO advance (KAA1)	Account closure
100.000,00 CHF	50.000,00- CHF	
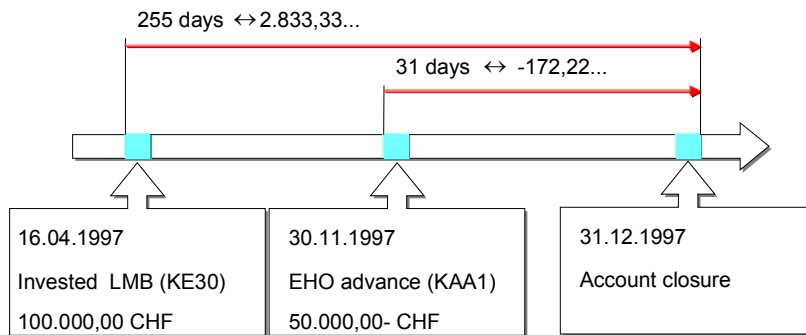
You receive a total of CHF 2.661,11 (rounded to CHF 2.661,10) as total interest on incoming payments.

Projection of Age-Related Credit

Use

To demonstrate an insured person's foreseeable benefits to a savings bank (and LOB), you must project the age-related credit to the retirement age. This procedure is not legally established.

The projected savings credit is calculated in the SAP PF module as a total of the following part-credits:

The first part-credit consists of the savings credit at the start of the projection (read from the account), including the contributions. This savings credit accrues interest annually. Contributions and interest are reduced to part-periods (start of the projection to the end of the same year, or start of the last year to the end of the projection). The contributions are calculated using the appropriate contribution rate for the respective age level. The interest rate is assumed to be a constant.

The second part-credit consists of equity contributions with value date as of the start of the projection. These are already in the account, and accrue interest from the value date to the end of the respective year. This also accrues interest. The same interest rate is used as for the first credit.
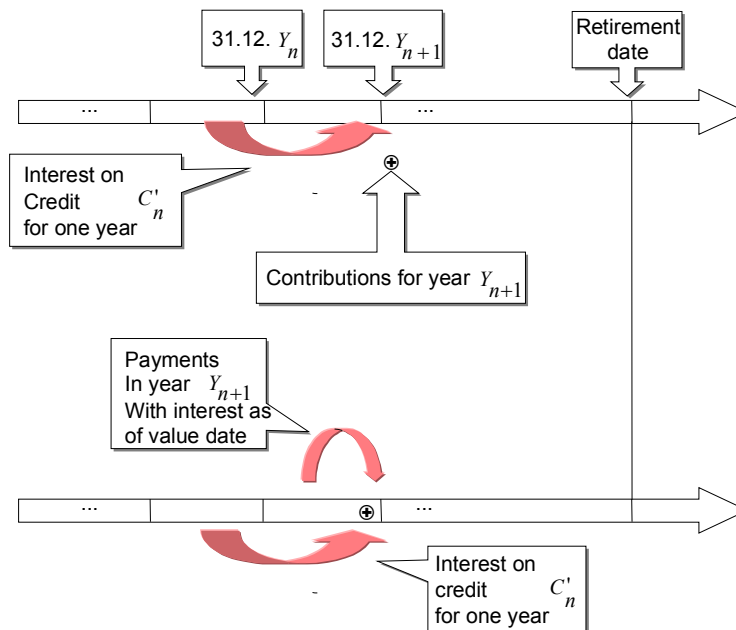
More exactly: The result is the credit $C_n = C'_n + C''_n$ at the end of the year Y_n. Therefore, the

the credit at the end of the year Y_{n+1} is calculated as $C_{n+1} = C'_{n+1} + C''_{n+1}$, where the definitions are

$$C'_{n+1} = C'_n + (p \cdot C'_n + B_{n+1}) \cdot s(1.1.Y_{n+1}, D_{n+1})$$

Projection of Age-Related Credit

and

$$
C_{n+1}^{"} = \begin{cases} C_{n}^{"} + p \cdot C_{n}^{"} \cdot s(1.1.Y_{n+1}, D_{n+1}) + \sum_{\substack{e \in account \\ 1.1.Y_{n+1} \le VD(e) \le D_{Ref}}} Val(e) \cdot (1 + p \cdot s(VD(e), D_{n+1})) & D_{Ref} \ge 1.1.Y_{n+1} \\ \\ C_{n}^{"} + p \cdot C_{n}^{"} \cdot s(1.1.Y_{n+1}, D_{n+1}) & \text{otherwise} \end{cases}
$$

$C_0^{'}$ = credit at the start of the year for the start of the projection and $C_0^{"} = 0$, $p \in [0,1]$ the *interest rate* (absolute, not in %), B_n the *contribution* in year Y (calculated using the insured person's wage on the reference date with the contribution rate for their age in the year Y_n), D_R the *retirement date*, $D_n = \min(31.12.Y_n, D_R)$, *DRref* the current reference date.

If $e \in Account$ is a posting, then $VD(e)$ is the *value date* and $Val(e)$ is the *value* of e.

If D_1 and D_2 are (calendar) dates, then

$$
s(D_1, D_2) = \frac{d(D_1, D_2)}{Daysperyear}
$$

is the *scaling factor* for the period D_1 to D_2. $d(D_1, D_2)$ is the daily difference from D_1 to D_2. In the standard system, the daily difference is calculated using a 30-day month (see Interest calculation [Page 13]). Therefore the number of days per year is 360.

Integration to HR

Master Data

Use

The *Pension Fund* component is a fully integrated part of HR and uses existing personnel administration infotypes. These are supplemented by two PF-specific infotypes.

Features

Basic Data PF infotype (0278)

The existence of an Basic Data PF (0278) record for an employee means: The employee is insured in the respective fund, (= subtype) or receives a pension from this fund.

The infotype contains data that is seldom, or never, changed:

- Entry date
- Leaving date
- External personnel number
- Degree of Invalidity
- End of restriction

Individual Values PF Infotype (0279)

This infotype contains values important for wages/contributions (active) and pensions (passive).

You must recalculate this infotype regularly (start of year), or for particular events (capacity utilization level change, or employee wage change).

Payroll integration

Use

Contributions are taken as a constant value from the payroll infotype *Individual Values PF* (0279). If other contributions are to be deducted, you must delimit this infotype and enter the required value for the new record. No calculation of contributions takes place in payroll.

Features

In payroll, various contributions are deducted from the employee's monthly salary. The contributions (for example, pensions) to be posted are read from the report **Payroll postings** (Report RPUPENC0) from the payroll result. These are then written to the respective individual accounts. Note: You must post the contributions individually. In this way, you can easily run *retroactive accounting* with changed contributions. In this case, existing contribution postings are cancelled (more exactly: the total of the corresponding postings in the current period), and replaced with a new value. Only then, can you use the PF reports.
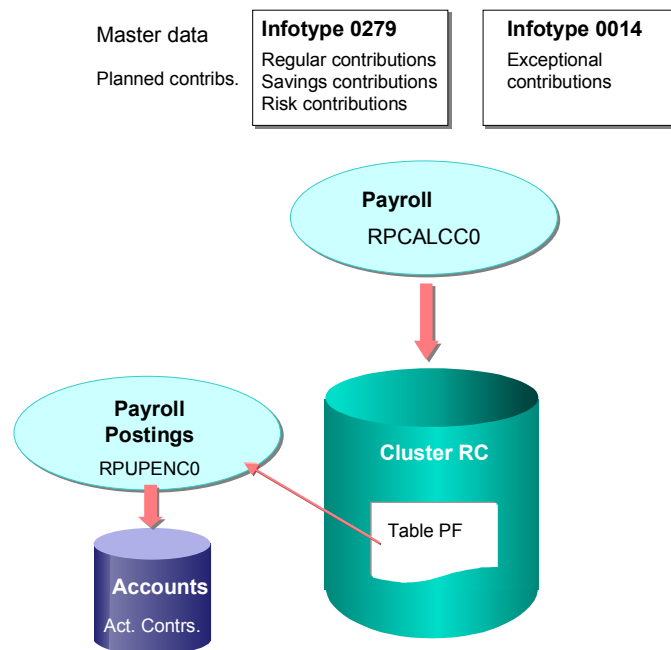
A special case is *exceptional contributions* in the **benefit plan**. They are used in financing wage increases. You can process these contributions using the *Recurring Payments/Deductions* infotype (0014). The number of contributions to be deducted is determined by the time-delimitation of the respective infotype record. Here, it is possible to define a retroactive pay increase for specific time periods.

To determine *missing exceptional contributions* at a later date, you must first post the entire amount of the retroactive indemnity capital payment to the individual account as a *negative* value for a change in pay. You can then calculate this total amount with the monthly exceptional contributions, which are posted in accordance with the payroll result (as a positive payment).

Payroll integration

$$A = -12 \cdot C$$

C

C

.
.
.

C

12 payroll periods

C: Exceptional Contribution
A: Total Arrears Payment
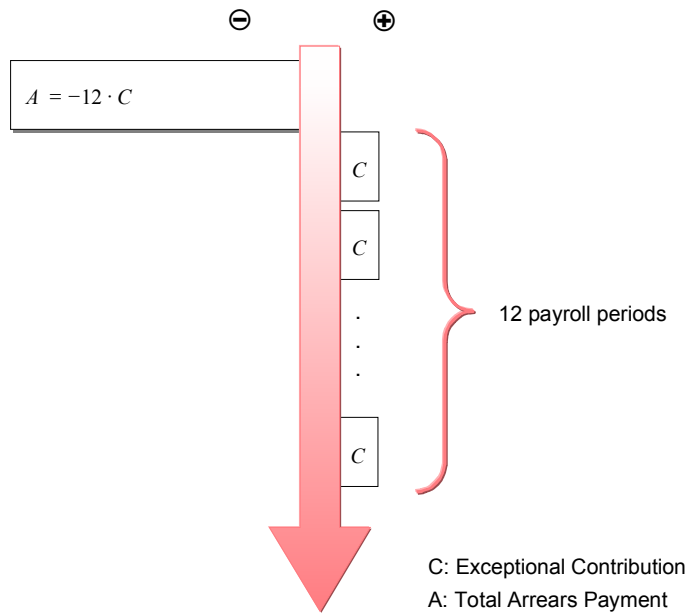
Change in Capacity Utilization Level

Use

In the standard system, the capacity utilization level is read from the *Basic Pay* infotype (0008). This value contains the total loss of pay due to part-time work or invalidity.

Within the PF, the actual capacity utilization level is determined from this value, and from the degree of invalidity in the Basic Data (0278) infotype.

Individual Special Rules

Use

The contents of the *Individual Values PF* infotype (0279) are normally calculated with a program:

- using Batch-Input for mass-processing

- per Workflow

- manually triggered from the PF user-interface

You can manually override these calculated values. If discrepancies occur between the calculated value and the manually-entered value, then both are displayed. If necessary, the manual value is used for subsequent calculations

Authorizations

Use

The system user must have a special authorization to access the individual PF accounts. The authorization levels are:

–	No account access
R	Read access for the account Accounts cannot be altered. That is, no postings can be created, and no account information can be altered.
W	Write access for the account Accounts and postings can be created. However, certain account attributes (for example, authorization group, assigned personnel numbers, lock date) cannot be altered.
X	Advanced account authorization All account operations can be altered.

Processes in PF Administration

The following describes the PF administration processes. Most pension fund processes are supported in the SAP system using workflows. Many calculations are done automatically. This is normally done using the Workflow-Inbox.

You decide how your pension fund processes are structured during the system setup. It is possible that you only support certain processes with workflows, or that you don't want to take certain special cases into account within a workflow. You set up pension fund administration in the *Swiss Pension Fund* Implementation Guide (PA-PF-CH).

For more information on the individual processes, see:

Entry Simulation

Use

Use the function Entry Simulation [Page 99] to calculate potential benefits that an applicant can expect from his/her new pension institution.

Determine the benefits (for example, retirement pension at regulation retirement age, invalidity pension) using the following employee data:

- Date of birth and gender

- Entry date

- Annual wage

- Capacity utilization level

- Termination benefit

Integration

Technically, the function is part of the *Evaluations* universal reports for the pension fund.

Activities

Start the report *SAPscript Applicant Evaluation* (Report RPLPKBC0), for the fund in which the entry is to be simulated.

Result

The system runs an entry simulation.

See also:

Reporting [Page 86]

Entry of Active Employees

Purpose

An employee joins a pension fund. To do this, you must create data that allows you to administer the new employee in the PF. This data is:

- A *Basic Data PF* infotype (0278) record
  The existence of such a record means that the employee is a member of the respective fund.

- An account
  A PF account is the basis for subsequent benefit calculations. It is also needed to carry out a BVG estimate.

- An *Individual Values PF* infotype (0279) record. This infotype contains the contributions – especially for active employees – that are needed for payroll.

Prerequisites

The employee in question is not insured in the PF. The employee is, or will be an active employee, and is PF-liable.

Procedure

> Note that labor mobility benefit is not yet posted in the following procedure outline. Here, it is implied that you need not enter a labor mobility benefit at the same time as the employee's entry. This can be done at a later date, if necessary (see Incoming payments [Page 37]).

1. HR department: Maintain **salary data**
   Create a data record in the *Basic Pay* (0008) infotype - for example, for a hiring action – which determines when the employee becomes PF-liable. That is, as of the infotype start date.

2. HR department or PF: Maintain the Basic Data PF [Page 56] infotype (0278)
   Create an infotype record for *each fund* that the new employee should be assigned to. This can be done as part of the hiring action, if the HR Administrator has the ability to determine the PF liability. If you use workflows, you can carry out the following steps from the workflow inbox.

3. PF: Create an **account**
   Create an active account (account type '01') for *each* of the employee's funds. If a labor mobility benefit is expected prior to the actual entry date, you must select the appropriate start date and lock date, so that this can be created (see Account Maintenance [Page 10] and Account Management [Page 10]).

4. PF: Create Individual Values PF [Page 58] infotype (0279)
   Create an *Individual Values PF* (0279) infotype record for *each fund*.

5. PF: Modify **Benefit Plan Base**
   For benefit plan funds - depending on your system setup - you may need to create postings for age-related benefit reduction.

6. PF: Transfer values from previous employee pension fund
   Values are posted to the new account that must be taken from the leaving payroll of the

employee's previous pension institution. For example, *LOB age-related credit*, labor mobility benefits upon *marriage*, or at *age 50*.

7. PF: You must create an insurance statement [Page 97] for the employee.

Result

All necessary master data for the employee's PF administration is available in the system.

See also:

- Person-related functions [Page 74]

- Reporting [Page 86]

Re-entry of Active Employees

Purpose

To re-enter an active employee in the pension fund, create data structures that allow you to administer the employee in the PF. You must take already-existing data into account, such as infotypes or accounts.

Prerequisites

An employee is not currently insured in the PF, but used to be. The employee is, or will be an active employee, and is PF-liable.

Procedure

There are different procedures for a *re-entry* action, depending on the rules and conditions of the selected pension fund:

If the pension fund rule states that a re-entry is to be processed as a new entry, you must create a new personnel number and a new account for the insured person. For more information, see Entry of Active Employees [Page 26].

- If you want to reassign the old personnel number to the employee, proceed as follows:

1. Maintain the Basic Data PF infotype (0278) [Page 56]
   Enter the re-entry date as the entry date.

2. Create a new, active account.
   Note that you must delimit the assignment of the personnel number for the old account (see Account Management [Page 10]).

3. Determine the benefits that were not part of the leaving benefit, and which are transferred from the old insurance contract.
   You must determine these benefits from the old account.

Result

All necessary employee administrative data is available in the system.

Payroll

Purpose

After running monthly payroll, you want to generate the PF-relevant payroll results (for example, contributions, pensions) for employees assigned to one payroll area. You must post these results to the individual accounts.

Prerequisites

Payroll has not been run for the payroll area in the current period.

Procedure

Payroll is not part of PF administration. However, it is essential that you post payroll results to the individual accounts.

1. HR department: Releases payroll.
    Master data modifications are no longer possible for the respective payroll area.

2. HR department: Runs payroll.

3. HR department: Runs corrections.
    If individual personnel numbers have been rejected, they must be re-processed. In this case, you must run payroll again.

4. PF Administration: Posts the PF-relevant payroll data
    To post PF-relevant payroll data, run the report Payroll Postings [Page 115](Report *RPUPENC0*).

Result

The PF-relevant payroll run data is posted to the employee accounts.

See also:

Payroll Integration [Page 19]

Account Closure (Report RPLPKSC0)

Use

Use an account closure to:

- Reprocess the **BVG Administrative Payroll Run** (Posting of age-related credit, interest calculation on BVG-age-related credit, BVG equity contributions interest calculation),

- *Calculate interest on incoming payments* and savings credit for a **savings bank**

- *Calculate interest on entry benefits* to determine the minimum **leaving benefit** according to LMB Art. 17

- *Calculate interest on advances*, if they are not included in a savings credit.

The account lock date is reset, so that the account cannot be changed within the period up until the account closure. Postings to the previous period are therefore no longer possible, except by resetting the lock date. This is only possible for users with a special account maintenance authorization.

Integration

This process is part of higher level processes, such as year-end closing, leaving or retirement. This requires the *closure* of the accounts in question.

Activities

- Carry out the universal evaluation account closure [Page 101] for the affected insured persons.
  Specify the account closure key-date as the reference date.

- Create insurance statements [Page 97] for the affected personnel numbers.

     ⬜⬜▶ To undo an account closure, you must set the account lock date **before** the account closure date. You can undo the postings by reversing them. You can recognize these postings by such criteria as posting date, value type (interest, age-related credit) and origin.

Year-End Processing

Purpose

Year-end processing involves using the functions normally required for a fiscal year change

Prerequisites

You do not expect to make any more modifications to the insured persons' accounts before the end of the year. That is:

- All payroll calculations have been run

- There are no more incoming payments (for example, advances).

The lock dates for all accounts are set so that postings can be made until the year-end. That is, the lock dates are no later than this date.

Procedure

1. PF Administration: Account closure [Page 30]
   You must close all active accounts. The key date is 31.12. of the respective year.

2. PF Administration: Create evaluations (Insured person's list [Page 98], Payroll with security funds).

3. HR department/PF Administration: Carry out a mass change in wages [Page 32], Adjust contribution data.

4. PF Administration: Create new insurance statements [Page 97].

Result

The necessary year-end changes are made.

See also:

Reporting [Page 86]

Change in Wages

Purpose

If the employee's pay changes, this normally results in changes to the employee's PF data.

> ⇨ Wage changes usually occur once a year for all employees. These mass changes are implemented by HR administration per Batch-Input (for example, modification of the *Basic Pay* (0008) infotype). In this case, you should also use batch-input workflow to process the PF, to avoid having to process a large number of workitems in the workflow inbox. Therefore, you must deactivate the corresponding workflow (→ Event linkage), before the pay data is altered by the HR department.

Due to the new contributions, you must recalculate the *Individual Values PF* (0279) infotype for a PF-relevant wage change. The employee receives an insurance statement based on this new data. You must also take *exceptional contributions* into account in the benefit plan.

Prerequisites

An active employee receives a monthly wage and has the corresponding PF data (insured wage, contributions).

Procedure

General case

If the standard-workflows without corresponding changes are used for the actual procedure, you must consider that every wage change results in a recalculation of PF data in the standard system.

Most regulations prohibit changes in insured wages during the year. First, check the effect that the change in wages has on the PF.

For a reduction in wages, use the various criteria to check whether the previous insured wage is to remain unchanged (→ *Preservation of acquired rights*).

The HR department must delimit the *Basic Pay* infotype (0008).

In the standard system, this triggers the workflow *Change in Basic Pay*. If a change in wages without a change in the capacity utilization level is determined, you branch into a sub-workflow *Change in Wages*. Carry out the next steps using the workflow-inbox:

1. PF: Delimit the *Individual Values PF (0279)* infotype for all of the insured person's funds

2. The new infotype 0279 values are calculated per workflow or manually using the function *PF-recalculation 'Change in Wages'* in the PF user-interface.

3. PF: Create an insurance statement [Page 97] for all of the insured person's funds

Benefit plan

In the case of a benefit plan fund, a wage increase causes a deficit that must be compensated through an arrears payment (*exceptional contribution*). To determine the outstanding exceptional contributions at a later date, post the entire amount of the arrears payment as a *negative* (=contributions) as of the date of the pay increase.

The subsequent steps are the same as in the general case. (For more information, see that section).

1. HR department: Delimit the *Basic Pay* (0008) infotype

2. PF: Delimit the Individual Values PF (0279) [Page 58] infotype for all of the insured person's funds

3. PF: Create a posting **Indemnity capital arrears payment** EE for all of the insured person's funds. This posting must have a *negative* symbol.

4. PF or HR: Create an exceptional contribution
   Create a *Recurring Payments/Deductions* (0014) infotype record. Specify the respective wage type (Standard: M80A) as a subtype. The validity period must match the number of periods when the arrears payment is to take place (usually 12 periods, for example, Start: 01.04.2000, End: 31.03.2001). This also applies for the employer's exceptional contribution.

5. PF: Create an insurance statement [Page 97]

6. Modifying the corresponding PF infotypes per workflow, or manually, to the new wages is impractical. For this reason, use a *Batch-Input* report. This recalculates the PF data (Wages/Contributions) and creates a Batch-Input session for the *Individual Values PF* (0279) infotype. If necessary, it also creates a session for other PF data, such as exceptional contributions.

7. HR department: Creating a *Batch-Input-Session* for Basic Pay

8. PF: Deactivate *Event linkage* pay workflow for all funds with workflow No workflows are triggered when you run the BI session for pay data.

9. HR department: Process a Batch-Input-Session for Basic Pay

10. PF: Create *BI-Session(s)* for PF data, usually for individual funds

11. PF: Run BI-Session(s) for PF

12. PF: Activate Event linkage WF 'Change to Pay Data' [Page 105] for all funds with workflow

13. PF: Create insurance statements [Page 97]

Result

The pay changes and the subsequent changes to PF data are complete.

See also:

- Person-Related Function View [Page 74]

- Account Management [Page 10]

- Account Maintenance [Page 60]

- Reporting [Page 86]

Change in Capacity Utilization Level

Purpose

An employee's capacity utilization level changes when the working time changes. You must take the modified wage data into account in PF administration by specifying the new wage/contribution data, and possibly, new benefits.

> ⬆ According to FLV, Art 20, you must calculate a change in capacity utilization level in the same way as a labor mobility benefit. You can also use the "At least as beneficial to the insured person rule".
>
> For a **savings bank**, a change in capacity utilization level is treated in the same way *as a* change in wages. That is, you need only recalculate the *Individual Values PF* (0279) infotype.
>
> Normally, the benefits are changed for a **benefit plan fund**. Here, you must take the previous contributions into account.

Prerequisites

An insured person has a monthly wage and corresponding PF data (insured wage, contributions).

Procedure

Contribution Plan

In the benefit plan, the procedure is the same as for a change in pay:

1. HR department: Delimit the *Basic Pay* (0008) infotype
   This triggers the workflow *Change Basic Pay* in the standard system. If a change in the capacity utilization level is determined, you branch into a sub-workflow *Change in capacity utilization level*.

2. PF: Delimit the Individual Values PF (0279) [Page 58] infotype

3. PF: Create an insurance statement [Page 97]

Benefit plan

For a **benefit plan fund**, - as for a change in wages - the benefits and the insured wage change correspondingly. You must take the previously-paid contributions and incoming payments into account. Contrary to a change in wages, you cannot do this with an arrears payment; instead you must modify the *BP base* (pension rate, pension reduction, technical entry date). You do this, for example, by posting a pension credit, (depending on whether the change was positive or negative).

1. HR department: Delimit the *Basic Pay* (0008) infotype
   This triggers the workflow *Change Basic Pay* in the standard system. If a change in the capacity utilization level is determined, you branch into a sub-workflow *Change in capacity utilization level*.

2. PF: Delimit the Individual Values PF (0279) [Page 58] infotype

3. PF: Modify the BP Base.
   Dependent upon the modeling of the rule, you can post a pension credit.

4. PF: Create an insurance statement [Page 97].

Result

The change in capacity utilization level, and the subsequent changes to PF data are complete.

See also:

- Person-Related Functions [Page 74]

- Account Management [Page 10]

- Account Maintenance [Page 60]

- Reporting [Page 86]

Unpaid Absence

Use

Use this function to calculate an insured person's PF contributions who is absent without pay for a limited time period, but who continues to be insured in the pension fund during this period. This absence can result in changes to the type of contribution payments. The following variants are possible:

- The contributions remain unchanged

- The employee pays the ER contributions

- The employee pays a part of the ER contributions

- Employer and employee reach an individual arrangement

Temporary contribution changes in the contribution plan are a straightforward operation.
In the benefit plan, however, you must follow the corresponding rule specifications. In some circumstances, the benefits are reduced.

Prerequisites

A PF-insured person pays contributions.

Activities

The standard system allows you to run the contributions that would have been paid during the unpaid absence, to a claim. You need do nothing else regarding the PF, other than possibly modifying the contributions for the corresponding period in the Individual Values PF [Page 58] infotype (0279).To do this, copy the current infotype and modify the validity period.

Result

The necessary contribution changes for an unpaid absence are completed.

Incoming Payments

Purpose

The following describes how to pay an amount to the PF through the employer or the fund.

Incoming payments usually result in modified benefits. These come directly from the modified savings credit in the **contribution plan**. In the **benefit plan**, you must *modify the BP base*. For example, by posting a pension credit.

Prerequisites

The insured person must be entitled to pension benefits.

Procedure

1. Create a manual posting [Page 67] to the insured person's account.
    Incoming payments must always be made manually. This allows you to process them per workflow.

    ➡ If the system has been set up correctly, dependent postings are already created as *follow-on postings*. For example, an incoming payment can result in a pension credit.

2. Determine the new benefits by creating an insurance statement [Page 97].

Result

The postings made necessary by an incoming payment are carried out. The relevant changes to benefits are made.

See also:

Reporting [Page 86]

Account Management [Page 10]

Account Maintenance [Page 60]

Advances

Use

Use this function if the employee wants (or needs) an advance. Generally, process advances as you would incoming payments [Page 37], but use a *negative* symbol.

The advance cannot exceed the maximum value arising from the current labor mobility benefit, or the LMB at age 50, or the LMB upon marriage.

From a legal standpoint, the consideration of advances is not clearly defined for the payroll run for administrative purposes. The following variants are possible:

- The advance on LOB matches the advance. Therefore, the LOB age-related credit can be negative.

- The advance on LOB is the part of the advance that corresponds to the share of the LOB age-related credit to the entire current labor mobility benefit.

- The advance is not taken into account for the LOB. In this case, advances are only taken into account after leaving benefits have been determined, and after interest accrual.

Prerequisites

The insured person must be entitled to pension benefits, in particular, leaving benefit.

Activities

- Manually create an *advance* posting [Page 67].
  If you want to create the posting in *posting maintenance*, you can call up online-reporting [Page 103] from the dialog window. Here, you can compare the advance to be posted with the maximum value.
  An *advance on LOB* is created as a sequential posting.

- Create an insurance statement [Page 97] for the insured employee.

Result

The postings and benefit changes made necessary by an advance are carried out.

See also:

- Account Management [Page 10]

- Account Maintenance [Page 60]

- Reporting [Page 86]

Leaving the Pension Fund

Purpose

If an employee leaves the pension fund, you must determine and identify the *leaving benefit* and values to be reported to the new pension institution (for example, *LOB-age-related credit*, *labor mobility benefit upon marriage/at age 50)*, as of the leaving date.

- *LOB old-age credit balance*

- *Labor mobility benefit upon marriage*

- *Labor mobility benefit at age 50*

The PF account postings form the basis for the leaving payroll run. For this reason, you must *close the account*, so that age-related credit and interest exist as postings in the PF account.

Prerequisites

An insured person is entitled to pension benefits. The last payroll run has already been run.

Procedure

1. HR department: Carry out leaving action for the employee.

2. PF: Enter the leaving date in the Basic Data PF (0278) [Page 56] infotype for all of the insured person's funds.
    As soon as the insured person no longer needs to be processed in the PF (for example, if no interest on arrears needs to be processed), you must also delimit the infotype, so that the insured person is not taken into account for evaluations for the whole fund.

3. PF: Delimit the infotype for all of the insured person's funds
    Set the leaving date as the end date. If you are processing the employee's leaving retroactively, you must first run the payroll, to reverse any possible erroneous benefit postings.

4. PF: Accounts closure [Page 29] on leaving date.
    Do not carry out any other activities that could influence the insured person's benefits (for example, manual postings).

5. PF: Create leaving payroll [Page 102].

6. PF: Delimit the account. (See Account Maintenance [Page 60], Account Management [Page 10]).
    This prevents subsequent postings to the account.

7. PF: Delimiting the personnel number assignment of the account.
    This is necessary, to avoid conflicts upon an employee's re-entry.

If you want to run the leaving payroll before the last payroll run, you must use the leaving simulation [Page 100], as various values (master data, postings) could still change.

Result

The PF data is changed. The relevant notification data for the pension fund institution is provided.

See also:

Leaving the Pension Fund

Leaving the Pension Fund

Calculation of Interest on Arrears

Purpose

If an employee leaves the pension fund, and the pension fund leaving date does not match the bank transfer date for the labor mobility benefit, you can calculate the interest on arrears to the employee's credit with this function. The level of the interest on arrears is set by the BVG (Federal Law on Company Pensions).

Prerequisites

- Age-relate credit, interest and interest on arrears must exist as postings, as the PF account postings form the basis for calculating the interest on arrears.

- The last payroll run must have been completed.

- Technical prerequisites for processing control:
  - You must have entered the level of interest on arrears as a parameter (ZSB7).
  - You must have entered the number of days, from which the interest on arrears is calculated, as a parameter (PTVZ).
  Maintain the parameter values in the *Pension Fund IMG* under *Pension Fund -> Processing Control -> Basic Objects -> PC Parameters*.

Procedure

1. Leaving action

   a)   Close the account [Page 30]

   b)   Delimit the Individual Values PF infotype (0279) [Page 58].
        This prevents further postings being written to the account.

   c)   Run Leaving Payroll [Page 102].
        Result: The bank transfer is posted.

   d)   In the Basic Data PF (0278) [Page 56] infotype, maintain the *leaving date* field.

2. Calculate interest rate on arrears and carry out the bank transfer

   a)   Start the calculation of labor mobility benefit and the resulting interest on arrears, and transfer the amount to the employee's account.
        To do this, choose *Tools -> Transfer Leaving Benefit*, from the SAP *Universal Reporting* screen

   b)   Delete the employee's account assignment.

   c)   Delimit the *Basic Data PF* infotype (0278)

Result

The interest rate on arrears is calculated by the system, and the labor mobility benefit is transferred to the employee. The account assignment is deleted. The employee is no longer a member of a pension fund.

Calculation of Interest on Arrears

If the account is closed between the leaving date and the bank transfer, the previously-accumulated interest on arrears is posted to the account. When performing the transfer operation, only the remaining interest on arrears is calculated and written to the account.
After the amount is transferred, you can no longer close an account.

Continued Employment without PF

Purpose

If an insured person's pay data changes, so that the employee becomes exempt from paying contributions, the insurance contract must be canceled. However, the prerequisites must be retained, so that the insured person can re-join the pension scheme at a later date.

Prerequisites

An insured person is entitled to pension benefits.

Procedure

To end a PF insurance contract, proceed in the same way as if the employee is leaving [Page 39] the pension fund.

Result

The insurance contract expires. The insured person's PF data is changed accordingly.

The labor mobility benefit is deposited in a locked account.

To re-enter the employee into the PF, create a new account, and delimit the personnel number assignment of the old account.

Marriage

Use

Use this function to determine the employee's labor mobility benefit upon marriage. This enables you to determine the maximum advance in the case of a divorce.

Prerequisites

An insured person is entitled to pension benefits.

Activities

- Determine the leaving benefit at the time of marriage.
  For more information, see online reporting [Page 103].

- Create a posting for *labor mobility benefit upon marriage* with the relevant value.

- Create an insurance statement [Page 97].

See also:

- Account Management [Page 10]

- Account Maintenance [Page 60]

- Reporting [Page 86]

50. Birthday

Use

Use this function to calculate the maximum insured person's advance upon turning 50 years old.

For an account closure, this happens automatically in the SAP standard system. That is, when an insured person retires or leaves at the end of the year. However, you should always check these postings.

Prerequisites

An insured person is entitled to pension benefits. No previous posting exists for *LMB at age 50*.

Activities

If you have already created postings for *LMB at age 50* and the *LOB age-related credit age 50* for the account closure, no further action is necessary at this point.

In all other cases, the following steps are required:

- PF: Determine the *leaving benefit* and the *LOB age-related credit* as of the employee's birthday, using online reporting [Page 103].

- PF: Post the labor mobility benefit *at age 50* to the insured person's account.

- PF: Post the *LOB age-related credit at age 50* to the insured person's account.

- PF: Create an insurance statement [Page 97] for the insured person.

See also:

- Account Management [Page 10]

- Account Maintenance [Page 60]

- Reporting [Page 86]

Paying out a Pension

Purpose

The following events result in the payment of employee pension benefits:

- Reaching retirement age

- Invalidity [Page 49]

- Death [Page 52]

The recipient of these benefits does not have to be the insured person. Dependents and children can also receive these pension payments.

This procedure creates the necessary data structures for paying out benefits. A retiree account is only necessary if the pensions are to be posted there. This is used for statistical purposes (statistics info-list), or, if necessary, to reduce the death-related equity. For the following, it is assumed that a pension account is required. You determine the level of benefits and who is entitled to them. If necessary, carry out a personnel action *Entry* for the benefit recipients, and enter them as an employee.

If an *Individual Values PF* (0279) infotype record exists for the retiree when payroll is run, then the defined pensions in the payroll integration must be *the same amount* as those in the payroll master data. If this is the case, you can post the pensions to the retiree's accounts. Otherwise, the personnel number is rejected.

Prerequisites

An insured person is entitled to pension benefits. The benefit recipient must be in the system (as insured person, family member, heir).

Procedure

General Benefit Case

1. Determine the current level of benefits.
   To do this, create a leaving simulation [Page 100] (Contribution Plan) or an insurance statement [Page 97] (Benefit Plan).

2. Create a passive account (account type '02'), into which subsequent pensions can be posted.

3. Transfer any savings credit (also LOB) to the new account.
   Post the savings credit as a total. The same amount is posted to the previously active account with a negative (-) sign. You can transfer the benefit plan base to the passive account. In this way, you can calculate subsequent benefits separate from the active account.

4. Delimit the active account.

5. Determine the benefits due, and the recipient.
   You can determine family members with the *Family/Related Person* infotype (0021).

Retirement

1. PF: Close the accounts [Page 101] on retirement date.

2. PF: Delimit the Basic Data PF [Page 56] infotype (0278) to the retirement date.

3. PF: Delimit Individual Values PF infotype (0279) [Page 58] to the retirement date.

4. PF: Delimit the active account (Account Management [Page 10], Account Maintenance [Page 60]).

5. PF: Determine the current benefits using an insurance statement [Page 97]. (Use the retirement date as the reference date).

6. HR department: Carry out a *new entry* personnel action, designating the employee as a retiree. Enter the pensions in the *Basic Pay* (0008) or the *Recurring Payments/Deductions* (0014) infotypes.

7. PF: Create the *Basic Data PF* infotype (0278) for the retiree.

8. PF: Create a passive account (account type **02**).

9. PF: Create the *Individual Values PF* infotype (0279) for the retiree.

Assigning a pension to a third person

If a pension is to be paid out to a third person, this recipient must have a separate personnel number in the system.

If you have determined that Urs Bluntschli is entitled to receive orphan pension due to the death of Ueli Bluntschli, carry out the following steps:

1. HR: Enter Urs Bluntschli as a retiree (= pension recipient).
   He is in the same fund(s) as his father, Ueli. The determined level of orphan pension is in the *Basic Pay* (0008) or the *Recurring Payments/Deductions* (0014) infotypes. Where this involves several funds, the pension wage types are fund-dependent.

2. PF: Create the *Individual Values PF* infotype (0279) for all funds.
   Transfer the corresponding pension from the payroll infotype with the same amount in each fund. If this is not done, Urs is rejected in the payroll run.

3. PF: Assign the accounts (all funds, active/passive) for Ueli Bluntschli.

By doing this, you can post the pension due to Urs to the passive account created for Ueli.

Even if Urs already has a personnel number, it is a good idea to create a personnel number for Ueli's pension payments, because:

• Pension payments are usually made earlier in the month than wage payments (for this payroll area).

• If Urs subsequently receives his own pension (for example, Invalidity pension), it could cause conflicts with the passive account.
  Only one account type can exist for a personnel number in a fund. Otherwise, you cannot clearly determine the correct account when you create a posting.

Result

All PF data, relevant for the payment of pension benefits, is created.

See also:

• Person-related functions [Page 74]

Paying out a Pension

- Online evaluation [Page 103]

- Reporting [Page 86]

Paying out an Invalidity Pension

Purpose

As soon as an employee suffers a disability, you must create the bases for payment of an invalidity pension. To do this, make the necessary changes to the degree of invalidity in the *Basic Data PF* infotype (0278).

For invalidity pension, you can pay the benefits using the same personnel number. The pension is paid out with the payroll run, and does not have to be included in the PF. In this case, you cannot post the pension to the PF accounts.

Prerequisites

The insured person was not previously seen in the system as having an invalidity; that is, with a 0% degree of invalidity

If an employee becomes eligible for invalidity pension, you must make a distinction between the following cases:

Full invalidity	The degree of invalidity is 100%. In this case, the employee is not active. Therefore, you must process retirement with invalidity benefits instead of age-related benefits.
Minor degree of invalidity	The degree of invalidity that usually qualifies for pension payments is between 30% and 50% (LOB: 50%). If the degree of invalidity is so low, that no invalidity pension is paid out, the employee is considered as active in the system.
Partial invalidity	If the degree of invalidity is so high, that the employee receives a partial invalidity pension, the benefits are correspondingly reduced.

➡ Note that the capacity utilization level in *Basic Pay* infotype (0008) is comprised of reduced working time (reduced wages due to part-time employment) and reduced income due to invalidity. If an employee works at 50% (the capacity utilization level in *Individual Values PF* infotype (0279)) and has a 60% degree of invalidity (degree of invalidity in *Basic Data PF* infotype (0278)), the employee has the capacity utilization level of 20% (50% multiplied by (100% - 60%)) in the *Basic Pay* infotype (0008). In the standard system, this situation is set as a default. In individual cases, you can assign a different meaning to the terms.

Procedure

To set up the basis for paying invalidity pensions, proceed as follows:

1. HR department: Create a new personnel number for the employee, which is used to pay the invalidity benefits.

2. HR department: Adjust the pay data
   Pay data and the capacity utilization level in *Basic Pay* infotype (0008) are modified.

3. PF: Delimit the Basic Data PF infotype (0278) [Page 56]
   with the new value for the degree of invalidity.

4. PF: Determine the current invalidity benefits using the insurance statement [Page 97] or online-reporting [Page 103].

Paying out an Invalidity Pension

5. HR department: Enter the employee as a pensioner under a second personnel number
This personnel number is used to pay out the pensions. For each of the employee's funds, you must create a new *Basic Data PF* infotype (0278) for this personnel number.

6. PF: Delimit the Individual Values PF infotype (0279) [Page 58] for the active employee.
The system uses the modified pay data to adjust (that is, reduce) the insured person's pay and contributions.

7. PF: Recreate the *Individual Values PF* infotype (0279) for the pension recipient.
The infotype 0279 should now contain the pensions and cost-of-living supplement fields. Here you enter the invalidity benefits with the same amount as in the corresponding payroll infotypes.

8. PF: Create a passive account (account type **02**) for the pension recipient.
The subsequent paid-out pensions are posted from payroll to this account. It is advisable to assign the new account to the personnel number of the active employee as well. (For more information, see Account Management [Page 10], and Account Maintenance [Page 60]).

9. PF: Allocate savings credit (contribution plan)
In the contribution plan, allocate the savings credit with the ratio (100% – degree of invalidity) : Degree of invalidity to the active and passive account. If necessary, you can use the leaving simulation to determine the current savings capital, as the insurance statement only takes previously-posted contributions into account. The invalidity payment is then posted from the active account. Standard: Posting with the value type KAI0 and a negative (-) sign. A corresponding posting is created as a positive value in the passive account (Standard: Value type: KEI0).

10. PF: Allocation of the termination benefit (BP)
The benefit is reduced by posting the invalidity payment of the termination benefit (Standard: Value type KAI0) from the active account (consequently, a posting with a negative (–) sign). A corresponding subsequent posting (pension reduction, negative credit for the length of contributions, and so on) results in a reduction of benefits.
The corresponding amount can be posted to the passive account with a positive (+) sign (Standard: Value type KEI0), for information purposes.

11. PF: Allocation of LOB age-related credit
The LOB age-related credit is also allocated to the active and passive account with the ratio (100% - degree of invalidity) : Degree of invalidity. Note that the degree of invalidity for the LOB can differ from the degree of invalidity valid for the PF.
First, you must determine the LOB age-related credit invalidity payment. Then you post it to the active account (negative with the value type KABI), or to the passive account (positive with the value type KEBI).
You post the LOB-coordinated wage (value type LNBI) to be used for the subsequent calculation of the LOB age-related credits.

Result

The system now contains an accurate representation of the employee's invalidity and the PF-data is modified accordingly.

See also:

• Person-related function view [Page 74]

• Paying a Pension [Page 46]

- [Reporting \[Page 86\]](#)

Paying Benefits upon Death

Purpose

If an insured person dies, you must create the basis for paying benefits to the dependents. The dependents who are entitled to these benefits are not determined automatically by the system. You can determine this using the *Family/Related Person* infotype (0021).

You can record **capital payments** in the system by creating a corresponding posting with a negative (–) sign. If the recipient of such a payment is also registered in the system, the account can be assigned to the pensioner's personnel number. The posting can also be created in reference to the personnel number. If it is certain that a person is to receive both a capital payment and later, a pension, it is advisable to first enter this person as a pensioner, to assign the insured person's account to them, and then to post the capital payment using the pensioner's personnel number.

HR Payroll processes the **pension payment**. The PF administration must create a passive account (account type **02**), so that the paid-out pensions can be posted.

Each pensioner must have an individual personnel number.
If a person receives a pension from several insured persons, an individual personnel number is necessary for each of these pensions, as a personnel number can only be assigned to the account of a certain account type in a fund at any given time.

Prerequisites

An insured person is entitled to pension benefits. There are recipients of death benefits (widow's pension/orphan's pension, sum payable at death).

Procedure

　　　　　　　　　➡ In the following case, the deceased was only registered with a single pension fund. If necessary, carry out the relevant steps for all funds.

1. HR department: Perform a leaving action [Page 39] for the deceased insured person. You must carry out a leaving personnel action for the deceased employee per the *date of death* (if necessary, at the end of the month in which the person died). You can create the passive account for the deceased person at this point. (For more information, see Account Management [Page 10], and Account Maintenance [Page 60]).

2. HR department: Start **subsequent wage payments**
    In the following month, the beneficiary (spouse, child, legal guardian for children) goes into a special employee subgroup (*Recipients of subsequent wage payments*) and employee group (*Active)*, with a new personnel number, for the duration of the payments (three to five months).

3. HR department: **Set up** the pension recipient as a retiree
    When the subsequent wage payments have all been paid, the pension recipients go into the PF with their own personnel numbers.
    Pensions that are paid out for a limited amount of time, for example, orphan's pension, can be paid out using the *Recurring Payments/Deductions* infotype (0014). Otherwise the *Basic Pay* infotype (0008) is used.

4. PF: Create a Basic Data PF (0278) [Page 56] infotype for retirees
    Use this to enter pension recipients into the PF.

5. PF: Assign pension recipients to the deceased person's **accounts**
    To post the pensions, you must assign the deceased person's passive account to the newly-entered pension recipients. An assignment to the active accounts is advisable, but not necessary.

6. PF: Create the Individual Values PF infotype (0279) [Page 58] for the pension recipient.
    You must enter the same pension amount in the *Individual Values* infotype (0279) as in the corresponding wage infotypes — or not at all. (In the latter case, the pensions cannot be posted to the individual accounts).

Result

The data needed for the payment of death benefits is made available.

See also:

- Person-related functions [Page 74]

- Reporting [Page 86]

Functions of the Pension Fund

Maintaining Master Data

To evaluate an employee's PF account, you must have entered master data in the system. Enter the required data in the following infotypes during set-up:

- Basic Data PF infotype (0278) [Page 56]
- Individual Values PF Infotype (0279) [Page 58]

Basic Data PF Infotype (0278)

Definition

In this infotype, you enter basic specifications for an employee's insurance relationship regarding the company pension plan. This is data that rarely, or never, changes. If an employee is insured with several pension funds, numerous infotype records can be present at one time.

Use

The specified data is used for payroll, and for various PF component reports.

Maintain this infotype, as long as the employee is liable for the pension fund (risk or fully insured), or if the employee is a retiree, and must therefore be taken into account in the pension fund reports.

Structure

- **General Specifications**

  In the field *Entry date,* enter the employee's entry date into the pension fund, which is specified by the subtype.

  If the employee works for another firm, enter the personnel number in the *External ID* field. This number was assigned to the employee by this other firm's HR department.

- **Invalidity**

  Enter the employee's invalidity percentage in the *Degree of Invalidity* field.

  In the *Restriction until* field, enter the end date of a restriction. At present, you can only use this field in the standard system for information purposes.

- **Remarks**

  You can document additional data relating to the above in the *Comments* field*.* If your system is correspondingly set up, you can display these comments on certain forms (insurance statement).

Integration

If the data for a specific date changes, you must delimit the current record in master data maintenance with the *Copy* function, and enter the changed values.

You cannot delimit the infotype record if the employee has an unpaid absence.

You can display an overview of employee data (and calculated data), with online-evaluation. You can only use this function if certain data is available (master data, account). That is, this is not possible during the hiring phase.

Entering the Pension Fund

When an employee joins the pension fund, you must first create the infotype, and enter the entry date.

Invalidity

As of the employee's invalidity start date, you must recreate the infotype record, by copying it and entering the employee's degree of invalidity.

Leaving the Pension Fund

So that the employee no longer appears in the reports after leaving the pension fund, you must delimit the infotype. This documents the end of the insurance relationship.

Individual Values PF Infotype (0279)

Definition

In contrast to pension fund basic data, the values entered in this infotype (for example, contributions, bonuses) often change. The infotype is calculated using workflows, or by using specific functions in the PF user-interface.

Use

The values are used for payroll processes and reports and evaluations within the pension fund, and are normally entered by batch-input, workflow or manually-triggered calculations.

For employees with the status *active*, enter the basic data regarding the insurance relationship, such as pay and contribution data. For pension recipients, enter the relevant pensions and possible cost-of-living bonuses.

You can manually override the values with the entry fields. In this case, the system displays the manually-entered value (used for subsequent calculations) in the right hand field, and the calculated value on the left.

You can link specific entry fields with calculations, so that the system recalculates contributions when a new insured wage is entered.

Structure

The infotype contains up to 20 fields, whose meaning is determined during set up by your system administration, dependent on fund and employee grouping (for example, Active, Retiree,...).

Integration

If the data for a specific period changes, you must delimit the current record in master data maintenance with the *Copy* function, and enter the changed values.

Entering the Pension Fund

When an employee enters the pension fund, you must recalculate the infotype with a specific calculation per workflow, or in the user-interface.

Change in salary

You must also recalculate the infotype, if a mid-year change in salary is relevant for pension fund.

Change in the Capacity Utilization Level

You must recalculate the infotype for each change in the capacity utilization level.

Fiscal Year Start

You must recalculate the infotype with batch-input at the start of each new fiscal year. This is done regardless of changes in salary, as the contributions can change as a result of age-related contribution rates. You may need to modify LOB constants (Change to LOB pay).

Start of an Unpaid Absence (Employee does not leave the pension fund)

If necessary, you must manually enter the relevant contributions for the affected period. To do this, copy the current record, and insert the new record.

When an Employee Leaves the Pension Fund

Here, you must delimit the current record to the leaving date.

Increase in Pension

Here, you must delimit the infotype, and enter the current pensions and cost-of-living bonuses in the new record.

> Online-evaluation is also available in this infotype. This allows you to display an overview of derived data.

Account and Posting Maintenance

Use

Use **account maintenance** to manage the accounts. The following functions are available:

- Create accounts

- Change account attributes

- Go to posting maintenance for a chosen account

- Delete accounts

Posting maintenance allows you to manually create postings in an account. In addition, you have an overview of the account contents; that is, the existing postings. The system supports the user with a range of selection functions and functions to sort postings.

Account List

Use

The majority of account-related functions are called up from the account list in account maintenance.

The account list displays various account attributes:

- Fund

- Account type (active, passive)

- Lock date

- Start, End

- Currency

- Authorization group

- Date changed

- Last changed by:

To view all account attributes; you can move the table to one side using the arrow key.

To display the account list, choose *Accounts -> Account maintenance* in the *PF Administration* screen.

Create Accounts

Use

Technically speaking, creating an account means assigning an *account number*; creating an entry in the *account list* for this account number and the assignment of a *personnel number*. You can change the account specifications – with the exception of the account type – at a later date.

Prerequisites

You can only create an account if you have a write authorization for the new account number for the account to be created.

Procedure

To create an account, proceed as follows:

1. In the *PF Administration* screen, choose *Accounts -> Create accounts*.
   Alternatively, you can go directly to the user interface with the transaction PACB.

2. Determine the initial account attributes.

3. Choose *Save*.

⇨ For the meaning of the entry fields, see: <u>Account management [Page 10]</u>. Be sure that you have selected the correct pension fund and account type, as various programs use these specifications to select the respective account.

Select the **start date** (↔ posting date) that allows the creation of the earliest possible posting. This is normally the *entry date*, or possibly the *start of the current year*. This value is only critical in connection with the *lock date*.

The **lock date** specifies the earliest possible value date. This must be later than the start of the validity period.

Always specify 31.12.9999 as the **end date**. If an account is not to be used after this date, you can modify the end date accordingly.

The **Authorization group** controls – depending on the system setup – the access authorization for PF accounts. This means that, for example, cadre employee accounts can only be processed by certain payroll clerks.

Delete Accounts

Use

Use this procedure to delete an account.

Prerequisites

You can only delete the account if it contains no postings. Postings cannot be deleted, only cancelled.

Procedure

To delete an account, proceed as follows:

1. In the *PF Administration* screen, select *Accounts -> Account maintenance*.

2. Select the lines that contain the account you want to delete.

3. Choose *Delete Account.*

4. Save.

Change the Account Validity or Lock Date

Use

In some cases, you may need to change the account start, end or lock date.

You can call up the functions *Change lock date* and *Change validity period* from the *SAP R/3* screen, using the *account list*.

Prerequisites

You need an advanced account authorization to change this data.

Assign Personnel Numbers

Use

In some cases, you may need to assign additional personnel numbers to an account. For example, if several pension recipients are drawing a pension from one insured person.

Procedure

1. Call up the account list for the employee in question.

2. Choose *account list → Assigned personnel No. –>Create assignment.*

3. Specify a time period, in which a personnel number is assigned to the chosen account. If a new validity period overlaps an existing period with the same personnel number, both periods join to become one entry.

4. Save your entries.

Display, Select, or Sort Postings

Posting maintenance consists of the areas:

- Overview of the account views in a tree display (Navigator)

- Postings list

The Navigation window can be completely hidden or displayed. It contains the account views with the corresponding balance, and, if necessary, additional calculated values. The entry symbol tells you if this value is calculated, or based directly on postings.

If you select (double-click) an entry in the Navigator, the selection of postings for the posting list is set, depending on the settings for the respective account view.

You have several options for the display settings in the posting list. You can:

- Select postings using various criteria (Filter)

- Define totals for individual columns

- Determine the sorting and subtotals for one or more columns

- Hide columns (-> Display variants), and directly set their position and width.

All settings can be saved as display variants and restored at a later date. You can also define a display variant as an initial variant, which is then loaded at the start of the posting maintenance.

➡️ You can access posting maintenance from the account list, or directly from PF Administration.

Create Postings Manually

Use

Generally, you can only create a posting if you have entered the relevant value type for manual postings. This is done during the system setup. Users with an advanced authorization can create postings. However, a warning message may appear. At this point, you can resolve any inconsistencies.

Procedure

1. In the *PF Administration* screen, choose *Accounts –> Posting maintenance –>Create posting (internal)*.

   New postings are only written to the database if they have been saved. As long as these postings are internal, they can be deleted.
   You can display internal postings by selecting *Unsaved postings* in the "Account view" tree.

2. Make entries in the maintenance fields in the account view *All postings*.

3. Save your data.

Result

The new posting is written to the database.

Cancel Postings

Use

You can cancel existing postings in the database with an offsetting entry. You must save these postings, in order to transfer them to the database.

Procedure

1. In the *PF Administration* screen, choose *Accounts –> Posting maintenance*.

2. In the *Account View* tree, choose *All postings.*

3. Select the postings to be cancelled.

4. Choose *Cancel posting*.

5. Save.

Result

You have cancelled the posting.

> After running the report *Account Evaluation* (RPUACBC0), you can cancel several, or all postings simultaneously that were created for the account closure, in the report *Process accounts and postings,* according to hierarchy level. To do this, select the desired node in the hierarchy, and select *Delete posting(s)*.

Print Posting

Use

You can create a printout of the postings in an account directly from postings maintenance.

Procedure

1. In the *PF Administration* screen, choose *Accounts –> Posting maintenance*.

2. In the Account View tree, choose *All postings.*

3. Choose *Print* in the postings list.

   Note that the posting-list settings (column width/position) and the possible filters
   are also transferred.

Payroll Postings (Report RPUPENC0)

Use

This report transfers the PF-relevant wage types from the payroll result to the appropriate individual accounts.

Prerequisites

You can only post the payroll results when payroll results are available for the relevant periods. This means that the payroll run must have been completed. Therefore, coordinate this with your company's HR department.

Activities

To run the report, choose (in the function view), *PF Functions Mass Processes –> Payroll Postings,* in the *PF Administration* screen.

Account Evaluation (Report RPLPKKC0)

Use

The report allows you to summarize postings for many accounts.

You can select the postings summary for all accounts by various criteria. To maximize the performance of your system, you should keep the number of selected personnel numbers to a minimum, as the selection of accounts is carried out across the entire PNP database.

The result is a list that, in turn, shows a variety of functions. This includes functions such as:

- Sorting

- Filtering

- Calculating totals

- Display variants

You can export the data to MS-Word or MS-Excel from the print screen.

➡ You can get information on the respective account, using the function *Account details*, by selecting the relevant line in the postings list with the right mouse button.

On the Report Selection Screen, you can also select postings according to their origin. You can differentiate between the following entries:

MA	Manual posting
(**Number**)	Universal reporting activity Example: *11* = insurance statement
AB	Payroll
TR	Transferring Legacy Data
UA	Old PF conversion
WF	Workflow

Run the report from the *PF Administration* initial screen, in the function view *PF Functions* by choosing *Lists -> Account evaluation*.

User Interface

Structure

You can directly access most pension fund administration functions from the *SAP R/3 PF-Administration* screen.

The user-interface is structured as follows:

```
                          ┌─────────────────┐
                          │  Initial Screen │
                          └─────────────────┘
              ↙                                      ↘
   ┌─────────────────┐                       ┌─────────────────┐
   │   Master Data   │                       │      Tools      │
   └─────────────────┘                       └─────────────────┘
   ┌─────────────────┐                                │
   │  Posting Maint. │                                │
   └─────────────────┘                                ↓
   ┌─────────────────┐   ┌──────────────┐    ┌─────────────────┐
   │  Account Maint. │   │    Stored    │    │Account Evaluation│
   └─────────────────┘   │  Evaluation  │    └─────────────────┘
   ┌─────────────────┐   │   Results    │    ┌─────────────────┐
   │     Person-     │   └──────────────┘    │    Function     │
   │    Selection    │                       │   Views for     │
   └─────────────────┘                       │     Tools       │
                                             └─────────────────┘
                                             ┌─────────────────┐
                                             │     Event-      │
                                             │     Linkage     │
                                             └─────────────────┘
   ┌─────────────────┐
   │    Infotype     │
   │    Overview     │
   └─────────────────┘
   ┌─────────────────┐
   │ Calculations for│
   │  Infotype 0279  │
   └─────────────────┘
   ┌─────────────────┐
   │     Online-     │
   │    Reporting    │
   └─────────────────┘
```
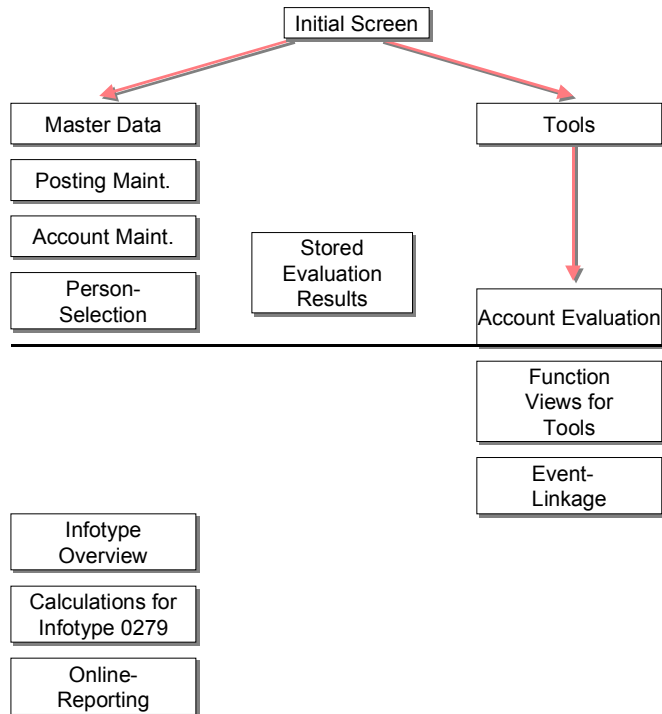
Specify the relevant *pension fund* and the *reference date* in the initial screen. These specifications control:

- the availability of the *event linkage* function, depending on whether you plan to use Workflows for the respective fund.

- PF Recalculations

- the online evaluation

For various call-up reports, this data is transferred as a default value to the universal evaluation reports.

See also:

- Person-related function view [Page 74]

- Saved Evaluation Results [Page 75]

- Tools [Page 76]

Person-Related Function View

Definition

In the user-interface, you can access a range of personnel number-related functions.

Use

The most important functions include:

- Master data maintenance, Infotype-overview

- Account maintenance, Creation of accounts

- PF recalculations

- Online evaluation

- Ad-hoc-query

- Complex search

The current personnel number is transferred to the PF functions, which you access using the function views. In this way, for example, you can directly create an insurance statement for this person, without having to re-enter the personnel number.

Master data maintenance branches to the master data maintenance of the *Personnel Administration* component. The **Infotype-overview** displays the hierarchy of an employee's existing infotype records. Note that for performance reasons, only one delimited selection of infotypes is taken into account. You can set up the selection of specified infotypes per Customizing.

PF recalculation calculates and creates master data or postings for particular uses in PF Administration. Select the relevant calculation directly, or from the dialog window. You can expand the calculations per Customizing.

Use the function *Online-evaluation* to run simulations for basic data, benefits and maximum amounts for the insured person.

You can use the **ad hoc query** function to select the employees. Using the field selection, you can define a selection, where the results can be transferred to the user interface. You can now process these results by selecting (double-clicking) an entry.

The **complex search** is a report that searches for various PF-relevant criteria per employee. It also offers the normal selections from the HR logical database, PNP. To call up the report, choose *Go to –> Complex search*. The results of this selection are transferred to the user interface (as in the case of the Query-selection).

Saved Evaluation Results

Use

In the report display, you have the usual functions, such as Export to Excel. You can also execute background functions that are available for the online report display.

Universal evaluation allows you to save evaluation results.

Procedure

1. Call up the desired evaluation in the PF Administration initial screen, in the function view *PF Functions*.

2. Select the relevant line and choose *Execute*.
   You go to the normal report display.

3. In the Report Selection screen, set the indicator *Save evaluation result.*

   The results are written to the TemSe, where they are stored for approximately 192 hours. Within this time period, you can access the results. After that, the data is deleted.

Tools

Use

The *Tools* function summarizes a variety of more technical functions.

> Note that the *Event linkage* button could possibly be hidden. This would be the case, if the chosen fund for the activity without Workflows, or at least without Wage Workflow, has been set.

See also:

Event Linkage WF Change in Pay Data [Page 105]

Workflow Inbox

Use

The Workflow-Inbox is part of the Workflow run time environment. For more detailed documentation, see the Extended Help under *Basis → Business management → SAP Business Workflow → Run time components -> Work items and Integrated Inbox*.

The selection of work item agents takes has two steps:

1. Possible agents (Level: Single-step task)
2. Selected agents (Level: Workflow)

Important here is:

1. Each selected agent is a possible agent.
2. Each possible agent is a system user.

In the standard system, all possible agents at the Workflow level are also selected.

⚠️Note that even a possible agent may need the appropriate authorization, to execute a work item.

All selected agents receive the work item in their inboxes. As soon as this agent *accepts* or *executes* the work item, it disappears from the inboxes of the other employees.

Overview

When using Workflows, the system is not operating at the ideal level, in that you can no longer search for and start functions by menus. Instead, current work to be done (*work items*) is assigned to specific agents and put in their inboxes.

The Workflow-Inbox also has a range of other functions:

- **Executing w**ork item-related functions

- **Filtering** and **Sorting** by various criteria

- **Forwarding** of work items to possible agents
  In the standard system, *possible agents* are defined as all users with the organizational unit *PF Department*. As all payroll clerks receive the work item, this function is only useful if a user has already accepted the work item.

- Creating/Viewing **attachments**
  You can attach a document to a work item. The document is also available for subsequent Workflow steps.

- Defining a **representative**

- Sending **queries**

The presentation can vary for each case, depending on the chosen user-defined configuration. Note that the list is sorted by description.

For more information on a work item, go to the *Detail screen*, and position the cursor on a line and choose *Display*, or select the line in question (double-click).

Execute Work Item

Procedure

To execute a work item, position the cursor on the corresponding line and choose *Execute* in the Workflow-Inbox or in the work item Detail Display.

After executing the work item, confirm the end of the processing in the dialog window with the function *End work item*.

When you have executed the work item and confirmed the processing, the Workflow run time system sees this as correctly completed.

Skipping a Work Item

Purpose

In certain cases, it is not advisable to carry out a work item. Therefore, the work flows inboxes, for example, always contain the creation of a posting „Term. Ben. Age 50". However, it makes no sense to use this for a younger employee.

Procedure

You can only remove this work item properly from the workflow inbox by carrying out the work item and then canceling the function that was triggered. Do not save the data. Instead, cancel the processing.

However, the work item still remains in the workflow inbox. For example, if an error has occurred that must be corrected using a different method, you must choose *Cancel* from the dialog box for confirming processing.

Resubmission

Purpose

If you have a work item, for example, posting an entry benefit in the entry workflow, that cannot be processed immediately, it can be moved from the Work Item List to *Resubmission*. This allows you a better overview.

1. Go to the detail view of a work flow item.

2. Choose *Resubmission.*

3. In the dialog box, enter the desired date on which the work item is to be resubmitted to the Work Item List.
   Result: The work item is resubmitted on the date you chose.

> You can display the content of the resubmission using your work center's tree structure under *Resubmission –> Documents for resubmission*. From this screen, you can also exit the resubmission for individual work items.

Creating an Attachment

Purpose

You can create a work item with an explanatory text. The explanatory text takes the form of an attachment. This function is available through the Work Item List or through the detail view of a particular work item.

In the simplest case, the attachment is an ASCII text (type *RAW*). However, you can also import PC documents.

The attachments are available for all *subsequent* workflow steps.

⚠️Note that this is not the case for steps contained in another branch of a parallel section in a work flow definition. This is the way that, for example, postings independent of one another are modelled in the entry workflow.

Standard Workflows

Use

Workflows exist for the following processes in the SAP standard:

- Entry

- Change in wages

- Change in capacity utilization level

- Deposits
  – Benefit base: If required, subsequent entry of the benefit base in *Individual Values PF* infotype (0279)
  - Insurance statement

> The subsequent entry is only necessary when the benefit base is recorded in infotype 0279. Generally, it is better to use the individual account for the benefit base.

In addition, there are technical workflows.

- *Changes in Basic Data PF*, in order to restart an entry workflow

- *Delimitation of Basic Pay Infotype (0008)*, in order to incorporate changes in PF created by potential pay changes.

Integration

Aside from technical details, the PF-Processes [Page 24] are generally modelled on workflows.

User Errors: What To Do

Purpose

The runtime system of the workflow coordinates the steps of the processes. However, it has no control over whether the entries made by the user are correct. If, for example, a posting is cancelled, but the end of processing is confirmed, the workflow runtime system does not recognize an error (assuming that an error exists).

Procedure

If you discover that the data is the result of inconsistencies in the processing of work items, usually, you must correct the errors manually (for example, cancellation of postings and so on).

Certain inconsistencies can be found by running the *Complex Personnel Selection* report from the PF-user interface.

System Errors: What To Do

Purpose

Workflows can be seen as a type of software. Therefore, they are seldom "free of errors". The configuration of the workflow runtime environment could also contain errors.

In productive use, such an error is signaled by the presence of individual work items set to the status "incorrect".

To correct such errors, the enterprise should have a workflow administrator. Contact the administrator in case of such errors. Use the *Query* function for this. The administrator receives all necessary information and can write an explanatory text. The administrator displays the work item by carrying out the message he/she has received in his/her R/3-Office-Inbox.

Reporting

Use

Reports are an important part of the Pension Fund component. In addition to the examples defined in the SAP Standard, other reports can be implemented for your fund.

Reports, and various tools have been implemented in the component as *universal evaluations*. This follows the idea that a larger number of evaluations are made possible by individual reports. You choose the report using the parameters on the selection screen. Currently, there are two reports for universal evaluations:

- For employees

- For applicants

The easiest way to start the reports is by using variants with the help of PF-Functions in the user interface.

Features

The universal evaluation for employees runs as follows (see diagram):
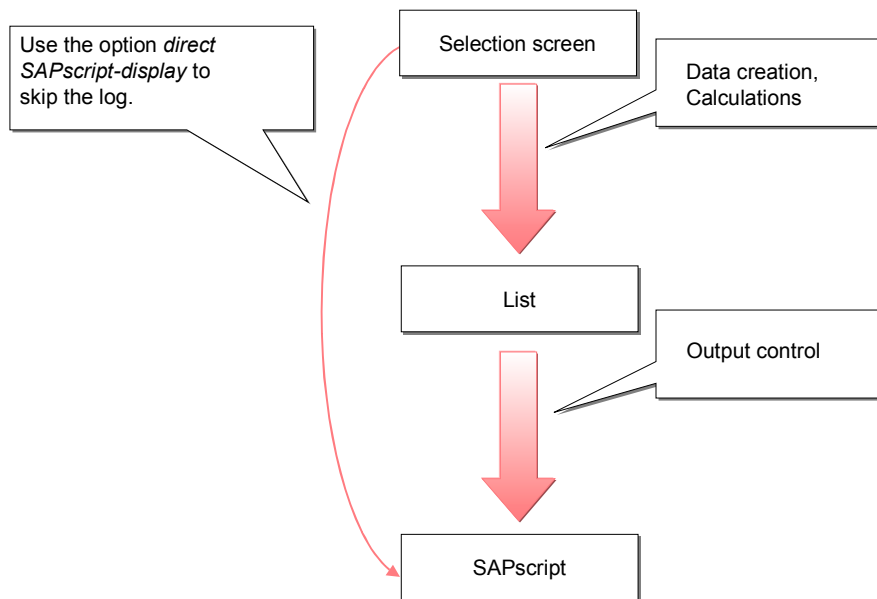
If you select the option *Direct SAPscript display*, the system skips the list display. In this case, both the *PC-Schema* field (processing control) and the *Output sequence* field (output control) are supplied.

Example: You start the universal evaluation with the variant *Insured Persons List* for the fund 002 from the user interface.

Note that you have to set the appropriate indicator in the *Direct SAPscript display* field if you want the evaluation to run in the background.

Selection Screen

Features

All universal evaluations, except the *Applicant Evaluation*, are PNP-reports.

In the upper half of the report selection screen, you find the PNP-parameters. Using *Further selections,* you can display additional parameters.

In the lower half of the selection screen you find the PF-parameters.

> For example, write operations appear when an account is closed. For this reason, the option *Test mode* is available. You can hide it for other evaluations because it is not relevant there. If the indicator is set in the *Test mode* field, the database is not updated.

The applicant evaluation mainly differs from the SAP*script*-evaluation in that the data is not read from the logical database PNP. Use of the HR-Applicant Management is optional; alternatively, you can enter the applicant's address data manually.

The additional entry parameters are a special feature. For other universal evaluations, they only occur in the simulation.

Report Display

Features

The applicant evaluation only has a single SAP*script* display. The employee evaluation has a list display (with certain additional functions) and one or several SAP*script* displays. The number of SAP*script* displays depends on the Customizing settings.

Errors and Warnings

Use

You can display errors and warnings that occurred during processing in the log display. This is also applicable for online-reporting.

Warnings point to possible errors. This occurs, for example, if you have forgotten to create the *Basic Data PF* infotype (0278) for an employee. It could, however, be desired that the employee is not a member of the fund in question. By double clicking on the message, you receive a detailed description of the error.

If you have any doubts, check and ensure the consistency in the data.

Activities

Whether or not the system evaluates a certain condition as an error depends on how the individual PF has been set up. For example, an account missing for a certain account type does not necessary cause the system to cancel processing.

The personnel numbers at the end of the error list are those for which the PC-interpreter cancelled processing. They have been assigned various error codes. The meaning of this error code is dependent on the definition of the individual processing schedule.

By double clicking on a line, you open a long text with additional information.

The *Error Message* list contains the message for the error that lead to processing cancellation.

Exporting Reporting Results

Use

A function allows you to export data to the Microsoft Office applications MS Word or MS Excel. The Employee report contains this function.

Features

You can send the stored reporting results as follows by using the appropriate icon:

- Send as mail

- Export to MS Word

- Export to MS Excel

There are always several fields filled with personal data. You can use these to control, for example, circulars. The other fields are dependent on the individual report (PC schema).

Reporting Types

Use

The different universal evaluations have the following characteristics:

Characteristic/Function	Employee	Applicant
Read HR master data	Yes	-
Read applicant master data	-	Condit'lly*
Form output	Yes	Yes
Export to MS Word	Yes	-
Export to MS Excel	Yes	-
Send as list	Yes	-
Output in multiple languages	Yes	-
Process addresses country-dependent	Yes	-
Create BI sessions	Yes	-

* Use of application management is not assumed automatically.

For more information, see:

- Universal evaluation list/Batch Input [Page 93]

- SAPscript-Universal Reporting [Page 94]

- Applicant Evaluation [Page 95]

Universal Evaluation List and Batch Input

Definition

The universal evaluations list and batch input are, for all practical purposes, the same. Additionally, the BI-report creates — provided that it is not started in test mode — a batch input session for adjusting HR master data (for values in the *Individual Values PF* infotype (0279), and, if necessary, in the *Recurring Payments/Deductions* infotype (0014) for irregular contributions).

You specify which processing is to run the reports, using the PC schema parameter. This also controls which values are displayed. The first columns contain data on a person. They can be used, for example, to export a circular to MS Word.

If write operations (changes to the database) occur during processing, the selection screen must contain a *Test mode* checkbox. If you choose this option, the system runs all calculations, but does not save any results.

Use

Usually, you start these reports with variants from the PF Administration screen. In this case, the corresponding values for the pension fund and for the PC-schema have already been set.

In addition, in the *Control* group box, the BI-report has parameters for the name of the batch input session, and a possible lock date, before which the session should not be processed.

The output is shown in a table that is limited to a total of 20 columns. For this reason, not all determined values are displayed, because the first 14 columns are filled with the employee's personal data. However, all defined values for the output are taken into account for the export to MS Word or MS Excel.

You can process the batch-input session using *System → Services → Batch-Input → Processing*.

SAP*script* Universal Evaluation

Definition

SAP*script* Universal Evaluation differs from the List Universal Evaluation in the type of output.

Instead of the actual data, the report in the table form is simply a log; the actual display is in SAP*script*.

You can start the SAP*script* display using a button from the log display. Choose the option *Display immediately* to skip the log display and immediately start the SAP*script* display. This is necessary to run the report in the background; otherwise, you get the log display from the report at a later time.

Use

The selection screen contains two special features: control of the display language and the land-of-origin specification.

If you choose the employee's language as the display language, texts are read and displayed for the respective form for each employee in this language. The texts and forms must already exist in the respective language.

The system uses the land-of-origin specification for address formatting.

Applicant Evaluation

Definition

The applicant report mainly differs from the SAP*script*-evaluation in that the system reads applicant data and not employee master data. The report runs each time for one person. Currently, this report is only used for the entry simulation.

Use

To enter the person, use the applicant number.

If you do not use the HR applicant management, you must enter the address data manually.

Additional input parameters are necessary for the entry simulation. You must enter them in the selection screen because they are otherwise not in the system. The functionality of the additional input parameters for the PC universal evaluations is not limited to the applicant report. However, it is currently used for the entry simulation only.

Important Reports

The following section contains a short description of the most important reports in the standard SAP system. The form of the evaluations, and which values are determined, is largely dependent on the type of pension fund.

For more information, see:

Insurance Statement

Definition

The insurance statement contains the important data regarding the insurance relationship. It provides an overview of the following:

- Currently insured wages

- Current contributions

- Current benefits

Insured Persons List

Definition

The insured persons list provides information on the cumulated transactions in the individual PF-accounts. If required, this can be separately for the LOB estimate. These transactions are differentiated according to interest, contributions, and deposits.

You can use this to interpret the individual record for the LOB age-related credit.

Note that this evaluation only considers the actual account balance. To ensure the correct calculation of interest, the accounts must be closed out.

Entry Simulation

Definition

The entry simulation calculates expected benefits for a potential new employee using the following data:

- Date of birth

- Entry date

- Decisive annual wages

- Termination benefit

- Capacity utilization level

The entry benefit that is necessary for a full pension is also found in the benefit base.

Leaving Simulation

Definition

The leaving simulation is a type of leaving payroll that simulates certain values in the current year:

- Interest

- Contributions

The contributions as of 1 January of the current year are not taken from the account postings. Instead, they are taken from *Individual Values PF* infotype (0279). Therefore, the results can differ from the actual values.

If you use the leaving simulation instead of the leaving payroll to make it available to the insured persons earlier, you must ensure that no data that influences the leaving benefits is changed after you have created and sent the results of the evaluation. Contributions and insured wages can no longer be changed; deposits can no longer be created.

As opposed to the actual leaving payroll, the leaving simulation can be simplified.

Account Closure (Report RPLPKSC0)

Use

Account closure is actually carried out during a universal evaluation. This means that processing is determined in the processing schedule of each fund.

You close accounts at the following times:

- At the end of the year

- When an insured person leaves the company

- When an insured person retires from the company

Activities

To run the report, choose (in the function view), *PF Functions Mass Processes –> Account Closure,* in the *PF Administration* screen.

You can run a test report by selecting the *Test mode* option. In this case, no postings are written to the accounts.

Leaving Payroll

Definition

Leaving payroll contains the values that an employee, who is leaving, must give to their next pension insurance fund. These values include:

- Leaving benefits PF

- LOB Age-related credit

- FLV-minimal benefits

- Leaving benefits

- Termination benefits at the age of 50

- Termination benefits upon marriage

- Advances

To run the leaving payroll report, choose (in the function view) *PF Functions Processes –> Leaving Payroll,* in the *PF Administration* screen.

Online Evaluation

Use

The online evaluation is a tool that is available in various programs (PF-infotypes, user interface). It provides you with an overview of the current PF data for an insured employee. This data can be determined and calculated through the processing control.

Listing an irregular contribution directly in a benefit plan fund (for example, as in *Individual Values PF* infotype (0279)) is not advisable. Using the *Recurring Payments/Deductions* infotype (0014), you can define an unlimited number of irregular contributions at a specific time. This is also possible for overlapping validity time periods, the total of which is the amount due for a certain month.

Features

The online evaluation is mainly controlled through the choice of a calculation and a reference date. The chosen calculation is actually carried out in calling up the PC-interpreter with the appropriate PC-action. To do this, the system reads all infotype records (from 01/01/1800 to 12/31/9999) that exist for the employee.

The online evaluation calculates with two reference dates. The results are displayed in two columns. You can also print the results.

The PC-interpreter is given a reference date, a start date, and an end date. These dates have no effect on most of the results. Reading/displaying the total of certain postings (for example, deposits) serves as an example of an exception.

If a value could not be determined, for example, because an employee was not insured at a certain time, the evaluation displays "*???*" instead of a value. If there are messages, a button with the lightening symbol appears (as in the table output of the universal evaluations). You use this button to call up a list of messages.

Tools

Event Linkage WF *Change in Pay Data*

Use

If you delimit the *Basic Pay* infotype (0008) using batch-input, to make mass changes to pay data (for example, at the start of the year), this triggers a PF workflow *Change in Pay* for each record.

As a result, the PF administrator's workflow inboxes are flooded with work packages, even though processing within PF is done in bulk by the batch input, as opposed to manually. This large number of generated workflows uses up a large amount of resources (massive storage and long calculation time).

Prerequisites

● This function is only reachable when the use of workflows has been planned for each fund.

● The event linkage must be activated before massive changes in the pay data are carried out. Therefore, coordinate this with your enterprise's HR department.

   To activate event linkage, choose *Go to –> Tools –> Activate Event Linkage* in the *PF Administration* screen.

Problems and Solutions

Master Data

Individual Values PF Infotype (0279)

For several employees we have overridden certain individual values manually. Should these values be retained during a pay change using batch input?

No.

How can employees with manual entries in the individual values be found in order to check their data?

For this, an option is available in the complex person selection (*PF-Administration* → Goto –> Complex search) or in the Ad-hoc-Query selection.

Account Maintenance

Create Accounts

Payroll rejects an employee because no PF-account exists for him or her. When I try to create an account, I get the message that the account already exists.

Check if accounts already exist for the employee (–> Account list). Probably, either the validity period or the lock date is incorrect. However, you can only change these with the enhanced account authorization.

Where does the currency that is set for an account come from?

Generally, the currency of the company code of the primary personnel area with the country modifier (Molga) *02* is used. When using pay rates, the currency can be defined through them. If the currency (usually SWF) is incorrect, contact your system administrator.

While creating an account, I get the message „No authorization to create account 'XYZ'".

When a new account is created, the system uses the new account number to check if the user has write authorization. The authorizations have probably not been maintained correctly. Check with your system administrator.

Create Postings

When I try to create a posting, I always get an error message.
The following prerequisites are necessary to create a posting:

- The value type of the desired posting must be permitted for manual posting.

- The posting date must be within the validity period of the account.

- The fixed value date cannot be before the account's lock date.

- The user must have a write authorization for the particular account.

The message informs you of the cause of the particular error.

While trying to create a posting, I get the message „Maximum number of postings per posting date has been exceeded".
Currently, only 100 postings are possible for each posting date. Because the posting date does not usually have an effect on further postings, you can create the posting with the same fixed value date and differing posting dates.

A termination benefit was created recently. However, the personnel number for which it was created can no longer be determined.
To search for postings across accounts, use the *Account Evaluation* report.

Evaluations

Universalauswertungen [Page 112]

Universal Evaluations

I started a universal evaluation for our fund and entered a personnel number that is definitely insured by this fund as of the reference date (a proper record exists for Basic Data PF infotype (0278)). However, I only get the message "The list does not contain any data".

- If the fund has just been set up recently, there could be an error in the variant used for calling up the evaluation.
  → Check the entry under *Fund* in *Control* from the selection screen.

- Ensure that a record for *Basic Data PF* infotype (0278) exists for the personnel number in the specified *selection period* (Selection screen: *Period* frame). The logical database that reads the master data for the evaluation only takes infotype records into account that affect this period.

- Ensure that you have not made any other entries in the selection screen that do not match the personnel number. For example, check that you have not entered a personnel area that does not belong to the employee.

- Check if the personnel number was rejected. You find details on this in the message list.

The sum of pensions in the info list for statistics is incorrect. It appears to be too high.

It could be that certain accounts are assigned to several personnel numbers. The corresponding values are then used for all of the personnel numbers.

Payroll

To analyze the payroll results for the pension fund, you use the search function in the payroll log. PF-wage types or the assigned value types are valid search terms.

Contributions/Pensions in the Payroll Result

- I have carried out hiring actions for several personnel numbers. The last are not liable for pension fund deductions. Accounts and infotypes exist.

The following are possible causes:

- The accounts contain incorrect data: The start, end, or lock date or the account type (usually *01* for contributions, *02* for pensions) is incorrect. In this case, payroll gives you the appropriate error message. If no account is found, the period for the account assignment is possibly incorrect.
  For more information, see Assign Personnel Numbers [Page 65]

- The validity period for *Individual Values PF* infotype (0279) is incorrect. In this case the system does not give you an error message.

- Possibly, the settings for the integration of PF in payroll are incorrect.

Payroll Postings (Report RPUPENC0)

Use

This report transfers the PF-relevant wage types from the payroll result to the appropriate individual accounts.

Prerequisites

You can only post the payroll results if payroll results exist for the relevant periods. The payroll run must have finished. Therefore, coordinate this with your enterprise's HR department.

Activities

To run the report, choose (in the function view), *PF Functions Mass Processes –> Payroll Postings,* in the *PF Administration* screen.

General

User Defaults

I have changed the number format in my user defaults. Afterwards, the system no longer accepted numerical entries in various PF transactions.

If you have changed your user defaults, for example, number formats or data formats, you must log on to the system again. The functions in PF already take the new format into account. However certain system commands use the user defaults during the logon.