

# France Payroll Accounting (PY-FR)



HELP.PYFR

**Release 4.6C**



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## Icons

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	Caution
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## France Payroll Accounting (PY-FR)

## **Administrative Data Needed for French Payroll**

**Purpose**

**Implementation Considerations**

**Integration**

**Features**

**Constraints**

## Infotype 'Family/Ref. Pers.' (0021): French-Specific Features

## Infotype 'Family/Ref. Pers.' (0021): French-Specific Features

### Definition

This infotype lets you save the data concerning the employee's family members and reference persons.

In the French payroll, this infotype is read for evaluating the daily Social Security Sick Pay. To comply with legal requirements on the matter, a French-specific entry screen (2006) has been developed.



Please refer to the general documentation for this infotype to obtain additional information: [Family/Ref. Pers. \(infotype 0021\) \[Ext.\]](#)

### Use

This infotype is generally generated dynamically from the infotype '**Identity**' (0002).

When an employee is hired, the system proposes to handle infotype '**Identity**' (0002) first. If a child was entered in infotype '**Identity**' (0002), the system then proposes, in the infotype '**Family/Ref. Pers.**' (0021), the data screen for the child.

### Structure

The French entry screen of infotype 0021 includes an additional field to handle the case '*dependent child*'.



Caution!

To use this new field, you need first to set the IJCHI constant parameter in table T511K to the value 21 (by default, this information will be produced by infotype 0002, with no possibility of distinguishing dependent children from others).

When computing the IJSS of the sick employee in infotype '**Non-productive time data**' (0424), the system will:

- determine the number of the employee's children, based on the number of existing 0021 infotype records;
- read this field in infotype 0021 to determine if they are dependent on him/her (depending on whether the corresponding box is ticked or not).

This distinction must absolutely be made when calculating the IJSS since these amounts vary according to the number of dependent children. For instance, after contributors with three or more dependent children have stopped work for 31 days consecutively IJSS is increased to 2/3 of the daily salary.



## Infotype 'Family/Ref. Pers. '(0021): French-Specific Features



## Notes:

1. When the child is no longer dependent, first copy infotype 0021, end the validity of the former record at the date when the child changes category, and then deselect the '*Dependent child*' option in the new record of infotype 0021.
2. For garnishment purposes, the notion of dependent person is defined differently (since adults may be considered as dependent persons). This is why these notions are handled separately, in infotype '**Garnishment**' (0272) for garnishments and in infotype 0021 for calculating the IJSS.

---

Infotype 'Identity' (0002): French-specific features

## Infotype 'Identity' (0002): French-specific features

### Definition

This infotype is used to store the data required to identify an employee or candidate. To comply with legal requirements on the matter, a French-specific entry screen (2006) has been developed for this infotype.



Please refer to the general documentation for this infotype to obtain additional information: [Identity \(infotype 0002\) \[Ext.\]](#)

### Structure

On the French entry screen, a field has been deleted to comply with the requirements of the National committee for information processing and privacy (Commission nationale de l'informatique et des libertés or CNIL): the *'Religion'* field in the *'Family status'* group box.

## Infotype 'Addresses' (0006): French-Specific Features

### Definition

This entry screen is the French version of infotype '**Addresses**' (0006) and is used to store the address information for an employee or candidate.



Please refer to the general documentation for this infotype to obtain additional information: [Addresses \(infotype 0006\) \[Ext.\]](#)

### Use

The infotype is read by the post-payroll reporting programs (Transfer of social insurance data, Assedic statement printout, etc.).

### Structure

In the employee's address, you may add, in the 2<sup>nd</sup> part of the field for '*Street No. and Street name*', the suffixes 'a' or 'b' as complements of the street number.

The field '*Street No. and Street name*' will be filled as follows:

- in the 1<sup>st</sup> part of the field, enter the home **number**;
- in the 2<sup>nd</sup> part of this field, enter, if necessary, as the first three characters '**a**' or '**b**' followed by the **street name**.

Gross Part

## Gross Part

## Work Stopped

## Infotype 'Maternity' (0080): French-Specific Features

## Infotype 'Maternity' (0080): French-Specific Features

### Definition

This infotype is now used in France to enter or edit a non-productive time period corresponding to a maternity leave. For this purpose, a French-specific entry screen (2006) has been developed for this infotype.



Please refer to the general documentation for this infotype to obtain additional information: [Maternity \(infotype 0080\) \[Ext.\]](#)

### Use

Besides the standard features (such as calculation of the period of leave from the expected date of delivery, then the actual date of delivery) the French screen provided for this infotype is used to:

- Mark out under maternity leave, several types of periods which may be compensated differently by Social Security.

Thus, as a standard feature, and according to the legal prescriptions applicable in France, SAP provides the possibility of entering, when necessary, up to three different types of maternity leaves: a prenatal leave for sickness, a postnatal leave for sickness and a 'standard' leave.

- Calculate, for each type of leave, the Social Security Sick Pay (Indemnité Journalière de Sécurité Sociale, IJSS) to which the employee is entitled, taking into account the different rates possible.



Note:

If advance calculation of the IJSS is not possible when the data is entered, the system proposes a simulation for the IJSS up to the current date and displays a message with the result of the simulation. The IJSS are then calculated again when the payroll is run.

### Structure

In the table of absences of the entry screen, the fields '*IJSS amount*' and '*IJSS currency*' have been added. They are used to display the result of the preliminary calculation of the IJSS stored in the infotype '**Non-productive time data**' (0424).

---

**Infotype 'Maternity' (0080): French-Specific Features****Integration**

Infotype 0080 will then dynamically generate or update as many records in the infotypes '**Non-productive time data' (0424)** and '**Absences' (2001)** as there are different types of leave in infotype '**Maternity**'.

## Infotype 'Work Stopped' (0424)

## Infotype 'Work Stopped' (0424)

### Definition

This infotype lets you enter all the information about an employee's non-productive time caused by sickness or an accident at work. Maternity leave may be displayed here but the relevant data must always be entered through infotype '*Maternity*' (0080).



Please refer to the documentation for this infotype to discover the French-specific features: [Maternity \(infotype 0080\): French-specific features \[Page 14\]](#)

### Use

The '*Work stopped*' (0424) infotype can be used to integrate compensation for loss of productive time due to the above reasons into the payroll, where it is read.

- It is used as the basis for outputting preparatory reports of the forms intended for social services authorities, such as pay statements for the payment of Social Security Sick Pay (Indemnité Journalière de Sécurité Sociale, IJSS) and industrial accident declarations (déclaration d'accident du travail) sent by the employer to the Sickness Insurance Fund (Caisse Primaire d'assurance Maladie, CPAM).
- It is used to evaluate the Social Security Sick Pay (Indemnité Journalière de Sécurité Sociale, IJSS) entitlement for an employee who has stopped work, based on the employee's payroll result.

The calculation of the amount held on the net salary is performed using infotype 0424 which contains the net amount of IJSS pre-calculated by the system. If it is not possible to pre-calculate this compensation, it will be calculated during the payroll process.

- The data in the '*Work Stopped*' infotype (0424) is read in order to manage an employee's absence compensation quota.

### Structure

1. After calling infotype 0424 and selecting a validity period, you may access via the 'List' button a **summary list screen** of all records of infotype 0424 for this period.

Each line represents a work stoppage and to access the relevant non-productive period data entry screen, you need only select the corresponding line.

In this summary, the records corresponding to sub-type '*Maternity*' (MAT) are also displayed, even though they cannot be entered nor edited in this infotype.

2. To enter or edit the data directly without going through the summary, you need only select the sub-type of the relevant non-productive period, i.e.:
  - MAL for sickness;
  - ATT for accident at work or illness due to work.



## Infotype 'Work Stopped' (0424)

In the last-named case, the infotype includes two screens for entering information due to an industrial accident, as there is a greater amount of essential information to be entered here and used for the Industrial accident declaration than in the other two cases. You access the 2<sup>nd</sup> screen via the 'Additional data' button.



Caution!

For accidents at work and illness it is now possible to enter absences shorter than one day, i.e. you can enter a period of absence in hours with the date. According to legal provisions, this absence must be rated either as a full day of absence or a full working day.

The 'Quota value' button located at the top of the screen displays the status of the employee compensation on the start date of the work stoppage entered in the infotype access screen.

The information obtained is displayed in the form of a tree structure. This indicates for each type of work stoppage (accident at work, illness), the number of days eligible for compensation and the days which are compensated by compensation bracket.

For IJSS calculation



Notes:

- When data is entered in infotype 0424, the **case number** which identifies work stoppage must always be indicated. It is proposed by default by the system. If you wish to record an extension to the work stoppage, you must create a record with the same case number. To do this, copy the infotype corresponding to the work stoppage which is to be extended, modifying the dates accordingly.
- The **start and end dates for work stoppage** must correspond to the dates recorded on the medical certificate, issued by the doctor.

## Integration

- When a 0424 infotype is created for a work stoppage caused by illness or accident at work, the system automatically generates an **'Absences'** infotype (**2001**). If an absence already exists for this period, it is replaced by the new absence which has just been created.



If the work stoppage was due to maternity, it must be entered in the **Maternity (0080)** infotype.

The latter then generates dynamically a 0424 infotype for work stoppage due to maternity and a 2001 infotype for the corresponding absence.

- The IJSS payment by Social Security to the employer of the employee benefiting from compensation creates an **'IJSS Slip'** infotype (**0425**), the validity dates of which must be

**Infotype 'Work Stopped' (0424)**

within those for Work Stopped (0424). The two infotypes must accordingly be linked by the same case number.

If an employee is entitled to IJSS compensation during a non-productive period, but the system refuses the case, use the '**Additional Payments**'(0015) infotype instead of 0425 infotype to enter the IJSS manually.

Example: the employee has been with the company for less than three months but has contributed for a longer period.

## 'IJSS Summary' Infotype (0425)

### Definition

This infotype lets you enter the amount of Social Security Sick Pay (Indemnité Journalière de Sécurité Sociale, IJSS) recorded on the IJSS summary sent by the Sickness Insurance Fund (Caisse Primaire d'Assurance Maladie). The amount of sick pay paid by the Social Security to the employer is recorded on this slip for each period of absence.

The creation of an '**IJSS Summary**' infotype depends on the prior existence of a '**Work Stopped**' infotype (0424).



Please refer to the documentation for this infotype to obtain additional information:  
[Work Stopped \(infotype 0424\) \[Page 16\]](#)

### Use

The '**IJSS Summary**' infotype (0425) is used to determine the balance between the IJSS deducted by the employer from the employee during non-productive time and the IJSS actually reimbursed by the French Social Security. It is thus used for accrual calculation of the IJSS, whether the employer practices subrogation or not.

To access this function, click on the *IJSS Balance* button located at the top of the initial screen. Access is also possible using the Balance Display program (RPLBIJFO).

If there is a difference between pre-calculated and actually paid IJSS, an '**IJSS Summary**' infotype entry triggers a retroactive payroll calculation.

### Structure

Several records in infotype 0425 may be linked to one non-productive time where there are several IJSS summaries.

- The start and end validity dates of the record must always fall within the start and end dates of Work Stopped time (F) (infotype 0424).
- In this case, the system automatically proposes the case number which is used to identify the non-productive time to which allowance reimbursement is linked.

The '*Case number*' field is not mandatory: if it is not completed, the system proposes a number to identify non-productive time which corresponds to the same dates.

- The '*Number of compensation payment days*' field is completed by the system.

---

**'IJSS Summary' Infotype (0425)****Integration**

The IJSS amount entered in this infotype can differ from that of the '**Work Stopped**' (**F**) infotype (**0424**), which was an estimated amount. It is therefore the IJSS summary amount entered in infotype 0425 which will be taken into consideration in payroll accounting.

## Net Part

French Social Security

## **French Social Security**

**Purpose**

**Implementation Considerations**

**Integration**

**Features**

**Constraints**

## 'Social Insurance' (F) Infotype (0064)

### Definition

This infotype lets you enter the social insurance data for employees working in France, in order to determine the relevant contributions model assigned to them as well as the amount of French social security contributions to be deducted from their salaries.

Payroll processing is based on :

- the data entered in this infotype;
- the program of deductions for Social Security Sick Pay (IJSS);
- certain post-payroll reports, such as
  - the TDS for allocation to the 'Risk code' of record 130 – *AT Rating*,
  - the Assedic statement for allocation of the employee to the contribution funds to which he/she is contributing.

### Use

The information provided by the '**Social Insurance (F)**' infotype (**0064**) is used by the '*Calculation of ER and EE contributions*' (FCCO) payroll functionality.

### Structure

The '**Social Insurance (F)**' infotype includes a set of five screens which let you display the details of the employer and employee contribution calculations included in the contributions model.

1. The initial screen is an entry screen used to assign each employee a French social security number, a validation key (to avoid errors when entering social security numbers) and a contributions model. The social security number appears on the reports issued by the software package (e.g. ASSEDIC statement, etc.)
- The system proposes a default value for the contributions model. This value may be modified. It must have been defined beforehand using the Implementation Guide.

To complete the contributions model, you can enter up to 10 additional funds and associated contributions. In the payroll process, the contributions entered under '*Additional funds*' are calculated before those concerning the contributions model. For example, the mutual insurance companies and the contingency funds may be entered as '*Additional funds*' and the CSG/CRDS may be included in the contributions model.
  - The '*Part-time*' box is used to calculate pro rata the contribution limits for part-time employees. These limits apply if the activity rate of '**Basic salary**' infotype (**0008**) for the employee is different from the HACTI constant of table T511K.

There are two options for calculating the pro rata contribution limits for part-time employees:

**'Social Insurance' (F) Infotype (0064)**

- Flat rate limit

In this case, the limit is calculated as a percentage according to the employee's activity rate in infotype 0008. This method is advisable when you must calculate a time-dependent yearly limit for part-time employees.

- Dynamic calculation of the limit

The percentage is calculated according to an activity rate for each pay month, based on the hours actually worked by the employee. This rate, stored in the technical wage type /404, is obtained from the equivalent full-time salary and the part-time actual salary.

The selected method shall be proposed by default if it was set when table T5F1P was first created.

2. The other screens are only intended to display the details of the contributions model. You can access them from the *Goto* menu option or by double-clicking the field in question.

You can also access the second screen directly by clicking the *'Contributions model'* button.

- a) The second screen lists the contributions included in the contributions model.

You can also access the third screen directly by clicking the *'Contribution details'* button.

- b) The third screen supplies details of the information relating to the social security contribution selected from the contributions model.

You can also access the fourth screen directly by clicking the *'Contribution Assessment basis'* button.

- c) The fourth screen is used to display the information on the assessment basis of a selected social security contribution. This data comes from table T5F1G.

You can also access the last screen by clicking the *'Particular assessment basis rules'* button.

- d) The fifth screen displays the particular rules used as an assessment basis for the calculation of the contributions (CSG, CRDS, etc.).

You can access this screen only when entries linked to the assessment basis in question are present in table T5F1H.



## Garnishment

---

**Garnishment (F) infotype (0272)**

## Garnishment (F) infotype (0272)

### Definition

This infotype is used to enter all the information which may be of use when the garnishment is processed. Each infotype record corresponds to an employee claim.

### Use

The *Garnishment (F)* infotype (0272) is read by the payroll to ensure that employee claims are calculated and assigned to the account based on the amount of salary available.

### Structure

The infotype includes several subscreens which can be accessed using the buttons in the access screen.

- The **Hand-up** button is used when a claim is modified or fully reimbursed.
- The **Review** button may be used for all types of claims. It is used to display the dates and amounts of incoming payments already made for each claim.
- The **Schedule** button is used to plan the next dates of payment for claims, except for alimony claims (priority 1).

The *Priority* field is used to assign a ranking to the processing of payroll claims. It is this ranking which will determine whether the claims are to be assigned only to the part of the salary which may be entered or also to the part of the salary which may not be fully entered.

### Integration

When calculating the payroll garnishment, the *Garnishment (F)* infotype is read by the P0272 payroll function and the following programs:

*Payment of garnishment claims statement* (RPLSA1F0).

*Payment of garnishment claims review* (RPLSA2F0).

*Provisional schedule of garnishment claims* (RPLSA3F0).

## Deductions / Transfer Amount

## Post-Payroll Processing

## Reporting

DADS/TDS

## DADS/TDS

## **DADS/CRC**

### **Purpose**

### **Implementation Considerations**

### **Integration**

### **Features**

### **Constraints**

'Pension Fund No.' (F) Infotype (0218)

## 'Pension Fund No.' (F) Infotype (0218)

### Definition

This infotype lets you enter, where applicable, the employee's registration number for the additional contribution fund when this number is different from the Social Security number.

### Use

This infotype is mainly used in legal reports. It is used by the data transfer program for the Additional pension funds (CRC).

### Structure

You need to enter two pieces of information linked together into the infotype screen.

- **The additional pension fund data**

You need to enter the code and designation of the additional pension fund to which

- the employee is contributing;
- the legal report (declaration or statement) is addressed.

- The employee's **registration number** on the additional pension fund. This number is provided by the fund.
- This field is used exclusively for the CRC. In actual fact, the CRC is sent to each pension fund; the field must be filled if an employee has a registration number for this fund because he or she has joined it.



Note:

Since an employee may contribute to several pension funds, he or she may have several registration numbers, each for a different pension fund. Infotype 0218 will thus have a number of records of infotype 0218 equal to the number of registrations.

### Integration

If the employee's registration number on the additional pension fund is not entered here, the Social Security number of infotype '**Social insurance**' (F) (0064) will be used.



**More**

**Purpose**

**Implementation Considerations**

**Integration**

**Features**

**Constraints**

---

**'Qualification and INSEE Code Infotype' (0217)**

## 'Qualification and INSEE Code Infotype' (0217)

### Definition

This infotype lets you enter two types of information concerning the employee's role in the company:

- the employee's *'qualification'* when it is not already entered in the *'Title'* field of infotype **'Allocation' (0001)**;
- the *'INSEE code'*, which provides information on the employee's socio-professional category.

### Use

This infotype is read by the programs issuing the pay slip and the legal post-payroll reports which use this information to issue declarations and statements to be delivered to the relevant entities (URSAFF, ASSEDIC, etc.). This information may be used later to compute statistics at national level.

### Structure

- The list of **INSEE codes** of this infotype corresponds to the list of socio-professional categories provided by INSEE. It allows identification of job categories within the company and is used by the Social insurance transfer program (TDS).
- **Qualification** is assigned within the company and used by the following programs:
  - programs for printing the Assedic statement (standard or for show-business temporary employees);
  - data transfer program for the Additional pension funds (CRC);
  - program issuing the pay slip, to print the employee's job title within the company;
  - etc.



**Note:**

Employee qualification was first originated in infotype **'Allocation' (0002)** handled by the module *'Personnel Development (PD)*. For users who did not implement this module, it was necessary to create a 0217 infotype to store this information.

By setting the QUALI constant parameter in table T511K, you may now choose if the employee's qualification has to be retrieved from infotype 0001 (value 1) or 0217 (any other value).

## Profit Sharing (F) infotype (0098)

### Definition

This infotype is used to manage employee profit sharing in the company and covers everything from allocation to full payment.

The data entered is used for payroll accounting.

Each *Profit Sharing (F)* infotype (0098) includes all the information relating to **profit sharing** allocated during a **fiscal year** to an **employee** for a given profit sharing **modifier**.

### Use

When the amount of profit sharing to be paid out is less than the minimum threshold for profit sharing generation, it will then be paid directly to the employee and an *Additional Payments* infotype (0015) or an *External Bank Transfers* infotype (0011) will be generated.

This infotype is generally never created or modified manually, but by using different programs.

#### 1. Infotype creation

The infotype is generated from the *Employee Profit Sharing Allocation* program (RPUARF0), which must be triggered by using the following path in the payroll menu for France: *Subsequent activities* → *Annual* → *Evaluation* → *Profit sharing* → *Allocation*.

The *Profit Sharing (F)* infotype (0098) is only generated for employees whose total profit sharing rights exceed the minimum threshold amount for profit sharing generation.

When a *Profit Sharing (F)* infotype is created, the **tax-based option** for an employee is the same as that of the last infotype 0098 record for this employee.

Where no such option exists, the tax-based option proposed by default is 01, corresponding to interest capitalization.

If the employee chooses a tax-based option other than that proposed by default, it must be modified manually, directly in the infotype.

#### 2. Infotype modification

Withdrawals of capital or profit sharing interest are carried out using the following programs:

- *Partial Release program* (RPUPAPF0)  
Access: *Subsequent activities* → *Annual* → *Evaluation* → *Profit sharing* → *Partial payment*
- *Annual Interest Payment program* (RPUPAIF0) for employees who have chosen tax-based option 02.  
Access: *Subsequent activities* → *Annual* → *Evaluation* → *Profit sharing* → *Interest payment*
- *Total Release program* (RPUPADF0) at the time of the profit sharing balance.  
Access: *Subsequent activities* → *Annual* → *Evaluation* → *Profit sharing* → *Overall payment*

### Profit Sharing (F) infotype (0098)

All these withdrawal programs operate in the same way: a line is added in the withdrawal field on the infotype screen, and is subsequently saved. Furthermore, the last withdrawal program to execute sets the validity end date for infotype 0098 to the withdrawal date.

#### 3. Infotype display

Several programs are used to consult the information contained in infotype 0098:

- RPLPARFO is used to issue a detailed statement of the current profit sharing for an employee on a given date.  
     Access: *Subsequent activities* → *Annual* → *Lists/Statistics* → *Profit sharing* → *Individual statements* → *Current profit sharing*
- RPLPABFO is used to output the current employee profit sharing data in list format.  
     Access: *Subsequent activities* → *Annual* → *Lists/Statistics* → *Profit sharing* → *Lists* → *Current profit sharing*
- RPLPARFO is used to issue a detailed statement of balanced employee profit sharing.  
     Access: *Subsequent activities* → *Annual* → *Lists/Statistics* → *Profit sharing* → *Individual statements* → *Balanced profit sharing*
- RPLPANFO is used to issue a list of balanced profit sharing between two dates.  
     Access: *Subsequent activities* → *Annual* → *Lists/Statistics* → *Profit sharing* → *Lists* → *Current profit sharing*

## Structure

The *Profit Sharing (F)* infotype is used to store:

- information on profit sharing allocation, such as the amount allocated (*Gross part profit sharing* and *Net part profit sharing* fields), the currency, the allocation date (infotype validity start date), on the tax-based option chosen by the employee
- information regarding withdrawals made by an employee up to and including the final withdrawal, the date of which must correspond to the infotype validity end date (when this is not 31.12.1999).

## Integration

It is possible to access a detailed profit sharing statement from the *Profit Sharing (F)* infotype (0098) access screen.

- The '*Balance display*' button is used to display the **individual statement of current profit sharing**. It provides a detailed summary of profit sharing corresponding to infotype 0098 of the day' in question.
- The '*Statement*' button displays the same summary, ready to be printed. It is preceded by the name and the address of the employee, if it is to be mailed.



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**Bilan Social (Social Balance Sheet) and Reporting Infotype 2483 (0233)**

## **Bilan Social (Social Balance Sheet) and Reporting Infotype 2483 (0233)**

### **Definition**

The infotype 0233 is used to classify employees according to socio-professional category when outputting the 'Bilan social' (social balance sheet) and Declaration no. 2483 relating to the obligation of employers to make a contribution to the development of the on-going training of their employees.

### **Use**

This infotype is used to enter the socio-professional category of an employee according to the two types of classification.

### **Structure**

This involves creating an infotype record, completing it manually when an employee is hired and changing it where necessary when the employee moves to another position.

The infotype screen is made up of two fields, '*Type 1*' and '*Type 2*' which each correspond to a type of employee classification.

- To output the 'Bilan Social' (social balance sheet), both classification types may be used.
- To drawing output the preparatory report for Declaration no. 2483, only the '*Type 1*' classification may be used.

### **Integration**

It is the programs used for outputting the 'Bilan social' (social balance sheet) and the preparatory report for Declaration no. 2483 that will use the '*Type 1*' field.

The '*Type 2*' field is used solely by the program used for outputting the 'Bilan social' (social balance sheet) (RPLBS0F0) in order to obtain an employee classification that is different to that for Declaration no. 2483 or to use a different classification for certain indicators.

The values that can be entered in the '*Type 1*' and '*Type 2*' fields are defined in the factivity Group Employees into Social and Professional Categories in the Chapter 'Bilan Social (Social survey) and Declaration no. 2483' of the Implementation Guide.'

## Infotype 'Challenge (0004): French-Specific Features

### Definition

This infotype contains all the information concerning challenged persons employed by the company.

To comply with legal requirements on the matter, a French-specific entry screen (2006) has been developed for this infotype. The information contained in this infotype is needed to issue the mandatory yearly declaration for challenged employees (Déclaration annuelle Obligatoire d'Emploi des Travailleurs handicapés or DOETH).



Please refer to the general documentation for this infotype to obtain additional information: [Challenge \(infotype 0004\) \[Ext.\]](#)

### Use

The infotype will be read by the program issuing the preliminary report to the declaration (RPLDH2F0).

### Structure

The infotype entry screen is split into two frames:

1. challenge data
2. data concerning relevant authorities

1. In the '*Challenge data*' group box of the French infotype screen, you may enter standard data, such as *challenge group* and, if necessary, the *challenge type*.



Note the French-specific features!

- Only the *challenge group* entered here will be taken into account for the declaration and associated in table T5F41 with the types legally acknowledged by COTOREP.

Therefore, you are given the option of manually suppressing the '*Challenge type*' field from this entry screen.

- You may now enter a *degree of challenge* with two decimals, in the new field replacing the former one.

2. In the '*Relevant authority*' group box, the address of the Direction départementale du Travail, de l'Emploi et de la Formation Professionnelle (DDTEFP) is not entered: it is read from table T5F4E, using the DDTEFP modifier entered in table T5F1P.

**Infotype 'Challenge (0004): French-Specific Features**

Therefore, you have the option of manually suppressing this field from the infotype entry screen.



Note:

If the employee has to be allocated to several challenge types, you need a suitable number of 0004 infotypes.

**Integration**

The *'Industry'* field of infotype **'Other/former employers' (0023)** is read to identify the previous job placing (protected work organization, etc.) of the challenged employee, as required for the declaration.



## **Training and Event Management**

### **Purpose**

### **Implementation Considerations**

### **Integration**

### **Features**

### **Constraints**

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**Training Infotype (1601)**

## Training Infotype (1601)

### Definition

This infotype is used to enter the data necessary for drawing up the preparatory report for Declaration no. 2483 relating to the obligation of employers to make a contribution to the development of the on-going training of their employees.

### Use

The information entered in the initial screen is used to split training costs into the corresponding sections of the Declaration 2483 form.

### Structure

When the training costs fall into the financing category 'training plan', it is essential that they be linked to a type of training (skills assessment, internal training courses, counseling, etc.).

It should also be specified in this infotype if the training costs are to be assumed by the company or by another body. The mode of financing chosen has a direct impact on the entry for the 'Attendance' infotype (2002).

### Integration

The program used for drawing up the preparatory report for the Declaration no. 2483 (RPLTR0F0) reads the infotype data in order to be able to split the training costs.

## **Evaluation Programs - France**

### **Purpose**

### **Implementation Considerations**

### **Integration**

### **Features**

### **Constraints**

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**Remuneration Statement (Report RPCEDTx0; HxxCEDT0)**

## **Remuneration Statement (Report RPCEDTx0; HxxCEDT0)**

### **Purpose**

The R/3 System lists all the payments and deductions made for an employee in a clear format on the remuneration statement. The system also allows you to enter personal or general notifications for your employees. These are printed on the remuneration statement as additional information. This additional information, for example, general information from the management or birthday greetings can be entered in the *Notifications* infotype (0128).

You usually create the remuneration statement after the payroll run and before the bank transfer. If you perform more than one payroll run in a single period, you can create remuneration statements after each payroll run.

You specify the format, structure and content of the form for the remuneration statement in Customizing for *Payroll* under *Remuneration Statement*.

## Payroll Account (Report RPCKTOx0; HxxCKTO0)

### Purpose

The *Payroll Account* provides you with a combination of different wage types for a specific period. This combination is sorted according to personnel number. For example, in Germany you therefore fulfill the regulations for taxes and social insurance. However, you can also use the payroll account for other purposes (for example, for internal revision).

### Integration

You can branch from the payroll account view to the [remuneration statement \[Page 44\]](#) view to obtain detailed information on a payroll result.



The remuneration statement displays an [In-period view \[Ext.\]](#); the payroll account displays a [For-period view \[Ext.\]](#). If you select a [For-Period \[Ext.\]](#), the remuneration statement for the corresponding [In-Period \[Ext.\]](#) is displayed.

### Scope of Function

According to the way the payroll account is set up in Customizing for *Payroll*, under *Forms* → *Payroll Account*, it contains the following specifications:

- The employee's personal data
- The cumulated gross wage
- The net wage for every specific payroll period
- Specifications from additional wage types

An employee's personal data is generally at the top of the payroll account, and all the other details are usually included in the main body of the payroll account.

## Bank Details (Query BANK\_DETAILS)

## Bank Details (Query BANK\_DETAILS)

### Use

This report is used to display employee bank details.

This query is assigned to user group *HR: Personnel Administration (ISAPQUERY/H2)* within the *global area*.

### Features

The report displays all bank details that have been recorded in the *Bank Details* infotype (0009) and its subtypes.

### Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*
- *person selection period*



Note: You can only make an entry in the *Person selection period* if you have selected *Other period*.

Enter which employees are to be included in the evaluation under *Selection*.

The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the selection to include just certain reports, under *Program selections*. You can use the *Bank number* field for this.

You define the format of the output list in the *Output format* section.

**Bank Details (Query BANK\_DETAILS)**

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Ext.\]](#)*.

**Output**

The output takes place in the form of a list in accordance with your own selection criteria. The list contains the following columns:

- *PersNo.* (Personnel number)
- *Last name*
- *First name*
- *Street and house number*
- *Postal code*
- *City*
- *Bank number*
- *Bank*
- *Account number*
- *Country*
- *Postal code*
- *City*
- *BDType* (Type of bank detail as a numerical value of subtype)
- *Payee*

**Activities**

You can also edit and import this list. To do so, use the functions available in the SAP List Viewer. For more information on the functions available in the Grid Control variant of the SAP List Viewer, and how to implement them, refer to the documentation on *Introduction to the SAP system* under [SAP List Viewer \(ALV\): Grid Control \[Ext.\]](#).

**See also:**

[Bank Details \(report RPLBNK00\) \[Ext.\]](#)

## Payments and Deductions (Report RPLPAY00)

## Payments and Deductions (Report RPLPAY00)

### Use

This report creates a list of an employee's payments and deductions.

### Features

#### Selection

Select the employees to be evaluated under *Selection*. The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the evaluation, under *Further entries*:

- Wage/salary type
  - You can only evaluate certain wage types.
- Infotype number
  - As a rule, this report evaluates the following infotypes:
    - *Basic Pay* (0008)
    - *Capital Formation* (0010)
    - *External Bank Transfers* (0011)
    - *Recurring Payments and Deductions* (0014)
    - *Additional Payments* (0015)
    - *Wage Maintenance* (0052)

You can restrict the report to certain infotypes by entering the relevant infotype numbers. The report then only evaluates the infotypes that you have specified.

- Currency for Output

### Output

The system creates a list for each employee. All payments and deductions of an employee are sorted by infotype in this list, and are displayed in the currency you have selected. The percentage deviation from the amount from the previous period is always displayed for each amount. The totals columns group together the payments and deductions for each employee.





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**Assignment of Wage Types to G/L Accounts (Report RPDKON00)**

## Assignment of Wage Types to G/L Accounts (Report RPDKON00)

### Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Ext.\]](#) and the [employee grouping for account determination \[Ext.\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

### Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System* → *Maintain Wage Types* → *Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System* → *Employee Grouping/Symbolic Accounts* → *Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System* → *Assign Accounts*.

### Scope of Function

#### Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Ext.\]](#) are taken into account in the evaluation.

#### Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Ext.\]](#).

---

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

## Calculation of the Present Value of Company Loans (Report RPCLOH00)

## Calculation of the Present Value of Company Loans (Report RPCLOH00)

### Use

Generally, loans count as 'low interest' if the loan's debit interest rate is lower than the reference interest rate that is used for the calculation of imputed income. At present, this stands at 6% in Germany.

The report RPCLOH00 calculates the current value of loans. The current value is its cash value. The cash value of a loan is the sum of the discounted planned repayments.

Discounting is the multiplication of an amount by a discounting factor. When  $i$  is the discount rate in %, the discounting factor for an amount that is counted in  $t$  years is:  
 $(1 + i/100)^{-t}$ .

### Prerequisites

The loans must already have been processed using the HR loan processing function.

### Scope of Function

The report RPCLOH00 calculates the cash value of loans and takes interest due into account with repayments.

### Example

An interest free loan of 10,000.00 is awarded and paid on January 01 1995. The repayment was set at 500.00 per month beginning from the 01.08.1995, with the result that 2,500.00 was paid back by the period 12/1995.

The loan is to be valued with its current value on 31.12.95. On 31.12.95, the loan balance is 7,500.00. Discounting is 6%. The repayment schedule is as follows:

Year	Period	Balance after repayt.	Repayt	Discount	Cash val. Repayt
1996	01	7 000,00	500,00	0,9952	497,58
1996	02	6 500,00	500,00	0,9903	495,17
1996	03	6 000,00	500,00	0,9855	492,77
1996	04	5 500,00	500,00	0,9808	490,38
1996	05	5 000,00	500,00	0,9760	488,01
1996	06	4 500,00	500,00	0,9713	485,64
1996	07	4 000,00	500,00	0,9666	483,29
1996	08	3 500,00	500,00	0,9619	480,95
1996	09	3 000,00	500,00	0,9572	478,62
1996	10	2 500,00	500,00	0,9526	476,30
1996	11	2 000,00	500,00	0,9480	473,99
1996	12	1 500,00	500,00	0,9434	471,70

**Calculation of the Present Value of Company Loans (Report RPCLOH00)**

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

The cash value of the loan is the total of the cash values for the individual periods and amounts to 7,215.83.

Depending on the parameter settings, the following is displayed: The repayment schedule for individual loans, the listing of cash values for each personnel number, and a grouping of the cash values for various loan types. The depreciation value describes the difference between the credit entry and the cash value.

If, for a loan of 10,000 with loan type 0100, you run the report RPCLOH00 with the selection parameters for the relevant personnel numbers using a discount rate of 6% and the option *List with loan per personnel no.*, the following is displayed:

Calculation of the present value of low interest company loans

Pers. no.	Loans	Credit entry	Depreciation	Book value
11220002	0100 01	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Loan wage type	Credit entry	Depreciation	Book value
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Statistics

Total of open loans after last payroll run:	7 500,00
Number of personnel numbers selected:	1
Number of personnel numbers selected with loans:	1
Number of loans selected:	1

---

**Account Statement for Company Loans (Report RPCLOF00)**

## Account Statement for Company Loans (Report RPCLOF00)

### Use

The report RPCLOF00 enables you to create account statements for company loans that have been processed in *Payroll*.

### Scope of Function

In the group header *Selection*, you specify the employees for whom you want to create an account statement.

In the group header *Additional data*, you specify the loan type and the evaluation period.

In the group header *Account type*, you can determine how the information is displayed. You have the following options:

- Transaction - status
- Debit memo - credit memo

In the group header *Output options*, you determine the lines and columns the address is to begin and whether a new page is to be started for each new year (this is the standard).

## Use of Wage Types in Payroll (Report RPDGA20)

### Use

The function enables you to obtain an overview of the [wage type characteristics \[Ext.\]](#) for all [primary \[Ext.\]](#)- and [secondary wage types \[Ext.\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

### Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

### Selection

The following functions are available:

- Country grouping  
Here, you specify the country for which you want to create the wage type use list.
- Wage type  
Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity  
All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views  
If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

### Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

---

## Use of Wage Types in Payroll (Report RPDGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

### Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

#### Tables

1. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

2. To access the relevant IMG activity, double click the line *Access IMG...*

#### Tree Structure

1. For a processing class, evaluation type or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
2. To access the IMG activity, double click the red-highlighted description of the IMG activity.



## Wage Type Reporter (Report H99CWTR0)

### Use

The Wage Type Reporter evaluates wage types from the payroll results for a particular period. The report uses data from the tables RT (Results Table) and WPBP table (Work Center Basic Pay). At the moment, no other tables are evaluated and no data is taken from infotype records.

### Scope of Function

The standard selection fields for the logical database PNP are displayed in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur, in particular, with retroactive master data changes. SAP recommends that you also include the objects used as the selection criteria in the object selection.

In the *Period determination* group, you define the evaluation period and the required view of payroll results.



Period selected is 01.01.1998 to 31.03.1998

If the in-period view is selected, all results that were created **in** that period are selected, whereby the period end date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would be included, however, a payroll run **in** May 1998 **for** February 1998 would not be used.

If the for-period view is selected, all results that were created **for** that period are selected, whereby the period payment date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would not be included, however, a payroll run **in** May 1998 **for** February 1998 would be used.

In the *Other selections* group, you can restrict the selection to particular wage types. You use the *Object Selection* function to define which columns are displayed in the list and which objects are summarized.



You select company code, wage type, and in-period. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you specify whether you want to create the wage type list using the [ABAP List Viewer \[Ext.\]](#) or with [Microsoft Excel \[Ext.\]](#).



The report can only run in batch processing mode if used with the List Viewer.

To use the Excel option, your system must have at least SAP GUI version 4.5A, Windows 95 or NT4.0, and Excel 97.

## Overview of Company Loans (Report RPCLOG00)

## Overview of Company Loans (Report RPCLOG00)

### Use

The report RPCLOG00 provides an overview of the available company loans in the form 'start status - credit entry - repayment - end status' for a specific evaluation period.

The evaluation lists the results from the point of view of the evaluation period, in other words, it includes all of the changes made during the evaluation period, even if they affect periods prior to the evaluation period, due, for example, to retroactive accounting runs. This does not necessarily indicate the current state of the loan for the affected periods.

### Prerequisites

The loans must have been processed using the HR loan processing function.

### Scope of Function

In the group header *Selection*, you specify the employee subgroup that is to be evaluated.

In the group header *Additional data*, you can also specify the period that is to be evaluated.

In the group header *List format*, you specify how the results are to be displayed.

### Example

In December 1992, the employee receives a loan of 10,000.00. The repayment was accidentally entered as 100.00 and was processed in December 1992. The error is noticed in January. The repayment was changed retroactively to 200.00. In January, the employee repays a difference of 100.00 and the usual 200.00 for January.

Viewed today, there are two payments, each of 200.00. Depending on the period selected for the evaluation, the following results are obtained:

Start	End	Status at start	Credit entry	Repayment	Status at end
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

If you display loans and periods, you can see the composition of the amount 300.00 in the third result; 100.00 comes from 12/92 (marked with an asterisk (\*)) and 200.00 from 01/93.

## Payroll Journal (Report RPCLJNx0; HxxCLJN0)

### Purpose

The *payroll journal* contains detailed, selected payroll data for several employees, for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal to:

- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Track the development of data over several payroll periods
- Have an additional, detailed control medium for revisions

### Scope of Function

The new version of the payroll journal differentiates between:

- Page headers

The page header is printed on each page and contains the organizational assignment for the employee.
- Payroll excerpts

The payroll excerpts contain the payroll data for each employee and the payroll result.
- Continuation excerpts

If the printed payroll excerpts cover two pages, the continuation excerpts appear in first position on the second page, and then the rest of the payroll excerpt follows.
- Totals page

The totals page contains the cumulated data from the payroll excerpts for each organizational unit.

In the old version of the payroll journal all this information was grouped together.

When the payroll journal is generated, the system evaluates the data records within Payroll whose [In-Periods \[Ext.\]](#) are within the specified time interval. Any retroactive accounting differences that exist for a specific payroll period are first of all evaluated in the payroll journal, with the payroll period during which the retroactive accounting run took place. The selected payroll results are listed one after the other, in accordance with the [In-Period View \[Ext.\]](#), in the forms mentioned above.

### Restrictions

The payroll journal cannot be used as a basis for reconciliation with the *Financial Accounting* and *Controlling* application components.

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**Individual Statement for Current Profit Sharing (RPLPARF0 Prog.)**

## Individual Statement for Current Profit Sharing (RPLPARF0 Prog.)

### Use

This program generates and outputs an individual statement for current profit sharing valid on a given date.

### Integration

### Prerequisites

The only profit sharing taken into account by this program is profit sharing which is still outstanding when the statement is drawn up, i.e. the '*Profit sharing*' (0098) infotype records whose end date is after this date.

Interest is calculated according to the interest rates in table T5F3B (view V\_5F3B\_2).

The CSG, CRDS and NPS on the interest are calculated on the basis of the contribution fund codes and contributions contained in table T5F3C.

### Features

For each employee, contribution year and contribution modifier chosen, the program generates a table which details the development of the contributions from the start date (creation of the 0098 'Profit sharing' infotype) until the date given on the statement (specified in the selection screen).

This table also represents the interest accumulated on the capital up to and including the date of the statement and lists any withdrawals (interest, part of capital).

The program only calculates the general French social security contributions (CSG), the contribution to reimbursement of social debt (CRDS) and the new social contribution (NPS) on interest gathered on profit sharing which is subject to tax option °1 (interest capitalized with the amount allocated to profit sharing).

These contributions are deducted from the gross sum of profit sharing to obtain the net sum to be paid.

For profit sharing subject to tax option 02, with CSG, CRDS, and NPS payments collected by the various tax departments, the employer has no role to play.



EURO: The currency in which the statement is drawn up is the currency given in table T500C on the date given on the statement.



The RPLPADF0 program lets you create a statement of paid profit sharing

### Activities

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Individual Statement for Current Profit Sharing (RPLPARF0 Prog.)

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**Statement for Paid Profit Sharing (RPLPANF0 program)**

## Statement for Paid Profit Sharing (RPLPANF0 program)

### Use

This program generates a short list of all profit sharing valid on a given date.

### Integration

### Prerequisites

The only profit sharing taken into account by this program is profit sharing which is still outstanding when the statement is drawn up, i.e. the 'Profit sharing' (0098) infotype whose end date is after this date.

Interest is calculated according to the interest rates in table T5F3B (view V\_5F3B\_2).

The CSG, CRDS and NPS on the interest are calculated on the basis of the contribution fund codes and contributions contained in table T5F3C.

### Features

The program outputs a standard list containing the main information on current contributions. Each line of this list corresponds to the employee's contribution for a given year and modifier. The information provided depends on the display options that are checked on the selection screen (cf. the online help for the selection screen).

From this list you can obtain:

- A list of messages generated during the execution of the program (notification, warning, or error messages).
- A list showing the totals of current contributions.

This lists can simply be transferred into MS Excel and MS Word using the corresponding button on screen.



EURO: The currency in which the list is drawn up is the currency given in table T500C on the date given on the statement.

### Activities

## Statement for Paid Profit Sharing (RPLPANF0 program)

### Use

This program generates a short list of all profit sharing paid between two dates.

### Integration

### Prerequisites

Interest is calculated according to the interest rates in table T5F3B (view V\_5F3B\_2).

The CSG, CRDS and NPS on the interest are calculated on the basis of the contribution fund codes and contributions contained in the T5F3C.

### Features

The program outputs a standard list containing the main information on current contributions. Each line in this list corresponds to the employee's contribution for a given year and modifier.

The information provided depends on the display options that are checked on the selection screen (cf. the online help for the selection screen).

From this list you can obtain:

- A list of messages generated during the execution of the program (notification, warning, or error messages);
- A list showing the totals of current contributions.

This lists can simply be transferred into MS Excel and MS Word using the corresponding button on screen.



To obtain a list of the profit sharing paid on a given date, this date must be entered as the start and end date of the interval.

EURO: The currency in which the list is drawn up is the currency given in table T500C on the date on which the program was run.

### Activities

## SAP ↔ ADP/GSI Interface

### Purpose

This interface between SAP and ADP/GSI was designed to meet customer requirements in terms of the outsourcing of certain payroll activities.

It caters for the flow of data back and forth between SAP's R/3 HR and the ADP's ZADIG dictionary.

### Implementation Considerations

### Integration

### Features

- The integrity of the individual information base (master data) of the SAP HR application is respected, namely:
  - The structure of the data (infotypes, wage types and *TimeManagement* module);
  - The standard functionalities of the HR application (entry transactions, query tools);
  - The SAP personalization tools (dictionary, menus, extractor, IMG);
  - The SAP HR standard Customizing settings (e.g.: nationality, etc.).
- 
- The additional functionalities and information, required for ZADIG to function, are added to the SAP HR environment such that the integrity of the latter is respected. This involves the following:
  - ZADIG collective data;
  - General entry screens;
  - 'ZADIG' infotypes;
  - Maintenance transactions for coding exchange tables;
  - Data formatting import and export programs;
  - Maintenance transactions for ZADIG payroll evaluation;
  - Maintenance transactions for printing post-payroll documents.
- 
- All payroll parameters are set in ZADIG (Gross and Contributions), however it is SAP's *Payroll Processing* module which is used to search for the various items of information required for the payroll (infotypes, wage types and *Time management* module) and to supply a payroll results file.



The SAP extractor (PU12) therefore supplies payroll information to ZADIG in the form of standard data import according to the criteria defined by the mapping.

- In order to respect the integration of the SAP modules (e.g.: FI and CO), ZADIG returns the results of the payroll calculation in compliance with the principles and requirements of the SAP applications.

## Constraints

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**Free Components of ZADIG Dictionary (0435)**

## Free Components of ZADIG Dictionary (0435)

### Definition

This infotype records all content components of the personal file of the ADP employee when their entry is not provided for in the 'standard' SAP infotypes for the master data.

It is also used by SAP to export the data used for the payroll run to ADP.

### Use

When the effective date of the recording of the infotype is before the current financial year, the record in question will be used to process the payroll and declarations at the end of the year, for all simple ZADIG content components.

### Structure

The infotype may be entered manually by the user or via batch input.

A consistency check is performed on the data entered.

Therefore, the system checks the '*ZADIG content component codes*' which depend on the PAC number. This PAC number must correspond to the input key from table T5F6B.

The '*Corresponding data*' field is linked to the ZADIG content component code, so that its length adapts to the nature of the ZADIG content component selected. This is also true for the '*Amount*' and '*Date*' fields, for which values may or not be entered depending on the type of the ZADIG content component.

### Integration

- When the infotype is filled by batch input, it is the ADP import utility ('Utilities menu' transaction) which generates the batch input.

The infotype is then updated by the '*Batch input for infotype 0435*' program (RPB435FI).

- It is the HR interface toolbox PU12 (interface format and file conversion) which interprets the data recorded in the infotype and converts this data to the ADP file recording format.

## Attendance / Absence Data Infotype (0436)

### Definition

This infotype is used to record employee time data when the '*Time Management*' module is not implemented.

However, if the module is implemented, absences linked to conventional forms of cover (maternity protection, accident at work or illness) are entered in this infotype.

### Use

Each day's activity or absence recorded in this infotype is sent to ZADIG (ADP) in the form of an attendance record specifying the reason for absence/attendance or, where applicable, the number of hours of absence/attendance and the number of hours worked.

If several instances of attendance or absence are to be entered for one day, SAP-HR will then provide several attendance records.

### Structure

The infotype may be entered manually by the user or via batch input.

It is possible to enter a record over a period of several days, weeks or months (in addition to the normal attendance period). The records for the processed attendance period will be exported when the file is converted by the interface toolbox (FREE\_FORMAT\_409 block).

The '*incident code*' entered in the access screen is checked by the system.

### Integration

- If the infotype is filled by batch input, it is the ADP import utility ('Utilities menu' transaction) which generates the batch input.

The infotype is then updated by the '*Batch input for infotype 0436*' program (RPB435FI).

- It is the HR interface toolbox PU12 (interface format and file conversion) which interprets the data recorded in the infotype and converts this data to the ADP file recording format.