

Payroll Great Britain (PY-GB)



HELP.PYGB

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Payroll Great Britain (PY-GB)

Purpose

The *Payroll* component for Great Britain enables you to process payroll for employees in Great Britain in accordance with statutory regulations. It provides all the necessary functions to:

- Calculate employees' gross remuneration
- Calculate employees' net remuneration, making all statutory and voluntary deductions
- Print payslips and make payments using whichever option you choose
- Produce all forms required for end of year reporting
- Submit end of year returns on magnetic media
- Run a range of reports for internal purposes

Implementation Considerations

The *Payroll* component can be used together with third-party products. An interface allows you to efficiently transfer master data, time data, and payroll data to a third-party system. If you wish, you can carry out gross payroll internally, and then transfer the data to a third-party system for net payroll. Similarly, you can import master data from a third-party system.

Integration

The *Payroll* component for Great Britain forms an integral part of the *Human Resources* component and is therefore closely linked with *R/3 Time Management*. It is also fully integrated with other R/3 modules, such as *Financial Accounting* and *Controlling*.

Personal Data (Infotype 0002): National Features Great Britain

Definition

In addition to the standard entry fields available on the *Personal Data* (infotype 0002) screen, there is an additional field *Nat.Ins.No.* for Great Britain.

Use

The National Insurance number (NI number) is used by the Contributions Agency (CA) to uniquely identify an employee.

It is also required in *Payroll* to facilitate legislative reporting.

The National Insurance number entered in infotype 002 will be set by default in the *NI number* field in the employee's *National Insurance* (infotype 0069) record. It cannot be entered or changed in the *National Insurance* infotype.

Structure

The *Nat.Ins.No.* field is available in the *HR data* group box.

The National Insurance number is nine characters long, starting with 2 alpha characters, followed by 6 numeric characters, and ending with 1 alpha character.

If an employee's National Insurance number is not known, you can use a temporary number until you receive the correct number. To do this, you can simply enter an * in the field and the system will generate a temporary number. This number has the form TNXXYYZZ%, where:

- TN is fixed and denotes a temporary number
- XXYYZZ is the employee's day, month, and year of birth
- % is either 'M' or 'F' depending on the employee's gender

Male and *Female* radio buttons are available within the *Gender* group box for specifying the employee's gender.

Contract Elements (Infotype 0016): National Features Great Britain

Definition

Infotype 16 contains additional fields for payroll functionality for Great Britain. These fields are required for the following purposes:

Beneficial Loans Functionality

The field *Use alternative precise method* (under the group heading *Tax for beneficial loans*) determines whether the average calculation method or precise calculation method is used to calculate the taxable benefit when an employee receives an interest-free or cheap loan (beneficial loan) from the employer.

For more information, see [Contract Elements \(Infotype 0016\): Beneficial Loans \[Page 154\]](#).

Working Time Directive

Under the group heading *Working time directive*, the *WTD opted out flag* allows you to record whether an employee has agreed to work more than the 48-hour average weekly limit. If applicable, you can also enter the new limit agreed on between employer and employee in the *Working time limit* field.

For more information, see [Contract Elements \(Infotype 0016\): Working Time Directive \[Page 13\]](#).

Contract Elements (Infotype 0016): Beneficial Loans

Definition

Infotype 16 contains an additional field *Use alternative precise method* for the beneficial loans functionality for Great Britain. This field is under the group heading *Tax for beneficial loans*.

Use

When employees receive an interest-free or cheap loan (beneficial loan) from their employers, there can be a taxable benefit (also known as chargeable benefit). The field *Use alternative precise method* determines whether the average calculation method or precise calculation method is used to calculate the taxable benefit.

Structure

There are two alternative ways of working out the taxable benefit from a beneficial loan. The normal average method applies automatically. It is therefore the default setting on the infotype, unless the employee or director elects for the alternative precise method. Whichever method is chosen will apply to all loans that have been issued to this employee.

Average Calculation Method

Wage type /LCE is used for the cash equivalent of the loan in the average benefits calculation method.

The taxable benefit is calculated by reference to the official rate of interest. All loans between the employee and employer are treated as if they were one loan. The system takes the opening and closing balances if the loan has been outstanding for the full tax year, or the dates the loan was started or closed, if less than a full tax year. The average loan balance is calculated by adding these two amounts together and dividing by 2. The average loan is multiplied by the number of months for which the loan was outstanding in the year and divided by 12. The result is multiplied by the appropriate average official rate of interest that applied during the period the loan was outstanding in the year. Finally, any interest paid by the director or employee on the loan for that year is deducted.

Alternative Precise Method

Wage type /LBC is used for the cash equivalent of the loan in the precise benefits calculation method.

This method involves dividing the appropriate official rate by the number of days in the year and applying that to the total of the maximum amounts for the loan outstanding on each day in the tax year.

The total amounts of the maximum balances on the loan for each day are in effect converted to the equivalent balance for one day, to which one day's interest charge at the official rate is then applied.

The taxable benefit is then calculated by deducting any interest paid on the loan for that tax year.

Integration

The *Payroll* component reads this infotype together with the following:

- [Company Loans \(Infotype 0045\) \[Ext.\]](#)

Contract Elements (Infotype 0016): Beneficial Loans

- [Loan Payments \(Infotype 0078\) \[Ext.\]](#)

Contract Elements (Infotype 0016): Working Time Directive

Definition

Infotype 16 contains additional fields for the Working Time Directive functionality for Great Britain. The two fields involved are under the group heading *Working time directive*:

- *WTD opted out flag*
- *Working time limit*

Use

The European Working Time Directive requires employers to keep records showing which employees have agreed to work more than the 48-hour average weekly limit, the conditions that apply to the agreement (for example, that it cease to apply in specified circumstances), and the actual hours worked by each employee to whom such an agreement applies.

The checkbox *WTD opted out flag* allows you to record all employees who have agreed to "opt out". If applicable, the new working time limit agreed on by the employer and employee can be entered in the *Working time limit* field.

As an employer, you are required to keep a copy of the agreement made between you and the employee. The R/3 System enables you to scan in the agreement and view the document from the *Contract Elements* (0016) infotype using ArchiveLink. To view the document from this infotype, choose *Extras* → *Display working time directive*.

Payroll in the SAP System

Purpose

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

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

- Labor law
- Tax law
- Contribution law
- Benefits law
- Civil law
- Reporting law
- Information law
- Statistics law

Integration

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

- Standardized data retention enables you to use master data and other payroll relevant data from *Personnel Administration*.
- Time data, entered via *Time Management*, is automatically included in the *Payroll* and is valuated during the payroll run.
- Data from the *Incentive Wages* component is used to calculate piecework wages and premium wages directly in *Payroll*.
- Information on expenses and payables from *Payroll* is posted for accounting directly in *Financial Accounting*, and you assign the costs to the appropriate cost center. You can also control the financial system of third-party providers.

Features

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

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

Off-Cycle Payroll

Purpose

The Off-Cycle Workbench provides functions that are not part of regular payroll. In contrast to normal payroll, where you create payroll results for employees on a regularly scheduled basis, the off-cycle payroll function lets you run payroll whenever you wish.

Implementation Considerations

To use the off-cycle functionality, you need to set up the system appropriately by carrying out the step under *On-Demand Payroll* in *Customizing for Payroll: Great Britain*. If you wish to use the advanced holiday pay functionality provided by the Off-Cycle Workbench, you also need to carry out the steps under *Advanced Holiday Pay*.

Features

In the *Payroll* component for Great Britain, the off-cycle functionality allows you to carry out the following activities:

- On-demand payroll
- Advanced holiday pay
- Payment history

Regular Payroll On Demand

Regular Payroll On Demand

Use

You can use this function to run regular payroll on demand for a specific employee for a payroll period. You conduct this payroll run independently of the regular payroll run for the payroll area to which the employee is assigned.



An employee is hired shortly before the payroll date. The employee's data cannot be processed in time for it to be included in the regular payroll run. You can use the Off-Cycle Workbench to run regular on-demand payroll for the employee, even if the regular payroll run for the payroll area has already taken place. You do not have to wait until the next regular payroll run for the whole payroll area.

You have hired a new employee. Instead of receiving his or her first pay at the end of the first payroll period, the new employee is to be paid at the start of his period of employment. In the Off-Cycle Workbench, you can run regular on-demand payroll for the first period in which he is employed in your enterprise.

Integration

If you want to run off-cycle payroll for an employee for **several** payroll periods, do not run regular on-demand payroll. Instead, make an [advance payment \[Ext.\]](#).

Features

If you choose this reason when you are in the Off-Cycle Workbench, the system offers you the next period for which payroll is to be run for the employee. The system then carries out on-demand payroll for this period.



On-demand payroll should be used cautiously as the normal check on the payroll control record is not made. That is, the payroll status of the employee's payroll area is not taken into account. Care must be taken to ensure that the employee is correctly accounted for not only in payroll but also in follow-up activities like data medium exchange and posting to FI/CO.

Running On-Demand Payroll for Regular Pay

Prerequisites

To be able to use the on-demand payroll function, you must carry out the step *Set Up Variants* under *On-Demand Payroll* in *Customizing for Payroll: Great Britain*.

Procedure

1. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Payroll* → *On-demand payments*.
The *Off-Cycle Workbench* screen appears.
2. Enter the employee's personnel number and choose *Enter*.
The system enters the employee's data in the *Payroll status* and *Personnel structure* group boxes.
3. Enter *OD* as the off-cycle reason, if it is not already entered, and a pay date if you do not want today's date.



The pay date must be on or after the pay date of the previous regular payroll run.

4. Choose *Payroll*.
The *Regular payroll accounting* dialog box appears, informing you that the next regular payroll run will now take place.
5. Choose *Start payroll*.
A dialog box appears in which you can enter bank details, if required. If you continue without entering any details, a warning message is displayed.
After this, the dialog box *Actions after a successful payroll run* appears, offering you the following options:
 - Save
This saves the payroll results to the payroll cluster.
 - Log
This displays the payroll log.
 - Form
This displays the remuneration statement.
 - Cancel

Result

Once this program has been run for the employee concerned and the results saved, on-demand payroll cannot be run again for this period.

If you do discover that the results are incorrect, you should use transaction *PU01* to delete the results. Make the necessary master data corrections before running the program again.

Running On-Demand Payroll for Regular Pay



This procedure can only be used if a payment has not yet been made.

You are responsible for ensuring the follow-up activities are carried out correctly for the paid employee, such as running the bank transfer program RPCDTAG0.

Advance Payment

Use

This function enables you to run payroll for an employee for several periods in advance independently of the regular payroll runs for the payroll area.



An employee leaves the company and is to receive all the money owed immediately.

An employee takes leave. You want the employee to receive payment in advance for the payroll periods in which the leave occurs.

Features

When you select the relevant off-cycle reason in the Off-Cycle Workbench, the system offers several periods for payroll. The number of periods proposed depends on the settings you have made under *Advanced Holiday Pay* in *Customizing for Payroll: Great Britain*.

If you pay several payroll periods in advance, only **one** original result is created, and only **one** payment is effected. The system creates the original result for the latest of the periods for which you run payroll. All other periods prior to this period are processed using retroactive payroll.

The system ensures that the employee who is to receive an advance payment is not processed twice. The employee is then automatically excluded from the payroll area's regular payroll runs for the periods already processed.

Making an Advanced Holiday Payment Using the Off-Cycle Workbench

Making an Advanced Holiday Payment Using the Off-Cycle Workbench

Use

This function allows you to pay individual employees in advance for holiday periods.

Prerequisites

To be able to use the advanced holiday pay functionality in the Off-Cycle Workbench, you must carry out the appropriate steps under *Advanced Holiday Pay* in Customizing for *Payroll: Great Britain*.

Procedure

1. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Payroll* → *Advanced holiday pay: Off-cycle workbench*.

The *Off-Cycle Workbench* screen appears.

2. Enter a personnel number and choose *Enter*.

The system displays the employee's data in the *Payroll status* and *Personnel structure* group boxes.

3. Enter **AHP** as the off-cycle reason and a pay date for the AHP.



The pay date must be on or after the pay date of the previous regular payroll run.

4. Choose *Payroll*.

The *Select payroll periods* dialog box appears.

5. Select the period(s) to be paid in advance.

6. Choose *Start payroll*.

A dialog box appears in which you can enter bank details, if required. If you continue without entering any details, a warning message is displayed.

After this, the dialog box *Actions after a successful payroll run* appears, offering you the following options:

- Save
This saves the payroll results to the payroll cluster.
- Log
This displays the payroll log.
- Form
This displays the remuneration statement.
- Cancel

Making an Advanced Holiday Payment Using the Off-Cycle Workbench**Result**

If you find that the advanced holiday pay results are incorrect and you have already saved these results, you should use transaction PU01 to delete this set of payroll results. Make the necessary master data corrections before running the program again.



This procedure can only be used if a payment has not yet been made.

Payroll History

Payroll History

Use

This function enables you to display the previous payroll results relating to payment for a specific employee within the Off-Cycle Workbench. To see the payroll results, you do not have to leave the Off-Cycle Workbench or run a report.



For example, you want to replace a torn check. You can refer to the check number that is displayed in the payroll history to find out for which payroll result the check was issued.

Features

The *History* tab page in the Off-Cycle Workbench displays an extract from the payroll cluster containing the most important information on the employee's payroll results.

Payments that you have replaced with a check and payroll results that you have reversed are indicated.

To see more detailed information, you can display the remuneration statement for each payroll result.

For payments, you can display the following information:

- Check number, house bank and company account
- In the case of replaced payments - which payment was replaced by which check
- In the case of reversed payroll results - the reason for reversal and the administrator who carried out the reversal

Activities

To display the remuneration statement for a particular payroll result, select the result and choose  *Remuneration statement*.

For detailed information on a payment, choose .

Advanced Holiday Pay (AHP)

Purpose

The *Advanced Holiday Pay* component enables you to pay people who are on weekly, fortnightly, or lunar payrolls in advance for holiday periods. The component allows you to pay an individual employee or a selection of employees in advance for one or more payroll periods on a payment date defined by the user.

Prerequisites

To use the advanced holiday pay functionality, you must set up your system appropriately by carrying out the steps under *Advanced Holiday Pay* in *Customizing for Payroll: Great Britain*.

Features

The *Advanced Holiday Pay* component provides three options for paying your employees in advance for holiday periods:

1. Advanced payment on an individual basis using the Off-Cycle Workbench
2. Advanced payment on a collective basis using a process model
3. Options 1 and 2 combined into a largely automatic process using an enhanced process model

Option 3 provides two distinct advantages:

- Gap periods are handled by an adjustment run
- Less manual intervention is required due to a largely automatic AHP process (including automatic handling of absences in the *Absences* (2001) infotype)

Option 3 provides an overall solution which is better suited to customers' day-to-day requirements and is therefore the method SAP would recommend its customers to use.

Constraints

The process used in the *Payroll* component for calculating advanced holiday pay differs to normal payroll practice, where the first period in which the payment is made is normally considered the current period, with payments being brought back from the future holiday periods. Due to the restrictions of the payroll driver, which can only process payroll periods in strict order (i.e. earliest first), advanced holiday pay is calculated using one or more retrocalculation periods and one current period. The last period is therefore treated as the current period, even though the pay date is not in that period, and prior periods are treated as retro periods. Consequently, advanced payments cannot be brought back and recorded in the results of the period in which the payment is actually made.

Making an Advanced Holiday Payment Using the Off-Cycle Workbench

Making an Advanced Holiday Payment Using the Off-Cycle Workbench

Use

This function allows you to pay individual employees in advance for holiday periods.

Prerequisites

To be able to use the advanced holiday pay functionality in the Off-Cycle Workbench, you must carry out the appropriate steps under *Advanced Holiday Pay* in Customizing for *Payroll: Great Britain*.

Procedure

7. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Payroll* → *Advanced holiday pay: Off-cycle workbench*.

The *Off-Cycle Workbench* screen appears.

8. Enter a personnel number and choose *Enter*.

The system displays the employee's data in the *Payroll status* and *Personnel structure* group boxes.

9. Enter **AHP** as the off-cycle reason and a pay date for the AHP.



The pay date must be on or after the pay date of the previous regular payroll run.

10. Choose *Payroll*.

The *Select payroll periods* dialog box appears.

11. Select the period(s) to be paid in advance.

12. Choose *Start payroll*.

A dialog box appears in which you can enter bank details, if required. If you continue without entering any details, a warning message is displayed.

After this, the dialog box *Actions after a successful payroll run* appears, offering you the following options:

- Save
This saves the payroll results to the payroll cluster.
- Log
This displays the payroll log.
- Form
This displays the remuneration statement.
- Cancel

Making an Advanced Holiday Payment Using the Off-Cycle Workbench**Result**

If you find that the advanced holiday pay results are incorrect and you have already saved these results, you should use transaction PU01 to delete this set of payroll results. Make the necessary master data corrections before running the program again.



This procedure can only be used if a payment has not yet been made.

Making an Advanced Holiday Payment Using the Process Model

Making an Advanced Holiday Payment Using the Process Model

Use

This function allows you to pay a selection of employees in advance for holiday periods.

Prerequisites

To be able to use the process model for advanced holiday pay, you need to have carried out the appropriate steps under Customizing for *Payroll: Great Britain*. These include maintaining the process model and setting up variants.

For more information about process models, see [Process Model \[Ext.\]](#).



It is important that the variant you specify for the payroll program in your process model contains the name of the schema GNT0.

Procedure

13. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Payroll* → *Mass AHP: Process model workbench*.

The *HR Process Workbench* screen appears.

14. Choose *Create*.

The *Create process* dialog box appears.

15. Enter a process text and the relevant model identifier, and then choose *Continue*.

16. Choose *Start*.

The *Start process* dialog box appears asking you how you would like to start the process.

17. Choose the relevant option.

18. On the subsequent screen, enter the necessary data. Specify the advanced holiday pay periods, the payment date, and the country modifier. Then choose *Execute*.



The status display allows you to check the processing status. You can display the status at the level of the process, the process step, the individual runs, or the set of personnel numbers by positioning the cursor appropriately and choosing *Goto* → *Additional information*.

Result

The job log indicates whether processing has been successful. By selecting the personnel number set and choosing *Goto* → *Job log for set*, you can see whether the program terminated. If this was the case, double-click on the *Job canceled* message to find out what caused this.

Making an Advanced Holiday Payment Using the Process Model

You can also display the results of the individual process steps. To do this, select the personnel number set and choose *Goto → Spool list for set*.

Extended AHP Solution

Extended AHP Solution

Purpose

The extended solution for advanced holiday pay (AHP) is based on a process model enabling a largely automatic AHP process. It provides the functionality you require to make advanced holiday payments and run a normal payroll at the same time from a single starting point. It allows you to pay:

- Employees who are due AHP
- Employees who are being paid normally with no AHP
- Employees who are being paid an adjustment run for any gap periods



Employees who are paid in arrears (for example, a week in hand) receive AHP together with the period's pay of the paydate before the holiday. This results in a "gap period", which is paid using an adjustment run on the employee's return from the absence.

Process Flow

Time Data Recording

You record an AHP absence in the *Absences* (2001) infotype using the subtype "AHP-relevant holiday absence". This is linked to a dynamic measure for recording AHP-relevant data.

A dialog box appears in which you are asked for further information such as the payroll periods to be paid in advance, gap periods, and payment dates.

Selection of Personnel Numbers for Advanced Holiday Pay

On the basis of the selections you make in the dialog box, data is stored in table T5BUKT recording which personnel numbers are to be paid AHP for which periods and on which pay dates. It also contains information as to when payment for the gap period will be made. This payment is made as an off-cycle adjustment run after the employees have returned to work.

Table T5BUKT does not hold any information about the payment amounts made for AHP. Once the AHP process, including payment of the gap period, has been completed, the entries are deleted from the table.

Payment of Advanced Holiday Pay

Within the process model workbench you start one main process, which itself consists of four sub-processes:

1. The main process "pay people" is the only program actually visible to you. This is where you select the personnel number range and payroll area to be paid for a certain payroll period. This fills the container for the payroll process as a whole. The container is used to store the personnel numbers to be processed. They are stored in an internal table for the duration of the process.
2. The first sub-process which runs is "pay AHP". The program selects those personnel numbers that are in both the container and the bucket. The bucket stores the personnel numbers which are due AHP.

Extended AHP Solution

The personnel numbers selected will be those for which AHP is not already flagged and for which the earliest AHP period recorded in T5BUKT corresponds to the payroll period as selected by the user in the main process. Once the personnel numbers have been selected, the payroll driver is run with the AHP variant. After successful processing, the AHP paid flag is set in the bucket.

3. The sub-process "normal payroll run" starts the payroll driver normally, i.e. without an off-cycle payroll run, and attempts to pay every personnel number in the container for the selected period. However, two sets of personnel numbers will be excluded from the payroll run:

- Those personnel numbers that have just been paid AHP in the previous sub-process, as their payroll record now lies in the future
- Those personnel numbers that have already been paid AHP up to or beyond the period currently being processed. The personnel numbers paid AHP beyond the current period can be ignored for the purposes of this period. However, those that have been paid AHP up to the current period, and have now returned to work and are owed payments for the gap weeks do need to be paid. These personnel numbers will be selected and paid in the subsequent sub-process.

4. The sub-process "adjustment run" uses the same program as in "pay AHP", this time to select those personnel numbers which have already received AHP, but are flagged as not having already received the adjustment pay run, and the adjustment pay run lies within the from date and end date of the current payroll period.

Once the personnel numbers have been selected, the payroll driver is run with the ADJ variant. After successful processing, the adjustment run paid flag is set in the bucket.

5. A sub-process "empty bucket" has been implemented to go through table T5BUKT and check for entries where both the AHP paid flag and adjustment run paid flag are set, and delete them from the bucket.

Gross**Gross****Purpose**

The *Gross Payroll* component for Great Britain calculates employees' gross remuneration in accordance with statutory regulations. To do this, it evaluates the relevant master data and time data entered in the R/3 System. It generates the wage types and amounts to be used by the *Net Payroll* component, or to be exported to a third-party product for net calculation.

SSP and SMP Evaluation

Purpose

Employee sickness and maternity absences are evaluated by the *Payroll* component for Statutory Sick Pay (SSP) and Statutory Maternity Pay (SMP) purposes.

To do this, the *Payroll* component uses the employees' absence details recorded in the *Absences* infotype (2001). It can then evaluate the absences in conjunction with the SSP and SMP data on each employee and produce the SSP and SMP figures for payroll.

Integration

The information the *Payroll* component requires on the employees is stored in the following infotype records:

- *Absences* (infotype 2001)
- *SSP Control* (infotype 0084)
- *SSP1(L) Form Data Record* (infotype 0085)
- *SSP/SMP Exclusions* (infotype 0086)
- *SMP Record* (infotype 0088)

See also:

[Absence Recording for SSP \[Page 32\]](#)

[Maternity Leave Recording \[Page 44\]](#)

Absence Recording for SSP

Absence Recording for SSP

Use

All employee information relevant to SSP evaluation needs to be recorded in the infotypes given below. These infotype records provide the *Payroll* component with the information it requires to evaluate absence data, and therefore calculate the correct payments during the payroll run. The *Payroll* component uses this information to update the [Absence Calendar \[Page 53\]](#).

Prerequisites

All information required by the *Payroll* component for SSP evaluation is stored in the following infotype records:

- *Absences* (infotype 2001)
- *SSP Control* (infotype 0084)
- *SSP1(L) Form Data Record* (infotype 0085)
- *SSP/SMP Exclusions* (infotype 0086)

See also:

[SSP Control \(Infotype 0084\) \[Page 33\]](#)

[SSP1\(L\) Form Data Record \(Infotype 0085\) \[Page 39\]](#)

[SSP/SMP Exclusions \(Infotype 0086\) \[Page 49\]](#)

[SSP/SMP Absence Conversion Report \[Page 54\]](#)

Statutory Sick Pay Control (Infotype 0084)

Definition

This infotype contains the data on an employee which is relevant to SSP.

Use

The information contained in the infotype allows the *Payroll* component to determine whether an employee is entitled to SSP, and if so, for which days.

Structure

Qualifying day pattern

This is where you specify the employee's qualifying day pattern (QDP) for SSP.

If your company has one QDP for most of the employees, individual records are not necessary. If you define this QDP as the default, it applies to all employees **without** *SSP Control* records. When you use this default QDP in a payroll run therefore, the system overrides the default for the employees **with** *SSP Control* records. However, if there is no default QDP and no employee *SSP Control* record, the system rejects the employee for an SSP absence.

For more information on defining and generating QDPs, see *SSP Qualifying Day Patterns (QDPs)* under *SSP and SMP* in the Implementation Guide (IMG) for *Payroll: Great Britain*.

See also:

[Assigning a Qualifying Day Pattern to an Employee \[Page 35\]](#)

[Changing a Qualifying Day Pattern Assigned to an Employee \[Page 36\]](#)

[Updating a Qualifying Day Pattern \[Page 37\]](#)

[Displaying a Qualifying Day Pattern \[Page 38\]](#)

Shift pattern flag

The *SSP Control* record also lets you use the employee shift schedule as the QDP. For more information on shift schedules, see *Work Schedules* in the Implementation Guide (IMG) for *Personnel Time Management*.

SSP easement

The *Payroll* component makes no SSP payments to the employee concerned for the period for which the indicator is set.

OSP scheme type

Companies may provide their own occupational sick pay schemes. If the employee concerned has joined an OSP scheme, it should be specified here.

Integration

To calculate SSP for each employee, this infotype must be read in conjunction with:

- *SSP1(L) Form Data Record* (infotype 0085)

Statutory Sick Pay Control (Infotype 0084)

- *SSP/SMP Exclusions* (infotype 0086)
- *Absences* (infotype 2001)
- *Payroll Status* (infotype 0003)

See also:

AssiSSP Qualifying Day Patterns

Assigning a Qualifying Day Pattern to an Employee

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
The *Maintain HR Master Data* screen appears.
2. In the *Personnel number* field, enter the employee's personnel number.
Use the matchcode function to find a number you do not know.
3. Access the *SSP Control GB* (infotype 0084) record by entering the infotype name or number in the *Infotype* field.
4. Choose *Create*.
The *Create SSP Control GB* screen appears.
5. Select the correct QDP for the *Qualifying day pattern* field. If you do not select a QDP for this employee, the payroll driver reads the default QDP, as specified in Table T5G22.
6. If you want to use the shift schedule as the default QDP, set the *Shift pattern flag*.
7. If the employee has opted out of SSP, set the *SSP easement* indicator.
8. Save your entries.

Result

The system assigns the correct QDP to the employee and uses it to calculate SSP.

Changing the Qualifying Day Pattern Assigned to an Employee

Changing the Qualifying Day Pattern Assigned to an Employee

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
The *Maintain HR Master Data* screen appears.
2. In the *Personnel number* field, enter the employee's personnel number.
Use the matchcode function to find a number you do not know.
3. Access the *SSP Control GB* (infotype 0084) record by entering the infotype name or number in the *Infotype* field.
4. Choose *Copy*.
The *Copy SSP Control GB* screen appears.
5. In the *Start* field, enter the date of the new QDP.
6. Select the correct QDP for the *Qualifying day pattern* field. If you do not select a QDP for this employee, the payroll driver reads the default QDP, as specified in Table T5G22.
7. If you want to use the shift schedule as the default QDP, set the *Shift pattern flag*.
8. If the employee has opted out of SSP, set the *SSP easement* indicator.
9. Save your entries.

Result

The system assigns the new QDP to the employee and uses it to calculate SSP from the new date entered. The previous record is automatically delimited to the start date of the new record.

Updating a Qualifying Day Pattern

Procedure

1. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Per payroll period* → *SSP/SMP* → *Qual. day patterns* → *Update Qualifying Day Patterns*.

The *QDP Selection* screen appears.

2. Enter the new data as required.
3. Choose *Create*.
4. Choose *Save*.

Result

The system updates the QDP for the specified period.

Displaying a Qualifying Day Pattern

Displaying a Qualifying Day Pattern

Procedure

1. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Per payroll period* → *SSP/SMP* → *Qual. day patterns* → *Display Qualifying Day Patterns*.

The *QDP Selection* screen appears.

2. Enter the relevant selection parameters for the QDP you wish to display.
3. Choose *Display*.

Result

The system displays the QDP for the relevant period.

SSP1(L) Form Data Record (Infotype 0085)

Definition

Infotype for manually setting up a link to Periods of Incapacity for Work (PIWs) with a previous employer.

Use

The information contained in this infotype enables the *Payroll* component to calculate whether the employee is entitled to SSP, and if so, when.

On the basis of the details you enter from the employee's SSP1(L) form, the *Payroll* component can ascertain whether there is a linking PIW. If the time period between two PIWs is less than fifty-six calendar days, these PIWs are classified as *linking* PIWs.

Structure

Date SSP1(L) received

This is the date on which the new employer received the SSP1(L) form.

If an employee has started work in your company with an SSP1(L) form, details concerning Periods of Incapacity for Work (PIWs) in the previous employment need to be entered in this group box on the infotype. These details are required by the *Payroll* component to establish, if necessary, whether the employee has a linking PIW and therefore whether this employee is entitled to SSP.

Date of last sick pay from previous employer

This date is contained on the SSP1(L) form.

This information is required by the *Payroll* component to determine whether an employee has a PIW within 8 weeks of the last PIW. If this is the case, a link is generated automatically.

Number of weeks of sick pay – previous employer

This information is contained on the SSP1(L) form.

If the *Payroll* component establishes that an employee has a linking PIW, it requires this information to calculate whether the employee is entitled to SSP.

Notification of leaving

Date on which the notification of leaving was received.

An SSP1(L) form will be issued to an employee on request when leaving. However, the form must be issued within a certain time limit. This time limit can be either:

- Seven days after it has been requested
- The first payday in the tax month following the one in which it was requested by the employee, where the situation is such that it would be impracticable for the employer to issue it within seven days of the request.

Last sick pay: employer

Date of last sick pay with the current employer.

SSP1(L) Form Data Record (Infotype 0085)**Integration**

To enable the *Payroll* component to calculate the SSP due to each employee, this infotype must be read in conjunction with:

- *SSP Control* (infotype 0084)
- *SSP/SMP Exclusions* (infotype 0086)
- *Absences* (infotype 2001)
- *Payroll Status* (infotype 0003)

Creating a SSP(1)L Form Data Record

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
The *Maintain HR Master Data* screen appears.
2. In the *Personnel number* field, enter the employee's personnel number.
Use the matchcode function to find a number you do not know.
3. Access the *SSP1(L) Form Data* (infotype 0085) record by entering the infotype name or number in the *Infotype* field.
4. Choose *Create*.
The *Create SSP1(L) Form Data* screen appears.
5. In the *Previous employment* group box, enter the date when you received the SSP1(L), and the details of the sick pay paid by the previous employer.
6. Save your entries.

Result

The system records the new employee's SSP1(L) details and automatically generates a link if the employee has a PIW within fifty-six calendar days of the last PIW.

SSP/SMP Exclusions (Infotype 0086)

SSP/SMP Exclusions (Infotype 0086)

Definition

Infotype for entering the reason for excluding an employee from SSP or SMP.

Use

On the basis of the information contained in the infotype, the *Payroll* component is able to exclude an employee during the payroll run from receiving an SSP or SMP payment for the absence.

In some cases it is not necessary to generate the exclusion manually, ie. by creating an *SSP/SMP Exclusions* record. Whether an exclusion is created in this way on the basis of an *Exclusions* record or automatically by the system depends on how the exclusion reason has been defined. These can be viewed in the *SSP and SMP Exclusions* step under *SSP and SMP* in Customizing for *Payroll: Great Britain*. Where the automatic exclusion indicator is set, the exclusion is generated automatically by the system.

Structure

Exclusion reason ID

An indicator identifying the reason for excluding an employee from SSP or SMP.

Form issued on

This is the date on which the SSP1 or SMP1 form was issued by the company to the employee concerned.

Integration

For the system to recognize that the absence does not require a payment, this infotype must be read in conjunction with *Absences* (infotype 2001).

Setting Up an SSP Exclusion for an Employee

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
The *Maintain HR Master Data* screen appears.
2. In the *Personnel number* field, enter the employee's personnel number.
Use the matchcode function to find a number you do not know.
3. Access the *SSP/SMP Exclusions* (infotype 0086) record by entering the infotype name or number in the *Infotype* field.
4. Choose *Create*.
The *Create SSP/SMP Exclusions GB* screen appears.
5. Enter the exclusion reason ID.
6. In the *Attributes* group box, enter the date on which the SSP1 form was issued.
7. Save your entries.

Result

The system sets up the SSP exclusion for the employee.

Maternity Leave Recording

Maternity Leave Recording

Use

All employee information relevant to SMP evaluation needs to be recorded in the infotypes given below. These infotype records provide the *Payroll* component with the information it requires to evaluate the employee's maternity leave data, and therefore calculate the correct payments during the payroll run. The *Payroll* component also uses this information to update the [Absence Calendar \[Page 53\]](#).

Prerequisites

All information required by the *Payroll* component for SMP evaluation is stored in the following infotype records:

- *SMP Record* (infotype 0088)
 - *SSP/SMP Exclusions* (infotype 0086)
 - *Absences* (infotype 2001)

SMP Record (Infotype 0088)

Definition

This infotype contains the details of an employee's pregnancy.

Use

The information contained in this infotype enables the *Payroll* component to determine whether an employee qualifies for SMP and to calculate the correct rate of payment.

Structure

MAT B1

When you enter the details from the employee's Mat B1 form, the system automatically calculates the expected week of confinement (EWC), the qualifying week (QW), and the dates between which the maternity pay period (MPP) is allowed to start.

Actual start of MPP

The statutory maternity pay period always begins on the first Sunday of the maternity leave absence. If the date you enter does not fall on a Sunday, the official MPP start date is set to the next Sunday. When you enter the actual start date for MPP, the system automatically calculates the expected end date of the maternity period. If you do not enter the actual start date for MPP, the *Payroll* component cannot start making the SMP payments.

Integration

When you record a maternity leave absence for an employee in the *Absences* (infotype 2001) record, the system is set up to display the *SMP Record* (infotype 0088) automatically. You only need to add the details of the specific period of absence.

To enable the *Payroll* component to calculate the correct rate of SMP to pay the employee and when to pay it, this infotype must be read in conjunction with:

- *SSP/SMP Exclusions* (infotype 0086)
- *SSP Control* (infotype 0084)
- *Absences* (infotype 2001)
- *Payroll Status* (infotype 0003)

Absences (Infotype 2001) - Maternity

Absences (Infotype 2001) - Maternity

Definition

Absences are divided into absence types. Absence types are subtypes of infotype 2001 (*Absences*).

In the case of maternity absences, there are two types of absence. These are:

- 0600 Maternity leave (SMP relevant)
- 0601 Paid SMP (SMP relevant)

Use

The two maternity absence types differ as follows:

- Maternity leave
This is implemented as a paid absence and the employee continues to receive her normal salary. Although the SMP amount is calculated and the value of /MPY appears in the payroll results, this SMP amount is not actually paid.
- Paid SMP
This is an unpaid absence. The employee no longer receives her normal salary but only the statutory SMP amount, ie. the value of /MPY.

In both cases therefore the SMP amount (value of /MPY) is calculated in the same way on the basis of the value of /MAE (SMP average weekly earnings), which is a customizable wage type.

Integration

To calculate SMP for an employee, this infotype must be read in conjunction with:

- *SMP Record* (infotype 0088)
- *SSP/SMP Exclusions* (infotype 0086)
- *SSP Control* (infotype 0084)
- *Payroll Status* (infotype 0003)

For more information, see [Absences Infotype \(2001\) \[Ext.\]](#).

Creating an SMP Record for an Employee with a Mat B1

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
The *Maintain HR Master Data* screen appears.
2. In the *Personnel number* field, enter the employee's personnel number.
Use the matchcode function to find a number you do not know.
3. Access the *SMP Record* (infotype 0088) by entering the infotype name or number in the *Infotype* field.
4. Choose *Create*.
The *Create SMP Record* screen appears.
5. In the *Produced* field, enter the date of the Mat B1.
6. In the *Stated due date* field, enter the due date given on the Mat B1.
The system then fills the following fields automatically:
 - Expected week of confinement
 - MPP start possible from
 - Qualifying week
7. Save your entries.

Result

The system creates an SMP record for the employee. It is initially valid from the *MPP start possible from* date until the baby's due date. These dates will be changed when you enter the date on which MPP actually starts.

Changing an SMP Record for an Employee Whose MPP Has Commenced

Changing an SMP Record for an Employee Whose MPP Has Commenced

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

2. In the *Personnel number* field, enter the employee's personnel number.

Use the matchcode function to find a number you do not know.

3. Access the *SMP Record* (infotype 0088) by entering the infotype name or number in the *Infotype* field.

4. Choose *Copy*.

The *Copy SMP Record GB* screen appears.

5. In the *Actual start of MPP* field, enter the date on which the employee actually started her MPP.

The system then enters the expected end date for the MPP automatically.



If you do not enter the actual start date of the MPP, this information is generated later, once you enter the birth date and maintain the record.

6. Save your entries.

Result

This procedure updates the employee's SMP record with her actual MPP details. The record is valid until the expected end date of her maternity pay period.

SSP/SMP Exclusions (Infotype 0086)

Definition

Infotype for entering the reason for excluding an employee from SSP or SMP.

Use

On the basis of the information contained in the infotype, the *Payroll* component is able to exclude an employee during the payroll run from receiving an SSP or SMP payment for the absence.

In some cases it is not necessary to generate the exclusion manually, ie. by creating an *SSP/SMP Exclusions* record. Whether an exclusion is created in this way on the basis of an *Exclusions* record or automatically by the system depends on how the exclusion reason has been defined. These can be viewed in the *SSP and SMP Exclusions* step under *SSP and SMP* in Customizing for *Payroll: Great Britain*. Where the automatic exclusion indicator is set, the exclusion is generated automatically by the system.

Structure

Exclusion reason ID

An indicator identifying the reason for excluding an employee from SSP or SMP.

Form issued on

This is the date on which the SSP1 or SMP1 form was issued by the company to the employee concerned.

Integration

For the system to recognize that the absence does not require a payment, this infotype must be read in conjunction with *Absences* (infotype 2001).

Setting Up an SMP Exclusion for an Employee

Setting Up an SMP Exclusion for an Employee

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
The *Maintain HR Master Data* screen appears.
2. In the *Personnel number* field, enter the employee's personnel number.
Use the matchcode function to find a number you do not know.
3. Access the *SSP/SMP Exclusions* (infotype 0086) record by entering the infotype name or number in the *Infotype* field.
4. Choose *Create*.
The *Create SSP/SMP Exclusions* screen appears.
5. Enter the exclusion reason ID.
6. In the *Attributes* group box, enter the date on which the SMP1 was issued.
7. Save your entries.

Result

The system sets up an SMP exclusion for the employee.

Maternity Payments (Report RPCMPYG0)

Use

This report provides you with an overview of the SMP payments made to employees during their maternity leave.

You only need to run this report when the Contributions Agency (CA) requests certain information. If you wish, you can also run it on a regular basis, such as after each payroll run.

The report gathers the information provided by the payroll run, as well as information from the employees' *SMP Record* (infotype 0088). It provides a weekly or monthly overview of a particular period.

Features

The report provides you with all the data required by the Contributions Agency:

- Employee's name
- National Insurance number
- Payroll period
- Split
- Details of maternity absence
- Amount of SMP paid
- Running total of SMP

Running the Maternity Payments Report

Running the Maternity Payments Report

Procedure

1. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Per payroll period* → *SSP/SMP* → *Maternity pay period*.

The *Statutory Maternity Pay Record Sheet* appears.

2. Enter the relevant selection parameters.
3. Choose *Execute*.

Result

The system displays an overview of the SMP payments made to employees during their maternity leave.

Absence Calendar

Definition

Calendar displaying the employee's absences. Absences relevant to SSP or SMP are indicated.

Structure

The calendar has three views:

- **Weekly overview**
Shows the absence calendar week by week for the whole year. The days where SSP or SMP relevant absences occurred are indicated.
- **Monthly overview**
Shows the absence calendar month by month for the whole year. The days where SSP or SMP relevant absences occurred are indicated.
- **Yearly overview**
Shows the dates of all SSP/SMP absences. It also shows the type of absence and the amount of SSP or SMP paid per week.

Before the calendar is displayed, you must specify a range of personnel numbers and a number of years. If you leave the *Display list screen* indicator active, you can select the individual personnel numbers and years that you wish to display. If you deactivate the *Display list screen* indicator, the calendars are displayed in order of personnel number and year, starting with the first year documented in the calendar. You can move between the selected employees by choosing *Next employee* or *Previous employee*.

By double-clicking on a particular day in any of the overview screens, you can display both the absence and payment information for that day.

It is possible to switch to the other views from any one view screen, no matter which view you display first.

Integration

The absence calendar is generated during the payroll run.

SSP/SMP Absence Conversion Report (RPUABPG0)**SSP/SMP Absence Conversion Report (RPUABPG0)****Use**

This report converts absence-related payroll data when upgrading from 3.x to 4.0B or higher releases. The program converts data entered in the *Absences* infotype (2001), that has already been processed in a payroll run and stored in Table AB.

You need only run this report once, **after** upgrading your system, and **before** re-opening your system.

The report:

- Converts the absence calendar stored in table NCALE on the PC cluster to the new format.
- Fills the new table MSA with data taken from the results table (RT) and the absence table (AB).
- Clears the contents of any infotype fields that are no longer used in absence processing.
- Deletes SSP PIW Records that are not used for SSP(1)L or leavers' data.

Prerequisites

Before upgrading, you must have already entered and processed all known employee data in the *Absences* infotype (2001), relevant for the time up to the last payroll run prior to the upgrade. Run payroll and retroactive payroll for the current payroll period. Absences entered for a future period are not relevant in this case.

Before re-opening the system for data capture, you must convert the payroll results. This provides an accurate base for subsequent retroactive calculations.

Activities

1. From the SAP initial screen, select *System -> Services -> Reporting*.
2. Enter the name of the report (RPUABPG0).
3. Choose Execute.
4. In the subsequent screen (SSP/SMP Processing Conversion to 4.0), proceed as follows:
 - a. Enter the personnel number and/or payroll area.
 - b. Under Processing Options, in the Personnel subarea grouping for absence and attendance types field, enter the value that matches that in Table T001P.
 - c. Under Update Options, select **any combination** of the following check boxes:
 - Test mode - no update:
If you select this box, the program runs in test mode. No payroll results or infotypes are updated. The system displays information on employee records

SSP/SMP Absence Conversion Report (RPUABPG0)

that are to be successfully converted. The system also displays error messages for any potential incorrectly-processed employee records.

- Update Table MSA
If you select this box, the new table MSA in the payroll cluster is updated. You can do this in addition to the automatic update of table AB and NCALE.
- Wipe redundant infotype fields
In release 4.0 and higher, there are fields in infotypes 0085 (SSP1(L) Form Data), and 0088 (SMP Record), that are no longer necessary for calculation. If you select this box, the contents of the following fields are cleared:

Field	Result
P0085-CUTYP	This data is now stored on the payroll cluster (after running program RPUXSPG0)
P0085-CUPDW	This data is now stored on the payroll cluster (after running program RPUXSPG0)
P0088-AVEWE	The AWE is already included in the payroll results

5. Choose Execute.

You can also run this report in the background, by selecting *Program -> Execute in background*.

If errors occur, the employee data is not converted.

OSP and OMP

OSP and OMP

Purpose

The *OSP/OMP* component allows you to perform OSP and OMP processing automatically. It allows you to maintain, apply, and monitor employee's absence schemes (coverage packages) using the standard customizing, absence entry, and payroll functionality provided by *Payroll Great Britain*.

The *OSP/OMP* functionality reflects the standard business practices used for operating occupational absence payment schemes (*OSP/OMP*).

Implementation Considerations

To set up your system appropriately for using the *OSP/OMP* functionality, you must carry out the steps in Customizing for *Payroll: Great Britain* under *OSP and OMP → Automatic Processing*. This involves creating the absence schemes you wish to use in your company, attaching and refining them appropriately, and setting up the necessary absence scheme rules.

If you want to use the manual *OSP/OMP* option, carry out the steps under *Manual Processing*.

Features

Automatic *OSP/OMP* processing allows absences to be split automatically across payment bands. When an employee is absent from work, the *Absences (2001)* infotype subtype you enter refers only to the absence type and not the rate at which the absence should be paid. The system automatically calculates when the absence should move to a new payment band, for example to half or nil pay. When payroll is run, the absence is split into the correct payment bands according to the absence evaluation scheme rules that you have set up in Customizing. This means that an employee will automatically move to the subsequent payment band unless positive action is taken to prevent this.

When entering an absence for an employee in the *Absences (2001)* infotype, you can run the Absence Breakdown report, which uses the same calculation as in payroll, to find out whether the employee will move to a new payment band during the absence. This report will produce exactly the same splits that would occur during payroll. However, if you do not want an employee to automatically move to a lower payment band, you can enter an extension for a specific payment band in the *Absence Scheme Override (0572)* infotype. This will prevent their pay from decreasing below the current rate.



The *OSP/OMP* component also allows you to perform *OSP/OMP* processing manually. In this case, an absence is only paid at a single rate of payment directly related to the *Absences (2001)* infotype subtype. If the rate of payment should need to change because an employee has used all their entitlement to that rate of payment, then the old absence has to be delimited and a new *Absences (2001)* infotype subtype used to derive a new single rate of payment. As you specifically report who needs to be moved to a new payment band, manual processing allows you to maintain strict "manual" control over the whole process.

Process Flow

1. An employee reports that he or she will be absent from work for a period of time.

- The clerk creates an *Absences* (infotype 2001) record for this period with the appropriate absence subtype.

The clerk can see immediately whether the employee is in an absence scheme (*Absence Scheme* text shown in the infotype). He or she can do on-the-spot checks using the following reports:

- Entitlements Left
- Absence Breakdown

- The employee's absences are processed via payroll.

The clerk can check to see which employees do not have much entitlement left or are on long-term sickness as follows:

- By running the absence report, for example RPTABS50 (Absence Data: Calendar View) or RPTABS20 (Absence Data Overview) to find employees who are on long-term sickness.
- By running the Entitlements Left report periodically (long-term absence monitoring).



The absence history necessary to perform the processes above is generated automatically. The payroll results store sufficient history up to the end of the last payroll that has been run for the employee concerned. The amount of history generated for each absence record depends on the employee's personal calendar date, personal retroactive payroll calculation date, and the absence start date.

- The clerk may need to give an employee extra entitlement (infotype 0572 *Absence Scheme Override*).
- If the absence scheme changes at the end of the year, the Customizing settings which have been made will need to be reviewed.

Absences (Infotype 2001): National Features Great Britain/Ireland

Definition

A number of additional features are provided on the *Absences* (2001) infotype for Great Britain and Ireland for OSP/OMP processing. These are as follows:

- Entitlements left
Shows all entitlements left on the first day of the absence
- Absence breakdown
Shows how the absence will be paid in payroll
- Absence entry check
The system checks the consistency of the employee's master data and absence scheme customizing.

Use

When an absence is entered using the *Absences* (2001) infotype, the following information is available:

1. The absence scheme that the employee is in on the first day of the absence
2. The amount of entitlements left on the first day of the absence
3. How the absence will be broken down for payment

Structure

The absence scheme text is only displayed if the employee is in an absence scheme on the first day of the absence.

Entitlements Left

The *Entitlements Left* option runs a report for the person concerned to derive how much of the employee's full entitlement is left on the first day of the absence.

The report first derives the employee's absence scheme, and then derives according to the scheme rules how much entitlement is left in each entitlement band.

For more information, see the report documentation for report RPLABSG0_ENTITLEMENT_DETAILS.

Absence Breakdown

The *Absence Breakdown* option runs a report for the person concerned to derive how the absence will be broken down for payment according to the absence scheme that the employee is in. All day types, payment bands, and absence groupings are shown.

For more information, see the report documentation for report RPLABSG0_ABSENCE_HISTORY.

Absences (Infotype 2001): National Features Great Britain/Ireland**Absence Entry Check**

The absence entry check switch is set in Customizing for *Payroll: Great Britain* under *OSP and OMP* → *Automatic Processing* → *Go Live!* → *De-activate Absence Entry Checking*.

If absence entry checking is active, the consistency of the employee's master data and absence scheme customizing is checked when the record is saved. If any errors are found, the record cannot be saved. Warnings are reported, but the data can still be saved.



Any band changes between payment bands during the period of absence are reported as warning messages.

Absence Scheme Override (Infotype 0572)

Absence Scheme Override (Infotype 0572)

Definition

The *Absence Scheme Override (0572)* infotype enables you to override at employee level the absence scheme rules you have set up in Customizing. It allows you to assign a completely new absence scheme to a single person, or extend or reduce the entitlements of the employee's current scheme.

Use

The *Absence Scheme Override (0572)* infotype allows you to override an employee's absence scheme definition at two levels:

- If the whole absence scheme is incorrect, you can attach a new absence scheme to the employee using this infotype (time dependent). However, you can also attach the new absence scheme to the employee using the feature COVER (time independent).
- If the entitlements of the absence scheme are incorrect, you can use this infotype to extend or reduce an employee's entitlements to a specific absence grouping and payment band for a specific time period.



This is often applied to employees who have been in service for a long period, but have fallen ill on a long-term basis. They will run out of entitlement to payment unless an extension is authorized by their line-management and the extension entered here.

Structure

The validity period you specify will define for how long the absence scheme override is active.

Under *Absence Scheme Override*, the *Scheme* field allows you to override the whole scheme derived via the feature COVER. The *Absence Grouping* and *Payment Band* fields define which entitlement band will be extended or reduced.

The number of days specified in the *Extension days* field increases the amount of entitlement received for a specific absence grouping (absence type) and payment band (evaluation class). Likewise, the number of days specified in the *Reduction days* field reduces the amount of entitlement received for a specific absence grouping (absence type) and payment band (evaluation class).

Recurring Payments/Deductions (Infotype 0014): National Features Great Britain

Definition

Payroll for Great Britain provides an additional feature on infotype 14 enabling prorating to be carried out according to working hours, working days, or calendar days.

Use

To ensure that the *Payroll* component can calculate the correct prorating results, you need to maintain infotype 14 wage types as follows, if you want them to be prorated:

1. Check whether processing class 1 has already been set.



If processing class 1 (Assignment to valuation bases) is blank, it is important that you set it to zero.

2. Set processing class 47 (Special processing of variable payments/deducts) to "P" (prorating).
3. Set processing class 10 (Mark wage types for monthly factoring) to the appropriate value depending on how you would like the wage type to be prorated. You should use a specification between **A** and **L**.

Processing class specification	Factor
A	Reduction with factor /801, with rounding 005
B	Reduction with factor /801, with rounding up
C	Reduction with factor /802, with rounding 005
D	Reduction with factor /802, with rounding up
E	Reduction with factor /803, with rounding 005
F	Reduction with factor /803, with rounding up
G	Reduction with factor /804, with rounding 005
H	Reduction with factor /804, with rounding up
I	Reduction with factor /805, with rounding 005
J	Reduction with factor /805, with rounding up
K	Reduction with factor /806, with rounding 005
L	Reduction with factor /806, with rounding up

Integration

GB-specific personnel calculation rules are provided for prorating. These personnel calculation rules determine the factors for the current period during payroll. The following personnel calculation rules are involved:

- GP11 Recurring payments/deductions

Recurring Payments/Deductions (Infotype 0014): National Features Great Britain

- GPPF Determining partial period factors
- GPP0 Determine partial period factors (subrule)
- GVAL Valuate payroll elements using partial period factors

The following technical wage types have been set up appropriately to enable prorating on infotype 14:

- /801 Partial period factor 1 (working hours)
- /802 Partial period factor 2 (working days)
- /803 Partial period factor 3 (calendar days)
- /804 Partial period factor 4 (working hours)
- /805 Partial period factor 5 (working days)
- /806 Partial period factor 6 (calendar days)

The wage types /804, /805, /806 enable you to calculate a partial period factor without taking unpaid absences into account.

The following model wage types are provided for entering deduction amounts in infotype 14:

- PRWH Prorating according to working hours
- PRWD Prorating according to working days
- PRCD Prorating according to calendar days

For more information on factoring, see [Partial Period Remuneration \(Factoring\) \[Ext.\]](#).

Net

Purpose

The *Net Payroll* component for Great Britain calculates employees' net remuneration in accordance with statutory regulations. From an employee's gross pay, the *Payroll* component makes the necessary statutory and voluntary deductions. This includes processing tax and NI contributions, court orders, and pension contributions. The *Net Payroll* component stores the results in a results cluster, containing the wage types and respective amounts for all employees concerned.

Tax and PAYE

Tax and PAYE

Purpose

The *Tax* component covers all the statutory and functional requirements for tax processing. The tax codes and tax rates are provided by SAP in statutory tables.

Features

In accordance with the Inland Revenue's requirements for operating a PAYE scheme with them, the *Tax* component allows you to:

- Deduct the correct amount of tax from employees' pay each time they are paid
- Calculate the correct amount of employees' and employers' NICs
- Keep an accurate record of the pay and deductions made
- Pay the Collector of Taxes the correct amounts due each month (or quarter)

Tax Data (Infotype 0065)

Definition

This infotype stores an employee's PAYE details.

Use

All the information needed by the *Payroll* component to calculate PAYE for an employee is stored in this record. The *Payroll* component uses this data to make the correct tax deductions from wages and salaries.

When new employees join your company, you need to create a *Tax Data* record for each of them. If you do not receive the tax details for a particular employee immediately, you should wait until you receive this information before you create the record. If you have no tax details for the employee, the system uses the default values set up in Customizing for *Payroll* to calculate PAYE.

One of your required start-of-year activities is to create a new *Tax Data* record for each employee. Employee tax situations may also change during the course of employment. If this is the case, you will need to create new records to reflect each of these changes.

Structure

Current details

The *Payroll* component uses the employee **tax code** to calculate tax deductions or refunds.

If you do not create a *Tax Data* (infotype 0065) record for a new employee before running payroll, deductions are calculated on a week1/month1 tax basis, using a default tax code.

For more information, see the Implementation Guide (IMG) for *Payroll: Great Britain (Basic Settings → Employer's Tax and CA Registration Details → Assign PAYE Reference to Payroll Area)*.

Retrocalculation is not triggered if you create a *Tax Data* record after you include the employee data for payroll.

When you create a tax record for an employee, the cumulative **tax basis** appears as the default. If necessary, change this to a week1/month1 tax basis.

Tax refunds are withheld from employees who are **on strike**. They can be paid out when the employee either resumes work or leaves the company. You must create a new tax record for employees who are on strike. When you do this, remember to set the *On strike* indicator for the period of industrial action.



It is important that you create a new tax record for an employee whose tax code has changed or who is on strike. The validity begin date of this record must be the date from which the new code is valid, or on which the strike action commenced.

Starter's details

Here you enter the figures from the new employee's P45 or from the P6 sent by the tax office.

Tax Data (Infotype 0065)

On the basis of this information and the tax code specified, the system checks whether the tax paid on the P45 is the same as tax paid to date from the tax tables. If this is not the case, the system displays a warning message and enters the correct figure in the *P45 Item 12* field. It also sets the *P45 Item 12 used in Payroll* indicator so that the corrected figure is used when you next run payroll.

You should also enter this corrected figure at Item 12 on Part 3 of the employee's actual P45 form. This will indicate to the tax office that a discrepancy exists.

P45 data is only used for calculations made during the financial year in which the employee joins your company.

Leaving details

To issue a P45 when an employee leaves the company, you need to set the *P45 been issued* indicator and enter the date on which the form was issued. This ensures that the *Payroll* component uses the basic rate to deduct tax if a late payment is made to the employee.



If you use the *Sample P45 Slip* (RPCP45G0) report, the system automatically creates a new *Tax Data* record containing the employee's leaving details for the date when the P45 is issued.

For more information, see [P45 Issue \[Page 162\]](#).

Retrocalculation Implications

Backdated changes to the *Tax Data* (infotype 0065) record do **not** trigger retrocalculation. This is because the tax is adjusted by cumulative calculation.

See also:

[Retroactive Accounting \[Ext.\]](#)

Creating a Tax Data Record (Infotype 0065) for a New Employee

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
The *Maintain HR Master Data* screen appears.
2. In the *Personnel number* field, enter the employee's personnel number.
Use the matchcode function to find a number you do not know.
3. Access the *Tax Data* (infotype 0065) record by entering the infotype name or number in the *Infotype* field.
4. Choose *Create*.
The *Create Tax Data GB* screen appears.
5. If you are entering tax details after you have already used the employee's data in a payroll run, enter the date on which you received these details.
A message appears warning you that this is after the employee's start date.
Otherwise leave the date as it appears in the default.
6. In the *Current details* group box, enter the employee's tax code, the tax code source, and select the correct tax basis.
7. In the *Starter's details* group box, enter the details of the employee's previous employment as shown on the P45.
8. Save your entries.

Result

A *Tax Data* record is created for the new employee.



Retrocalculation is not triggered for *Tax Data* records created after an employee's start date.

Changing an Employee's PAYE Details

Changing an Employee's PAYE Details

An employee's tax code may change or you may receive taxable pay and tax paid figures. This information can come from the Inland Revenue at any point during a person's employment.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

2. In the *Personnel number* field, enter the employee's personnel number.

Use the matchcode function to find a number you do not know.

3. Access the *Tax Data* (infotype 0065) record by entering the infotype name or number in the *Infotype* field.

4. Choose *Create*.

The *Create Tax Data GB* screen appears.

5. In the *From* field, enter the date from which the new tax code is valid.

6. In the *Current details* group box, enter the new tax code, the tax code source, and select the correct tax basis.

7. Save your entries.

A message appears informing you that the previous record will be delimited.

8. Choose ENTER.

Result

The employee's new PAYE details are recorded and the previous record is delimited.

Changing PAYE Details for an Employee on Strike

As tax refunds are withheld from employees who are on strike, you must ensure that you change their PAYE details for any period of strike action.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

2. In the *Personnel number* field, enter the employee's personnel number.
3. Access the *Tax Data* (infotype 0065) record by entering the infotype name or number in the *Infotype* field.
4. Choose *Copy*.

The *Copy Tax Data GB* screen appears.

5. In the *From* field, change the date to the date on which the strike action commenced.
6. Set the *On strike* indicator.
7. Save your entries.

A message appears informing you that the end date of the previous record will be delimited.

8. Choose ENTER.

Result

Any tax refund due to the employee is withheld until you create a new record when the employee resumes work.

Changing PAYE Details for an Employee Back at Work After Strike Action

Changing PAYE Details for an Employee Back at Work After Strike Action

When an employee resumes work after strike action, you need to create a new *Tax Data* record so that any tax refund due is then paid.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
The *Maintain HR Master Data* screen appears.
2. In the *Personnel number* field, enter the employee's personnel number.
Use the matchcode function to find a number you do not know.
3. Access the *Tax Data* (infotype 0065) record by entering the infotype name or number in the *Infotype* field.
4. Choose *Copy*.
The *Copy Tax Data GB* screen appears.
5. In the *From* field, change the date to the date on which the employee resumed work.
6. Deselect *On strike*.
7. Save your entries.
A message appears informing you that the end date of the previous record will be delimited.
8. Choose ENTER.

Result

Any tax refund due to the employee is paid when the payroll is next run.

Changing PAYE Details for a Leaver

When an employee leaves your company, you should record that a P45 has been issued to this employee and the date on which this occurred.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
The *Maintain HR Master Data* screen appears.
2. In the *Personnel number* field, enter the employee's personnel number.
Use the matchcode function to find a number you do not know.
3. Access the *Tax Data* (infotype 0065) record by entering the infotype name or number in the *Infotype* field.
4. Choose *Copy*.
The *Copy Tax Data GB* screen appears.
5. In the *From* field, change the date to the date on which the P45 was issued.
6. In the *Current details* group box, change the employee's tax code and tax basis if necessary.
7. In the *Leaving details* group box, set the *P45 been issued* indicator and enter the appropriate date in the *Date P45 issued* field.
8. Save your entries.
A message appears informing you that the end date of the previous record will be delimited.
9. Choose ENTER.

Result

The employee's PAYE details are changed. If the employee was on strike at the time of leaving, any tax refund withheld is paid with the final pay.



You can also use the *Sample P45 Slip* (RCP45G0) report to record an employee's leaving details and to update the *Tax Data* (infotype 0065) records. For more information, see [P45 Issue \[Page 162\]](#).

Working Families' Tax Credit and Disabled Person's Tax Credit

Working Families' Tax Credit and Disabled Person's Tax Credit

Purpose

The *WFTC/DPTC* component enables you to pay Working Families' Tax Credit (WFTC) and Disabled Person's Tax Credit (DPTC) through the pay packet to employees who have received an award from the Inland Revenue.

Features

The *WFTC/DPTC* component provides the functionality required to:

- Record the tax credit details received from the Inland Revenue
- Calculate the amount of tax credit to be paid per payroll period
- Record the amount of tax credit paid in a tax year
- Record the total tax credit paid in the year for an employee on forms P14 and P60
- Record the tax credits for all employees on forms P35 and magnetic media

WFTC/DPTC (Infotype 0087)

Definition

This infotype allows you to record an employee's tax credit details.

Use

The employee's tax credit details recorded in this infotype are used to calculate the tax credit payment to the employee for the specific pay period. The amount calculated is added to the employee's net pay and shown separately on the employee's payslip.

Structure

In the *Tax credit award details* group box, you enter the tax credit details received from the Inland Revenue. The start and end dates of the award correspond to the from and end dates of the infotype. Since tax credits are issued for 26 weeks, a warning is issued if the end date is not exactly 182 days after the start date.

A check is made between the amounts you enter for the daily rate and the total amount of the tax credit. If the daily rate multiplied by the number of days of the credit does not equal the total amount entered, a warning message indicates the total amount calculated by the system.

The system calculates the amount of tax credit to be paid to the employee per payroll period by multiplying the daily rate you enter by the number of calendar days in the payroll period.



The daily rate provided by the Inland Revenue varies depending on the employee's personal circumstances.

Under *Certificate of Payments*, you are required to record any certificate of payments issued by the employer when a tax credit is not paid (for example, due to an unpaid illness absence, strike). The certificate of payments shows the tax credits paid by the employer up to the date when the employee leaves and the period they cover. The employee will send this form to the Inland Revenue Tax Credit Office as evidence that the employer payments have ceased.

If a certificate of payments is issued, the date it was issued and reason both have to be recorded in the infotype. An additional text can be entered optionally, but a brief explanation should be given if the reason specified is *Others*.



If an employee is on unpaid leave which is not a complete payroll period or is involved in a trade dispute which is not a complete payroll period, then the tax credit should be paid in full.

National Insurance Contributions

National Insurance Contributions

Purpose

The *National Insurance* component allows you to perform the tasks necessary to record, calculate, and pay National Insurance contributions. All the necessary information for calculating National Insurance contributions (NICs) is stored in the *National Insurance* (infotype 0069) records.

Features

The *National Insurance* component holds all the relevant data on an employer's and employees' National Insurance contributions. This allows you to:

- Maintain strict records of the amount of National Insurance contributions paid by employees during the year
- Submit information to the Contributions Agency (CA) at year end. The amount of contributions paid together with the amount of the earnings on which the employee's NIC was calculated is entered onto the employee's contribution record by the CA.

See also:

[National Insurance \(Infotype 0069\) \[Page 75\]](#)

[National Insurance Conversion Program \[Page 79\]](#)

[National Insurance Contributions Check Report \[Page 83\]](#)

[National Insurance Rates: Limits & Percentages \[Page 85\]](#)

[Changing NI Status for an Employee Contracted out of SERPS \[Page 77\]](#)

[Changing NI Status for an Employee Turned Company Director \[Page 78\]](#)

National Insurance (Infotype 0069)

Definition

This infotype stores an employee's National Insurance (NI) information. The National Insurance number itself is transferred from the employee's *Personal Data* (infotype 0002) record, and cannot be altered here.

Use

All the necessary information for National Insurance contribution (NIC) calculation is stored in this record. The *Payroll* component uses this data to make the correct NIC deductions from wages and salaries.

When new employees join your company, you need to create a *National Insurance* record for each of them. If you do not receive the National Insurance (NI) details immediately, you need not create this record for them until you receive the information. If the NI details are not available, the system uses the default values set up in Customising for *Payroll: Great Britain* to calculate the employees' NICs. For more information, see the section on *National Insurance* in the Implementation Guide (IMG) for *Payroll: Great Britain*.



Creating a *National Insurance* record after employee data has been included in payroll triggers retrocalculation.

During their employment, employees' NI situations may change. You need to create new records to reflect each of these changes.



If an employee's National Insurance status changes, you must create a new *National Insurance* record valid from the exact date of the change of status. This is to ensure that the payroll calculates the new contributions from the correct period within the tax year.

In the case of underpayments, the arrears are recovered in accordance with the statutory regulations. Overpayments are refunded, and the cumulatives are corrected for end-of-year reporting.

Structure

NI category

This enables the *Payroll* component to calculate the National Insurance Contributions for the employees and the employer.

Additional flags

In the *Additional flags* group box, you can set an indicator for the following:

- **Company director:** If this flag is selected, the person is a company director and is therefore governed by different NI regulations. The system automatically calculates NICs on an annual basis for company directors.
- **Certificate held:**

National Insurance (Infotype 0069)

- **No cert:** The employee is either in NI category code A or D, and therefore does not need a certificate
- **CA 4139:** This certificate can only be submitted by certain married women, which entitles them to pay reduced rate NICs.
- **CA 2700:** The employee has another job and has provided you with a CA2700 exempting him or her from NICs. This employee is paying sufficient NICs in the other job. The system automatically calculates employer contributions for employees in this category.
- **CA 4140:** This certifies that the employee has reached state retirement age and is therefore no longer liable to pay NICs

Retrocalculation Implications

Backdated changes to the *National Insurance Contributions* (infotype 0069) record **do** trigger retrocalculation.

See also:

[Retroactive Accounting \[Ext.\]](#)

Changing NI Status for an Employee Contracted Out of SERPS

Changing NI Status for an Employee Contracted Out of SERPS

If the National Insurance status of an employee changes – for example, if the employee decides to join a company pension scheme which is contracted out of SERPS – you need to create a new *National Insurance* (infotype 0069) record for this employee. This record must be valid from the exact date that the NI status changed. This ensures that the new contributions are calculated from the correct date.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

2. In the *Personnel number* field, enter the employee's personnel number.

Use the matchcode function to find a number you do not know.

3. Access the *National Insurance* (infotype 0069) record by entering the infotype name or number in the *Infotype* field.

4. Choose *Copy*.

The *Copy National Ins. GB* screen appears.

5. Change the *Start* date to the date on which the employee's *National Insurance* status changed.

6. In the *NI Category* field, change the employee's NI category.

7. Save your entries.

Result

The employee's National Insurance contributions are deducted at the appropriate contracted-out rate from now on.

Changing NI Status for an Employee Turned Company Director

Changing NI Status for an Employee Turned Company Director

If any of your employees become a company director, their National Insurance status changes, and they need a new *National Insurance* (infotype 0069) record, valid from the exact date that their status changed. This ensures that their new contributions are calculated from the correct date.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
The *Maintain HR Master Data* screen appears.
2. In the *Personnel number* field, enter the employee's personnel number.
Use the matchcode function to find a number you do not know.
3. Access the *National Insurance* (infotype 0069) record by entering the infotype name or number in the *Infotype* field.
4. Choose *Copy*.
The *Copy National Ins. GB* screen appears.
5. Change the *Start* date to the date on which the employee's National Insurance status changed.
6. In the *Additional flags* group box, set the *Company director* indicator.
7. Save your entries.

Result

The employee's National Insurance contributions are deducted on an annual or pro-rated basis from now on.

National Insurance Conversion Program (RPUNICG0)

Use

Use this report to convert payroll results for those periods that require retrocalculation.

You must run this report from the **start of the fiscal year**.

Any results that are not converted will no longer be accessible. Payroll calculation and subsequent reporting will no longer be possible using these results

Integration

The conversion is a two-step process:

- a) Tables RT and CRT are copied to help tables with the same structure called H_RT and H_CRT respectively. You cannot access these tables directly. They serve as a "safety net" for the payroll data. The wage types are removed from the RT and CRT, and the converted results, together with H_RT and H_CRT, are exported to the RG cluster.
- b) After manually checking the converted results, you can clean up the conversion run by selecting the appropriate radio button. This deletes the H_RT and H_CRT entries from the RG cluster. You cannot import the converted results until this step has been completed.

Prerequisites

The conversion report **cannot** convert the following records correctly:

- A director appointed in the middle of the current tax year.
- A director with a category change in the middle of the current tax year.

You must first run this report in test mode to compare the old and the new results.

Then after running the conversion report, you must search for any error (as described above).

If there are errors, you must manually force a retro payroll calculation on the affected employees by setting their personal retro date to the beginning of the current tax year on the infotype Payroll Status (0003).

To identify these people, use transaction se16 and check the structure PA0069 for any director flags that have been set.

Note: The Arrears/Refunds Total field in the NIRA table is not filled in the conversion. No customer action is necessary, as the report automatically changes the retro date on infotype Payroll Status (0003) to the beginning of the current tax year. Thus, it is ensured that any inconsistencies that might affect year end processing in 2001 are corrected during the next payroll run.

Selection

You must enter the **start date** of the current fiscal year in the **Convert payroll results from** field.

Payroll results are converted from this date to the present date.

Output

The report displays the following pre-conversion data:

National Insurance Conversion Program (RPUNICG0)

- Results Table (RT)
- Cumulated Results Table (CRT)
- National Insurance

The report displays the following post-conversion data:

- Results Table (RT)
- Cumulated Results Table (CRT)
- Niable Pay
- National Insurance Contributions (NIC)
- Cumulated NICs
- National Insurance and Rebate Arrears (NIRA)

Although it is possible to convert old NI results, you should be aware that gaps may appear in data prior to tax year 2000/2001. In earlier tax years, NI regulations were different and do not map 1:1 to the data structures on the RG cluster. However, these periods have already been reported for statutory purposes and any retroactive changes are brought forward for calculation in the in-period.

The following fields are **not** converted in the table NIPAY:

- NIPY_RCFP - Regular Niable pay carried forward previous
- NIPY_RCFC - Regular Niable pay carried forward current
- NIPY_RBF - Regular Niable pay brought forward
- NIPY_ICFP - Irregular Niable pay carried forward previous
- NIPY_ICFC - Irregular Niable pay carried forward current
- NIPY_IBF - Irregular Niable pay brought forward
- REF_PERNR - Reference Personnel Number

The following fields are **not** converted in the table NIC:

- APPS - APPS flag
- DIRRP - Director regular payment flag
- DIRPW - Director number of tax weeks for pro-rating
- LTLVR - Late leaver flag
- WK6FL - Contracted-out later than six weeks after leaving flag
- NIBASE - Niable Pay Base

The following field is **not** converted in the table NIRA:

- TOTAR - Arrears/refunds (total)

Activities

To run the report, proceed as follows:

National Insurance Conversion Program (RPUNICG0)

1. From the report screen, enter the personnel number (for individual employees), or payroll area (for groups of employees), as required.
2. Enter your required date in the **Convert payroll results from** field.
3. Select the **Test run** and/or **Clean up conversion run** check box. You can run an overall test run, or you can select both check boxes to run a clean up test run.
4. If you select the **Test run**, select the **Period list**, **Employee list** or the **Full results** radio button. The full results for many employees may require a long run time. If you select the **Clean up conversion run**, you can only display one of the condensed lists, that is, the **period list** or the **employee list**.
5. Select Execute.

If you select the period or employee lists (that is, the condensed ALV display), these complex scenarios are **sorted by type** and included in the ALV display with the following keys:

E Error - for example, the payroll results cannot be found.

I Information - for example, if the date in infotype 0003 has been reset to the start of the current tax year.

W Warning - for example, if an employee has a specific technical wage type record

If you select the **Full results list**, you can further select one of three display variant pushbuttons:

- **Complex scenarios:** Select this pushbutton to display a list of employees whose records should be checked. These include:
 - Late starters
 - Late leavers
 - Employees with retroactive NI code changes
 - Employees with retroactive pay changes
 - Employees with E wage types
 - Employees with a record in table T5G_CONVNI
 - Employees with wage type /N51
- **Employees with forced retro:** Select this pushbutton to display a list of employees with NI arrears in the current tax year.
- **Error list:** Select this pushbutton to display a list of personnel numbers that have not been converted. The errors are listed by personnel number and type of error.

If problems occur during the conversion, the results can be reconstructed using H_RT and H_CRT.

Note that old NI results for directors contain uncumulated wage types in the RT and therefore require no special treatment in the conversion.

Example

Exceptional Case

Some customers may have the situation where customer wage types have affected NI wage types. If this is the case, Table T5G_CONVNI is provided to allow customers to define mapping from customer wage types to technical wage types for the conversion.

National Insurance Conversion Program (RPUNICG0)

Note: This will **not** be the case for the majority of customers.

NI Contributions Check Report (RPCNITG0)

Use

This report calculates NI contributions for a single pay period and a single NI category. It displays a matrix table for earnings and the associated NI contributions and rebates for different NI categories.

Use this report to check NI calculations.

You can also use it to check:

- Upgrade procedures
- General regression testing for notes in HR Support Packages
- End of year/start of year deliveries and problem reporting.

Integration

The report offers a number of selection parameters for earnings, NI category codes and pay frequency.

- The system checks the combination of earnings band and step size to ensure that the resulting number of columns is not too large.
- As ALV requires a data dictionary structure for output; this is set to a limit of 6 columns.
- The categories can be checked against the domain, ensuring that category code Y is not offered as an input option and is not displayed.
- Pay frequency includes all frequencies supported by the British payroll version. That is, it includes fortnightly and lunar payrolls.

Activities

1. To start the report, select *Human Resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Period-independent* → *Payroll-related area* → *National Insurance* → *NI contributions report*.
2. You must make an entry in the following fields:
 - Earnings range
 - Step size
 - NI category code
 - Pay frequency

Note: If you enter NI category code **C**, press **Enter** to display additional radio button selection options:

- Category code C both non-contracted-out and contracted-out
 - Category code C non-contracted-out
 - Category code C contracted-out
3. Choose *Execute*.

NI Contributions Check Report (RPCNITG0)

NI Rates: Limits and Percentages (RPCNIRG0)

Use

This report displays the limits and percentage rates for one NI category code for a particular pay frequency for the current fiscal year.

It contains the upper and lower Nlable pay/earnings limits for employees and employers, and the respective NI contribution and rebate percentage rates.

Integration

The report compiles data from the NIC Limits table (T5G_NICLIM), and the NI Percentage table (T5G_NICPCT).

Activities

You can call up the report as follows:

1. Call up the *National Insurance GB* infotype (0069) for an employee.
2. Use the pushbutton (NI Rates) to display the report.
3. Using field help, select the NI category and payroll frequency.
4. Choose Execute.

Alternatively, you can use the menu path *Human Resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Period-independent* → *Payroll-related area* → *National Insurance* → *NI rates and limits*, and complete steps 3 and 4.

Standard Variants

In addition to the standard display variants, you can add a contracted out flag. This is only relevant for NI category C.

Category code C is the only category code that can be either contracted-out or not-contracted-out. Therefore, this is the only category code for which two sets of percentage rates are issued.

To display the contracted out flag column:

- a) Enter NI category **C**.
- b) Press Enter **prior** to choosing Execute.
- c) Select the **Category C Contracted out Flag** check box.

Pensions

Pensions

Purpose

The *Pensions* component allows you to record all information required by the payroll to calculate the pension contributions to be paid into the employees' pension schemes.

Implementation Considerations

To use the pensions functionality, you need to set up your system appropriately by carrying out the steps under *Pension Schemes* in *Customizing for Payroll: Great Britain*. You can set up flat-rate, percentage, or mixed-value pension schemes. If necessary, you can introduce new schemes using bespoke customer schemes as models.

Features

The *Pensions* component complies with the statutory requirements for processing pensions:

- **Company pension schemes**

You can set up your own company pension schemes. The employer, and the employees who join these schemes pay a reduced amount of National Insurance.
- **Contracting-out certificate**

To qualify for reduced NI, you require a contracting-out certificate from the Pensions Schemes Office of the Inland Revenue. The SCON and ECON numbers you receive need to be entered into the system and specified on your end of year returns.
- **Contracted-out NICs**

The system distinguishes employees for NI purposes according to whether or not they have contracted to pay into a pension scheme which has contracted out of SERPS. An employee who has joined such a scheme also contracts out of SERPS and pays contracted-out NIC. An employee who decides against joining the contracted-out pension scheme, does not contract out of SERPS and therefore pays not contracted-out NIC.
- **Tax relief**

The system deducts National Insurance on total gross pay. Before tax is calculated, pension contributions are deducted and tax is calculated on the remaining earnings (taxable gross). In this way, tax relief is given on the pension contributions.
- **Additional voluntary contributions (AVCs)**

An employee can make additional voluntary contributions (AVCs) to the company pension scheme, or free standing additional voluntary contributions (FSAVCs) to a separate individual scheme run by an insurance company, to take advantage of tax incentives. An employee's overall pension contributions when added to any additional voluntary contributions must not exceed 15% of the employee's total remuneration.

Pension Funds (Infotype 0071)

Definition

This infotype stores an employee's own pension contributions, the employer's contributions, as well as additional voluntary payments.

Use

All information for calculating contributions to be paid into employees' pension schemes is stored in *Pension Funds* records.

When employees wish to join schemes available in your company, you need to create the appropriate records for them, which are valid from the date on which they have chosen to join.

During their employment, employees' pension situations may change. You therefore need to create new records to reflect each of these changes.



If employees decide to change the contributions they make to a particular scheme, you need to create new records to reflect the changes. Should you receive a request after the payroll has been run for a particular period, changing the record will trigger retrocalculation.

Structure

In order to display or edit a *Pension Funds* record, you must first enter a subtype. This is the type of scheme that the employee contributes to and may be a flat-rate, percentage, or mixed-rate pension scheme. If you have a company pension scheme, this will have been set up as a subtype. For information on setting up a subtype, refer to the section on *Pension Schemes* in the Implementation Guide for *Payroll: Great Britain*.

Retrocalculation Implications

Backdated changes to the *Pension Funds* (infotype 0071) record **do** trigger retrocalculation.

See also:

[Retroactive Accounting \[Ext.\]](#)

Flat-Rate Pension Scheme

Flat-Rate Pension Scheme

Definition

This infotype subtype stores the contributions and additional contributions the employee and employer are to pay into the employee's flat-rate pension scheme.

Structure

Flat rate contributions

The figures in the *Reference* fields under *Employee* and *Employer* in the *Flat rate contributions* group box appear as defaults and are the standard employee and employer contributions agreed within your company. If an employee has a different arrangement, you should enter the relevant figures in the *Actual* fields of this group box. These amounts will be paid into the employee's pension scheme.

Supplements

For information on the *Supplements* group box, see [Additional Voluntary Contributions \[Page 95\]](#) (AVCs).

Adding an Employee to a Flat-Rate Pension Scheme

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
The *Maintain HR Master Data* screen appears.
2. In the *Personnel number* field, enter the employee's personnel number.
Use the matchcode function to find a number you do not know.
3. Access the *Pension Funds* (infotype 0071) record by entering the infotype name or number in the *Infotype* field.
4. Specify the flat-rate pension scheme type in the *STy* field.
5. Choose *Create*.
The *Create Pension Funds GB* screen appears.
6. In the *From* field, enter the date from which the employee wishes to join the scheme.
7. In the *Actual* fields, enter the employer and employee contributions, if necessary.
8. In the *Supplements* group box, enter any regular Additional Voluntary Contributions (AVCs) the employee wishes to make.
9. Save your entries.

Result

The employee has joined the scheme and the payroll will deduct the appropriate contributions from the employee's salary.

Percentage Pension Scheme

Percentage Pension Scheme

Definition

This infotype subtype stores the contributions and additional contributions the employee and employer are to pay into the employee's percentage pension scheme.

Structure

Percentage contributions

The figures in the *Reference* fields under *Employee* and *Employer* in the *Percentage contributions* group box appear as defaults and are the standard employee and employer contributions agreed within your company. If an employee has a different arrangement, you should enter the relevant figures in the *Actual* fields of this group box. These amounts will be paid into the employee's pension scheme.

Band levels

The low and high band levels divide an employee's monthly gross salary into three bands - lower, middle, and upper.

The percentage values specified for the lower, middle, and upper bands are used by the payroll to calculate the amount to be deducted from the employee's monthly gross salary and paid into the pension scheme:

- If an employee earns up to the *Low* actual figure, the payroll deducts the *Lower band* percentage contribution from the salary.



The low band level has been defined as £500.00.
The lower band percentage contribution has been defined as 5%.

An employee earns a monthly gross salary of £450.
The employee's monthly contribution into the pension scheme would be £22.50.
 $(450 \times 0.05) = 22.50$

- If an employee earns between the *Low* and *High* actual figures, the payroll deducts the lower band percentage contribution from the lower band of the salary and the middle band percentage contribution from the middle band of the salary.



The low band level has been defined as £500.00.
The high band level has been defined as £750.00.
The lower band percentage contribution has been defined as 5%.
The middle band percentage contribution has been defined as 10%.

An employee earns a monthly gross salary of £600.00.
The employee's monthly contribution into the pension scheme would be £35.00.
 $(500 \times 0.05) + (100 \times 0.1) = 35.00$

- If an employee earns more than the *High* actual figure, the lower band percentage contributions are deducted from the lower band of the salary, the middle band percentage

Percentage Pension Scheme

contributions from the middle band of the salary, and the upper band percentage contributions from the upper band of the salary.



The low band level has been defined as £500.00.

The high band level has been defined as £750.00.

The lower band percentage contribution has been defined as 5%.

The middle band percentage contribution has been defined as 10%.

The upper band percentage contribution has been defined as 5%.

An employee earns a monthly gross salary of £1000.

The employee's monthly contribution into the pension scheme would be £62.50.

$(500 \times 0.05) + (250 \times 0.1) + (250 \times 0.05) = 62.50$

Supplements

For information on the *Supplements* group box, see [Additional Voluntary Contributions \[Page 95\]](#) (AVCs).

Adding an Employee to a Percentage Pension Scheme

Adding an Employee to a Percentage Pension Scheme

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

2. In the *Personnel number* field, enter the employee's personnel number.
3. Access the *Pension Funds* (infotype 0071) record by entering the infotype name or number in the *Infotype* field.
4. Specify the percentage pension scheme type in the *STy* field.
5. Choose *Create*.

The *Create Pension Funds GB* screen appears.

6. In the *From* field, enter the date from which the employee wishes to join the scheme.
7. In the *Actual* fields, enter the employer and employee contributions, if necessary.
8. In the *Supplements* group box, enter any regular Additional Voluntary Contributions (AVCs) the employee wishes to make.
9. Save your entries.

Result

The employee has joined the scheme and the payroll will deduct the appropriate contributions from the employee's salary.

Mixed-Value Pension Scheme

Definition

This infotype subtype stores the contributions and additional contributions the employee and employer are to pay into the employee's mixed-value pension scheme. Employees paying into a mixed-value pension scheme can make percentage or flat-rate contributions depending on their pay levels.

Structure

Mixed contributions

The figures in the *Reference* fields under *Employee* and *Employer* in the *Mixed contributions* group box appear as defaults and are the standard employee and employer contributions agreed within your company. If an employee has a different arrangement, you should enter the relevant figures in the *Actual* fields of this group box. These amounts will be paid into the employee's pension scheme.

Band levels

The low and high band levels divide an employee's monthly gross salary into three bands - lower, middle, and upper.

The flat-rate or percentage values specified for the lower, middle, and upper bands are used by the payroll to calculate the amount to be deducted from the employee's monthly gross salary and paid into the pension scheme:



The low band level has been defined as £500.00.
The high band level has been defined as £750.00.
The lower band percentage contribution has been defined as 5%.
The middle band flat rate contribution has been defined as £20.00.
The upper band percentage contribution has been defined as 5%.

An employee earns a monthly gross salary of £1000.
The employee's monthly contribution into the pension scheme would be £57.50.
 $(500 \times 0.05) + (20) + (250 \times 0.05) = 57.50$

Supplements

For information on the *Supplements* group box, see [Additional Voluntary Contributions \[Page 95\]](#) (AVCs).

Adding an Employee to a Mixed-Value Pension Scheme

Adding an Employee to a Mixed-Value Pension Scheme

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

2. In the *Personnel number* field, enter the employee's personnel number.

Use the matchcode function to find a number you do not know.

3. Access the *Pension Funds* (infotype 0071) record by entering the infotype name or number in the *Infotype* field.

4. Specify the mixed-value pension scheme type in the *STy* field.

5. Choose *Create*.

The *Create Pension Funds GB* screen appears.

6. In the *From* field, enter the date from which the employee wishes to join the scheme.

7. In the *Actual* fields, enter the employer and employee contributions, if necessary.

8. In the *Supplements* group box, enter any regular Additional Voluntary Contributions (AVCs) the employee wishes to make.

9. Save your entries.

Result

The employee has joined the scheme and the payroll will deduct the appropriate contributions from the employee's salary.

Additional Voluntary Contributions

Definition

Additional Voluntary Contributions may be made on a regular or ad hoc basis and may be flat rate, percentage, or mixed value, irrespective of the type of pension scheme the employee pays into regularly. This means that an employee could pay into a flat-rate pension scheme and make flat-rate or percentage Additional Voluntary Contributions (AVCs).

Integration

Regular AVCs

You can either enter details in the *Supplements* group box of a particular pension scheme record, or set up a dummy scheme specifically for these contributions

Ad Hoc AVCs

If an employee makes irregular AVCs, it is advisable to set up a dummy pension scheme for each contribution. This so-called scheme that you set up should be valid for the payroll period in which the employee wishes to make the AVC.

Setting Up an AVC Dummy Scheme

Setting Up an AVC Dummy Scheme

Scenario

A monthly paid employee pays into a percentage pension scheme and wishes to make a flat-rate AVC of £1,000 in July 1997. This is the only AVC this employee wishes to make this year.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

2. In the *Personnel number* field, enter the employee's personnel number.

Use the matchcode function to find a number you do not know.

3. Access the *Pension Funds* (infotype 0071) record by entering the infotype name or number in the *Infotype* field.

4. Specify the flat-rate pension scheme type in the *STy* field.

5. Choose *Create*.

The *Create Pension Funds GB* screen appears.

6. Set the validity dates of the record to 01.07.1997 - 01.08.1997. This ensures that the contribution is deducted by the July payroll.

7. In the *Employee Actual* field, enter the amount of £1,000, and delete any defaults that appear in the *Employer Actual* field.

8. Save your entries.

Result

A £1,000 AVC is deducted from the employee's pay in July 1997.

Court Orders and Student Loans

Purpose

The *Court Orders/Student Loans* component allows you to operate and process court orders held against particular employees, and record and deduct loan repayments for student loans as specified by the Inland Revenue.

Features

The *Court Orders/Student Loans* component provides the following functionality for court orders:

- Makes the correct deductions from an employee's pay
- Automatically ensures that arrears, protected earnings, and arrears of protected earnings are processed correctly
- Automatically stops making deductions when the total has been reached
- Makes the payments by bank transfer or cheque
- Makes the payments through CAPS (Centralization of attachment of earnings orders payment system), if required
- Performs priority sequencing of court orders in accordance with government guidelines

The *Court Orders/Student Loans* component provides the following functionality for student loans:

- Calculates the loan amounts according to statutory requirements
- Automatically deducts student loan repayments in line with statutory legislation

Court Orders/Student Loans (Infotype 0070): Court Orders

Definition

This infotype used with a court order subtype stores any court orders made against an employee that are to be paid through the payroll.

Use

If you receive notification from the court or local authority that deductions are to be made from an employee's earnings, you should create a *Court Orders/Student Loans* (infotype 0070) record for them with the appropriate court order subtype. All information used by the payroll to process court order deductions is stored in this infotype.

Structure

Court order type

See [Court Order Types \[Page 100\]](#).

Object ID

The object ID is generated automatically by the system, and is used by the *Payroll Results* report to differentiate between the payments for different court orders.

Identification

The identification details are on the court order that you receive from the court or local authority.

The **CAPS** (Centralization of attachment of earnings orders payment system) option allows you to pay the sum of all court orders to the Central Agency in Northampton, which distributes the appropriate amount to each court involved.

Monetary values

These details are also given on the court order. The information is used by the payroll to make the deductions from the employee's pay. The payroll takes protected earnings into account and automatically keeps a total of arrears and arrears of protected earnings. For this reason, no retrocalculation is required for court order processing.

Depending on the court order type, entries need to be made in some or all of these fields. If you specify a grand total, the payroll automatically stops making deductions when this total is reached.



For a court order type EWN (non-priority AEO - England and Wales) and NIN (non-priority AEO - Northern Ireland), entries should be made in all three fields (standard payment, protected earnings, and total sum).

For a court order type EWP (priority AEO - England and Wales) and NIP (priority AEO - Northern Ireland) only the standard payment and protected earnings need to be specified.

Court Orders/Student Loans (Infotype 0070): Court Orders**Payee**

In the tabstrip, choose *Payee* to enter the payee details required for paying court orders. You can specify whether the payments are to be made by bank transfer or cheque in the *Payment method* field. If you choose to make the payments by bank transfer, you also need to enter the bank details.



Once a payment has been made for a court order in a particular payroll period, the bank details cannot be changed for this payroll period. The bank details may only be changed for future payroll periods.

Payment dates

In the tabstrip, choose *Payment dates* to specify when the payments are to be made. Here you can specify the payroll period in which the first payment is to be made. This entry is used in conjunction with the *Interval in periods* field to determine all the payment periods.

Alternatively, you can enter the date of the first period in which the deduction should be made. This entry is used together with the *Interval/Unit* field to determine all future payment dates.

Administration fee

In the tabstrip, choose *Administration fee*. You can use the F4 input help to enter the appropriate *Constant fee* type. This sets the current default value defined for this constant fee as the processing fee for the court order concerned. Alternatively, you may set your own fee.

Payment history

The *Payment history* option displays a payment history for the court order concerned. It shows the total deductions made for this specific court order since it became effective, the deduction arrears, protected earnings arrears, and accounting status (last payroll pay date).

Retrocalculation Implications

Backdated changes to the *Court Orders/Student Loans* (infotype 0070) record do **not** trigger retrocalculation. This is because the *Payroll* component automatically keeps track of arrears and protected earnings, as well as the arrears of protected earnings, and adjusts deductions accordingly.

See also:

[Retroactive Accounting \[Ext.\]](#)

Court Order Types

Court Order Types

Definition

The *Court Orders/Student Loans* (0070) infotype is subdivided into a student loan type and various court order types. Each of these is represented by an infotype subtype. SAP delivers all the necessary subtypes for processing court orders in your company.

Use

Subtypes for England and Wales

CSD	Child Support Deduction of Earnings Order (DEO)
EWC	Community Charge AEO (CCAEO)
EWN	Non-Priority AEO (civil debts)
EWP	Priority AEO (maintenance and fines)
EWT	Council Tax Attachment of Earnings Order (AEO)
ISDN	Income Support Deduction Notice (ISDN)

Subtypes for Northern Ireland

CSD	Child Support Deduction of Earnings Order (DEO)
ISDN	Income Support Deduction Notice (ISDN)
NIN	Non-Priority AEO (civil debts)
NIP	Priority AEO (maintenance and fines)

Subtypes for Scotland

CSD	Child Support Deduction of Earnings Order (DEO)
ISDN	Income Support Deduction Notice (ISDN)
SCEA	Customs and Excise Earnings Arrestment (CEEA)
SCMA	Scottish Current Maintenance Arrestment (SCMA)
SEA	Scottish Earnings Arrestment (SEA)
SCA1	Scottish Conjoined Arrestment Order (EA only) (SCAO)
SCA2	Scottish Conjoined Arrestment Order (CMA only) (SCAO)
SCA3	Scottish Conjoined Arrestment Order (EA part) (SCAO)
SCA4	Scottish Conjoined Arrestment Order (CMA part) (SCAO)

For calculation purposes, a Scottish Conjoined Arrestment Order (SCAO) is subdivided into four types in the R/3 System:

- SCA1

Court Order Types

- You should use an SCA1 when the conjoined arrestment order consists of debts and fines only (EA).
- SCA2
You should use an SCA2 when the conjoined arrestment order is for maintenance only (CMA).
 - SCA3
When the conjoined arrestment order consists of debts, fines, and maintenance, you should use an SCA3 to represent the EA part of the arrestment order. You therefore also need to create an SCA4 to represent the CMA part.
 - SCA4
When the conjoined arrestment order consists of debts, fines, and maintenance, you should use an SCA4 to represent the CMA part of the arrestment order. You therefore also need to create an SCA3 to represent the EA part.

Creating a Court Order Record for an Employee

Creating a Court Order Record for an Employee

When you receive a court order from a court or local authority informing you that deductions are to be made from a particular employee's earnings and paid to that authority, you need to create a *Court Orders/Student Loans* (infotype 0070) record for them.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
The *Maintain HR Master Data* screen appears.
2. In the *Personnel number* field, enter the employee's personnel number.
Use the matchcode function to find a number you do not know.
3. Access the *Court Orders/Student Loans* (infotype 0070) record by entering the infotype name or number in the *Infotype* field.
4. Enter the court order type in the *Sty* field.
5. Choose *Create*.
The *Create Court Orders/Student Loans GB* screen appears.
6. In the *From* field, set the date from which the court order is effective.
7. In the *Identification* and *Monetary values* group boxes, enter the relevant information from the references on the form that you have received from the court or local authority.
8. Set the *CAPS* indicator if you would like to pay all court orders through the Central Agency in Northampton.
9. In the tab, choose *Payee* and enter the payee details and payment method. If you are using the bank transfer method, you also need to enter the bank details.
10. In the tab, choose *Payment dates* and specify when the payments are to be made.
11. In the tab, choose *Administration fee* and enter the fee according to your company policy.
12. Save your entries.

Result

The *Court Orders/Student Loans* record is created and the payroll will now make the appropriate deductions from the employee's pay.

Automatic Arrears Calculation

Scenario

Suppose a court order for maintenance against an employee specifies that £30 should be deducted from his earnings monthly. His protected earnings are £1,000 and in this particular month his attachable earnings were £1,010.

The payroll then calculates as follows:

Protected earnings:	£1,000
Court order	£30
Attachable earnings	£1,010
Deduction	£10
Arrears of order	£20
To be deducted next month	£50

Automatic Calculation of Arrears of Protected Earnings

Automatic Calculation of Arrears of Protected Earnings**Scenario**

Suppose a court order for child support against an employee specifies that £30 should be deducted from the employee's earnings monthly. His protected earnings are £1,000. In one month his attachable earnings were only £900 and in the following month his attachable earnings were £1,500.

The payroll then calculates as follows:

Month 1

Protected earnings:	£1,000
Court order	£30
Attachable earnings	£900
Deduction	NIL
Arrears of order	£30
Arrears of protected earnings	£100

Month 2

Protected earnings:	£1,100
Court order plus arrears	£60
Attachable earnings	£1,500
Deduction	£60
Arrears of order	NIL
Arrears of protected earnings	NIL

Court Orders/Student Loans (Infotype 0070): Student Loans

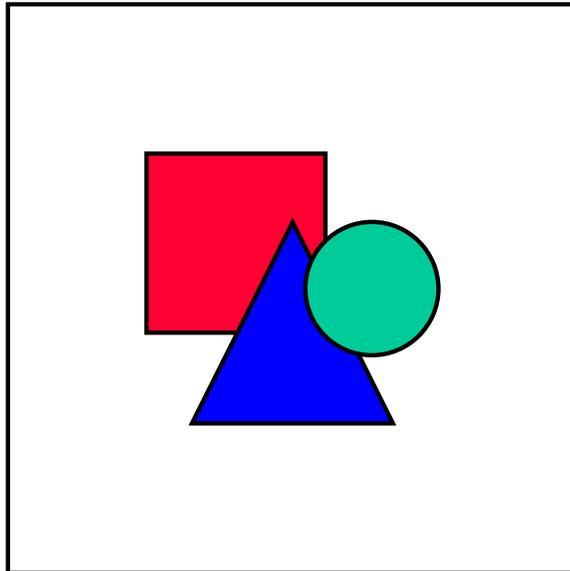
Definition

This infotype used with the student loans subtype enables you to record and deduct student loan repayments as specified by the Inland Revenue.

Use

All information used by the payroll to process student loan repayments is stored in the *Court Orders/Student Loans* (infotype 0070) records.

The system calculates the student loan deduction for an employee with reference to the thresholds and percentage deduction rates set by the Inland Revenue. A deduction rate of 9% (contained in table T511K in constant CSLRT) and an annual threshold of £10,000 (contained in table T511P in constant CSLRT) have been set for 2000/01.



The constants will be updated each year as appropriate to reflect the new rates and thresholds set by the Inland Revenue.

If the employee's earnings are above the specified threshold in any pay period, then a repayment is made. If they fall below, however, then no repayment is made in such a period, nor do arrears accrue for the periods where repayments are not made.

CSL (collection of student loans) deductions are shown on the employee's payslip. Employers are required to pass the CSL to the Collector of Taxes, together with the tax and NIC remittance.

Structure

From and to dates

Enter the start and end dates of the CSL.

Court Orders/Student Loans (Infotype 0070): Student Loans

Form notification

Record the source of the notification.

Received on

Enter the date on which the CSL was received.

The system performs priority sequencing of court orders and student loan repayments. Community Charge AEOs (Attachment of Earnings Orders) and Council Tax AEOs take priority over student loan repayments. CSLs are treated as priority AEOs and are actioned on date if other priority AEOs also exist.

Company Cars

Purpose

As an employer, you may be liable to pay Class 1A National Insurance contributions for:

- Cars provided on the basis of employment to:
 - Most directors
 - Employees who are paid £8,500 or more a year, including taxable benefits and taxable expenses, if the car is available for their private use
- Fuel provided for private use in those cars

The *Company Cars* component allows you to record information about all company cars allocated to employees. This provides the payroll with the information it requires to calculate the Class 1A National Insurance contributions and taxable benefits.

Integration

The following infotype records need to be maintained for the payroll to correctly calculate the Class 1A National Insurance contributions to be paid by the employer and the deductions to be made from employees' earnings:

- *Company Cars* (infotype 0222)
- *Company Car Unavailability* (infotype 0225)
- *Recurring Payments/Deductions* (infotype 0014)
- *Additional Payments* (infotype 0015)

Features

The *Company Cars* component provides the functionality required for calculating Class 1A National Insurance contributions in accordance with statutory requirements:

- **Calculation of Class 1A National Insurance contributions using list prices**

From April 1999, the taxable benefit of a company car is calculated on a percentage of its price, set according to the level of business miles driven in the car during the tax year, with reductions for age, unavailability, and reimbursements.

For the tax year 1999/2000, the Class 1A NIC percentage rate is 12.2%.
- **Calculation of Class 1A NICs for fuel provided for private use**

An employee may be provided with fuel for private use of the company car. If this is the case, the system determines the fuel scale charge, which depends on:

 - The engine size of the car
 - Whether the car uses petrol or diesel

On the basis of the fuel scale charge, it calculates the Class 1A National Insurance contributions.

Company Cars

End of Year

The *Company Cars* component provides end of year functionality for reporting the car benefit value as well as the fuel benefit on the P11D. For more information, see [Running the Taxable Benefits Report \[Page 201\]](#).

See also:

[Running an APM Listing \[Page 199\]](#)

Start of Year

The *Company Cars* component provides a start of year procedure for copying all existing *Company Cars* infotype records to new records. For more information, see [Company Car Update \[Page 209\]](#).

Company Cars (Infotype 0222)

Definition

This infotype stores details of company cars allocated to an employee.

Use

The main purpose of this record is to provide the payroll with information for Class 1A National Insurance contribution (NICs) calculation.

One record needs to be created for each car an employee is entitled to use per tax year. For each record you must also indicate whether the car allocated to the employee is his or her primary or secondary car.

Structure

Identification details

In this group box, you enter the car's registration number. If your company uses an asset management system, you may enter the car's asset number for cross-referencing.

The payroll will only calculate Class 1A NICs if the car is provided to the employee for private as well as business use.

Recording an employee's use of a pool car is for administrative purposes only.

Fuel

Fuel for private use is also subject to Class 1A NICs. You should indicate whether fuel is provided for private use and the *Payroll* component will calculate the contributions depending on the car's engine size and type.

If you do not give the car's engine size and type, the list price will be used as the calculation basis.



If fuel is used for private mileage but the full cost was reimbursed by the employee, this is not taken into account when calculating Class 1A National Insurance contributions.

Inclusive car price

You should enter the car's list price and the new cost of any accessories. If the employee makes a capital contribution to the cost of the car, you should enter it here. Any capital contribution of up to £5000 made by the employee towards the purchase of the car or accessories can be deducted from the price.

The car price to your company is calculated from this information.

Reductions

To calculate the car benefit, the system requires the following information:

1. The business mileage driven per year

You may enter either an expected figure or band for the business mileage.

Company Cars (Infotype 0222)

2. The age of the car

The age of the car is calculated automatically and the correct adjustments made from the date the car was first registered. This applies both to new and second hand cars.

3. Periods for which the car is unavailable for use

A running total of the days a car is unavailable for use is also shown here. Details are recorded in [Company Car Unavailability \(Infotype 0225\) \[Page 113\]](#) records. You can display an overview by choosing *Unavailability recrd.*

4. Payments made for private use

If an employee makes regular or ad hoc payments towards the private use of the vehicle, this should be indicated here. The payments themselves must be recorded in *Recurring Payments/Deductions* (infotype 0014) or *Additional Payments* (infotype 0015) so that they are processed correctly by the payroll.

The system calculates the car benefit as a percentage of the car price. This percentage is set according to the level of business miles driven during the year. The system then makes the appropriate adjustments for age, unavailability, and reimbursements. For more information, see [Creating a Company Car \(Infotype 0222\) Record with Reduced Car Benefit \[Page 114\]](#).

Integration

The *Payroll* component reads this infotype in conjunction with:

- *Company Car Unavailability* (infotype 0225)
- *Recurring Payments/Deductions* (infotype 0014)
- *Additional Payments* (infotype 0015)

Creating a Company Car (Infotype 0222) Record

Scenario

An employee is provided with a company car on 1st June 1998, which is available for private use. It is supplied with automatic transmission as standard and has a sunroof fitted as an optional extra. The list price with standard accessories, including VAT, number plates, and delivery is £18,855.00. The list price of the optional extra which is not included in the car's list price is the sunroof priced at £450.00.

The employer also pays £800.00 of fuel for private use, of which the employee reimburses £500.00.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

2. In the *Personnel number* field, enter the employee's personnel number.

Use the matchcode function to find a number you do not know.

3. Access the *Company Cars* (infotype 0222) record by entering the infotype name or number in the *Infotype* field.

4. Choose *Create*.

The *Create Company Cars GB (Infotype 0222)* screen appears.

5. In the *From* field, enter 01.06.1998.



You will generally create the record for a year. However, as part of start of year processing, you should copy all existing *Company Cars* records to new records. For more information, see [Company Car Update \[Page 209\]](#).

6. In the *Identification details* group box, enter the relevant details and select *Private use*.

7. In the *Incl. car price* group box, enter £18855 in the *List price* field and £450 in the *Accessor.* field.

The system automatically calculates the car price and the car benefit.

8. In the *Fuel* group box, set the *Private use* indicator, enter the engine capacity, and indicate whether the car uses petrol or diesel.

The system will then calculate the fuel scale charge.



Although the employee partially reimburses the cost of the fuel, this does not reduce the fuel scale charge. The full fuel scale charge is subject to Class 1A National Insurance contributions.

9. Save your entries.

Creating a Company Car (Infotype 0222) Record

Additional Payments (Infotype 0015)

If the employee reimburses the cost of the fuel as a lump sum, this amount needs to be recorded in a net deduction wage type in infotype 0015.

1. Access the *Additional Payments* (infotype 0015) record by entering the infotype name or number in the *Infotype* field.
2. Choose *Create*.
The *Create Additional Payments (Infotype 0015)* screen appears.
3. Enter a net deduction wage type, for example D310 (fuel reimbursements company car), in the *Wage type* field, and an amount.
4. Enter the date on which the payment is to be made in the *Date of origin* field or use the default date.
5. Save your entries.

Result

A *Company Cars* record and an *Additional Payments* record have been created. This will allow the *Payroll* component to calculate the correct Class 1A National Insurance contributions and make the correct deductions from the employee's earnings.

Company Car Unavailability (Infotype 0225)

Definition

This infotype stores the periods and reasons for which a company car is unavailable for use.

Use

You should create a new record for each period of 30 or more consecutive days that an employee may not use a car allocated to them.

When you set up your system, you may define the reasons for which a car may be unavailable.

As an employer, you need to know when a company car was unavailable to an employee to reduce your liability to Class 1A National Insurance contributions.



If you do not know the periods that a car was unavailable, you must calculate the Class 1A National Insurance contributions due on the basis that the car was available for the whole tax year.

Integration

This infotype is read in conjunction with the *Company Cars (0222)* infotype.

Creating a Company Car (Infotype 0222) Record with Reduced Car Benefit

Creating a Company Car (Infotype 0222) Record with Reduced Car Benefit

Use

The system calculates the amount of taxable car benefit making the adjustments given below:

1. Business travel

Business miles travelled	Percentage of car's price
Less than 2500	35%
2500 to 17999	25%
18000 or more	15%

If the car is only available for part of the year, a pro-rata calculation can be made to determine the business mileage threshold.

2. Age of the car

The car benefit, as calculated at the appropriate business mileage percentage, is reduced by a further 25% if the car is 4 years old or more at the end of the tax year in which it is made available.

3. Periods of unavailability

If the car is unavailable for any part of the tax year, the car benefit can be reduced to take account of the number of days the car was unavailable. The car benefit is reduced if the car is not available for 30 consecutive days or more. This reduction is made after any adjustment has been made for business travel and/or age.

4. Payments for private use

If the employee makes a payment for the private use of the car, this can be deducted from the car benefit, after taking into account any other deductions.

Scenario

A car is made available to an employee on 01.04.1998. The car list price is £18,500.00, and it has an optional accessory which costs £450.00. In addition, the employee makes a monthly payment of £150.00 for the private use of the car.

For the period 01.05.1998 to 31.05.1998 the car is at a garage undergoing repairs.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

2. In the *Personnel number* field, enter the employee's personnel number.

Use the matchcode function to find a number you do not know.

3. Access the *Company Cars* (infotype 0222) record by entering the infotype name or number in the *Infotype* field.

Creating a Company Car (Infotype 0222) Record with Reduced Car Benefit

4. Choose *Create*.

The *Create Company Cars GB (Infotype 0222)* screen appears.

5. In the *From* field, enter 01.04.1998.



You will generally create the record for a year. However, as part of start of year processing, you should copy all existing *Company Cars* records to new records. For more information, see [Company Car Update \[Page 209\]](#).

6. In the *Identification details* group box, enter the relevant details and select *Private use*.

7. In the *Incl. car price* group box, enter £18500 in the *List price* field and £450 in the *Accessor.* field.

The system automatically calculates the car price and the car benefit.

8. In the *Reductions* group box, set the *Paymts.priv.use* indicator.

9. Save your entries.

10. Choose *Unavail. fast entry*.

The *Maintain Comp. Car Unavail.* screen appears.

11. Choose *Create* and enter the necessary data.

12. Save your entries and return to the previous screen.

Recurring Payments/Deductions (Infotype 0014)

By setting the *Paymts.priv.use* indicator on the *Company Cars* infotype, you have recorded the fact that the employee makes a payment for the private use of the company car. However, the actual amounts need to be recorded in a net deduction wage type in infotype 0014.

1. Access the *Recurring Payments/Deductions* (infotype 0014) record by entering the infotype name or number in the *Infotype* field.

2. Choose *Create*.

The *Create Recur. Payments/Deds (Infotype 0014)* screen appears.

3. Enter the period for which the payment is to be made.

4. Enter a net deduction wage type, for example D300 (payments private use company car), in the *Wage type* field, and an amount.

5. Enter the appropriate payment dates.

6. Save your entries.

Result

The appropriate records have now been created to enable the *Payroll* component to calculate the correct Class 1A National Insurance contributions and make the correct deductions from the employee's earnings.

Offshore Payroll

Offshore Payroll

Purpose

The *Offshore Payroll* component provides two infotypes for storing the master data for payroll for the Isle of Man and the Channel Islands:

- *Offshore Tax GB* (infotype 0570)
A tabstrip allows you to maintain data for either the Isle of Man, Jersey, or Guernsey and Alderney.
- *Offshore Social Security GB* (infotype 0571)
A tabstrip allows you to maintain data for either Jersey or Guernsey and Alderney.



As the Isle of Man has the same National Insurance system as Great Britain, the *National Insurance GB* (0069) infotype should be used for Isle of Man National Insurance.

Constraints

The payroll functionality for the Channel Islands and Isle of Man is currently restricted to master data.

Offshore Tax GB (Infotype 0570)

Definition

This infotype allows you to record an employee's tax details for Isle of Man, Jersey, or Guernsey and Alderney.

Structure

A tabstrip allows you to select the relevant island and enter the information you are required to record on the employee.

Isle of Man

Under *Tax status*, you specify whether the employee is resident or non-resident, the employee's tax reference number issued by the Income Tax Division, and the date you received the T10 form (Employee's Personal Details Form).

Under *Current details*, you record the employee's tax code, the source from which the tax code is derived (normally a T21 form), and the date on which you received this form.

Jersey

Here you record the date you submitted Form 46(b), and whether it was an original version, supplementary card, or a replacement.

Guernsey and Alderney

Under *Current details*, you enter the employee's tax number, tax code, and the source from which the tax code is derived. This is generally a coding notice valid for the year given on the notice.

You may also receive a direction notice from the Income Tax Office, which is generally issued at the employee's request to vary the amount of tax installments deducted during the year. Enter the details under *Direction notice*.



You can also maintain additional information on the instructions given by the direction notice by choosing *Edit* → *Maintain text*.

Also enter any dates a Certificate of Tax Deducted was issued to the employee, at the employee's request.

Offshore Social Security GB (Infotype 0571)

Offshore Social Security GB (Infotype 0571)

Definition

This infotype allows you to record an employee's social security details for Jersey or Guernsey and Alderney.



As the Isle of Man has the same National Insurance system as Great Britain, the *National Insurance GB* (0069) infotype should be used for Isle of Man National Insurance. For more information, see [National Insurance \(Infotype 0069\) \[Page 75\]](#).

Structure

A tabstrip allows you to select the relevant island and enter the information you are required to record on the employee.

Jersey

Under *Registration card*, you record whether the employee has been issued with a blue (full rate liability) or red (exempt rate liability) registration card, and the date on which this was received.

Guernsey and Alderney

Under *Registration card*, you record the type of registration card issued to the employee and the date on which it was received:

- Blue (full rate)
- Red (reduced rate)
- Orange (employer only)
- Green (student)

When the employee ceases employment, the *Left island* indicator should be set, if applicable, and the date recorded.

Deductions

Loans

Loans

Purpose

You can use this component to enter, administer and perform payroll for company loans in the SAP system.

You can grant an employee company loans for a specific purpose, for example, to build a house or buy a car. In doing so, you grant the employee an interest rate lower than the market's usual reference interest rate. The employee's salary provides your enterprise with security.

The amount of administration is kept low as the processing of formalities, payment of the loan, repayment and interest payment by the employee, can simply be processed using *Payroll*.

Integration

Loan repayment and interest calculation are automatically processed in *Payroll* and, according to your entries, withheld from the employee's salary. The loan accounting data is saved together with the payroll results.

Scope of Function

In principal, you can choose between various **loan categories** in the SAP system, such as installment loans and annuity loans, with different repayment types.

To simplify awarding and evaluating the loan, we distinguish between various **loan types**. Loan types distinguish between loans using the purpose and the loan category, for example, *Building loan with installment repayment*.

At least one **loan condition** is assigned to a loan type. The interest rate and repayment pattern for the loan are stored in this type of loan condition.

You enter all the loan data in the *Loans* infotype (0045).

You set up loan types and their conditions in the Loans unit in *Payroll Customizing*.

Company Loans (Infotype 0045)

Definition

You use this infotype to enter all the loan data. This infotype contains information on:

- Basic data
- Conditions
- Payments

Use

During the payroll run, the data in the *Loans* infotype (0045) is used to calculate the following values:

- Loan deductions
- Loan interest calculation
- Imputed income taxation

Structure

Loan Types

The loan types are stored as subtypes in the *Loans* infotype (0045). Every loan that you create gets a sequential number. The combination of loan type and sequential number makes it possible for the system to clearly identify every loan. This makes it possible for you to create several loans of the same type for an employee.



When creating a loan, the system always proposes a sequential number. Depending on whether you create a loan of the same type for an employee or just want to change the conditions of a loan that already exists, you must either keep or change the sequential number proposed by the system:

- If you want to create a new loan and create a new infotype record for this purpose, the system suggests a new sequential number that has not been used before. We recommend that you **keep** this number.
- If you want to create a new loan and copy an existing infotype record for this purpose, the system will suggest the sequential number of the infotype record you have copied. You must **change** this number. We recommend that you first of all check the list of existing infotype records to see which sequential numbers have already been assigned to this employee. If you use an existing sequential number, the system cannot clearly assign payments to a loan.

Company Loans (Infotype 0045)

- If you want to change the conditions of a loan that already exists and copy an existing infotype record for this purpose, the system will suggest the sequential number of the infotype record you have copied. You must **keep** this number.

Tab Pages

On the *Basic data* tab page, enter the date of approval and the amount of the loan. The status of the loan is also displayed here. However, payments and special payments that you have entered after the last payroll run, are not taken into consideration.

On the *Conditions* tab page, you enter the relevant loan conditions. You also specify when repayment should begin. Regardless of this, interest payments are included in the payroll run, immediately after the loan is paid to the employee.

On the *Payments* tab page, you enter all the payments that are made by your company or employee with regard to the loan.

Payments

On the *Payments* tab page you enter outgoing payments, repayments and other payments, for example, loan charges. You can pay a maximum of the approved amount to the employee. The approved amount is occasionally paid in several partial amounts.



The approval of a loan does not automatically lead to payment. You should only allocate the loan payment on the *Payments* tab page.

Payments that have already been included in the payroll run are inactive and can not be changed, as you usually do not make changes to such payments. However, if you want to process a payment that has already been accounted, select it and choose . The payment is then released for processing.



Subsequent changes to payments trigger retroactive accounting in *Payroll*.

Payment Types

There are various payment types available for entering payments. The payment types differentiate between payments according to:

- Whether it is a case of a payment to the borrower or a repayment to the employer
- Whether the payment is made directly by check or bank transfer or is cleared with the employee's remuneration during the payroll run



We recommend that you use the payment types provided by SAP as far as this is possible. However, if you require your own payment types, you can set these up in Payroll Customizing under *Loans* → *Master Data* → [Customer Payment Types \[Ext.\]](#).

Using Payment Types

Payment type	Use	Comment/Example
<i>Outgoing payment to third-party</i>	You do not want to pay out the loan to the employee, you want pay it to a third person instead.	An employee receives a building loan to build a house. You do not pay the loan to the employee, but to the contractor who builds the house.
<i>Loan payment (payroll)</i>	You want to pay the employee the total approved amount of the loan or part of this together with his/her pay.	
<i>Loan payment (external)</i>	You want to pay the employee the total approved amount of the loan or part of this by check or bank transfer.	
<i>Loan remission</i>	An employee cannot repay his/her loan or you want to release him/her from the remaining debt.	You can only close a loan in the system when the remaining loan amount has either been repaid by the borrower or remitted by the lender.
<i>Fees</i>	You want to demand fees from your employee for granting the loan.	
<i>Total repayment</i>	The employee repays the total outstanding amount of the loan by check or bank transfer.	
<i>Special repayment (payroll)</i>	The employee makes an unscheduled repayment that should be withheld from his/her pay.	
<i>Special repayment (external)</i>	The employee makes an unscheduled repayment by check or bank transfer.	
<i>Loan balance transfer</i>	You want to transfer company loans from a legacy system.	You can also use the payment type <i>Loan payment (external)</i> for transferring loans from legacy systems.

Company Loans (Infotype 0045)



The *Special Repayment (External)* and *Complete Repayment* payment types can both be used for a direct repayment by check or bank transfer. These payment types have different types of interest calculation:

- In the case of *special repayment (external)*, the day you specify as the payment date is **not** taken into consideration in interest calculation.
- In the case of *total repayment*, this day is taken into consideration in interest calculation.

If you want to enter a repayment for an employee, that leaves the company or changes company code, use the *Total repayment* payment type. This guarantees that interest is calculated for the loan even for the last day that the employee works in the company or is assigned to the old company code.



The employee Anne Lovelace leaves your company on April 30. She was granted a company loan. You want to enter an external repayment for this loan on April 30. If you enter the repayment as a *special repayment (external)* with the payment date of April 30th, no more interest is calculated for the loan for this day. If you enter the payment as a complete repayment with the payment date as April 30, interest will still accrue for this day. As Anne Lovelace is no longer an employee in your company on May 01, you can not enter the payment as a *special repayment (external)* with the payment date as May 01, so that interest can still be calculated for April 30.

Integration

The correct repayment of a loan is only guaranteed when there is a valid infotype record for the *Loans* infotype (0045). That is why *Payroll* is interrupted with an error message when there is no valid infotype record for an open loan. This can, for example, occur when the validity of a loan created was underestimated. You must therefore extend the validity of the loan in a case like this. When doing so, proceed as described in [correct incorrect entries \[Page 126\]](#).

Once the employee has completely repaid the loan, a message is displayed in the payroll log. We recommend that you delimit loans that are completely repaid in the *Loans* infotype (0045).

See also:

[Company Loans \(Infotype 0045\): National Features Great Britain \[Page 156\]](#)

[Company Loans \(Infotype 0045\): National Features Belgium \[Ext.\]](#)

[Loans \(Infotype 0045\): Features for Venezuela \[Ext.\]](#)

Creating Loans and Loan Payments

Use

An employee applies to the HR department for a loan for a certain purpose. The HR department checks whether the employee fulfills the criteria for a loan. You specify the amount of the loan, the repayment type and conditions together with the employee. You can modify this data at any time. You also specify the validity period and approval date.

Each loan is assigned to an employee and can be clearly identified using the personnel number, loan type and sequential number.



To distinguish between different loans assigned to the same employee, you use a combination of the loan type and the sequential number. For this reason, you can not use a sequential number that has already been assigned to a new loan with the same type as another loan, even if the loans do not coincide or if one of the loans has already been delimited. The system suggests the next available sequential number.

Prerequisites

- You have set up loan conditions and loan types in *Payroll Customizing*, under *Loans* → *Master Data* → [Create a Loan Type \[Ext.\]](#)
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045**, and in the *Subtype* field, enter the loan type.



If you create a new data record, you must enter the loan type as a subtype on the menu screen. The field is no longer ready for input in the *Loans* infotype (0045).

3. Choose .
4. Enter the data required and save your entries.



We recommend that you specify the payment on the *Payments* tab page.

You can also enter a note or a commentary on the loan or employee. Choose *Edit* → *Maintain Text*. When you have created a text, a  pushbutton is displayed, which you can use to call up the text.

Correcting Incorrect Entries

Correcting Incorrect Entries

Use

You have created a loan and discovered incorrect entries. You must correct the incorrect loan values. You could correct the following entries:

- validity period
- external reference number
- loan condition
- repayment or annuity installment
- approval date
- approved loan amount
- payments



These type of corrections trigger a retroactive accounting run in *Payroll*. Retroactive accounting takes places until the date that is set in the *Valid* field of the *Loans* infotype (0045). If you only change payment information, the system uses the date of payment as the retroactive accounting limit.

Prerequisites

- You have [created a loan \[Page 125\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045** and in the *Type* field, enter the loan type to be changed.
3. Choose .
4. If several loans exist for the same loan type, select the loan to be changed using  or .
5. Correct the relevant values.
6. Save your entries.

Creating a Special Repayment

Use

As well as the repayment installment that regularly incurs, an employee wants to make an additional repayment for his/her loan. This is possible using the *Special Repayment (External)* or *Special Repayment (Payroll)* payment types. The employee can pay the external special repayment by check, cash payment, and so on. He/she can use part of the available remuneration, for example, Christmas bonus or vacation bonus or other gratuities, for the special payment (Payroll).

Prerequisites

- You have [created a loan \[Page 125\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045** and in the *Subtype* field, enter the correct loan type.
3. Choose .
4. If several loans exist for the same loan type, select the loan to be changed using  or .
5. Choose the *Payments* tab page.
6. Enter a special repayment.



If the employee wants to repay the loan completely, you use the loan amount open, displayed on the *Basic Data* tab page.

For the *Special Repayment (Payroll)* payment type, the repayment amount should not exceed the payment amount of remuneration that the employee receives.

7. Save your entries.

Changing the Value of a Loan

Changing the Value of a Loan

Use

If the interest rate for the loan conditions or the repayment amount and/or annuity installment change, you must create a new infotype record for the *Loans* infotype (0045). The old data record is then delimited in time. If several data records exist for one loan in a payroll period, the record that is valid at the beginning of the period is evaluated within Payroll.

The loan amount and approval date are fixed elements of a loan. These values must remain constant in all the loan data records.



If there is a split in the payroll results due to a personnel action or change in the legal person, proceed as described in [Processing Loans in the Case of a Change in Company Code. \[Page 129\]](#)

Prerequisites

- You have [created a loan \[Page 125\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045** and in the *Subtype* field, enter the loan type to be changed.
3. Choose .
4. If several loans exist for the same loan type, select the loan to be changed using  or .
5. Choose *Edit* → *Copy*.
6. Enter the new validity period and change the loan values (for example, the repayment installment).
7. Save your entries.

Result

You have made a time-dependent change to the loan. A new data record is created and the old data record is delimited.

Processing Loans in the Case of a Change in Company Code

Purpose

If an employee changes [company code \[Ext.\]](#), for example, works for another company within your group, he can not transfer his loan to the new company code. This is due to the fact that he would no longer repay repayments to the company that awarded him the loan but to the new company.

That is why you must delimit the *Loans* infotype (0045) to the date of the change of company code. To do this, you change the end date of the infotype record so that the infotype record is only valid until the date of the change of company code.

You must also close the infotype with a complete repayment. The person, who makes this payment in whatever way, should be arranged within the company.

Finally, you create a new loan for the employee from the point in time that he belongs to the new company code.

Process Flow

1. The employee changes company code.
2. You make the following changes in the *Loans* infotype (0045):
 - You delimit the infotype record to the date of the change of company code.
 - You close the employee's loan with a complete repayment in a similar way to [leaving \[Page 130\]](#).
3. You create a [new loan \[Page 125\]](#) for the employee from the point in time that he belongs to the new company code in the *Loans* (0045) infotype.



You can link the *Loans* infotype (0045) to the dynamic action *Change of company code*. To do so, choose [dynamic actions \[Ext.\]](#) in *Personnel Administration Customizing*, under *Setting up procedures*.

Processing Loans for an Employee Who Leaves

Processing Loans for an Employee Who Leaves

Use

When an employee who has been granted a loan, leaves your enterprise, you must make sure that he/she has completely repaid the loan. After the employee has left your enterprise, payroll is no longer performed for him/her, making it impossible for repayment to take place via payroll. Any outstanding debts must be settled in *Financial Accounting*. We therefore recommend that you close the loan with a special repayment or complete repayment, **before** the employee leaves.



When an employee leaves the company, a message is displayed in the payroll log. The SAP System **does not** automatically settle outstanding balances.

Prerequisites

- You have [created a loan \[Page 125\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. In the *Infotype* field, enter 0045 and in the *Type* field, enter the loan type to be changed.
2. Choose .
3. If several loans exist for the same loan type, select the loan to be changed using or .
4. Choose the *Payments* tab page.
5. Enter a special repayment or complete repayment for the amount of the loan amount still outstanding and save your entries.

Processing Loans for Inactive Agreements

Use

If an employee does not get paid for a certain period of time, repayment of the loan should be inactive for this time.

Prerequisites

- You have [created a loan \[Page 125\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

- Enter the employee's personnel number.
- In the Infotype field, enter **0045** and in the *Type* field, enter the loan type to be changed.
- Choose .
- If several loans exist for the same loan type, select the loan to be changed using  or .
- Choose *Edit* → *Copy*.
- In the fields *Valid ... to* (valid from and to), you enter the date, from which repayment of the loan should be inactive.
- Choose the *Conditions* tab page and enter **0** in the *Repayment or Annuity installment field*.
- Save your entries.

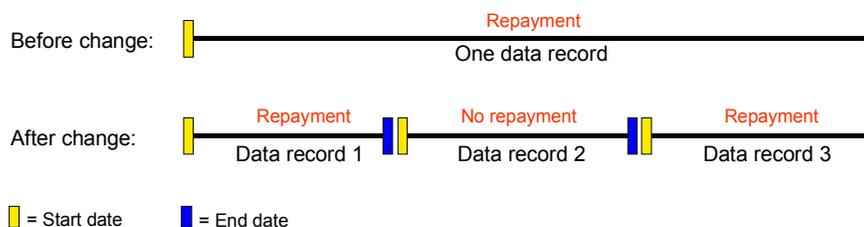
The system refers to the fact that the existing data record is split.

- Confirm the message.

Result

There are now three data records with different start and end dates for the changed loan:

Loans Infotype (0045)



- Record 1: from the original start date to the date from which repayment should become inactive
- Record 2: from the date on which repayment should become inactive to the date from which repayment should recommence
- Record 3: from the date on which repayments should start again to the original end date

Processing Loans for Inactive Agreements

You have changed the employee's loan for a certain period in such a way that no repayments are due. After the end of the period without repayments, the repayment installment originally specified is automatically due.

Deleting Loans

Use

A loan can be deleted for the following reasons:

- an incorrect personnel number has been entered.
- the employee rejects the loan.
- the employer does not approve the loan.



If you want to delete a loan, you must first of all delete all the accompanying payments, as described below.

You cannot delete the *Loans* infotype (0045) if a loan has already been paid and the employee has not repaid it completely yet.

You cannot delete loans that have been paid back completely, and for which processing is complete.

Prerequisites

- You have [created a loan \[Page 125\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045** and in the *Subtype* field, enter the loan type of the loan to be deleted and choose .
3. If several loans exist for the same loan type, select the loan to be deleted using  or .
4. Choose the *Payments* tab page.
5. Select a payment and choose .
6. Repeat step 5 until you have deleted all payments.
7. Save the infotype record.
 - Depending on whether other loans exist for the same loan type, you access
 - another loan record
 - From here, you go back to the *Maintain HR Master Data* screen
 - directly to the *Maintain HR Master Data* screen
8. Choose .
9. Check whether the information displayed refers to the loan to be deleted, and choose  again.

Repayment

Repayment

Use

If you have paid a loan to an employee, he/she usually repays the amount in regular partial amounts. The loan repayment is made up of a repayment share, which reduces the loan amount paid for each loan period, and an interest share.

The type of loan repayment is stored in different **loan categories**. The start of repayment and repayment pattern are stored in different **loan conditions**.

Prerequisites

In *Payroll Customizing*, under *Loans* → *Master Data* → [Create a Loan Type \[Ext.\]](#) you have

- specified the assignment of loan categories to loan types in the *Technical Attributes* view.
- specified at least one loan condition for each loan type in the *Conditions* view.

Scope of Function

The SAP system distinguishes between the following loan categories:

- Repayment in installments
In this case, the employee regularly pays a **repayment installment**. This installment contains only the repayment. The interest receivable is added on in every payroll period. The total amount that the employee must pay in every period, thus changes. As the term of the loan progresses, the amount gets less and less, as the remaining debt and also the interest receivable from the employee decrease.
- Annuity repayment
In this case, the employee regularly pays a **annuity installment**. This installment contains both the repayment and the interest. The total of repayment and interest payment thus remains constant. This type of repayment is awarded on a more regular basis, as the charge to the borrower remains constant for the complete term of the loan.
- Recurring advance
In this case, you can pay the employee a certain amount on one occasion. The recurring advance is not repaid and no interest incurs. The employee must only repay the amount when he/she leaves the enterprise.



Expenses of 1,000 euro regularly incur for an employee in the external sales force. So that the employee does not have to pay this amount from his own pocket, he/she receives a one-off recurring advance of 1,000 euro. Each time expenses are accounted at the end of a payroll period, the employee is repaid exactly the amount that he spent on expenses in this period. The recurring advance is not affected by this. On leaving, the employee must only repay the enterprise exactly 1000 euro.

Activities

When you create a loan for an employee in the *Loans* infotype (0045), choose a loan type. This loan type has been assigned a certain loan category in Customizing. In this way, you determine the type of repayment according to which the employee must repay the loan.

Select the repayment pattern for the loan in the *Loan condition* field, on the *Conditions* tab page in the *Loans* infotype (0045). Specify the repayment amount in the *Repayment installment or Annuity installment* field.

Repayment of Installment Loans

Repayment of Installment Loans

The repayment amount that reduces the balance of the loan in each loan period remains constant. Interest accrues as an additional charge against the employee.

The expected term of the loan can be determined for this loan type.

Prerequisites

Loan amount paid out	30,000 euro
Interest rate	5 % p.a.
Repayment installment	250 euro
Interest calculation frequency	Monthly
Repayment frequency	Monthly
Repayment start date	One year after loan was paid out

Loan Calculation

- In the first twelve months, interest of 125 euro accrues monthly. As the loan balance of 30,000 euro remains unchanged in this period, the interest amount remains constant.
- Repayment, which starts after 12 months, is calculated in the following way:

$$30,000 \text{ euro} / 250 \text{ euro} = 120 \text{ months}$$
- The total term of the installment loan is eleven years.
- In the first month after repayment begins, deductions taken from the employee's remuneration are 375 euro = 250 euro repayment + 125 euro interest).
- The remaining debt after the first repayment is 29,750 euro.
- With each repayment, the amount of interest is reduced, and subsequently the amount paid by the employee is also reduced.

Example: Repayment of Installment Loans

Example: Repayment of Installment Loans

A repayment amount is calculated, that is then deducted from the employee's pay in each loan period. This repayment amount consists of a repayment share and an interest share. The repayment amount remains constant, but the interest share decreases and the repayment share increases during the loan period.

Because of the interest deductions, the term of the loan cannot be directly deduced from the rate of repayment for this loan type.

Prerequisites

Loan amount paid out	30,000 euro
Interest rate	5 % p.a.
Annuity installment	250 euro
Interest calculation frequency	Monthly
Repayment frequency	Monthly
Repayment start date	One year after loan has been paid out

Loan Calculation

- In the first twelve months, interest accrues every month, which increases the balance of the loan and the interest. In the first month, the interest is 125 euro, in the twelfth month it is 130.31 euro, so that the loan balance increases to 31,404.02 euro before the first repayment.
- From the first annuity installment, 130.85 euro is allotted to interest and 119.15 euro to the regular repayment.
- The total term of the loan, including the first year when no repayments are made, amounts to almost 27 years.
- The amount that the employee must pay each month remains constant at 250 euro.

Repayment Plan

Repayment Plan

Use

You can create a repayment plan for a loan to obtain detailed information on the term of the loan and the charge to the employee.

Integration

You can only create the repayment plan for loans that you create in the *Loans* infotype (0045) or have already created.

Scope of Function

- You create the repayment plan for each of the employee's loans, which is identified by the loan type and the sequential number.
- You create the repayment plan in the currency of the repayment installment.
- If you have already created loan payments, this is mentioned in the repayment plan.
- When you create a loan in the *Loans* infotype (0045), you can simulate a repayment plan for an employee even if you have not yet entered any loan payments, and have not yet saved the loan.

You can enter any values for the loan amount, repayment installment, start of repayment and payment date. You can repeat the repayment plan again and again, for example, to check the effect a higher or lower repayment installment has on the term of the loan.

- You can copy the values to the infotype that you have specified when simulating the repayment plan.

If you have, for example specified a different value for the loan amount when creating the repayment plan, to the value you have entered in the *Approved loan amount* field when creating the infotype record, you can copy this change to the infotype. The system then automatically copies the changed amount from the dialogbox *Parameter for Repayment Plan* to the *Approved loan amount* field. You must not manually enter the changed amount in this field.

Example: Repayment Plan

Prerequisites

In the SAP system, the following values are stored for an employee's loan:

Personnel number	123456
Loan type	Building loan with annuity payment (0200)
Sequential number	06
Legacy data transfer	7,700 euro on June 01 1998
Special repayment	1,000 euro on December 24 1998
Annuity installment	450 euro monthly
Repayment start date	June 01 1998

Result

Using this information, the system creates the following repayment plan:

Repayment plan for *Personnel number 123456*
 Loan ID *0200 06 (Building loan with annuity repayment)*
 Currency *euro*

Year	Period	Balance	Repayment	Interest
1998	06	7,282.08	417.92	32.08
1998	07	6,862.42	419.66	30.34
1998	08	6,441.01	421.41	28.59
1998	09	6,017.85	423.16	26.84
1998	10	5,592.92	424.93	25.07
1998	11	5,166.22	426.70	23.30
1998	12	3,737.75	428.47	21.53
1999	01	3,303.32	434.43	15.57
1999	02	2,867.08	436.08	13.76
1999	03	2,429.03	438.05	11.95
1999	04	1,989.15	439.88	10.12
1999	05	1,547.44	441.71	8.29
1999	06	1,103.89	443.55	6.45
1999	07	658.49	445.40	4.60
1999	08	211.23	447.26	2.74

Example: Repayment Plan

1999	09	0.00	211.23	0.88
			7,700	262.11

Creating Repayment Plans

Prerequisites

You have [created a loan \[Page 125\]](#).



When you are creating a new loan, you can also create the repayment plan. You must only specify the approved loan amount and the loan condition. You can then choose any parameters for the repayment plan.

You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045** and in the *Subtype* field, enter the loan type.
3. Choose  or .
4. If several loans with the same loan type exist, select the loan for which you want to create the repayment plan, using  or .
5. Choose  (Create Repayment Plan).

You are in the *Parameter for the repayment plan* dialog box.

6. If necessary, change the data displayed and choose .

Result

The system creates the repayment plan.

To copy the values to the infotype that you have entered in the *Parameter for repayment plan* dialogbox, you proceed in the following way:

1. Go from the repayment plan back to the *Parameter for the repayment plan* dialogbox.
2. Choose  (Copy).

Displaying Conditions

Displaying Conditions

Use

The *Conditions* function allows you to display detailed information on the interest amount and the interest and/or repayment pattern of the loan.

Prerequisites

- You have [created a loan \[Page 125\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045** and in the *Type* field, enter the loan type.
3. Choose .
4. If several loans exist for the same loan type, select the loan to be displayed using  or .
5. On the *Conditions* tab page, choose the  function (condition overview).

Result

In the *Conditions ... for loan type* dialog box, you can see the validity date, debit interest rate, reference interest rate and, depending on the loan type, the repayment and/or interest pattern:

- In the case of an **installment loan**, the interest and repayment patterns are displayed.
- In the case of an **annuity loan**, only the repayment pattern is displayed, as the interest is due at the same time.

The repayment pattern determines when a repayment installment is due. The interest pattern determines when the cumulated interest that incurs in every payroll period is due.

Interest Calculation

Use

The SAP system calculates the interest that incurs for a loan in accordance with the specifications that you have made in Customizing for the relevant loan type.

Prerequisites

In *Payroll* Customizing, you have defined the following:

- Value date
 - You have specified at which point in time interest on loans should be calculated in your enterprise, under *Loans* → *Calculation* → [Adjust Value Date \[Ext.\]](#). In the standard system, interest is calculated at the end of the payroll period.
- Interest rate and interest calculation frequency
 - In the *Conditions* view under *Loans* → *Master Data* → [Maintain Loan Types \[Ext.\]](#), you have specified the amount and the intervals at which interest should be due.
 - 
 - If you want to award an interest-free company loan, create your own condition with debit interest of 0% for this purpose.
- Interest calculation method
 - You have the following options for determining the interest calculation method:
 - Under *Loans* → *Calculation* → [Specify Interest Calculation Method \[Ext.\]](#), you can change the standard interest calculation method provided by SAP using the INTLO feature (*HR Loans: Interest Calculation Method*). In the process, you can specify an interest calculation method for your whole system, for certain loan types or certain loan conditions. The standard interest calculation method assumes there are 30 interest days in a month and 360 interest days in a year.
 - We recommend this procedure.
 - You can specify the interest calculation method for a certain loan condition in the *Conditions* view, under *Loans* → *Master Data* → *Maintain Loan Types*. If you specify an interest calculation method here, you thus override the interest calculation method that you may have entered in the INTLO feature.
- Reference interest rate
 - You have the following options for determining the reference interest rate:
 - You can use the REFIN payroll constant (*Reference interest rate*) in table T511K (Payroll Constants) to store the reference interest rate for your whole system, under *Loans* → *Calculation* → [Check Payroll Constants \[Ext.\]](#).
 - We recommend this procedure.
 - You can specify the reference interest rate for a certain loan condition in the *Conditions* view, under *Loans* → *Master Data* → *Maintain Loan Types*. If you specify a reference

Interest Calculation

interest rate here, you thus override the reference interest rate that you may have specified with the REFIN payroll constant.



If you specify the interest calculation method and the reference interest rate with the INTLO feature and the REFIN constant, you may possibly want to prevent entries being made in the step *Maintain Loan Types*. That is why, you can hide these fields from the *Conditions* view. To do so, choose *Loans* → *Master Data* → [Adjust Screen Control \[Ext.\]](#) in *Payroll* Customizing.

Scope of Function

The date that you choose for the interest calculation of loans depends on the payment date of your payroll areas. The payment date can, for example, be at the beginning or end of the payroll period. Interest should also be calculated accordingly for an employee's loan; that is, at the beginning or end of the payroll period.

If you pay an employee's loan with the payroll run, the time of interest calculation has the following effects:

- If interest is calculated at the **start of the period**, interest is due in the payroll period in which you create the loan. The number of days for which interest is calculated depends on the calculation method that you choose for your system. In the standard system, interest is calculated for 30 days for each month.
- If interest is calculated at the **end of the period**, no interest incurs for the payment amount in this payroll period.

This case has already been created in the standard system.

Interest calculation for external payments, such as payments by check or bank transfer is for the exact day. Within the current payroll period, interest is calculated for only the days on which it actually accrues.

During the payroll run, the system calculates the interest for each payroll period and includes it, when due, as a deduction in accordance with the loan conditions.

Activities

If you create a loan in the *Loans* infotype (0045), choose a loans condition on the *Conditions* tab page. With that, you specify the rate of interest and calculation frequency for this loan. The conditions that you can select here depend on the loan type. You can specify an interest rate in the *Individual interest rate* field, which should apply for this employee.



You can also hide the *Individual interest rate* field from the infotype interface.

To display the conditions for a loan type in a detailed form, choose the  function (conditions overview) on the *Conditions* tab page.

Example: Interest Calculation**Example: Interest Calculation****Prerequisites**

In your enterprise, payroll takes place on a monthly basis. You have created a loan for an employee with the following data:

Loan type	Building loan with payment by installments
Loan amount paid out	10,000 euro
Loan payment	January 10 of the current year
Repayment start date	May 01 of the current year
Repayment installment	300 euro each month

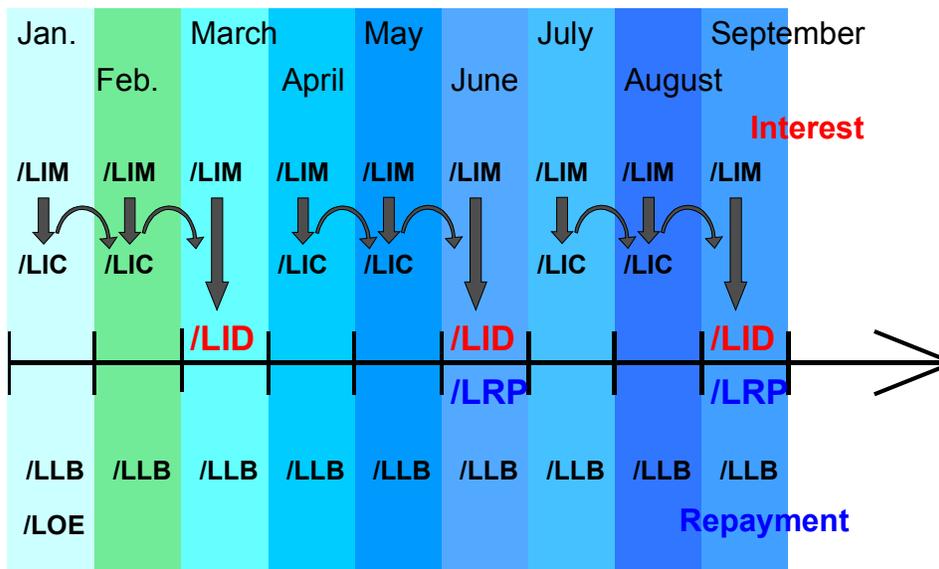
The following values are stored in Customizing for the loan type *Building loan with repayment installment*:

Debit interest	5 %
Interest calculation frequency	First period: 03
	Interval: 03
Repayment frequency	First period: 03
	Interval: 03

The interest for this loan is thus due in the months of March, June, September, and December.

The repayment installment for the loan type *Building loan with installment repayment* is also due in the months of March, June, September and December. However, the employee must only pay the first repayment installment for the loan on hand in June, as you specified May 01 as the start of repayment date. June is the first month, in which a repayment installment is due for the repayment pattern for this loan type after the start of repayment date on May 01.

Interest Calculation



Interest is calculated for each payroll period and stored in the *Interest for current period* wage type (/LIM). If interest is not due in the previous payroll period, it is cumulated in the *Cumulated interest* wage type (/LIC) until the next due date. When the interest is due, the *Cumulated interest* wage type (/LIC) is converted to the *Interest due* wage type (/LID).

In the example, the loan is paid out on January 10 of the current year. This means that only 21 days of interest accrue in this month. For the first payroll period, interest of $10,000 \times 0.05 \times 21 / 360 = 29.17$ euro accrues (10,000 euro balance, 5% interest, 21 days interest, 360 days per year).

For the remaining periods up to the first repayment, interest of $10,000 \times 0.05 \times 30 / 360 = 41.67$ euro accrues (10,000 euro balance, 5% interest, 30 days interest, 360 days per year).

The interest per payroll period is cumulated and due at an interval of 3 periods.

Wage Types

The following loan wage types arise for the first six payroll periods:

Period	Wage type	Wage type text	Amount	Explanation
Period 01	/LIC	Cumulated interest	29.17	
(January)	/LIM	Interest for current period	29.17	21 days
	/LLB	Loan balance	10,000	
	/LOE	External loan payment	10,000	
Period 02	/LIC	Cumulated interest	70.84	
(February)	/LIM	Interest for current period	41.67	
	/LLB	Loan balance	10,000	

Example: Interest Calculation

Period 03	/LID	Interest due	112.51	
(March)	/LIM	Interest for current period	41.67	
	/LLB	Loan balance	10,000	
Period 04	/LIC	Cumulated interest	41.67	
(April)	/LIM	Interest for current period	41.67	
	/LLB	Loan balance	10,000	
Period 05	/LIC	Cumulated interest	84.34	
(May)	/LIM	Interest for current period	41.67	
	/LLB	Loan balance	10,000	
Period 06	/LID	Interest due	125.01	
(June)	/LIM	Interest for current period	41.67	
	/LLB	Loan balance	9,700	
	/LRP	Regular repayment	300	

Calculating Imputed Income

Use

The interest saving for a loan, which results from a particularly reasonable interest rate, can be remuneration in the form of imputed income. The SAP system automatically calculates the imputed income (or interest rate advantage), that an employee incurs from a loan. This is the result of the difference between the debit interest and the reference interest rate, as the debit interest awarded by the employer is often significantly less than the usual reference interest rate awarded by the bank.

To find out the statutory bases for imputed income, see the employment tax guidelines.

Prerequisites

The prerequisites are the same as those for [interest calculation \[Page 143\]](#). You have also selected the *Interest rate advantage* field in the *Conditions* view in *Payroll Customizing* under *Loans* → *Master Data* → [Create a Loan Type \[Ext.\]](#).

Features

Exemption Limit for Germany

The exemption limit, which is currently 5,000 DM is automatically taken into consideration during payroll.

Example of an Imputed Income Calculation

Example of an Imputed Income Calculation

Prerequisites

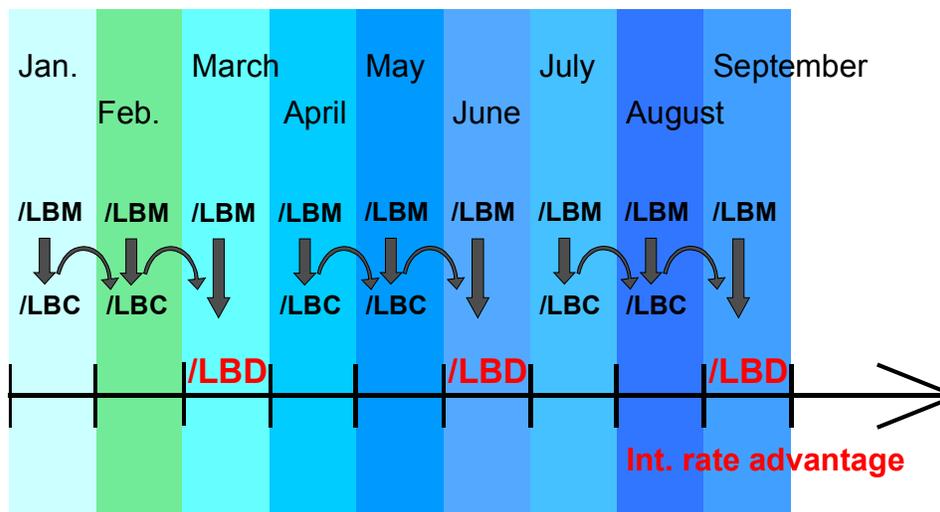
In your enterprise, payroll takes place on a monthly basis. You have created a loan for an employee with the following data:

Loan type	Building loan with payment by installments
Loan amount paid out	10,000
Loan payment	January 10 of the current year
Repayment start date	May 01 of the current year
Repayment installment	300 euro each month

The following values are stored in Customizing for the loan type *Building loan with repayment installment*:

Debit interest	5 %
Reference interest rate	6 %
Interest rate advantage	Selected
Interest calculation frequency	First period: 03
	Interval: 03
Repayment frequency	First period: 03
	Interval: 03

Calculating Imputed Income (Interest Rate Advantage)



For the first payroll period, imputed income of $10,000 \times 0.01 \times 21 / 360 = 5.83$ incurs (10,000 amount of loan, 1% interest rate advantage = 6% reference interest rate -- 5% debit interest; for 21 days of interest, 360 days per year).

Example of an Imputed Income Calculation

For the remaining payroll periods up to the first repayment, calculation is as follows: $10,000 \times 0.01 \times 30 / 360 = 8.33$.

The interest for each payroll period is cumulated, and is due after 3 periods.

Wage Types

As well as the wage types listed in the [Example: Interest Calculation \[Page 146\]](#), the following wage types are created when calculating imputed income.

Period	Wage type	Wage type text	Amount	Explanation
Period 01	/LBC	Cumulated interest advantage	5.83	
	/LBM	Interest rate advantage/current period	5.83	21 days
Period 02	/LBC	Cumulated interest advantage	14.16	
	/LBM	Interest rate advantage/current period	8.33	
Period 03	/LBD	Taxed interest advantage	22.49	Due
	/LBM	Interest rate advantage/current period	8.33	

Evaluating a Loan

Evaluating a Loan

Use

You can use various forms of evaluation to check loans, which have already been included in the payroll run. You usually call up the evaluation reports described in the following documentation in the *General Report Selection* for several employees. In the Loans infotype (0045), you can also partially evaluate individual employees.

Scope of Function

The following evaluations are possible:

- Report RPCLOF00 (*Account Statement for Company Loans*)
The account statement lists all transactions and current balances for the employee's company loans. You can choose between the *Debit Memo - Credit Memo* or *Transaction - Balance* formats.
- Report RPCLOF00 (*Account Statement for Company Loans*)
The overview lists the total of all loans for each employee. The evaluation displays the results from the perspective of the evaluation period. In other words, it includes all of the changes made during the evaluation period, for example, even if they affect periods prior to the evaluation period because of retroactive accounting runs.
- Report RPCLOH00 (*Calculate Present Value for Company Loans*)
The overview lists the [present values \[Ext.\]](#) of the company loans.

Activities

To evaluate several employees, choose *Information systems* → *General report selection* → *Human resources* → *Payroll* → *Payroll <Country>* → *(Company) Loans* and call up the report you require. Enter the necessary data and execute the report.

To display an account statement or an overview of loans for an individual employee, choose *Goto* → *Account statement* or *Goto* → *Loans overview* in the *Loans* infotype (0045).

Loan Wage Types

In *Payroll*, *loan* wage types start with /Lnn: In most of the countries that use the *Loans* component, the following wage types are used:

Wage type	Wage type text
/LBC	Cumulated interest advantage
/LBD	Taxed interest advantage
/LBM	Interest rate advantage/current period
/LCI	Interest-bearing capital
/LEE	Special repayment, external
/LEP	Special payroll repayment
/LER	Loan remission
/LEX	Complete repayment
/LFC	Cumulated interest exemption
/LFM	Interest exemption/current period
/LFP	Loan fees
/LIC	Cumulated interest
/LID	Interest due
/LIM	Interest for current period
/LLB	Loan balance
/LO3	Third-party loan payment
/LOE	External loan payment
/LOP	Loan payment - payroll
/LRP	Regular repayment (both installment and annuity loans)
/LTE	Transfer loan balance

Additional country-specific loan wage types are also used in some countries.

Contract Elements (Infotype 0016): Beneficial Loans

Contract Elements (Infotype 0016): Beneficial Loans

Definition

Infotype 16 contains an additional field *Use alternative precise method* for the beneficial loans functionality for Great Britain. This field is under the group heading *Tax for beneficial loans*.

Use

When employees receive an interest-free or cheap loan (beneficial loan) from their employers, there can be a taxable benefit (also known as chargeable benefit). The field *Use alternative precise method* determines whether the average calculation method or precise calculation method is used to calculate the taxable benefit.

Structure

There are two alternative ways of working out the taxable benefit from a beneficial loan. The normal average method applies automatically. It is therefore the default setting on the infotype, unless the employee or director elects for the alternative precise method. Whichever method is chosen will apply to all loans that have been issued to this employee.

Average Calculation Method

Wage type /LCE is used for the cash equivalent of the loan in the average benefits calculation method.

The taxable benefit is calculated by reference to the official rate of interest. All loans between the employee and employer are treated as if they were one loan. The system takes the opening and closing balances if the loan has been outstanding for the full tax year, or the dates the loan was started or closed, if less than a full tax year. The average loan balance is calculated by adding these two amounts together and dividing by 2. The average loan is multiplied by the number of months for which the loan was outstanding in the year and divided by 12. The result is multiplied by the appropriate average official rate of interest that applied during the period the loan was outstanding in the year. Finally, any interest paid by the director or employee on the loan for that year is deducted.

Alternative Precise Method

Wage type /LBC is used for the cash equivalent of the loan in the precise benefits calculation method.

This method involves dividing the appropriate official rate by the number of days in the year and applying that to the total of the maximum amounts for the loan outstanding on each day in the tax year.

The total amounts of the maximum balances on the loan for each day are in effect converted to the equivalent balance for one day, to which one day's interest charge at the official rate is then applied.

The taxable benefit is then calculated by deducting any interest paid on the loan for that tax year.

Integration

The *Payroll* component reads this infotype together with the following:

- [Company Loans \(Infotype 0045\) \[Ext.\]](#)

Contract Elements (Infotype 0016): Beneficial Loans

- [Loan Payments \(Infotype 0078\) \[Ext.\]](#)

Company Loans (Infotype 0045): National Features Great Britain

Definition

Infotype 45 contains two additional fields for the beneficial loans functionality for Great Britain. They are found under the *Conditions* tab:

- Loan category
- MIRAS indicator

These fields are used to specify the type of loan the employee has taken out, and whether MIRAS (Mortgage Interest Relief At Source) is applicable.

Use

Loan Category

There are six different types of beneficial loans which have to be reported on the P11D form:

Code	Purpose	Qualifying
A	Loan used for the purpose of a trade, profession, or vocation carried on by the employee/director	√
B	Loan for purchase of main residence	√
C	Loan for a purpose eligible for interest relief other than main residence	√
D	Loan not within A, B, or C above	
E	Loan given as part of a relocation package	
F	Reason not known	

The loans are designated as being qualifying or non-qualifying loans. This attribute is needed to consider whether a specific loan should be taken into account when determining whether the total balance outstanding exceeds £5,000, the tax exemption limit.

MIRAS Indicator

The user decides if a certain loan is MIRAS applicable.

An employee can claim interest relief when provided with a cheap or interest-free housing loan to the extent that the loan does not exceed £30,000. MIRAS relief is given for the first £30,000 of home loans.

An employee will still be taxed on the difference between any interest he or she paid and interest at the official rate. The employee will then, however, be able to obtain tax relief on the loan as if he or she had paid interest at the official rate (usually the same as normal mortgage rates). The employee is therefore given tax relief on the amount of interest he or she actually paid, as well as the additional amount of interest not actually paid due to the loan being a cheap or interest-free loan.

This information is relevant for the P11D form.

Company Loans (Infotype 0045): National Features Great Britain

Integration

The *Payroll* component reads the *Company Loans* infotype together with the [Contract Elements \(0016\) infotype \[Ext.\]](#). The benefit calculation method is specified on this infotype for the person concerned. All of this employee's loans are then calculated by the method selected here.

Other information required by the *Payroll* component is held in tables. The necessary information can be maintained in Customizing for *Payroll: Great Britain* under *Beneficial Loans*:

- *Maintain Loan Types*

You define the loan types to be used in your company, and the conditions under which the loan is granted.
- *Set Up Official Rates*

Tax authorities publish the official rates at irregular intervals. You must therefore maintain table T5G70 as and when this is necessary.
- *Check Constants*

Table T511P contains a constant LEXRT, which defines the limit of £5,000, up to which beneficial loans are tax free.

Information relevant to beneficial loans is also contained in table T5G71. This specifies whether a particular type of beneficial loan is a qualifying or non-qualifying loan. No customizing is required.

Qualifying/Non-Qualifying Loans: Example

Qualifying/Non-Qualifying Loans: Example

The beneficial loan rules set up a special category of loans called "qualifying loans". The distinction between qualifying and non-qualifying loans is relevant in relation to:

- Exemption for small loans
 - Where exemption is not due but would have been but would have been but for the existence of one or more qualifying loans, only the qualifying loans are taken into account for the purposes of the beneficial loans rules.
- Aggregation and non-aggregation of loans

Example 1

In 1996-1997, Ms Smith had three interest-free loans from her employer:

Nature of loan	Maximum outstanding balance
Qualifying	£50,000
Non-qualifying	£3,000
Non-qualifying	£2,000
Total	£55,000

No tax is chargeable if the total balance outstanding on all beneficial loans does not exceed £5,000 at any time in the year of assessment in question. Since the maximum total balance outstanding in the year exceeds £5,000, exemption is not due. However, apart from the qualifying loan, the maximum total balance outstanding in the year would be £5,000. Since this does not exceed the £5,000 limit, exemption is due for the non-qualifying loans. The qualifying loan will be charged as if it were the only beneficial loan.

Example 2

A close company has for some years advanced funds to a director at a 3% interest rate. The balance on the loan account on 5 April preceding the year of assessment was £29,000. The director repaid £1,000 on 30 June in the year of assessment so that the balance at the end of that year was £28,000. Part of the loan balance was a loan of £3,000 made in the preceding year of assessment to help him buy a car which he needed for his job. £20,000 was a loan to buy his only residence. Of the remainder of the loan, £2,000 was used to buy a season ticket and the other £4,000 outstanding at the beginning of the year represented the balance of a loan to pay for a holiday. Of the total repayment amount of £1,000, £200 was set against the car loan, £500 against the house loan, £200 against the season ticket loan, and the other £100 against the holiday loan.

All the loans are between the same borrower and lender, and all require a cash equivalent to be calculated. The company elects that the loans should be treated as a single loan, where possible. Consequently, the season ticket loan and the holiday loan, which are non-qualifying, are aggregated. So for the purposes of calculating the total chargeable benefit, there are three loans:

Type	Balance at start (£)	Balance at end (£)
Qualifying	3,000	2,800
Qualifying	20,000	19,500

Qualifying/Non-Qualifying Loans: Example

Non-qualifying	6,000	5,700
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MIRAS Calculation: Example

MIRAS Calculation: Example

MIRAS (Mortgage Interest Relief At Source) relief is provided for the first £30,000 of home loans. From April 1995, MIRAS is restricted to 15%, from April 1998 to 10%.

- A basic rate tax payer is given an interest-free home loan of £30,000. Tax liability for 1997/1998 is calculated as follows:

Interest saved 7% (official rate) x 30,000	=	2100.00
Tax due at 23% x 2100	=	483.00
Less mortgage tax relief 15% x 2100	=	315.00
Tax due	=	168.00

- A higher rate tax payer is given an interest-free home loan of £30,000. Tax liability for 1997/1998 is calculated as follows:

Interest saved 7% (official rate) x 30,000	=	2100.00
Tax due at 40% x 2100	=	840.00
Less mortgage tax relief 15% x 2100	=	315.00
Tax due	=	525.00

- A basic rate tax payer is given an interest-free home loan of £40,000. Tax liability for 1997/1998 is calculated as follows:

Interest saved 7% (official rate) x 40,000	=	2800.00
Tax due at 23% x 2800	=	644.00
Less mortgage tax relief 15% x 2100 (maximum 30,000 x 7%)	=	315.00
Tax due	=	329.00

Final Payroll Processing

Purpose

After running payroll, there are a number of activities you need to perform to complete the payroll process. These are contained in the *Final Payroll Processing* component.

Features

Final Payroll Processing provides the following features:

- Payments transfer using BACS
- Remuneration statement
- Payroll account
- Payroll journal
- Posting to Financial Accounting and Controlling

P45 Issue

P45 Issue

Use

When an employee leaves your company, you must issue a P45 once the final net pay has been calculated. This is necessary for the following reasons:

1. This provides the Inland Revenue with information about the amount of taxable pay an employee has received and the amount of tax he or she has actually paid so far during the tax year.
2. The new employer is also provided with this information and can ensure that the employee is taxed correctly.
3. It also provides the employee with information on earnings in this employment and on the year so far.
4. It indicates a change of tax district.

The *Sample P45 Slip* (RPCP45G0) report prepares the relevant data in P45 format for employees who are leaving. In addition, the batch input of this report can be used to update the employees' *Tax Data* (infotype 0065) records.

Prerequisites

Before you can process a P45 for a leaver, you need to ensure that the following have taken place:

- The employee needs to have been recorded as already having left. This means the leaving event must have already been entered in the personnel records.
- There must be a set of payroll results for the payroll period during which the person leaves.

Issuing a P45 to a Leaver

Procedure

1. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Period-independent* → *Payroll-related area* → *P45 processing*.
The report selection screen for the *Sample P45 Slip* (RPCP45G0) report appears.
2. In the *Period* group box, specify the payroll period during which the employee's final pay was processed.
3. Enter the employee's personnel number.
Use the matchcode function to find a number you do not know.
4. In the *Additional data* group box, enter the relevant form requirements.
5. Choose *Execute*.

Result

The leaver's tax and pay information for the leaving period is printed in P45 format.

Producing a Dummy P45

Producing a Dummy P45

For administrative or other purposes, it may be necessary to display what the P45 would look like if the employee were to leave the company at a particular time. You can do this by using the *Sample P45 Slip* (RPCP45G0) report to issue a dummy P45.

Procedure

1. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Period-independent* → *Payroll-related area* → *P45 processing*.
The report selection screen for the *Sample P45 Slip* (RPCP45G0) report appears.
2. In the *Period* group box, select *Other period* and enter 31.12.9999 in the *To* date field.
3. Enter the employee's personnel number.
Use the matchcode function to find a number you do not know.
4. In the *Additional data* group box, enter the relevant form requirements.
5. Choose *Execute*.

Result

The system prints the employee's tax and pay information for the current tax year in P45 format.

Updating Leavers' Tax Records when Issuing P45s

In addition to issuing a P45 to every employee who leaves your company, you also need to update the *Tax Data* (infotype 0065) records by entering the date of issue of the P45 and any tax details that have changed. You can do this by running the *Sample P45 Slip* (RPCP45G0) report. This report not only issues P45 slips, it also gives you the option of running a batch input session to update the tax records of the relevant employees.

Procedure

1. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Period-independent* → *Payroll-related area* → *P45 processing*.
The report selection screen for the *Sample P45 Slip* (RPCP45G0) report appears.
2. In the *Period* group box, specify the payroll period during which the employees' final pay was processed.
3. Enter the employees' personnel numbers.
Use the matchcode function to find a number you do not know.
4. In the *Additional data* group box, enter the relevant form requirements.
5. Set the *Batch input session* indicator.
6. Enter the issue date of the P45.
7. Set the *Create a new tax record* indicator.
8. Enter a new tax code.
9. If necessary, set the *New tax basis: Week 1/Month 1* indicator.
10. Choose *Execute*.

Result

The system prints the leavers' tax and pay information for the current tax year in P45 format, and creates new *Tax Data* (infotype 0065) records for them at the same time. These records contain an active *P45 issued* indicator and the date on which the P45 was issued.

Company Cars for Leavers (Report RPULCCG0)

Company Cars for Leavers (Report RPULCCG0)

Use

This report creates a batch input session for employees who left your company during the selected period and had the use of a company car while they were employed with you.

It updates the *Run payroll up to* field on infotype 003 (*Payroll Status*) with the date entered in the corresponding parameter in the report selection screen.

You should use this report to process the data for leavers who had the use of company cars when the payroll was run, and to provide a set of payroll results to be used at end-of-year for Class 1A National Insurance Contributions.

Features

When you run this report, it will automatically select only those personnel numbers which are applicable:

- The employee must have left the company during the period that you have selected.
- An infotype record for a company car, valid for this selected period, must exist for the employee in question.
- The *Run payroll up to* date in the *Payroll Status* (infotype 0003) record is not later than the date entered in the report parameter.

Activities

You can access this report by choosing *Human resources* → *Payroll* → → *Europe* → *Great Britain* → *Subsequent activities* → *Annual* → *Others* → *Company car f.leavr.*

Enter the appropriate data and execute the report.

Payroll Results Check

Purpose

The payroll results check tool provides you with an overview of payments made to and on behalf of employees in a particular payroll area for a particular payroll period.

It therefore allows you to check for inconsistencies in the results prior to the final release of the payroll.

Integration

Once the payroll has been run for a particular period, you can generate the payroll results check data and then run the evaluation report.

The Payroll Results Check Tool has been superseded by the [Gross to Net Control Report \[Page 173\]](#).

Preparation of Payroll Results Check Data

Preparation of Payroll Results Check Data

Use

Before you can display and check payroll results check data prior to releasing the payroll for payment each period, you need to generate this check data.

Integration

The results of generating this data can be displayed with report RPCRECG0 (payroll results check tool). The payroll results check data can also be printed in raw mode with report RPURECG5 (payroll results check data display).

Prerequisites

The payroll needs to have been run before the payroll results check data is generated.

Activities

Payroll results check data should be generated for each period consecutively. If changes are made to data in one period and the generation report is rerun, you must also rerun the generation consecutively for the subsequent periods. This is particularly relevant to leavers' data, as it is carried forward from one period to the next.

This only applies to data within one tax year.



For performance reasons, it is advisable to create a batch input file for this report and run it overnight after payroll has been run.

Generating Payroll Results Check Data

Procedure

1. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Per payroll period* → *Reporting* → *Payroll results check* → *Preparation* → *Data generation*.
2. In the *Payroll period* group box, enter the relevant payroll area and period selection.
3. Set the *Data update required* indicator if the results are to be written to cluster GP.
4. Set the *Results display required* indicator if you want the cluster changes to be displayed on the screen.
5. Choose *Execute*.

Result

Payroll results check data is generated for the particular period. A list shows the details that will be added to the payroll results check data cluster, if the update mode was selected.

Payroll Results Check Tool (Report RPCRECG0)

Use

The Payroll Results Check Tool has been superseded by the [Gross to Net Control Report \[Page 173\]](#).

This function allows payroll results to be checked for a particular payroll area and period.

From within this display, you may move backwards and forwards to display the data generated for preceding and subsequent periods.

Wage type selection

You may either display payroll results check data for specific wage types, as long as they are included in the data generation, or use the default wage types. These wage types are already defined under *Payroll Results Check Tool* in Customizing for *Payroll: Great Britain*. The wage types that are defined in the R/3 System for this report are also available as the standard variant SAP_STANDARD. You may wish to use this variant if the default wage types delivered in the standard system were changed during customizing.

Leavers

You can retain data in the system for inclusion and not include it in the payroll results check data until the end of the year for employees who leave during a particular tax year. Data on employees who leave during a particular tax year may be kept in the system and may not be included in the payroll results check data until the end of the year.

Features

The function provides four basic analyses:

Payroll results check

This analysis is the first to be displayed by the payroll results check tool. From here you may display the other analyses listed further below.

The report contains the following columns:

- *Brought Forward from Last Period* (or *Year to Date Last Period* if the *Keep leavers until end of year* option is selected)
- *This Period Results*
- *Retroaction*
- *Adjustments*

The figures in these columns should equal those in the column *Carried Forward this Period* (or *Year to Date This Period* if the *Keep leavers until end of year* option is selected).

Leavers' and starters' data is included in the *Adjustments* data. You can see the reasons for adjustments by choosing *Adjustments*. If you then choose *Employees*, the names and personnel numbers of the employees are displayed whose data caused the adjustment.

You can display detailed retroaction information in the same way, including individual employee data.

Payroll Results Check Tool (Report RPCRECG0)**Payroll summary**

The payroll summary contains a list of gross payments. If the *Total Payment* and *Total to be Paid* columns do not match, a warning message is displayed.

Collector of Taxes

This contains the data that is used to complete a paying-in slip for the Collector of Taxes.

Breakdown of payments

This displays the amount that will or has been paid to employees, broken down by method of payment. If the *Amount Pending/Paid* does not match the *Total Payment* displayed in the *Payroll Summary*, a warning message is displayed.

For more information, see the online report documentation (RPCRECG0).

Evaluating Payroll Results Check Data

Evaluating Payroll Results Check Data

Prerequisites

Once payroll results check data has been generated for a particular period, you may display the results using the payroll results check tool.

Procedure

1. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Per payroll period* → *Reporting* → *Payroll results check* → *Evaluation*.
2. Enter the relevant payroll area, payroll period, and payroll year.
3. Specify the wage types for which you wish payroll results check data to be displayed, if necessary.



If you do not enter specific wage types, the system displays the default wage types.

4. If applicable, set the *Small employer* indicator.
5. If you require leavers' data to be included in the display, set the *Keep leavers until end of year* indicator.
6. Choose *Execute*.

Result

The payroll results check data is displayed. From here you can display all the analyses available.

Gross to Net Control Report (RPCGTNG0)

Use

Use this report directly after running payroll to verify the payroll results. This report allows you to display and analyse the values for specific wage types for each payroll period. You can use it as a control report for audit and payroll sign-off. It displays the total value of payments, deductions, amounts paid and the employer's costs in a pay period. You can also use this report to pinpoint particular problem areas in payroll results for each employee.

This report replaces the reports RPURECG0 and RPCRECG0.

Prerequisites

This report is ready to run. However, you can check, set up and modify the required report variants in Customising. For more information, see the IMG section *Gross to Net Control Report*.

No data conversions are necessary.

Customising

For Release 4.6C, see the IMG documentation. For all other releases, proceed as follows:

- **View Cluster VC_T596A - Definition of Subapplications**

SAP delivers three necessary standard subapplications that correspond to three of the four processing modes for this report. The subapplications list the wage types to be read by the report in each case. If you want to make changes to these subapplications, call the view using transaction SM34, copy the standard subapplications, and modify according to your company's requirements.

Note: For subapplication GNC3 'Analysis of payments', the totals for /557 come from the payroll results table (RT), and the totals for /558 and /559 come from the "Payment Information" table (BT), which checks whether the payment is a bank transfer or a cheque.

- **View V_T5G9A - Gross to Net Control Report Options**

SAP delivers standard entries here for the definition of the combination of subapplication and ALV output variant (how it looks in the output list) for each processing mode.

When you run the report, it reads this combination of subapplication and ALV variant to know which wage types and which display to use. If you have created your own subapplications, call this view using SM30 and make sure they are entered in this view.

If you run the report, and modify the ALV output variant, you will be asked to save it under a different name. You must then make sure this name is then entered in this view also.

If you want to run the report in background to a spool list, you must run the report with the ALV variant 'expanded', since the spool list is not dynamic. SAP delivers four corresponding variants for this purpose. These are identical to the normal variants, except that the drill down is expanded. To see these, select F4 under 'Output variant' in this view.

Gross to Net Control Report (RPCGTNG0)

Output

You can display the report on the screen, or use the print function.



If you select the radio button *Gross to net amounts*, the system displays:

- Wage types and subtypes
- Payment amounts from previous and current pay periods
- Wage type breakdown for each personnel number



If you select the radio button *Collector of taxes remittance*, the system displays:

- Tax and NI contributions and rebates for the pay period for each employee
- Totals due to/from the Inland Revenue for the pay period for each employee



If you select the radio button *Analysis of payments*, the system displays:

- Payment method for each employee
- Payment amount for each employee



If you select the radio button *Employee statistics*, the system displays:

- The number of employee who have either started with, or left the company during the pay period
- The employee's status for the previous and current pay period

Activities

To run the report, proceed as follows:

1. Enter a payroll area and select the pay period.
2. In the Selection box, enter required data (for example, enter the personnel number to run a report for an individual employee).
3. In the Processing Mode box, select the required report display variant.
4. Choose Execute.

Example



You want to check that payroll has been run correctly for a specific payroll area. After making the necessary entries, and generating the report, you can see immediately if an error has occurred by checking the **Balance** column. This should always read 0.00. If this is not the case, drill down for the relevant cumulation wage type until you locate the erroneous employee payment.

Wage and Salary Payments

Purpose

This component enables you to pay wages and salaries to employees, while taking into consideration country and bank-specific requirements and specifications. Moreover, you can make certain employee-specific payments to third parties (dependent on the country version), whereby the employee is not the payment recipient. The system offers different variants of *wage and salary payments*, which are used in various combinations by the individual country versions.

You can find technical information on *wage and salary payments* and notes on the necessary Customizing settings in the following sections:

- [Payment-Related Information in the Master Data \[Page 176\]](#)
- [Payment-Related Information in the Payroll Result \[Page 177\]](#)
- [Preliminary Program for Data Medium Exchange \[Page 179\]](#)

You can find information on the posting of payment transactions in the documentation for *Posting to Accounting*, under [Integration with the Posting of Payment Transactions \[Ext.\]](#).

Scope of Function

You can find information on *wage and salary payments* in the following sections.

Payment-Related Information in the Master Data

Payment-Related Information in the Master Data

Certain information from the master data for your employees reappears in the *Payroll* results. The *Wage and Salary Payments* evaluates this [Information in the Payroll Results \[Page 177\]](#), but also accesses certain infotypes directly.

Below is a list of the international infotypes that contain payment-related information.

- [Organizational Assignment \(Infotype 0001\) \[Ext.\]](#)
- [Personal Data \(Infotype 0002\) \[Ext.\]](#)
- [Addresses \(Infotype 0006\) \[Ext.\]](#)
- [Bank Details \(Infotype 0009\) \[Ext.\]](#)
- [External Bank Transfers \(Infotype 0011\) \[Ext.\]](#)



In addition to the infotypes mentioned above, there are other international wage types (e.g. for capital formation) that contain payment-related information. These infotypes will not be discussed here. For more information on international infotypes, see the SAP Library under *Human Resources* → *Payroll* → <Country>.

For more information on how the system evaluates the payment-related information in the master data and the payroll results, see [Preliminary Program DME \[Page 179\]](#).

Payment-Related Information in the Payroll Results

The following tables in the payroll results contain payment-related information that the system evaluates during the wage and salary payments process.

- *Payment Information* (BT)
- *Work Center/Basic Pay* (WPBP)

Payment Information table (BT)

Every entry in the *Payment Information* table (BT) in an employee's payroll results corresponds to a payment that was created in a payroll period for this employee. However, the employee is not necessarily the **payment recipient** of all payments. A difference must be made, for entries in the *Payment Information* table (BT), between payments to the employee and employee-specific payments to third parties.

The origin and treatment of employee-specific payments to third parties is country-specific. If, for example, salary elements for an employee are garnished or are retained for capital formation, an entry is created in the *Payment Information* table (BT) in the employee's payroll results, for payment of the retained amount to a third party (e.g. the creditor or the capital formation institute). The origin of this entry depends on the country version used, and the settings in Customizing. However, employee-specific payments to third parties do not necessarily create an entry in the *Payment Information* table (BT) for the employee. The reason for this is that in certain country versions these payments are made independent of the *Wage and Salary Payments* component.

Entries in the *Payment Information* Table (BT) for Payments to the Employee

- The *Payment Method* field is always filled.
- The *Bank Number* and *Bank Account* fields are filled, if the payment method requires bank details.
- The *Recipient*, *Postal Code* and *Location* fields are filled, if you have manually overwritten the corresponding fields in the [Bank Details infotype \(0009\) \[Ext.\]](#). If you have not manually overwritten these fields in the *Bank Details* infotype (0009), the values from the [Personal Data \(0002\) \[Ext.\]](#) and [Addresses \(0006\) \[Ext.\]](#) infotypes are displayed there. In this case, the *Recipient*, *Postal Code* and *Location* fields are not filled in the *Payment Information* table (BT).

Entries in the *Payment Information* Table (BT) for Employee-Specific Payments to Third Parties

- The entry in the *Payment Information* table (BT) for an employee-specific payment to a third party either contains detailed information from the infotype that forms the basis of the payment (Payment Method, Bank Details, Name and Addresses), or a recipient key in the *Recipient* field. This recipient key refers to Customizing for *Personnel Management*, where you must store the detailed information mentioned.

Payment-Related Information in the Payroll Results

- The *Purpose* field in the *Payment Information* table (BT) is filled, if a purpose was entered in the infotype that forms the basis of the payment.



Note that not all the fields in the *Payment Information* table (BT) are discussed here. For more information on how the system determines the information on the payment recipient, see [Preliminary Program DME \[Page 179\]](#), in the "Scope of Function" section.

Work Center/Basic Pay Table (WPBP)

Certain organizational elements from the *Organizational Assignment* infotype (0001) are stored in the *Work Center/Basic Pay* table (WPBP) during payroll. These organizational elements are used in the wage and salary payments process (dependent on Customizing) to determine the house bank and the house bank account.

Furthermore, the system uses the *Work Center/Basic Pay* table (WPBP) to determine the paying company code. Specification of the paying company code is optional in Customizing. If you have not specified a paying company code in Customizing, the system uses the company code that is stored in the *Work Center/Basic Pay* table (WPBP) in the employee's payroll results. If the *Work Center/Basic Pay* (WPBP) table for the employee contains several partial periods as the result of a [WPBP Split \[Ext.\]](#), in the payroll period to be processed, the system uses the company code in the last partial period, in which the employee was active, to determine the paying company code.

Preliminary Program DME

Use

To start the preliminary program DME, choose *Human Resources* → *Payroll* → *Payroll* → *Bank Transfer* → *Pre. Program DME* from the *SAP Easy Access* menu.

You use the preliminary program DME to evaluate the payroll results to create payment data. The creation of payment data is the first step in the wage and salary payments process.

You can also use the preliminary program DME if you want to make several partial payments on different dates within a payroll period ([Qualified Advance Payment \[Ext.\]](#)).

The preliminary program DME can evaluate payments using different [payment methods \[Ext.\]](#) in a payment run. The payment medium programs, which further process the data created by the preliminary program DME, select the relevant data records using the payment method.

The preliminary program DME processes both [information from the master data \[Page 176\]](#) and [information from the payroll results \[Page 177\]](#) for an employee.

Integration

The payment data created by the preliminary program DME is processed by the country-specific payment medium programs in *Accounting* to create payment mediums (for example, DME files for the bank, checks). You must start these subsequent programs after the preliminary program DME has evaluated the payroll results for the employee and has created the payment data.

Prerequisites

You have exited payroll for the payroll periods for which you want to make wage and salary payments. (Exception: You make a [Qualified Advance Payment \[Ext.\]](#) before exiting payroll.)

You have checked or made the following settings in agreement with *Accounting*.

- **Setting up the payment methods** (in Customizing for *Personnel Management* under *Personnel Administration* → *Personal Data* → *Bank Details* → [Define Payment Method \[Ext.\]](#))
- **Setting up the house banks and house bank accounts** (in Customizing for Payroll under *Data Medium Exchange* → *Preliminary Programs for Data Medium Exchange* → [Set Up House Banks \[Ext.\]](#))
- **Defining the Sending Banks** (using the *Sender Account Number for Data Medium Exchange* feature (DTAKT) in Customizing for Payroll under *Data Medium Exchange* → *Preliminary Programs for Data Medium Exchange* → [Define Sending Banks \[Ext.\]](#))

Preliminary Program DME

- **Defining the paying company code** if you do not want to use the company code stored in the *Organizational Assignment* (0001) infotype (using the *Sender Account Number for Data Medium Exchange* feature (DTAKT) in Customizing for Payroll under *Data Medium Exchange* → *Preliminary Programs for Data Medium Exchange* → [Define Sending Banks \[Ext.\]](#)).
- **Assigning the text key for the payment transaction to transfer wage types** (in Customizing for Payroll under *Data Medium Exchange* → *Preliminary Programs for Data Medium Exchange* → [Check Text Keys for Payment Transactions \[Ext.\]](#))

This assignment is not necessary in all country versions.

Scope of Function

For every current original result for employees processed in a payment run, the preliminary program DME reads the *Payment Information* table (BT) in the payroll results.

In the process, the system performs the following steps for every entry in this table:

- The system determines the information on the payment recipient
 - from the entry in the *Payment Information* table (BT)
 - from the *Payee Keys* table (T521B), if the entry in the *Payment Information* table (BT) contains a recipient key
 - from the *Personal Data* (0002) and *Addresses* (0006) infotypes, if the entry in the *Payment Information* table (BT) does not contain a recipient key and does not contain any recipient data
- The system evaluates the *Sender Account Number for Data Medium Exchange* feature (DTAKT) to determine the following information:
 - The paying company code
 - The house bank
 - The house bank account
- The system reads the *Purpose* field in the *Payment Information* table (BT):
 - If the *Purpose* field is filled, the contents of the field are transferred to the payment data.
 - If the *Purpose* field is not filled, the following text is used: "Wage/Salary", <Personnel Number>, <Payroll Period> or "Pension", <Personnel Number>, <Payroll Period>.
- The system determines the payment currency:
 - If the *Currency* field in the *Payment Information* table (BT) contains a currency, this currency is used for the payment.
 - If the *Currency* field in the *Payment Information* table (BT) does not contain a currency, the currency from the *Currency* field in the *Payroll Status Information* table (VERSC) is used for the payment.
- The system reads the bank codes of the house banks and the recipient bank from the *Bank Master Record* table (BNKA).

Preliminary Program DME

- The system checks the payment data for consistency. If a payment with inconsistent data exists for an employee, the system does not make any payment for this employee.
- For every entry in the *Payment Information* table (BT) the system creates an entry in the payment data.

Selection

The selection screen for the preliminary program DME is country-specific. The following describes only the most important international parameters.

Set Flag for Transfers

We recommend that you mark this indicator. It causes the system to mark every processed entry in the *Payment Information* table (BT) with date and time, to show payment runs carried out later that it is "processed". This prevents entries in the *Payment Information* table (BT) being accidentally processed more than once. If the payroll run is repeated after you have executed the preliminary program DME, the system does not overwrite the entries marked with date and time but performs a difference calculation. That is why you must mark the *Set Flag for Transfers* indicator if you want to perform a qualified advance payment.

Wage Type

You can use these input fields to restrict a payment run to certain wage types, for example, to pay the wage types created for *External bank Transfers* (Infotype 0011) separately from the employee's salary.

Test

If you mark this indicator, the system only displays the payments to be made as the result for a payment run. It does not create any payment data and does not change any data in the payroll results.

Output

The preliminary program DME creates a payment run, which contains payment data. You can clearly identify every payment run using the *Program Run Date* and *Identification Feature* combination. The *Identification Feature* originates from the six-digit system time, at which you started the preliminary program DME. The system replaces the last digit of the six-digit system time in the *Identification Feature* with a P.



You started the preliminary program DME at 09.25 on 04.14.2000. You can clearly identify the payment run created using the *Program Run Date* (04.14.2000) and *Identification Feature* (09251P) combination.

The payment data contained in a payment run is saved in the following tables:

- *Control Records for the Payment Program* (REGUV)
- *Settlement Data from Payment Program* (REGUH)

Preliminary Program DME

- *Processed Items from Payment Program* (REGUP)

The data in these tables is further processed by the payment medium programs in *Accounting*. For more information, see [Payments \(FI-BL\) \[Ext.\]](#).

See also:

[Repeating a Payment Run \[Page 183\]](#)

Repeating a Payment Run

Use

If a payment run was not carried out correctly (for example, because of a program termination), you have to repeat this payment run.

Prerequisites

When you created the payment run that you now want to repeat, you marked the *Set Flag for Transfers* indicator.

Procedure

1. Make the same settings on the [Preliminary Program DME \[Page 179\]](#) selection screen that you made when you created the original payment run.
2. In the *Repeat Run: Date* and *Time* fields, enter the date and time for the payment run to be repeated.

The system uses this entry to evaluate the entries in the *Payment Information* table (BT) which the preliminary program DME marked with data and time, but for which the date and time correspond to your entries in the *Repeat Run: Date* and *Time* fields.

3. If you only want to evaluate entries in the *Payment Information* table (BT) which have already been marked, select the *Flagged Records Only* indicator.

If you do **not** set this indicator, the system also evaluates the entries in the *Payment Information* table (BT) which are still not marked with date and time.

4. Choose .



If you do not know the date and time for the payment run to be repeated, proceed as follows:

1. Use the [Display Payroll Results \[Ext.\]](#) program (Report H99_DISPLAY_PAYRESULT) to display a payroll result (for any employee) that was evaluated during the original payment run.
2. Display the *Payment Information* table (BT).
3. Select an entry from the *Payment Information* table (BT) which the preliminary program DME marked with date and time when creating the original payment run.
4. Make a note of the values in the *Date* and *Time* fields so that you can enter them in the *Repeat Run: Date* and *Time* fields on the Preliminary Program DME selection screen.

Wage and Salary Payments by Bank Transfer

Wage and Salary Payments by Bank Transfer

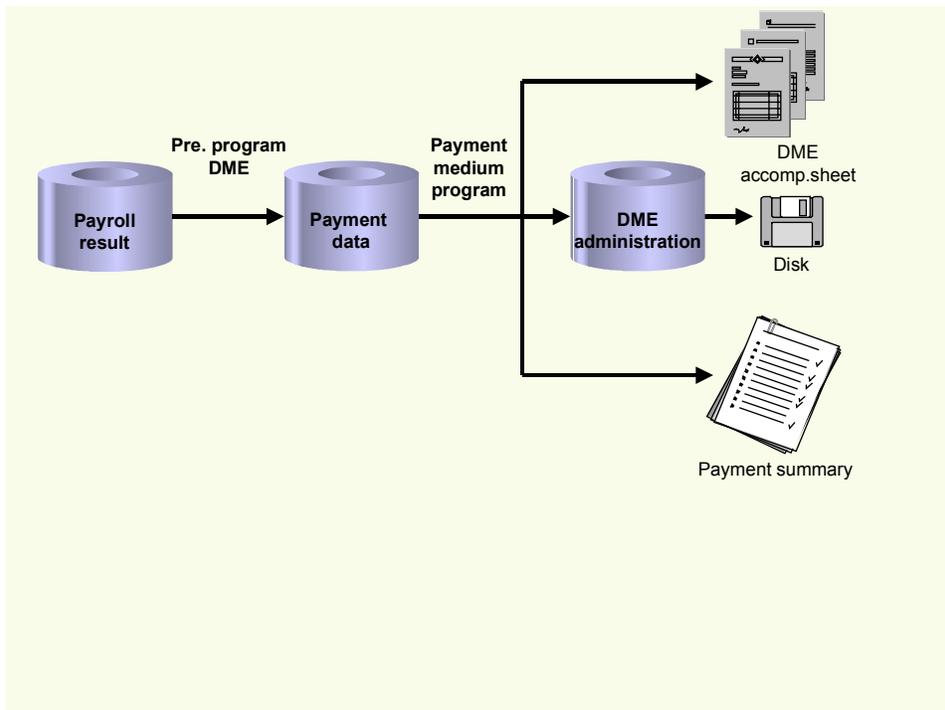
Purpose

The system uses this process to provide all the information your house bank needs to transfer the wage and salary payments to your employees. The system creates a DME file and the DME accompanying sheet. Furthermore, you can print a payment summary which lists the individual payments. You can use the payment summary to, amongst other things, post the wage and salary payments manually to *Financial Accounting*.

Process Flow

1. The [preliminary program DME \[Page 179\]](#) evaluates the entries in the *Payment Information* table (BT) in the payroll results for the employees, and creates a payment run which contains the payment data.
2. The [payment medium program \[Ext.\]](#) for the bank transfer evaluates the payment data and creates a DME file, the DME accompanying sheet and the payment summary. The DME file contains all bank transactions and is of the same format as the file used by the bank for your country.
3. You provide your house bank with the DME file created, so that the bank transfer can be made.

The following graphic shows the process flow of wage and salary payments by bank transfer.



Evaluating Payroll Results

Procedure

1. Start the [preliminary program DME \[Page 179\]](#).
2. Make the required entries for *Payroll period*, *Selection* and *Wage types*.
3. Select the *Set flag for transfers* indicator (see [Preliminary Program DME \[Page 179\]](#)), and select .

The system produces statistics on the personnel numbers evaluated and the entries in the *Payment Information* table (BT).

4. Make a note of the program run date and the six-digit identification feature. You will have to enter these values at a later stage on the selection screen of the payment medium program, which you use for [creating the DME file \[Page 186\]](#).

Result

The system evaluates the payroll results for the employees you selected, and saves the payment information as payment data to the database.

Creating a DME File

Creating a DME File

Procedure

1. Start the payment medium program used for creating DME files.
2. Enter the *program run date* and the *identification feature* of the payment run to be processed.
3. In the *Print control* section, select the *Data medium exchange* and *Print payment summary* indicators.
4. Enter the additional necessary data, and choose .

Result

The system evaluates the payment data for the payment run you entered, and creates a DME file. The DME file contains all bank transactions and is of the same format as the file used by the bank for your country.

Furthermore, the system creates the DME accompanying sheet and the payment summary for this DME file. You can continue to process the DME file created, using [data medium administration \[Page 187\]](#).

Data Medium Administration

Use

Data medium administration (DME administration) helps you to manage the data media that you create in Financial Accounting and in Human Resources.

In the Accounts Receivable or Accounts Payable menu, choose *Periodic processing* → *Payments*. The system displays the Automatic Payment Transactions: Status screen. From here, choose *Environment* → *Payment medium* → *DME administration* to reach the DME administration screen.

In the Payroll country menus, choose *Payroll* → *Bank transfer* → *DME management*.

In the DME administration overview, the system displays all the data media created with the selection criteria you have specified. You can call up further information for each data medium. Select the required data medium.

Features

DME administration includes the following functions:

- **Displaying data medium attributes**

Choose *Extras* → *DME attributes*

The system displays the following information for the selected data medium:

- Payment run ID
- House bank or clearing house
- Date and time of data medium creation
- Responsible person
- Amount paid in currency specified
- Further technical data

- **Deleting an individual or several data media**

The accompanying administrative data is deleted from the system at the same time.

Select the required data medium and then choose *Edit* → *Delete data medium*. A confirmation prompt appears. The selected data media are deleted when you confirm this prompt.

If you wish to delete data media from several company codes, then you should use the reorganization function within the payment program.

See also:

[Deleting DME Administrative Data Across Company Codes \[Ext.\]](#)

- **Downloading one or more files from the SAP system or from the file system to hard drive or disk**

See also:

[Downloading a DME File onto Disk \[Ext.\]](#)

Data Medium Administration

- **Displaying the contents of a data medium on the screen or printing the contents**

Choose *Edit* → *Display DME* contents from the DME administration overview screen.



The following functions are **not** available for payments from *Human Resources* (HR).

- **Displaying Documents**

Choose *Extras* → *DME attributes* and then *Environment* → *Display documents*. By selecting *Choose*, you branch into the selected payment document.

- **Displaying the transferred data after receiving and entering the account statement**

To do this, choose *Extras* → *Bk transact.attribs* from the DME administration overview screen. If your electronic account statements are processed automatically, then the system fills in the fields within the *Account statement* group.

- **Printing the payment summary for the selected data medium**

To do this, choose *Extras* → *Payment summary* from the DME administration overview screen.

- **Creating a payment advice note**

If you do not use the automatic transfer of electronic account statements but instead enter the account statement data manually, you can simplify this work by means of payment advice notes within DME administration.

You can create a payment advice note for a specified data medium using *Environment* → *Generate doc.pmt adv*. You can enter this payment advice number at a later stage when clearing the bank clearing account. During clearing, the system then only proposes those open items which belong to the payments specified in the payment advice.

You can find more information on the use of this function in Great Britain, (for the creation of a Telepay file, for example) in the documentation of report RFFODTA1.

Payroll Exceptions (Report RPCEXCG0)

Use

This report prints the messages and exceptions produced when the payroll is run.

Prerequisites

To run this report, the payroll calculation needs to have been completed for the relevant period.

Features

During payroll calculation a number of situations may occur, which, while they do not prevent the calculation from being completed, should be registered or dealt with (such as when a default tax code has been used).

The calculation processing allocates a message number and severity number to the condition.

The severity number divides the conditions into the following categories:

- Warnings
- Information



The category **Error** is not used as before. Any errors that are detected cause the payroll calculation to stop.

Activities

Messages from retroactive accounting periods

When this option is selected, the system also displays the exception messages that were generated when retrocalculation was run for other periods.

If you do not select this option, then the system only displays the messages for the selected period. These messages are displayed regardless of whether they have been generated by retrocalculation or not.

Displaying Exceptions

Displaying Exceptions

Procedure

1. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Per payroll period* → *Lists/statistics* → *Exceptions*.
2. In the *Payroll area* group box, enter the relevant payroll area and period.
3. In the *Selection* group box, specify the personnel numbers and payroll areas for which you wish the exceptions to be displayed, if necessary.
4. If you want *Warning* messages to be displayed, set the *Print warning messages* indicator.
5. If you want *Information* messages to be displayed, set the *Print information messages* indicator.
6. Choose *Execute*.

Result

The *Exceptions and Messages Report* is displayed. From here you can display all the analyses available.

For more information about using the ABAP List Viewer (ALV), see [SAP List Viewer \(ALV\): Classic \[Ext.\]](#) (*SAP Library* → *Cross-Application Components* → *General Application Functions* → *ABAP List Viewer*).

Reporting

Purpose

The *Reporting* component provides all reports required for submitting end of year returns in accordance with statutory requirements. The *Reporting* component also provides a simple process for submitting end of year returns on magnetic media.

In addition, it provides a number of procedures to help you prepare for the new tax year.

Features

The *Reporting* component allows you to produce the following listings:

- P14
- P35
- P60
- APM (Alternative Payment Method)
- P11D

It also provides the following start of year reports:

- Company car update
- Tax code update

End of Year Returns

End of Year Returns

Purpose

On 5th April at the end of each tax year, employers are obliged to make an annual tax return to the Inspector of Taxes.

The *End of Year* component allows you to make a full return. This consists of individual tax returns (P14 forms) for each liable employee, with details of the amounts deducted for PAYE, NIC, SSP, and SMP. The grand totals of these are reported on the P35 form and should equal the amount paid to the Collector of Taxes by the employer.



SAP delivers updated functionality for end of year processing in the form of Legal Change Packages (LCPs). As a customer therefore, you may be required to apply LCPs before carrying out your end of year processing.

Features

The *End of Year* component enables you to do the following:

- Submit end of year returns in accordance with statutory requirements, thus notifying the Inland Revenue of the payments that have been made to employees and the statutory deductions that have been taken.
- Issue a P60 form to employees who are still employed on 5th April for their own reference purposes.
- Submit the annual tax return on magnetic media to the Inland Revenue National Insurance Contributions Office in Newcastle. If you choose to do this, you will be issued with a permit number by the Inland Revenue. Returns submitted in this way replace the individual P14 documents and the P35 form.

The information required on the individual tax returns is held in the system:

- **Income tax information**
 - Gross pay (magnetic media)
 - Superannuation contributions (magnetic media)
 - Taxable pay
 - Tax deducted
 - Previous employment taxable pay
 - Previous employment tax paid
 - Final tax code
 - Widows' and orphans' life insurance contributions
 - Week 53 payment indicator
- **National Insurance information for each category**
 - Contribution letter

End of Year Returns

- Earnings on which contributions are payable
- Total of employer and employee contributions
- Employee's contribution
- Earnings on which contracted-out contributions are payable
- Employee's contributions at contracted-out rate
- NIC Holiday
- **Statutory Sick Pay**
 - Total of SSP paid to each employee
- **Statutory Maternity Pay**
 - Total of SMP paid
- **Personal information**
 - Employee number
 - Address
 - Surname
 - First names
 - Date of birth
 - Gender
 - Starting date
 - Leaving date

End of Year Returns Submission

End of Year Returns Submission

Purpose

The end of year returns submitted by an employer notify the Inland Revenue of the payments that have been made to employees and the statutory deductions that have been taken.

The returns include an individual return for each employee (form P14) and an employer's summary (form P35).

These end of year returns should be submitted by 19th May each year.

Prerequisites

Before you can process the end-of-year returns, you must enter the employer's statutory tax details in the system. These are as follows:

Econ number (only if contracted-out codes are used)

Enter the Employer's Contracting Out Certificate Number. This number authorizes you to use contracted-out category codes, and is issued by the Occupational Pensions Board.

Permit number

The unique twelve-character number issued by the Inland Revenue National Insurance Contributions Office allowing you to submit end-of-year returns on magnetic media. The Inland Revenue issues a permit number for each tax district to which an employer reports.

Tax district

The actual name of the tax district.

Tax district number

Three-digit code relating to the tax district.

Tax reference number

Up to seven alphanumeric characters issued by the Inspector of Taxes to the employer.

Employer's name and address

The employer's name as it appears on the payslip booklet and the employer's statutory address.

Process Flow

All data required for end of year processing should be stored in the R/3 System. To produce the data required for the P14 and P35 forms, you need to run the end of year reports.

Alternatively, you can submit your returns by magnetic media. In this case, you need to run the magnetic media driver, which will extract the necessary information from the database.

For more information, see [Submission by Magnetic Media \[Page 202\]](#).

Entering Employer's Tax Details

To submit end of year returns, you first need to enter the employer's required statutory tax details in Customizing as follows.

Procedure

In Customizing for *Payroll: Great Britain*, choose *Basic Settings* → *Employer's Tax Details*.

Step 1: Permit Number and Fiscal Year-End Completion Stamp

In this step, you enter each permit number that has been issued to your organization by the Inland Revenue for submitting end of year returns on magnetic media. Choose *Tax year complete stamp* to enter the tax year to which the particular permit number applies.

Step 2: Assign PAYE Reference to Payroll Area

In this step, you assign the correct tax district to each of your company's payroll areas. This involves entering the relevant tax districts and numbers. In the following step, you enter the employer's reference details. Here you maintain the district number and district indicator (tax reference number). Then choose *Detail* to enter the following information.

- Permit number (required for end of year returns by magnetic media)
- ER key (employer reference code)
- Contracted-out number (employer's Certificate Contracting-Out Number)
- APM reference number (for companies paying Class 1A National Insurance contributions)
- Account office reference

In the final step, you assign the PAYE reference to the payroll area and specify the default tax code to be used within each payroll area. This code is used when the payroll is run for employees who have no *Tax Data* (infotype 0065) record.



For details on carrying out these steps, see the section *Employer's Tax Details* in the Implementation Guide (IMG) for *Payroll: Great Britain*.

Running a P35 Listing

Running a P35 Listing

Prerequisites

Before running this report, you must enter the employer's details as described in [Entering Employer's Tax Details \[Page 195\]](#).

Procedure

Year-end reporting should be carried out for a whole employer. When you run this report therefore, you should run it for the whole company, that is, for all payroll areas that report to one tax office. However, for test purposes it is advisable to initially run this report for individual employees, specific areas/groupings, or any other selection criteria.



Because some of the figures required by the P35 form are not provided within payroll, you should enter, if appropriate, amounts for the following fields in the report:

- Received from IR to pay SSP/SMP
 - Total SSP recovered
 - Received from IR to refund tax
 - Tax deducted from subcontractors
1. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Annual* → *End of year* → *Legislative reporting* → *Legislative reporting - P35 listing*.
 2. In the *Additional data* group box, enter the necessary data.
 3. Set the *Small employer* indicator if your company qualifies as a small employer for SMP purposes, and select other options as appropriate.
 4. Save your entries and then choose *Execute*.

Result

The report provides a statement of pay, tax, SSP, and SMP for your employees. The listing consists of a Deductions Working Sheet with details listed per employee and summarized at the end for the whole employer. If you choose not to show the Deductions Working Sheet, only the summary is displayed.

For control purposes, employees who are rejected by the report are listed at the end.

Running a P14 Listing

Prerequisites

Before running this report, you must enter the employer's details as described in [Entering Employer's Tax Details \[Page 195\]](#).

Procedure

Year-end reporting should be carried out for a whole employer. When you run this report therefore, you should run it for the whole company, that is, for all payroll areas that report to one tax office. However, for test purposes it is advisable to initially run this report for individual employees, specific areas/groupings, or any other selection criteria.



When you are running this report for submission to the Inland Revenue (IR), the *Only for current employees* indicator should **not** be set, as you are required to provide data on **all** employees within the particular year.

1. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Annual* → *End of year* → *Legislative reporting* → *P14 listing*.
2. In the *Additional data* group box, choose the form G14C and enter the necessary data.
3. If you want a summary of the P14s to be displayed, set the *With statistics* indicator.

If the indicator is set, the system displays a summary of the P14s at the end of the report.

4. Save your entries and then choose *Execute*.

Result

The report provides an individual end-of-year summary of pay, NICs, and SSP/SMP for submission to the Inland Revenue.

Running a P60 Listing

Running a P60 Listing

Prerequisites

Before running this report, you must enter the employer's details as described in [Entering Employer's Tax Details \[Page 195\]](#).

Procedure

Year-end reporting should be carried out for a whole employer. When you run this report therefore, you should run it for the whole company, that is, for all payroll areas that report to one tax office. However, for test purposes it is advisable to initially run this report for individual employees, specific areas/groupings, or any other selection criteria.



When you are running this report for submission to the Inland Revenue (IR), the *Only for current employees* indicator should be **set**, as you are only required to provide data on your current employees.

1. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Annual* → *End of year* → *Legislative reporting* → *P60 listing*.
2. In the *Additional data* group box, make sure the default form G60C is set and enter the necessary data.
3. If you want a summary of the P60s to be displayed, set the *With statistics* indicator.

If the indicator is set, the system displays a summary of the P60s at the end of the report.

4. Save your entries and then choose *Execute*.

Result

The report provides the details for the P60 Certificate of Employee's Pay and Tax Deducted forms.

Running an APM Listing

Employers are liable to pay National Insurance contributions on company cars available for the private use of their employees, together with the fuel provided for private use.

Employers who choose to use the Alternative Payment Method (APM) make their payment directly to the Inland Revenue, stating the amount of Class 1A NICs due and the number of cars involved. No other records need to be submitted.

This report provides a list of the Class 1A National Insurance contributions to be paid for employees' company cars.

Prerequisites

If your company has chosen to pay Class 1A National Insurance Contributions (NICs) using the Alternative Payment Method (APM), you need to have entered the Alternative Payment Method (APM) reference number (given to you by the Inland Revenue) in the system. You can enter it in Customizing for *Payroll: Great Britain* under *Basic Settings* → *Employer's Tax Details* → *Assign PAYE Reference to Payroll Area* (→ *Employer's reference details*). This ensures that the payroll does not process these contributions each time it is run.

You may need to run the *Company Car for Leavers* report (RPULCCG0) for a selected period to process the data for leavers who had the use of a company car when the payroll was run. For more information, see [Company Cars for Leavers \[Page 166\]](#).

In addition, the *Company Cars* (infotype 0222) records and *Company Car Unavailability* (infotype 0225) records must be up to date in order to provide an accurate record for a particular period.

Procedure

1. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Annual* → *End of year* → *Legislative reporting* → *APM listing*.
2. In the *Selection* group box, enter the additional data.
3. If you want a detailed breakdown for the individual cars, set the *Show each car's details* indicator.

If the indicator is set, the system provides a detailed breakdown with information on:

- Class 1A NIC calculation
- Full car benefit
- Business mileage band of the car
- Days of availability of the car
- Payments for private use
- Net car benefit (employee's taxable benefit)
- Fuel scale charge

4. Save your entries and then choose *Execute*.

Running an APM Listing

Result

The report provides a list of the Class 1A NICs to be paid using the APM for employees' company cars.

For more information about using the ABAP List Viewer (ALV), see [SAP List Viewer \(ALV\): Classic \[Ext.\]](#) (*SAP Library* → *Cross-Application Components* → *General Application Functions* → *ABAP List Viewer*).

Running the Taxable Benefits Report

This report provides an output of the P11D form for employees' taxable benefits. The listing comprises employees that have *Company Cars* (infotype 0222) records, beneficial loans, and wage types that have been configured as taxable benefits (evaluation class 11), for example mobile telephones, private medical insurance, etc.

The form is output with SAPscript according to the layout for 1999/2000. There are two formats that are delivered:

- HR_GBTAXP11DV99A (Postscript)
- HR_GBTAXP11DV99B (HPLJ)

Alternatively, a normal ABAP list output can be used.



Future year formats will be delivered by Legal Change Patches (LCPs).

Prerequisites

P11D wage types must first be configured in Customizing for *Payroll: Great Britain* under *Basic Settings* → *Environment of Wage Type Maintenance* → *Logical Views*. In the first step *Check Assignment to Wage Type Group*, you need to check that the relevant wage types are assigned to wage type group BEN1. In the second step *Check Logical View*, you need to ensure the logical view 08_BN003 contains the wage type group BEN1.

The wage types for taxable benefits can be set up either in this step (*Check Logical View*) by choosing *Execute* in the initial screen, or by choosing *Payroll: Great Britain* → *End-of-Year Processing* → *Set Up Taxable Benefits Wage Types*. For a wage type to be recognized as a taxable benefit, you must enter the appropriate value in evaluation class 11.

For more information, see the IMG documentation in the *Logical Views* section.

Procedure

1. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Annual* → *End of year* → *Taxable benefits*.
2. In the *Additional data* group box, enter the necessary data.
3. Save your entries and then choose *Execute*.

Result

The report provides a summary of taxable benefits per employee as they should appear on a P11D form. The taxable benefits are divided into four categories:

- Car benefit and car fuel benefit
- Beneficial loans
- Relocation expenses and benefits qualifying for relief
- Other expense payments and benefits.

Submission by Magnetic Media

Submission by Magnetic Media

Use

It is possible to submit end of year returns on magnetic media, such as tape, disk, or data cartridge, rather than on paper. Instead of producing P14s and a P35, you can produce a tape or disk which includes this information.

Using magnetic media will save you time and money. Submission by magnetic media is much quicker than paper returns and reduces stationery costs.

If you decide to use magnetic media, the tape or disk must be submitted to the Inland Revenue National Insurance Contributions Office at Newcastle and must be received by 19th May. The relevant National Insurance contributions, Statutory Sick Pay and Statutory Maternity Pay information will then be extracted and transferred to individual National Insurance accounts. The Income Tax and Earnings information will be passed on to the Tax Office. The only paper returns you need to produce are the P60s for your employees.

If you have made arrangements to submit your end of year returns by magnetic media, you will receive from the appropriate Inspector of Taxes a special version of the *Employer's Annual Statement, Declaration and Certificate* (form P35(MT)) to be completed at year end. It should show the same totals of tax, contributions, Statutory Sick Pay recovered, Statutory Maternity Pay recovered, NIC compensation on SMP, and NIC holiday adjustment as are on the magnetic tape or disk. The P35(MT) form must also be sent in time to reach the tax office by 19th May.

Prerequisites

A permit number for submitting end of year returns by magnetic media has to have been obtained from the Inland Revenue National Insurance Contributions Office. A permit number will not be issued until you have submitted an acceptable test return.

Features

The magnetic media driver extracts specific information from employees' payroll results and master data to create a file that can be sent to the Inland Revenue for end of year reporting on magnetic media.

The file conforms to the Technical Guide CA51/52 (Making Year End Returns on Tape or Disc) issued by the Inland Revenue. The file is output to a TemSe (temporary sequential) file for subsequent viewing (RPUTMSG0). For further information on TemSe files (maintenance transaction SP11), see [Managing the TemSe Database \[Ext.\]](#).

The magnetic media driver provides the following features:

- Single program execution
- Check option for checking the error categories given in the Technical Guide
- Simple file handling using TemSe files
- Clear logging of employee data, exceptions, and errors
- Full employee selection criteria for testing purposes

Activities

Customizing

Before running the magnetic media driver, you need to carry out the Customizing steps in Customizing for *Payroll: Great Britain* under *Employer's Tax Details*.

Customer Modification

If you wish, the magnetic media driver can be modified to include sub-total records in either the magnetic media tape or flexible disc format. In this case, a sub-total record will follow directly after record type 1, indicating that all subsequent records prior to the next sub-total record make up a sub-group.

Authorization checks can be incorporated into the program to ensure only those with the correct profile can access employee data and generate the returns file. Similar checks can be used for the TemSe file viewer.

One section of the data declarations is clearly marked for customer modifications. For example, the wage types used are declared as literals so that you can use your own wage types.

End of Year Returns File

End of Year Returns File

Definition

The end of year returns file created by the magnetic media driver conforms to the Technical Guide CA51/52 (Making Year End Returns on Tape or Disc) issued by the Inland Revenue.

The magnetic media report supports the file format required for end of year reporting from tax year 1997/98 onwards.



Future year formats will be delivered by Legal Change Patches (LCPs).

Structure

When running the magnetic media driver, you have the following file options:

Magnetic Tape Format

The magnetic tape is structured as follows:

- Record type 1
This contains the permit number and employer identification record. There is one record type 1 per permit number.
- Record type 2
This contains the Tax and National Insurance Records for each employee for each distinct period of employment.
- Record type 3
This is the Grand Total Record for the permit number.
- Record type 4
This is the end of data record.

Flexible Disc Format

As for the magnetic tape format but with no record type 4.

No File Output

For test purposes, you may want to run the magnetic media driver with no file output.

Running the Magnetic Media Driver

Prerequisites

Before running the magnetic media driver, you need to carry out the Customizing steps in Customizing for *Payroll: Great Britain* under *Employer's Tax Details*.

Procedure

5. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Annual* → *End of year* → *Magnetic media* → *Magnetic media driver*.

6. On the selection screen, enter the permit number.

The payroll areas to be processed are determined by the assignment of payroll areas to tax references and permit number.



For test purposes, you can also run the driver for a particular employee selection. *Further selections* allows you to choose the full range of employee selection criteria.

7. Also enter the following information:

- Tax year to be returned
- Check option



You are recommended to check for all error types when you initially run the magnetic media driver. The selection screen therefore contains the default settings *Error types 1, 2 and 3*, and *Magnetic tape*, which should be changed to *Flexible disc*, if applicable.

- Output format
- Results screen output



These options determine whether the lists are output to the screen or are available via a pushbutton on the results screen. When you are running the magnetic media driver in the background, you may want to output a particular list to the screen, as this allows you to store the list as a spool file.

- Payment record amounts, if applicable

8. Choose *Execute*.

Result

When the report has completed processing, the results screen is displayed. Any severe errors or warnings are listed, otherwise a successful run gives the following information:

- Total amounts for tax, NI contributions, SSP, SMP and recovered amounts, and ECON for each permit number on the file

Running the Magnetic Media Driver



This information is provided to facilitate entry on form P35(MT).

- Number of employee records on file
- Number of employees on file
- Number of employee exceptions
- Error check totals, depending on the check option selected
- TemSe file name

From the *Magnetic Media Driver Results* screen, you have the following options, depending on whether you have selected any of the lists under *Results screen output* on the initial screen. If a particular list is selected, this option is not available on the results screen.

- **View file**

Executes the TemSe view and download program (RPUTMSG0) for the created file; this allows you to view the file contents. Alternatively, the results can be displayed by choosing *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Annual* → *End of year* → *Magnetic media* → *Display Magnetic Media results*.

From the display of the entire file contents, arranged in record order according to the Technical Guide, you can display the individual items, display the file contents by record type, or download the complete file contents to a PC or Unix file.

- **List checks**

Depending on the check option selected, any errors detected are listed, ordered by type and personnel number (for employee records).

The data can be displayed using table control or page layout, and downloaded to MS Excel or MS Word.

- **Employee data**

Lists the employees included on the file, with an entry for each period of employment; from each record, you can view the payroll results directly.

The data can be displayed using table control or page layout, and downloaded to MS Excel or MS Word.

- **Employee exceptions**

Any employees that are not included on the file are listed here with a description of the error (for example, no payroll results). Late payments are also listed but the results are included on the file.

Retroaction and End of Year

Purpose

If you need to use retroaction over end of year, for example when overtime entered in period 12 is to be paid in period 1, or backdated pay increases applied in the new tax year are to start in the previous tax year, you can do this without this changing any statutory balances in the previous tax year.

Process Flow

If you make any changes over end of year that trigger retroaction, this will not affect the statutory balances in the previous tax year.

However, a change that affects total gross, for example, will be recorded and summed into a wage type called /A01 (Total Gross). The /A01 value will feed a wage type called /Z01 (Total Gross), which will be passed across to the new tax year, ensuring that any retro differences will only affect statutory cumulatives in the new tax year, but will not compromise period 12 statutory cumulatives that may already have been used for end of year reporting.

The following wage types were introduced to enable retroaction over end of year:

- /A01
- /A12
- /AMP
- /AP0
- /AP1
- /ASP
- /Z01
- /Z12
- /ZMP
- /ZP0
- /ZP1
- /ZSP

Start of Year Reports

Start of Year Reports

Purpose

As an employer, you will prepare for the new tax year by clearing down your system. The *Start of Year* component provides a procedure that will allow you to:

- Apply a general tax code uplift
- Remove leavers
- Make all Week 1/Month 1 tax codes cumulative
- Retain Week 1/Month 1 tax codes, if necessary

The component also provides a report that will allow you to create new *Company Car* records for your employees at the start of the new tax year.

Company Car Update (Report RPUCCIG0)

Use

This report allows you to create a batch input session to copy company car records.

For administrative purposes, it is usually convenient to create new company car records each year. You should use this report as part of your start-of-year processing. It enables you to create company car infotype records for a single year quickly and easily.

Features

All details entered in the existing company car records will be carried over to the new records, with two exceptions:

- Start date
- Expected business mileage

The start date of the new records is taken from the *Validity begin for copied records* field on the report selection screen. No entry is made in the *Business mileage* field in the new records. On the selection screen, however, you can select one of three options for the actual business mileage band in the new records.

Car benefit tax is calculated on the basis of the mileage band. The mileage band serves to change the net car benefit.

Tax Code Update (Report RPUTCUG0)

Tax Code Update (Report RPUTCUG0)

Use

At the beginning of each tax year, many of the tax codes for your employees will be uplifted, or otherwise changed.

This report allows you to update the tax codes for your employees in one process, rather than entering the different information into the various infotypes. It does so by creating a batch input session, which you can then process so as to complete the new tax infotype records for all those employees whose tax codes have changed.

Activities

Apply general uplift

You can run this report either as part of the start-of-year processing, or at any intermediate part of the year. When the infotype records are processed by this report, a new record is created, valid from the beginning of the tax year and containing the general uplift code change in form P9X.

Process unchanged tax codes

It is possible that an employee's tax code will remain unchanged by either the P9 tape (see below), or by applying the rules laid out in form P9X. In this case, you can copy the existing infotype record by setting the *Process unchanged tax codes* indicator.

Process leavers' details

You can create new infotype records for those employees who left during the previous tax year by setting this indicator. If you do so, the system automatically assigns the basic rate (BR) tax code, which is applied on a cumulative basis.



A leaver is recognized by the *P45 been issued* indicator on the *GB Tax Data* infotype (0065).

For more information, see [P45 Issue \[Page 162\]](#).



If you are not running the report at the beginning of the year, check that the *Start of year* indicator is deactivated. Also deactivate the *Process unchanged tax codes* and *Process leaver's details* indicators, as they too are not valid.

P9 data source

If tax codes have to be changed according to a P9 tape, then you will need to run this report at some time during the tax year. The data from the P9 tape must be accessible to the application server. You should enter the complete path and name of the dataset on the application server where the P9 tape has been stored.

Processing Tax Code Update

Procedure

1. Choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Annual* → *Start of year* → *Tax code update*.
2. In the *Selection* group box, specify the personnel numbers and payroll areas for which you wish the tax codes to be updated, if necessary.
3. If the report is to be run as part of the start-of-year processing, set the *Start of year* indicator.
If this is not the case, check that the indicator is deactivated.
4. In the *P9 dataset name* field, enter the complete path and the name of the dataset on the application server where the P9 tape has been stored.
5. Choose *Execute*.

Result

The report produces a list of all employees included in the batch input session, grouped according to the source of the tax code change. By choosing *Batch input process.*, you can go from the initial list directly to the processing of the batch input session.

For more information about using the ABAP List Viewer (ALV), see [SAP List Viewer \(ALV\): Classic \[Ext.\]](#) (*SAP Library* → *Cross-Application Components* → *General Application Functions* → *ABAP List Viewer*).

SSP/SMP Reporting and Forms

SSP/SMP Reporting and Forms

Purpose

This component enables you to meet your SSP/SMP reporting requirements. It provides a series of computer reports for identifying employees who require certain statutory forms to be completed. The forms involved are as follows:

- SSP 1
For employees who have been excluded from SSP or for employees who will have received the maximum allowance of 28 weeks and may then be entitled to incapacity benefit
- SSP 1(L)
For employees who have left the company and request the employer for a record of the amount of SSP received during their employment
- SMP 1
For employees who for certain reasons are not eligible for Statutory Maternity Pay

The reports available can be used as substitutes for the official forms. The computerized versions conform to statutory requirements and contain the information required by the DSS.

Features

To run the reports, choose *Human resources* → *Payroll* → *Europe* → *Great Britain* → *Subsequent activities* → *Per payroll period* → *SSP/SMP* → *Reporting/Forms*.

SAP recommends that you run the reports in the following order:

1. SSP/SMP exclusions
This report allows you to identify all employees who have been excluded from SSP or SMP for whatever reason. These individuals need to be issued with an SSP 1 or SMP 1 form.
You generally run the report after payroll for a particular payroll area and period of time.
2. SSP 1
This report is used as a substitution for the SSP 1 Changeover Form.
Run the report for the individuals identified by the SSP/SMP exclusions report. After running the report, you need to complete a number of fields manually.
You normally run this report in conjunction with the Sickness history SSP 1 report.
3. Sickness history SSP 1
You generally run this report at the same time as the SSP 1 report. It provides the DSS with the information it requires to identify the sickness history that caused the SSP 1 to be issued.
4. SSP 1(L)
This report is used as a substitution for the SSP 1(L) form.
It is produced at the request of the employee who is leaving the company. After running the report, you need to complete a number of fields manually.

5. SMP 1

This report is used as a substitution for the SMP 1 form.
You should run the report for the individuals identified by the SSP/SMP exclusions report. You generally run it at the same time as the SSP 1 report. After running the report, you need to complete a number of fields manually.

SSP 1(L)**SSP 1(L)****Use**

As an employer, you will complete this form for employees who have been paid SSP of more than three days within eight weeks of leaving. The form is issued at the request of the leaving employee.

Where an employee requests an SSP 1(L) form, it should be completed within seven days of the request. Where this is impracticable due to your payroll arrangements, it should be completed by the first payday in the tax month following the one in which the request was made.

Features

The computerized version of Form SSP 1(L) contains the following statutory information:

- Employee's name
- Employee's National Insurance number
- Employee's payroll number
- First day of sickness
- Last day of sickness for which SSP was paid
- Total number of weeks for which SSP was paid
- Employer's name and address
- Office stamp

Activities

You will normally be running the SSP 1(L) report at the employee's request. On the selection screen, enter the employee's personnel number and other data, as appropriate. When you have run the report and printed the form, you must complete the following fields manually:

- First day of sickness
- Last day of sickness that SSP was paid
- Total number of weeks SSP paid

Only whole weeks are included on the form. SSP paid for more than three days is rounded up to a whole week, while three days or less are ignored.

SMP 1

Use

If an employee does not qualify for SMP or if her entitlement to SMP ceases, you should provide her with this form, indicating the reason why SMP is not payable.

Should you decide that the employee is not entitled to SMP, Form SMP 1 should be completed within seven days of your decision and given to the employee with the maternity certificate. The employee may then be able to claim maternity allowance.

Integration

To identify which employees have been excluded from SMP, you are advised to run the SSP/SMP exclusions report. It will provide you with a list of individuals for whom you should run the SMP 1 report.

Features

The computerized version of Form SMP 1 contains the following statutory information:

- Employee's name and address
- Employee's National Insurance number
- Employee's payroll number
- Employer's tax reference number
- Date maternity pay period begins or should have begun, expected week of confinement, and SMP qualifying week
- Date excluded from SMP, the exclusion reason, and number of weeks paid up to exclusion
- Employer's name and address
- Date the form was issued

Activities

You will normally be running the SMP 1 report for employees you know have been excluded from SMP. On the selection screen, enter the employee's personnel number and other data, as appropriate. When you have run the report and printed the form, you must complete the following fields manually:

- Total number of weeks paid up to date of exclusion
- The fields under *WHY I CANNOT PAY YOU SMP*

SSP/SMP Exclusions

SSP/SMP Exclusions

Use

The SSP/SMP exclusions report identifies all employees who have been excluded from SSP or SMP for the selection criteria you specify. You will generally run the report after payroll for a particular payroll area and period of time.

Integration

The SSP/SMP exclusions report enables you to identify all employees who need to be issued with an SSP 1 or SMP 1 form. After running the report, you should therefore run the SSP 1 and SMP 1 reports for the particular individuals identified by the exclusions report.

Features

The report provides the following information:

- Employee data including employee's name, personnel number, and National Insurance number
- Exclusion reason
- Date when the exclusion was started
- Date the SSP 1 or SMP 1 form was issued

This information is derived from the *SSP/SMP Exclusions* (0086) infotype.

- Link date (start of PIW)

SSP 1

Use

As an employer, you should check that an employee remains eligible for SSP at the start of every period of sickness. An employee who is excluded from receiving SSP or who has received the maximum entitlement to SSP may be able to claim a state benefit. Where an exclusion applies, you should provide the employee with an SSP 1 Changeover Form indicating the reason why SSP is not payable.

Integration

To identify which employees have been excluded from SSP, you are advised to run the SSP/SMP exclusions report. It will provide you with a list of individuals for whom you should run the SSP 1 report.

When SSP 1 forms are submitted to the DSS, the payroll office normally receives further enquiries from them, generally concerning an employee's entire sickness history. To provide the DSS with the information it requires, the Sickness history SSP 1 report should be run in conjunction with the SSP 1 report for a particular individual, thus identifying the sickness history that caused the SSP 1 to be issued.

Features

The computerized version of Form SSP 1 contains the following statutory information:

- Employee's name
- Employee's National Insurance number
- Employee's payroll number
- Employer's tax reference number
- First day of sickness
- Total number of weeks paid
- Qualifying days in last week of SSP
- Date of sickness after which SSP cannot be paid
- Exclusion reason
- Employer's name and address

Activities

You will normally be running the SSP 1 report for employees you know have been excluded from SSP. On the selection screen, enter the employee's personnel number and other data, as appropriate. When you have run the report and printed the form, you must complete the following fields manually:

- First day of sickness
- Total number of weeks paid
- Qualifying days in last week of SSP

SSP 1

- Date of sickness after which SSP cannot be paid
- Exclusion reason

Sickness History SSP 1

Use

You will normally run this report in conjunction with the SSP 1 report. When an SSP 1 Changeover Form is submitted to the DSS, they generally require information on the employee's entire sickness history. Running this report will enable you to provide the necessary information on each sickness period, indicating when it started, ended, and the number of weeks for which SSP was paid.

Features

The report provides the following information:

- Employee's name
- Employee's National Insurance number
- Employee's payroll number

The following information is provided for each sickness period:

- Sickness start date
- Sickness end date
- Number of weeks paid

Pension Results (Report RPCPENG0_NEW)

Pension Results (Report RPCPENG0_NEW)

Use

This report produces a list of pension contributions for the relevant employees, broken down by payroll area and pension scheme.

You will generally run this report for third-party pension providers. This will enable you to check the amounts sent to the scheme and provide a list of employees who were members of the scheme.



The personnel department could use this list to monitor which employees are in a particular scheme. This could be carried out on a monthly, quarterly, or annual basis depending on your company's requirements.

Features

The report provides the following:

- Shows pension contributions in total per payroll area and pension scheme
- Displays the pension contributions according to "paid in" or "paid for" periods
- Lists employees who have joined a pension scheme but have not made any contributions in or for a particular pay period
- Displays the list in alphabetical order (by surname) or by employee number
- Lists any errors



SAP provides the following display variants (option *Choose display variant*):

- 1_SAP Totals shown
- 2_SAP Sort by payroll area, totals shown
- 3_SAP Sort by pension scheme, totals shown

Activities

Using the *Display list screen?* option in the initial selection screen, you can determine whether the detailed data is displayed directly or whether an overview list is displayed first.

The *Pension paid in periods* and *Pension paid for periods* options allow you to determine whether the pension contributions are displayed according to the periods in which or for which they were paid.

The *Order by employee number* and *Order by employee name* options allow you to determine the order in which the entries are displayed in the detailed data screen.

From the summary list screen, you can either display the detailed list for all the data shown or only the details for selected entries (*EE details*).

The detailed list display provides the following information:

Pension Results (Report RPCPENG0_NEW)

- Payroll area and pension scheme reference
- Employee's personnel number and name
- Joining date and, if appropriate, leaving date
- Payroll period in which or for which the contributions were made
- Employee contributions (EE cont.)
- Additional voluntary contributions (AVC)
- Employee total (EE total)
- Employer contributions (ER cont.)
- Total (EE total plus ER cont.)

You have the option of totalling and subtotalling the appropriate columns as required. To total a particular column, select this column and choose *Total*. To subtotal this figure, select the column by which it should be subtotaled and choose *Subtotals*.

By choosing *Error log*, you can display any errors that occurred when the report was run. This option is available on both the *Pension contribution summary list* screen and *Pension contribution detail list* screen.

From both the detailed list screen and employee details screen, you can display the *Pension Funds* (0071) infotype for the employee concerned by choosing *IT0071*.

For more information about using the ABAP List Viewer (ALV), see [SAP List Viewer \(ALV\): Classic \[Ext.\]](#) (*SAP Library* → *Cross-Application Components* → *General Application Functions* → *ABAP List Viewer*).