

# Payroll Portugal (PY-PT)



HELP.PYPT

**Release 4.6C**



## Copyright

© Copyright 2001 SAP AG. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP AG. The information contained herein may be changed without prior notice.

Some software products marketed by SAP AG and its distributors contain proprietary software components of other software vendors.

Microsoft<sup>®</sup>, WINDOWS<sup>®</sup>, NT<sup>®</sup>, EXCEL<sup>®</sup>, Word<sup>®</sup>, PowerPoint<sup>®</sup> and SQL Server<sup>®</sup> are registered trademarks of Microsoft Corporation.

IBM<sup>®</sup>, DB2<sup>®</sup>, OS/2<sup>®</sup>, DB2/6000<sup>®</sup>, Parallel Sysplex<sup>®</sup>, MVS/ESA<sup>®</sup>, RS/6000<sup>®</sup>, AIX<sup>®</sup>, S/390<sup>®</sup>, AS/400<sup>®</sup>, OS/390<sup>®</sup>, and OS/400<sup>®</sup> are registered trademarks of IBM Corporation.

ORACLE<sup>®</sup> is a registered trademark of ORACLE Corporation.

INFORMIX<sup>®</sup>-OnLine for SAP and Informix<sup>®</sup> Dynamic Server<sup>™</sup> are registered trademarks of Informix Software Incorporated.

UNIX<sup>®</sup>, X/Open<sup>®</sup>, OSF/1<sup>®</sup>, and Motif<sup>®</sup> are registered trademarks of the Open Group.







HTML, DHTML, XML, XHTML are trademarks or registered trademarks of W3C<sup>®</sup>, World Wide Web Consortium, Massachusetts Institute of Technology.

JAVA<sup>®</sup> is a registered trademark of Sun Microsystems, Inc.

JAVASCRIPT<sup>®</sup> is a registered trademark of Sun Microsystems, Inc., used under license for technology invented and implemented by Netscape.

SAP, SAP Logo, R/2, RIVA, R/3, ABAP, SAP ArchiveLink, SAP Business Workflow, WebFlow, SAP EarlyWatch, BAPI, SAPPHIRE, Management Cockpit, mySAP.com Logo and mySAP.com are trademarks or registered trademarks of SAP AG in Germany and in several other countries all over the world. All other products mentioned are trademarks or registered trademarks of their respective companies.

## Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax
	Tip

## Contents

<b>Payroll Portugal (PY-PT)</b> .....	<b>5</b>
<b>Gross</b> .....	<b>6</b>
<b>Gross Part of Payroll</b> .....	<b>7</b>
<b>Wage Types</b> .....	<b>8</b>
<b>Net</b> .....	<b>11</b>
<b>Net Part of Payroll</b> .....	<b>12</b>
Professional Classification PT (Infotype 0337) .....	13
Tax PT (Infotype 0331) .....	14
Social Security PT (Infotype 0332) .....	16
Disability PT (Infotype 0333).....	17
<b>Deductions / Calculating the Bank Transfer Amount</b> .....	<b>18</b>
<b>Deductions</b> .....	<b>19</b>
<b>Subsequent Activities</b> .....	<b>20</b>
<b>Subsequent Activities</b> .....	<b>21</b>
Portugal .....	22
Calculation of the Present Value of Company Loans (Report RPCLOH00).....	23
Account Statement for Company Loans (Report RPCLOF00).....	25
Wage Type Reporter (Report H99CWTR0).....	26
Use of Wage Types in Payroll (Report RPDLGA20) .....	27
Assignment of Wage Types to G/L Accounts (Report RPDKON00) .....	29
Overview of Company Loans (Report RPCLOG00) .....	31
Remuneration Statement (Report RPCEDTx0; HxxCEDT0).....	32
Payroll Account (Report RPCKTOx0; HxxCKTO0) .....	33
Payroll Journal (Report RPCLJNx0; HxxCLJN0).....	34
<b>Remuneration Statement (Report RPCEDTx0; HxxCEDT0)</b> .....	<b>35</b>
<b>Reporting</b> .....	<b>36</b>

## Payroll Portugal (PY-PT)

Gross

**Gross**

## Gross Part of Payroll

### Purpose

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

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

- Basic pay
- Bonuses
- Vacation allowance
- Holiday bonus
- Gratuities

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

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

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

Some important gross cumulations are:

- Gross tax amount
- Gross social insurance amount

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

## Wage Types

# Wage Types

## Definition

*Payroll and Personnel Administration* objects used to differentiate between monetary amounts or time units that are used in different ways to calculate the employee's remuneration. In the SAP System monetary amounts or time units that serve different business purposes, and that are processed in different ways during the payroll run, are delimited from one another using [wage types \[Ext.\]](#).



The *Standard Pay* wage type has a different business background to the *Union Dues* wage type.

You enter the number of hours in the *Overtime* wage type. During the payroll run the *Overtime* wage type is processed in a different way to the *Monthly Salary* wage type.

The *Overtime Hours* wage type is included in a [basis for calculating average values \[Ext.\]](#) which is different to the *Holiday Bonus* wage type.

The standard SAP System contains a [wage type catalog \[Ext.\]](#) with a large number of different wage types for different business tasks.

## Use

There are two categories of wage types:

- Primary Wage Types
  - Primary wage types include:
    - [Dialog wage types \[Ext.\]](#) that you enter when maintaining master data in the infotypes.
    - [Time wage types \[Ext.\]](#) that the system forms using time information or that you enter online.
- Secondary Wage Types
  - [Secondary wage types \[Ext.\]](#) are technical wage types generated by the system in *Payroll* during the payroll run.

These wage types have different purposes in the SAP system:

- A wage type is typically evaluated with a monetary amount that should be paid out to the employee or that they should withhold.
- It can also be used to cumulate several amounts for statistical evaluation.
- It can be used by the system in *Payroll* to temporarily store interim results, and to move from one step to the next.

The business task of a wage type determines whether it is entered online or is generated by the system, and how it is processed during the payroll run.





## Wage Types

The *Standard Pay* wage type is used to assign the collectively agreed and fixed salary to an employee. It is therefore entered as a dialog wage type in the Basic Pay infotype (0008).

The *Total Gross Amount* wage type is used to cumulate all wage types that belong to an employee's total gross amount. It is therefore generated as a secondary wage type by the system during the payroll run.

The *Standard Pay* wage type is included in the *Total Gross Amount* wage type during the payroll run.

## Structure

### Fields

A wage type consists of the following fields:

- **AMT (*Amount*)**

In the case of a standard pay wage type, for example, it contains the amount that the employee should receive.
- **RTE (*Rate*)**

Contains the [valuation basis \[Ext.\]](#) therefore in the case of an hourly wage type the hourly rate, which should be multiplied by the number of hours performed by the employee, during the payroll run.
- **NUM (*Number*)**

In the case of a time wage type, for example, it contains a number of time units such as hours, which, during the payroll run, should be multiplied by the valuation basis that you specified for this time wage type in Customizing.

Depending on the wage type, one of the fields can be filled or entries can be available in two or all of the fields.

### Wage Type Characteristics

A wage type is identified by the following characteristics:

- Characteristics that control the entry of the wage type on-line, for example.
  - Can data be entered on-line for an infotype, personnel area, or employee subgroup?
  - Is a wage type regarded as a payment or a deduction?
  - Direct or indirect valuation?
  - Can the amount be overwritten on-line when an indirect valuation is performed?
  - Rounding?
- Characteristics that determine how the wage type will be processed during the payroll run or the evaluation of the payroll results.
  - [Processing Class \[Ext.\]](#)
  - [Evaluation Class \[Ext.\]](#)
  - [Cumulation wage type \[Ext.\]](#), in which the wage type should be included

## Wage Types

- Basis for calculating average value, in which the wage type should be included
- Valuation basis, in which the wage type should be included

## Wage Type Groups

Several similar wage types are grouped together in [wage type groups \[Ext.\]](#)

### See also:

[Assigning Wage Types to Wage Type Groups \[Ext.\]](#)

[Using Wage Types \[Ext.\]](#)

[Valuating Wage Types \[Ext.\]](#)

**Net**

---

**Net Part of Payroll**

## Net Part of Payroll

### Purpose

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

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

## Professional Classification PT (Infotype 0337)

### Definition

The *Professional Classification PT* (infotype 0337) allows you to enter all professional data of an employee. The data entered in this infotype is used for legal reporting purposes and does not influence the payroll run.

### Integration

The data entered in this infotype is used for generating the following legal reports which have to be sent to governmental institutions periodically:

- Work Schedule Survey
- Earnings Survey
- Social Report
- Personnel Summary
- Remuneration Sheet (Printed form)
- Pay Slip

## Tax PT (Infotype 0331)

## Tax PT (Infotype 0331)

### Definition

*Tax PT* (infotype 0331) stores all the information needed for processing employees withholding tax, such as personal data and family situation, based on the regulations set by the Portuguese Tax Authorities. Infotype 0331 belongs to the chain of infotypes you maintain during the dynamic action of the hiring event.

### Use

Some fields are mandatory and must be maintained directly in infotype 0331. Others do not need to be maintained here, as they provide default values which were maintained in other infotypes, for example, in *Personal Data* (infotype 0002).

➡ Changing tax information during the month does not result in tax split; the system takes into consideration the data provided in the last period of the month, when the change was made.

### Structure

The information contained in this infotype is stored in six different group boxes:

- Four of the group boxes must be maintained here:

#### Tax

➡ Relevant tax data must be entered as they appear in the Tax Office.

#### Residence

#### Spouse

#### No. Dependents

- The **Marital Status** group box shows the default value maintained in infotype 0002 and does not need to be maintained in infotype 0331.
- The **Self-Employed** group box is activated only if the employee is self-employed (information maintained in *Organizational Assignment* (infotype 0001)).

### Integration

- You can run the Payroll Accounting Portugal only after the *Tax PT* (infotype 0331) has been maintained and saved.
- The core income category entered in *Tax PT* (infotype 0331) influences the selection of the social security regime in *Social Security PT* (infotype 0332). Therefore, infotype 0331 must be maintained **before** infotype 0332.



The employee's core income category is no longer a criterion used to calculate the employee tax.

- The feature *PICAT* allows the system to associate the employee's core income category with the respective employee group.

---

**Social Security PT (Infotype 0332)**

## Social Security PT (Infotype 0332)

### Definition

The *Social Security PT* (Infotype 0332) stores all the necessary data to process the employee's Social Security contributions.

### Use

The information stored in this infotype has basically two main purposes: it determines the Social Security gross amount and the percentage used to calculate the employee's and employer's contribution; and it provides the required information for Social Security reporting.

The fields have to be filled in manually, except for the *SS Name* field which is automatically transferred as default value from the *Personal Data* (infotype 0002).

Some fields are dependent on the information supplied in other fields, and therefore are activated under certain circumstances only.

### Structure

This infotype shows three additional group boxes of entry fields:

#### Specific Data

It allows you to enter additional information which can affect the percentage applied to calculate the Social Security contributions.

#### Basis Amount

It is relevant for employees in a Voluntary Social Insurance and Self-Employed Social Security regimes only.

#### Additional Cover

It is relevant for employees in Voluntary Social Insurance and indicates what kinds of additional cover the employee wants to be insured for.

### Integration

- *Tax PT* (infotype 0331) must be maintained **before** *Social Security PT* (infotype 0332) can be maintained.
- The data stored in the *Disability PT* (infotype 0333) also affect the calculation of Social Security contributions of an employee.



## Disability PT (Infotype 0333)

### Definition

The *Disability PT* (infotype 0333) stores all the necessary information about the employee's disability, which affects the calculation of tax and Social Security deductions.

### Use

If an employee is disabled, the information about his or her disability, such as percentage and cause, must be entered in this infotype in order to determine the tax and Social Security deductions. The IRS provides specific tables which associate the employee's percentage of disability with the tax rate to be applied. For Social Security purposes, there are specific regimes with different rates of contribution, depending on the disability percentage.



The system provides a table where the relationship between the percentage of disability and the tax and Social Security deductions is specified. To view this table, see in the IMG: *Personnel Administration -> Personal Data -> Disability -> Maintain disability levels*.

### Structure

*Disability PT* (infotype 0333) displays a *Relevancy Situation* group box which automatically indicates if the employee's disability is relevant for tax and Social Security processing or not.

### Integration

- The entries made in *Disability PT* (infotype 0333) influences the tax and Social Security processing.
- Changes in the *Disability PT* (infotype 0333) result in retroactive calculation of the payroll run.

## Deductions / Calculating the Bank Transfer Amount

## Deductions

### Purpose

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

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

- **Statutory deductions**  
Statutory deductions include taxes or social insurance payments, for example.
- **Voluntary deductions**  
Voluntary deductions include payments to a savings plan or a voluntary insurance policy that the employer takes out for the employees.

Moreover, you differentiate between:

- [One-off Deductions \[Ext.\]](#)  
for example a donation
- [Recurring Deductions \[Ext.\]](#)  
for example, in the case of imputed income or a savings plan.

Subsequent Activities

## Subsequent Activities

## Subsequent Activities

### Purpose

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

Portugal

## Portugal

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

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

### Use

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

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

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

### Prerequisites

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

### Scope of Function

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

### Example

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

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

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

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

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

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

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

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

## Calculation of the present value of low interest company loans

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

## Calculation of the present value of low interest company loans

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

## Calculation of the present value of low interest company loans

## Statistics

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



## Account Statement for Company Loans (Report RPCLOF00)

### Use

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

### Scope of Function

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

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

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

- Transaction - status
- Debit memo - credit memo

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

## Wage Type Reporter (Report H99CWTR0)

## Wage Type Reporter (Report H99CWTR0)

### Use

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

### Scope of Function

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

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



Period selected is 01.01.1998 to 31.03.1998

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

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

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



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

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



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

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

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

### Use

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

### Scope of Function

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

The report displays the following:

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

### Selection

The following functions are available:

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

### Output

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

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

---

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

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

**Activities**

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

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

To edit a logical view from the wage type use:

**Tables**

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

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

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

**Tree Structure**

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

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

### Use

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

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

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

### Prerequisites

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

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

### Scope of Function

#### Selection

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

- Country grouping
- Wage type
- Company codes

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

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

#### Output

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

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

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

---

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

## Overview of Company Loans (Report RPCLOG00)

### Use

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

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

### Prerequisites

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

### Scope of Function

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

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

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

### Example

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

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

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

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

---

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

## Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

### Purpose

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

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

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



## Payroll Account (Report RPCKTOx0; HxxCKTO0)

### Purpose

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

### Integration

You can branch from the payroll account view to the [remuneration statement \[Page 35\]](#) view to obtain detailed information on a payroll result.



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

### Scope of Function

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

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

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

## Payroll Journal (Report RPCLJNx0; HxxCLJN0)

### Purpose

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

You can use the payroll journal to:

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

### Scope of Function

The new version of the payroll journal differentiates between:

- Page headers

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

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

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

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

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

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

### Restrictions

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

## Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

### Purpose

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

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

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

Reporting

## Reporting