Payroll Singapore (PY-SG)

Release 4.6C

SAP ™

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Payroll Singapore (PY-SG)

Purpose

This component allows you to process the payroll for employees of your organization in Singapore, using data from the SAP Personnel Administration component. Additionally, there are a number of payroll reports you can run.

Implementation Considerations

You must take into consideration the other areas in SAP HR, in particular Personnel Administration, when implementing the Singaporean payroll.

Integration

The payroll component is closely integrated with the other areas in SAP HR, as well as other SAP modules such as Financial Accounting and Controlling.

PY-SG Gross Part of Payroll Accounting

Purpose

The Gross Payroll processes employees' data from Personnel Administration and generates wage types that are used in Net Payroll. Pre-tax deductions are included when processing Gross Payroll.

Annual Wage Supplement

Purpose

Annual Wage Supplement (AWS) is a common business practice in companies in Singapore, as well as other Asian countries. It is also known as the 13th month payment. It represents a single annual payment to employees that is supplementary to the total amount of annual wages earned.

The Annual Wage Supplement (AWS) is treated similarly to a bonus payment that depends on an employee's basic pay.

Features

The following options are available:

- **Calculation base**

  You can determine whether the calculation of the AWS amount is based on an employee's basic pay in a given payroll period or average basic pay over several payroll periods.

  The latter method can only be used if values for average basic pay were created during payroll processing.

- **AWS factor**

  You can determine a factor by which the calculation base is multiplied to provide the amount of the AWS payment.

- **Payment method**

  You can determine whether AWS is to be paid in a single period or over multiple periods. For each AWS payment, you can specify whether it is to be included in the regular payroll run of the respective period or whether it is to be paid in a special, off-cycle payroll run. The latter enables you to create flexible payment models.

  You want to pay 40% of an employee's AWS immediately after calculation, while the rest is to be paid in the regular payroll run. This means that 40% is paid outside the regular payroll interval, thus, making an off-cycle run necessary.

- **AWS for employees who leave the company**

  You can define special calculation rules for employees who leave the company during the period for which AWS calculation is performed. Alternatively, you can exclude these employees from AWS.

- **Pro-ration**

  If an employee has not worked for your company for the whole year, you can determine how the AWS payment is to be pro-rated.

  Pro-rate according to the number of months or calendar days that the employee has worked.

- **AWS for employees who are in their probation period**

  You can define special calculation rules for employees whose probation periods have not ended by the time AWS is calculated.

  ➡ No AWS or AWS only paid on confirmation of employment.

- **Limits on the amount to be paid**

  You can specify a minimum and a maximum amount for the AWS payment. Alternatively, you can decide that a fixed amount is to be paid, overruling the calculation based on an employee's basic pay.

Processing Annual Wage Supplements

Purpose

The Annual Wage Supplement (AWS) is treated similarly to a bonus payment that depends on an employee's basic salary.

Prerequisites

The wage types that are used as AWS payments must be eligible for entry in the Infotypes *Additional Payments (0015)* and *Additional Payments Off-Cycle (0267)*, otherwise they cannot be stored in these infotypes.

⇨ Define the settings using the Implementation Guide of the *Payroll Singapore* component. Choose Annual Wage Supplement → Wage Types → Check entry permissibility of wage types per infotype [Ext.]*.*

All wage types relevant to an employee's AWS calculation must be assigned a corresponding specification in evaluation class **10** (*BS-Wage type allocation for AWS reporting*).

⇨ Assign this using the Implementation Guide of the *Payroll Singapore* component. Choose Annual Wage Supplement → Wage Types → Check wage types [Ext.].

Process Flow

- **Creating an Annual Wage Supplement payment**

  To calculate an Annual Wage Supplement (AWS) for an employee, you run a program that performs all necessary calculations and creates the AWS payments as special wage types. These must then be stored in the infotypes *Additional Payments (0015)* and *Additional Payments Off-Cycle (0267)*, depending on whether payment is to be effected in a regular or an off-cycle payroll run.

  To import the AWS wage types into the infotypes mentioned above, a batch input folder is created during AWS calculation.

- **Payroll processing for AWS payments**

  After the AWS amount has been calculated, payment is effected depending on which infotype the results are stored in.

  - AWS wage types stored in infotype *0015* are included and paid in the regular payroll run.

  - AWS wage types stored in infotype *0267* are included and paid in an off-cycle payroll run*.*

    ⇨ You can divide an employee's AWS into several payments that are made in different periods. This allows for a distribution of AWS among multiple regular payroll runs as well as for a separation into multiple off-cycle and regular payroll runs.

    💬 The AWS amount that an employee is to receive is SGD 1,000. AWS is calculated on December 10th, the next regular payroll run is performed on December 28th. SGD

Processing Annual Wage Supplements

400 are to be paid immediately and SGD 600 in the regular payroll run. This means that SGD 400 are entered in infotype 0267, and SGD 600 are entered in infotype 0015.

When off-cycle payroll accounting is performed on December 10th, only the amount stored in infotype 0267 is processed, and the appropriate payment is made. When the regular payroll run is executed on December 28th, the SGD 600 stored in infotype 0015 are processed and paid with the employee's regular salary.

Running Batch Input for AWS Payments

Prerequisites

After you have completed Annual Wage Supplement (AWS) calculation, you must enter the results in the infotype *Additional Payments (0015)* and, if payment is to be made outside the regular payroll intervals, also in infotype *Additional Payments Off-Cycle (0267).*

You process the batch input folder in which the results were stored. This is a prerequisite for the correct processing of AWS in the payroll run.

See also: For information on processing batch input folders, see Payroll in a Background Operation [Ext.].

Procedure

1. From the pull-down menu, choose System → Services → Batch input → Sessions.

   The Batch Input: Session Overview screen appears.

2. Select the session that contains the batch input folder in which you stored the results of the AWS calculation.

   The session concerned is highlighted.

3. Choose *Session* → Unlock.

4. Choose *Session* → Release.

5. Choose *Session* → Process Session.

   The *Batch Input Monitoring* dialog window appears.

6. Select the applicable run mode and choose *Process*.

The system processes the batch input folder. You can check the processing status by selecting the session and choosing *Goto* → *Log* from the pull-down menu.

Processing Off-Cycle AWS Payments

Prerequisites

If you want to effect payment of Annual Wage Supplement (AWS) or a part of it outside the regular payroll schedule, you must perform an off-cycle payroll run.

Off-cycle payroll runs only process wage types stored in the infotype *Additional Payments Off-Cycle (0267)*. Other elements of an employee's remuneration, such as basic pay or recurring payments, are not included.

For information on performing payroll accounting, see Payroll Basics [Ext.] and Payroll Activities [Ext.].

Procedure

1. From the Area Menu, choose Human Resources → Payroll → Asia/Pacific → Singapore → Subs activities → Period independant → Payroll-related area → Special Pay AWS → AWS payroll run.

2. Enter the payroll area and the applicable payroll period.

3. Enter the personnel numbers for the relevant employees.

4. Enter the reason for the off-cycle run.

5. In the *Off-cycle payroll* field, enter *A* as the payroll type and the date of the off-cycle run.

   ⇨ This date must be identical with the entry date of the respective AWS payment from infotype *Additional Payments Off-Cycle (0267)*.

6. Set the general payroll processing parameters to meet your requirements.

7. *Execute*.

   The system processes the off-cycle AWS payments for the personnel numbers you selected.

8. Check the payroll log. If the payroll run was performed correctly, you can start payment of the AWS amounts.

AWS Bonus Calculation (RPCAWSR0)

Use

Using this function, you can calculate AWS (Annual Wage Supplement) for employees, as well as ex-employees, based on the basic pay or average basic pay information determined by the results of the Singapore payroll driver (**RPCALCR0).**

Prerequisites

- Before running **RPCAWSR0**, all CPF reporting-related wage types in table **T512W** (Wage Type Valuation) must be classified into evaluation class **10** (BS-Wage type allocation for AWS/FAP reporting).

- In the case where the selection criteria is *Basic Salary* based on *Date of Basic Salary*, you need to have maintain the following infotypes:

    - *Organizational Assignment (0001)*

    - *Planned Working Time (0007)*

    - *Basic Pay (0008)*

- The Payment wagetype must be made eligible for either one / both of the following infotypes:

    - *Additional Payments (0015)*

    - *One-Time Payments Off-Cycle (0267)*

Features

- Information for Terminated Employees

    - For AWS for employees who terminated employment during the AWS period, you should specify a new factor. In addition, you can specify whether you would like to pay AWS for terminated employees who:

        - terminated during the probation period

        - terminated because of dismissal

            You need to set up the termination event and reason(s) for dismissal in user enhancement, **XAWS0001**, using transaction **CMOD**.

    - If you do not wish to pay AWS to terminated employees in general, you can still specify whether you want to pay AWS for employees who terminated on the last day of the AWS period. A new factor must be set up for this.

- Proration Rules

    - The general rules are:

        - Proration by number of months: additional part-month rounding rule must be specified. You can also add your own rules here.

        - Proration by working days: you can specify **absence types** excluded by the working day count.

        - Proration by calendar days.

AWS Bonus Calculation (RPCAWSR0)

- Rules on probation:

  - AWS beginning from:

    - hire date

    - confirmation date

  - If probation period has not completed within AWS period:

    - no AWS calculated

    - AWS calculated, and paid as usual

    - AWS calculated, but paid only upon confirmation

  You can include your own proration rules in user enhancement **XAWS0001** so that you can select user-defined prorating rules in the selection screen.

- Carrying Out Adjustments on Calculated AWS

  - Specifying a high limit

  - Specifying a low limit

  - Specifying a fixed amount

  - Specifying a factor of actual payment

- AWS calculation can be restricted to the race and/or religion of employees.

See also:

Generating AWS Bonuses

Prerequisites

AWS calculation can only be based on an employee's average basic pay if the applicable average wage type is determined in the payroll run and stored in the payroll result for the period concerned.

➡ You can configure averages processing using the Implementation Guide of the *Payroll Singapore* component. Choose Time Wage Type Valuation → Averages [Ext.].

If you want to pro-rate AWS according to the number of months that an employee has worked in the AWS period, you must determine how part-month periods are to be treated.

➡ Define the settings using the Implementation Guide of the *Payroll Singapore* component. Choose Annual Wage Supplement → Maintain pro-rate types for AWS [Ext.].

Procedure

1. From the *SAP menu*, choose *Human Resources* → *Payroll* → *Asia/Pacific* → *Singapore* → *Subsequent activities* → *Annual* → *Others* → *Special pay AWS* → *AWS generation.*

   The *Singapore specific Bonus (AWS) calculation* entry screen appears.

2. Enter the *Personnel numbers* of employees for whom AWS is to be calculated.

   To use additional or different selection criteria, for example, payroll area, choose *Further selections*, then select the criteria you want to use.

3. In the *AWS calculation Parameters* section, you define the global parameters for the calculation:

   a. Enter the period for which AWS is to be taken into account.

   b. To calculate AWS based on an employee's basic pay in a particular payroll period, select *Basic Salary* and enter the *Date of Basic Salary*.

      To calculate AWS based on an employee's average basic pay, select *Average of Basic.* Enter the pay period from which the average basic pay is to be read and the corresponding average *Wage Type*.

   c. To determine the base AWS amount, enter the factor by which the employee's basic pay or average basic pay is to be multiplied.

4. In the *Payment Information* section, enter the necessary data for payroll processing:

   a. Enter the *Wage type* to be used for the AWS payment.

   b. Enter the reason for making the AWS payment.

   c. Enter the payroll period in which payment is effected.

   d. If the AWS payment is to be processed in the regular payroll run, select *Reg. Payroll*, otherwise, select *Offcycle*.

   e. To distribute payment among several payroll periods

      i. Choose *Further selections*.

> The *Payment terms for calculated AWS* dialog window appears.

    ii. Enter the payroll periods and the percentage to be paid in each of them.

    iii. For every part-payment and period that you enter, decide whether payment is to be effected in a regular or an off-cycle payroll run.

    iv. Save your entries.

  f. If the AWS payment is dependent on the employee's ethnic group or religion, enter these in the *Race / Religion* fields.

5. In the *AWS for Ex-Employee* section, you determine which special calculation rules apply to employees who leave the company during the AWS period:

  a. If AWS is to be calculated for an ex-employee, select *AWS for employee terminated during AWS period*.

  b. Choose *Calculation rule for Ex-employee* button.

> The *Additional information about terminated employee* dialog window appears.

  c. Enter the *AWS Calculation Factor* for the ex-employees.

  d. Decide whether AWS calculation is to be based on an ex-employee's basic pay at the qualifying date or at the termination date.

> If the former applies, enter the qualifying date.

  e. To exclude certain groups of ex-employees from AWS, choose *No prorated AWS for Ex-employee if...*

> The *No prorated AWS for Ex-employee if...* dialog window appears.

  f. Select the applicable reasons and choose *Enter*.

> The *Additional Information About Terminated Employee* dialog window re-appears.

  g. *Enter* to accept the data you entered and to leave the dialog window.

6. In the *General proration rule* section, you define processing rules for employees who have not worked for the complete specified AWS period.

  a. Determine whether pro-ration is based on the number of months, working days, or calendar days.

  b. If the pro-ration depends on the number of months and you want to apply additional calculation rules for part-month periods, choose *Multiple Selection* and select the applicable part-month rounding type.

  c. If the pro-ration depends on the number of working days and you want to exclude certain absences from pro-ration, choose *Types of absence excluded* and select the applicable absence types.

7. In the *Probation period* section, you define processing rule for employees whose probation period is part of the AWS period you specified above, or who are still on their probation period when AWS is calculated:

  a. Decide whether the qualifying date for the pro-ration of AWS for these employees is the hire date or the date when employment was confirmed.

  b. If an employee is on probation when AWS is calculated, decide whether AWS is excluded, or calculated and paid as usual, or paid only on confirmation of the employee's employment.

8. If AWS is to be limited by a maximum amount, enter this amount in the *High limit of AWS* field.

9. If AWS must not be less than a minimum amount, enter this amount in the *Low limit of AWS* field.

10. If a flat amount is to be paid, enter this amount in the *AWS paid as a fix amount* field.

    If you enter a fixed amount for AWS, neither the evaluation of the employee's basic pay nor any pro-ration is performed.

11. Enter the batch input folder in which the results are to be stored, so as to make them available to payroll processing.

12. To perform a test run, select *Test on*.

13. Choose *Execute*.

    The system performs AWS calculation. Upon completion, it displays a list that states the number of employees for which AWS has been calculated.

14. On the list, choose *List Protocol* to display the results. Choose *List Error* to display the personnel numbers for whom AWS could not be processed correctly.

15. *Execute*.

Result

The function creates a batch input folder for either infotype *Additional Payments (0015)* or infotype *One-Time Payments Off-Cycle (0267)*, or both if *Test on* is switched off. Depending on the payment terms, AWS will be paid separately or together with payroll.

Advance Payments

Purpose

Advance Payments are a common business practice in Singapore and other Asian countries. This advance is paid before a major festival. Each company can have its own policy on how much each employee receives as an advance payment and the amount is recovered over a few months.

The SAP system provides a flexible solution to process advance payments.

Features

The following options are available:

- **Advance payment type**

    You can create different types of advance payments and define processing rules for each of them.

- **Regular or off-cycle payment**

    Besides paying an advance in a regular payroll run, you can also effect payments outside the regular payroll intervals.

- **Eligibility for different categories of advance payments**

    You can define eligibility rules at employee level as well as at employee group level. The former always overrides the latter. This means you can exclude certain employees from receiving an advance payment that they normally receive.

    Criteria for checking eligibility at employee group levels are, for example, organizational units, pay scale types, ethnic origin, and job categories.

- **Recovery deductions**

    You can determine whether an advance is to be recovered in one or in multiple periods. In the latter case, you can also specify the part amount to be deducted in each period.

    Each deduction is then included in payroll processing for the employee concerned.

Processing Advance Payments

Purpose

Every employee is eligible to receive a certain percentage of their basic pay as an advance from their employer during a selected number of festivals in the year. The festivals for which the employee is eligible depend on factors such as religion for religious festivals and so on. Advances paid to employees must be paid outside the normal payroll run and are deducted from the regular payroll run over a period of time.

Prerequisites

Wage types for advance payments that are possible must be eligible for entry in the infotypes *Additional Payments (0015)* and *Additional Payments Off-Cycle (0267)*, otherwise they cannot be stored in these infotypes.

⇨ Define the settings using the Implementation Guide of the *Payroll Singapore* component. Choose Advance Payments → Wage Types → Check entry permissibility for infotypes 0015 and 0267 [Ext.].

Process Flow

- **Defining eligibility for advance payments**

   To control the eligibility for advance payments at employee level, you define which types of advances an employee can receive.

   Assign this in the infotype *General Eligibility (0374)*.

- **Creating an advance payment**

   To calculate an advance payment for an employee, you run a program that performs the calculations and creates the advance payment and the respective recovery deductions as special wage types.

   These must be stored in the infotypes *Additional Payments (0015)* and *Additional Payments Off-Cycle (0267)*, depending on whether payment is to be effected in a regular or an off-cycle payroll run.

   To import the advance payment wage types into the infotypes mentioned above, a batch input folder is created. You must complete this before payroll processing for the relevant payroll periods is performed.

- **Payroll processing of advance payments**

   After the amount of the advance payment has been determined, payment is made depending on which infotype the results are stored in.

   − Advance payment wage types stored in infotype *Additional Payments (0015)* are included and paid in the regular payroll run.

   − Advance payment wage types stored in infotype *Additional Payments Off-Cycle (0267)* are included and paid in an off-cycle payroll run.

   The recovery of an advance payment is performed in regular payroll runs.

Processing Advance Payments

→ Recovery in multiple periods is also possible.

Defining Eligibility for Advance Payments

Use

Instead of entering the eligibility criteria manually everytime you create an advance payment, you can control these by means of the *LFSTV (Eligibility for Advance Payment)* feature. You can set up a decision tree that automatically determines whether an employee can receive a certain advance payment. If so, the *LFSTV* feature returns the applicable amount or percentage of the employee's basic pay to be used for the advance.

⇨ Define the settings using the Implementation Guide of the *Payroll Singapore* component. Choose Advance Payments → Maintain entitlement conditions [Ext.].

Prerequisites

Whether an employee can receive an advance payment is controlled through infotype *General Eligibility (0374)*. In this infotype, advance payments are grouped into categories that share common features, for example, festival advances.

You can specify an employee's eligibility for each entry pertaining to a given category, for example, New Year's Eve, Christmas Day, and Labour Day.

Procedure

1. From the Area Menu, choose *Human Resources → Personnel Management → Administration → HR Master Data → Maintain*

    The Maintain HR Master Data screen appears.

2. Enter the *Personnel no.* of the employee an advance payment record is to be created for.

3. Enter the infotype *General Eligibility (0374).*

4. Enter the subtype *Festival Advance (01).*

    ⇨ This type of advance is only an example. You can define other advance types via Implementation Guide of the *Payroll Singapore* component. Choose Advance Payment → Define advance type. [Ext.]

5. Choose *Create* or *Maintain*.

6. Select all the advance payment types that the employee can receive.

7. *Save*.

Advance Payment Calculation (RPIADVL0)

Use

This function facilitates the payment and recovery of advance payment for up to six months.

Prerequisites

Before running this function, you need to answer the following:

- Is the advance payment going to be a regular payment or an off-cycle payment?

- Will there be recovery of this advance payment?

- Is it going to be a 'fixed rule' type of advance payment?

    The use of feature *LFSTV* (Eligibility for Advance Payment).

- Is it going to be a 'non-fixed rule' type of advance payment?

    Deactivation of feature *LFSTV* (Eligibility for Advance Payment).

    ⇨ If you require the advance payment to be paid on an individual basis (per employee), maintain their eligibility for advance via infotype *General Eligibility (0374).*

Features

- To decide the relevant wage type for advance payment, the amount to be paid and who is eligible for the advance, feature *LFSTV* (Eligibility for Advance Payment) is used.

- Information such as ethnic group and religion is available from the same feature.

- You can opt for manual input if you decide not to use feature *LFSTV*.

- You can make use of infotype *General Eligibility (0374)* to decide which employee is eligible for the advance payment.

- Advance payment deduction is also available in this function.

- You can craete a batch input for advance payments, together with their recoveries.

- A log of advance payments and any errors will be displayed as *HR_DISPLAY_BASIC_LIST*.

See also:

Running Advance Payment (RPIADVL0) [Page 25]

Generating Advance Payments

Prerequisites

The processing of an advance payment depends on the advance payment type.

➡ You can enter these in the Implementation Guide of the *Payroll Singapore* component. Choose Advance Payments → Define advance type. [Ext.]

Deductions for the recovery of advance payments are subject to the processing rules concerning deduction priorities and arrears.

➡ You can make the necessary settings in the Implementation Guide of the *Payroll Singapore* component. Choose Deductions → Arrears and Priorities [Ext.].

Procedure

1. From the Area Menu, choose *Human Resources → Payroll → Asia/Pacific → Singapore → Subs activities → Period independant → Payroll-related area → Advance Payment → Generation.*

    The *Batch Input for Advance Payment* screen appears.

2. Enter the personnel numbers of the employees for whom an advance payment is to be generated.

3. Enter the country code *25* for Singapore.

4. Enter the date of the advance payment.

5. In the *Advance Type (Subtype/Category)* field, enter the type and category of the advance payment, for example, *01* and *01* for *Festival Advance / New Year*.

6. If you want the system to check an employee's eligibility for the advance payment concerned, select the field *Refer to General Eligibility Infotype (I0374)*.

7. If you want to deduct an employee's recurring deductions from the advance payment, select the *Include deduction* field.

8. Decide how the advance payment is to be made:

    a. If it is part of the regular payroll run, select the *Regular payment* field, and enter the date of the advance payment.

    b. If it is to be paid in a special, off-cycle payroll run, select the *Off-cycle payment* field. In the *Date of Advance Payment* field, enter *A* for the payroll type, a number that identifies the special run, and the date on which the advance payment is to be effected.

9. If you do not want the system to perform automatic determination of the advance amount, choose *Deactivate Feature LFSTV* to enter the data manually.

    a. New fields appear in the *Feature Activation* section.

    b. In the *Ethnic Grp./Religion* field, enter the ethnic grouping and religion to which employees must belong to receive the payment.

        If the payment does not depend on these, leave the fields blank.

Generating Advance Payments

  c. Enter the amount of the advance payment or the percentage of the employee's basic pay that is to be paid in advance.

  d. Enter the wage type for the advance payment.

  e. Enter a high limit and a low limit for the advance payment.

10. In the *Recover Wage Type* field, enter the wage type for the recovery of the advance payment.

11. Determine the recovery period:

  a. If the advance payment is to be recovered in a single payroll period, enter the recovery date.

  b. If the advance payment is to be recovered in multiple periods, select *Recover in Multiple Periods*.

    Several new fields appear in the *Recover Advance Payment section*.

    Enter the periods and the percentage to be recovered in each of these.

12. If the system is to display all deductions taken from the advance payment on the results list, select the *List all deduction* field.

13. If the system is to display all deductions for the recovery of the advance payment on the results list, select the *List all recovery* field.

14. To divide the results list according to the organizational assignment of the employees concerned, select *Organizational Units*.

    The *Field selection* dialog window appears.

  a. Select the organizational units you want to use as criteria for the division of the results list.

  b. *Enter* to accept your selection and to return to the main screen.

15. In the *Generation Type* section, you determine the way the results are stored:

  a. For immediate storage of the results, select:

    i. *Display screens*, if you want to display every screen that is being processed

    ii. *Do not display screens*, if you do not want to display screens that are being processed

    iii. *Display errors only*, if you want to display only those screens in which errors occur during processing

  b. To store the results using a batch input folder, select *Batch Input*.

    The *Name of batch input session* field appears in the *Generation Type* section. In this field, enter the name of the batch input folder to be used for storage.

16. To perform a test run, set the *Test Run Without Generation* field.

17. *Execute.*

Results

The system processes the advance payment for the employees you selected. Upon completion, a list of the results is generated together with any errors in the form of a log (*HR_DISPLAY_BASIC_LIST).*

Running Batch Input for Advance Payments

Prerequisites

After you have completed advance payments calculation, you must enter the results in the infotype *Additional Payments (0015)*. If payment is to be effected outside the regular payroll interval, you must enter the results in the infotype *Additional Payments Off-Cycle (0267)*.

You process the batch input folder in which the results are stored. This is essential for the correct processing of advance payments in the payroll run.

See also: Payroll in a Background Operation [Ext.]*.*

Procedure

1. On the initial entry screen, choose *System → Services →* Batch *input →* Sessions.

   The Batch Input: Session Overview screen appears.

2. Select the session that contains the batch input folder in which you stored the results of the advance payment calculation.

   The session concerned is highlighted on the screen.

3. Choose *Session →* Unlock.

4. Choose *Session →* Release.

5. Choose *Session →* Process Session.

   The *Batch Input Monitoring* dialog window appears.

6. Select the applicable run mode and choose *Process*.

   The system processes the batch input folder. You can check the processing status by selecting the session and choosing *Goto → Log* from the pull-down menu.

Processing Off-Cycle Advance Payments

Use

To make an advance payment or part payment outside the regular payroll schedule, you must perform an off-cycle payroll run.

Prerequisites

Off-cycle payroll runs only process wage types stored in the infotype *Additional Payments Off-Cycle* (*0267)*. Other elements of an employee's remuneration, such as basic pay or recurring payments, are not included.

For information on performing payroll accounting, see Payroll Basics [Ext.] and Payroll Activities [Ext.].

Procedure

1. From the Area Menu, choose *Human Resources* → *Payroll* → *Asia/Pacific* → *Singapore* → *Subs activities* → *Period independant* → *Payroll-related* a*rea* → *Advance Payment* → *Payroll run*.

2. Enter the payroll area and the applicable payroll period.

3. Enter the personnel numbers for personnel for whom off-cycle advance payments are to be processed.

4. Enter the reason for the payroll run.

5. In the *Off-cycle payroll* field, enter *A* as the payroll type, a number that identifies the off-cycle run, and the date of the off-cycle run.

   This date must be identical with the entry date of the respective advance payment from infotype *0267*.

6. Set the other general payroll processing parameters to meet your requirements.

7. Choose *Execute*.

   The system processes the off-cycle advance payments for the personnel numbers you selected.

8. Check the Payroll log [Ext.]. If the payroll run was performed correctly, start payment of the advances.

9. *Execute*.

National Reserve Service

Purpose

When an employee is called for National Reserve Service (NRS) training, the payments the employee receives for the payroll period concerned must be split into two portions, one portion paid by the employer and another portion paid by the Ministry of Defence (MINDEF). To determine the two portions, the employee's total wages are calculated and divided into an NRS amount and an amount for the rest of the payroll period.

NRS processing is set up according to the **employee claim** method. The employee's pay for the NRS period is calculated and submitted to MINDEF who reimburses the employee. When payroll processing is performed for the period in question, the employer's portion is calculated by deducting the NRS amount from the employee's total wages.

Processing NRS Master Data

Purpose

Generation of pay claims for the submission to the Ministry of Defence (MINDEF).

Process Flow

The process involves the following tasks:

- **Creating the NRS period**

    The period in which the employee is on National Reserve Service (NRS) training must be entered as an absence in the infotype *Absences (2001).* You can use the absence types provided in the system or any other absence types that have been specially set up for NRS.

- **Calculating MINDEF payments**

    Claims must be submitted to MINDEF before the employee concerned enters NRS training. This means that payroll accounting for the period in question has not been completed as of the submission date. Therefore, a projection of the employee's salary for the NRS period must be performed. The projection is then used to complete the claim statement.

- **Checking the results**

    When payroll accounting is performed for the payroll period in which NRS occurred, the employer and MINDEF portions of the employee's wages are calculated. If the results of the payroll run differ from the amounts submitted to MINDEF, the system calculates the difference to enable you to make an adjustment.

Creating the NRS Period

Prerequisites

The absence type *0500* must be set up for National Reservist Service (NRS) in the Implementation Guide of the *Personnel Time Management* component. Choose Time Data Recording and Administration → Absences → Special Absence Data → Military and Non-Military Service → Define Absence Types [Ext.].

Procedure

1. From the Area Menu, choose Human *Resources* → Personnel *Management* → *Administration* → HR Master *Data* → Maintain.

     The Maintain HR Master Data screen appears.

2. Create a new record for the infotype *Absences (2001)*. Use a subtype that has been set up for NRS.

3. Enter the start and end dates of the employee's NRS training.

4. Choose *Enter*.

5. The system displays the number of absence days and the number of absence hours.

6. *Save*.

Running Batch Input to Import Results

Prerequisites

➡️ This step only applies if you set the National Reserve Service (NRS) report to save the amounts to be submitted to the Ministry of Defence (MINDEF) in a batch input folder.

After you have completed the calculation of the claims and the claim statement has been submitted to MINDEF, you can enter the results in the infotype *Additional Payments (0015)* by processing the batch input folder in which the results are stored. This is a prerequisite for the calculation of differences between the submitted values and those calculated during the payroll run for the NRS period.

See also: Payroll in a Background Operation [Ext.].

Procedure

1. On the initial entry screen, choose *System → Services →* Batch *input →* Sessions.

   The Batch Input: Session Overview screen appears.

2. Select the session that contains the batch input folder in which you stored the results of the NRS allowance payment calculation.

   The session concerned is highlighted on the screen.

3. Choose *Session →* Unlock.

4. Choose *Session →* Release.

5. Choose *Session →* Process Session.

   The *Batch Input Monitoring* dialog window appears.

6. Select the applicable run mode and choose *Process*.

   The system processes the batch input folder. You can check the processing status by selecting the session and choosing *Goto → Log* from the pull-down menu.

Checking the Results

Prerequisites

➡ This step only applies if you set the National Reserve Service (NRS) report to save the amounts to be submitted to the Ministry of Defence (MINDEF) and imported them into infotype *Additional Payments (0015)*.

After payroll processing is completed for the payroll period in which an employee is on NRS training, you can check whether the values submitted to MINDEF differ from the payroll values.

To do so, you compare the payroll results for the following wage types:

- **/31A**

    This wage type stores the total amount of the claims that were submitted to MINDEF by the NRS report.

- **/325**

    This wage type stores the MINDEF portion of the employee's remuneration as calculated in the payroll run.

- **/31E**

    This wage type stores the difference between wage types **/31A** and **/325**.

Procedure

1. Choose Human *resources → Payroll accounting → Asia/Pacific → Singapore → Tools → Payroll result → Display*.

    The Display Payroll Results for Singapore (Cluster RR) screen appears.

2. Enter the personnel number of the employee whose payroll results you want to check.

3. Enter the period you want to evaluate.

4. Select *List of payroll records* and *Choose individual tables* fields.

5. Choose *Execute*.

    The system displays a list of all payroll result records that meet your selection criteria.

6. To check a payroll result, select it and choose *Selection*.

    The system displays a list of all internal tables that are stored in the payroll result record.

7. Select the entry *RT (Result table condensed display)* and choose *Selection*.

    The system displays a list of all wage types that are stored in the *RT*.

8. On the list, compare the values displayed in the *Amount* column for the wage types mentioned above.

    You can check whether incorrect amounts have been submitted to MINDEF and start a recalculation of the claims if necessary.

National Reserve Service - Payroll Processing

Purpose

The salary and payment claims of employees liable to National Reserve Service (NRS) are processed in the **employee claim** method. The employer does not pay salary for the period the employee is on NRS training. The employee claims substitute pay from the Ministry of Defence (MINDEF).

Features

- **Calculating the employer's payments**

  The payments for that part of the payroll period in which the employee is not in NRS training are computed during the ordinary payroll run. The employee's NRS period is treated as an unpaid absence and payments are pro-rated.

- **Calculating MINDEF payments**

  The employee's NRS pay claims to MINDEF are processed outside the payroll run. The program *RPCNRSR0* (National Reserve Service Report for MINDEF) is used to process NRS pay claims to MINDEF. It also generates the statement to be submitted to MINDEF.

  The results produced by *RPCNRSR0* can be stored in the infotype *Additional Payments (0015)*, so they are available for further processing and evaluation.

NRS Payroll Data

Use

The employee's National Reserve Service (NRS) training period is entered in the infotype *Absences (2001)*. In the SAP Standard Delivery System, absence type **0500** has been preconfigured for NRS. This treats NRS as an unpaid absence so as to reduce salary payments during the payroll run.

You can differentiate NRS types by entering additional absence types data for different employee groups, for example, civil servants and police. By doing so, you can enter the allowance wage types for substitute payments depending on the respective NRS type, so as to restrict particular wage types to certain types of National Reservists.

➡ You can set up the absence types for additional NRS types using the Implementation Guide of the *Time Management* component. Choose Time Data Recording and Administration → Absences → Absence Catalog → Define Absence Types [Ext.].

Features

Besides basic pay, the employee's allowances must be taken into consideration for NRS processing:

- **Fixed allowances**

   These are fixed payments the employee receives in every payroll period, for example, housing or transport allowances.

   Whether a wage type reflects a fixed allowance is controlled by processing class **62**. You can make the corresponding assignment in the Implementation Guide of the *Payroll Singapore* component by choosing *National Reservist → Wage Types → Check Wage Types*.

- **Variable allowances**

   These are variable payments that differ in regard to when they are paid and in regard to the amount, for example, incentive bonuses and overtime compensation.

   Whether a wage type involves a variable allowance is controlled by processing class **63**. You can make the corresponding assignment in the Implementation Guide of the *Payroll Singapore* component by choosing *National Reservist → Wage Types → Check Wage Types*.

Calculating Make-up Pay Claims (RPCNRSR0)

Use

This function is used in the calculation of the employee's NRS (National Reserve Service) claims from the Ministry of Defence (MINDEF).

It produces a report which provides the information required for filling up the 'Claims of Make-Up Pay by Reservist' which consists of the following:

- PART I (Personal Data)

    − Employee Number

    − Name

    − NRIC Number

    − Date (System date when report was generated)

- PART II (Payment)

    − Current Basic Salary

    − Fixed Allowances

    − Variable Allowances

Integration

The results of the simulated payroll run or the available payroll data are used for the calculation of these claims from MINDEF.

Prerequisites

Before using this function, you need to have maintained in table *5R2B* (NRS Allowance averages calculation setting) the following, for computation of the average of variable allowances:

- wage types of the allowances

- number of the past months

- minimum number of the continuous months

Features

1. This function can be set for each pay period in NRS or consolidated, for the case where the NRS period crosses over pay periods.

2. The result of the computation of payment from MINDEF during the employee's reserve service time can be saved in special wage types in infotype *Additional Payments (0015)* for later checking or re-calculation.

3. The payroll driver (RPCALCR0) can be submitted for the computation of the allowances in advance for those months in which the payroll has not been completed yet.

4. For a daily-rated employee, the report prints the following additional information under *Remarks*:

    a. Basic rate per day

b. Number of working days per week

5. For a hourly-rated employee, the report prints the following additional information under *Remarks*:

a. Basic rate per hour

b. Number of working hours per day

c. Number of working days per week

6. The calculation method for claims differs depending on the following:

a. Payroll accounting has not yet been completed for the NRS period

This is the most frequent situation. The employer submits the make-up payment claim before payroll accounting is performed for the National Reserve Service (NRS) period. The report, *RPCNRSR0* (National Reserve Service Report for MINDEF), generates a projection of the employee's salary for the respective payroll period.

The tasks in this process are similar to the processing steps of a normal payroll run (for example: calculating basic pay and additional payments). *RPCNRSR0* uses the payroll driver *RPCALCR0* to perform a simulated payroll run (that is, no updates to payroll-relevant data take place) for the periods that have not yet been accounted for.

b. Payroll accounting for the NRS period is complete

This occurs if a recalculation of the NRS payments has to be done (for example: retroactive changes affecting an employee's salary).

If the NRS period has already been accounted for, *RPCNRSR0* is set to use the payroll results, as stored in the Result Table (RT), for the corresponding payroll period.

See also:

Running Make-Up Pay Claims to MINDEF [Page 38]

Generating Make-Up Pay Claims to MINDEF

Procedure

1. From the *SAP menu*, choose *Human Resources → Payroll → Asia/Pacific → Singapore → Subsequent activities → Period-independent → Reporting → NRS report*.

    The *Singapore National Reserve Service Report for MINDEF* entry selection screen appears.

2. In the *Payroll Period* section, enter the applicable payroll area and period.

3. In the *Selection* section, enter the personnel numbers and the payroll area for which NRS processing is to be performed.

4. In the *General Parameters* section, enter the payroll calculation schema to be used for payroll processing

    In the SAP Standard Delivery System, this is schema *R000 (Accounting scheme for Singapore)*.

5. Enter the *NRS-Absence subtype* used for the creation of the NRS period.

6. If the NRS period runs over two months, for example, June 25th to July 4th, and you wish to create one statement for the whole period, select the *Consolidated NRS report* field.

7. In the *Submission Month* section, enter the submission date.

8. If payroll accounting has been completed for the NRS period, select *Use the available payroll data*.

9. To make the results available for later checking during payroll accounting, select the *Save the result in IT0015* field and enter the name of the batch input folder in which you want to store the results.

    If you want to perform a test run, do not select this field.

10. *Execute*.

Result

A report is generated which provides the information required for filling up the 'Claims of Make-Up Pay by Reservist'.

NRS Payroll Run

Process Flow

The processing of National Reserve Service (NRS) data in a payroll run occurs in the following contexts:

- **Simulated payroll run initiated by RPCNRSR0**

  The payroll driver RPCALCR0, started from RPCNRSR0, provides a projection of the employee's salary in the periods not accounted for.

  These figures indicate the employer and Ministry of Defence (MINDEF) portions of the employee's salary. They are then used in RPCNRSR0 to calculate the final values and to submit the claim statement.

- **Normal payroll run during payroll accounting for the NRS period**

  When payroll accounting is performed for the payroll period containing the NRS period, the employer and MINDEF portions are calculated. The final result takes account of changes that occurred between the submission of the claim statement and payroll processing.

  In addition, the results are processed if they were made available to payroll accounting through infotype 0015. Differences between the projected data used in RPCNRSR0 and the results of the payroll run are then identified, thus enabling you to check the correctness of the claims and to initiate a recalculation if necessary.

Processing NRS data involves:

Valuation of the employee's salary [Page 40]

Generation of the NRS calculation bases for basic pay and fixed allowances [Page 41]

Generation of the NRS calculation bases for variable allowances [Page 42]

Average valuation of the calculation bases for variable allowances [Page 43]

Calculation of the MINDEF portions [Page 44]

Wage Type Valuation

Process Flow

The different elements of an employee's salary, for example, basic pay, time wage types and additional wages are computed using the personnel calculation rules. These rules are **X015** (in schema **RT00 -** *Gross Remuneration*), **R011** and **X011** (both in schema **RAP0 -** *Import Further Payments And Deductions*). After computing, the employee's salary elements are available for further processing in the payroll run.

For a description of the wage type calculation process, see *Wage Type Valuation* in *the Wage Type Concept* section.

Generating Calculation Bases for Basic Pay and Fixed Allowances

Purpose

In the **RNR0** schema (*National Reservist*), two sets of rules, the personnel calculation rules **RNR2** (*Creating calculation basic base for NRS*) and **RNS0** (*Creating calc. base for fixed ALW*), are used to create the calculation bases for the respective payments to be reclaimed from the Ministry of Defence (MINDEF).

Process Flow

- **Basic pay**

    The calculation base for basic pay, wage type **I319** (*NS-Basic salary by MINDEF*), is created in personnel calculation rule **RNR2** by adding those wage types that have been flagged as relevant to a National Reservist's basic pay.

    This is controlled by processing class **61** (*Assign. to bases of valuation for NSman's Basic Salary*). All wage types that have been assigned specification **1** (*Wage/Salary Type Incorporated in Basis of Valuation for NRS*) in this processing class count towards a National Reservist's basic pay.

- **Fixed allowances**

    The calculation bases for fixed allowances, wage types **I32A** to **I32L** (*NS-Part of fixed ALW/MDEF*), are created in personnel calculation rule **RNS0** by adding the allowance wage types in the corresponding MINDEF wage types.

    The assignment of allowances to MINDEF wage types is controlled by processing class **62** (*Creating wages types payable by MINDEF related to Fixed Allow.*). The specifications in this processing class determine the MINDEF wage type to act as the allowance wage type's counterpart.

    In rule **RNS0**, the specifications are read using a rule type **D** decision operation. If a wage type stored in the input table (**IT**) has been assigned a specification, it is added to the relevant MINDEF wage type specified in the rule's source text, thus making the MINDEF wage type available for further processing in the payroll run.

 You assign the basic pay and allowance wage types to the processing classes mentioned above using the Implementation Guide of the *Payroll Singapore* component by choosing *National Reservist → Wage Types → Check Wage Types*.

Generating Calculation Bases for Variable Allowances

Process Flow

- The wage types for which the Ministry of Defence (MINDEF) pays variable allowance portions are created in subschema **RNR0** (*Creating bases for var. ALW payable MINDEF*). This is a part of schema **RT00** (*Gross remuneration*). The last result table (**LRT**) is processed with personnel calculation rule **RNR0** (*Create var. allowance wage types payable by MINDEF*).

- According to this rule, processing class **63** (*Creating wages types payable by MINDEF related to Variable Allow.*) is read for the wage types concerned. The specifications of this processing class determine the MINDEF wage type to act as the allowance wage type's counterpart.

- If a wage type has been assigned a specification in this processing class, the corresponding MINDEF wage type is created, with its **RTE** and **AMT** fields set to zero, while the **NUM** field is set to 1. This is done to make the MINDEF wage types available to averages processing in personnel calculation rule **R015** (*Valuation of time wage types*).
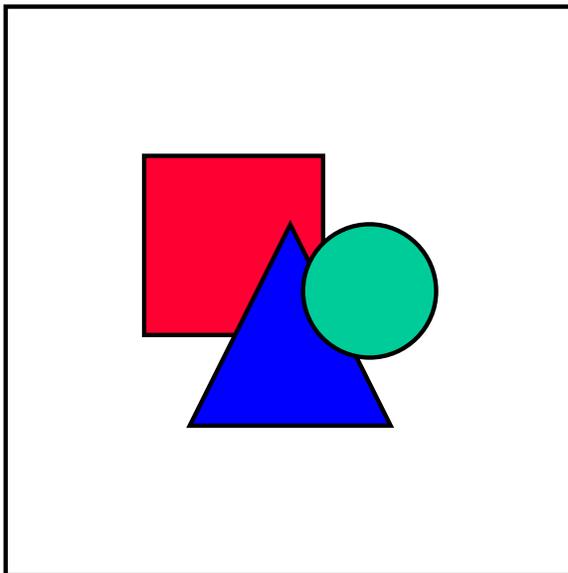
 You assign the wage types for variable allowance to the specifications of processing class 63 using the Implementation Guide of the *Payroll Singapore* component by choosing *National Reservist → Wage Types → Check Wage Types*.

Valuation of the Calculation Bases for Variable Allowances

Process Flow

- The base amount of a MINDEF wage type for variable allowances is calculated from the average amount of the wage type over the previous months. This is performed in personnel calculation rule **R015** (*Valuation of time wage types)*. The number of the relevant months is retrieved using personnel calculation rule **R017** (*Relevancy test for averages*).

- The resulting average value is then stored in the **AMT** field of the respective MINDEF wage types. It is then transferred to the output table (**OT**) for further processing.

- After the base amounts have been determined, the remaining steps of the payroll run, for example, pro-ration and net processing, apply to variable allowance wage types, fixed allowances wage types, and basic pay wage types.

Calculating MINDEF Payment Claims

Process Flow

- The proportion of the salary an employee is entitled to and the final calculation of the amounts claimed is performed in the subschemas and personnel calculation rule pertaining to schema **RAL0** (*Monthly Factoring and Storage*). The different part month factors are determined, the values of which depend on certain events that cause pro-ration, for example, unpaid absences, change of work place, or basic pay during the payroll period.

- Whether a wage type is subject to pro-ration and, if so, which part-month factor is relevant, is controlled by processing class **10** (*Mark wage types for monthly factoring*). This assigns the different part-month factors to wage types. In the personnel calculation rule **RVAL** (*Valuate pay elements*), this assignment is evaluated, creating the final, pro-rated amount by multiplying the wage type's amount field by the part-month factor.

- If an employee is on National Reserve Service (NRS) training, the Ministry of Defence (MINDEF) wage types are pro-rated using the part-month factors **/803** (MINDEF portion of basic pay) and **/805** (MINDEF portion of allowances). The portion of the employee's salary paid by the employer is calculated using the applicable part-month factors, the employee's NRS period being treated as unpaid absence for this purpose.

- After pro-ration, the different elements of the claim payment are accumulated in the following personnel calculation rules pertaining to sub-schema **RNR3:**

  - In rule **RNS1**, all fixed allowances are cumulated in wage type **/322**.

  - In rule **RNS2**, all variable allowances are cumulated in wage type **/323**.

  - In rule **RNS3**, these sums are added, forming wage type **/320** as the total of all allowances payable by MINDEF.

  - In rule **RNS4**, the total claim amount, wage type **/325**, is created by adding the allowance total **/320** and the basic pay total **/319**.

The amounts thus computed form the cumulation wage types that serve as the basis for net payroll processing.

Processing Payment Claims

Purpose

If payroll processing has not been completed for the National Reserve Service (NRS) period, *RPCNRSR0* (National Reserve Service Report for MINDEF) initiates a simulated payroll run. If there is a gap between the last payroll period and the NRS period, the payroll is also processed for the periods in between.

The last payroll period accounted for is April. The employee's NRS period is June 10th to June 17th. The claim statement is processed and submitted on May 10th. Because May and June have not been accounted for, a simulated payroll run is performed for both periods.

Process Flow

- The payroll run initiated by *RPCNRSR0* uses all payroll relevant data available for the NRS period. Changes to infotypes that are not effective at the submission date, but which have been entered before the submission date, are also taken into account. The results of the simulated payroll run are then imported to *RPCNRSR0*.

- If payroll results do exist for the payroll period that the NRS period is part of, *RPCNRSR0* reads the relevant payroll results from the corresponding clusters.

- After the relevant data has been imported to *RPCNRSR0*, calculation of the claims is performed. The imported wage types are evaluated with regard to their relevance to NRS, and the different amounts for basic pay, fixed allowances, and variable allowances are calculated.

    A special processing rule applies to variable allowances. You can control whether or not a variable allowance is taken into account depending on when it occurs. You can specify a number of periods preceding the NRS period in which the employee must have received the allowance to have it incorporated in the claim. If the allowance was not paid in all the relevant periods, it is not incorporated in the claim.

    You can make the corresponding settings in the Implementation Guide of the *Payroll Singapore* component by choosing National Reservist → NRS Processing in Program RPCNRSR0 → Assign variable allowance to wage type payable by MINDEF. [Ext.]

Result

The total claim computed and the component amounts are then printed on the statement to be submitted to the Ministry of Defence (MINDEF).

As a last step, a batch input folder can be created to store the results of *RPCNRSR0* in the infotype *Additional Payments (0015)*. This folder comprises the following wage types:

- **/31A**   Total amount of reclaimable wages submitted to MINDEF

- **/31B**   Reclaimable basic pay submitted to MINDEF

- **/31C**   Sum of reclaimable fixed allowances submitted to MINDEF

Processing Payment Claims

- **/31D**   Sum of reclaimable variable allowances submitted to MINDEF

Each of these wage types is entered in infotype *Additional Payments (0015).* The creation date is the last day of the payroll period containing the NRS period. By processing the batch input folder, the recoverable amounts are made available for processing when the payroll run for the NRS period is performed.

Checking the Results

Purpose

National Reserve Service (NRS) claims are submitted before payroll processing for the relevant period is complete. The employee's salary can change in the meantime, for example, overtime, additional allowances, or rise in basic pay. This can lead to differences in the wage types that were used as the bases for calculating the claim.

Whether such a difference exists and the amount involved, can be computed in the payroll run for the period that contains the NRS period. The condition is that the claims to the Ministry of Defence (MINDEF), as calculated by *RPCNRSR0 (National Reserve Service Report for MINDEF),* were imported in infotype *Additional Payments (0015)* using batch input.

Process Flow

- After the employer and MINDEF portions of the employee's remuneration have been calculated in **RNR3** schema, the system determines the difference between the amount computed in the payroll run and the amount from *RPCNRSR0* submitted to MINDEF. This process is performed in personnel calculation rule **RNS5** (*Forming of the difference for NRS payment*).

- In this rule, the amount of wage type **/31A** (*the total amount of reclaimable wages from RPCNRSR0 submitted to MINDEF*) is multiplied by -1. It is then added to wage type **/325** that contains the MINDEF portion calculated during the payroll run. The result is stored in wage type **/31E** (*NS Difference of totals*):

  − If the amount stored in **/31E** is greater than zero, the value computed in the payroll run is higher than the one submitted to MINDEF, thus, the employee's claim is too low.

  − If the amount stored in **/31E** is lower than zero, the amount submitted to MINDEF is higher than the amount calculated in the payroll run, thus, the employee received too much from MINDEF.

  − If the amount stored in **/31E** equals zero, no differences exist, thus, the employee received the correct payments from MINDEF.

  − If the amount stored in **/31E** equals the amount stored in **/325**, wage type **/31A** has not been imported into infotype *Additional Payments (0015)* and could not be used for the calculation of the difference.

PY-SG Net Part of Payroll Accounting

Purpose

The Net Payroll converts gross wages into net wages and processes the taxes for employees. Gross wages include wage types entered in Personnel Administration and those generated in Gross Payroll. The Net Payroll also includes processing CPF, AWS and SDF.

The Net Payroll generates a results cluster of wage types for employees in the payroll run. This cluster serves as the basis for all further processing and output from the payroll system. This includes generation of statutory reports.

Integration

The Net Payroll is closely integrated with the other areas in SAP HR, as well as other SAP modules such as Financial Accounting and Controlling.

Social Provident Funds

Purpose

This section describes the calculation and processing of contributions to the Singaporean social insurance institutions in the SAP system.

Features

The features involved comprise of:

- **Main funds:**

    - The Central Provident Fund (CPF) [Page 57]

    - The Foreign Worker Levy (FWL) [Page 74]

    - The Scheme for Permanent Residents (PR) [Page 76]

- **Other funds:**

    - The Skills Development Levy (SDL) [Page 78]

    - Additional Funds [Page 72]

    -

Social Provident Funds Master Data

Purpose

This section describes entering and updating employee master data for processing contributions to the Singaporean social provident funds.

Features

These funds comprise:

- The Central Provident Fund (CPF)

- The Foreign Worker Levy (FWL)

- Additional Funds such as:

  - The Chinese Development Assistance Council (CDAC)

  - The Singapore Indian Development Association (SINDA)

  - The Mosque Building and Mendaki Fund (MBMF)

  - The Eurasian Community Fund (ECF)

Central Provident Fund (CPF)

Definition

All data concerning an employee's contributions to the Central Provident Fund (CPF) is entered in the infotype *CPF (0186)*. This applies to employees who are Singaporean citizens or who have Permanent Resident (PR) status as well as foreign employees subject to the Foreign Worker Levy (FWL) rule.

Structure

Infotype *CPF (0186)*

> This infotype is used to enter data on an employee's contributions to the CPF or the FWL. This comprises administrative data, for example, the CPF account number and foreign worker type, as well as information directly related to the contribution, for example, voluntary contributions.

Integration

Other objects that interact with the CPF infotype:

- **Infotype *Personal Data (0002)***

  > In this infotype, you enter an employee's nationality and age. If the employee is not a Singaporean citizen, additional data concerning the employment permit and residence status will be queried in the infotype *Residence status (0094)*.

  > Since the CPF contributions depend on age, the employee's date of birth determines which contribution group the employee belongs to.

- **Infotype *ID Data (0185)***

  > In this infotype, you enter an employee's identification data. If the employee is a Singaporean citizen, the ID number is supplied by default as the CPF account number in the infotype *CPF (0186)*.

Entering CPF Data

Use

When a new employee joins your company, you must create a record in infotype *CPF (0186)*. This ensures that the payroll calculates the CPF contributions correctly.

In this infotype, you enter information that is directly related to CPF processing. This applies to employees subject to Foreign Worker Levy (FWL) contributions as well as employees who have Permanent Resident (PR) status.

Procedure

1. From the Area Menu, choose *Human Resources → Personnel Management → Administration → HR Master Data → Maintain.*

2. Enter the *Personnel no.* of the employee a CPF record is to be created for or maintained.

3. Enter the infotype *CPF (0186),* then choose *Create* or *Change.*

4. In the CPF group box, select the fund type to which contributions must be made.

5. Select the employee's CPF account number if necessary.

6. Set the *Monthly adjustment of contribution on AW* field if the employee's contributions on additional wages are to be checked against and, if necessary, limited by a maximum amount.

7. If the employee is a foreigner for whom a levy must be paid to the CPF Board, enter the *FW-Type* and *FW-Subtype* the employee belongs to.

8. If the employee has PR status, set the *PR* field and enter the date the employee was granted PR status.

9. If the employee wants to make additional, voluntary contributions to the CPF, select the *Based on statutory rate* field in the *CPF Voluntary* group box.

    See also: CPF Voluntary Contributions. [Page 65]

10. Enter the rate or amount for the employee's additional voluntary contribution.

11. Accept the remaining default options.

12. *Save*.

Transition From FWL to PR Scheme

Use

If an employee subject to the Foreign Worker Levy (FWL) is granted Permanent Resident (PR) status, you must change the employee's personnel master record.

This is necessary to ensure that correct results are calculated in the payroll accounting: Contributions to the FWL end, while contributions to the Central Provident Fund (CPF) must begin. Since special rules apply to the contributions of employees with PR status, the processing method used in the SAP System is referred to as the **PR Scheme**.

Procedure

To implement the changes, use the following infotypes:

1. **ID Data (0185)**

    Create a new record for this infotype to indicate the employee was granted PR status. Use *ID Type* **02** (Singapore PR NRIC (Res.status)) for this purpose.

2. **CPF (0186)**

    Create a new record for this infotype to enter the employee's contributions to the CPF:

    a. Choose *Personnel Management* → *Administration* → *Maintain master data*. The *Maintain HR Master Data* screen appears.

    b. For the begin date, enter the date the employee was granted PR status.

    c. Select *Fund Type* **03** (PR).

    d. Enter the *CPF Account* number.

    e. Select the *PR* field.

    f. In the *since* field, enter the date the employee was granted PR status.

    g. If the employee pays voluntary contributions, enter the data in the *CPF Voluntary* section.

    h. *Save*.

Transition from PR Scheme to CPF

Use

After an employee is granted Permanent Resident (PR) status, the employee pays reduced contributions to the Central Provident Fund (CPF) for two years.

After two years, the standard calculation rules and contribution rates apply and data in the infotype *CPF (0186)* must be adjusted.

Procedure

1. Choose *Personnel Management → Administration → Maintain master data*.

    The Maintain HR Master Data screen appears.

2. Create a new record for infotype *CPF (0186)*, the begin date being the end of the two-year period.

3. Choose Fund Type **01** (CPF).

4. Enter the employee's CPF account number.

5. Select the *Monthly adjustment of contribution on AW* field if the employee's monthly contributions on additional wages are to be checked against and, if necessary, limited by a maximum amount.

6. If the employee pays additional voluntary contributions, enter the data in the *CPF Voluntary* section.

7. *Save*.

Additional Funds

Definition

The employee's ethnic origin determines which additional funds the employee must contribute to.

Structure

The additional funds for ethnic groups in Singapore are:

- The Chinese Development Assistance Council (CDAC)

- The Singapore Indian Development Association (SINDA)

- The Mosque Building and Mendaki Fund (MBMF)

- The Eurasian Community Fund (ECF)

An employee can also make voluntary donations to the Social Help and Assistance Raised by Employees program (SHARE). These donations are eligible for tax exemption.

The fund an employee must contribute to is determined by the infotype *Additional Personal Data (0077).* Depending on the ethnic origin entered in this infotype, the corresponding fund is supplied by default in the infotype *Additional Funds (0181)*.

Entering Additional Funds Data

Use

You can specify the contributions to an additional fund in the infotype *Additional Funds SG (0181)*. Depending on which ethnic group an employee belongs to, the relevant fund is supplied by default.

Contributions to an additional fund depend on an employee's wage. The applicable contribution rate or amount is processed by the system during payroll accounting. An employee may wish to make contributions that exceed the legal requirement. In this case, you can enter a fixed contribution amount. A voluntary contribution is valid only if it is higher than the mandatory contribution.

In addition to contributing to the fund relevant to ethnic origin, an employee may wish to contribute to a fund of another ethnic group. In this case, you enter the amount, regardless of whether it is lower or higher than the mandatory contribution to the fund in question.

Procedure

1. From the Area Menu, choose *Human Resources → Personnel Management → Administration → HR Master Data → Maintain.*

2. The *Maintain HR Master Data* screen appears.

3. Enter the infotype *Additional Funds SG (0181).*

4. In the Additional funds group box, choose the fund(s) the employee must contribute to.

5. Decide whether the contribution is to be wage-dependent or wage-independent.

6. If the contribution is wage-independent, enter the contribution amount in the *Amount* field.

7. *Save*.

Central Provident Fund (CPF)

Purpose

Contributions to the main Social Provident Funds are divided into the following categories:

- Standard Central Provident Fund (CPF) contributions

- Contributions by employees subject to the Foreign Worker Levy (FWL)

- Contributions by employees who have Permanent Resident (PR) status.

Features

The method for calculating contributions differs for each category.

The calculation of the contribution amount to the CPF is performed in the payroll run for the period. All wages that an employee received in the period and that are liable to contributions are taken into account. If there are changes for a payroll period for which payroll accounting is complete, retroactive calculation is initiated and the contribution amount is calculated again.

Calculating contributions depends on:

- **Who must make contributions?**

   The system decides whether an employee must make CPF contributions and to which fund.

   See also: Persons liable to CPF contributions [Page 58]

- **Which wages are liable for assessment?**

   The system decides whether a payment is part of the employee's ordinary or additional wages, and whether a payment is liable to CPF contributions.

   See also: Payments and Wage Types [Page 59]

- **Which data is to be taken into account to calculate the contribution?**

   The system decides which contribution rate to apply, depending on an employee's age, wages, and whether the employee makes voluntary contributions. The contribution amount is then determined and divided into the employer's and employee's portions.

   See also: Calculation of the Contribution Amount [Page 60]

- **Is an adjustment of the contribution required?**

   The system decides whether an employee's wages exceed a certain income threshold and, if so, calculates the amount of wages that is liable to CPF contributions. A recalculation of the contribution amounts may also be necessary if retroactive accounting has led to changes in payments that the employee received in a period already accounted for.

   See also: Adjustments on Contributions [Page 61]

Persons Liable to CPF Contributions

Definition

Currently, all employees working in Singapore (whether a permanent resident, an employment pass holder or a three-year work permit holder) are required to contribute to the Central Provident Fund (CPF).

However, foreign workers who entered Singapore on or after August 1, 1995 are exempt from CPF contributions. This applies to:

- Employment pass-holders

- Professional visit pass-holders

- Three-year skilled work permit-holders

- Two-year work permit-holders working in government ministries, religious, charitable, cultural and sports organizations, and foreign missions.

Their employers are also exempt from CPF contributions.

Foreign workers in these categories who started work in Singapore before 1 August 1995 continue paying CPF contributions until the expiry of their current passes or permits. Upon renewal of their current passes or permits, they and their employers will be exempted from CPF contributions.

Whether or not an employee is subject to CPF contributions and which fund is relevant, is determined by the infotype *CPF (0186)*. Depending on the fund selected in this infotype, the corresponding processing steps are performed during the payroll run.

CPF Payments and Wage Types

Definition

For calculating contributions to the Central Provident Fund (CPF), payments to an employee must be processed according to guidelines.

Structure

Payments are treated as follows:

- **Ordinary wage or additional wage**

    This distinction is necessary to ensure the correct adjustment of CPF contributions paid on additional wages, and to ensure accurate income tax statements.

    Ordinary wages comprise payments that an employee receives in respect of employment in a given month. This includes basic pay as well as allowances that can be directly attributed to the month. Examples of allowances are food or housing allowances.

    Additional wages comprise payments that cannot be directly attributed to the respective month, and are most often paid at intervals of more than a month. Examples for these are leave pay, annual bonus payments, or incentive pay.

- **Subject to or exempt from contribution**

    Certain wages are exempt from CPF contributions, for example, maternity allowances, and must be excluded from the calculation.

This distinction is controlled by cumulation [Ext.]that reflects the above mentioned aspects of a payment. Depending on which cumulation is selected for a wage type, it is then added to the corresponding cumulation wage type during the payroll run.

You can determine which wages are to be included in the cumulations using the Implementation Guide of the *Payroll Singapore* component. Choose S*ocial provident funds → Wage types → Central Provident Fund → Check wage types*.

The following cumulations define a wage type's relevance for CPF processing:

- **Cumulation 2**: The wage type is an ordinary wage subject to CPF contributions.

- **Cumulation 3**: The wage type is an additional wage subject to CPF contributions.

- **Cumulation 4**: The wage type is an ordinary wage exempt from CPF contributions.

- **Cumulation 5**: The wage type is an additional wage exempt from CPF contributions.

The SAP model wage type for monthly salaries, **MS40**, is part of an employee's ordinary payments. Thus, cumulation 2 has been selected for it. During the payroll run, the amount stored in MS40 is added to wage type /102. This is the cumulation wage type for cumulation 2.

Computing the Contribution Amount

Use

Contribution to the Central Provident Fund (CPF) depends on several factors.

Features

- **Contribution shortfalls and excesses**

    These are amounts from previous payroll periods that, in the case of retroaccounting, increase or lower the contribution, because the employee's salary for the retroaccounted period has changed.

    The year-end adjustments on additional wages [Page 61] can also effect shortfalls or excesses, depending on whether the employee has earned more or less than in the preceding year.

- **Wages earned in the payroll period**

    The employee's wages, ordinary and additional wages, form the contribution base. This base determines the contribution group the employee belongs to.

- **Contribution group**

    Contribution groups determine the rate that is applied to calculate the contribution amount. The employer can recover some of the contribution from the employee. This recoverable amount determines the deduction from the employee's wages.

    The contribution group an employee belongs to depends on his age and total income (ordinary wages plus additional wages). If the total income exceeds a certain figure, that part of the contribution based on the employee's ordinary wages is limited by a fixed maximum value.

    There is no maximum amount for contributions on additional wages. Limitations on these are calculated at the end of the year by comparing the payroll results of the current year with that of the preceding year.

    You enter the CPF contribution groups in the Implementation Guide of the *Payroll Singapore* component. Choose Social Provident Funds → Master Data → Maintain contribution rates for Central Provident Funds [Ext.].

- **Voluntary contributions exceeding legal requirement**

    If an employee makes voluntary contributions, these are used to calculate contributions instead of the values of the contribution groups.

    You can enter rates or amounts for voluntary contributions in the infotype *CPF (0186)*. However, these rates must always exceed the rates required by law.

    See: CPF Voluntary Contributions [Page 65].

- **Special processing rules**

    Examples of special processing rules are the contribution rates on Festival Advance Payments or lump sum contributions for employees on semi-monthly payrolls.

Adjustments to Contributions

Features

- **Calculation of CPF contribution differences due to retroactive accounting**

    Changes can occur to an employee's master data in a payroll period for which accounting is already complete. For example, a pay rise awarded in March may be intended to take effect from the previous January. If this effects changes in the employees income, the CPF contributions must be adjusted to reflect the retroactive pay rise.

Activities

    In the course of a retroactive accounting run, the system computes the employee's salary anew and carries the differences forward to the current payroll period. The differences are then incorporated into the respective bases and lead to an increased or reduced contribution.

    See also: Example for recalculation of CPF contributions because of retroactive accounting. [Page 64]

- **Year-end adjustments to contributions for additional wages**

    Adjustments to contributions for additional wages must be made in the final payroll period of a year or when the employee leaves the company.

    Adjustments are required when the employee's annual ordinary wages in the current calendar year differ from those earned in the previous calendar year. Any shortfall in contributions must be paid together with the contribution of the final payroll period. The CPF Board refunds any excess contribution paid.

Activities

    The system examines the employee's total wages for the current year. If these exceed a certain amount, the system calculates the maximum amount of additional wages subject to contributions for the next year. This amount is used for the monthly contributions of the next year.

    To adjust the contribution of the current year, the system checks whether a maximum amount was set for the previous year. If there was, it is compared with the maximum amount set for the current year. Depending on which amount is higher, a shortfall or excess exists. This is either added to or subtracted from the contribution base of the payroll period in which the adjustment is made.

    See also: Example for year end adjustments and limits on contributions for additional wages [Page 63]

- **Monthly adjustments to contributions for additional wages**

    If an employee's total wages exceed a certain amount, a limit is fixed on the contributions for additional wages. This applies to employees who meet one of the following criteria:

    – Where the total annual wages exceed SGD 100,000, but ordinary wages are less than SGD 72,000

Adjustments to Contributions

– Where the total annual wages exceed SGD 100,000, but ordinary wages exceed SGD 72,000

In either case, there is a fixed limit on deductions for additional wages. This limit is calculated as follows:

– Where the total annual wages exceed SGD 100,000, but ordinary wages are less than SGD 72,000 the contribution limit is SGD 100,000 minus annual ordinary wages

– Where the total annual wages exceed SGD 100,000, and ordinary wages exceed SGD 72,000 the contribution limit is 40% of annual ordinary wages

This limit is implemented during the payroll run if the respective flag has been set in the infotype CPF (0186) [Page 52]. The yearly adjustments and those caused by the employee leaving the company are implemented automatically.

Activities

During the payroll run, the system checks whether there is a limit on contributions for additional wages. The limit used is the one calculated during the year-end adjustments of the previous year. If the employee's cumulated contributions on additional wages paid in the current year exceed this maximum amount, no further contributions will be effected.

Year-End Adjustments and Limits on Contr. for Add. Wages

The following is data for an employee in December 1996:

Ordinary wages earned in 1995:
SGD 75,000

Additional wages earned in 1995:
SGD 40,000

Maximum additional wages subject to CPF for 1996:   SGD 25,000

Ordinary wages earned in 1996:
SGD 80,000

Additional wages earned in 1996:
SGD 50,000

Contribution rate of the employer:
40%

Contribution rate of the employee:
20%

Since the employee's total wages for 1996 exceed SGD 100,000, a limit is set for the additional wages subject to Central Provident Fund (CPF) contribution. The employee's ordinary wages in 1995 exceeded SGD 72,000, so the limit for 1996 is set to 40% of ordinary wages earned in 1995. This amounts to SGD 30,000. When additional wages for 1996 exceed SGD 30,000, any further additional wages are not incorporated into the calculation of the contribution base.

To determine whether a contribution shortfall or excess exists, the maximum amounts for 1995 and 1996 are compared. Since the 1996 limit exceeds that of 1995 by SGD 5,000, a contribution shortfall exists - the employee has earned more in 1996 than in 1995, so the employee's yearly contributions must be adjusted.

In this case, SGD 5,000 are added to the employee's additional wages contribution base. This means the contribution for December 1996 is increased by SGD 2,000, that is, 40% of SGD 5,000. The employer can reclaim SGD 1,000 as a deduction from the employee's wages.

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Re-calculating CPF Contr. Due to Retro Accounting

Re-calculating CPF Contr. Due to Retro Accounting

An employee has basic pay of SGD 3,000 in January. In March, the employee's basic pay is increased to SGD 3,500, effective as of January 1st. Since January and February have already been accounted for, retroactive accounting is performed in March to recalculate the previous two months.

For January and February, the increase in basic pay is SGD 500 each month. This increases the contribution base for ordinary wages. This results in a contribution difference of SGD 200, that is 40% of SGD 3,500 minus 40% of SGD 3,000 for each month.

The differences in payments and contributions are then carried forward to the current payroll period (March). The employee's pay is then increased by SGD 1,000, while the CPF contribution is increased by SGD 400.

CPF Voluntary Contribution

Use

You enter rates or amounts for voluntary contributions in the infotype *CPF (0186).* However, these rates must always exceed the rates required by law. These statutory rates are delimited when there is a voluntary contribution in excess of the statutory contribution.

The voluntary CPF contribution is delimited using the following fields in the infotype *CPF (0186):*

- Employer limit

- Employee limit

These limits are only applicable when there is a voluntary contribution over and above the statutory contribution, that is, when the fields *In excess of statutory rate* or *In excess of statutory amount* are updated in the infotype.

These limits are not applicable when the whole CPF contribution is voluntary, that is, when the fields *Fixed rate* or *Fixed amount* are updated in the infotype.

CPF Monthly Report (RPCCPFR0)

Use

This function creates the CPF (Central Provident Fund) report in either tape, diskette or infoline formats, based on the results from the Singapore payroll driver (**RPCALCR0**).

Prerequisites

Before running **RPCCPFR0**, all CPF-reporting-related wage types in the *Wage Type Valuation* table (**T512W**) must be classified into evaluation class **06** (Wage type allocation for CPF Monthly Returns).

Features

Based on the results from the Singapore payroll driver (**RPCALCR0**), the CPF report is generated in either one of the following formats:

- **Tape**

    The program creates five files, one for each of the following contributions:

    – CPF (Central Provident Fund)

    – MBMF (Mosque Building and Mendaki Fund)

    – SINDA (Singapore Indian Development Association)

    – CDAC (Chinese Development Assistance Council)

    – ECF (Eurasian Community Fund)

    These files are saved on the application server under **/usr/sap/trans/tmp** with the file name in the format hrsgp.mmddyy.time.xxxxx.nn:

    – mmddyy   :   creation date

    – time   :   creation time

    – xxxxx   :   CPF, MBMF, SINDA, CDAC or ECF

    – nn   :   serial number

    At the same time, the program creates listing reports for CPF (parts A, B and C), MBMF, SINDA, CDAC and ECF.

- **Diskette**

    The program creates a file on the drive, A, B, C, …, or Z, of your PC. If you select the drive A or B, the program asks you to insert a formatted disk. If you select the drive C, … or Z, you should provide a sub-directory. The filename consists of a maximum length of 8 characters followed by the file extension. The default filename given is **CPFRTN**.TXT**, where ** is a unique serial number in the case of more than one employer CPF account existing in the system. If there is only one in the system, a file **CPFRTN.TXT** will be written onto your PC.

     The same file name in your PC will be overwritten.

- **CPFLine**

As diskette format, the program creates a file on your PC's drive A, B, C, …, or Z. Its default filename is **CPFLIN**.TXT**. You can use the "*CPFLINE front-end software*" of CPFLine to transmit this file to the CPF Board.

 The same file name in your PC will be overwritten.

- **Hardcopy Listing**

    Contribution lists are printed on the screen under any of the formats. You can print these lists on your printer by pressing *Print*. If you just want these lists without output to any of the formats, you select, for example, *Tape* under *Test*.

See also:

Creating CPF Monthly Reports [Page 68]

Generating CPF Monthly Reports

Use

In this procedure, you are led through the steps to execute the CPF monthly report.

Prerequisites

Before executing this procedure, all CPF-reporting-related wage types in the *Wage Type Valuation* table (**T512W**) must be classified into evaluation class **06** (Wage type allocation for CPF Monthly Returns).

Procedure

1. From the *SAP Easy Access menu*, select *Human Resources* → *Payroll* → *Asia/Pacific* → *Singapore* → *Subsequent activities* → *Per payroll period* → *Reporting* → *CPF report*.

    The *Create CPF monthly reports (Singapore specific)* entry screen appears.

2. Under *Payroll period* group selection, enter the required employer *Payroll area* and whether the report is to be run for the current or another period. The choice is defaulted to *Current period.*

3. Under *Selection* group selection, enter the employees' *Personnel numbers* and their *Payroll areas.*

4. Under *Output Format* group selection, flag the required *CPF Monthly Report Format*:

    a. *TAPE*

    Five files are created, one for each of the contribution funds (CPF, MBMF, SINDA, CDAC and ECF).

    These files are saved on the application server under **/usr/sap/trans/tmp**, with the filename in the format hrsgp.mmddyy.time.xxxxx.nn:

      i. mmddyy　　　:　　　creation date

      ii. time　　　　:　　　　creation time

      iii. xxxxx　　　:　　　　CPF, MBMF, SINDA, CDAC or ECF

      iv. nn　　　　:　　　　serial number

    At the same time, listing reports are created for CPF (parts A, B and C), MBMF, SINDA, CDAC and ECF.

    b. *DISKETTE*

    If you select the drive A or B on your PC, the program asks you to insert a formatted disk.

    If you select the drive C, …, or Z, you need to provide a sub-directory.

    The filename consists of a maximum length of 8 characters followed by the file extension. The default filename is **CPFTRN**.TXT**, where ****** is a unique serial number in the case of more than one employer CPF account existing in the system. If there is only one in the system, a file **CPFRTN.TXT** will be written on your PC.

⇒ The same file name in your PC will be overwritten.

c. *CPFLINE*

You use the "*CPFLINE front-end software*" of CPFLine to transmit the diskette-formatted file above to the CPF Board.

⇒ The same file name in your PC will be overwritten.

d. *Listing*

Contribution lists are printed on the screen under any of the above formats. You can print these lists on your printer by pressing *Print.* If you want these lists without output to any of the formats, select, for example, *Tape* under *Test*.

e. *CPFPAL – Internet submission (FTP mode)*

The program creates a file on the drive A, B, C,…., or Z of your PC. If you select drive A or B, you will be prompted to insert a formatted disk. If you select drive C,…, or Z, you must specify a subdirectory. The filename is a read-only field. It is generated automatically when the report is executed.

For example, if the filename is 1234567X.dtl, then:

- 123456 is the employer CPF reference number

- 7 is the check digit of the employer reference number

- X = Account Group, where A is a default value.

- .dtl is the acceptable format for the file

If an employee has been transferred during the month from one CPF employer to another, then two separate output files will be created for this employee.

5. If the *Testing (no files created)* is selected, the report does not create any files for Tape, Diskette or CPFLine formats.

6. In *Int. on late payment FWL / CPF*, enter interest on late payment for FWL (Foreign Worker Levy) and CPF respectively. These figures will be incorporated into CPFLine.

7. Enter the *No. of Records per Print Page* to control the listing report.

⇒ Every record will be printed in double space.

8. If you select *Print Company Code with Plant*, the company name (T001) and personnel areas (T500P) will be integrated into CPF reporting. Otherwise, only the company name is exported.

9. If *CPF Exceed claim up* is selected, amounts to claim up will be deducted from the current corresponding fund donation automatically, otherwise, a list of employee numbers with fund name will be printed out, and there will be no deduction in CPF reporting at all.

⇒ This flag is only used for handling the negative difference (of a fund donation) in case of re-calculation.

10. Choose *Execute.*

Generating CPF Monthly Reports

Result

The function generates the CPF monthly report in either Tape, Diskette, CPFLine or Listing formats based on the payroll results.

Year-end CPF Report RPCCPYR0

Use

This programenables you to list the contributions made to the CPF by an employee during the financial year. Additional wages and excess amounts, if any, are also listed.

Integration

You do not need to carry out any changes to Customizing parameters in order to execute this program.

Activities

1. You can access the report RPCCPYR0 by selecting the following menu path: ***Human Resources →Payroll → Asia-Pacific → Singapore → Payroll Accounting → Subsequent activities → Annual → Reporting → Year-end CPF report***

2. Enter the employee's *Personnel number, Payroll area* and the *Period* for which you need to list the contributions.

3. Select ***Program → Execute.***

Additional Funds

Definition

Employees are required to contribute to Additional Funds based on their ethnic origin.

Structure

These funds are:

- **The Chinese Development Assistance Council (CDAC)**

  The CDAC is a self-help body for under-achievers in the Chinese Community. Since 1 September 1992, all working Chinese Singaporean citizens and permanent residents are required to contribute monthly to the CDAC Fund.

- **The Singapore Indian Development Association (SINDA)**

  The SINDA is a non-profit self-help organization set up by the Indian Community of Singapore with the support of the Government. From 1 April 1992, all working Indian Singaporean citizens and permanent residents are required to contribute monthly to the SINDA Fund.

- **The Mosque Building and Mendaki Fund (MBMF)**

  Contributions to MBMF are used for building mosques and for programs to enhance the educational, economic and socio-cultural condition of the Muslim community.

- **The Eurasian Community Fund (ECF)**

  ECF is administered by the Eurasian Association that is a self-help community organization supported by Government. Its principal aims are to improve the educational performance of Eurasian students and to address the socio-economic concerns of the community. All Eurasian Singaporean citizens and permanent residents are required to contribute to this fund.

Voluntary contributions to other funds are possible in addition to the contribution to the fund of the ethnic group of an employee.

Also, an employee can make voluntary donations to the Social Help and Assistance Raised by Employees program (SHARE). Such donations are eligible for tax exemption.

Computing the Contribution Amount

Features

- **Contribution base for Additional Funds**

   In contrast to the Central Provident Fund (CPF), contributions to Additional Funds do not distinguish between ordinary and additional wages. The wages liable for assessment are calculated using cumulation [Ext.] **6** (*Earnings relevant to Additional Funds).* Cumulation wage type **/106** determines the contribution amount.

   You specify whether a wage type is included in the calculation in the Implementation Guide of the *Payroll Singapore* component. Choose Social Provident Funds → Wage Types → Additional Funds → Check wage types. [Ext.]

- **Contribution amount**

   The fund an employee must contribute to and the contribution base determine the amount of the contribution. During the payroll run, this data is read and the relevant amount is deducted from the employee's wages.

   You can enter the contribution amounts for the different funds using the Implementation Guide of the *Payroll Singapore* component by choosing Social Provident Funds → Master Data → Maintain contribution rates for additional funds [Ext.].

   An employee may wish to contribute more than the required amount, or to contribute to more than one fund.

   In this case, enter the relevant amount in the infotype *Additional Funds (0181)*. This amount must always exceed the amount required by law, unless the employee is making a voluntary contribution to a fund that the employee is not required to contribute to.

Foreign Worker Levy (FWL)

Definition

Employers are required to pay contributions to the Foreign Worker Levy (FWL) for foreign workers who do not have Permanent Resident (PR) status.

A contribution to the FWL is wage-independent. It is calculated based on the foreign worker type of the employee and the number of days worked each month.

Computing the Contribution Amount

Features

- **Rates of levy**

  An employee subject to Foreign Worker Levy (FWL) is assigned to a foreign worker type depending on the type of work, for example, construction worker. Types of work are divided into subtypes. For example, a construction worker may be skilled or unskilled. You assign this in the infotype *CPF (0186)*.

  The amount of the levy depends on the worker type and subtype. The amount can be specified for a month or day, the latter being used to calculate contributions for part-month FWL periods. You can also specify a maximum amount that part-month contributions must not exceed.

  You enter the levy amounts using the Implementation Guide of the *Payroll Singapore* component by choosing Social Provident Funds → Master Data → Maintain rates of levy for foreign workers. [Ext.]

- **Contribution amount**

  The system also calculates the number of days of the relevant payroll period to compute the contribution amount. The validity period of the employee's work permit that is entered in the infotype *Residence status (0094)* is used for this.

  If the work permit covers the full month in the payroll period, the FWL period is identical to the payroll period, and the monthly amount is selected. If the permit is for less than a month, the system calculates the number of days of the payroll period relevant to FWL. The contribution is then calculated by multiplying the levy for a day by the number of FWL days.

The work permit of employee A is valid from January 1, 1996 to May 15, 1997. The work permit of employee B is valid from January 1, 1997 to December 31, 1998. The payroll period is May 1, 1997, beginning on May 1 and ending on May 31.

Both are skilled marine workers - foreign worker type 04, subtype A. The monthly levy for this worker type is SGD 200, the daily levy is SGD 7.

As employee A's work permit expires during the payroll period, a part-month calculation is performed, resulting in 15 FWL relevant days. The contribution to be paid for A in May is SGD 105 (15 * SGD 7).

As employee B's work permit is valid throughout the whole payroll period, the monthly levy is used, resulting in a contribution of SGD 200.

Permanent Resident Scheme (PRS)

Definition

Employees holding work permits who are granted Permanent Resident (PR) status must pay contributions to the Central Provident Fund (CPF). The change takes effect from the date PR status is granted.

To facilitate the change, and to lessen the impact of a sudden drop in net pay, there is a transition period of two years during which the employee pays contributions at a reduced rate.

Computing the Contribution Amount

Use

The method for calculating contributions to the Permanent Resident (PR) scheme is almost identical to that for standard CPF contributions [Page 60]. The only difference is that lower contribution rates apply to PR for the first two years.

The contribution rates for the PR scheme are structured into contribution groups, that are similar to those in the CPF scheme.

You enter the contribution rates for employees on the PR scheme using the Implementation Guide of the *Payroll Singapore* component by choosing Social Provident Funds → Master Data → Maintain conversion rates from FWL to CPF. [Ext.]

Skills Development Levy (SDL)

Definition

Employers are required to contribute to the Skills Development Levy (SDL) for each employee whose total monthly wages do not exceed SGD 1,000. The contribution depends on the employee's wages.

See also: Skills Development Fund (SDF) [Page 79]

Skills Development Fund

Definition

When employees are sent for training programs, the employer can claim a grant, that is, recover part of the training costs from the Skills Development Secretariat. The source of this grant is the Skills Development Levy (SDL) that the employer has been contributing to.

See also: Skills Development Levy (SDL) [Page 78].

Computing the Contribution Amount

Features

- **Contribution base for Skills Development Levy (SDL)**

    The employee's total monthly wages are used as the contribution base. The total wages are computed using cumulation [Ext.] [Ext.] **7** *(SDL relevant earnings)*. Thus, the amount of cumulation wage type **/107** is used to determine whether a contribution is payable and, the amount of the contribution.

- **Contribution amount**

    The contribution amount is calculated by multiplying the contribution base by the contribution rate. If the result is less than a certain figure, the latter figure is used as the contribution amount.

    You enter the contribution rate and the fixed figure on an SDL contribution using the Implementation Guide of the *Payroll Singapore* component by choosing Social Provident Funds → Master Data → Maintain contributions for SDF. [Ext.]

Attendee List with SDF (RPCSDFR0)

Use

This report generates a list of internal and external attendees of all business events selected.

You can display the attendee list formatted as an attendee list with a column for signatures. This list can be downloaded into WinWord.

Activities

The report output depends on the objects selected for reporting, on the reporting period, and on the following report parameters you set:

- *Business event selection*

  If you specify a location, the report only considers business events at the specified location. No input is interpreted as *'all locations'*.

- *Normal/essential/waiting list bookings*

  You can choose whether you want attendees with normal, essential, or waiting list priority to be included in the list.

- *Standard selection screen*

  This is not a data selection parameter. If you select this indicator and choose *Execute*, it takes you to the extended selection screen (*RPCSDFR1*) before actual execution.

  ⇨ On this subsequent selection screen, you can search for objects by, for example, status. As a rule, it is not necessary to go to the main report since the pre-report offers sufficient selection options. Do not select this indicator if you do not want to access the main report before choosing *Execute*.

- *Format as attendance list*

  If you select this indicator, the list is ouput as an attendance list, and:

  – Attendees on the waiting list are not displayed

  – No object IDs are displayed

  – In the case of an 'N.N' booking for a group of N attendees, N lines are ouput

  – Each line contains sufficient space for the attendee's signature.

The resulting list screen can contain the following information:

- Attendee's name and abbreviation

- Booking date

- Attendance fee/price

- Business event name

- Start and end date of the event

From the report's list screen, you can do either one of the following:

Attendee List with SDF (RPCSDFR0)

- download the attendance list into *WinWord*

- output the list as an *SDF Report*

- output the list as an *SDF-Detail* listing

Tax

Purpose

In Singapore, taxation is calculated by the Inland Revenue Authority of Singapore (IRAS). An employer must issue the completed tax forms to employees for the tax reporting year. The tax payable is then computed based on the following submitted forms:

- IR8A Form
- IR8S Form
- IR21 Form.

See also: IRAS Line for Tax Reporting [Page 86].

Integration

All data concerning an employee's tax payable is entered in the infotype *Tax Singapore (0179)*. However, the data reported also depends on the master data in the infotype *CPF (0186)*.

Processing Tax

Purpose

In Singapore, taxation is calculated by the Inland Revenue Authority of Singapore (IRAS). An employer must issue completed tax forms to employees for the tax reporting year. The tax payable is then computed based on the submitted forms.

Prerequisites

The following must be performed:

- Update infotype CPF (0186) [Page 52].

- Update infotype Tax Singapore (0179) [Page 85].

- Check the assignment of relevant wage types to the *Tax* wage type group, and determine how these wage types are to be processed in the payroll run using the Implementation Guide of the *Payroll Singapore* component. Choose Tax → Wage Types → Check assignment of wage types to wage type groups. [Ext.]

Process Flow

The processing steps for Tax are:

- Data in infotypes *Tax SG (0179)* and *CPF (0186)* is read.

- The values for total tax earnings are obtained, that is, normal and other earnings.

- The CPF rates table is read.

- Statutory and voluntary contributions for CPF are separated.

- Tax wage types, using the schema *RTAX (Subschema for data relevant to TAX)* are generated.

- These tax wage types are then used to calculate the deductions that are reflected on the tax forms.

Result

The result of this tax process is the following reports:

1. IR8A Form (For employees who resign and later rejoin during the same year, different IR8A forms are generated for the two employment periods)

2. IR8S Form (For employees who have made voluntary CPF contributions, whose total wages exceed SGD100,000 and additional wages are more than 40% of ordinary wages, or when CPF is contributed while the employee is on overseas posting)

3. IR21 Form (Generated when a foreign worker ceases employment)

See also

IRAS Line for Tax Reporting [Page 86].

Entering Tax Data

Use

You need to either create or maintain an employee's tax record in infotype *Tax SG (0179)* to ensure that payroll calculates taxable income correctly.

In this infotype, you enter data that is directly related to Tax processing. This applies to employees subject to Foreign Worker Levy (FWL) contributions as well as employees who have Permanent Resident (PR) status.

Procedure

1. From the Area Menu, choose *Human Resources → Personnel Management → Administration → HR Master Data → Maintain.*

2. Enter the *Personnel no.* of the employee a tax record is to be created for or maintained.

3. Enter the infotype *Tax SG (0179).*

4. Choose *Create* or *Change.*

5. Enter the validity period for the tax information to follow.

6. Enter the employee's *Tax reference no.*

7. In the *Additional Information for IR8A* group box, flag the conditions to be applied in the payroll run where necessary.

8. *Save.*

IRAS Line for Tax Reporting

Purpose

Instead of preparing the Form IR8A/S and distributing it to each employee for the purpose of filing their income tax returns, a company is required to transmit the information that is currently in paper form, electronically. This means that employees do not need to fill and enclose the IR8A/S forms in their income tax returns. There is now no need to print these forms.

See also:

Tax in the Internet [Ext.].

Tax Declaration Form IR8A (RPCT8AR0)

Use

This function generates the Income Tax Form IR8A for every employee who has valid payroll results, determined by the Singapore payroll driver (**RPCALCR0**), in the reporting year.

A Singapore legal requirement states that the form must be issued to employees and pensioners no later than March 1 of the year following the reporting year. Employees and pensioners are required to attach this form to their annual income tax return.

➡ If you use e-filing for your Income tax returns, no attachments are necessary but you must enter certain information from the Form IR8A.

Prerequisites

Before running **RPCT8AR0**, all tax-reporting-related wage types in the *Wage Type Valuation* table (**T512W**) must be classified into evaluation class **07** (Wage type allocation for TAX Form IR8A).

➡ To ensure that gross commissions, bonuses and director's fees (in a period other than the reporting year) are printed on the IR8A form, you need to create new records in the *Awards* infotype *(0183)*, which automatically generates a new record in the *Additional Payments* infotype *(0015)*. This record will show the Pay date as the records start date.

Features

Based on the results of the Singapore payroll driver (**RPCALCR0**), the IR8A form is generated for the year for each employee and the following features are available:

- The function looks for the payroll results since the latest hire date. If an employee rejoins the company, an IR8A form related to previous employment period is printed as of the last termination date, so it is unnecessary to maintain payroll results from this period.

- In the case of an Employment Pass (EP) holder becoming a Permanent Resident (PR), the Identification Card (IC) number to be reported is the PR number. The *Singapore PR NRIC (Res.status)* subtype *(02)* of the *ID Data* infotype *(0185)* is configured with a higher priority than the *Employment Pass* subtype *(F2)*. That means the system reports the PR number instead of the EP number.

- This function can also be used to print out the IR8A forms for terminated employees at anytime of the year. In this case, you need to specify the last pay period in the reporting year to print the IR8A forms.

- The function uses SAPScript to control the layout of the IR8A form. Each time the format changes, SAP changes the SAPScript to match the new layout and makes this available to customers.

- SAPScript can make the necessary font substitutions to suit various printers and thus retain the global layout.

See also:

Running Form IR8A (RPCT8AR0) [Page 89]

Tax Declaration Form IR8A (RPCT8AR0)

Tax Form IR8A in the Internet (PA-PA-Singapore) [Ext.]

Generating Tax Form IR8A

Use

In this procedure, you are led through the steps to execute the IR8A form.

Prerequisites

Before executing this procedure, all tax-reporting-related wage types in the *Wage Type Valuation* table (**T512W**) must be classified into evaluation class **07** (Wage type allocation for TAX Form IR8A).

Procedure

1. From the *SAP Easy Access menu*, select *Human Resources → Payroll → Asia/Pacific → Singapore → Subsequent activities → Annual → Reporting → Tax reports → IR8A.*

   The *Singapore Income Tax IR8A* entry screen appears.

   The contents of the *Name of authorized person* and *Telephone no.* fields are derived from the *Administrator* table (**T526**), and used as the default.

2. Enter the relevant information for *Designation*, *Declaration date*, *Bonus declaration date* and *Director fee approval date*.

3. Under Print PArea / Company code:

   a. if it is flagged, the Employer Name is selected from Personnel Area

   b. if it is not flagged, the Employer Name is picked from Company Code.

4. In Output Options selection, decide on how the IR8A forms are to be output:

   a. SAPScript

   b. IRASLine

      The SAPScript option creates a file on the drive A, B, C, …, or Z of your PC. If you select the drive A or B, it asks you to insert a formatted disk. If you select the drive C, …, or Z, you should provide a sub-directory. The filename's default is IR8A-01.TXT where there is only one employer tax reference number. In the case of multiple tax reference numbers, the filename format is IR8A-*.TXT, where * is a system-incremented serial number.

      ⇨ If you have a file on your PC with the same name, it will be overwritten.

5. Choose *Execute.*

Result

You have generated the IR8A form for every employee with valid payroll results during the reporting year.

⇨ If an employee has entries for gross commissions, bonuses or director's fees for a period other than the reporting year, they are included in the previous year's IR8A form.

Tax Declaration Form IR8S (RPCT8SR0)

Use

This function generates the Income Tax Form IR8S for every employee who has valid payroll results, determined by the Singapore payroll driver (**RPCALCR0**), in the reporting year.

A Singapore legal requirement states that the form must be issued to employees and pensioners no later than March 1 of the year following the reporting year. Employees and pensioners are required to attach this form to their annual income tax return.

⇨ If the employee uses e-filing for their income tax returns, no attachments are necessary but you must enter certain information from the Form IR8S.

Prerequisites

Before running **RPCT8AR0**, all tax-reporting-related wage types in the *Wage Type Valuation* table (**T512W**) must be classified into evaluation class **09** (Wage type allocation for TAX Form IR8S).

Features

Based on the results of the Singapore payroll driver (**RPCALCR0**), the IR8S form is generated for the year for each employee and the following features are available:

- In the case of an Employment Pass (EP) holder becoming a Permanent Resident (PR), the Identification Card (IC) number to be reported is the PR number. The *Singapore PR NRIC (Res.status) subtype (02)* of the *ID Data* infotype *(0185)* is configured with a higher priority than the *Employment Pass* subtype *(F2)*. That means the system reports the PR number instead of the EP number.

- This function can also be used to print out the IR8S forms for terminated employees at anytime of the year. In this case, you need to specify the last pay period in the reporting year to print the IR8S forms.

- The function uses SAPScript to control the layout of the IR8S form. Each time the format changes, SAP changes the SAPScript to match the new layout and makes this available to customers.

- SAPScript can make the necessary font substitutions to suit various printers and thus retain the global layout.

See also:

Tax Form IR8S in the Internet (PA-PA-Singapore) [Ext.]

Generating Tax Form IR8S

Use

In this procedure, you are led through the steps to execute the IR8S form.

Prerequisites

Before executing this procedure, all tax-reporting-related wage types in the *Wage Type Valuation* table (**T512W**) must be classified into evaluation class **09** (Wage type allocation for TAX Form IR8S).

Procedure

1. From the *SAP Easy Access menu*, select *Human Resources* → *Payroll* → *Asia/Pacific* → *Singapore* → *Subsequent activities* → *Annual* → *Reporting* → *Tax reports* → *IR8S.*

    The *Singapore Income Tax IR8S* entry screen appears.

    The contents of the *Name of authorized person* and *Telephone no.* fields are derived from the *Administrator* table (**T526**), and used as the default.

2. Enter the relevant information for *Designation*, *Declaration date*, *Bonus declaration date* and *Director fee approval date*.

3. Under Print PArea / Company code:

    a. if it is flagged, the Employer Name is picked from Personnel Area

    b. if it is not flagged, the Employer Name is selected from Company Code.

4. In Output Options selection, decide on how the IR8S forms are to be output:

    a. SAPScript

    b. IRASLine

        The SAPScript option creates a file on the drive A, B, C, …, or Z of your PC. If you select the drive A or B, it asks you to insert a formatted disk. If you select the drive C, …, or Z, you should provide a sub-directory. The filename's default is IR8S-01.TXT where there is only one employer tax reference number. In the case of multiple tax reference numbers, the filename format is IR8S-*.TXT, where * is a system-incremented serial number.

         If you have a file on your PC with the same name, it will be overwritten.

5. Choose *Execute.*

Result

You have generated the IR8S form for every employee with valid payroll results during the reporting year.

Tax Declaration Form IR21 (RPCT21R0)

Use

This function generates the Income Tax Form IR21 for every non-citizen employee who is about to leave, has already left the company, or is leaving Singapore for more than three months. The employee must have valid payroll results, determined by the Singapore payroll driver (**RPCALCR0**), in the reporting year.

A Singapore legal requirement states that the form must be completed and sent to the IRAS (Inland Revenue Authority of Singapore) at least one month before a non-citizen ceases, is about to cease employment, or is leaving Singapore for any period exceeding three months.

Prerequisites

Before running **RPCT8AR0**, all Tax reporting-related wage types in the *Wage Type Valuation* table (**T512W**) must be classified into evaluation class **11** (Wage type allocation for TAX Form IR21).

Infotype *Termination Data (0546)* should contain the relevant data for Section C of the IR21 form.

⮕ The employee must be terminated during the reporting year or the following year in advance.

Features

Based on the results from the Singapore payroll driver (**RPCALCR0**), the IR21 form is generated and the following features are available:

• This function can also be used to print out the IR8A forms for resigned employees at anytime of the year. In this regard, you need to specify the last pay period in the reporting year to print the IR8A forms.

• If an employee has been terminated and is re-hired during the reporting year, only one IR21 form, corresponding to the termination date is generated. However, if there are multiple hires/terminations, then multiple IR21 forms are generated.

• The function uses SAPScript to control the layout of the IR21 form. Each time the format changes, SAP changes the SAPScript to match the new layout and makes this available to customers.

• SAPScript can make the necessary font substitutions to suit various printers and thus retain the global layout.

See also:

Running Form IR21 (RPCT21R0) [Page 93]

Tax Form IR21 in the Internet (PA-PA-Singapore) [Ext.]

Generating Tax Form IR21

Use

In this procedure, you are led through the steps to execute the IR21 form.

Prerequisites

Before executing this procedure, all tax-reporting-related wage types in the *Wage Type Valuation* table (**T512W**) must be classified into evaluation class **11** (Wage type allocation for TAX Form IR21).

Procedure

1. From the *SAP Easy Access menu*, select *Human Resources* → *Payroll* → *Asia/Pacific* → *Singapore* → *Subsequent activities* → *Period-independent* → *Reporting* → *IR21.*

    The *Income Tax Form IR21 (Singapore)* entry screen appears.

    The contents of the *Name of authorized person* and *Telephone no.* fields are derived from the *Administrator* table (**T526**), and used as the default.

2. Enter the relevant information for *Designation* and *Declaration date.*

3. Choose *Execute*.

Result

The function prints out the IR21 form for every employee with valid payroll results during the reporting year who falls in either one of the following categories:

*   has left the company

*   is going to leave the company

*   has been or is going to be away from Singapore for more than 3 months.

Termination

Purpose

During the period of an employee's employment in your company, a range of data is entered in the system for the employee. This data is stored in infotypes. If the employee leaves the company, certain infotypes must not be changed as they contain data that is retained for historical purposes. Other infotype records must be delimited in the system. You must ensure that the final payroll is run successfully, and that retroactive accounting has been performed, if necessary.

The Termination action type is used to document the fact that the employee has left the company. This action only offers you infotypes that must be edited when the employee leaves the company. For this reason, we recommend that you run this action when an employee leaves the company.

Processing Termination

Purpose

The termination process is divided into sub-processes. Each of these processes has a certain function.

Process Flow

- **Notification of Termination**

    - On running the notification action, the system shows the employee's personal data such as name, position held, department, and date of joining the company. It also contains the date of tendering the resignation, the leaving date, and the reason for leaving.

    - A record is created in the infotype *Events (0000)*. This record stores the *leaving date* and the *reason for leaving*. The latter is used for statistical and reporting purposes only.

- **Actual Termination**

    - The employee's employment status is automatically changed to 0 when the termination action is run. Payroll accounting recognizes this status and as a result, the employee is not included in subsequent payroll runs.

    - Some infotype records are not automatically delimited by the system. When you perform the Termination action, the infotypes that must be delimited, such as *Recurring Payments and Deductions (0014), Additional Payments (0015)* and *One Time Pay. Off-Cycle (0267)*, are displayed automatically on a list screen where you can delimit the infotypes.

    - All other data, such as organizational data, personal data, addresses, and basic payroll data in particular, must remain in the system. The corresponding data records must not be delimited. This data is required if the employee receives a back-payment (overtime, leave compensation, and so on) after the last payroll run that includes the employee, or for other administrative purposes.

PY-SG Deductions

Purpose

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

Membership Fees

Purpose

In addition to CPF (Central Provident Fund) contributions, the CPF Board also collects, by way of deductions from wages, the following membership fees for:

- MBMF (Mosque Building and Mendaki Fund)

- SINDA (Singapore Indian Development Association)

- CDAC (Chinese Development Assistance Council)

- ECF (Eurasian Community Fund)

Below are the contribution lists for the abovementioned memberships:

MBMF

Wage Level	Minimum Contribution
< $200	Nil
< $1,001	$2
$1,001 to $3,000	$3
> $3,000	$5

SINDA

Wage Level	Minimum Contribution
<= $600	$1
$601 to $1,500	$3
$1,501 to $2,500	$5
> $2,500	$7

CDAC

Wage Level	Minimum Contribution
<= $2,000	$0.50
>= $2,000	$1

ECF

Wage Level	Minimum Contribution
<= $1,000	$2
$1,001 to $1,500	$4
$1,501 to $2,500	$6

Membership Fees

$2,501 to $4,000	$8
> $4,000	$10

Features

The system enables you to define different processing options for deductions paid to specific associations or similar unions.

You can specify the contributions to an additional fund in the infotype Additional Funds (0181) [Page 56].

PY-SG Subsequent Activities

Purpose

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

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 101]

- Payment-Related Information in the Payroll Result [Page 102]

- Preliminary Program for Data Medium Exchange [Page 104]

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

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 102], 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 104].

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 county 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 corresonding 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.

- 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 104], 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 101] and information from the payroll results [Page 102] 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.])

- **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 accidently 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)

- *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 108]

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 104] 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

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 104] 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.
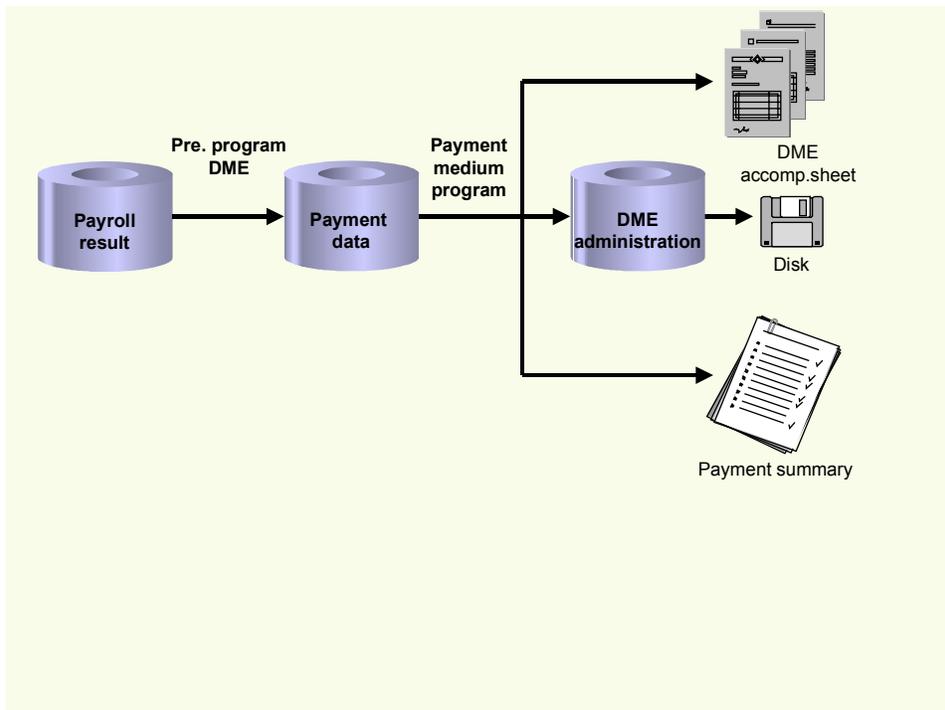
Evaluating Payroll Results

Procedure

1. Start the preliminary program DME [Page 104].

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 104]), 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 111].

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

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 112].

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.]

- **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.

Wage and Salary Payments by Check

Purpose

The system uses this process to print the wage and salary checks for your employees. 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 104] 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 check printing evaluates the payment data and prints the checks and the payment summary.

3. The system stores information on the checks created, in the check management [Ext.].

The following graphic shows the process flow of wage and salary payments by check.
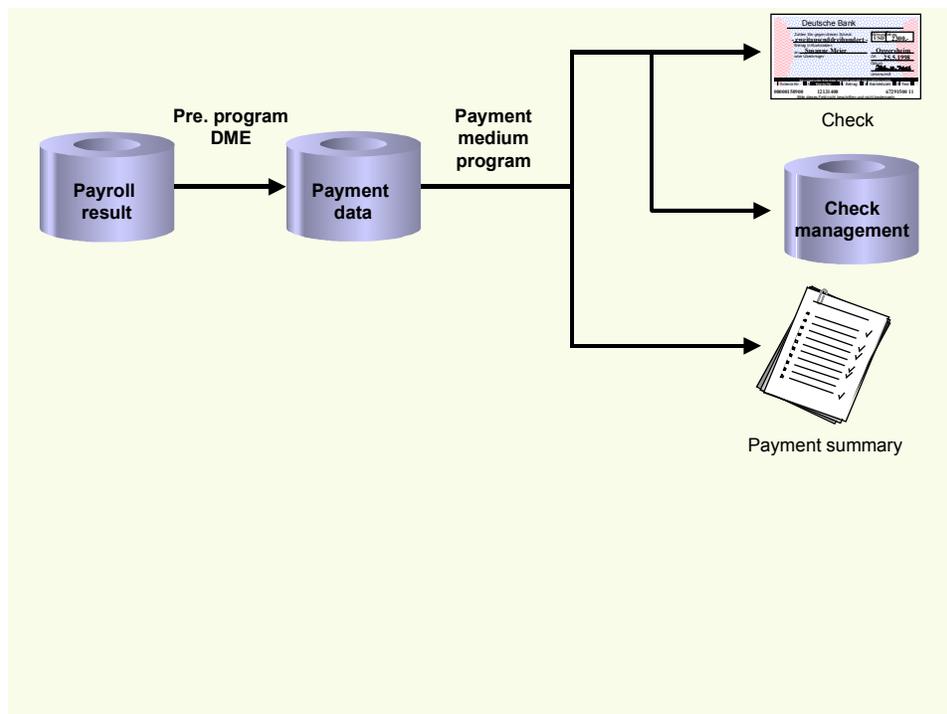
Evaluating Payroll Results

Procedure

1. Start the preliminary program DME [Page 104].

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 104]), 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 printing checks [Page 116].

Result

The system evaluates the payroll results for the employees you selected, and saves the payment information as payment data to the database.

Printing Checks

Procedure

1. Start the *International Payment Medium - Check (with check management)* program (Report RFFOUS_C).

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 *Print checks* 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 prints the checks and the payment summary. Moreover, the system creates the payment summary for the checks that have been created, and stores the information on these checks in the Check Management [Ext.].

Cash Payment with Cash Breakdown List

Purpose

The system uses this process to provide all the information you need to pay the wages and salaries, in cash, to your employees. The system creates:

- A cash breakdown list, in the payroll currency, with the number of bank notes and coins you need for the cash payment

- A payment list that lists the individual payments for each employee

- A list of signatures that the employee can sign after receiving the cash payment

In contrast to the other payment processes that the R/3 System offers for wage and salary payments, no data is stored or changed in your system when you use the cash payment with cash breakdown list process. Only the lists mentioned above are created when you use this process.

Prerequisites

You have not entered any payment method in the *Bank Details* infotype (0009).

        ➡

If the *Payment Method* field in the *Bank Details* infotype (0009) is blank, the system stores the payment amount in the *Cash Payment* wage type (/557) in the *Results Table* (RT) in the payroll results for the employees, during the payroll run.

The system does **not** store the *Cash Payment* wage type (/557) in the *Payment Information* table (BT).

Process Flow

The *Cash Breakdown List* program (Report RPCMLI00 or RPCMLI09) evaluates the entries in the *Results Table* (RT) in the employee's payroll results, for the wage type you entered on the program selection screen in the *Wage Type of Net Amount* field. It then creates the following lists:
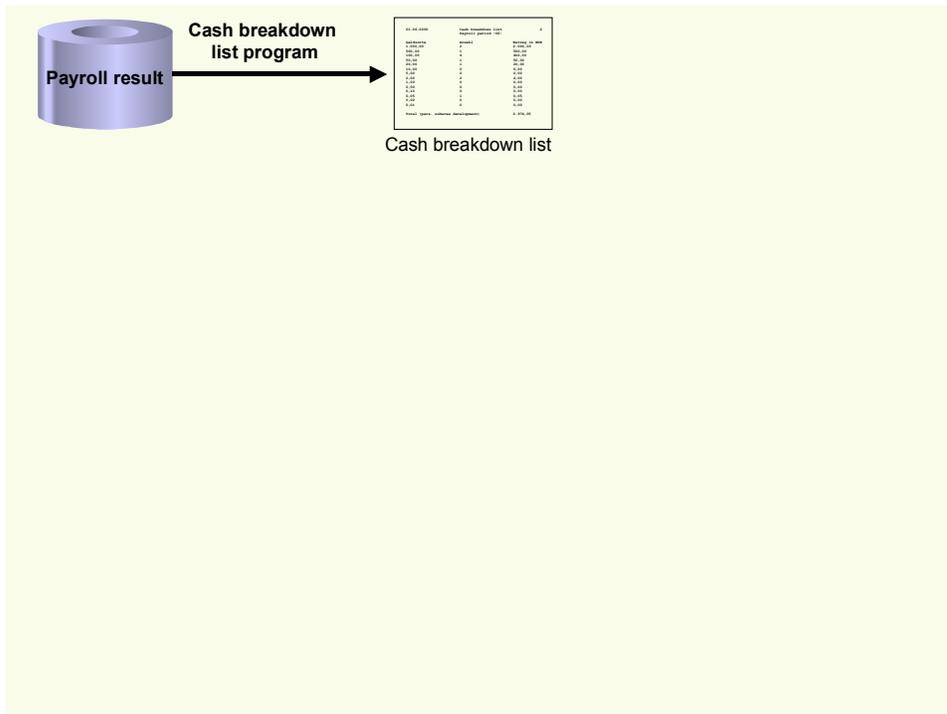
- Cash breakdown list

- Payment list

- List of signatures

        ➡

If you use the Off-Cycle Activities [Ext.] component, use report RPCMLI09. If you do not use the *Off-Cycle Activities* component, use report RPCMLI00.

The following graphic shows the process flow of cash payments with a cash breakdown list.

Cash Payment with Cash Breakdown List

Cash breakdown list

PY-SG Reporting

Purpose

This component enables you to create reports and statistics.

Labour Survey Query Report (RPCLMSR0)

Use

This report contains statistical information about the total number of employees, the number of employees hired, the number of employees terminated, etc. It also shows the classification of the employees based on position, job, etc. It is required by the Ministry of Manpower (MOM).

Features

The Labour Survey Query (LSQ) report consists of two parts:

- Part I (Labour Turnover)

    - *Total number of paid employees at the beginning of the quarter*

        This is identified through the entry date and leaving date of the employee.

    - *Number of new employees joined during the quarter*

        This is identified through the entry date of the employee.

    - *Total number of employees who left the establishment during the quarter*

        This is identified through the leaving dates. The subgrouping for the employees who have left is determined by the *Determine the type of severance* feature (*25RES*) which has the structure PMSG2. The return values of this feature are as follows:

        - 01 - Retrenchments (Singaporeans and PRs)

        - 02 - Retrenchments (Foreigners)

        - 03 - Early release of contract workers due to redundancy (Singaporeans and PRs)

        - 04 - Early release of contract workers due to redundancy (Foreigners)

        - 05 - Resignations

        - 06 - Others

    - *Number of employees laid off temporarily during the quarter*

        This is identified through *Determine Employees laid off temporarily* feature (*25LOT*) which has the structure PMSG2, but the feature can only use the fields 'Action type', 'Reason for action', and 'Employment status'.

    - *Number of employees placed on short work week*

        This is identified through *the Determine Employees placed on short work week* feature (*25SWW*) which has the structure PMSG2, but the feature can only use the fields 'Work schedule rule', 'Employment percentage', and 'Checkbox for part-time employee'.

    - *Classification of employees in Part I*

        The is the classification based on the position and the nature of job done through the *Determine the classification the Employees - Part I* feature (*25CL1*) which has the structure PMSG2. The return values of this feature are as follows:

        - 01 - Professionals, managers, technicians and executives

- 02 - Clerical, sales, service and related employees

- 03 - Production, transport and all other employees

- Part II (Hours Worked)

  - *Total weekly standard hours of work*

    This is determined through the weekly hours field in the *Planned Working Time* infotype *(0007)*.

  - *Total number of paid employees who were paid for overtime during the last month of the quarter*

    Evaluation class **13** (Wage type allocation for Labour Survey Query) has been setup for this purpose. All wage types relevant for overtime should be marked as **01** for this evaluation class.

  - *Total overtime hours worked during the last month of the quarter*

    Based on the evaluation class specified above, the number fields will be cumulated to get the total overtime hours.

  - *Classification of employees in Part II*

    The classification of full-time and part-time employees is done through *Determine the classification the Employees - Part II* feature (*25CL2*) which has the structure PMSG2. The return values of this feature are as follows:

  - 01 - Full-time employees

  - 02 - Part-time employees

Activities

The selection screen is a standard selection screen. Specify the *From* and *To* date for which you require the data. This report is normally generated for a quarter, however, you have the flexibility to generate the report for any period.

CPF Survey on Occupational Wages (RPCMIBR0)

Use

This is an annual survey report on occupational wages which includes the three forms:

- Form 1A - Includes employees who are CPF contributors

- Form 1B - Includes employees who are under the Foreign Worker Levy (FWL) scheme

- Form 1C - Includes employees who are Employment Pass (EP) holders

This survey is required to be submitted to the CPF Board for selected employers. Normally, the survey period is from July of the previous year to June of the current year.

Prerequisites

Employees who are involved in the survey must be:

- still employed in at least the last month of the survey period, and are

- mandatory CPF contributors, or

- voluntary CPF contributors, or

- under the FWL scheme, or

- EP holders.

The following employees should not be included in the survey:

- employees who have left the company before the last month of the survey period

- employees who work overseas and do not make voluntary CPF contributions

Features

Each form of the survey report (Form 1A, 1B and 1C) has three sheets:

- Sheet 1 - Prints 'OLD' employees who are covered in both previous and current surveys

- Sheet 2 - Prints 'NEW' employees who are covered in the survey for the first time

- Sheet 3 - Prints the declaration

Sheets 1 and 2 prints headings and the following particulars:

- Name of Employee

- CPF Account Number (for Form 1A), Work Permit Number (for Form 1B) and Foreign ID Number (for Form 1C)

- Occupation

- Mode of Payment (indicated in the *Mode of Payment for CPF survey report* feature (*25PAY)*):

  - 1 (for Monthly rated)

  - 2 (for Daily rated)

  - 3 (for Hourly rated)

- 4 (for Piece rated, including fixed basic wage plus piece rated)

- 5 (for On-commission rated, including fixed basic wage plus commissions)

- 9 (for other modes of payment)

- Commencing Basic Wage

    Basic wage paid to an employee who:

- joined in current survey period, and

- did not have prior relevant working experience, and

- is neither an apprentice nor a trainee

    ⇨ Uses the *Other/Previous ERs* infotype *(0023)* and the *Prior working experience for CPF Survey Report* feature (*25PWK*) to clarify whether the employee has prior working experience or not.

- Basic Wage

    Includes all basic wage types entered in the *Base Wage Type Valuation* table (*T539J*) with valuated wage type **'XXXX'**. This wage type is the name of that entered in the selection screen.

- Total Monthly Earnings

    Sum of all wage types that valued **01** for evaluation class **14** (Wage type assignment for CPF wages survey) in the *Wage Type Valuation* table (*T512W*).

- Office where employee is attached (indicated in the *Office particulars for CPF Wage Survey* feature (*25OFF*))

- Type of Employee (indicated in the *Type of Employee for CPF survey report* feature (25TYP)):

    - 1 (for employee who is an apprentice/trainee)

    - 2 (for employee who is on a temporary basis)

    - 3 (for employee who is on a part-time basis)

    - 4 (for employee who is piece-rated)

    - 5 (for other employees who do not work for the full month due to unpaid absence or who has resigned)

    - 0 (for other employees who works fully in the month)

- Department (indicated in the *Department for CPF wages survey* feature (25DPT))

Activities

The selection screen is a standard selection screen. You are required to enter *Other period* as the survey period.

You are also required to *Selection of MIB Forms / Enter Target Filenames.*

Under *Additional parameters*, enter a basic wage type.

CPF Survey on Occupational Wages (RPCMIBR0)

This ia a new wage type, so that if it is the first time running this report, you may need to create this wage type first.

Conversion for Address Format Change – Singapore (RPU006R0)

Use

The Government of Singapore has specified a format for storing the addresses of employees. This program converts the address stored in the *Address* Infotype (0006) from the old format to the prescribed format.

Features

- You can change the employee addresses using a selection criteria to chose from a set of employee records.

- The old as well as the new address after conversion is displayed so that you can modify the existing address before updating it to *Address* Infotype (0006).

- The old addresses are stored in a temporary sequential file that is created automatically when the program is executed. This file serves as a backup.

- A user specific temporary sequential file is also created, which acts as a buffer and is deleted at the end of the report.

- You can display the statistics for the conversion program. This lists the personnel numbers and other details of all the employees for whom the Addresses infotype (006) has not yet been updated.

- You can display messages after executing the program to check the status of conversion.

Activities

Selection Parameters

1. Enter the selection parameters to chose the employees for whom the address conversion has to be done. This selection can be based on personnel number, employee group, employee subgroup, personal area or sub area, payroll area and so on.

Additional Parameters

2. Enter the sub type for which you want to run this conversion program. If you want to leave this field blank, all the available sub types of *Addresses* infotype (0006) will be selected by the program.

3. Enter the company code for which the addresses are being converted. This is a mandatory field. The company code is also used to identify the name of the temporary sequential file since this filename contains the company code that is entered here.

4. Enter the number of records after which you want an Auto Backup to be performed. The number of records specified here determine the rate at which the employees records in the old address format will be transferred to the Temporary sequential file after the updating the *Addresses* infotype (0006).

    For optimum performance, SAP recommends that you specify between 10 to 50 records.

5. To execute the program, choose **Program** → **Execute**.

Conversion for Address Format Change – Singapore (RPU006R0)

6. To display statistics for the conversion program, choose *Program* → *Statistics.*

7. To display any error messages raised by the conversion program, choose *Program* → *Messages.*

> SAP recommends that you read the messages every time you execute this program to check the status of conversion.

Consolidation for Address Format Change (RPUCONR0)

Use

The Government of Singapore has specified a format for storing the addresses of employees.

When the program *Conversion for Address Format Change* (RPU006R0) is executed, the old addresses are stored in a temporary sequential file that is created automatically when the program is executed. Along with this a user specific temporary sequential file is also created, which acts as a buffer and is deleted at the end of the report.

This program consolidates the user specific temporary sequential files with the main temporary sequential file, to avoid loss of data in case of abnormal termination of the program *Conversion for Address Format Change* (RPU006R0)

You must not execute this program when the *Conversion for Address Format Change* (RPU006R0) is being executed as this will generate an error.

Prerequisites

This program must be executed only in case of abnormal terminations.

Activities

* Enter the company code for which the you wish to consolidate the files. This is a mandatory field. The company code is used to identify the name of the temporary sequential file since this filename contains the company code that is entered here.

* To execute the program, choose *Program - → Execute*.

If the user specifies 10 records for backup at a time, then the first 10 records are updated first in the internal table and in the user specific temporary sequential file. In case the system terminates abnormally while updating, for example after the sixth record, then the 6 records will be marked as updated. But the corresponding data in the old address format will be missing from the user specific temporary sequential file and consequently from the main temporary sequential file, even after the consolidation program is executed.