Payroll Venezuela (PY-VE)

Release 4.6C

SAP™

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Icons

Icon	Meaning
⚠	Caution
🗨	Example
💡	Note
🧭	Recommendation
⟨SYN⟩	Syntax

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Payroll Venezuela (PY-VE)

Payroll Global Data

This section describes the global data required to run payroll in accordance with legal requirements. It also specifies how to perform data maintenance.

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Additional Company Information

Definition

The additional company information includes the specific data for each company. This data is necessary for the execution of a range of payroll processes and the generation of legal reports.

Structure

The following tables have been created in accordance with Venezuela payroll requirements:

- T7VE01 Company Data: this is an extension of the Companies table T001 and includes company data that remains constant.

- T7VE02 Time-dependent Company Data: this table contains company data that might change over time.

You maintain these tables through the Implementation Guide (IMG), in the section:

Payroll Accounting → Basic settings → Global Data → Enter additional company data

Statutory Minimum Wage

Definition

The statutory minimum wage is the minimum amount that a worker must be paid for an ordinary working day.

For people working on a commission basis, the statutory minimum wage is the minimum amount that the worker must receive as a total wage.

Usage

The statutory minimum wage amount is stored in the Payroll constants table T511P and used in a range of payroll processes to perform different calculations in accordance with legal requirements.

> For example, in accordance with current legislation, the maximum calculation base for the employee Social Insurance contribution is five times the statutory minimum wage.

You maintain the statutory minimum wage using the following IMG activity:

Payroll Accounting → *Basic settings* → *Global Data* → *Update legal Minimum Wage*

Identification Documents

Definition

Identification Documents are those documents that contain information relevant to specific payroll processes.

Usage

The ID document categories are included as subtypes of the ID Data infotype (0185). In the case of payroll accounting for Venezuela, the following document types have been created:

- Identity Card

- Passport

- Driver's License

- Military Draft Card

You maintain the identification document categories in the Identification types table (T5R05), indicating their code and description, using the IMG activity:

Payroll Accounting → Basic settings → Global Data → Update identification document classes

See also:

ID Data (Infotype 0185): Features for Venezuela [Page 12]

ID Data (Infotype 0185): Features for Venezuela

Definition

This infotype is used to enter information about the identification documents of the employee.

Structure

In accordance with the requirements of the Venezuelan payroll, the following subtypes have been created and associated with the most commonly used ID documents in Venezuela.

01	Identity Card
02	Passport
03	Driver's License
04	Military Draft Card

To enter an ID document, you must select the subtype associated with it and fill in the *ID No.* field with the corresponding ID document number.

Marital Status Classification

Definition

This classification consists of the different forms of marital status recognized by the Ministry of Labor.

- 'S': Single

- 'C': Married

- 'D': Divorced

- 'V': Widow(er)

Usage

Marital status categories are mainly used to generate reports for the Ministry of Labor. This information is stored in the Marital Status Table (T7VEEC), which is maintained using the following IMG activity:

Payroll Accounting → Basic settings → Global Data → Update marital status sort

Translation Ratios

Definition

Translation ratios are constants required during the payroll run in order to transfer wage from one unit into another.

Translation ratio values are entered in the Payroll constants table T511K. A constant is assigned to each of the following wage translations in accordance with the different payroll accounting processes:

- Daily-Monthly
- Daily Bi-weekly
- Daily-Weekly
- Monthly-Daily
- Monthly-Bi-weekly
- Monthly-Weekly
- Bi-weekly -Daily
- Bi-weekly -Monthly
- Bi-weekly -Weekly
- Weekly-Daily
- Weekly-Monthly
- Weekly-Bi-weekly

You maintain the translation ratio using the following IMG activity:

Payroll Accounting → Basic settings → Global Data → Update translation ratio constants

No. of Days per Year According to Employee Payroll Cycle

Definition

This activity refers to the number of days per year to be taken into account when performing calculations based on the payroll cycle of the employee.

Employees are paid differently depending on their payroll cycle.

- Monthly-paid employees are paid 360 workdays per year, which corresponds to 12 months of 30 days each.

- Weekly-paid employees are paid 365 full days.

Use

These values are constants which are maintained in the Payroll constants table (T511K) in accordance with the following:

- Number of days per year for monthly employees (Constant VEINM= 360).

- Number of days per year for weekly-paid employees (Constant VEINW= 365).

You maintain the constants using the following IMG activity:

Payroll → Global Settings → Global Data → Maintain No. of Days per Year acc. to EE Payroll Cycle

Net Amount Rounding Unit

Definition

You use this unit to adjust the net amount to an exact number, in event of payroll payments in cash (net amount rounding).

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If the company establishes a rounding unit equal to 10, the payroll calculation program adjusts the net amount to the next whole number that is a multiple of 10, as the following example demonstrates:

- Net amount: 745.643,75

- Adjusted net amount: 745.650,00

Use

The unit is a constant that you maintain in the Payroll constants table (T511K), (VEVAL), according to rules the company establishes for rounding.

For additional information, check documentation in the following schemas:

- Payments/deductions and transfers of net amount.(VENO).

- Deduction from adjusted amount in previous period.(VEDR).

You maintain the VEVAL constant using the following IMG activity:

Payroll Accounting → Global Settings → Global Data →Maintain unit for net amount rounding

Gross amount

Advance Wage Payment for Monthly-Paid Employees

Objective

The aim of this process is to calculate the bi-weekly advance payment of employees who are on a monthly payroll cycle.

Process

This process is used to carry out both ordinary and off-cycle payroll runs using function VEADV. In general, it consists of the following steps:

- The system reads the basic wage of the employee (/0BA)

- Depending on the type of payroll being executed, the function carries out different activities:

If it is an off-cycle payroll:

The system checks whether the employee has a record in the Off-cycle extra payments infotype (IT0267).

If the value of the processing class 67 for the wage type entered in the infotype is '1', it corresponds to the monthly wage advance payment amount.

If the wage type does not correspond to an amount, you specify whether it is a percentage or not. If this is the case, the advance payment amount is calculated by applying this percentage to the basic wage.

If the employee is not entered in the infotype 0267, the advance payment amount is calculated according to the global data stored in the feature VEADV.

Finally, you maintain the IT internal table with the advance payment amount.

If it is an ordinary payroll:

The system looks for the payroll results in the VE cluster, which are included in the payroll period being run.

If an advance payment was made, the amount is retrieved and stored in the corresponding wage type in order to subtract it from the payroll period net amount in the IT.

Additional Gross amounts

Severance Payments

Objective

This application component includes all the activities related to the administration, calculation and payment of employee severance payments.

Capability

Severance payments are monetary amounts paid to employees for dismissal, seniority and other factors. In the Venezuelan payroll accounting, seniority is periodically run and paid, along with other severance payments, at the end of the employee's work contract with the company in accordance with current legislation on work termination reasons.

Seniority is a sum of money paid to employees for the period of time they have worked in the company. The capital produced by the cumulated seniority amounts bears an interest that must be paid on an annual basis to the employee according to the following:

- If this capital remains within the company accounting system at the employee's request, the interest earned is paid according to the average deposit and lending rates set by the Central Bank of Venezuela (BCV) in reference to the six main banking companies in the country.

- If this capital remains within the company accounting system in spite of the employee's request to transfer it to an external banking company, the interest earned is paid according to the average lending rate set by the Central Bank of Venezuela (BCV) in reference to the six main banking companies of the country.

- If the capital is deposited with an external banking company, the earned interest is paid according to the interest rate offered by that company.

  The payroll accounting application includes functions intended to calculate and cumulate the accrued seniority amounts of the employee that correspond to the period worked in the company. Likewise, it calculates the interest amounts paid on the cumulated seniority amounts.

  Additionally, the seniority balance of the employee is calculated in each payroll period to determine whether the employee is entitled to a loan secured against severance payments or advance severance payments.

See also:

Master Data

Severance Payments (Infotype 0401)

Definition

Infotype 0401 is mandatory for each employee and enables you to record the information required for the processing of severance payments.

Use

This infotype is used to indicate whether the employee's severance payments are to be deposited in a company's bank account or with an external banking company account. Any interest generated is to be paid to the employee taking the following situations into account:

- Interest earned on severance payments deposited in a bank account is controlled by the bank and calculated according to the interest rate offered by that bank.

- Interest on severance payments kept in a company account will be controlled by the company and its calculation will depend on the interest rate selected in the infotype.

Structure

Infotype 0401 consists of the following sections:

Seniority Credit

This section includes the settings where you must specify whether the severance payment *Deposit* is to be made in a *Company Account* or with an *External Banking Company*.

In the first setting, the infotype displays the **Bank Data** activity screen and in the second it displays the **Settings** screen where you can enter information relevant to the interest calculation.

Bank Data

It contains the fields required to identify the banking company with which the severance payment is to be deposited. This data is:

- *Postal Code*

- *City*

- *Country*

- *Bank code*

- *Bank account no*

- *Check key*

Settings

In this screen you will find:

- A 'Radio Button' to select the interest rate to be used in the severance payment interest calculation (the average lending rate or the average deposit and lending rates).

- A "Check Box" that must be filled if the employee has decided to capitalize the interest earned.

- A "Check Box" that must be filled if you are to cancel the paid annual seniority days. If not you will capitalize these days.

Information on Severance Pay Calculation

Definition

This activity refers to the legal constants required to carry out the severance payment calculation process.

These constant values, defined by legislation, are stored in the Payroll constants table (T511K). It is generally necessary to maintain the following:

- Number of days assigned for annual seniority (VESAN constant)

- Number of days assigned for monthly seniority (VESMO constant)

- Minimum number of months of service to start the monthly seniority calculation (VESMG constant).

- Minimum number of years of service to start the annual seniority calculation (VESMA constant)

- Maximum number of days assigned for annual seniority (VESMX constant)

Maintenance of the above constants is carried out in the following IMG activity:

Payroll Accounting → Welfare Payments → Update constants for the processing of benefits

Interest Rates

Definition

Interest rates are comprised of the monthly rates set by the Central Bank of Venezuela. They are used to calculate the interest paid for the severance pay cumulated by the employee during the time with the company.

Interest is stored in the Interest rates table (T7VEIN). The following codes have been assigned according to the different interest rates specified:

- '1': Average lending rates

- '2' Active and passive rate average.

In order to calculate the interest on severance payments you must carry out monthly maintenance of the T7VEIN table by entering the average rates corresponding to all months, from the start of the fiscal year up to the current date.

The table below is an example of the information you must enter in the Interest rates table.

From	Up to	Rate	Interest
01/01/96	31/01/96	1	12%
01/02/96	29/02/96	1	13%
01/01/96	31/01/96	2	10%
01/02/96	29/02/96	2	9%

Processes

Seniority Amount Calculation

Objective

This process enables you to calculate the annual and monthly seniority amounts the employee is entitled to according to the length of service in the company.

Requirements

Before executing this process you must maintain the Information on Severance Payment Calculation [Page 24].

Process

The calculation process of the amounts corresponding to the employee for seniority is carried out using the Annual and monthly seniority calculation function (VESEN).

In general, this process is carried out in ordinary and adjustment payroll processes and is used to calculate the amounts that must be paid to the employee for annual and monthly seniority, in accordance with current legislation.

The calculation is carried out using the employee's Seniority basis (/612). The following constant values of the Payroll constants table (T511K) are also required:

- Number of days paid annually for seniority (VESAN)

- Number of days paid monthly for seniority (VESMO)

- Maximum number of days paid for annual seniority (VESMX)

Essentially, this process is divided into two parts:

Annual Seniority Calculation:

To calculate annual seniority, the system checks the employee recruitment date (infotype 0000) in order to compare it with the date in which the new Labor Act came into effect. Then:

- *If the recruitment date > new Work Act date*
  Calculate seniority according to the new Work Act.

- *If the recruitment date < new Work Act date*
  Calculate seniority according to the recruitment date.

Monthly Seniority Calculation:

Monthly seniority is calculated if the employee recruitment date is included in the current payroll run. In such cases, the employee is paid for the number of days set out in the monthly seniority legislation.

Result

To calculate seniority, the system checks whether the payment is to be deposited in a company account or in an external bank account. The following wage types are generated depending on the employee seniority basis:

Seniority Amount Calculation

- *For a bank transfer to a company account:*
  Monthly seniority amount (/721).
  Annual seniority amount (/722).

- *For a bank transfer to an external account:*
  Monthly seniority amount (/570).
  Annual seniority amount (/571).

After this, maintain the internal tables IT, BT and SEN_EVAL.

Finally, the system checks whether there are any advance seniority payments (M265), in which case the table SEN_EVAL is maintained for interest calculation.

> An example is given below for the calculation of seniority amounts for an employee who was hired after the new Labor Act came into effect.

In the following table, a sample of the input values required for the function is shown:

Full wage in days:	5,000.00
No. of days per annual seniority	2
No. of days per monthly seniority:	5
Maximum no. of days per annual seniority:	30
Employee recruitment date:	19/06/1997

The results obtained are shown below:

Employee recruitment date:	19/06/1997
Transaction date:	19/10/1997
Start/End of payroll period: 15/10/1997-30/10/1997	
Daily salary:	5,000.00
Monthly severance payments:	25,000.00
Annual severance payments:	0.00

See also:

Severance Payments (Infotype 0401) [Page 22]

Seniority Interest Calculation [Page 29]

Seniority Interest Transfer [Page 31]

Seniority Interest Calculation

Objective

The objective of this process is to calculate the annual and monthly interest on seniority.

Requirements

Before executing this process you must maintain the Interest Rates [Page 25].

Process

You perform the VEAIN function for ordinary and off-cycle payroll runs, to calculate the interest on seniority that corresponds to employee. Depending on the payroll run conditions, the process is as follows:

For ordinary payroll runs:

Monthly Calculation:

You perform the calculation if the last day of the month is within the current payroll run period. In this case, you generate a new record in the INT_EVAL table with monthly interest provision for accounting (/723), the cumulated amount of capital plus interest and the indicator that specifies whether the rate used for interest calculation is actual. If the rate is not actual, the indicator takes value 'X'.

Information on rate type (active and passive rate average) to use for interest calculation is in the Severance Payment infotype (IT0401) and their percentages are in table T7VEIN. The seniority records that you use as a base to generate the amount of interest are available in table SEN_EVAL.

Annual Calculation:

You perform the calculation if the anniversary of employee in the company is within the current payroll period. Then you calculate the monthly interest up to day of anniversary to generate a new record in table INT_EVAL with the monthly interest (/723), the cumulated amount of capital plus interest and the indicator.

Later, you add together all the records from INT_EVAL to obtain the total amount of interest up to the current date. When the employee does not capitalize on interest, you generate wage type /725 that contains amount corresponding to estimated interest payment. You also generate /7I2 if you calculate one of the interest amounts from period payable with a rate that is not actual.

Seniority Interest Calculation
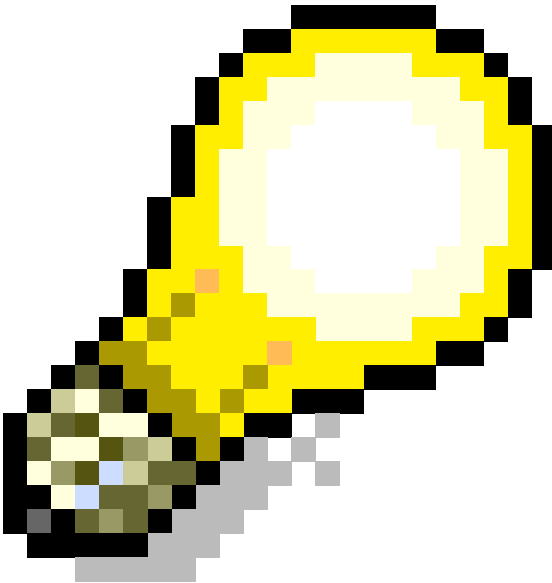
Both for monthly interest calculation and for annual interest calculation you carry out the interest adjustment that consists in checking if there are records in table INT_EVAL that you calculated with a rate that is not actual . If you have maintained rate T7VEIN, the function recalculates the interest with the correct rate, for the month and for the following months.

For each monthly adjustment you calculate the difference between current amount and previous amount, generating wage type /723 to adjust the accounting provision. You also include adjustment for wage type /725.

For off-cycle payroll:

You carry out the adjustment process described in previous note and you check if wage type /7I2 exists. In this case you cannot perform the interest payment as there are rates that you have not yet maintained. If wage type /7I2 does not exist, you generate wage type /727 with the annual interest payment amount.

In an Employment Contract Termination Process:

If employee leaves company in current payroll run period, the function generates the following wage types:

- /726: Employee seniority cumulated amount

- /728: Cumulated amount of interest.

Finally, for any of the situations described above, you store the results in table INT_EVAL.

Seniority Interest Transfer

Objective

The aim of this process is to transfer the seniority interest payment.

Process

You perform the VEPIN function in ordinary payroll runs to transfer the wage types /725 and /7I2 from payroll to payroll until they are converted to interest payment wage types.

- /727: in normal cases

- /728: in termination cases

Seniority Calculation with Absence Reduction

Objective

The aim of this process is to calculate the employee seniority by deducting the absence periods which, according to the rules of the company, cannot be considered as worked time.

Process

This process is applied to ordinary, adjustment and off-cycle payroll runs using the VEABC function which is called from the process required (for example, the Work Termination process).

The following represents the general process for the seniority calculation with absence reduction:

- The internal AB table is checked for absence records applicable to the payroll period run in process. These absence records are assigned the seniority reduction indicator (ABSEN field) in the Absence Categories Attributes table (T7VEAB).

- The ABC_EVAL internal table is then maintained with the absence records found. This table contains all the information on the employee absences starting from the employee recruitment date in the company (in calendar days).

- Later, the information required for the function calculation is retrieved.

- Start date, which can be the employee recruitment date or the date in which the new Labor Act came into effect.

- End date, which indicates the final date to be used by the calculation run

- Fields in which seniority years, months and days must be stored as a result of the calculation carried out.

> The above data is stored as parameters in the function that launched the function call.

- Likewise, the system looks for the internal table ABC_EVAL comprising of records between the calculation start and end dates.

- The records found are added in order to obtain the employee cumulated absences.

- The cumulated absence is then deducted from the calculation end date in order to obtain another end date that defines the period of the employee seniority.

- Finally, the function module HRVE_GET_TIME_BETWEEN_DATES is used to obtain the number of years, months and days between the original start date and the new end date.

- These values are then copied into specific fields intended for this purpose (the values coming from the function that launched the function call).

Profit Shares

Objective

The aim of this application component is to process profit shares in accordance with the relevant legislation.

Profit shares refer to a percentage of the company profit that is paid annually to the employee. The company must pay a profit share amount corresponding to between 60 and 120 days payment on the basis of the employee salary.

Normally, the employee receives the profit share at the end of the fiscal year, but the company may pay it in different installments and/or make advance profit share payments during the year.

> The company could, for example, pay 25% of the profit share (90 days per year), which would be settled in two advance payments, one in June and another one in December. The basis for the profit share amount calculation can be as follows:
>
> The employee's accrued income up to the current date, in which case the employee will be paid 25% of the income earned up to June, and then 25% of the income earned from July to December.
>
> The estimated income of the employee for the fiscal year, in which case the employee will be paid 12,5% of their income earned in June and then another 12,5% in December.

Capability

Basically, profit share processing consists of the following:

- Employee profit share pro-rata calculation

- Advance profit share calculation and payment.

- Profit share adjustment calculation and payment.

In addition, for each payroll period, the employee profit share balance is also calculated in order to specify whether the employee is entitled to secured loans against profit shares.

See also:

Information on Profit Share Calculation [Page 35]

Select Calculation Method for Profit Share Payment [Ext.]

Profit Share Pro Rata Calculation [Page 39]

Advance Profit Share Payment Adjustment [Page 40]

Profit Share Adjustment Calculation [Page 41]

Advance Profit Share Payment Calculation [Page 42]

Master Data

Information on Profit Share Calculation

Definition

This section refers to the company data required for the calculation of profit shares owed to the employee.

Structure

The data required is as follows:

In the Additional time-dependent company data table (T7VE02) you must maintain the following data:

- Modifier for profit share adjustment (MODPS).

In the table containing the Profit Share Adjustment Calculation Dates (T7VEDP), you must enter the following dates:

- Start and end date of the profit share adjustment payment period (BEGDA and ENDDA respectively).

- Profit share adjustment payment (DATPY).

Maintenance of the above tables is carried out in the following IMG activity:

Payroll → Profit Share → Maintain Information on Profit Share Payment.

Profit share percentages

Definition

This corresponds to the proportion of earnings that the company shares with its employees annually.

Usage

The company can assign different profit share percentages to different groups of employees. These percentages are maintained in the Profit share percentages table (T7VEPS).

Before maintaining this table, you must maintain the feature linked to the Employee groupings for profit share payments (VEPS1). Maintenance of this feature is carried out in the following IMG activity:

Payroll Accounting → Profit Share → Set EG features for profit share payment..

In the T7VEPS table you must enter a percentage for each of the modifiers set as return values of the VEPS1 feature. The data contained in this table must be maintained each time you change the VEPS1 feature, following the instructions in the following IMG activity:

Payroll Accounting → Profit Shares → Update profit share percentage table.

Processes

Select Calculation Method for Profit Share Payment

Objective

Specify the method you want to use to calculate profit share.

Process

You indicate the calculation method using the METH parameter in the Profit Share Advance Calculation function (VEPS2). The standard SAP R/3 system provides the following methods:

If METH = PAID the advance payment is calculated by means of the income earned by the employee up to the current date.

If METH = ESTM, the advance payment is calculated according to an estimated amount of what the employee will earn for the year.

The system is configured to perform the calculation based on employee income up to the current date. If the company wants to use another method you should copy the VEPS schema and change the value of parameter 1 in function VEPS2.

Profit Share Pro Rata Calculation

Objective

The aim of this process is to calculate the profit share pro rata for employees in accordance with the applicable legislation.

Process

This process is carried out using the VEPS function, which is applied to ordinary and adjustment payroll runs. The process normally consists of the following steps:

- The system looks for the profit share calculation periodic basis (/102).

- It reads the VEPS1 feature to obtain the profit share percentage modifier for the employee

- Finally, it compares the modifier with the T7VEPS-MOPS1 field to obtain the applicable profit share percentage (T7VEPS-PSPER field).

Result

The profit share pro rata corresponding to the employee is calculated using both the calculation base and the percentage, and the wage type (/712) is generated.

Finally, the internal results tables are maintained: IT and PS_EVAL.

Advance Profit Share Payment Adjustment

Objective

The aim of this process is to determine if an employee has received an advance profit share payment.

Process

This process in carried out on ordinary, adjustment and off-cycle runs using the VEPS0 function.

Normally, this process checks whether a profit share advance payment has been made using the Additional payments infotype 0015. Where this is the case, if the processing class 66 indicates it, the payment is recorded in the PS_EVAL table as an advance payment.

Profit Share Adjustment Calculation

Objective

The aim of this process is to carry out the employee profit share adjustment calculation.

Process

This process is executed on ordinary and adjustment payroll runs using the VEPS1 function. In general, it consists of the following steps:

- The system first looks for the profit share payment date modifier in table T7VE02 (MODPS field). Then, in the T7VEDP table, it looks for the start and end dates of the period defined by the company for profit share payment (BEGDA and ENDDA fields, respectively).

    If the end date of the profit share payment period (ENDDA field) is not included in the payroll period or the employee is not being paid, the function is not run. Otherwise:

- The profit share pro rata of the PS_EVAL table corresponding to the profit share payment period is calculated.

- Any profit share advance payments received by the employee are also calculated.

- The difference between the profit share pro rata and the advance payments generates the wage type corresponding to the profit share adjustment amount that the employee is entitled to (/711).

Profit Share Advance Payments Calculation

Objective

The aim of this process is to calculate the profit share advance payments in accordance with the applicable legislation.

Process

This process is executed in off-cycle payroll runs using the VEPS2 function. In general, it consists of the following steps:

Using value in METH parameter, you determine the profit-share advance payments calculation method. Then:

- If METH = PAID, the advance payment is calculated according to the income earned by the employee up to the current date.

- If METH = ESTM, the advance payment is calculated according to an estimated amount of what the employee will earn for the year.

If the calculation is carried out on the basis of the earned income:

- Search for the information required for the advance payment calculation external routine:

    Profit share amount cumulated in the internal PS_EVAL table.

    Basic standard pay.

    Payroll period modifier (T549Q-PERMO).

- Call up the profit share calculation external routine.

- Retrieve the results from the external routine execution.

- Generate the wage type for the profit share advance payment (/710).

If the calculation is carried out on the basis of the estimated salary:

- Search for the information required for the advance payment calculation external routine:

    Profit share amount cumulated in the internal PS_EVAL table.

    Basic standard pay.

    Payroll period modifier (T549Q-PERMO).

- Read the VEPS1 feature and the T7VEPS table in order to determine the profit share percentage.

- Call up the profit share calculation external routine.

- Retrieve the results from the external routine execution.

- Generate the wage type for the profit share advance payment (/710).

Absences

Objective

Implementation Importance

Integration

Capability

Constraints

Master Data

Absence Category Attributes

Definition

This information refers to the features relevant to payroll execution that are assigned to the absence categories in accordance with the applicable legislation and company rules.

Structure

The Absence Category Attributes table (T7VEAB) has been created to meet Venezuelan payroll accounting requirements. This is an extension of the Absence and Attendance Categories table (T554S).

This attribute table enables you to indicate for each absence category the following:

- Whether it reduces employee seniority (ABSEN field).

- Whether it is an absence paid to the employee (APAID field).

- Whether it is a rest and recovery absence (AREST field).

- Whether it is an unjustified absence (ANJST field).

- Whether it is a salary suspension (ASUSP field).

You must maintain the above attributes for each of the absence categories used in the company using the following IMG activity:

Payroll → Absences → Maintain absence category attributes

Absence Quota Attributes

Definition

This information refers to the features relevant to payroll run that are assigned to the absence quota types in accordance with the applicable legislation and company rules.

Structure

The Absence quota attributes table (T7VEQP) has been created to meet Venezuelan payroll accounting requirements. This is an extension of the Absence Quota Types table (T4556A).

This attribute table enables you to indicate the following for each absence type:

- Whether it corresponds to the employee's statutory vacations (QINDS field).

- Whether it corresponds to the employee's vacation bonus (VBONO field).

You must maintain the above attributes for each of the absence quota types used in the company using the following IMG activity:

Payroll Accounting → Absences → Update absence quota type attributes

Processes

Absence Valuation

Process

First, you must check whether the Absence Quota infotype (IT2006) contains entries where the start date is included within the payroll period being executed. If so,

- Check whether the absence quota associated to that entry has the statutory vacation indicator (T7VEQP-QINDS). If so, then look for the vacation pay in the IT internal table (/610).

- The internal ABS_EVAL table is then maintained with the data corresponding to the quota, quota year and pay and a sequential number is generated for each new entry.

Secondly, the internal AB table is read to check whether there are any entries in the Absence Quota infotype (IT2001) corresponding to the payroll period being executed. If so, you must check the Absence and Attendance Types table (T554S) to specify the quota from which absence days associated with the AB table record must be deducted. After that, you must check whether the quota corresponds to a statutory vacation:

- If it is not a statutory vacation, the payroll PAB function carries out the absence valuation.

- If it is a statutory vacation, the absence valuation is carried out as follows:

- In the table Absence distribution according to quota deduction (T554A), using the quota valuation rule (T554S-KLBEW) and the quota year (T554S-KTART), you look for the record that has an output valuation rule (T554A-KLOUT) that matches the internal AB table valuation rule.

- Using the AB internal table KLBEW valuation rule, you find in the Absence valuation table (T554S) the wage type in which the absence days generated by the time evaluation report and the associated schema are to be stored for further valuation. This wage type must be stored in internal table IT.

- Likewise, in the ABS_EVAL table you must look for the wage corresponding to the quota year (T554A-CYEAR).

- Finally, the number of days corresponding to the wage type found in the IT is retrieved and valuated with the ABS_EVAL associated wage, resulting in the statutory vacation amount to be paid.

- The valuation result is stored in this wage type and the IT is maintained.

Advance Vacation Payment

Objective

The aim of this application component is to process the advance vacation payment and the Leave bonus of the employee.

Capability

In accordance with the Constitutional Labor Law (CLL):

- The employee is entitled to […] 15 days of vacation and 7 days of leave bonus.

- The employee is entitled to […] 30 days of vacation. As for leave bonus the employee enjoys 21 days.

In accordance with CLL, both vacations and leave bonus are paid according to the wage accrued by the employee on the day vacation entitlement was obtained. Nonetheless, Vacations and Leave bonus are paid according to the wage accrued by the employee up until the vacation starting date.

Relevant points to configure Vacations

If Vacation payment should be carried out according to CLL, you should proceed as follows:

- Describe the Absence category used to select Vacation absence in 'Attendance and Absence types' view (V_554S_G). Afterwards, indicate the value of the *Absence valuation rule* in checkbox 'Payment relevant data'. This rule is described in view 'Absence valuation rules' (V_T554L).

- In view 'Absence sharing due to quota deduction' (V_T554A), the entries should be described taking into account the following:

- The valuation field on the first field is the view 'Attendance and absence types' of checkbox 'Payment relevant data'.

- The other two fields, with a grouping function, are described for the Company and Personnel Structure for Absence quota.

- Then the entry is set to a specific quota. In this case, the entry is set only for the quota described as Vacations.

- The sequence number is of paramount importance as it allows you to distinguish entries with similar values for the previous fields. This field is stored in payroll cluster table to indicate the

If Vacation payment should be carried out according to CLL, you should proceed as follows:

 year corresponding to the stored salary. Additionally, the value of this field along with YEAR should be the same for Leave bonus in the tables used for Leave bonus compensation.

- The validity entry is indicated.

- Use sign '=' in the comparison field 'Comp.'. This indicates that the entry is only valid for the value of the year indicated at a later stage.

- In Diff. field. No need to indicate a value.

- In field YEAR specify the year for which the entry is valid.

- In the Valuation Rule field 'ValRu', indicate the valuation rule value to be assigned to the year. The rule should be previously set in 'Absence valuation rules' view.
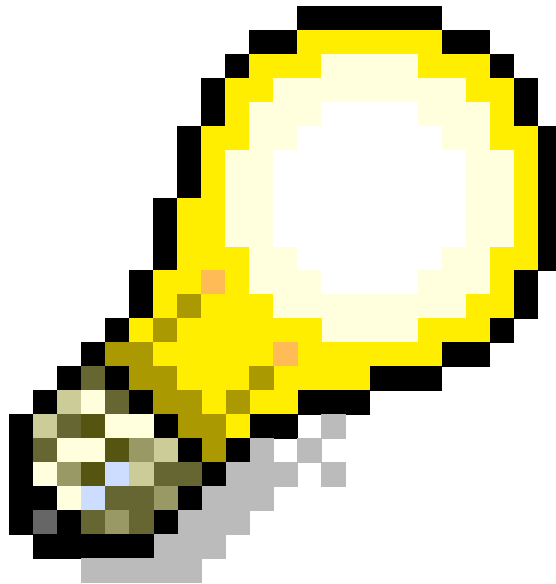
 In Venezuela it is advisable to avoid cumulating more than three years of entitlement not enjoyed, thus creating entries in the table previously mentioned. The valuation rule 'ValRu' is repeated every three entries.

- In view 'Absence valuation' (V_T554C), 'wage type' is assigned to valuation rule. Thus, the valuation rule used corresponds to 'ValRu' field of view: 'Absence sharing according to quota deduction'. You can specify three types of entries: The valuation rules 02, 03 and 04 defined for 1996, 1997 and 1998, respectively. These are repeated for 1999, 2000 and 2001.

- Payments in regular payrolls, the off-cycle indicator does not take any value.

- Payments in off-cycle payrolls, the off-cycle value is '0'.

- Payments in off-cycle payrolls with off-cycle indicator. Field 'Off-cycle ind.' has value 'R'.

For Vacations it is possible to set entries for the three values field 'Off-cycle ind.' of view V_T554C has. This is necessary when paying vacation days both in regular and in off-cycle payrolls.

When absence valuation has to be performed on the current salary that is, the salary paid when starting vacations, the setting of entries in view 'Absence sharing according to quota deduction' is avoided.

Relevant points to configure Leave bonus

If Leave bonus payment should be carried out according to CLL, you should proceed as follows:

- In view 'Quota compensation type' (V_T556U), set subtypes used to compensate Leave bonus.

- In view 'Assign quotas to be compensated to Wage types' (V_T556W), set the details of each compensation type. The type of quota to be compensated should be an Absence with an 'A' code.

- The first two fields correspond to company and personnel structure groupings set for quota capability.

- Field 'CompRule' is the kind of quota compensation set in 'Assign quotas to be compensated to Wage types'.

- Field 'QuotaTp' refers to the type of quota you want to compensate.

- The sequence number is of paramount importance as it allows you to distinguish entries with similar values for the previous fields. This field is stored in payroll cluster table to indicate the year corresponding to the stored salary. Additionally, the value of this field along with YEAR should be the same for Vacations in the tables used for 'Absence sharing according to quota deductions'.

- Field 'Comp.' should have sign '='.

- Field 'Diff.' should have value '0'.

- In field YEAR specify the year for which the entry is valid.

- Field 'Factor%' indicates the percentage to be compensated. It is advisable to use value a hundred '100'.

- Field 'WT' refers to the wage type with which you want to set compensation.

- Start and End date fields indicate the validity of the record.

See:

Master Data

Processes

Advance Vacation Pay Processing

Objective

The aim of this process is to control the advance vacation pay in accordance with the applicable legislation.

Process

When an employee completes a year of employment in the company, the system creates an entry in the Absence Quota infotype (2006) with the vacation entitlement according to the length of service in the company.

- 15 days for the first employment year.

- From the second year on, 15 paid vacation days plus one additional day per year, up to a maximum of 30 days.

For each payroll run (ordinary, adjustment or off-cycle), you must check whether there is a record in the 2006 infotype. If so, you proceed to the Absence Valuation [Page 48].

When the employee wants to go on vacation, you create an entry in the Absence infotype (2001 infotype) in the subtype corresponding to *vacations* (0200). A day before the start of the vacation period, an off-cycle payroll is run in order to generate the corresponding payment.

> Vacations are paid according to the wage earned by the employee on the day entitlement was obtained.

Time Evaluation Schema Configuration

Objective

This activity describes the general procedures used to copy and change the international time evaluation schemas associated with the time evaluation type used by the company in order to make the corresponding system settings in accordance with the requirements of current legislation.

See:

Copy Schema for Productive Time Calculation [Page 56]

Copy Schema for Rest Days Payment [Page 57]

Copy Schema for Substitutions Calculation [Page 58]

Copy Schema for Productive Time Calculation

Usage

This activity enables you to copy and set the time evaluation schema necessary for the calculation of employee productive time.

Procedure

The standard SAP R/3 system contains international evaluation time schemas (TM00, TM01, TM02, TM04) that you can copy and modify according to the needs of your company. The procedure is as follows:

1. Copy the international schema associated with the time evaluation type used in your company.

2. Insert the cycle call for "Productive time calculation" (VEHP) within the copied schema. The VEHP cycle call must be carried out before the CUMBT function corresponding to "Time wage type transfer" by entering the following sequence: *PDB VEHP*

   International time evaluation schemas CANNOT be modified.

Copy Schema for Rest Days Payment

Use

This activity enables you to copy and set the schema required to execute the statutory and contractual rest day payment when the company uses weekly payroll cycles.

Procedure

The standard SAP R/3 system contains international evaluation time schemas (TM00, TM01, TM02, TM04) that you can copy and modify according to the needs of your company.

> The changes required to process the statutory and contractual rest days must be carried out on the time evaluation schema previously copied and changed in the activity Copy Schema for Productive Hours Calculation [Page 56]. If you have not previously copied a time evaluation schema, then you must select and copy the schema that matches the time evaluation type used in your company.

The general procedure is as follows:

1. Edit the time evaluation schema copied for your company.

2. Insert the subschema for "Statutory and Contractual Rest Days Payment Analysis" (VESS). The VESS subschema call must be made just before the CUMBT function corresponding to "Time Wage Type Transfer" by entering the following sequence: *COPY VESS*

> International time evaluation schemas CANNOT be modified.

Copy Schema for Substitution Calculation

Use

This process allows you to copy and configure the schema you require to process substitution payments.

Procedure

The standard SAP R/3 system contains international time schemas (TM00, TM01, TM02, TM04) that you can copy and modify according to the needs of your company.

You must perform the changes you require to process substitution payments on the same time schema that you copy and modify in process Copy Schema for Productive Time Calculation or Copy Schema for Vacation Days Payment If you have not copied a time schema you must select and copy the schema that adapts to the method of time evaluation performed in the company

The general procedure is as follows:

1. Edit the time evaluation schema copied for your company.

2. On the schema you copied and modified in the previous activities, add the substitution rule 'Difference Creation for wage type with ALP split' (VEST) You must insert the call to the VEST rule between functions GWT S and GWT M from the time schema you copied, as demonstrated below.

Func.	Par1	Par2	Par3	Par4
GWT		S	DZL	
PZL	VEST	GEN	SA	
GWT				

    If you do not use time evaluation, you must include the VEST rule in the same position in the Wage Type Generation Schema (VEC0)

International time evaluation schemas CANNOT be modified.

Net Amount

Income Tax (ISLR)

Objective

The aim of this application component is to process Income Tax (ISLR) (ISLR) in accordance with the applicable legislation.

To do so, each employee has to fill in the AR-I form (Tax Deduction Agent) in order to provide the company with all the relevant information related to the estimated amount of payment and deductions for the current fiscal year.

Functioning

The company acts as an Income Tax (ISLR) Withholding Agent and is thus responsible to the legal authorities for the calculation within the company of employee income deduction rates.

Tax calculation is carried out using the Tax Unit (UT) concept, which is an inflation index unit as well as a feature used to maintain the quantities assigned to tax rates and penalties, amongst other things. The Tax Unit has a Venezuelan currency value that is periodically updated.

There are four fiscal periods starting respectively in January, April, July and October. All employees must submit the AR-I form during the first annual period. However, if there is any change in the amounts stated for a specific period, employees must submit another AR-I form within the first 15 days of the following tax period and they must indicate the new values used to calculate the deduction rate to be applied for the rest of the year taking into account the amount deducted up to the current date.

If the employee does not submit the AR-I form as scheduled, the company has two options:

- To calculate the employee tax deduction rate according to the estimated pay in the company and the value of the one-off rebate defined in the applicable legislation.

- To apply the penalty rate it deems appropriate.

See also:

Payroll Venezuela (PY-VE)   ■✔ SAP AG

Master Data

Master Data

Income Tax (ISLR) (Infotype 0399)

Definition

Infotype 0399 is mandatory for all employees and enables you to enter the information required to calculate the **Income Tax (ISLR)** rate that must be deducted from the employee's income in accordance with the information included in the **AR-I** return form.

Structure

This infotype has been designed in accordance with the AR-I form structure and consists of the following sections:

Basic Data

- *Taxable Year:* this is the fiscal year or tax year to which the Income Tax (ISLR) return applies.

- *Period*: this is the field where you indicate the tax period to which the Income Tax (ISLR) return applies. The system default value is '1', but you can change it and enter the number associated to the tax period being processed:

  '1' : January - March

  '2' : April - June

  '3' : July - September

  '4' : October - December

- *Maximum ISLR Percentage Indicator:* This is a *"check box"* that you use to indicate that the company must deduct the maximum Income tax (ISLR) percentage established. This applies to natural non-resident persons The maximum ISLR percentage value is a constant stored in the Payroll constants table (T511K-VETMP).

- *ISLR %:* this field shows the tax rate calculated according to the information entered in the infotype.

Remuneration and Tax deductions

- *Remuneration*: estimated income amount the employee is to receive from the company during the tax year.

- *Deduction:* estimated amount of expenses the employee will incur during the tax year. This field has a "Radio Button" that enables you to choose between two options:

  - *One-off*: if the employee chooses the one-off tax deduction type proposed by the infotype in accordance with the applicable legislation.

  - *Amount*: if the employee states an estimated tax deduction amount.

Reductions

- *Dependent relatives:* number of people economically dependent on the employee.

- *Overtaxation:* amount corresponding to the overtaxation of the employee in previous tax years.

Income Tax (ISLR) (Infotype 0399)

Effected Remuneration and Deductions

You use this section when the AR-I form corresponds to a modification of the previously made tax return. To calculate the new ISLR rate to be deducted from the employee's income for the rest of the year, you must take into account the following fields:

- *Received Remuneration:* total income paid to the employee from the start of the tax year up until the AR-I form modification date.

- *Tax deducted:* total tax amount deducted from the employee from the start of the tax year up until the AR-I form modification date.

> Additionally, the infotype contains a fast data entry screen that makes it easier to enter data, especially at the beginning of each tax period when there are many AR-I forms to be processed.
>
> This component enables you to enter and process the data of many employees on the same screen in order to obtain the Income Tax (ISLR) rate to be deducted from the wages of the employees.

Information on Income Tax (ISLR)(ISLR) Calculation

Definition

This activity refers to the data and constants required to carry out the Income Tax (ISLR) calculation in accordance with the applicable legislation.

Usage

The following constants have been entered in the Payroll Constants table (T511K) to be used for the Income Tax (ISLR) deduction rate calculation.

- Once-only deduction value in Tax Units (VETSR).

- Personal reduction rate in Tax Units (VETPR).

- Family-related reduction rate in Tax Units (VETFR).

- Minimum net income in Tax Units for tax return (VETMN).

- Maximum tax deduction rate applicable to the employee (VETMP).

- Penalty rate the company applies to the employee for not submitting the AR-I tax return form (VETPP).

In addition, the following has also been entered in the Payroll constants table (T511P):

- Value in Bolivar currency of the Tax Unit UT (VETUT).

You maintain the constants entered in the above tables in the following IMG activity:

Payroll Accounting → Income Tax (ISLR) → Update constants for the Income Tax (ISLR) processing

Taxable Income Scale

Definition

The taxable income scale consists of a table with the statutory tax rates and deduction values to be used in the Income Tax (ISLR) calculation.

Structure

In order to meet the Venezuelan payroll accounting requirements, a Taxable Income table has been created (T7VETX) that contains the constant tax rates and deduction values for each of the range of values defined.

An example of the Taxable Income table is shown below:

Taxable Income (TU*)	Rate	Deduction
Up to 1.000 TU	0,06	-
Up to 1.500 TU	0,09	30 TU
Up to 2.000 TU	0,12	75 TU
Up to 2.500 TU	0,16	155 TU
Up to 3.000 TU	0,20	255 TU
Up to 4.000 TU	0,24	375 TU
Up to 5.000 TU	0,29	575 TU
More than 6.000 TU	0,34	875 TU

TU: Tax Units.

In the IMG activity *Payroll Calculation → Income Tax (ISLR) → Check values of taxable wealth ranges*, you can check whether the T7VETX table contents correspond to the applicable legislation values. Otherwise, you must ask SAP to maintain it.

Processes

Income Tax (ISLR) Calculation

Objective

The aim of this process is to calculate the employee income percentage to be deducted for Income Tax (ISLR).

Requirements

Before carrying out the Income Tax (ISLR) calculation, you must maintain the Information on Income Tax (ISLR) Calculation [Page 65] and the Taxable Income Scale [Page 66].

Process

The Income Tax (ISLR) calculation process is carried out on ordinary, adjustment and off-cycle payroll runs using the VETAX function. In addition to calculating the Income Tax (ISLR) rate applicable, this function also cumulates employee income amounts and the tax deduction amount for the current fiscal year.

- The input values required to execute this process are:

- The calculation base for the taxable income of the employee for the payroll period being executed (Tax Base /151).

- The estimated Income Tax (ISLR) rate in infotype 0399 (TAXPC field).

- The cumulated employee income and deduction amounts for the current fiscal year (TAX_EVAL table).

The general process calculates the tax deduction amount for the payroll period being run by applying the Income Tax (ISLR) rate to the calculation base. Later, it maintains the cumulated income and deduction amounts.

Example of the input values required for the function:

Salary (Taxable Basis):	350,000.00
Deduction Rate:	2.50
Cumulated Remuneration:	2,450,000.00Cumulated Deductions: 50,000.00

Using these values, the function applies the deduction rate to the taxable basis and then calculates the income amount that must be deducted from the employee. In addition, it maintains the cumulated payment and deduction amounts. The results obtained are shown below:

Total Deduction:	8,750.00
Cumulated Remuneration:	2,800,000.00
Cumulated Deductions:	58,750.00

Result

- The employee's cumulated income and tax deduction amounts are maintained and a new entry is created in TAX_EVAL table.

- The item that corresponds to the tax deduction amount for the current period (/401) is then generated.

> The function contains routines that enable you to calculate the tax deduction amount if the employee's income includes retroactive accounting.

Social Insurance

Objective

The aim of this application component is to process social insurance data and calculate the company and the employee Social Insurance (SSO) and Unemployment Insurance (SPF) contributions.

The SSO is intended to protect anyone engaged in or a contract with a company, regardless of the contract length or wage earned.

The SPF is likewise designed to provide temporary protection to people who work on a contract basis or who are not engaged in work that is either seasonal or temporary and who, although are fit and able to work, do not have a job for whatever reason, unless it is due to ordinary resignation.

Functioning

Both beneficiaries (employees) and companies, with the exception of lawyers and members of the National Armed Forces, must contribute to the SSO an official percentage set by the Venezuelan Institute of Social Insurance (IVSS) in accordance with the risk-code assigned to the company personnel areas and subareas for the activities they carry out. This information is entered in the Social Insurance infotype 0400.

Neither the employee nor the company SPF contributions depend on any specific factor and are, like the SSO, set by the IVSS. These contributions correspond to a set percentage of the employee's integrated wage as defined in the Payroll constants table (T511K).

See also:

Social Insurance (Infotype 0400) [Page 72]

Information on Social Insurance Calculation [Page 73]

Risk Categories [Page 74]

Job Classification [Page 75]

Company Position Categories [Page 76]

Assign Risk Code to Personnel Areas and Subareas [Page 78]

SSO and SPF Contribution Calculation [Page 79]

Master Data

Statutory Social Insurance (Infotype 0400)

Definition

The 0400 infotype must exist for all employees and contains the information required for the calculation of both the employee and company *Statutory Social Insurance (SSO)* contributions.

Structure

Infotype 0400 consists of the following sections:

Basic Data

- *Employee SSO No:* the system contains a default value for this field that consists of a letter indicating whether the employee is Venezuelan or another nationality ('V' or 'E', respectively), as well as an ID card number.

- *Left-handed:* this field is linked to a *'Check Box'* used to indicate that the employee is left-handed.

Risk/Percentages

- *Risk Code:* the risk code is assigned according to the personnel area and subarea for employee. However, this code can be modified for those employees considered an exception.

  Adjoining the code risk field there is another field that can be assigned the following values:

  ' ' : If the risk code corresponds to the employee's personnel area/subarea.

  'E': If the employee is considered as an exception.

  Additionally, there is a description of the type of risk associated with the employee.

- *Company contribution percentage* and *Employee deduction percentage* to SSO: fields displayed by infotype depending on the values entered into the fields previously described.

Information on Social Insurance Calculation

Definition

This information refers to statutory constants and other company data required for the calculation of Social Insurance (SSO) and Unemployment Insurance (SPF) contributions

Structure

The statutory constants are stored in the Payroll constants table (T511K) and are:

- Number of minimum wages defining the maximum SSO contribution amount (VESIM).

- Number of minimum wages defining the maximum SPF contribution amount (VESPM).

- Employee's SPF contribution percentage (VESPW).

- Company SPF contribution percentage (VESPC).

Maintenance of the constants is carried out in the following IMG activity:

Payroll Accounting → Social Insurance → Update constants for processing

Additionally, to enter all the data corresponding to the company personnel areas and subareas, the Personnel area/subarea additional information table has been created (T7VE0P). This is due to the fact that these areas/subareas can be located in different places and can therefore thus have different Social Insurance numbers.

In the IMG activity *Payroll Calculation → Social Insurance → Register additional info on Division or subdivision of personnel*, you must maintain the following data:

- Address codes of the company personnel areas and subareas (which must be entered in the ADRC Addresses table).

- The Social Insurance number of all the company personnel areas and subareas.

    Before maintaining this table you must enter the Additional Company Information [Page 9].

Risk Categories

Definition

Risk categories consist of a code assigned by the Venezuelan Institute of Social Insurance to companies according to the type of risk associated with their activities. The Social Insurance contribution percentage depends on the risk category assigned to the company.

Structure

In order to meet Venezuelan payroll accounting requirements, the following tables have been created to store data associated to risk categories:

- Risk description (T7VEST): this table contains the activity risk code and description defined by the IVSS, which is used to set both the company and employee Social Insurance (SSO) contribution percentages.

- SSO Deduction and Contribution Percentages (T7VES1): this table contains both the company and employee contribution percentages associated with each of the risk codes defined by the IVSS.

If the information entered in these tables is not current, you must refer to SAP for its maintenance. You can check both tables by performing the following IMG activity:

Payroll Accounting → Social Insurance → Revise information on risk types

Job Classification

Definition

The Job classification table consists of the different categories of positions held by employees within a company as defined by the Venezuelan Institute of Social Insurance (IVSS).

Structure

In accordance with the requirements of Venezuelan payroll accounting, the T7VES2 table has been created. This table contains the information corresponding to the code and description of position categories specified in the IVSS Job Classification.

You can view the information entered in the Job classification table by performing the following IMG activity:

Payroll Accounting → Social Insurance → Check classification of occupations

If you need to modify the table contents or include new entries you must submit a request to SAP.

Company Function Categories

Definition

This information refers to the different roles within the company.

Usage

In accordance with Venezuelan payroll accounting requirements, the function categories defined by the company must correspond with the Job Classification [Page 75] specified by the Venezuelan Institute of Social Insurance (IVSS).

> Before carrying out this activity, you must complete all the activities associated with Organizational Management to maje all the company function categories available.

Structure

To relate the company functions to the IVSS Job Classification, the Position code link table (T7VES3) has been created. To maintain this table you must assing an IVSS-defined job code for each of the company-defined positions.

You can perform this using the following IMG activity:

Payroll Accounting → Social Insurance → Classify types of job at the company

Processes

Assign Risk Code to Personnel Areas/Subareas

Objective

The aim of this process is to assign risk codes to company personnel areas and subareas in order to define the percentage to be used for the calculation of Social Insurance contributions.

Requirements

First, you must maintain the Information on Social Insurance Calculation [Page 73] and the Risk Categories [Page 74].

Process

The process consists of maintaining the Personnel area/subarea risk table by assigning the risk code corresponding to each of the company personnel areas and subareas in accordance with the functions carried out. To do this, you must carry out all the steps defined in the following IMG activity:

Payroll Accounting → Social Insurance → Assign risk code to Personnel area or subarea

SSO and SPF Contribution Calculation

Objective

The aim of this process is to calculate both the company and employee Social Insurance (SSO) and Unemployment Insurance (SPF) contribution amounts, in accordance with the percentages set by the applicable legislation.

Process

The contribution calculation is carried out using the VESSO function. You must proceed as follows:

- Look for the wage type that corresponds to the employee Social Insurance Base (BSS) (/301).

- Specify the calculation base (base amount) corresponding to the following:

   Base Amount = (BSS) * (Number of Mondays in the Payroll Period)

   Later, you obtain the Maximum Wage for the contribution calculation, which corresponds to the repeated addition of the Statutory Minimum Wage (T511P-VEMIN) for a constant number of times defined by legislation (T511K-VESIM for SSO and T511-VESPM for SPF).

   Finally, in order to determine the calculation base, you valuate the following conditions:

Condition	Calculation Base
If Base Amount > Maximum Wage	Maximum Value
If Base Amount < Maximum Wage	Base Amount

- Then you check the SSO and SPF percentages to be applied to the calculation base:

- You look for the SSO percentages in the T7VES1 table (SSOWW field for the employee and SSOCC field for the company) according to the risk code corresponding to the employee in infotype 0400.

- You look for the SPF percentages in the T511K table (VESPW for the employee and VESPC for the company).

- You apply the percentages to the calculation base.

Result

- You generate the following wage types:

- Employee SSO contribution (/311).

- Company SSO contribution (/312).

- Employee SPF contribution (/313).

- Company SPF contribution (/314).

- Finally, the INT_EVAL table is completed with the function results.

SSO and SPF Contribution Calculation

To give an example of this process, let's suppose that the employee's BBS value is 75.000 Bs. If we estimate the SSO and SPF percentage values, the function would give the results shown in the following table:

	Base(Bs.)	Contrib.(%)	Contr. Amount. (Bs.)
EE SSO	375.000,00	4,00	15.000,00
Co. SSO	375.000,00	9,00	33.750,00
EE SPF	375.000,00	0,50	1.875,00
Co. SPF	375.000,00	1,70	6.375,00

LPH - Housing Policy Act

Objective

The aim of this application component is to process the company and the employee's contributions to Housing Policy Act (LPH) in accordance with the applicable legislation.

The aim of the LPH is to provide financial support to employees intending to buy or renovate their home. Therefore, both the company and the employee must contribute to the LPH fund at a set rate defined on the basis of the normal wage of the employee.

See also:

Information on LPH Calculation [Page 83]

Bank Statement (IT 0009): Features for Venezuela [Page 84]

LPH Contribution Calculation [Page 86]

Master Data

Information on the LPH Contribution Calculation

Definition

In this activity you can find the legal constants required for the calculation of the company and employee Housing Policy Act (LPH) contributions.

Structure

The following values are located in the Payroll constants table (T511K) and are necessary for the calculation of LPH fund contributions:

- The number of minimum wages defining the maximum LPH contribution amount (VEHMS).

- The employee LPH contribution percentage (VEHWW).

- The company LPH contribution percentage (VEHCC).

- The female threshold age for mandatory LPH contributions (VEHFA).

- The male threshold age for mandatory LPH contributions (VEHMA).

You can maintain the above constants in the following IMG activity:

Payroll Accounting → LPH contributions → Update constants for LPH processing

Bank Details (Infotype 0009): Features for Venezuela

Definition

In this infotype you can indicate whether an entry for an employee corresponds to a bank transfer.

Use

In accordance with the requirements of Venezuelan payroll accounting, subtype VEPH has been created to indicate that the employee has a Housing Policy Act (LPH) contribution. If this is the case, the entry contains information defining into which bank the contribution is deposited.

If a VEPH subtype entry is included within the payroll run being executed, the employee's LPH contribution is calculated.

The validity period of the first entry in this subtype ranges from the employee recruitment date to the date in which the employee reaches the maximum LPH contribution age defined in the applicable legislation:

- Men: 60 years old.

- Women: 55 years old.

If you change the entry, you must check that the end date corresponds to the maximum LPH contribution age.

When the employee has reached the maximum age you can however change the end date of the entry if the employee has decided to continue the contributions to the LPH.

Structure

Mandatory values for the VEPH subtype have been set for the following fields:

- Payment type: in accordance with applicable legislation, the LPH contribution can only be paid by bank transfer. Therefore, the field is assigned the 'T value for: Bank transfer'.

- Type of account: likewise, this field is assigned the 'SA: Special Account'.

Additionally, you must fill in the following fields required to identify the banking company in which the LPH contributions are to be deposited.

- Bank key.

- Bank country.

- Account Number.

> You can not enter the fixed value or the LPH contribution calculation percentage for subtype VEPH, as there is a specific function (VELPH: Contribution calculation to LPH) which performs this calculation according to the applicable legislation.

Processes

LPH Contribution Calculation

Objective

The aim of this process is to calculate the company and employee contribution amounts for the Housing Policy Act (LPH) payment.

Requirements

Before executing the LPH contribution calculation, you must maintain the <u>Information on the LPH Contribution Calculation [Page 83]</u>.

Process

This process is carried out on ordinary and adjustment payroll runs using the VELPH function. The general process consists of the following steps:

- The system searches for data required to carry out calculation. This data is:

- The Employee Normal Wage (SNE) in accordance with employee payroll cycle (/0NS).

- The Statutory Minimum Wage (VEMIN field in table T511P).

- The T511K table constants corresponding to the LPH payment.

- Using these values, you check whether the wage of the employee is higher than the maximum wage for LPH payment (equivalent to the total of the Statutory Minimum Wage, a regularly, as set by the applicable legislation). Then, you specify the calculation base in accordance with the following:

Condition	Calculation Base
Employee Salary > Maximum Salary	Maximum Salary
Employee Salary < Maximum Salary	Employee Salary

- Once you have the calculation base (/611) you apply the legal rates for the LPH contribution payment in order to specify the company contribution and employee deduction amounts.

  If the employee (man or woman) has reached the maximum age for the compulsory LPH contribution, but still wants to contribute to it, the contributions that correspond to both the company and the employee, must be paid by the employee.

Result

- The following wage types are generated:

- Employee Contribution Amount (/701).

- Company contribution amount (/702).

- The function results are stored in table LPH_EVAL.

  A sample of the function input values is shown below:

Employee Salary: 750,000.00
Employee Deduction %:   1.00
Company Contribution %:   2.00

Once you have checked the necessary data, you apply the LPH contribution rates. Taking into account the above values and supposing a statutory minimum wage of 37,500.00 Bs and a maximum salary corresponding to 15 times the statutory minimum wage, the results obtained are:

Employee Salary: 750,000.00
LPH Maximum Wage: 562,500.00
Calculation Base: 5,625.00
Company Contribution Amount: 11,250.00

INCE - National Education Cooperation Institute

Objective

The aim of this application component is to calculate both the company and the employee contribution amounts to the National Education Cooperation Institute (INCE) in accordance with the applicable legislation.

INCE is a government regulated cooperation project for companies with the aim of providing basic occupational training for technical workers who may subsequently hold a position in the training area.

For the purpose of providing continuity to the project, both companies and employees must make contributions to INCE periodic, with the exception of service companies and their employees.

You calculate this contribution in each wage or profit share payroll process accordingly.

See also:

Information on the INCE Calculation [Page 90]

Select Method for INCE Calculation [Ext.]

INCE Contribution Calculation [Page 93]

Master Data

Information on INCE Calculation

Definition

In this section you locate the legal constants required for the calculation of the company and employee National Education Cooperation Institute (INCE) contributions.

Structure

The statutory constants used for the calculation of both the company and employee INCE contributions have been entered in the Payroll constants table (T511K). These are:

- Employee INCE contribution percentage (VEIWW).

- Company INCE contribution percentage (VEICC).

> In order to properly calculate the INCE contribution amounts you must first maintain the Additional Company Information [Page 9], and especially the field indicating whether or not the company is a service company.

Processes

Select Calculation Method for INCE Contribution

Objective

Specify the calculation method you want to use to calculate INCE contribution.

Process

You indicate the calculation method using the PSINC parameter in the INCE Contribution Calculation function (VEINC). The standard SAP R/3 system provides the following methods:

If PSINC = NIPS, the profit shares are not taken into account in the contribution calculation.

If PSINC = TIPS, the profit shares are taken into account in the contribution calculation.

The system is configured to perform the calculation, based on the TIPS parameter. If the company wants to use another method you must copy the VENE schema and change the value of parameter 1 in the VEINC function.

INCE Contribution Calculation

Objective

The aim of this process is to calculate the company and employee contribution amounts to the National Education Cooperation Institute (INCE) in accordance with the applicable legislation.

Process

This process is carried out on ordinary, adjustment and off-cycle runs using the VEINC function.

> This function is only executed if the company IS NOT a service company. This information must be checked in the Additional company data table (T7VE01, field SERVC).

Both the company and employee calculation bases are calculated by the system in accordance with the applicable legislation values. To do so, you check the value of parameter PSINC, that indicates the INCE contribution calculation method.

If PSINC = TIPS ,

Profit shares are taken into account for the calculation of the company INCE contribution.

If PSINC = NIPS,

Profit shares are NOT taken into account for the calculation of the company INCE contribution.

The required contribution base is then calculated in accordance with the applicable legislation values and correspond to the following wage types:

- Employee Calculation Base (/124).

- Company Calculation Base (/120).

Additionally, the T511K table constants listed below are also used:

- Employee Contribution Percentage (VEIWW).

- Company Contribution Percentage (VEICC).

The general process consists of applying each contribution rate to the appropriate calculation base in order to obtain the company and employee INCE contribution amounts.

Result

The IT and INC_EVAL tables are maintained and the following wage types are generated:

- Employee INCE Contribution Amount (/703).

- Company INCE Contribution Amount (/704).

> Contribution amounts used to define the INCE calculation base are defined in the applicable legislation.

INCE Contribution Calculation

For example, you can specify that the employee calculation base is the paid profit share amount, while for the company, it is the total of the earned income of the employee plus the employee's profit share.

The VEINC function uses the available contribution rates and calculates the contribution amounts that correspond to the company and employee in accordance with the legally defined rates. An example of the function values used and the results obtained is shown in the table below:

	Base	Contribution %	Contribution Amount
Employee	225,000.00	0.5	1,125.00
Company	300,000.00	2.0	6,000.00

Loans (Infotype 0045): Features for Venezuela

Definition

The Loans infotype (0045) contains the relevant data for the approval and conditions of the loans granted by the company to the employee.

Usage

The information entered in this infotype is used to calculate the amounts to be deducted for loan repayment from the employee in each payroll period.

In order to adapt the infotype to Venezuelan payroll accounting requirements, the following subtypes have been created:

- **VE01:** Loans secured against Severance Payments.

- **VE01:** Loans secured against Profit Shares.

> You cannot create an entry in this infotype for employees who have no cumulated severance payments or profit share amounts.

Structure

This infotype contains a first section where you indicate the loan start and end dates. It also contains the following fields:

- *Loan Type:* (subtype VE01 or VE02).

- *Current Number:* this consists of a sequential number indicating the number of loans per infotype granted to the employee.

Additionally, this infotype contains the following sections:

Conditions

- *Loan Terms:* to meet Venezuelan subtype needs, the single condition "Free of interest" has been created. This condition means that no interest is to be calculated on the amount granted to the employee.

- *Loan Repayment start date:* this is the date when the employee will start to repay the loan.

- *Repayment Rate:* this field contains the amount to be deducted from the employee in each payroll run.

Approval:

- *Date:* date of the employee loan approval.

- *Loan Amount:* amount of the loan granted to the employee.

Settled Loan Amount:

- *Amount:* this is the total amount of the loan secured against severance payments or profit shares granted to the employee.

Loans (Infotype 0045): Features for Venezuela

- *Available:* this is the employee severance payment or profit share amount that remains after the loan commitment.

Work Relationship Termination

Objective

The aim of this component is to make calculations corresponding to an employment contract termination process between the company and the employee.

It includes the processing of all compensations registered in infotype 0645 (Work Termination).

Work termination takes place due to several reasons. These reasons together with the type of contract, the law in force, the pay scale type and the existence or not of a notice will determine the type and amount of compensation to be paid.

Master Data

Work Termination Infotype (0645)

Definition

In this infotype you enter all data referred to work termination. It is advisable to include this infotype within leaving.

⚠️

> The infotype data is paramount to calculate compensations. Thus, if no data is entered the employee final payroll will be cancelled.

Structure

Employment Contract Termination Processing

The reason for work termination represents a subtype of this infotype. It represents the compensations to be paid.

Notice data

Here you determine whether the system generates payments or deductions with the notice compensation data.

Compensations to be paid

In this section of the screen you view and/or enter data referred to compensations to be paid.

Pushbuttons

- Compensation proposal: You can obtain a compensation proposal for the employee using this pushbutton. The system calculates this proposal taking into account employee data already entered in the system and data already entered for this infotype such as, work termination type, seniority, etc.

- Simulation: Using this pushbutton, you can carry out a compensation simulation.

- Modify: The pushbutton allows you to overwrite the values proposed or calculated by the system. It is important to select checkbox *'Saving data indicator'.*

Employment Contract Termination Processing

Definition

The reasons for work termination are subtypes of infotype Work Termination (0645) [Page 99].
SAP R/3 system indicates the following reasons for work termination:

- Mutual Agreement

- Unjustified dismissal

- Justified dismissal

- Decease due to industrial accident

- Decease

- Unjustified resignation

- Justified resignation

Integration

Any of these work termination reasons individually triggers the payment of compensations.

You can create your own work termination reasons. Thus, see:

Set leaving reasons [Page 101]

For more details, see also:

Compensations [Page 106]

Set leaving reasons

Requirements

Before creating your own work termination reasons, check whether the reasons proposed by SAP do not satisfy your company needs.

For more details see also: Work termination reasons [Page 100]

Procedure

To create your own work termination reasons, follow the instructions set in the Implementation Guide, in section *Payroll: Venezuela* → Work Rela*tionship Termination* → *Set leaving reasons.*

Termination Actions

Definition

Termination actions refer to the different reasons for termination of an employment contract between employees and the company.

Structure

The standard SAP R/3 system contains a Personnel actions table (T529A) and a table containing different termination reasons associated with a specific action (T530).

To meet the requirements of the Venezuelan payroll accounting, a Venezuelan Events table has been created (T7VEEV) to relate R/3 events to actions defined in Venezuelan legislation.

> ⚠
>
> This table relates a reason for an action or personnel action with the settings in your system (according to the reasons established in the Venezuelan law) There is no relation between the settings and the reasons entered in infotype 0645 (Work Termination).

The Venezuelan Personnel Actions table is carried out using the following IMG activity:

Payroll Accounting: Venezuela → Work Relationship Termination → Maintain Venezuelan events

Normally, this process consists of selecting the standard SAP work termination actions that apply to Venezuela and completing the Action Type (MASSN) and Action Reason (MASSG) fields.

Later, these fields have to be sorted in accordance with the Venezuelan statutory actions by assigning to the Work Termination Code (SCODE) one of the following codes, as applicable:

1	Justified dismissal
2	Unjustified dismissal
3	Resignation with notice
4	Resignation without notice
5	Retirement
6	Indirect Cause
7	Mutual Agreement
8	Death by industrial accident or disease
9	Death of the employee

Additional Information on Termination Processing

Definition

This activity refers to the legal constants required for work termination processing.

Structure

The statutory constants to be used for the calculation associated with the work termination process have been entered in the Payroll constants table (T511K). These are:

- Bonus days for industrial accident death (VEADB).

- Maximum number of minimum wages paid for industrial accident death (VEAMS).

- Maximum number of pay days for severance compensation.

- Maximum number of minimum wages granted as notice (VEPMS).

Maintenance of the constants is carried out in the following IMG activity:

Payroll Accounting: Venezuela → Termination of Work Relationship → Maintain constants to process the termination of work.

Notice

Definition

In accordance with the applicable legislation, a work contract cannot be terminated by any of the parties without previous notice. If so, there must be a compensation. This compensation might be a payment or a deduction.

If the employees resign without the legal previous notice, they should pay the employer the amount corresponding to the legal period not communicated by the employees.

For more information, see the Implementation Guide: *Payroll: Venezuela → Work Relationship Termination → Severance pays → General Settings → Definition of rules for calculation of compensations → Assign payment type to compensations*.

Notice Days and Seniority

Definition

This activity refers to statutory values assigned to the notice days and seniority the employee is entitled to after termination of the employment contract, depending on the length of service and termination reasons.

For example, if termination is due to unjustified dismissal or ordinary resignation, notice is defined as follows:

Working Time	Notice days
After 1 month	7
After 6 months	15
After 1 year	30

For seniority, if work termination is due to an unjustified dismissal, the company must compensate the employee for the number of days corresponding to the hours worked plus a number of additional days set by law as shown in the table below:

Working Time	Seniority days earned
After 3 months	10
After 1 year or a 6 months period	30

Structure

To meet Venezuelan payroll accounting requirements, Notice or Seniority Days table (T7VEPN) has been created, which contains notice and seniority days accrued by the employee for length of service and termination reasons.

The table is maintained in the following IMG activity:

Payroll Accounting: Venezuela → Work Relationship Termination → Update length of notification of termination and of service

Compensations

Definition

Compensation is an amount paid to employees when the work contract ends.

The different types of compensations depend on the work termination reason, that is the work termination type in SAP R/3 system and also on the different types of contract.

Compensation Type:
Notice
Severance Payments Balance
Balance of Interest on Severance Payments
Seniority Adjustment
Profit Share Adjustment Payment (previous fiscal year).
Profit share Adjustment Payment (current fiscal year).
Compensation due to Unjustified Dismissal
Transfer Bonus Payment
Vacation Additional Days
Leave Bonus Additional Days

For more details, see also:

Settings

Procedure

To describe compensations, the following settings have to be performed:

- Set compensation codes: Compensation codes identify compensation types. SAP compensation types have their own compensation codes. If you want to create your own compensation types, follow the instructions set in the Implementation Guide, section *Payroll: Venezuela → Work Relationship Termination → Global settings → Compensation definition → Set compensation codes.*

- Set compensation calculation: The compensation payment calculation is carried out using function modules. SAP standard system proposes function modules to calculate the payment of compensation types already set within the system. If you want to create your own function modules to calculate your own compensation payments, follow the instructions set in the IMG activity, section *Payroll: Venezuela → Work Relationship Termination → Global Settings → Compensation definition → Set compensation codes.*

- Set compensation wage type: SAP standard system provides compensation wage types already set. If you want to create your own wage types and set them, follow the instructions set in the Implementation Guide, section *Payroll: Venezuela → Global Settings → Wage Type Maintenance Environment → Create wage type catalog.*

It is also necessary:

- Set rules for compensation calculations: These rules can be set using the Implementation Guide, section *Payroll: Venezuela → Work Relationship Termination → Severance pays → General settings → Definition of rules for calculating compensations.*

Employment Contract Termination Processing

Process

1. The system checks first whether the employee has left the company in the period.

   If the employee has not left in the period, the system reads Work termination (0645) and determines the following data:

- Employee start and end date in the company

- Starting date

2. The system determines employee seniority in the company according to the starting date, the date of infotype Date Data (0041).

3. Afterwards, you calculate the compensations to be paid to the employee according to the compensation lists stored in infotype Work Termination (0645). Thus, the system:

   - Identifies the wage type for compensation payment and the corresponding function module in accordance with the Implementation Guide, section *Payroll: Venezuela → Work Relationship Termination → Severance pays → General settings → Definition of rules for calculations of compensations → Assign payment type to compensations.*

   - If you have entered an amount paid in to carry out the compensations in the selection screen of infotype Work Termination (0645) in the field *'Amount'*, the payment wage type is stored with the corresponding amount in the internal table IT.

   - If no amount was entered in the infotype screen, the compensation payment is carried out according to the function module set in the Implementation Guide.

4. Once the compensation amount has been calculated, you apply the corresponding adjustments (as long as they have been indicated) according to the *'Percentage'* field set in the Implementation Guide, section *Payroll: Venezuela → Work Relationship Termination → Severance pays → General settings → Definition of rules for calculations of compensations → Set valuation and calculation rules.*

Temporary Provision Administration

Objective

This component includes all legal specifications resulting from the new Labor Act. These new regulations are effective for five years and include two fundamental aspects:

- The payment of employee severance payments for length of service, from the recruitment date to the date in which the new Act came into effect.

- The processing of the Transfer Bonus [Page 110]

Transfer Bonus

Objective

The transfer bonus is a concept resulting from the change in the labor relations administration. It consists of the seniority amount accrued by employees from their recruitment date up to the date in which the new Labor Act came into effect, plus a special severance payment.

Therefore, the aim of this process is to calculate the balance of the transfer bonus and to transfer it from one payroll run to another until it has been totally settled.

Process

Transfer bonus processing is carried out using the VETRA function and consists of the following steps:

When the function determines that a transfer bonus payment has been made via the Additional payments infotype (IT0015), it automatically maintains the balance.

In addition, the function carries forward the balance of the transfer bonus from one payroll run to another until the employee has been fully paid.

Subsequent Activities

Other Evaluations

Evaluating the Payroll Results Using Infotypes or the Logical Database

Use

The following options are available in the SAP system for evaluating the payroll results.

- The payroll infotypes [Page 117] and the InfoSet Query [Ext.]

  For detailed information on the InfoSet Query, see the SAP Library under *Human Resources → Reporting in Human Resources Management → HR Reporting Tools → SAP Query (BC-ERV-Que) → InfoSet Query.*

- Logical Database [Ext.]

- Standard reports

  You can evaluate the payroll results in direct access with the standard reports.

    − Remuneration statement [Ext.]

    − Payroll journal [Ext.]

    − Payroll account [Ext.]

    − Wage type reporter [Ext.]

  For detailed information on the standard reports, see the SAP Library under *Payroll → Other Countries → Subsequent Activities*.

- *Business Warehouse*

  You can also evaluate the payroll results in the *SAP Business Warehouse* environment. For detailed information on this, see the Business Warehouse in the SAP Library.

Evaluating the Payroll Results Using Infotypes or the Logical Database

Ways of Evaluating the Payroll Results
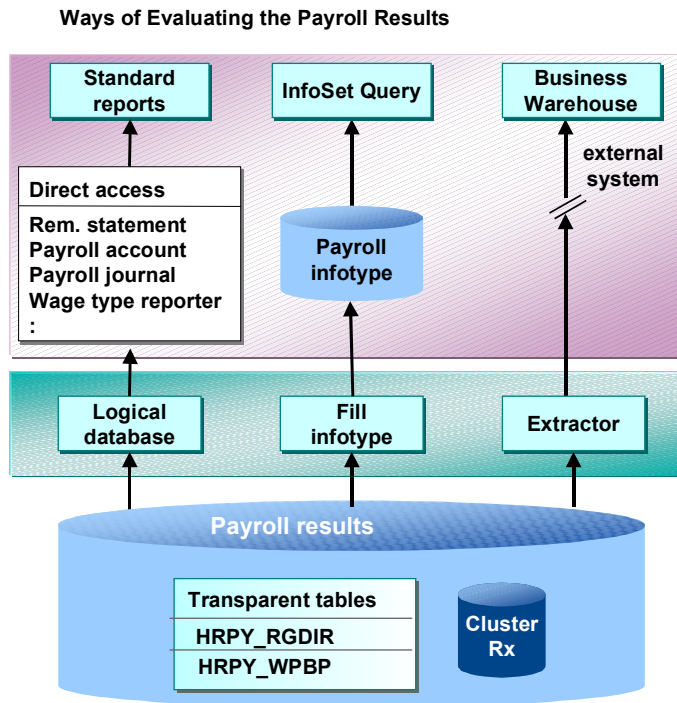
Scope of Function

Inform yourself of the evaluation options before you evaluate the payroll results.

Comparison of the Evaluation Options using Payroll Infotypes or using the Logical Database PNP with the Enhancements for the Payroll Results

General criteria for the evaluation	Payroll infotypes for the evaluation with the InfoSet Query	Enhancement of the logical database PNP for Payroll for direct evaluation with reports
Evaluation path	If you want to evaluate the payroll results using the InfoSet Query [Ext.], use the relevant payroll infotype (for example, *Monthly Cumulation* (0458)). You use the payroll infotype to provide the InfoSet Query with the payroll results for evaluation.	If you want to use **reports** to evaluate the payroll results, you use the logical database for Payroll. The reports call the **logical database** to evaluate the payroll results. The InfoSet Query does not use the logical database for Payroll to evaluate the payroll results.

Evaluating the Payroll Results Using Infotypes or the Logical Database

Storing the data	The SAP system stores the data in the transparent tables for the payroll infotypes. Special wage types called evaluation wage types [Ext.] are available for this purpose.	The payroll driver stores the data for the logical database redundantly, in transparent form, in the following tables: • *Directory information* from the CU cluster is stored in the transparent table HRPY_RGDIR. The cluster remains in the system. • Data for the *Work Center/Basic Pay* (Table WPBP) from the RX cluster is stored in the transparent table HRPY_WPBP. The RX cluster remains in the system.
Calling the data	The SAP system only calls the **current** payroll results. You can select the evaluation data with the help of wage types.	The SAP system calls **all** the payroll results from the evaluation period for processing.
Data Selection	You get a quick selection of the payroll results with the help of the wage types that are provided in the payroll infotype.	You get a high-performance selection of the payroll results with the help of selected fields from the *Period* group box and the organizational fields from the *Selections* group box (for example, personnel number, payroll area or company code). Example in report: EXAMPLE_PNP_GET_PAYROLL [Page 133]
Programming	You should not change the programming of the payroll infotypes and use (read) them in other programs.	You can use the existing reports to evaluate or write evaluation reports using program examples [Page 133]
Validity for the countries	As well as payroll infotypes [Page 117], that are valid internationally (for example, payroll results: *Periodical Values* (0402), *Monthly Cumulation* (0458) there are payroll infotypes that are valid for one country.	In the SAP system, there is one logical database for all countries. Country-specific features are provided by standardizing the node `PAYROLL` (for example, NODES: `PAYROLL TYPE PAYUS_RESULT`)

Evaluating the Payroll Results Using Infotypes or the Logical Database

Prerequisites

Description	Payroll infotypes	Enhancement of the PNP logical database for Payroll
Customizing	In Customizing for <u>Personnel Management under Human Resources Information System → Payroll Results [Ext.]</u> you have: • defined the evaluation wage types • assigned the wage types • set up the payroll infotype • assigned the payroll infotype to Payroll	In the attributes for the evaluation report, you have specified the following: • Logical database: **PNP** • Selection screen version: **900** selection screen for the payroll results • HR report class for *Payroll* (for example, the standard value **PY_DEF**) and the function *Payroll report class* selected.

Infotypes for Evaluating Payroll Results

Use

In addition to master data, applicant data, and personnel planning data, you can also evaluate payroll results using a query and InfoSet query.

A number of predefined infotypes are available for the evaluation. The wage types required for the evaluation are entered in these infotypes:

Infotype	Meaning
0402	Payroll Results: Period Values
0403	Payroll Results: Period Values (not required at present)
0458	Monthly Cumulation of Payroll Results
0459	Quarterly Cumulation of Payroll Results
0460	Annual Cumulation of Payroll Results

You can either activate these predefined infotypes or create your own infotypes using the same structures. You can enhance these infotypes by using additional wage types and then activating the infotypes. This makes the necessary data, from the payroll results, available on the PNP logical database.

> If an error occurs when filling the payroll infotype, refer to the note *Problems when Filling the Payroll Infotype* (note number 0125921).
>
> Furthermore, we recommend that you create your own payroll infotypes in the customer name range 9* and do not modify the payroll infotypes *Payroll Results: Period Values (0402 or 0403)*.

USA: Infotypes for Tax Reporting

The pre-defined infotypes 0446 and 0457 are also used for tax reporting. These infotypes have been created specifically for the USA. For more information, see US Tax Payroll Infotypes (0446 -0457) [Ext.].

Prerequisites

You have performed the following activities before you set up the evaluation of payroll results using a query or InfoSet Query:

1. In Customizing for *Personnel Management* under *Human Resources Information System →
    Payroll Results →* Set Up Payroll Infotypes [Ext.], you have activated the payroll infotypes
    you require. You can create new payroll infotypes based on pre-defined payroll infotypes and
    then enhance these to meet your requirements.

2. The infotype was filled out with the information from a payroll result. You have two options:

    –   As long as Customizing has been set up accordingly, data is automatically transferred to
        the infotype in each payroll run. You do this in Customizing for *Personnel Management*

Infotypes for Evaluating Payroll Results

under *Human Resources Information System → Payroll Results →* Set Up Assignment for Payroll [Ext.].

– You can enter data in the infotype without a payroll run using report RPABRI00.

Activities

For information on evaluations using a query or InfoSet query, see BC - SAP Query [Ext.]. For information on evaluations in Human Resources, see Maintaining Queries in the HR Application [Ext.].

Payroll Results Infotypes: Period Values (0402 and 0403)

Definition

The *Payroll Results: Period Values* infotype (0402) contains information from the payroll results of the regular payroll run. Infotype 0403 is identical and is currently not required.

The start and end dates for the infotype correspond to the payroll period.

Structure

You define the structure of the infotype in Customizing for *Personnel Management* under Payroll Results [Ext.].

You cannot maintain the infotype on-line. You can maintain the infotype using one of the following methods:

- The data is automatically updated when the payroll run has been completed successfully, however, this must be set up accordingly in Customizing for *Personnel Management* under *Human Resources Information System → Payroll Results →* Set Up Assignment for Payroll [Ext.]. We recommend that you use this procedure as the data in the payroll infotype is automatically updated by the system (also in the case of retroactive accounting).

- You can update the data at any time using report RPABRI00. We recommend that you use this procedure if existing payroll results should be evaluated.

Using this infotype as a basis, you can evaluate the results of a regular payroll run using the query and the InfoSet Query.

Monthly Cumulations (Infotype 0458)

Definition

In the standard system, the *Monthly Cumulation of Payroll Results* infotype (0458) contains general information from the payroll results and cumulation wage types [Ext.] referring to one month. This can be useful if the periods for your payroll run are weekly and not monthly, or if payroll is run using a different frequency.

The start and end dates for the infotype correspond to the cumulation period. If your employee, for example, leaves the company in the middle of a cumulation period, you can still access the cumulated values.

Structure

You define the structure of the infotype in Customizing for *Personnel Management* under *Payroll Results.*

You cannot maintain the infotype on-line. You can maintain the infotype using one of the following methods:

- The data is automatically updated when the payroll run has been completed successfully, however, this must be set up accordingly in Customizing for *Personnel Management* under *Human Resources Information System → Payroll Results →* Set Up Assignment for Payroll [Ext.]*.*

- You can update the data at any time using report RPABRI00.

Using this infotype as a basis, you can evaluate payroll results using the query and the InfoSet Query.

Quarterly Cumulations (Infotype 0459)

Definition

In the standard system, the *Quarterly Cumulation of Payroll Results* infotype (0459) contains general information from the payroll results, as well as cumulation wage types [Ext.] that refer to quarterly values.

The start and end dates for the infotype correspond to the cumulation period. If your employee, for example, leaves the company in the middle of a cumulation period, you can still access the cumulated values.

Structure

You define the structure of the infotype in Customizing for *Personnel Management* under *Payroll Results.*

You cannot maintain the infotype on-line. You can maintain the infotype using one of the following methods:

- The data is automatically updated when the payroll run has been completed successfully, however, this must be set up accordingly in Customizing for *Personnel Management* under *Human Resources Information System → Payroll Results →* Set Up Assignment for Payroll [Ext.]*.

- You can update the data at any time using report RPABRI00.

Using this infotype as a basis, you can evaluate payroll results using the query and the InfoSet Query.

Annual Cumulations (Infotype 0460)

Definition

In the standard system, the infotype *Annual Cumulation of Payroll Results* (0460) contains general information from the payroll results as well as cumulation wage types [Ext.] for annual values.

The start and end dates for the infotype correspond to the cumulation period. If your employee, for example, leaves the company in the middle of a cumulation period, you can still access the cumulated values.

Structure

You define the structure of the infotype in Customizing for *Personnel Management* under *Payroll Results.*

You cannot maintain the infotype on-line. You can maintain the infotype using one of the following methods:

- The data is automatically updated when the payroll run has been completed successfully, however, this must be set up accordingly in Customizing for *Personnel Management* under *Human Resources Information System → Payroll Results →* Set Up Assignment for Payroll [Ext.]*.*

- You can update the data at any time using report RPABRI00.

Using this infotype as a basis, you can evaluate payroll results using the query and the InfoSet Query.

Using the Logical Database for Payroll

Use

From Release 4.6A, the evaluation of payroll results is supported by a logical database that is integrated in the logical database PNP for HR master data [Ext.]. This tool enables you to create programs for the evaluation of payroll results both simply and quickly.

Mode of Operation of the Logical Database PNP with the Enhancements for Evaluation of the Payroll Results
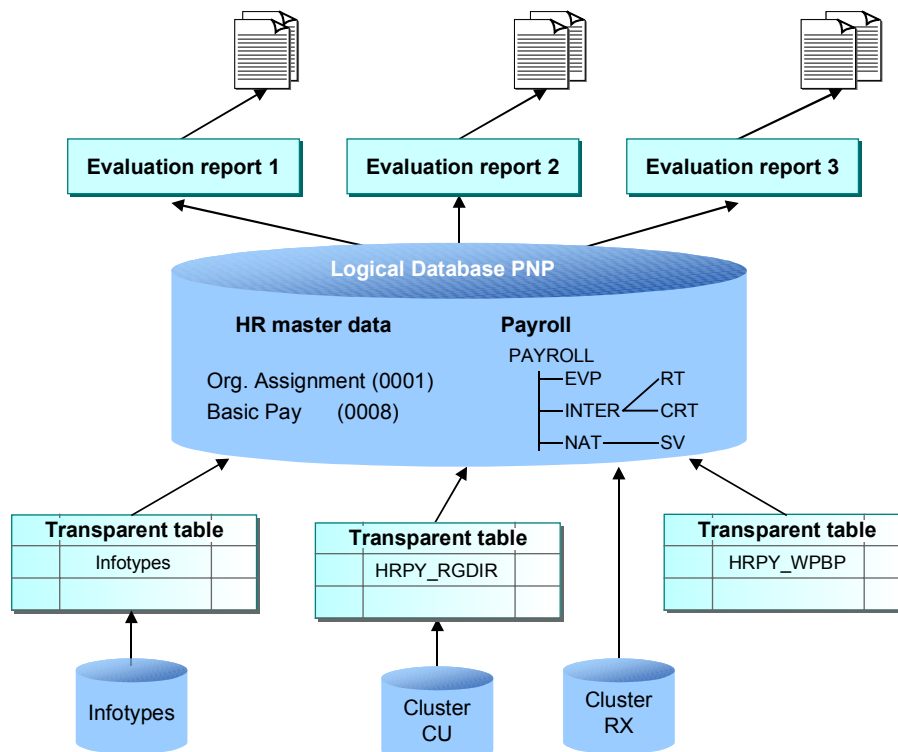
Using the logical database for payroll results has the following advantages for the user:

- You can access the payroll results faster and more easily.

- It is a simple and standardized way of evaluating the payroll results.

- Evaluation reports use this standardized interface and have a standard appearance.

- The performance of the evaluation reports is improved by using transparent tables for data selection.

- The number of coding lines in the evaluation programs (reports) is reduced by up to 60 percent.

- An evaluation report can be created in less time.

- The logical database supports use of the HR process workbench [Ext.]. This improves integration in the whole payroll process.

Using the Logical Database for Payroll

- The selection screen can be customized. To do this, you use the new report categories [Page 138]

- Different sort variants (all the fields for WPBP and RGDIR can currently be sorted)

- It is not necessary to customize the payroll infotypes.

> Use the logical database for payroll for new reports that evaluate the payroll results.

Scope of Function

The most important functions are:

- Data Retrieval

  The logical database [Ext.] consists of special ABAP programs that also provide the programs in *Payroll* with the evaluation data*.* All the data in a payroll record is provided in the subobjects for a complex structure [Page 128] at a selected time. To evaluate the payroll results, you can use reports from the standard system or create your own reports.

- Data Selection

  The logical database provides a particular view of the database tables for *Personnel Administration* (PA-PA) or *Payroll* (PY) and enables you to select and evaluate payroll results according to particular criteria.

  > Employees can now be selected on the selection screen of the evaluation report according to organizational criteria, for example, you can select all employees in a payroll area, however, the selection is made using exclusively the payroll results.

- Authorization

  The system checks whether the user who started the evaluation has the correct authorization for this evaluation. The authorization concept corresponds to the concept of the previous PNP report.

Technical Realization of the Evaluation Options for Payroll Results
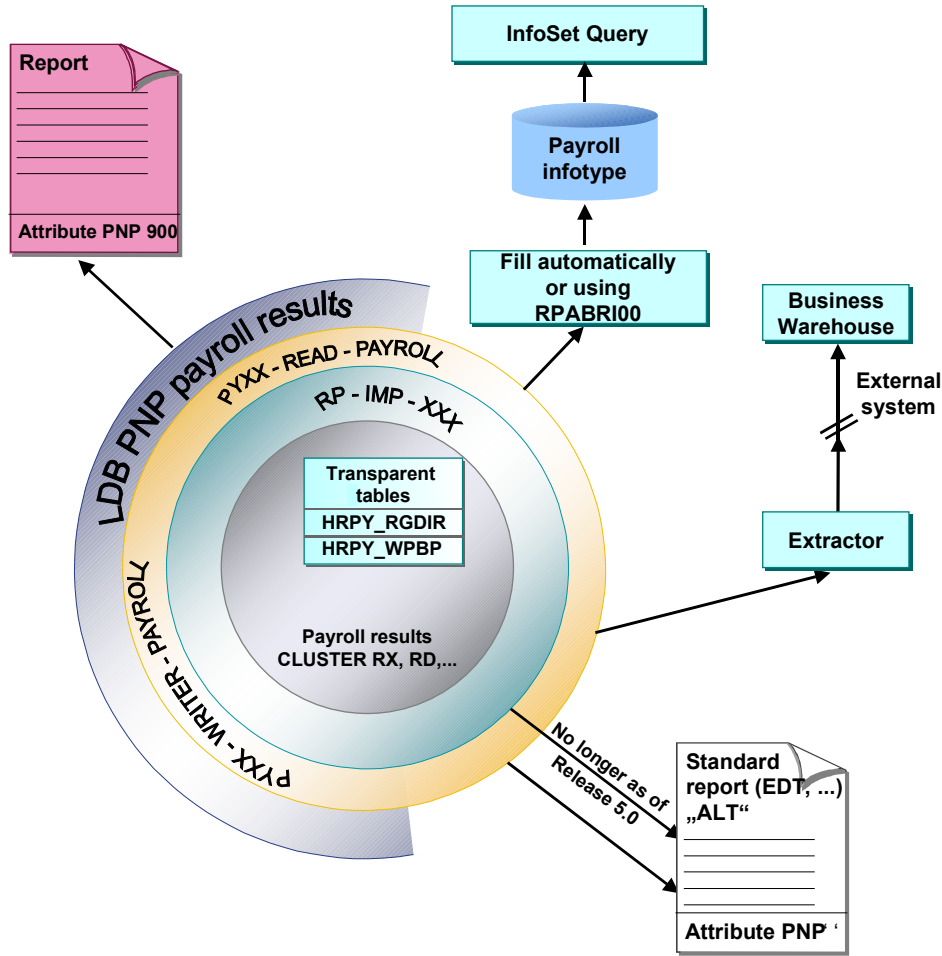
Comparison of the Logical Database for HR Master Data and the Logical Database for Payroll

Technical Criteria or Enhancements	Logical Database for HR Master Data (PNP)	Logical Database for Payroll (PNP with Screen 900)

Using the Logical Database for Payroll

Time of data retrieval	There is only one date available for data retrieval: • At the time of GET PERNR, all infotype records are placed in an internal table for one personnel number	Several data retrieval events exist: • At the time of GET PERNR, all the infotype records are made available in an internal table (infotype table) for one personnel number • At the time of GET PAYROLL, the payroll results for a personnel number are made available in a complex structure • If all GET PAYROLL events have run for a personnel number, the event GET PERNR LATE is triggered
Retrieval of payroll data for the evaluation programs	Each internal table and field string (for example, RT, BT, SV, and so on) must be sorted and processed individually	A complex structure containing all tables (WPBP, SV, BT, and so on) for each country
Selection	• According to infotypes • Extends to the HR master data	• According to payroll results • Extends to the HR master data and payroll results
Evaluation report	• Uses import macros (for example, RP-IMP-C2-RX) • Sorting required	• Uses complex structures [Page 128] • You can use all fields in the internal tables HRPY_RGDIR and HRPY_WPBP and sort them as required • Selection of required sort sequence using the *Sort* function in the report

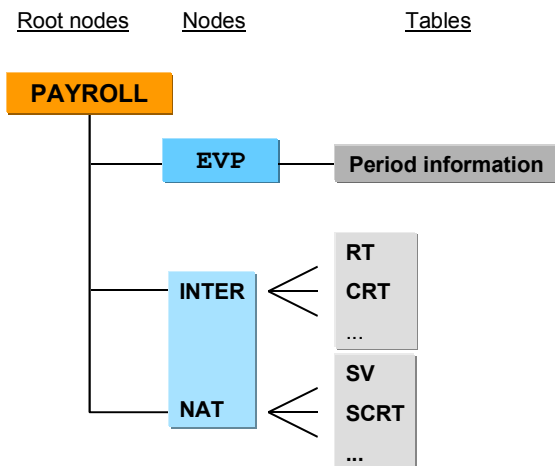| Modifying the selection screen	In Customizing for Personnel Management under *Human Resources Information System → Reporting* using: Report categories (selection criteria [Ext.])	In Customizing (when creating a report) using: Report categories The fields on the selection screen for the evaluation report are controlled using the new report categories. The main procedure for customizing the selection screen corresponds to the familiar procedure for customizing the PNP report categories.

Structure of Logical Database for Payroll

The logical database for payroll transfers the payroll results to the evaluation reports in a complex structure. This structure contains an international and a national node that are subordinate to the root nodes:

- International node

    The international node contains international (non-country-dependent) tables (for example, RT, CRT). The appropriate international tables are filled at runtime and retrieved using the complex structures.

- National node

    The national node contains the national tables (for example, SV) The corresponding national tables are determined and filled at runtime using the type assignment.

Root nodes   Nodes   Tables

```
┌──────────┐
│ PAYROLL  │
└──────────┘
     │
     │        ┌───────┐        ┌──────────────────────┐
     ├────────│  EVP  │────────│  Period information   │
     │        └───────┘        └──────────────────────┘
     │                                ┌──────────┐
     │        ┌───────┐               │ RT       │
     ├────────│ INTER │ <             │ CRT      │
     │        │       │               │ ...      │
     │        │       │               └──────────┘
     │        │       │               ┌──────────┐
     │        │       │               │ SV       │
     └────────│  NAT  │ <             │ SCRT     │
              └───────┘               │ ...      │
                                      └──────────┘
```

Conversion of Evaluation Reports

How Do You Convert an Existing Evaluation Report to the Logical Database for Payroll?

In Release 4.6C, we recommend that you first convert any reports (standard reports and customer reports) that are not used by any other report. You should not convert reports that are called using function modules or other reports (for example, the remuneration statement or the payroll account) in this release.

See the release note *Using the Logical Database for Payroll* for Release 4.6C.

To convert a report to the logical database for payroll, proceed as follows:

- Enter the following in the report attributes:

    - Logical database: **PNP**

    - Selection screen version: **900** selection screen for the payroll results

    - HR report category for payroll: **PY_DEF** of a customer report category

        Select *Payroll report category.*

- Change the following in the coding:

    - The evaluation report is assigned to a country when the coding line **NODES: PAYROLL TYPE PAY99_RESULT** is inserted.

    - Switch the **RP-IMP-C2-xx** macro to the event **GET PAYROLL.** We recommend that you no longer use the macro **RP-IMP-C2-xx**.
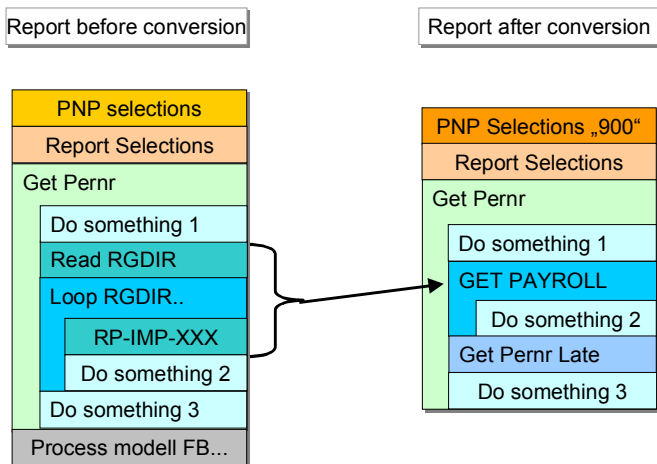
SAP provides the report EXAMPLE_PNP_GET_PAYROLL [Page 133] as an example.

Conversion of Evaluation Reports

To convert old evaluation reports, use the utility macros [Page 134], which are contained in the standard system, and one of the listed variants.

- If you only want to make minor changes to the coding of the report, we recommend that you use **variant A** for the conversion. With this variant, the conversion effort required is minimal.

  - Example: Old coding [Page 135]

  - Example: Variant A – New coding [Page 136]

- We recommend that you use **variant B** for the conversion if the report is not very large and you want it to be compatible for further developments.

  Switch macro **RP-IMP-C2-xx** to the event **GET PAYROLL.**

  - Example: Old coding [Page 135]

  - Example: Variant B – New coding [Page 137]

See also:

Example 1: ABAP Coding: Read International Payroll Results [Page 131]

Example 2: ABAP Coding: Read National Payroll Results [Page 132]

Example 3: Utility Macros for Report Conversion [Page 134]

Example 4: Old Coding [Page 135]

Example 5: Variant A – New Coding [Page 136]

Example 6: Variant B – New Coding [Page 137]

Example 7: Report EXAMPLE_PNP_GET_PAYROLL for Evaluation of Payroll Results [Page 133]

ABAP Coding: Read International Payroll Results

The system reads the international part of the payroll results for all clusters. The **GET PAYROLL** event is triggered for all personnel numbers and not just for the international country grouping (99).

```
Segment from coding


NODES: payroll TYPE pay99_result.

DATA:  wa LIKE LINE OF .  . payroll-inter-rt.

GET PERNR.

...

GET PAYROLL.
  LOOP AT payroll-inter-rt
         INTO wa.
    WRITE:  wa-lgart.
  ENDLOOP.
```

ABAP Coding: Read National Payroll Results

The system reads country-specific payroll results (for example, for Germany). The **GET PAYROLL** event is only triggered for personnel numbers for the specified country.

```
Segment from coding


REPORT EXAMPLE_ ...

NODES: payroll TYPE payde_result.

...

GET PERNR.

...

GET PAYROLL.
  LOOP AT payroll-inter-rt INTO wa1.
    WRITE:  wa1-lgart.
  ENDLOOP.
  LOOP AT payroll-nat-sv INTO wa2.
    WRITE:  wa2-rvnum.
  ENDLOOP.
```

ABAP Coding: Report EXAMPLE_PNP_GET_PAYROLL for Evaluation of Payroll Results

This report uses the logical database PNP to evaluate the payroll results.

Example: Short version of report `EXAMPLE_PNP_GET_PAYROLL`

REPORT EXAMPLE_PNP_GET_PAYROLL.

`* You find an extended version`

* of this report in your R/3 system !

TABLES: pernr, pyorgscreen, pytimescreen.

NODES: payroll TYPE pay99_result.

Data: g_result_counter type i.

GET pernr.

WRITE: / 'Currently working on:', pernr-pernr.

GET pernr LATE.

`WRITE: / 'Found', g_result_counter,`

**   'results for #', pernr-pernr.**

ULINE.

GET payroll.

g_result_counter = g_result_counter + 1.

WRITE: / 'Seq No. = ',   payroll-evp-seqnr,

**   'In period =', payroll-inter-versc-inper,**

**   'In period =', `payroll-inter-versc-inper,`**

**   'Pay date =', payroll-inter-versc-paydt.**

Utility Macros for Report Conversion

Segment from Coding

```
REPORT

INCLUDE h99paytransmac.

NODES: payroll TYPE payDE_result.

...

GET PERNR.

...

GET PAYROLL.

Copytodata payroll.

LOOP AT rt INTO wa.
    WRITE:  wa-lgart.
ENDLOOP.
...
```

```
RT[] = &1-INTER-RT.
CRT[] = &1-INTER-CRT.
BT[] = &1-INTER-BT.
C0[] = &1-INTER-C0.
C1[] = &1-INTER-C1.
...
```

The SAP system contains generated macros for easy conversion of old reports. The coding for this report is based on the individual payroll tables (for example, RT, CRT).

- For the O tables (for example, ORT), use `copytodata_o`.

- To transfer the contents of the single tables (for example, RT) to the complex structure, use `copytostruc(_o)`.

- The macro `copystruc_o` works in the same way as `copystruc` but for O tables.

Example – Old Coding

```
Segment from coding


INCLUDE: RPC2RX00.

INCLUDE: RPC2RXX0.

INCLUDE: RPPPXD00.

DATA: BEGIN OF COMMON PART BUFFER.

  INCLUDE RPPPXD10.

DATA: END OF COMMON PART BUFFER.

INCLUDE: RPPPXM00.

...

START-OF-SELECTION.

GET PERNR.

RP-IMP-C2-RX.
LOOP AT RT.
...
```

Example: Variant A: New Coding

```
Segment from coding


INCLUDE: RPC2RX00.

INCLUDE: RPC2RXX0.

NODES: payroll type pay99_result.

...

START-OF-SELECTION.

GET PERNR.

GET PAYROLL.

COPYTODATA PAYROLL.

LOOP AT RT.
...
```

Advantage

Parts of the coding that refer to the single tables (for example, RT, CRT, and so on) need not be changed since the single tables are filled by the macro `copytodate.`

Example: Variant B: New Coding

```
Segment from coding

NODES: PAYROLL TYPE PAY99_RESULT.

DATA: RT_HEADER TYPE LINE OF HRPAY99_RT.

...

START-OF-SELECTION.

...

GET PERNR.

GET PAYROLL.

LOOP AT PAYROLL-INTER-RT INTO RT_HEADER.

...
```

Advantage

The use of the complex structure simplifies the layout of the report. This variant does not require the macros. Instead, it uses the new complex structure **PAYROLL**. You do not need to use an INCLUDE as in the Example – Variant A: New Coding [Page 136].

Disadvantage

You must replace the link to the single tables (for example, RT, CRT) by a link to the complex structure.

Report Category

Definition

The report category specifies which fields are displayed on the selection screens of evaluation reports in *Human Resources.*

Use

Report Categories for HR Master Data

The report categories for *HR Master Data* define which master data fields are displayed on the standard selection screens for standard evaluation reports. Report categories are already assigned to the standard reports.

In Customizing for *Personnel Management*, you can create report categories [Ext.] and assign a report category to an evaluation report [Ext.].

⚠️

> Only change the report categories for the standard SAP reports, if the selection screen for the SAP standard system does not meet your requirements and you are aware of the effect this will have on the selection screen.

Report Categories for Payroll

The report categories for the evaluation of payroll results define which master data fields are displayed on the standard selection screens for evaluation reports.

If you want to create a new evaluation report to evaluate the payroll results using the logical database for payroll, use either report category **PY_DEF**, or create your own report category and assign it to the new report.

See also:

Creating a Report and Report Category [Page 139]

Creating a Report and Report Category

Use

You want to create a new report to evaluate the payroll results.

Prerequisites

You are in the *ABAP Editor* in the *Change Program Attributes* `<name report>` screen.

Procedure

1. Enter the required values in the fields you are already familiar with.

2. In the *Logical database* field, enter `PNP` and in the *Selection screen version* field, enter `900` for the logical database for payroll.

3. Choose *HR report categories.*

   The *Report Category Assignment* dialog box appears.

4. Select *Payroll results (Cluster)* and enter the name of the new report category.

5. Choose ◻ *Create report category.*

   The *View Change "Time Selection Definition" Overview:* screen appears.

6. To develop the report further, define the time and organizational selections.

7. Save your entries.

Result

You can use the report to evaluate payroll results.

Reports

Objective

The aim of this component is to process the information required for generating legal reports in accordance with the defined formats.

Functioning

The information generated by legal reports can be saved on diskettes and sent to the appropriate authorities.

In accordance with the standard SAP R/3 system and legal requirements, Venezuelan payroll accounting enables you to generate the following reports:

Employees:

- Payments and deductions.

- Bank details.

- Payment and severance pay statements

- Payroll account.

- Severance and interest account balance.

Organizational Unit:

- Payroll journal.

Wage Types:

- Wage type statement.

- Wage type distribution.

- Financial accounting: Major account wage type assignment

Payment day:

- Weekday or weekend pay days.

- Payday Calendar

Ministry of Labor

- Collective agreement.

- Profit share contribution ticket.

- Apprentice report

- Juvenile worker report.

- Accident declaration report.

- Working hours report

Income Tax (ISLR):

- AR-C form: Statement of income tax (ISLR) deductions

- RA-I form: Annual tax statement.

Social Insurance:

- Form 14-02: Beneficiary register.

- Form 14-03: Employment contract termination notice.

- Form 14-10: Modification statement.

- Form 14-100: Work attendance.

- File generation report for SANE system.

INCE - National Education Cooperation Institute:

- Worker contributions.

- Company quarterly contributions.

LPH - Housing Policy Act:

- LPH List: TemSe file for worker and company contributions.

Loans:

- Employer loan overview.

- Employer actual loan value determination.

- Employer loan statement.