Payroll South Africa (PY-ZA)

Release 4.6C

SAP ™

Copyright

Icons

Icon	Meaning
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	Example
	Note
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Contents

Payroll South Africa (PY-ZA)

Personal Data (I0002): National Features ZA

Definition

In addition to the standard entry fields available on the Personal Data screen (Infotype 0002), there is an additional gender field available for South Africa.

Use

In the gender field, select the employee's gender 'Male' or 'Female'. You also have the option to set the gender to 'Unknown'.

The gender specification 'unknown' can be used, for example, during the recruiting process. However, it is not recommended that this gender specification be used for regular employees, as it may have an impact on statistical reports.

Bank Details (Infotype 0009): National Features ZA

Performing a CDV Routine

Use

Performing a Check Digit Verification (CDV) check allows you to verify the validity on an employee's bank account number.

Prerequisites

You must have installed the CDV routine based on the specifications established by ACB. For additional information, see South African - CDV Installation [Page 9].

Procedure

To perform a CVD check on an employee:

1. Enter the employee's bank details.

2. In the *Payment method* field, choose A (ACB Payments).

3. Save your entries.

Result

Provided that the employee's bank is maintained on the ACB tape and the correct parameters have been installed on your R/3 system, a CDV check is performed on the employee's bank details:

- If the bank account number entered is correct, the system will process the bank details.

- If the bank account number entered is incorrect, you will receive an error message informing you that the bank account number entered is invalid.

South African - CDV Installation

Purpose

The Check Digit Verification (CDV) routine allows you to determine the validity of employee bank accounts in South Africa.

Prerequisites

The Automated Clearing Bureau (Pty) Limited (ACB) provides South African bank details on a tape which must be converted onto a disk in ascii format. For details on how to obtain such a disk, contact SAP Southern Africa in Randburg.

Process Flow

In the IMG, choose *Personnel Administration* → *Personal Data* → *South African Account Number Verification* and perform the appropriate steps indicated.

> You must periodically update your CDV routine with new (converted) ACB tapes. This ensures that you are working with the most accurate South African bank details information.

Result

The ACB CDV check has been installed onto your R/3 system.

You can now check the validly of an employee's bank account information entered on infotypes *Bank Details* (I0009) and *External Bank Transfers* (I0011) by:

1. Entering the employee's bank details, and

2. Choosing in the *Payment method* field, A (ACB Payments).

Ext. Bank Transfers (I0011): National Features ZA

Performing a CDV Routine

Use

Performing a Check Digit Verification (CDV) check allows you to verify the validity on an employee's bank account number.

Prerequisites

You must have installed the CDV routine based on the specifications established by ACB. For additional information, see South African - CDV Installation [Page 11].

Procedure

To perform a CVD check on an employee:

1. Enter the employee's bank details.

2. In the *Payment method* field, choose A (ACB Payments).

3. Save your entries.

Result

Provided that the employee's bank is maintained on the ACB tape and the correct parameters have been installed on your R/3 system, a CDV check is performed on the employee's bank details:

* If the bank account number entered is correct, the system will process the bank details.

* If the bank account number entered is incorrect, you will receive an error message informing you that the bank account number entered is invalid.

South African - CDV Installation

Purpose

The Check Digit Verification (CDV) routine allows you to determine the validity of employee bank accounts in South Africa.

Prerequisites

The Automated Clearing Bureau (Pty) Limited (ACB) provides South African bank details on a tape which must be converted onto a disk in ascii format. For details on how to obtain such a disk, contact SAP Southern Africa in Randburg.

Process Flow

In the IMG, choose *Personnel Administration → Personal Data → South African Account Number Verification* and perform the appropriate steps indicated.

> You must periodically update your CDV routine with new (converted) ACB tapes. This ensures that you are working with the most accurate South African bank details information.

Result

The ACB CDV check has been installed onto your R/3 system.

You can now check the validly of an employee's bank account information entered on infotypes *Bank Details* (I0009) and *External Bank Transfers* (I0011) by:

1. Entering the employee's bank details, and

2. Choosing in the *Payment method* field, A (ACB Payments).

Gross

Net

South African Net Payroll Calculation Topics

Purpose

The Net Payroll component calculates all payable taxes on salaries, wages and benefits for companies in South Africa.

Implementation Considerations

You can choose to implement Net Payroll along with R/3 Gross Payroll. If you implement Net Payroll, you need to make the appropriate settings for wage types and processing classes.

Taxes Infotype (0149)

Definition

With SAP Payroll Accounting South Africa, you can calculate employee withholding tax for South African companies based on regulations set by the South African Receiver of Revenue (SARS).

Use

The hiring process of an employee must first be performed before processing tax information. To assist you with data input for the hiring event, a dynamic action has been created for you. The dynamic event takes you through the following infotypes, where you enter the employees relevant details.

- *Events infotype (0000)*
- *Personal Data infotype (0002)*
- *Organizational Assignment infotype (0001)*
- *Addresses infotype (0006)*
- *Planned Working Time infotype (0007)*
- *Basic Pay infotype (0008)*
- *Bank Details infotype (0009)*
- *Taxes SA (0149)*
- *Social Insurance SA (0150)*

When creating an employee tax record outside of the dynamic event, see also Creating an Employee's Tax Data Record (I0149) [Page 17].

Maintenance of this infotype is obligatory for running South African payroll.

Structure

The infotype *Taxes (0149)* stores the following tax information for each employee:

- General tax information such as tax office code, tax reference number, and nature of person.
- Tax processing information such as tax procedure.
- Tax status information on each employee such as employment status.

    Marital status and the number of dependants are no longer criteria used to calculate employee tax.

- Tax information submitted by employees which effect tax calculation such as an age letter, employment letter, and a tax directive.
- Tax directive amounts.

Taxes Infotype (0149)

⚠️The tax data stored in this infotype is static (remains the same with only minor exceptions) during a tax year. Changing tax information results in a tax split, requiring multiple IRP5/IT3(a) (or equivalent) tax forms to be issued at the end of the tax year.

See also:

Changing an Employee's Tax Data Record (I0149) [Page 18]

Tax Procedures [Page 19]

Retroactive Tax into a Closed Tax Year [Page 21]

Creating an Employee's Tax Data Record (I0149)

Procedure

1. In the **SAP Easy Access** screen, choose in the *SAP standard menu*: *Personal →
   Personnel management → Administration → HR master data → Maintain*.

   The Maintain HR Master Data screen appears.

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

3. Access the Tax Data (Infotype 0149) record by entering the infotype name (Taxes SA) or
   the number (149) in the *Infotype* field.

4. Choose *Create*.

   The Create Taxes South Africa screen appears.

5. Enter all the employee's relevant tax information.

6. Save your entries

Result

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

Changing an Employee's Tax Data Record (I0149)

Procedure

7. In the **SAP Easy Access** screen, choose in the *SAP standard menu*: *Personal →Personnel management → Administration → HR master data → Maintain*.

   The Maintain HR Master Data screen appears.

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

9. Access the Tax Data (Infotype 0149) record by entering the infotype name (*Taxes SA*) or number (0149) in the *Infotype* field.

10. Choose *Change*.

    The *Create Taxes South Africa* screen appears.

11. Make the relevant changes.

12. Save your entry.

Result

The employee tax record has been updated.

Tax Procedures

Purpose

Tax procedures calculate taxes for full-time employees based on total net remuneration amounts.

Part-time employees are not taxed using tax procedures, but rather at a flat rate. However, a part-time employee can be considered a full-time employee if he or she submits an employment letter (this information is stored on *Taxes SA infotype (0149)* in the *Employment Letter Submitted* field).
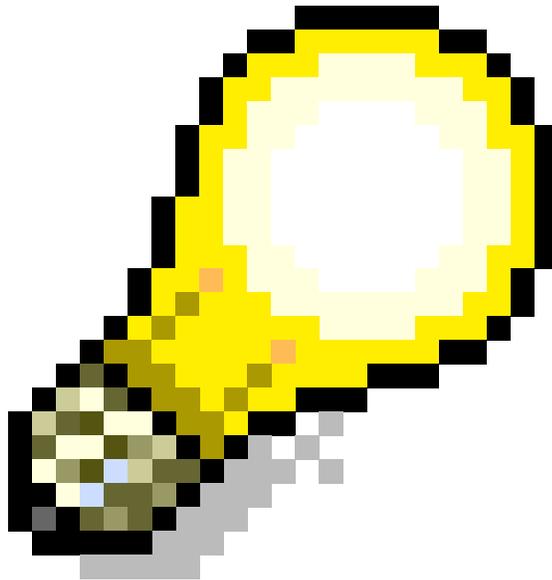
An employee's tax amount can differ depending on the tax procedure selected.

The following South African tax procedures are available:

Code	Procedure
1	Constant Tax
2	Constant Tax (Based on days of the month)
3	No longer used
4	No longer used
5	Steady SITE, based on periods
6	Steady SITE, based on days
9	Zero Tax (Provisional taxpayer)

Retrotax calculations can be performed for all the tax procedures listed above.

Process Flow

Tax Procedure 1

Tax Procedures

- Based on tax periods, for example 12 months or 52 weeks. There are no tax fluctuations caused by this tax procedure, as the tax procedure is not affected by a different amount of days in a period.

- Only the taxable earnings of the current period are projected.

- Salary increase: The change in tax calculations will be divided equally over the remaining tax periods.

- Tax recovery/refund may be necessary at year-end or termination.

Tax Procedure 2

- Based on tax days (the number of days in a month). Tax fluctuations can occur as the amount of days in tax periods change.

- Only the taxable earnings of the current period are projected.

- Salary increase: The change in tax calculations will be divided (for the most part) equally over the remaining tax periods.

- Tax recovery/refund may be necessary at year-end or termination.

Tax Procedure 5

- Based on tax procedures, for example 12 months or 52 weeks. There are no tax fluctuations caused by this tax procedure, as the tax procedure is not affected by a different amount of days in a period.

- The year-to-date taxable earnings are projected.

- Salary increase: This will cause a significant increase in tax, which will then decrease over the remaining periods of the tax year.

- Tax recovery/refund may be necessary at year-end or termination.

Tax Procedure 6

- Based on tax days (the number of days in a month). Tax fluctuations can occur as the amount of days in tax periods change.

- The year to date taxable earnings are projected.

- Salary increase: This will cause a significant increase in tax, which will then decrease over the remaining periods of the tax year.

- SITE: No year-end adjustments are made, thus no tax recovery/refund at the end of a tax year or termination is necessary.

Tax Procedure 9

- No tax is calculated. This is used for provisional tax payers and working directors.

  Tax procedure 6 is the most accurate tax procedure because it is based on days. However, slight variations may occur when calculating tax, depending on the number of days in the month (pay period). While tax procedure 5 does not have variations when calculating tax, it is not as accurate as tax procedure 6.

  If you configure new tax procedures in your R/3 System, you must maintain the payroll program and the personnel calculation rules.

Retroactive Tax into a Closed Tax Year

Use

This function enables you to retroactively calculate tax from a closed tax year. The amounts calculated retroactively (from a closed tax year) are brought forward into the current period (where taxes are calculated) and the adjustments are made.

Performing a retroactive tax calculation in a closed tax year will not change an employee's tax details for the closed tax year in question.

Prerequisites

1. You must first close the tax year in question.

2. You must indicate to the system that a retroactive tax calculation should be performed.

Activities

- To close a tax year, choose in the Payroll South Africa IMG: *Retro Tax Calculations for a Closed Tax Year → Close a tax year* and perform the steps indicated.

- To indicate to the system that a retro calculation is to calculated, you must perform either one of the following steps:

  - Indicate a retroactive date on the payroll screen. To do so, choose in the **SAP Easy Access** screen *SAP standard menu → Personal → Payroll accounting → Africa → South Africa →* Payroll *Accounting →* Payroll Accounting. In the Forced retro-accounting as of field, enter the retroactive date.

  - Or, set up parameters on infotypes for retroactive calculation. To do so, choose in the IMG Personnel *Administration →* Setting up *Procedures → Infotypes →* Define fields relevant for retroactive accounting.

In the final step, run the payroll for the current payroll period. Retroactive calculation will be calculated based on details from the previous period and the results will be carried forward into the results of the current payroll period.

For additional technical information, see the function for WPPRT, WRET, and WTAX parameter TYC (with transaction PE04).

Social Insurances Infotype (0150)

Definition

With this infotype, you create and maintain Social Insurance information for every employee. Contributions can be made using tab strips for the following social insurances:

- Medical Aid (MA)
- Pension Fund (PF)
- Unemployment Insurance Fund (UIF)

In addition to calculating contribution amounts, the information entered on this infotype is also processed by the payroll.

> To create a list of all employee contributions to MA and PF, see Deduction Schedules [Page 49]. A copy of this report can also be sent to the Social Insurance company indicating each individual payment per period.

Structure

Medical Aid

Unless you specify a contribution amount or percentage on this infotype, the system will calculate the contribution based on the Medical Aid information selected, the employee's salary, and age.

> If an employee elects to make additional MA contributions, enter the appropriate amounts in the *Special Contribution Class* field and/or set the *Gap Insurance* indicator.

You can also use payment models to calculate employee contributions for non-monthly paid employees, for further information on payment model processing, see Processing MA Contributions with Payment Models [Page 46].

Pension Fund

Unless you specify a contribution amount or percentage on this infotype, the system will calculate the contribution based on the company and fund selected.

PF contributions are based upon the company and fund selected.

UIF

Contributions to UIF are based on an employee's salary. If an employee's UIF applicable earnings are below the established threshold value, contributions are made to UIF. The contribution amount is 2% of the employee's UIF applicable earnings (the employee and the employer both contribute 1%).

For information on creating individual Social Insurance records, see:

Create a Medical Aid Record (I0150) [Page 23]

Create a Pension Fund Record (I0150) [Page 24]

Create an Unemployment Insurance Record (0150) [Page 25]

Create a Medical Aid Record (I0150)

Procedure

13. In the *SAP Easy Access menu*, choose *Human Resources → Personnel management → Administration → HR master data → Maintain*.

    The *Maintain HR Master Data* screen appears.

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

15. Access the Social Insurance (Infotype 0150) record by entering the infotype name (Social Insurance SA) or the number (150) in the *Infotype* field.

16. Choose *Create*.

    The *Create Social Insurance South Africa* screen appears.

17. Choose *Medical Aid.*

18. Enter the type of contribution.

    If the employee does not contribute to Medical Aid, you must enter an exemption reason.

    If the employee does contribute to Medical Aid, continue executing the remaining steps.

19. Enter the employee's Medical Aid *Company, Scheme, Adult dependants, Child Dependants, Contribution class,* and *Membership number.*

20. If the employee is making any additional contributions, enter the data in the *Special Contribution Class* and/or set the *Gap Insurance* indicator accordingly.

21. Based on the information entered in step 8, the employee's age, and salary, the system will automatically calculate the contribution amount. If the employee chooses to contribute a different amount, enter the amount or percentage of contribution directly on the infotype.

    Non-standard contribution amounts and percentages (entered directly on the infotype) override standard contribution amounts (calculated by the system).

22. Save your entries

Result

A *Medical Aid* record is created for the employee.

Create a Pension Fund Record (I0150)

Procedure

23. In the *SAP Easy Access* menu, choose: *Human Resources -> Personnel management -> Administration -> HR Master Data -> Maintain*.

    The *Maintain HR Master Data* screen appears.

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

25. Access the Social Insurance (Infotype 0150) record by entering the infotype name (Social Insurance SA) or the number (150) in the *Infotype* field.

26. Choose *Create*.

    The *Create Social Insurance South Africa* screen appears.

27. Choose *Pension Fund.*

28. Enter the type of contribution.

    If the employee does not contribute to Pension Fund, you must enter an exemption reason.

    If the employee does contribute to Pension Fund, continue executing the remaining steps.

29. Enter the employee's Pension Fund *Company, Fund,* and *Membership number.*

30. Based on the company and fund entered in the previous step, the system will automatically calculate the contribution amount. If the employee chooses to contribute a different amount, enter the amount or percentage of contribution directly on the infotype.

    Non-standard contribution amounts and percentages (entered directly on the infotype) override standard contribution amounts (calculated by the system).

31. Save your entries

Result

A Pension Fund record is created for the employee.

Create an Unemployment Insurance Record (0150)

Procedure

32. In the *SAP Easy Access menu*, choose *Human Resources → Personnel management → Administration → HR Maintain master data → Maintain*.

    The *Maintain HR Master Data* screen appears.

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

34. Access the Social Insurance (Infotype 0150) record by entering the infotype name (Social Insurance SA) or the number (150) in the *Infotype* field.

35. Choose *Create*.

    The *Create Social Insurance South Africa* screen appears.

36. Choose UIF.

37. Enter the type of contribution.

    If the employee does not contribute to UIF, you must enter an exemption reason.

38. Save your entries

Result

A UIF record is created for the employee.

External Insurances Infotype (0151)

Definition

This infotype stores employee contribution information toward external insurances and memberships (including payments to life insurance policies, savings fund programs, union and club membership dues).

💡 External insurance companies are referred to in the SAP System as subtypes.

Use

The following external insurances are standard entries in the system:

- 2001 Group Insurance Scheme Policy
- 2002 Life Insurance Scheme Policy
- 2003 External Annuity
- 2004 Annuity
- 2005 Annuity Arrears Contribution
- 2006 Pension Arrears Contribution
- 2007 Savings Plan
- 3000 Union Membership
- 4000 Non-union Membership

To create a new insurance company (subtype):

1. Copy an existing entry found in the *Subtype Characteristics* table (V_T591A).
2. Enter the relevant information.
3. Save your entry.

⚠️ If you create new subtypes, you must also maintain the personnel calculation rules accordingly.

Structure

This infotype can be used in the following cases to specify tax exemption amounts:

- Annuities (deducted and paid by the company).
- External annuities (deducted from the employee's bank account, but advised for tax exemption reasons).
- Arrears annuities (buying of annuities).
- Arrears pension fund (buying of arrears pension).

   In addition, you can set up deductions (such as an annuity contributions) to be tax relevant. Furthermore, you can also calculate commissions on insurance deductions.

Individual deductions can still be advised with infotypes *External Bank Transfers* (I0011), *Recurring Payments and Deductions* (I0014), and *Additional payments* (I0015).

To create an employee external insurance or membership record, see Create an External Insurance Record (0151) [Page 28].

Integration

To create a list of all employee payments made to insurances, see Deduction Schedules [Page 49]. A copy of this report can also be sent to the insurance company indicating each individual payment per period.

Create an External Insurance Record (0151)

Procedure

1. In the *SAP Easy Access* menu, choose: *Human Resources → Personnel management → Administration → HR master data → Maintain.*

    The *Maintain HR Master Data* screen appears.

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

3. Access the *Social Insurance Data* record (Infotype 0151) by entering the infotype name (Social Insurance SA) or the number (0151) in the *Infotype* field.

4. Choose *Create.*

5. Select the appropriate External Insurance type (subtype).

    The *Create External Insurance South Africa* screen appears.

6. Enter employee's contribution amount, membership number, and policy date. In addition:

7. In the *Wage type* field, choose the wage type assigned to the subtype. To maintain these entries, use the *Wagetypes to Subtype relation* table (T5W3A).

8. In the *Groupings* field, no standard entry is required.

9. Entries in the *Payment dates* section indicate the time frame in which deductions are to be made.

    ❑ If the deductions for non-monthly paid employees should be deducted during every payroll run, choose in the *Payment model* field, the appropriate payment model.

    ❑ If the deductions should be made in payroll periods starting at a later period, enter the appropriate data in the *1st payment period* and *Intervals in periods* fields.

    ❑ If the deductions should be made in payroll periods starting at a later date, enter the appropriate data in the and *1st payment date* and *Interval/Unit* fields.

10. Save your entries.

Result

An *External Insurance* record has been created for the employee.

Employee IRP5 / IT3(a) Tax Certificates

Purpose

As specified by the South African Receiver of Revenue (SARS), IRP5 / IT3(a) employee tax certificates must be issued to SARS in an electronic format. The following is a description of how to process electronic IRP5 / IT3(a) certificates with the SAP South African Payroll Accounting system.

Process Flow

```
                    ┌─────────────────┐
                    │  Initialization │
                    └────────┬────────┘
                             │
                    ┌────────▼────────┐
                    │    Selection    │
                    └────────┬────────┘
                             │
                    ┌────────▼────────┐        Create Run
          ┌────────►│   Generation    │        Set Run Status: New
          │         └────────┬────────┘
          │              ┌───▼───┐
          │              │ TemSe │
          │              │ & Spool│
          │              └───┬───┘
          │         ┌────────▼────────┐        Set Run Status:
          │         │   Submission    │        Submitted
          │         └────────┬────────┘
          │            ┌─────▼─────┐
          │            │ Electronic│
          │            │   Media   │
          │            └─────┬─────┘
    ┌───────────┐            │              Set Run Status:
    │ Rejection │            │              Rejected
    └─────┬─────┘   Rejected ◆ SARS
          └─────────────────◆ Validation
                             │
                       Accepted
    ┌──────────┐   ┌────────▼────────┐        Set Run Status:
    │ IRP5/IT3a│◄──│    Printing     │◄─┐     Accepted
    └──────────┘   └────────┬────────┘  │Reprint
                            │
                    ┌───────▼────────┐         Set Run Status:
          └─────────│  Cancellation  │         Cancelled
                    └────────────────┘
```
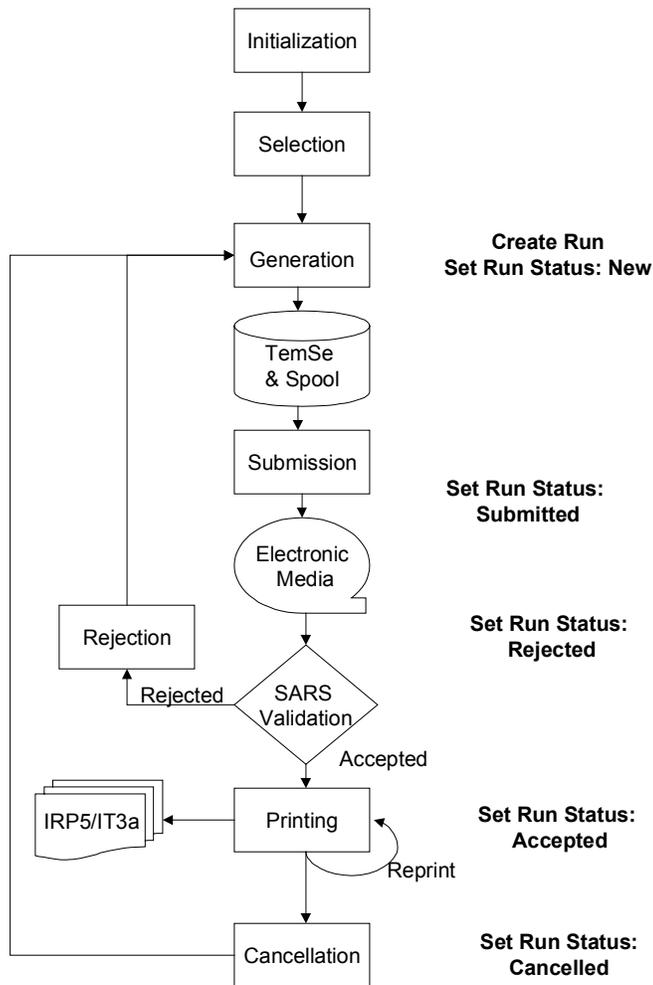
For detailed information on how to perform each step, see:

Initialization [Ext.]

Selection [Page 35]

Generation [Page 36]

Employee IRP5 / IT3(a) Tax Certificates

Download Certificates onto Electronic Media [Page 38]

End Procedures [Page 40]

Cancellations [Page 41]

See also:

Maintain Tax Registration [Page 31]

Run Administration [Page 32]

Result

Electronic IRP5 / IT3(a) certificates are generated for your employees.

Maintain Tax Registration

Use

Performing these steps ensures that the relevant data required by SARS is maintained in the system.

Procedure

- You must maintain tax registration numbers in the system.

To maintain this information, see in the IMG *Payroll Accounting → Payroll: South Africa → Taxes →Annual IRP5 / IT3(a) electronic tax certificate processing → Maintain tax registration number for payroll.*

- In the next step, you must maintain addresses in the system for all creators or bureaus that have been issued a PAYE reference number by SARS (to issue employee tax certificates on behalf of your organization).

To maintain this information, see in the IMG *Payroll Accounting → Payroll: South Africa → Taxes → Annual IRP5 / IT3(a) electronic tax certificate processing → PAYE tax reference information → Maintain tax addresses.*

Only the following information can be entered into the 'ID' field:

      A = Creator's name

      B = Contact person's name

      C = Contact number (telephone)

      D = Contact number (alternative)

      E = Contact address line 1

      F = Contact address line 2

      G = Contact address line 3

      H = Contact address line 4

      I = Contact postal code

- Finally, you must ensure the information maintained in the previous steps above are linked together in the system. In addition, you must indicate whether the PAYE reference number is a 'creator' of the tax certificates.

To maintain this information, see in the IMG *Payroll Accounting → Payroll: South Africa → Taxes → Annual IRP5 / IT3(a) electronic tax certificate processing → PAYE tax reference information → Maintain PAYE tax reference information.*

Result

The PAYE tax reference information has been maintained in the system.

Run Administration

Use

Run administration is the cental point of access to processing electronic tax certificates. You have the option of accessing the following steps directly from run administration:

Initialization [Page 33]

Selection [Page 35]

Generation [Page 36]

Download Certificates onto Electronic Media [Page 38]

See also in the IMG: *Payroll Accounting → Payroll South Africa → Taxes → Annual IRP5/IT3(a) electronic tax certificate* processing *→ Run Administration.*

Determine if 'old' certificates issued

Use

With this step, you can determine if tax certificates have been printed for any employees during the 1999 tax year using the old tax reporting method.

For the 1999 tax year, SARS accepts the following cases as valid reasons for having printed manual tax certificates using the 'old' certificate guidelines, that is non-electronic format.

- Employees who left your organization due to emigration during the 1999 tax year.

- Employees who passed during the 1999 tax year.

- Employees who are sequestrated during the 1999 tax year.

- Employers who cease to be an employer during the 1999 tax year.
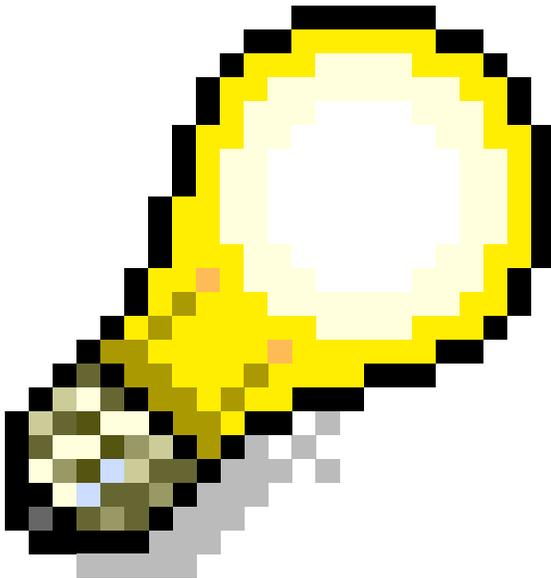
This step is only relevant for the 1999 tax year. It is also not a mandatory step. If you are certain that no tax certificates were printed out for any of your employees in 1999 using the 'old' tax record, do not perform this step.

Prerequisites

The must have already performed the step Maintain Tax Registration [Page 31].

Procedure

1. To maintain this information, see in the IMG: *Payroll Accounting → Payroll: South Africa → Taxes → Annual IRP5 / IT3(a) electronic tax certificate processing → Run Administration → Determine if 'old' certificates issued (1999 Tax Year).*

2. Choose *Execute.*

Use

Result

You have identified those employees for whom tax certificates have already been issued to in the current tax year.

By default, these employees will automatically not be included in the generation run for processing tax certificates using the new electronic format. If you would like generate electronic tax certificate for any of the employees, you must change their status to 'include'. For further details on how to change the status, see .

Selection

Use

Performing this step allows you to manually determine whether an employee should be included or excluded in the generation process of electronic tax certificates.

It may be useful to include or exclude an employee based on whether or not an IRP5 / IT3(a) form was printed earlier in the tax year using the 'old' (non-electronic format) or if a manual tax form was issued.
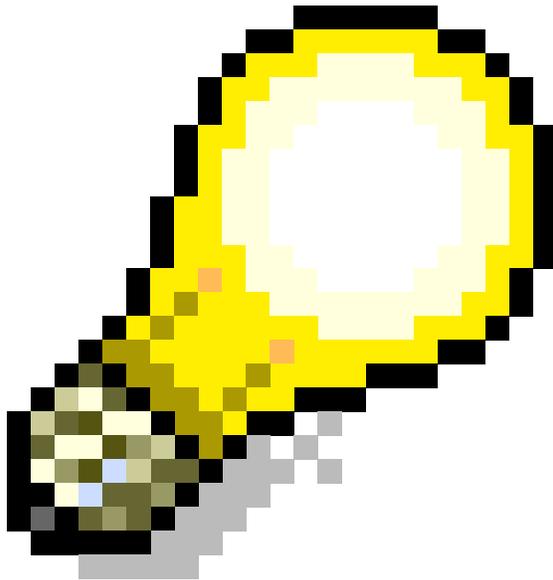
This is an optional activity.

Procedure

1. In the SAP standard menu, choose: *Human Resources → Payroll Accounting → Africa → South Africa → Subsequent Activities → Annual → Reporting → Tax Certificates → Tax Certificates Exclude/Include Employees*.

2. Enter the tax year.

3. Choose *Execute.*

For employees on the list, choose *Change Status* and set the status accordingly.

For employees not on the list, choose *Create*. Enter the personnel number and status accordingly.

Result

You have appropriately included or exclude employees from the electronic tax certificate generation process. You can now begin generating electronic tax certificates. See Generation [Page 36].

Generation

Use

Performing this step initiates the activity of generating employee IRP5 / IT3(a) employee tax certificates.

Prerequisites

You must have performed the [Initialization [Ext.]](#) process.

Procedure

4. In the *SAP standard menu*, choose *Human Resources → Payroll Accounting → Africa → South Africa → Subsequent Activities → Annual → Reporting → Tax Certificates →* Tax Certificates: *Run Administration. Execute* run administration then choose *Generation.*

5. Select the PAYE reference number and tax year. (If you do not specify the tax reference number, the run will be generated for the entire company).

6. Choose *Program → Execute in background*.

7. Select your output device and choose *Enter*.

A program checks the validity of the PAYE reference numbers entered.
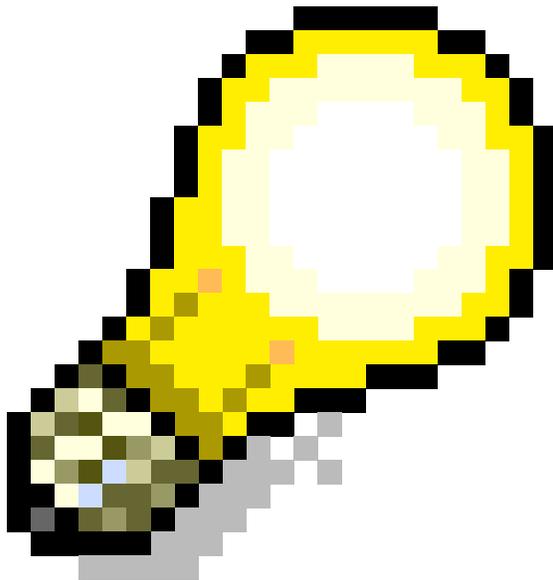
You can also maintain this information through the IMG under*: Payroll Accounting → Payroll: South Africa → Taxes → Annual IRP5 / IT3(a) electronic tax certificate p*rocessing *→ Run Administration → Execute run administration.*

Result

On the *Run Administration* screen, you can view the status of the run.

*   The *Status Text* column indicates the whether or not the run was successful.

*   Select the *TemSe Name* to see which employees were processed.

Download Certificates onto Electronic Media

Purpose

Once tax certificates have been created in the R/3 system for your employees, copies (in an electronic format) must be sent to SARS.

Process Flow

8. In the *SAP standard menu*, choose *Human Resources → Payroll Accounting → Africa → South Africa → Subsequent Activities → Annual → Reporting → Tax Certificates → Tax Certificates: Run Administration*.

9. Select the appropriate run and choose, 'Download Certificates'.

10. Select the type of electronic media (tape, cartridge, disc, or CD).

Next, you must print labels to be placed on the electronic media of your choice (which was created in the previous step).

11. To do so, select 'Label Spool', set the output device and print the labels.
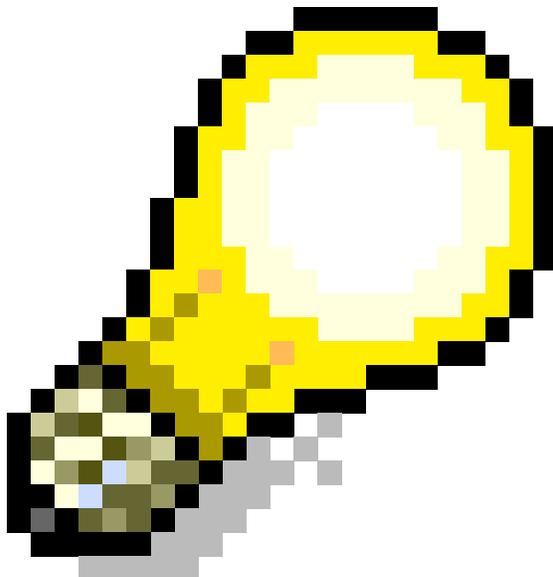
You can also maintain this information through the IMG under: *Payroll Accounting → Payroll: South Africa → Taxes → Annual IRP5 / IT3 (a) electronic tax certificate processing → Run Administration → Execute run administration,* then in the documentation select *Download Certificates.*

Result

You are now ready to send your electronic employee tax certificates to SARS.

The electronic media must be submitted to SARS as soon as possible, but no later than 60 days after the end of the tax year. Also, if your employer ceases to be an employer, tax certificates must be submitted to SARS within 14 days of the date, which the employer ceases to be an employer.

An IRP501 reconciliation form must accompany at least one of the electronic media submitted.

Under the new electronic tax certificate reporting procedures, there is no separate form for the IT3(a). For those of employees for whom you have not deducted any tax throughout the year, use the IRP5 form and leave the tax deductions portion blank (indicating that this is an IT3(a) declaration). Furthermore, you can combine IRP5 and IT3(a) returns on one IRP501.

End Procedures

Use

In this step, you set the final status of the of the electronic tax certificate generation run.

This step is performed only after SARS has accepted the electronic tax certificates.

Prerequisites

You must have performed the Generation [Page 36] process.

Procedure

12. In the *SAP standard menu*, choose *Human Resources → Payroll Accounting → Africa → South Africa → Subsequent Activities → Annual → Reporting → Tax Certificates → Tax Certificates: Run Administration*.

13. In the 'Run Status' column, choose the appropriate status as specified by SARS, either 'Accepted' or 'Rejected'.

14. If SARS has accepted the run, choose *Cert.Spool* (to print copies of the certificate for those employees accepted in a run), then set the print parameters.

You can also maintain this information through the IMG under: *Payroll Accounting → Payroll: South* Africa *→ Taxes → Annual IRP5 / IT3(a) electronic tax certificate* processing *→ Run Administration → Execute run administration,* then in the documentation select *Employee Detail.*

Result

You can supply the respective employees with a copy of their annual IRP5 / IT3(a) tax certificate.

With this procedure of processing electronic tax certificates, there is no limit to the number of copies printed.

Cancellations

Purpose

Performing this step allows you to cancel a tax certificate generation run if you detect any errors.

Process Flow

15. In the *SAP standard menu,* choose *Human Resources → Payroll Accounting → Africa → South Africa → Subsequent Activities → Annual → Reporting → Tax Certificates → Tax Certificates: Run Administration*.

16. You can either change the status of an entire run or for individual employees. To do so, set the *Run Number* indicator, choose *Goto → Certificate/Employee Detail*. Set the indicator for the entire run or for the relevant employee(s), then choose *'Cancel Certificate'*.

You can also maintain this information through the IMG under: *Payroll Accounting → Payroll: South Africa → Taxes → Annual IRP5 / IT3 (a) electronic tax certificate processing → Run Administration → Execute run administration.*

Alternatively, you could also cancel an individual employee in the IMG under: *Payroll Accounting → Payroll: South Africa → Taxes → Annual IRP5 / IT3 (a) electronic tax certificate processing → Run Administration → Execute run administration,* in the documentation choose *Employee Details*, execute the program, enter the relevant details, then choose *'Cancel Certificate'*.
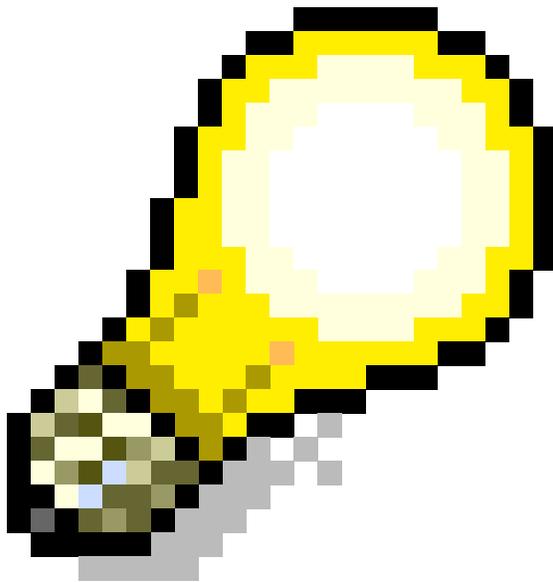
You can also set the status to 'Deleted'. By doing this, the run is no longer visible on the 'Run Administration' screen. Such runs can be viewed by selecting 'Deleted Runs'.

Result

You can correct the errors and rerun the employees affected.

Company Car (Infotype 0442)

Definition

With this infotype, you maintain employee company car information.

Use

Details maintained on this infotype provide the system with the information necessary to calculate employee contributions toward the company car and the corresponding tax implications.

Structure

The information on the infotype has been divided into the following categories:

- Car information
- Price & Benefit
- Additional information (valid only in Sweden)

Integration

For more detailed information about this infotype see national features for:

South Africa: Maintain Company Car Details (ZA) [Page 43]

Sweden: Maintain Company Car Details (SE) [Ext.]

Denmark: Company Car (Infotype 0442) [Ext.]

Maintain Company Car Details (ZA)

Use

Maintaining this infotype allows you to store and process employee company car details. The system calculates the employees' taxable benefit for the company car.

Prerequisites

If you are upgrading to any release 4.5B or higher and have existing company car information stored on *Internal Control* infotype (0032), you must run the program RPU45BW0. By running this program, you ensure that the existing company car data from infotype 0032 gets converted to the new *Company Car* infotype (0442).

Procedure

1. In the *SAP Easy Access* menu, choose: *Human Resources* → *Administration* → *HR master data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

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

3. Access the *Company Car* (Infotype 0442) record by entering the infotype name or the number (0442) in the *Infotype* field.

4. Choose *Create*.

The *Create Company car* screen appears.

5. In the *Car information* section, enter all the relevant vehicle data.

6. In the *Purchase price* field, enter the purchase price of the company car (taking into account any depreciation value where applicable).

7. In the *One time payment* field, enter (if applicable) the amount which the employee contributed toward the purchase price of the car.

8. In the *Regular payment* field, enter the amount which the employee pays toward the company car. This is a non-mandatory field.

9. In the *Payment model* field, select the appropriate payment model. This determines the frequency of which the employees payments (as indicated in the *Payment model* field) will be deducted. This is a non-mandatory field.

If an amount has been entered in the *Regular payment* field and a payment model has been selected, the system will automatically deduct the amount in the *Regular payment* field for each pay cycle (as specified by the payment model).

10. In the *Car regulation* field, select the appropriate company car conditions applicable for the employee.

Entries in this field have an impact on the employees contribution amount for the company car.

Result

You have maintained an employee's company car details. This data is used by the system during payroll processing to calculate the taxable benefit of a company car.

Deductions

Processing MA Contributions with Payment Models

Use

You can have medical aid contributions deducted on a non-monthly basis for those employees who are paid on a non-monthly payroll cycle (for example, employees who are paid on a weekly or a bi-weekly basis). This is done by indicating the appropriate payment model type on the medical aid scheme.

Prerequisites

The payment model in question must be maintained in the SAP HR System. To maintain payment model information choose in the IMG: *Tools → Business Engineer → Customizing* and select your project. Then choose *Deductions* and perform the steps assigned to *Deduction Frequencies.*

Procedure

1. Once the payment model in question has been maintained in the System, choose in the IMG: *Social Insurance ZA → Maintain Medical Aid Insurances.*

2. Choose the *Medical Aid Company* and *Medical Aid Scheme* to which you would like to assign deduction frequencies.

3. Choose *Details.*

4. In the *Technical Settings* section, select the appropriate deduction frequency type in the *Payment model* field.

5. Save your entry.

Result

The payment model has been assigned to the Medical Aid scheme. Every employee who is assigned to this medical aid scheme will make contributions to MA on the non-monthly basis (that was specified in this step).

Final Payroll Processing

Reporting

The following section contains reports specific to SAP HR Payroll South Africa.

Deduction Schedules

Use

Deduction schedules allow you to keep a record of Social Insurance deductions made during a payroll period.

TemSe (Temporary Sequential) objects for Medical Aid, Pension Fund, and Insurance companies are generated by running the payroll and then by creating deduction schedules.

Prerequisites

1. You must set up the wage types to be read by the deduction schedule. To do so, choose in the IMG: *Payroll → Payroll: South Africa → Forms → Deduction Schedules → Set up accumulation of wage types with the form editor.*

2. You must also run the payroll.

Procedure

1. To create deduction schedules, choose from the *SAP standard menu*: *Human resources → Payroll Accounting → Africa → South Africa → Subsequent Activities → Per payroll period → Reporting → Deduction schedule → Create*. Based on information from the wage types used to calculate deduction schedules and the payroll run, the system will calculate deduction schedules.

2. To process the deduction schedule created in the previous step, choose from the *SAP standard menu*: *Human resources → Payroll Accounting → Africa → South Africa → Subsequent Activities → Per payroll period → Reporting → Deduction schedule → Process*. When processing deduction schedules, you have the option to run the following reports:

   - Employee Detail per Deduction Schedule Run

   - Insurance Deduction Summaries

   - Medical Aid Deduction Summaries

   - Pension Fund Deduction Summaries

Result

The deduction schedule report lists by Social Insurance each employee contribution per payroll period.

   As a way to keep track of payments made, you can also send the appropriate information to the Insurance company in question by either downloading the reports or printing out hard copies.

Employment Equity Act

Purpose

The purpose of the Employment Equity Act (Act No. 75 from 1997) is to achieve equity in the workplace by:

- Promoting equal opportunity in the workplace

- Eliminating unfair discrimination in the workplace

- Implementing affirmative action measures addressing disadvantaged employment groups

The goal of affirmative action is to ensure that there is an equitable representation of the South African population in all occupational categories and levels in the workforce. The workforce should therefore be representative of the following percentages: 75% non-caucasion, 50% women, and 5% disabled.

Prerequisites

The Employment Equity Act is valid for all **designated employers** in South Africa. An employer qualifies as a **designated employer** if an organization meets one of the following criteria:

- The organization has 50 or more employees

- The organization has less than 50 employees, but their annual turnover is greater than or equal to that of a small business

- The organization is a municipality

- The organization is an organ of state

Process Flow

Organizations which qualify as a **designated employer** must submit their first equity report to the government by June 1999. For those organizations who qualify as a **designated employer** after June 1999, they have 12 months from their qualifying date to submit their first equity report.

A **designated employer** that employs less than 150 employees must submit updated equity reports every **two** years on the first working day in October.

A **designated employer** that employs 150 employees or more must **annually** submit an updated equity report on the first working day in October.

The report must list the organizations:

- Industrial sector

- Geographic location

- Employment status of their employees

- Ethnic and minority percentage break down of their employees

For customizing purposes, see in the SAP Reference IMG: *Payroll → Payroll South Africa → South African Reports → Employment Equity Act.*

To run the Employment Equity Act Report, see <u>Executing the Employment Equity Report [Page 52]</u>.

You can also access this report through the SAP Easy Access Menu: *Human Resources → Information Systems → Reports → Personnel Management → Administration → Administration South Africa → Employment Equity*.

All information used in the preparation of the employment equity reports (which are submitted to the government) must be retained for at least 5 years.

In addition to submitting an *Employment Equity* report, **designated employers** must also annually issue a statement regarding their organizations goals in terms of achieving employment equity, including a timetable. In order to assist you in this regard, see <u>Projecting Employment Equity in the Workforce [Page 54]</u>.

Executing the Employment Equity Workforce Analysis Report

Use

By running the *Employment Equity Workforce Analysis Report*, you generate a report (based on system parameters) which you can submit to the government to meet the legislative requirement of the *Employment Equity Act*.

Prerequisites

Before running the *Employment Equity Workforce Analysis Report*, you must perform the following steps for all employees within your organization:

- In infotype *Additional Pers. Data* (0077), maintain the employee's ethnic origin and also indicate whether or not the employee has a disability.

- In infotype *Personal Data* (0002), maintain the *Gender* field.

Procedure

1. In the IMG: *Payroll South Africa → South African Reports → Employment Equity Act,* select the activity *Execute Employment Equity Workforce Analysis Report*.

2. Enter your search criteria for the report and choose *Execute*.

In the *Selection* section, you can choose *Further selections* to run the report based on other search criterion.

To display the report results in a grid format, set the indicator in the *Grid Display* field. If this indicator is not set, the system displays the same report with less graphics.

Result

You have generated an employment equity report which reflects the workforce of your organization.

You can output the report as follows:

- Print the report

- Convert the report into an Excel format

- Convert the report into a Word processing format

- Download the report to a file

- Send the report via email

In addition, you can also display the report in a graphic format. To do so, choose *Display Graphics.*

For information about the *Employment Equity Act*, see Employment Equity Act [Page 50].

For information about projecting various employment equity scenarios for the workforce of your organization, see Projecting Employment Equity in the Workforce [Page 54].

Once the report(s) generated are representative of all the employees in your organization, you can send copies to the government.

Projecting Employment Equity in the Workforce

Use

You can use the **projection** feature from the *Employment Equity Workforce* report to assist you in forecasting how your organization plans to achieve employment equity (as prescribed by the *Employment Equity Act*).

Procedure

1. Execute the *Employment Equity Workforce Analysis Report* see <u>Executing the Employment Equity Workforce Analysis [Page 52]</u> Report.

The *Employment Equity Workforce Analysis* screen appears with the actual values generated from the criteria selected. The table lists the *Ethnic Origin, Disability,* and *Gender* based on headcount figures and percentages of the workforce.

2. Choose *Projection*.

3. You can perform projections based on amounts and percentages.

    - To project using an amount, enter a value in the respective field (in the *Projected Total* column) and choose *Using Numbers.*

    - To project using a percentage, enter a percentage in the respective field (in the *Projected Percentage* column) and choose *Using Percentages.*

Result

The system displays the regenerated report, taking into account all projections entered.

You can output the report as follows:

- Print the report

- Convert the report into an Excel format

- Convert the report into a Word processing format

- Download the report to a file

- Send the report via email

In addition, you can also display the report as a graphic. To do so, choose *Display Graphics.*

Regional Services Council (RSC) Levies

Definition

Each Regional Services Council sets criteria for how RSC levies should be calculated in their jurisdiction. All qualifying employers in South Africa are responsible for paying RSC levies based on remuneration amounts paid out to their employees.

Structure

RSC levies are calculated in the system based on an employee's remuneration as defined in the Income Tax Act (Act 58 of 1962) for PAYE purposes and RSC specifications as established by the governing council (such as the applicable rate on RSC applicable earnings and the VAT percentage rate).

For purposes of the levy, remuneration means all amounts including lump sums, voluntary awards and the value of fringe benefits, which are paid for services rendered.

💡 Only the taxable portion of a fringe benefit is included as remuneration.

Integration

💡 For customizing purposes, see in the IMG: *Payroll South Africa -> South African Reports -> Regional Services Council (RSC) Levies.*

💡 In customizing, you maintain the feature WRSCA to default an employee's RSC code based on their organizational assignment. In the case that you want override this default for an employee, you must maintain the *RSC Allocation* field on the infotype *Taxes SA* accordingly.

You can also access the *Regional Service Council Report - South Africa* in *the SAP Easy Access* standard menu under: *Human Resources -> Payroll -> Africa -> South Africa -> Subsequent Activities -> Per Payroll Period -> Reporting -> Deduction schedule -> PC00_M16_RPCRSCWO - Regional Service Council Report.*

South Africa

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

Use

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

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

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

Prerequisites

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

- To assign symbolic accounts to the wage types, choose *Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types.*

- To define the employee grouping for account determination, choose *Activities in the HR System → Employee Grouping/Symbolic Accounts → Define Employee Grouping.*

- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System → Assign Accounts.*

Scope of Function

Selection

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

- Country grouping

- Wage type

- Company codes

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

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

Output

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

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

For more information on the calculation of partial periods see factoring [Ext.].

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

Use

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

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

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

Prerequisites

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

Scope of Function

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

Example

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

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

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

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

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

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

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

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

Calculation of the present value of low interest company loans

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

Calculation of the present value of low interest company loans

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

Calculation of the present value of low interest company loans

Statistics

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

Account Statement for Company Loans (Report RPCLOF00)

Use

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

Scope of Function

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

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

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

- Transaction - status

- Debit memo - credit memo

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

Use of Wage Types in Payroll (Report RPDLGA20)

Use

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

Scope of Function

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

The report displays the following:

- The meaning of the wage type characteristics

- Wage types for which a wage type characteristic is applied

- Wage types that have the same specification for a wage type characteristic

- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping

  Here, you specify the country for which you want to create the wage type use list.

- Wage type

  Here, you can restrict the evaluation to one or several relevant wage types.

- Wage type validity

  All wage types that are valid in the period that you have selected are displayed in the wage type use list.

- Display logical views

  If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

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

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

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

Activities

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

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

To edit a logical view from the wage type use:

Tables

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

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

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

Tree Structure

1. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*

2. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Wage Type Reporter (Report H99CWTR0)

Use

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

Scope of Function

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

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

Period selected is 01.01.1998 to 31.03.1998

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

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

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

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

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

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

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

Overview of Company Loans (Report RPCLOG00)

Use

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

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

Prerequisites

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

Scope of Function

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

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

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

Example

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

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

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

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

Bank Details (Report RPLBNK00)

Use

This report is used to display employee bank details.

Features

You can display bank details that are recorded in the following infotypes (and their subtypes):

- *Bank Details* (0009)
- *Capital Formation* (0010)
- *External Bank Transfers* (0011)

Selection

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

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

Enter which employees are to be included in the evaluation under *Selection*. If you want to restrict the evaluation to certain employees, you can enter the relevant personnel numbers, and/or restrict the selection to specific employment statuses.

You can further restrict the selection to include just certain reports, under *Further entries*. The following fields are also available:

- *Infotype*
- *Subtype*
- *Bank country*
- *Bank number*

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list is sorted according to employees. If you have included more than one infotype, the system lists bank data separately for each infotype and subtype. The list includes the following data for each bank detail:

- Employee's address
- Payee data
- Bank data

Payments and Deductions (Report RPLPAY00)

Use

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

Features

Selection

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

- *Personnel number*

- *Employment status*

- *Personnel area*

- *Personnel subarea*

- *Employee group*

- *Employee subgroup*

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

- Wage/salary type

    You can only evaluate certain wage types.

- Infotype number

    As a rule, this report evaluates the following infotypes:

    − *Basic Pay* (0008)

    − *Capital Formation* (0010)

    − *External Bank Transfers* (0011)

    − *Recurring Payments and Deductions* (0014)

    − *Additional Payments* (0015)

    − *Wage Maintenance* (0052)

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

- Currency for Output

Output

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