

# PeopleSoft Country Extension for Spain



## PEOPLESOFT COUNTRY EXTENSION FOR SPAIN

### KEY FEATURES

- State-of-the-art, internet-based payroll solution
- Global architecture.
- Robust and intuitive actionable role-based analytics
- Seamless integration with PeopleSoft Time and Labor, Absence Management and Financials
- Configurable approval workflows with delegation capability
- Flexible and robust rules engine, flexible earnings and deductions
- Segmentation and Proration
- Retroactive Processing
- Statutory Requirements
- Mobile capabilities
- Simple and intuitive user interface

### KEY BENEFITS

- Multi-country and multi-currency payments
- Increased accuracy and timeliness
- Stronger financial controls
- Superior insight via embedded payroll analytics
- Integrated solution for all your payroll needs – end-to-end payroll processing
- Lower Total Cost of Ownership

Managing your workforce globally often requires region or country specific features and functions in Human Resources and Payroll. Oracle's PeopleSoft Enterprise Human Resources and Global Payroll applications help make this possible. Being compliant with HR regulations is essential. Making timely payments to your workforce while lowering your total cost of ownership is a business goal your organization can achieve.

With PeopleSoft Enterprise country extensions, you have complete control over all aspects of your local HR and payroll operations, including statutory payroll and reporting requirements. The foundation of Oracle's PeopleSoft Enterprise country extension products is Oracle's PeopleSoft Enterprise Human Resources application and Oracle's PeopleSoft Enterprise Global Payroll, a state-of-the-art, internet-based payroll solution that is built on a truly global architecture. The benefits of this architecture include streamlined application maintenance (because there is one core product and a single rules-based payroll engine) and easy deployment and management across borders (because the information is in one place).

## Country Extension Strategy

The Global Payroll core application provides the flexibility to create country extensions that are isolated from the core engine.

## Country Extension Content

Each country extension consists of statutory and customary rules, such as payroll and absence rules, including earnings, deductions, absence entitlements, and absence takes.

## Human Resources

In order to best support our customers, we often create country-specific features within our Human Resources product. These features work in collaboration with our Global Payroll and Global Payroll country extension products to form a cohesive and robust payroll solution that enables local compliance.

## Global Architecture

Global Payroll is a comprehensive, flexible payroll solution. You can run payroll in a central location for multiple countries using a single database. You can enter and access payroll and absence data from any location around the world. You can use Global Payroll for a single country, or have separate databases for some or all countries in a multinational environment.

Regardless of your implementation architecture, Global Payroll is a truly global product, not a multi-local product with a single code line for all countries.

## Rules-Based Product

Global Payroll is a rules-based product. All payroll processes, calculations, and results are determined by a set of rules that you can easily build. You can reuse the rules throughout the application to save time and space.

All rules are external to the delivered code line. The core engine contains no payroll rules, no preset sequence, and no tax algorithms. Instead, the rules are stored in the system, so no program modifications are required to tailor the solution to your requirements. You build a payroll solution unique to your needs by entering data into various online pages. In addition, Global Payroll provides sample rules that are meaningful and useful for customers seeking to utilize best practices for common payroll requirements when using Global Payroll Core for configuring their own country extensions.

User-defined elements are the base component of any rule. Because you can assemble elements in countless ways, Global Payroll is flexible enough to accommodate almost all payroll and absence rules. To define and execute payroll and absence calculations, you can use a flexible high-level language. There is no programming required. Payroll rule elements have attributes that you can use to calculate, accumulate, group, sequence, and aggregate pay items. Earnings and deductions, the heart of any payroll solution, are defined in PeopleSoft Enterprise Global Payroll as calculation rules.

We provide Global Payroll country extension products to alleviate the extensive development and maintenance time and expense that would be required to configure our core Global Payroll product for a specific country's payroll needs. This dramatically speeds implementation and still provides you with the ability to customize and configure your payroll application to meet your unique needs.

## Flexible Earnings and Deductions

Your organization's unique payroll management requirements demand the ability to configure a payroll solution without losing the benefits of a standard, supported package. Our Global Payroll country extension products provide a unique, data-driven approach that enables you to define and manage your diverse payroll requirements that reflect your business policies. Earnings and deductions are defined as calculation rules with flexibility for total control over both their content and processing.

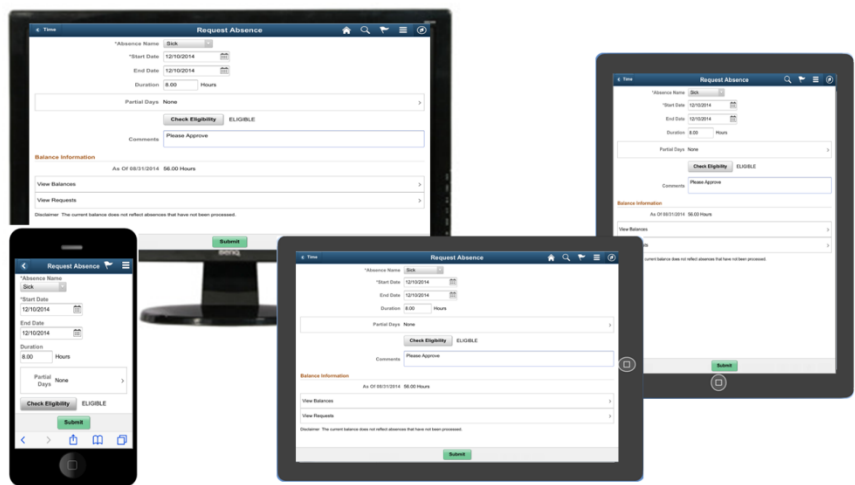
## Payroll Reports

Each Global Payroll country extension product provides a comprehensive set of standard reports. Oracle also offers a broad range of flexible reporting tools to create and customize your own reports.

## Self Service

Complement Global Payroll with PeopleSoft ePay. Employees can view their payslips online and can easily manage their net pay distribution to their own bank accounts.

PeopleSoft Absence Management provides the always-connected manager and employee an effective method for requesting Absence and staying on top of approval requests.



Simple, intuitive user experience on any device

## Other Global Payroll Features

Global Our core Global Payroll product also has the following features available to all country extensions.

**Processing Calculations.** To accommodate all your payroll processing calculations, Global Payroll enables you to create customized, flexible formulas using mathematical and logical elements in a simple and intuitive interface. You can define sophisticated rules and mathematical formulas simply by entering the appropriate attributes into online tables. Using a formula element gives further flexibility to define complex organizational needs.

- **Accumulators.** Global Payroll makes it easy to track accumulated amounts or balances over time.
- **Segmentation and Proration.** With Global Payroll, you can choose the events (such as leave of absence, transfer, salary change, or job change) that should trigger segmentation of pay components during a pay period.
- **On Demand Processing.** Global Payroll allows you to process a payment for any payee at any time using On Demand payment processing.

- **Retroactive Processing.** Global Payroll enables you to choose the events that trigger the flexible, user-defined retroactive process.
- **Absence Processing.** Global Payroll delivers a robust set of integrated absence management tools to give you complete control over absence management for your organization.

**Payroll Processing Framework.** Global Payroll offers a flexible method for organizing your payroll elements into payroll runs. You can define all elements of the payroll process, including pay groups, eligibility groups, and calendars, run types, pay periods, and process lists.

**Calculation Monitoring.** The Global Payroll and Absence Monitor allows you to define your own alerts to monitor significant variations in Gross and Net payment calculations, as well as in Absences, and to compare with previous or against historical calculations. The Monitor provides embedded analytics and ability to drill down to Departments and to the Employee's results to identify any issue in payroll or absence calculation.

- **Multilingual Functionality.** Global Payroll offers a robust set of Multilanguage features that enable you to work in your preferred language.
- **Multicurrency Functionality.** Global Payroll smoothly handles multiple currencies for even the most complex calculations.

You can state, calculate, and distribute an employee's pay in multiple currencies.

- **Complete, Integrated Solution.** Global Payroll integrates with other PeopleSoft Enterprise solutions such as Human Resources, Time and Labor, and Financials.
- **Data Archive/Purge Templates.** We deliver templates with documentation for archiving Global Payroll data, under specific conditions, to help you implement an archiving strategy to address the large amount of data that ERP applications create as well as to comply with regulatory requirements.
- **Move Data and Rules Quickly.** Use the Create Rule Package utility to package elements that you want to move between databases.

## Key Human Resources Features for Spain

Our Human Resources product has country-specific features to assist our Spain customers with their Human Resources and payroll-related needs. The key Human Resources features for Spain include:

- New Update Contracts ESP component that streamlines workforce administration processes like Hiring and all the legal reporting required by Spanish authorities. It combines in a single data entry all the required information from the legal point of view guiding user and avoiding double entry of data.
- Contrata: a tool enabling the setup of XML files that allow the communication of contract related actions to SEPE (Employment) authorities.
- Process to support the communication of social security actions through AFI file.

- Delta: a process to support the communication of work injury events to Collaborative Entities through Delta files.
- Contract Printing: a tool enabling the setup of Contract printouts in PDF format.
- Fundación Tripartita: a set of pages, processes and xml reports to manage calculation of contributive reductions for employers training their employees and related communications to the government entity (Fundación Tripartita) in charge of promoting employee training. The following reports are delivered:
  - FORCEM - Beginning of groups (Company) (“Inicio Grupos Formativos: XML Bonificadas”).
  - FORCEM - Beginning of groups (Organizing Entity) (“Inicio Grupos Formativos: XML Organizadoras”).
  - FORCEM - List of participants (“Carga masiva de participantes: Datos de participantes”).
  - FORCEM - End groups (Company) (“Finalización Grupos Formativos: XML Bonificadas”).
  - FORCEM - End groups (Organizing Entity) (“Finalización Grupos Formativos: XML Organizadoras”).
- ERE (“Expediente de Regulación de Empleo”): a full set of pages, processes and reports to manage end-to-end permanent and temporary ERE procedures, from data entry to legal reporting. The following reports are delivered:
  - Free format report to initiate ERE procedures
  - XML to initiate the ERE: to be sent to the SEPE
  - Benefit registration XML report for employees affected by ERE
  - XML report to communicate activity periods for employees affected by a temporary ERE to the SEPE

The screenshot displays the 'ERE Activity Periods ESP' application. The main interface shows the following details:

- Employee:** Isabel Dominguez Cruz, Empl ID: KEG009, Empl Record: 0
- ERE ID:** KE1\_2013, ERE 2013 Company KE1
- ERE Type:** Schedule Reduction
- Begin Date:** 01/01/2013, **End Date:** 31/12/2013
- Activity Period:** Calendar Year 2013, Activity Days 0, No Activity Days 0
- Activity Intervals:**

Begin Date	End Date	Activity Code
01/01/2013	31/01/2013	No Activity

The foreground window shows the 'Report Parameters' for generating an XML report:

- Template Type:** Activity Periods Reports
- Company:** KE1 - Business Institute - Spain
- Begin Date:** 01/01/2013, **End Date:** 01/01/2020
- File Path:** /January
- XML Report Status:** Not Communicated

XML report to communicate activity periods for employees affected by a temporary ERE to SEPE

## Key Payroll Features for Spain

We have developed pre-built rules, processes and application pages to meet the unique needs of our customers managing their Spain payrolls. The key Global Payroll for Spain features include:

### Sample Common Gross Salary Elements

Delivered sample elements and rules for most common types of earnings such as:

- Base Salary.
- Seniority (with setup template at the labor agreement level).
- Complements (for example, transportation complement).
- Overtime (structural and non-structural).
- Non-salary earnings (overnight stays, travel maintenance, and mileage).
- In kind earnings (for example, company car).

### Extra Payments

Delivered setup templates at the labor agreement level to define a set of calculation rules for extra payments such as:

- Number of extra period to be paid.
- Accrual timeframe.
- Month of payment, or define it as being prorated each month.
- Definition of payment method (lumped or based on current compensation or any other month compensation)
- Elements to be included in extra pay.
- Liquidation elements to be generated in case of termination.

### Absence Processing Rules

- Capturing absence related information needed for payroll processing and social security reporting (FDI)

The screenshot displays the Oracle HR system interface for an absence entry. The employee is identified as Antonio Diaz Ruiz (Employee ID: KEG001, Empi Record: 0). The absence is categorized as 'Temporary Disability' (Absence Take: IT) with a begin date of 10/03/2014 and an end date of 25/03/2014. The absence reason is 'Common illness' and the benefit eligibility is 'Regular Benefit'. The FDI Data section shows an injury date of 10/03/2014. The Sick Note Data section includes a table with columns for Type, Sick Note Date, Number, and Discharge Reason. The table contains two entries: 'PB - Sick Note' with a date of 10/03/2014 and 'PA - Medical Discharge' with a date of 25/03/2014 and a discharge reason of '17 - Recovery Professional Capacity'. The Economic Data Ovrrd / FDI Data section shows contribution days of 30, common contingency base of 3,597,000,000, contribution overtime of 0,670,000, and subsidy daily base of 119,900,000. A search button is present next to the contribution base value. The interface includes navigation tabs (Absence Event Entry, Forecast Messages, Additional Data) and action buttons (Save, Return to Search, Notify, Refresh).

Type	Sick Note Date	Number	Discharge Reason
PB - Sick Note	10/03/2014		
PA - Medical Discharge	25/03/2014		17 - Recovery Professional Capacity

- Calculation of social security bases and benefits for the following absences, per social security rules (IT, AT/EP, maternity, paternity, partial maternity and partial paternity, risk during pregnancy, risk during lactancy, extended IT, or extended AT/EP, CUIDADO MENOR).
- Calculation of special subsidies in case of multiple maternity or maternity without minimal contribution period.
- Possibility of override of the BRD (Regulatory daily base) and relapse days.
- Setup at the labor agreement level to define company complementary benefits.
- Specific absences type and take to manage temporary ERE periods: calculation of social security bases, the unemployment benefit (contributive or non-contributive) and the company complementary benefit.

#### **Social Security Contribution Calculations**

- Calculation of social security contributions for General Social Security Scheme for employees of private sector employed by third-parties (*trabajadores por cuenta ajena*) for common contingencies, professional contingencies, and overtime pays (for monthly, daily, and part time employees).
- Special contribution in case of a contract with duration less than 7 days or employees older than 65 years of age.
- Definition of minimum/maximum ceilings for contribution basis.
- Setup to calculate reduction.
- Rules for self insurance companies.
- Calculation of contributions for compensation related to more than 1 month.
- Calculation of contributions and reductions in case of ERE

#### **Tax Deductions Calculations**

Delivered rules in the following areas to support the calculation of tax deductions:

- Calculation algorithm for IRPF for:
  - State Territory
  - Fiscal Territories.
  - Non residents.
- Setup of legal limits for business trips (dieta), mileage.
- Tax exemption of income received for work done abroad.
- Calculation of taxes on salary in kind.
- Calculation of taxes of severance payment
- Flexible setup for estimation of yearly tax income for calculation of tax percentage.
- Calculation of elements related to tax calculation and needed in tax reporting such as, Model 111, Model 216 and Model 190 and 296.

**Termination Processing**

Delivered rules to support the calculation of payment elements upon termination including:

- Setup of days to be paid in case of termination as severance payment at different levels (statutory, labor agreement, and employee).
- Override of severance payment at employee level.
- Calculation of severance payment.
- Management of litigation salary.
- Payment/deduction of pre-advice days.
- Calculation of elements related to termination needed in reporting such as company certificate.
- Generation of the release letter.

**Net Pay Deductions**

Delivered rules to support the calculation of most common net pay deduction elements such as:

- Garnishments, including automatic calculation for Court order (article 607 of "Ley enjuiciamiento Civil").
- Loans and advances.
- Union fees.
- Pension plan process, including components that allow definition of pension plans and payee assignments.

**Other Calculation Features**

Delivered rules to support the calculation of the following processes:

- Net to gross adjustments.
- Segmentation (period and element segmentation).
- Retroactivity processing.
- Correction processing.
- Special collective management (for example, expatriates and grants holders).

**Social Security Reporting**

- Social Security reports including:
  - TC1: prints a summary of the monthly social security contribution for each employer social security number.
  - TC2: provides a list of employees included in an employer social security number with their respective social security bases, contributions, benefits to refund, reductions, specific indicators depending on employee situation and discounts.



- Cret@ ('Sistema de Liquidación Directa') Reporting: This includes all the functionality needed to generate the new XML files to report the monthly information to Social Security for them to calculate the contributions and reductions:
- New segmentation requirements and new page to review and clean the generated segmentation triggers.
- Generation of XML files: Request of the Draft, XML of bases, Request of Employee-Slices, Request of Calculation Details and Request of Confirmation.
- New components to review/manage data calculated by the payroll process are reported to Social Security through Cret@ XML

The screenshot displays the 'ERE Activity Periods ESP' interface. At the top, it identifies the employee as Isabel Dominguez Cruz (Empl ID: KEG009) and the ERE record as KE1\_2013 (Schedule Reduction) from 01/01/2013 to 31/12/2013. Below this, there are sections for 'Activity Period' and 'Activity Intervals'. The 'Activity Period' section includes filters for Calendar Year (2013) and Month (01 - January). The 'Activity Intervals' section shows a table with columns for Begin Date, End Date, and Activity, with one entry for 01/01/2013 to 31/01/2013. The interface also includes a 'Report Parameters' section with various dropdowns and a 'File Path' field. At the bottom, there is an 'Employee List' table with columns for Date, Type, and Name, and a 'Generate Report' button.

- Load XML response files including Employees-Slices and Calculation details.
  - Verification process to allow end users to validate their calculation with the one performed by Social Security.
  - FDI: contains the FDI medical report data to transmit to Social Security.
  - Company Certificate (Certificado de Empresa) in pdf and XML formats: reflects the monthly social security bases for the last 180 contribution days. Used by the government employment office to calculate the unemployment benefit.
- We also deliver the Company Certificate for Maternity, Paternity or Risk during pregnancy and Company Certificate in case of Temporary disability (IT and AT/EP).
- CRA File ("Conceptos Retribuidos Abonados") : new mandatory legal report to be sent to Social Security on a monthly basis containing the list of earnings included in each payroll being calculated.

### Tax Reporting

- 111: tax report with monthly or quarterly frequency to report tax information at the company level.
- 190 for State and Historical territories: provides an annual summary of taxes for each employee.
- Tax Deduction Report (Certificado de Haberes): contains annual tax deduction information for each resident and non-resident employee.
- 216: provides a summary of the monthly or quarterly IRNR non-resident income tax data.
- 296: provides a summary of the annual IRNR non-resident income tax data at the employee level.
- 345: contains all of the pension plan contribution data pertaining to a selected fiscal territory and calendar year for all employees with collective pension plans when the company is the promoter of the pension plan.
  - IRPF Percentage Comparison: contains data to identify and validate changes in IRPF withholding percentages for payees in a selected company, pay entity, or other grouping.
  - Used to determine whether these changes are justified or adjustments are needed.

### Payment Processing and Reporting

- Support for the following payment formats:
  - EFT banking files following CSB34-1 and CSB34\_v14 format for international payments.
- Reports to manage payment processing including:
  - Missing Bank Accounts: lists employees who have no bank account in the system.
  - You can run the report for a selected pay entity or pay group.
  - Payee Bank Account: lists employees and their bank accounts.
  - You can run the report for a selected pay entity or pay group.
  - Net Payment: lists all of the transfers with a payment date between the dates selected.
  - Pending Net Payment: lists all of the pending transfers from a selected date or transfers that were pending between two selected dates.

### Additional Reports

- Other useful reports including:
  - Payslip with flexible template to define:
    - Elements to be included in the payslip
    - Display mode of retro elements

**PRODUCT NAME**

PeopleSoft Country Extension for Spain

**RELATED PRODUCTS**

PeopleSoft Country Extension for Spain is a fully integrated solution that works seamlessly with other PeopleSoft products. For more information on related applications, refer to product datasheets on the following:

- PeopleSoft ePay
- PeopleSoft Human Resources
- PeopleSoft Compensation and Benefits
- PeopleSoft Time and Labor
- PeopleSoft Absence Management.

Visit [PeopleSoft Information Portal](#) for further updates and announcements on PeopleSoft products

- Display mode of extra payments

- Payslip layout that can be defined by pay group

- E-Payslip
- Release Model: termination report that generates a release document for the selected employees.

**Review Pages**





Delivered review pages to support in the revision of data contained in legal reports or in the revision of payroll calculations, including:

- Review tax reporting data.
- Review social security reporting data.
- Review tax percentage calculation detail data.

**CONTACT US**

For more information about PeopleSoft Country Extension for Spain, visit [oracle.com](#) or call +1.800.ORACLE1 to speak to an Oracle representative.

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**Hardware and Software, Engineered to Work Together**

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