

PeopleSoft Country Extension for Switzerland



PEOPLESOFT COUNTRY EXTENSION FOR SWITZERLAND

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.

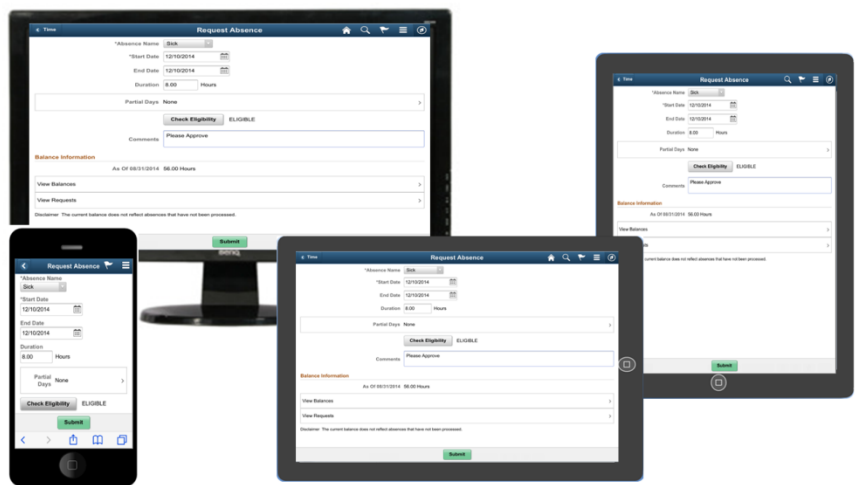
Payroll Reports

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 Switzerland

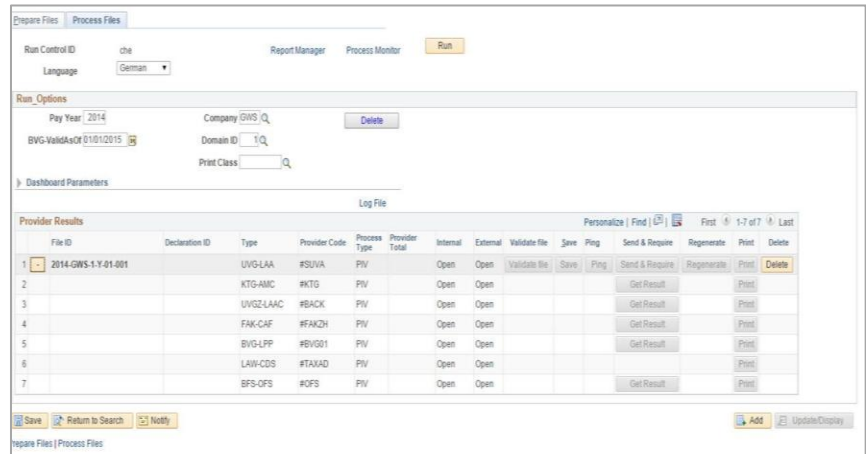
Our Human Resources product has country-specific features to assist our Switzerland customers with their Human Resources and payroll-related needs. The key Human Resources features for Switzerland include:

- Ability to load valid Swiss addresses allowing the system to validate municipalities against the postal code.
- Validate the Swiss National ID.
- Swiss address formats (incl. Municipalities)
- Inform end user to monitor the source tax assignments in case of address changes.
- Assign Swiss work permits.

Key Payroll Features for Switzerland

We have developed pre-built rules, processes and application pages to meet the unique needs of our customers managing their Switzerland payrolls. Switzerland payroll is swissdec certified.

This guarantees that this payroll covers all the features described in detail in swissdec payroll guidelines (<http://www.swissdec.ch/home.htm>). Switzerland payroll provides further features on top of the swissdec certified ones.



Swissdec Dashboard

The key Global Payroll for Switzerland features include:

Tax Statement (Lohnausweis / Certificat de salaire) – swissdec certified

- Pages to capture data required by mandated Swiss tax statement that provides a report process to create the tax statement file in XML format for use with ELM (Einheitliches Lohnmeldeverfahren).

Social Insurances – swissdec certified

- Overrides on person level for the various eligibility status, yearly calculation and AHV_AVS minimum.
- Without overrides calculation as of company defaults apply.
- Support for AHV_AVS, ALV_AC and UVG_LAA statutory insurance schemes.
- Support impromptu AHV_AVS entries and terminations - E(M)A with creation of Proof of registration
- Support for BVG_LPP, KTG_AMC and UVGZ_LAAC company insurance schemes.
- eGovernment functionality that enables reporting for all social insurances from a single location, simplifying the process.

Source Tax –swissdec certified

- The payroll supports source tax calculation and reporting for all 26 cantons and supports the monthly reporting via swissdec distributor

- Source Tax Data page that provides:
 - The ability to select the tariff from a list of valid values for corresponding canton.
 - The ability to specify a worker's exemption from the tax statement or from the source tax on the source tax page.
 - Automatic calculation of tariffs according to civil status, number of children, canton/country of residence.
 - Assign fixed rates, fixed deductions and override estimated yearly income.
 - The Postal Code table used to validate the municipality code of the employee's home address (resident of Switzerland) or work location (nonresident).
 - Maintain all further tax details required since 2014 (child data, spouse data, reason for tariff changes, etc. (see swissdec guidelines)
 - Calculation and reporting: Annualized calculation for cantons FR, GE, TI and VD; monthly calculation for all other cantons.

Family Allowances (FAK_CAF)

- The payroll supports child allowances calculation and reporting for all 26 cantons. Uses a unique layout for monthly and yearly reporting that is accepted by all cantons.
- Fields on the Family Allowance page provide:
 - The ability to indicate whether a child is living outside of Switzerland in a country that is not part of the EU in order to determine the child allowance.
 - The ability to enter the factor of the birth allowance to be applied to each child in the case of multiple births.
 - The ability to enter student status with forced entry of expiration date.
- FAK_CAF Calculation and Reporting.
 - Calculate GE allowances to add to the source tax base and trigger the remark in tax statement.
 - Support the special rules for families with three or more children in JU and VD.
 - Support all other canton specific rules.
 - Support XML based reporting for Ausgleichskasse Banken (monthly reporting).
 - Support XML based reporting for the central register (monthly), eAHV format
 - Support XML based yearly reporting – swissdec certified.

Reports to satisfy requirements of the Swiss Federal Office of Statistic (BFS_OFS)

- BESTA Statistic (Beschaeftigungsstatistik) – beyond swissdec.
- Salary Structure Analysis (Lohnstrukturerhebung) – swissdec certified.

EO functionality

EO includes an interface file to send electronically to the AHV_AVS provider. EO payments are calculated in the current month, which avoids many retroactive calculations and accommodates the year change.

A page is provided that enables correction of calculation data for closed periods.

Payment Transfers

- Support for DTA domestic and non domestic transfer.
- Support for Post finance to yellow account and bank accounts.
- Support direct debit bank transfers by generating an LSV file for negative payment amounts.
- Direct download of bank information from the Swiss Interbank Clearing (SIC) website, which regularly publishes a text/Excel file with the most current bank information.
- You can opt to load the data directly from a local file or from a network location. Delivered standard process to read the information from the SIC file and store the data in temporary tables.
- Support for IBAN banking format for international bank transfers.
- Support for non-domestic SEPA transfers in Euros in the Single Euro Payment Area.

Self-Service

Self-service applications for managing overtime requests that enable you to carry out common tasks through a user-friendly browser page.

BVG_LPP Interface – beyond swissdec

Integration to the AG Büro 70 product PEKA® to make it easier for payroll managers to manage pensions. PEKA® supports pension calculations such as employer/employee contributions, payments, and adjustments.

PeopleSoft reports pension gross salaries to PEKA®, which calculates the contributions and reports them back so that they can be deducted in payroll.

Multi Contract Support

Global Payroll for Switzerland supports both payroll calculation and legal reporting requirements for employees with multiple contracts by using standard employee record functionality in PeopleSoft Human Resources.

No matter how many different contracts an employee has, payroll accumulates earnings and deductions of the various contracts into the only one legal record per employee in the same multi-contract company (as the employee must be presented to the official government bodies as a unified individual); however, an employee can have as many additional records as he or she has jobs.

PRODUCT NAME

PeopleSoft Country Extension for Switzerland

RELATED PRODUCTS

PeopleSoft Country Extension for Switzerland 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





Audit legal reporting

Global Payroll for Switzerland supports a tool to audit the XML file sent to the authorities. This compares numbers of various reports, e.g. AHV_AVS wage in AHV_AVS report with the wage in FAK_CAF report (synchronous) flow from Gross to net (integrity) totals with XML details in XML file (extern integrity). In case of discrepancies you can drill down to the employee level to identify the cause of those discrepancies. This guarantees the consistency of data shared with authorities and helps to prepare the Audits done by authorities.

**CONTACT US**

For more information about PeopleSoft Country Extension for Switzerland, 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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