

PeopleSoft Country Extension for Hong Kong



PEOPLESOFT COUNTRY EXTENSION FOR HONG KONG

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.

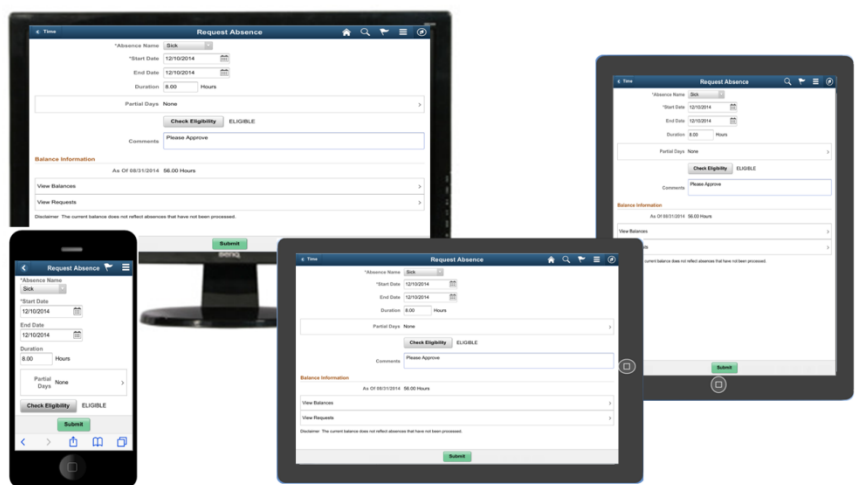
Payroll Reports

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, 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 Hong Kong

Our Human Resources product has country-specific features to assist our Hong Kong customers with their Human Resources and payroll-related needs.

The key Human Resources features for Hong Kong include:

- Ability to enter Person Name in a format specific to Hong Kong.
- Ability to enter Address in a format specific to Hong Kong.
- Ability to enter a balance group number to ensure that the relevant periods of employment and balances of a worker in a tax year are stored separately.

Global Payroll for Hong Kong users can enter a balance group number on the Payroll page. Balance group number is used to ensure that the relevant periods of employment and balances of a worker in a tax year are stored separately in terms of payroll data.

Key Payroll Features for Hong Kong

We have developed pre-built rules, processes and application pages to meet the unique needs of our customers managing their Hong Kong payrolls.

The key Global Payroll for Hong Kong features include:

- Support for the administrative and reporting requirements of Mandatory Provident Fund (MPF) administration and maintenance including MPF for industry schemes.
- Complies with the Minimum Wage Ordinance (MWO) by providing the resolution to maintain Statutory Minimum Wage (SMW) in the system, calculation of additional remuneration where wages are below SMW and define exclusion criteria.
- Delivered earnings set up to enable you to meet common business practices including:
 - Regular, overtime, and shift pay.
 - Typhoon and black rain allowances.
 - Meal allowances and reimbursement.
 - Mobile phone and pager allowances.
 - Housing allowance.
 - Rent reimbursement.
 - Education allowances.

- Gratuity.
- Thirteenth month pay.
- Cash advance.
- Absence and termination.
- Ability to capture, generate, and maintain both employee and company identification and biographical data that support the reporting requirements of the Hong Kong Inland Revenue Department (IRD). Ability to create a flat file that complies with Hong Kong IRD requirements for the submission of electronic file.

IR56 Personal Details	IR56 Job / Quarters Details	IR56 Monetary Details
Empl ID KH0004	Suzy Tay	
Run Number 0		*Issue Status Issued
Tax Year 2004		Begin Date 01/04/2003
Report Type Notifying Terminating Employee		End Date 18/12/2003
Gender Female		
Marital Status Married		
Employee Identification Detail		
National ID DD6543872		
Passport Number		
Employee Spouse Details		
Name Tah,Jim		
National ID BB8839993		
Passport Number AUS888		
Address History ? Find View All First 1 of 1 Last		
Country HKG	Hong Kong	
Address	RM 18 4/F INVERNESS HOUSE INVERNESS AVENUE Kowloon, KOWLOON LONG	
	Edit Address	

Review/Update IR56 Data page is used to review and update information needed in IR56 reports

- Delivered deductions set up to enable you to meet common business practices including:
 - Cash advance recovery.
 - Community chest.
 - Leave without pay (LWOP) and daily rate reduction.
 - Mandatory Provident Fund (MPF) calculations
- Support for the need to generate advance payments to eligible employees in association with the Chinese New Year.
- Ability to design, print, and view payslips. You can create and control the look and feel of your online and printed hardcopy payslips. You can also override payslip templates at lower levels so that you do not have to create multiple templates to cover every payslip scenario that you might have.

PRODUCT NAME

PeopleSoft Country Extension for Hong Kong

RELATED PRODUCTS

PeopleSoft Country Extension for Hong Kong 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

- Ability to administer bonuses or thirteenth-month payments.
- Delivered predefined rules for processing absence payments, such as annual leave, long service leave, sick leave, maternity leave, and jury leave. Rules are also delivered to calculate absence entitlements on termination, including rules for the payment of unused annual leave, 13th month payment, outstanding deduction recovery, severance, and long service.
- Support for net payment (employee salary) direct deposits and recipient payments using the electronic file (HSBC) format used by the Hong Kong and Shanghai Banking Corporation. You can generate electronic file outputs to credit employee salaries and report this data to the recipient.
- Delivered standard payroll reports for payroll reconciliation, year-end processing, and general administration including Payroll Register.
- The Payroll Report Definition page allows you to set up report definitions that control what is included or excluded. When you run the report, you can select the report definition that will give you the results you want.
- Support for manual and separate checks is provided by the off-cycle payment feature.
- Generation of PDF payslips that employees can view online (using ePay).
- Predefined archive object and archive template to aid you in archiving your result data using the Data Archive Manager.

**CONTACT US**

For more information about PeopleSoft Country Extension for Hong Kong, 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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