PeopleSoft Country Extension for Japan

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PEOPLESOFT COUNTRY EXTENSION FOR JAPAN

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.

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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.
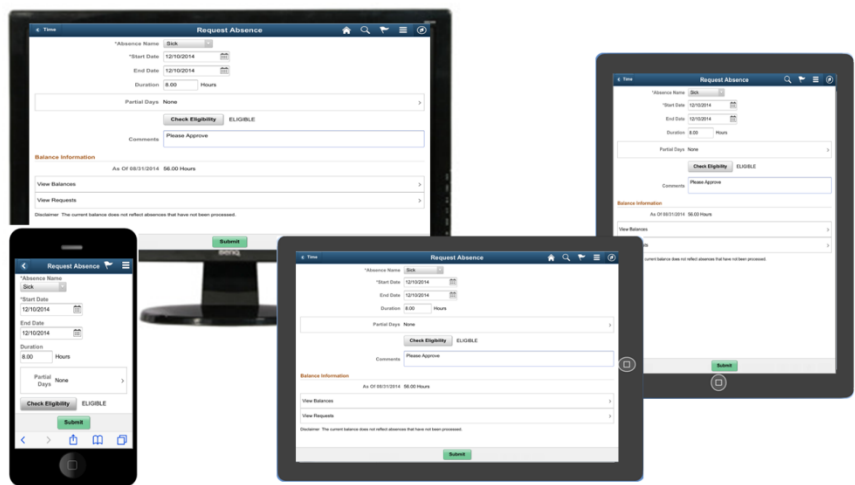
Simple, intuitive user experience on any device

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 Japan

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

The key Human Resources features for Japan include:

- Features to address these functional areas:

    o Calculating Education Level Age-Related Pay.

    o Salary Planning (Employee Reviews, Salary Increases Procedure – Pay Components with Salary Steps, and Salary Increases Procedure – Defined Range Pay Components).

    o Enhancements to Job and Employment.

Capability of Mass employees transfer from one department to another while restructuring the Organization using Trees Page.

- o Multiple Employee IDs and Monitoring Intercompany Transfers.

- o Faculties, Sub-Faculties, and Major Classes.

- o Japanese address.

- Support for additional appointments (kenmu) within the global Human Resources concurrent jobs architecture.

- Ability to track disability grade, workers compensation disability grade, and workers compensation injury and sickness grade.

- Generation of Employee Assignment List and viewing of employee breakdown by department including and excluding an employee's additional appointments.

- Mass organizational change that enables you to plan a new organization, create employee placement plans, and finalize the new organization and employee placement plans.

- Functionality that enables the importing of csv format files of postal code data that are supplied by Japan Post to update postal code data smoothly.

Key Payroll Features for Japan

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

For payroll processing –

- Delivered elements to calculate earnings and deductions for salary and bonus:

  - o Calculate monthly salary payments for four pay types—monthly exempt, monthly non-exempt, daily, and hourly.

  - o Define compensation rate codes in Human Resources to account for age, qualification, skills, and so on. Map your Global Payroll for Japan system to the base pay compensation rate codes in employees' compensation packages.

       ○   Enter bonus amounts through positive input.

       ○   Include commuting allowance in monthly payroll.

       ○   Adjust salaries for overtime and absence.

       ○   Deduct Social Insurance and Employment Insurance premiums as required by law.

       ○   Deduct Income Tax and Inhabitant Tax as required by law.

       ○   Perform year-end adjustment of Income Tax withholding.

       ○   Use accumulators to track cash and non-cash earnings that are subject to Income Tax, Social Insurance premium, and Employment Insurance premium.

- Delivered elements to calculate and track payments of cash, noncash, taxable, and nontaxable commuting allowances in frequencies of one day, one month, three months, and six months.

- Support for Zaikei Saving Plan to deduct specified amount by payee from salary and bonus and print deducted amount on payslip and wage ledger.

For social insurance processing –

- System calculates and tracks average monthly remuneration to support the regular decision process and to identify employees subject to occasional revision. Accumulators track monthly fluctuation in the fixed wage portion of salary, as well as cash and non-cash earnings that are subject to the Social Insurance premium.

- Support for electronic file for Social Insurance reports including Enrollment/Termination, Monthly Standard Remuneration Regular/Revised, Bonus, and Address Change reports. We deliver these electronic formats to significantly simplify the filing process.

- Support for Social Insurance Premium Inquiry/Summary reports that streamline the reconciliation process of Social Insurance premium payment.

- System calculates the employee contribution for Employment Insurance premiums using the appropriate premium rate for the industry type based on the employee's total wages. Provided reports include Employment Insurance Premium Exempt and Basic Employment Insurance Premium.

- System generates the report data for Unemployment Certificate using the payroll results. You can update the data if needed, and print the report.

- Support for electronic file for Employment Insurance Enrollment.

- Support for Wage Certificate.

- Support for the payer's contribution of Social Insurance and Employment Insurance premiums.

For tax processing –

- Provided rules, pages, processes, and reports that you use to:

o Set up the Inhabitant Tax table, which holds municipality and recipient number data for employees as well as Inhabitant Tax monthly amounts.

o Prepare Wage Payment reports and summaries for municipalities.

o Load Inhabitant Tax amounts received from the municipalities either manually or through a data load process.

o Deduct Inhabitant Tax amounts from monthly salary.

o Prepare monthly Inhabitant Tax reports for municipalities.

o Print Dependent Deduction report and Insurance Premium and Spouse Special Deduction report.

o Withholding Tax Register report also provided.

• Provided rules to calculate and deduct Income Tax from both salary bonus and retirement allowance.

• System judges the age-related Income Tax dependent deduction based on each dependent's birthdate. You do not have to update dependent deduction type each time dependent type changes just because of age.

• Specify the sort order for payslips and Withholding Tax report on the run control pages.

• Ability to create a file to facilitate Inhabitant Tax payments by banks.

For yearend adjustment processing –

• Delivered rules satisfy Japanese statutory and business requirements for year-end adjustment of the final salary or bonus payment and for independent year-end adjustment as needed.

Employees can input Year End Adjustment data through Self-Service YEA information pages

After year-end adjustments are complete and you prepare your data tables, you can generate the following reports to complete the year-end adjustment business process: Withholding Tax, Wage Payment, Legal Payment Summary, and Wage Payment Summary.

• If your organization licenses ePay and eProfile, you can collect year end adjustment data from employees through self-service pages and load it into the system for processing.

• You can carry over the result of the Year-end Adjustments to the next year of the object year.

Flexibility and usability –

• Print payslips for monthly salaries and bonuses. Because the format of payslips varies greatly from one company to another, we provide one format as an example. We also provide a template that enables you to customize the format to accommodate the payslip style your organization uses.

• Support for electronic transfers from multiple company accounts to multiple employee accounts.

• System supports Multiple Jobs. You can take advantage of the streamlined process for managing the payroll for employees who receive compensation from multiple companies reducing the need to make manual adjustments and consolidations for payments.

• Functionality to manage Retirement Allowance based upon legal requirements.

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Hardware and Software, Engineered to Work Together

Oracle is committed to developing practices and products that help protect the environment