PeopleSoft Country Extension for Singapore

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PEOPLESOFT COUNTRY EXTENSION FOR SINGAPORE

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.
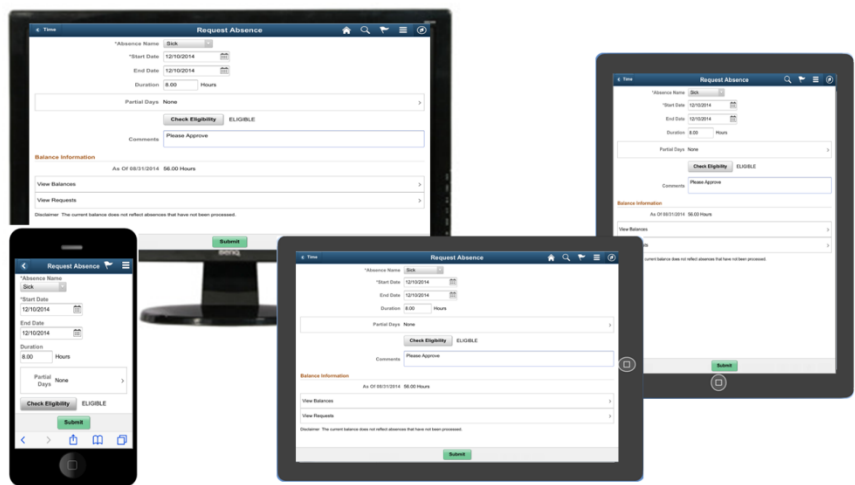
Simple, intuitive user experience on any device

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 Singapore

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

The key Human Resources features for Singapore users include:

- Festive Advances:
  If you are a Human Resources only customer, you can record festive holidays so that you can generate a payment through your payroll system.

Religion MYS/SGP page is used to define religions and associated festive advance types

For customers using Global Payroll, integration exists between Administer Festive Advance and Global Payroll.

- Record Variable Compensation.
- Ability to store National IDs.

Key Payroll Features for Singapore

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

- Fully functional earnings used for common—or generic—business practices. You can adapt the delivered rules as necessary. These include:
  - o Basic and daily salary.
  - o Basic and daily monthly variable compensation.
  - o Basic and daily non-pensionable compensation.
  - o Basic and daily non-pensionable variable payment.
  - o Annual wage supplements.
  - o Night shift and overtime allowances.
  - o Meal and on-call allowances
  - o Transport and mileage allowances.
  - o Commissions.
  - o Loan payments.
  - o Make up pay.
  - o Festive Advances.
  - o Annual leave.
  - o GST, bonus, and salary accrual.
  - o Fully functional deductions used for common—or generic—business practices. You can adapt the rules as necessary. These include:
  - o Social club contributions.
  - o Employee stock purchase plan.
  - o Loan payback and repayment on termination.
  - o Leave without pay.
  - o Parking and insurance.
  - o Festive advance payback deductions.

• Contributions for the Central Provident Funds and levies including Foreign Worker Levy, Mosque Building Mendaki Fund, Singapore Indian Development Association, Chinese Development Assistance Council, Eurasian Community Fund, SHARE Programme Donations & Skills Development Levy.

• Predefined rules for processing absence payments, such as annual leave, sick leave, maternity leave, other leave and national service leave. Rules are also delivered to calculate unused annual leave on termination.

• Functionality that enables you to calculate, record, and report contributions for Central Provident Fund (CPF) and other funds and levies collected by the CPF board. PeopleSoft supports the administrative and reporting requirements of CPF administration and maintenance.

• Integration between the Human Resources Administer Festive Advance business process and Global Payroll enabling you to post the festive advance amounts calculated in Human Resources to Global Payroll and provides for the updating of the festive advance status in Human Resources.

• Delivered generic payslip template that you modify to suit your needs.

• Support for net payment (employee salary) direct deposits and recipient payments using the electronic file (GIRO) format.

• Ability to capture, generate and maintain both employee and company identification and biographical data that support the reporting requirements of the Singapore Inland Revenue Authority (IRAS). The system meets the IRAS requirement to produce the IR8A, IR8S, Appendix 8A and 8B, IR21 and Appendix 1 forms which are required for reporting annual payments, benefits, gains or profits from share options and foreign employees who are terminating their employment.

IRAS company info page is used to enter the Singapore Inland Revenue Authority (IRAS), company (employer) tax details and Central Provident Fund (CPF) submission Number

- General Ledger interface (GLI) functionality that enables you to cost employee leave entitlements, post accrual when pay periods do not match costing periods, view online inquiry page to see your General Ledger data, link journal types to General Ledger groupings so you can report by journal type, calculate accrued salary and leave liability, report leave liability and history, calculate state

- Set of reports to specifically support Singapore business requirements including Absence History, Leave Liability, CPF Monthly Contributions, CPF Monthly Contributions List, CPF Adjustments, CPF – PAL Electronic File, FWL reconciliation report, Print IR8A/IR8S Forms, Create IR8A File, Create IR8S File, Print Appendix 8A Forms, Print Appendix 8B forms, Print IR21 Forms, Create Appendix 8A File, Create Appendix 8B File, Payslip, Payroll Register, Payroll Messages, Net Payment and Recipient File.

- Support for manual and separate checks is provided by the off-cycle payment feature.

- Generation of PDF payslips that employees can view online via Self-service.

- Predefined archive template to aid you in archiving your result data using the

- Data Archive Manager.

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Hardware and Software, Engineered to Work Together

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