

# Payroll Brazil (PY-BR)



**Release 4.6C**



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## Symbole

Symbol	Bedeutung
	Achtung
	Beispiel
	Empfehlung
	Hinweis
	Syntax
	Tip

## Inhalt

<b>Payroll Brazil (PY-BR)</b> .....	<b>6</b>
<b>Gross</b> .....	<b>7</b>
<b>Safety and Health Risk Premiums</b> .....	<b>8</b>
<b>Employment Contract Components</b> .....	<b>10</b>
Infotype 0398: Agreement Components: Further Information.....	11
Comp. Integration Process Payroll Contract .....	13
<b>Family/Reference Person</b> .....	<b>14</b>
Infotype 0397: Information about Dependents .....	15
Process of Integrating Dependents into the Payroll .....	17
Calculation of Withheld Income Tax - IRF .....	18
Educational Allowance .....	19
Child Allowance.....	20
<b>Contractual Wage</b> .....	<b>21</b>
<b>Transportation Allowance</b> .....	<b>22</b>
Infotype 0410: Transportation Allowance .....	23
Process Integrates Transp. Allowance into Payroll.....	24
<b>Profit or Result Sharing with Employees - PLR</b> .....	<b>25</b>
Days worked for proportional PLR calculation .....	26
PLR Calculation.....	27
<b>Wage Advance</b> .....	<b>29</b>
<b>Vacation</b> .....	<b>31</b>
Calculation Number Days for Vacation Bonus .....	33
Amount Paid in Advance for Vacation.....	34
Calculation of Vacation Wage Types .....	35
<b>Christmas Bonus</b> .....	<b>36</b>
<b>Employment Contract Termination</b> .....	<b>38</b>
<b>Net</b> .....	<b>39</b>
<b>Payroll Scheme</b> .....	<b>40</b>
<b>Remunerated Weekly Rest - DSR</b> .....	<b>43</b>
Criterion and Absence Type for DSR Deduction.....	45
<b>Labor Union Contributions</b> .....	<b>46</b>
<b>Severance Premium Reserve Fund - FGTS</b> .....	<b>48</b>
<b>Social Security - INSS</b> .....	<b>50</b>
INSS Contribution Accounting.....	51
GRPS Independent Workers' Base.....	52
Simultaneous Jobs .....	53
Infotype 0437: Simultaneous Jobs .....	54
Process Integrating Simultaneous Jobs into Payroll.....	55
<b>Benefit Integration with the Payroll</b> .....	<b>56</b>
<b>Final Activities</b> .....	<b>57</b>
<b>Other Calculations</b> .....	<b>58</b>
<b>Brazil Assessment Reports</b> .....	<b>59</b>
<b>Barwertermittlung (Report RPCLOH00)</b> .....	<b>60</b>
<b>Kontoauszug Arbeitgeberdarlehen (Report RPCLOF00)</b> .....	<b>62</b>

<b>Lohnarten-Reporter (Report H99CWTR0)</b> .....	<b>63</b>
<b>Verwendung der Lohnarten in der Abrechnung (Report RPDLGA20)</b> .....	<b>65</b>
<b>Zuordnung Lohnarten – Sachkonten (Report RPKON00)</b> .....	<b>67</b>
<b>Übersicht Arbeitgeberdarlehen (Report RPCLOG00)</b> .....	<b>69</b>
<b>Personnel Management</b> .....	<b>70</b>
General Current and Former Employee Roll (HBRCAGED) .....	71
Prior Notice (HBRAVPR0) .....	73
Test Period Agreement (HBRCONTR) .....	75
Dependents Statement for Child Allowance (HBRTERM0) .....	76
Vacation Notice (HBRAVFE0) .....	77
Wage Alteration Tag (HBRETQCP) .....	79
On Vacation Tag (HBRETQFER) .....	80
Employee Admission Card (HBRFICHA) .....	81
Unemployment Allowance (HBRSEGDE) .....	82
<b>Payroll</b> .....	<b>83</b>
Remuneration Statement (HBRCEDT0) .....	84
Adiantamento de Férias (HBRCFER0) .....	86
Income tax .....	88
Dependents Statement for Income Tax (HBRDEPD0) .....	90
Withheld Income Tax Return - DIRF (HBRDIRF0) .....	92
Inland Revenue Collection Document - DARF (HBRDARF0) .....	93
Earnings Report (HBRCCED0) .....	95
Standard Instruction 68 - IN68 (HBRIN680) .....	96
View of Simple TemSe Files (HBRUTMS4) .....	98
PIS – Payment via Magnetic Medium (HBRPISCA) .....	99
Social Security - INSS .....	100
Social Security Collection Form - GRPS (HBRGRPS0) .....	102
FGTS Termination Collection Form - (HBRGRR00) .....	104
Annual Employee Information Report (HBRRAIS0) .....	105
List and Details of Contribution Wages (HBRALC0) .....	106
FGTS Collection Form and Info. to Social Security (HBRSEFIP) .....	107
Travel Voucher List (HBRCVTR0) .....	109
Employment Agreement Termination .....	110
Employment Agreement Termination (HBRRTER0) .....	112
Calculation of Employment Agreement Termination (HBRCTER0) .....	113
Data exchange for different payments (HBRCDTA0) .....	115
View of Payroll Results: BR Cluster (HBRCLSTR) .....	118
Payroll Accounting (HBRCKTO0) .....	119
Monthly Payroll Report (HBRPAYR0) .....	120

## Payroll Brazil (PY-BR)

### Purpose

Use this component to process employee payrolls in Brazil according to prevailing Brazilian laws. It contains all functions needed for calculating gross and net payments, considering all possible deductions in such processes.

### Implementation

The Brazilian payroll must be installed together with implementation projects from other Human Resources areas, particularly Personnel Management.

### Integration

This component is integrated with other Human Resources components of the R/3 System, such as Personnel Management and Benefits, and can be used with other modules, such as Financial Accounting and Controlling.

## Gross

### Purpose

This R/3 System integrated Human Resources component processes data from the Personnel Administration module and generates wage types and amounts to be used in the payroll's net component.

It also allows you to determine the employee's gross wage based on relevant legal and contractual prerequisites.

### Integration

The Gross component is totally integrated with the Personnel Administration SAP module and with the components that are part of the Benefits section.

## Safety and Health Risk Premiums

# Safety and Health Risk Premiums

## Purpose

This process describes the maintenance of data required for calculating the employee's additional payment based on the performance of functions considered risky for the employee's safety or health.

Health risks are categorized as maximum, average, and minimum. The percentage of the additional amount of payment varies according to the rating level. For professions involving risks, the percentage varies according to the risk level.

The definition and category of activities considered risky for an employee's health and safety is created and provided by the responsible legal authority.

## Prerequisites

When the system is customized, all required parameters must be carried out in order to calculate risk percentages. In order to do this, follow the instructions provided in the Implementation Guide (IMG): *Payroll* → *Risk premiums*.

## Process Flow

Maintenance of information regarding risk premiums is performed by means of instructions contained in the on-line Implementation Guide. Generally, they include the following information:

1. The codes that define risk premium percentages for groups of employees according to personnel areas and subareas are defined in table **T7BRRK**.
2. The **BR21** calculation rule is used for accumulating the number of hours worked over the month for the purpose of calculating the **health risk premium**:
  - a. The total number of hours worked within the period is checked in Infotype 0008
  - b. The final result is the value of one hour of work
3. The **BRR1** calculation subprocedure adds worked overtime and night hours and thus determines the period's estimated number of hours of work.
4. The **BRPER** feature for determining the **percentages** that refer to the risk premiums must be customized. Generally, it is used for the following calculations:

### Risk premium

- a. It accumulates the amounts that refer to the risk premium for a certain wage type in order to form the calculation basis.
- b. The **BRRK** calculation rule calculates the risk premium: It checks whether this premium is an option in infotype 0016 and, if it is, it reads the employee's group risk percentage entered in table **T7BRRK**. This percentage is then multiplied by the calculation basis and the result is stored in another wage type.

### Health risk premium

- a. Reading of the health risk indicator in Infotype 0016
- b. Accumulated amount of hours worked
- c. Calculation of the health risk premium performed by the **BRRSK** function

---

**Safety and Health Risk Premiums**

**Result**

This process final result determines the respective amounts for the employee's safety and health risk premiums.

## Employment Contract Components

# Employment Contract Components

## Purpose

This process describes how to maintain data required for assigning the information required by the Brazilian legislation to each employee, such as an option for the Severance Premium Reserve Fund (FGTS, Fundo de Garantia do Tempo de Serviço) and retirement indicator, in order to check the contribution with the National Institute of Social Security (INSS, Instituto Nacional de Seguro Social).

See also:

[Infotype 0398: Contract Components: Addit. Info. \[Seite 11\]](#)

[Comp. Integration Process Payroll Contract \[Seite 13\]](#)

## Prerequisites

When the system is customized, all required and Employment Contract Component parameters must be carried out.

## Process Flow

Legal information about employment contracts is maintained by means of **infotype 0016** (Contract Components).

Storing data in this infotype is mandatory, as accumulated legal information is used in payroll.

The maintenance of this infotype requires the following fields to be filled in, according to detailed information in the description of "Infotype 0398 - Contract Components: Additional Information":

- Level of instruction
- Employment relationship
- Worker's category indicator
- Temporary contribution on financial transactions (CPMF)
- Retired employee indicator
- Employee's option for FGTS
- Date of option for FGTS by employee
- FGTS deposit percentage

## Result

After all fields have been filled, all data is stored in the infotype, which provides the system with the foundation required for assessing employment contracts according to the employee's legal rights.

## Infotype 0398: Agreement Components: Further Information

### Definition

The Agreement Components Further Information infotype stores information regarding the employee's eligibility for some legal benefits and enters data that may be used in legal reports.

This infotype is an extension of **Infotype 0016**, from which it is viewed and updated.

Infotype 0016 concentrates general information about types of employment agreement. Specific data required by the Brazilian law and business practice make up Infotype 0398.



Calculation of the Severance Premium Reserve Fund (FGTS, Fundo de Garantia do Tempo de Serviço) will not be performed if the field relating to its option is not duly marked.

The issue of the legal Caged and Remag reports will be affected if data is not stored in the **employment relationship** field. The same applies to the SEFIP report if the **employee category** indicator is not set correctly.

### Use

Data stored in this infotype is used as a source for calculating a number of benefits and legal contributions, as well as for issuing statistic data.

Some fields belonging to this infotype contain information used to issue legal reports such as the Current and Former Employees Roll (Caged), List of Employees in Magnetic Media (Remag), and Corporate System for FGTS Collection and Information to Social Security (SEFIP).

### Structure

The **Agreement Components Further Information** infotype consists of the following fields referring specifically to Brazil:

#### Level of education

This section indicates the employee's level of education. The possible indicators for storing this information are defined in the customization performed in the Implementation Guide (IMG), in the *Personnel Management* → *Personnel Management* → *Personal data* → *Further family data* → *Dependents* → *Maintain level of education* section.

#### Employment relationship

This section defines the kind of employment relationship between the employee and the employer. The various forms of employment relationship determine the different remuneration modes to be paid to employees.

The possible indicators for inserting this information are created upon the customization of the Implementation Guide, in the *Personnel Management* → *Personnel Management* → *Contractual and internal agreements* → *Contract elements* → *Maintain employment relationship* section.

#### Worker's category indicator

**Infotype 0398: Agreement Components: Further Information**

This section defines the worker's category indicators used by the National Institute of Social Security (INSS, Instituto Nacional do Seguro Social) for completing the legal report Collection Form for the Severance Premium Reserve Fund and Information to Social Security (GFIP).

This item must be customized in the Implementation Guide, as follows: *Payroll* → *Severance Premium Reserve Fund - FGTS* → *Maintain worker's category indicator for SEFIP*.

**Code for exposure to harmful agent**

Indicator used by the National Institute of Social Security (INSS, Instituto Nacional do Seguro Social) for completing the legal report Collection Form for the Severance Premium Reserve Fund and Information to Social Security (GFIP).

**Temporary contribution on financial transactions (CPMF)**

Tax allowance indicator known as Temporary Contribution on Financial Transactions (CPMF, Contribuição Provisória sobre Movimentações Financeiras).

Some factors, such as corporate policy or union agreements, determine if the employer must or must not add this banking tax to the employee's net wage.

**Retired**

Indicator used for checking if the employee is exempt from contributing to the National Institute of Social Security (INSS).

Retired employees do not contribute to the INSS.

**FGTS Option**

Indicator that defines if the employee opted in favor of the Severance Premium Reserve Fund (FGTS).

**FGTS Date**

This section defines the date (day, month, year) on which the employee opted in favor of paying into the Severance Premium Reserve Fund (FGTS).

**FGTS Percentage**

Percentage of the employee's wage deposited monthly by the employer in the Severance Premium Reserve Fund.

**Health Risk Premium**

This field indicates if the employee is entitled to receive the health risk premium.

**Risk Premium**

This field indicates if the employee is entitled to receive the risk premium.

## Comp. Integration Process Payroll Contract

### Purpose

The **HRBRCALC0** payroll program performs the required calculations related to the infotype which make up the employment contract.

The way legal information that must be included in the employee's employment contract is handled is related to a system check of data inserted in **infotype 0016**: Additional Information about Employment Contract Components.

In order to obtain further information, see also:

[Infotype 0398: Contract Components: Addit. Info. \[Seite 11\]](#)

### Prerequisites

During Customizing, parameters must be set for the following:

- Level of instruction
- Employment relationship
- Worker's category indicator for SEFIP

### Process Flow

The instruction level determines the employee's education and training. Based on this information, eligibility for related benefits are calculated.

The employment relationship determines the type of relationship between the employee and the employer, as well as the calculation mode of the employee's payment.

Information about the additional contract components infotype is read by the **BRCON** function.

The worker's category code contains specific denominations used for filling in the Company System for FGTS Collection and Information to Social Security (SEFIP), which is used for generating the legal reports Social Security Collection Form (GRPS) and Collection Form of the Severance Premium Reserve Fund and Information to Social Security (GFIP).

### Result

The system is capable of making calculations that refer to legal employment contract conditions, such as choosing the Severance Premium Reserve Fund (FGTS), withholding the Temporary Contribution on Financial Transactions (CPMF), and storing eligibilities required by the Brazilian law. It also stores information about employees' categories used for filling in legal reports.

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**Family/Reference Person**

## Family/Reference Person

### Definition

Brazilian law determines the granting of benefits to employees with dependents. In order to be entitled to this right, the definition of dependent, which varies according to the type of benefit, must be observed. Below are the definitions of dependents according to the current laws.

**Definition of dependent entitled to child allowance:**

- Legitimate child up to 14 years old
- Legitimate child with disability without age limitation
- Adoptive child or stepson

**Definition of dependents entitled to educational allowance:**

- Legitimate child

**Definition of dependent for Withheld Income Tax (IRF, Imposto de Renda na Fonte) purposes:**

- Spouse
- Children or stepchildren up to 21 years old
- Children or stepchildren with a mental or a physical disability without age limitation
- Children or stepchildren over 24 years old attending university or technical school
- Abandoned minor up to 21 years old, for whom the employee has legal custody
- Brother, grandchild, or great-grandchild under the employee's legal custody

## Infotype 0397: Information about Dependents

### Definition

Further information about reference family and persons, specifically about the employee's dependents, are entered in the Family Infotype: Information about Dependents (0397).

This infotype is an extension of **Infotype 0021**, through which it is viewed and updated.

Infotype 0021 contains general information about the employee's family. Specific data required by Brazilian law and business practice is collected in Infotype 0397.



Expected results and calculations will not be supplied if the following fields are not correctly completed when Master Data is entered in Infotype 0021:

- Dependent with disability
- Child allowance
- Income tax
- Educational allowance

### Use

Data stored in this infotype is used for calculating the employee's legal benefits deducted from the payroll, such as income tax, educational allowance, and child allowance.

### Structure

The **Dependent information** infotype contains the following fields:

#### **Date of vaccination card**

Date of expiration of the dependent's vaccination card.

The vaccination certificate must be submitted to the employer for the employee to be entitled to receive child allowance.

#### **Dependent with disability**

Indicator that records the existence of a dependent with disability. It entitles the employee to receive child allowance, as long as the dependent is examined by a medical expert at the National Institute of Social Security (INSS).

#### **Child allowance**

Indicates whether the dependent is eligible by law for child allowance.

#### **Income tax**

Indicates whether the dependent is eligible by law for income tax deduction.

#### **Smoker**

Indicates whether the dependent is a smoker. This information is used in the Benefits module for determining costs and contributions.

#### **Student**

**Infotype 0397: Information about Dependents**

Indicates whether the student dependent qualifies for certain benefits.

**Educational allowance**

Indicates whether the dependent is eligible by law for an educational allowance.

**Level of education**

This section indicates the dependent's level of education. The possible codes are defined when customizing in the On-line Implementation Guide (IMG), in the *Personnel Management* → *Personnel Management* → *Personal data* → *Further family data* → *Dependents* → *Maintain level of education* section.

**School grade**

This section indicates the dependent's school grade. The possible grade indicators are defined in the customization performed in the IMG, in the *Personnel Management* → *Personnel Management* → *Personal data* → *Further family data* → *Dependents* → *Maintain school grade of dependents* section.

**Type**

This section defines the type of course at the school attended by the dependent. It may be: regular, supplementary, or special schooling.

**School**

This section contains information about the schools attended by the dependents, together with the respective registration number in the Taxpayers' Roll (CGC, Cadastro Geral de Contribuintes).

The school indicators and data are defined in the customization performed in the IMG, in the *Personnel Management* → *Personnel Management* → *Personal data* → *Further family data* → *Dependents* → *Maintain school information* section.

## Process of Integrating Dependents into the Payroll

### Purpose

The **HRBRCALC0** payroll program carries out the following calculations based on data stored in **infotype 0397**, Information about Dependents (extension of infotype 0021):

- Deduction of withheld income tax (IRF)
- Child allowance
- Educational allowance

See also:

[Calculation of Withheld Income Tax - IRF \[Seite 18\]](#)

[Educational Allowance \[Seite 19\]](#)

[Child Allowance \[Seite 20\]](#)

### Prerequisites

During Customizing, parameters must be set for the following:

- Dependent's level of instruction
- Dependent's school grade
- School information

### Process Flow

Data processing for the calculation of benefits that take the list of dependents into account is determined by payroll schemes, subprocedures, and functions. Generally speaking, it includes the following information:

- Reading of employee's basic data, such as basic pay, work center, etc.
- Reading of employee's basic data regarding dependents
- Reading of tables that contain dependents' data, such as the number of dependents entitled to educational and child allowance, educational allowance for each dependent, and so forth.
- Checking of the Withheld Income Tax (IRF) table, further information about dependents for determining the deduction percentage

### Result

The final result of this process is the amount that refers to the employee's child and educational allowance, as well as the Withheld Income Tax amount to be deducted.

---

**Calculation of Withheld Income Tax - IRF**

## Calculation of Withheld Income Tax - IRF

### Use

This function calculates the Withheld Income Tax based on the employee's gross income, including deductions related to dependent(s).

This tax is to be collected for the month in which the beneficiary receives the income.

### Integration

Through the process Integration of Dependents the calculation of withheld income tax is integrated into the payroll.

### Prerequisites

During Customizing, parameters must be set for the following:

- Entry of amounts regarding income tax constants:
  - Minimum income tax discount amount (included in **MIINC**)
  - Income tax deduction amount for seniority (included in **SEDED**)
  - Income tax deduction amount per dependent (included in **TXDEP**)
- Maximum age limit for income tax deduction for seniority (included in **SENIO**)
- Maintenance of the table of Income Tax deduction values
- Definition of special ranges of the table of Income Tax deduction values

### Features

The constants represented by monetary amounts (**MIINC**, **SEDED**, and **TXDEP**) can be found in the **T511P** view. In turn, these amounts are used by the **BRIR** function, which calculates the Withheld Income Tax discount. The main features of this function are:

1. When the **PREP** parameter is activated, it checks the Income Tax table and the information about dependents recorded in Infotype 0021.
2. When the **TOLR** parameter is activated, it transfers the last tax result.
3. When no parameters are activated, it calculates the tax.

The **BRFIR** feature is used for customizing new amounts of income tax deduction ranges, that is, it determines how the table will be read when new amounts are added by the user.

## Educational Allowance

### Use

This function is used for calculating the educational allowance benefit.

### Integration

Through the calculation of educational allowance is integrated with the process "Integration of Dependents" into the payroll.

### Prerequisites

During Customization, the following items must set as parameters:

- Amount of employee's educational allowance (included in **INEMP**)
- Amount of dependent's educational allowance (included in **INDEP**)

### Features

The **INEMP** and **INDEP** constants can be found in the **T511P** view. Their amounts are used by the **BREDU** function, which calculates the educational allowance to which the employee and his/her dependent(s) is(are) entitled. The main features of this function are:

1. Searching for the values of the above-mentioned constants.
2. Reading the data related to dependents stored in infotype 0021 for calculation of the number of dependents entitled to educational allowance.
3. Calculating the educational allowance amounts to which the employee and each dependent are entitled.

## Child Allowance

# Child Allowance

## Use

This function calculates the employee's child allowance benefit.

## Integration

The calculation of child allowance is integrated through the process "Integration of Dependents" into the payroll.

## Prerequisites

During Customizing, parameters must be set for the following:

- Limit of absentee days for receiving child allowance from the National Institute of Social Security (INSS) (included in **SFABS**)
- Dependent's age limit for child allowance (included in **SFAGE**)
- Maximum age for receiving child allowance for: male, female, male rural worker, female rural worker (included in **SFSOM**, **SFSOW**, **SFSRM**, **SFSRW**).
- Maximum age of dependent for submitting the vaccination card (included in **SFVAC**).
- Table of child allowance amounts
- Adapting the **BRFSF** feature, used for reading new amounts of the child allowance table, when new data are stored by the user.

## Features

The above-mentioned constants can be found in the **V\_511K** view. Their amounts will be used by the **BRSFM** function, which calculates the child allowance to which the employee is entitled. The main features of this function are:

1. Searching the amounts assigned to the **SFABS**, **SFAGE**, **SFSOM**, **SFSOW**, **SFSRM**, **SFSRW**, and **SFVAC** constants.
2. Calculating the number of dependents entitled to child allowance based on information stored in infotype 0021.
3. Calculating the amount proportion with regard to each dependent, considering:
  - a) The dates of admission and dismissal of the employee
  - b) The total number of absences of the employee during the month
  - c) Sick leave allowance payment provided by INSS

The **BRFSF** feature is used for customizing new amounts of the child allowance table, that is, it determines how the table will be read when new amounts are added by users.

## Contractual Wage

### Purpose

This process calculates the employee's contractual wage to be used as a basis for tax deductions and calculating the benefits to which the employee is entitled.

The contractual wage is defined during the employee's hiring process.

### Prerequisites

Wage types that make up the contractual wage and their respective amounts must be stored in infotype 0008, Basic Pay.

### Process Flow

The calculation of the contractual wage is performed by the **BRSAL** function, carried out by means of payroll schemes and subprocedures. Generally, it includes the following information:

1. When the BOND parameter is activated, it calculates the contractual wage based on the special payment date (off-cycle).
2. When the PEND parameter is enabled, it calculates the contractual wage based on the end-of-period date.
3. When the WPBP parameter is enabled, it calculates a contractual wage for each entry in infotype 0008, Basic Pay.

### Result

The final result of this process is the amount that is based upon the sum of the wage types that make up the employee's contractual wage.

---

**Transportation Allowance**

## Transportation Allowance

### Purpose

Urban employees, public employees, housekeepers, freelancers and temporary workers are entitled to bill the employer for the difference between a certain percentage (such as 6%) of the monthly basic pay and the transportation expense incurred by commuting.

The transportation means used include urban and interstate or intermunicipal transportation with the same features of urban transportation.

The employer may provide transportation tickets to the employee or pay his/her part in cash if the first option is not feasible.

These are the main features of the legal transportation allowance benefit:

- It is not considered as part of the wage and is not incorporated to the employee's pay
- It is not considered in the calculation of Social Security (INSS) contribution and deposits in the Severance Premium Reserve Fund (FGTS).
- It is not characterized as taxable income

This application component of the R/3 Human Resources module contains functions that are specific for handling data related to transportation allowance, thus meeting the needs of companies that grant such a benefit.

## Infotype 0410: Transportation Allowance

### Definition

This Infotype includes the types of transportation used by the employee for commuting, as well as the amount of tickets needed per period.



The period may be monthly or daily, according to the type of transportation used by the employee.

**Bus:** Each ticket is valid for one daily commuting trip. The amount of tickets required is of 'x' tickets **per day**.

**Subway:** Each ticket is valid for one month. The amount of tickets required is of 'x' tickets **per month**.

### Use

This infotype stores data used for calculating the value of the employee's transportation allowance.

### Structure

The **Transportation Allowance** infotype is made up of the following specific fields applicable to the Brazilian labor environment:

#### Transportation indicator

This section provides the indicators of the transportation lines used by the employee.

The admissible indicators are defined during the customization carried out through the IMG (Implementation Guide), in the *Personnel administration* → *Personnel administration* → *Data for payroll calculation* → *Transportation allowance* → *Maintain transportation lines indicator* section.

#### Number of tickets per period

This section indicates the number of tickets needed per period. The employee may use daily or monthly transportation tickets, according to the feature of the tickets sold by the company in charge of the transportation mode.

---

**Process Integrates Transp. Allowance into Payroll**

## Process Integrates Transp. Allowance into Payroll

### Purpose

The **HRBRCALC0** payroll program performs calculations related to data accumulated in the Transportation Allowance infotype.

The system checks data introduced in infotype **0410, Transportation Allowance**, and analyzes the maximum discount value to which the employee is entitled, as well as the amount to be paid by the employee.

### Prerequisites

During Customizing, parameters must be set for the following:

- Transportation types
- Transportation lines

### Process Flow

The transportation types determine the transportation mode(s) used by the employee for daily commuting. Transportation lines determine the company's name and the transportation path.

Transportation allowance values are calculated by the **BRVTR** function:

- Calculation of the maximum discount value for transportation allowance to which the employee is entitled, based on his/her wage and on the value of tickets received over the period
- Calculation of the payment value which is to be paid by the employer.

### Result

This process results in the transportation allowance amounts to be paid by the employee and the employer.

## Profit or Result Sharing with Employees - PLR

### Purpose

The purpose of this component is to describe how to calculate the company's profit or result sharing (PLR) with employees according to Brazilian laws.

In Brazil, employers must determine, together with their employees, the rules for profit or result sharing. The following principles must be included in the agreement, as well as mechanisms for verifying that the agreement was complied with:

- How often PLR should be distributed
- Term of the agreement
- Agreement revision period

The following basic criteria should also be considered:

- The company's productivity, quality, or profitability index
- Goals, results, and deadline programs

Profit or result sharing should not replace or complement the payment due to the employee by the company, and distribution should not take place for periods of less than one half-year. The amount paid is not considered for social security purposes nor is a percentage deposited in the Severance Premium Reserve Fund (FGTS) account. Income tax dues are deducted separately from monthly payment, but are included in the annual statement.

### Features

For calculating the employees' share in the company's profits or results, see the [PLR Calculation \[Seite 27\]](#) process flow.

---

Days worked for proportional PLR calculation

## Days worked for proportional PLR calculation

### Procedure

In order for the employee to be entitled to receive PLR fractions, you must enter the minimum number of days worked in a **month** in the **PPRDI** constant in table T511K. This information is customized in the following section of the Implementation Guide: *Payroll Calculation → Sharing of Company Profits or Results - PLR → Number of Days Worked for Calculating Proportional PLR*.

If this constant is not customized, the system will assume a minimum number of **15 days** as a default.

## PLR Calculation

### Purpose

The purpose of this process is to calculate the **employee's share in company profits or results** (PLR).

### Prerequisites

For calculations to be carried out, you must maintain the following section in the Implementation Guide (IMG) : (*Payroll → Sharing of Company Profits or Results- PLR*):

- Minimum number of days worked for proportional PLR calculation
- PLR Calculation
- Deduction of PLR paid in advance

If PLR is paid upon termination of the employment contract, you must maintain the IMG section *Payroll → Master Data → Maintain Indemnity Payment Qualification Info.* .

### Process Flow

1. The minimum number of days worked in the month for calculating PLR fractions to which an employee is entitled is defined in the [Days worked for proportional PLR calculation \[Seite 26\]](#) procedure.
2. The **BRP1** procedure contains PLR calculation rules. You can customize these rules according to company needs:
  - a. BRPA calculation rules - compares the amount applied to the PPRDI constant with the amount accumulated in the M121 wage type to check if PLR fractions are valid for the month.
  - b. The BRPR calculation rule is processed by means of the BRPPR function, which reads the BRCUM structure, where the number of days worked during the month is accumulated.
  - c. BRPR calculation rule - calculates PLR payment upon contract termination and for the months of July and December. In the standard example, this rule is set up for payment of 75% of June's wage in July, and 160% of June's wage in December. The same amounts apply to contract termination.
  - d. BRPS calculation rule - allows you to add a fixed amount to the total PLR amount. In order to do this, you must specify "1" for the processing class No. 73.
3. The BRP2 calculation rule must be used as a model for situations where PLR is paid in advance over the year. It deducts the PLR share already paid from PLR to be paid for the period.

PLR Calculation

## Wage Advance

### Purpose

This process describes information required for the system to calculate the employee's advance payment according to current legal and business practices.

### Prerequisites

During Customization, the following items must be given parameters:

- Number of absences in case of advance payment
- Minimum number of days worked for receiving advance payment (included in **ADDIA**)
- Advance payment in case of excessive absences or recently hired employees
- Percentage referring to wage advance (included in **PADIA**)

### Process Flow

Data processing for wage advance is determined in payroll schemes, subprocedures, functions, and calculation rules. Generally, it includes the following information:

1. The **V\_T7BRAB\_A** view stores the maximum number of absence days an employee is allowed to have in order to be entitled to wage advance.
2. The **ADDIA** constant of the **V\_511K** view contains the minimum number of days worked for the employee to be entitled to a wage advance.
3. By customizing the **BRBD** calculation subprocedure, you may choose whether or not to provide wage advances to recently hired employees or to those who have exceeded the limit of allowed absences within the period.
4. The employee's wage advance percentage is defined in the **PADIA** constant of the **V\_511K** view. In turn, this constant is used by the **BRADV** function. It calculates the wage advance itself, taking different parameters into account:
  - When the **CALC** parameter is activated, it calculates the advance based on the advance basis:
    - i) If the advance is processed in large amounts, the percentage value indicated in the **PADIA** constant is used
    - ii) If an advance percentage is recorded in **infotype 0267**, it is applied to the appropriate wage type
    - iii) If the advance amount is recorded in **infotype 0267**, this amount is used as the advance value
  - When the **SET1** parameter is activated, it indicates that the payment date of the regular payroll is next month. In this case, taxes charged on pay must be deducted upon wage advance.
  - When the **SET2** parameter is activated, it indicates that taxes were withheld upon wage advance.
  - When the **SET3** parameter is activated, it indicates that a wage advance was paid out.

### Wage Advance

- When the AIMP parameter is enabled, it imports the wage advance paid for the current payroll period.
- 5. The wage advance calculation rules used in the payroll perform the following activities:
  - **BRAA** calculation rule - generates the assessment basis for wage advance based on the contractual wage.
  - **BRAB** calculation rule - generates the assessment basis for taxes related to the amount of wage paid in advance.
  - **BRAC** calculation rule - deducts the advance from the tax calculation basis, as long as the tax has been collected upon wage advance.
  - **BRAD** calculation rule - discounts the wage advance from the employee's total pay.
  - **BRAE** calculation rule - fills in the numeric field that refers to the wage advance with the assigned percentage. If no wage advance amount is recorded in **infotype 0267**, this percentage is used for calculating the advance. This rule reads the **PADIA** constant, which stores the advance percentage indicated in table **V\_511K**.

### Result

The employee's wage advance is calculated according to the options chosen by the user during payroll execution.

## Vacation

### Purpose

This process describes information required for the system to calculate the amount relating to the employee's vacation. This requires the following items to be considered before the final calculation:

- Number of days for vacation allowance
- Amount paid in advance
- Vacation wage types

#### See also:

[Calculation of the number of days for vacation allowance \[Seite 33\]](#)

[Vacation pay in advance \[Seite 34\]](#)

[Calculation of vacation wage types \[Seite 35\]](#)

### Requirements

1. During customization in the Implementation Guide *Payroll calculation* → *Absences*, parameters are set for the following items:
  - Calculation of vacation wage types
  - Definition of absence considered as non-attendance for entitled vacation
  - Scheme update for activating DSR and acquisition period control
2. Information about the following items when employee's records are entered:
  - Infotype 0007 - The field "Employee time management status" must be completed with options **0**, **1**, or **9**
  - Infotype 0041 - The **PA date** to be entered must refer to the **day before** the employee's admission date. For example, if the employee was hired on January 2, 1999, the date to be entered is 01/01/1999.
  - Infotypes 0267 and 0416 - They must contain the same **payment** date of the vacation advance and not that corresponding to when leave begins.
  - Infotype 2001, subtype 0100 (Vacation)

### Process Flow

Data processing for vacation calculation purposes is performed in time management and payroll schemes, subprocedures, and calculation rules. Generally speaking, it includes the following information:

1. The **BRT1** subprocedure (which controls the acquisition period) is introduced in a user scheme copied from the standard **TM00** scheme.
  - The **BRT4** calculation rule (contained in subprocedure BRT1) deducts absences during the acquisition period

### Vacation

2. When the **RPTIME00** program is run, Infotype 2006 enters the number of vacation days to which the employee is entitled according to the quota type chosen: 01 (proportional period), 02 (full period) and 03 (past due vacation).
3. When calculating vacation, the system:
  - Reads absence data from Infotype 2001, subtype 0100 - Vacation
  - Reads the number of days of vacation allowance from Infotype 0416
  - Reads the option for Christmas bonus advance in Infotype 0267
  - Issues corresponding reports when the **HBRCFER0** program is run with the FER1 option in the “Reason for special payment”.

### Result

As an end result, this process provides the amounts corresponding to the employee's vacation.

## Calculation Number Days for Vacation Bonus

### Use

This function is used for calculating the number of days of the vacation bonus.

### Integration

The calculation of the number of days for vacation bonus is integrated with the vacation calculation process.

### Prerequisites

Update of master data from Infotype 0416, Subtype 001 (Vacation bonus).

### Features

The **BRABF** payroll function calculates the vacation bonus days as follows:

- Searches the number of days of the vacation bonus option stored in infotype 0416
- Stores this information for subsequent use, that is, for calculating the amounts to be paid future

---

**Amount Paid in Advance for Vacation**

## Amount Paid in Advance for Vacation

### Use

This function is used for storing the amounts paid in advance for vacation. These amounts will be used subsequently for calculating differences in case of a pay increase.

### Integration

The amount paid as vacation advance is integrated in the vacation calculation process.

### Prerequisites

Data regarding the contractual wage contained in infotype 0008 must be properly recorded.

### Features

Generally, the **BRFRA** payroll function works as follows for storing the amount paid as a vacation advance:

- Searches the contractual wage value recorded in infotype 0008
- Stores the derived amount to be used future for vacation difference calculations.

## Calculation of Vacation Wage Types

### Use

This function is used for determining the correct proportion of vacation wage type amounts according to the number of days of absence.

### Integration

The calculation of the vacation wage types is integrated with the vacation calculation process.

### Features

Generally, the **BRVAB** operation determines the proportion of the vacation wage type amounts according to the number of days of the employee's absence. For example, in the case of a vacation advance, the calculation proportion may be based on the number of days of the month for which vacation was actually granted.

## Christmas Bonus

# Christmas Bonus

## Purpose

This process describes information necessary for the system to calculate the employee's Christmas bonus according to current legal practices.

## Prerequisites

During customization, the following items must be given parameters:

- Determining the percentage fraction to be paid for the first portion of the Christmas bonus (included in **DECPR**)
- Percentage for calculating the first portion of the Christmas bonus (included in **DEC1P**)
- Average technical types for calculating the Christmas bonus
- Average wage types for calculating the Christmas bonus

## Process Flow

Data processing for Christmas bonus is determined in payroll schemes, subprocedures, functions, and calculation rules. Generally, it includes the following information:

1. The **BRD2** calculation rule copies the Christmas bonus average wage types created by the user to the system's corresponding wage types. This operation is essential for the **BR130** function to carry out the required calculations
2. The **BRDM** calculation rule generates Christmas bonus average wage types based on the collective agreement type and region (data stored in infotype 0008)
3. The way percentage fractions are calculated for the payment of the first portion of the Christmas bonus is determined in the **DECPR** constant in view **V\_511K**. In turn, this constant is used by the **BR130** function, which calculates the several types of Christmas bonus payment:
  - payment of the first portion of the Christmas bonus upon vacation
  - payment of the first portion of the Christmas bonus by November 30
  - payment of the Christmas bonus by December 20
  - payment of the remaining portion of the Christmas bonus by January 10
  - payment of the Christmas bonus upon termination of the employment contract
4. The percentage that corresponds to the calculation of the first portion of the Christmas bonus is stored in the **DEC1P** constant of the **V\_511K** view.

## Result

The employee's Christmas bonus is calculated according to the business practice determined by the employer, in accordance with the legal options. This means that the final calculation result will be obtained according to the option adopted by the user during the execution of the payroll.



## Employment Contract Termination

# Employment Contract Termination

## Purpose

This process calculates the amounts of wage types valid for indemnity payment (by the employer) in case of termination of the employee's employment contract.

## Prerequisites

During customization, the following items must be given parameters:

- Eligibility information regarding indemnity payment
- Average wage types corresponding to due notice upon contract termination
- Business month or days of the month for calculating the wage balance

## Process Flow

1. Legal eligibility information for indemnity payment are stored in the **T7BRT0** table.
2. The **RESDT** constant of the **V\_511K** view contains the number of days (business or calendar month) to be used in the division from which the employee's daily wage is obtained. This is required for calculating the amount corresponding to the balance of days worked upon employment contract termination.
3. The **BRRES** function checks the contract termination event and generates wage types related to the items contained in this process; this function is enabled by a payroll scheme and subprocedure. Generally, it includes the following information:
  - Generation of the wage type corresponding to the previous notice
  - Generation of the wage type for Severance Premium Reserve Fund (FGTS)
  - Generation of the wage type for the termination fine regarding an employment contract with a predefined term (article 479 of the Consolidation of the Labor Laws - CLT, Consolidação das Leis do Trabalho)
4. The **BRRM** rule generates the average wage types regarding the previous notice paid upon employment contract termination:
  - It checks the collective agreement's type and region registered in infotype 0008
  - It generates, in IT, average wage types corresponding to the previous notice paid upon contract termination

## Result

Final amounts of the calculation of legal amount to which the employee is entitled upon contract termination according to eligibilities.

## Net

### Purpose

This integrated component of the Human Resources system of the R/3 System allows the employee's net pay to be determined according to legal prerequisites in Brazil.

In the payroll, the Net component processes binding deductions, taxes, and benefits for the employee's pay, based on wage types recorded in the Master Data, as well as on the types calculated in the Gross component.

### Integration

This component is completely integrated with other Human Resources modules, such as Personnel Administration (Master Data), Benefits, Financial Accounting, and Controlling, among other components.

---

## Payroll Scheme

# Payroll Scheme

## Purpose

Payroll is performed by means of a calculation scheme made up by subprocedures, calculation rules, and functions. The payroll scheme follows the steps provided in its structure, including contractual wage, wage advance, legal benefits, simultaneous jobs, and other items.

You will see below the subprocedures and functions that make up the main payroll scheme for Brazil.

## Prerequisites

Parameters set during system customization.

## Process Flow

The process of the main payroll scheme for Brazil contains the following items:

### 1. Basic data

The **BRBD** subprocedure is formed by the following functions:

#### a) WPBP function

This function is called "Workplace Basic Pay". It accumulates data regarding the work center and basic pay of the employee in the system's internal WPBP table.

#### b) BRIR function

This function reads information about dependents recorded in infotype 0021 and calculates the employee's Income Tax according to the type of pay and dependents eligible for deductions.

#### c) BRCON function

This function reads additional data about the Employment Contract stored in infotype 0016.

### 2. Gross pay

The **BRT0** subprocedure processes all data related to time management. It is made up of the following functions:

#### a) BRSAL function

This function calculates the employee's contractual wage.

#### b) BRRSK function

This function calculates the health risk premium.

#### c) BRNAB function

This function divides the absence periods according to different calculation rules of payment for such absences.

#### d) BRCDT function

This function generates the fractions to which the employee is entitled for calculating the vacation and Christmas bonus.

### 3. Simultaneous jobs

The **BRME** subprocedure is made up of elements that allow you to read data stored in Infotype 0437, Simultaneous Jobs, when the regular payroll is run. It contains the following function:

#### a) BREMP function

Reads information about simultaneous jobs accumulated in infotype 0437.

### 4. Deductions and additional pay

The **BRAP** calculation subprocedure reads regular pays and deductions that supplement basic pay.

### 5. Off-cycle wage advance

The **BRA0** and **BRA1** subprocedures calculate the employee's wage advance when the payroll is run off cycle.

The **BRA0** subprocedure is made up of the **BRSAL** and **BRADV** functions. The **BRADV** function calculates the employee's wage advance.

The **BRA1** subprocedure is made up of the **BRADV** and **BRIR** functions.

### 6. Generation of average wage types

The **BRAV** scheme generates average wage types based on labor agreement type and region, which are summarized in infotype 0008, as well as on special payment category (vacation, Christmas bonus, contract termination and so forth.).

### 7. Rates and storage

The **BRAL** subprocedure makes assessments for calculating rates. It contains the following subprocedure:

#### a) Safety and health risk premiums

The **BRRK** subprocedure is made up of the **BRRSK** function, which calculates the health risk premium.

### 8. Contractual wage according to basic pay divisions

The **BRL0** subprocedure generates the contractual wage according to divisions of the employee's basic pay. It includes the **BRSAL** function, which calculates the contractual wage.

### 9. Retroactive accounting

The **BRR0** subprocedure calculates eventual differences that might arise when payroll execution takes place in a period in which retroactive accounting has already been performed. It is made up of the following functions:

#### a) BRRET function

This function reads the results of previous payrolls.

#### b) BRIR function

Calculates withheld income tax deduction.

### 10. Regular wage advance discount before and after taxes

## Payroll Scheme

The **BRA2** scheme verifies how taxes are levied on wage advance and adjusts the assessment basis for tax discount. **BRA3** is used for discounting the gross wage advance from the employee's total wage.

### 11. Net pay from gross pay

The **BRNO** subprocedure calculates the employee's net pay considering deduction calculations referring to legal contributions and taxes, as well as payroll subsidies.

### 12. Legal benefits

The **BRBL** subprocedure calculates legal benefits and is made up of the **BRSAL** (contractual wage calculation) and **BRVTR** functions. The latter calculates the amounts applicable to the employee's transportation allowance.

### 13. Contractual wage according to basic pay divisions

The **BRL1** subprocedure generates the contractual wage according to basic pay divisions.

### 14. Net pay group risk and wage deductions

The **BRNA** subprocedure is used for processing the amounts calculated in the payroll, accounting for payments, net deductions, and amounts receivable from previous months.

### 15. Net pay

The **BRNN** subprocedure calculates the employee's net pay accounting for payments, deductions, and wage advances.

### 16. Final processing

The **BREN** subprocedure verifies the full processing of the internal IT table, exports the results to the payroll for accounting purposes, and prints the payroll results to the payroll's log.

It is made up of the **BRCGC** function, which fills in the system's internal table with information about branches and construction works.

## Remunerated Weekly Rest - DSR

### Purpose

This process describes the information required for the system to calculate the amount related to the employee's Remunerated Weekly Rest (DSR, Descanso Semanal Remunerado). This requires the following items to be considered:

- Definition of a DSR deduction criterion
- Definition of absence types considered for DSR
- Definition of assessment basis
- Definition of calculation formula

See also:

[Criterion and absence type for DSR discount \[Seite 45\]](#)

### Prerequisites

1. During customization in the Implementation Guide (*Payroll* → *Absences* → *Remunerated Weekly Rest - DSR*), the following items should be given parameters:
  - Time scheme update for enabling DSR
  - Time wage type generation scheme update for enabling DSR
2. Parameterization of the *Time management* → *Work schedule* → *Define daily work schedule* item in the Implementation Guide. In this section, the system checks if the employee has any **0** values regarding a weekly rest (that is, if he/she is entitled to a remunerated weekly rest). If yes, it also checks if the employee was absent during the week in order to carryout future calculations.

### Process Flow

Data processing for the calculation of the Remunerated Weekly Rest is performed in time management and payroll schemes, subprocedures, and calculation rules. Generally speaking, this process follows this flow:

1. The **DSR0** subprocedure (which enables the Remunerated Weekly Rest calculation) is introduced in a user scheme copied from the main Time Management **TM00** scheme.
  1. The **DSR0** subprocedure is introduced in a user subprocedure copied from the time wage type generation subprocedure **TC00**.
  2. As the **BRT0** time management subprocedure calls the TC00 subprocedure, said calls must be replaced by the new user subprocedure mentioned in the previous item.

### Result

This process allows future calculations related to the Remunerated Weekly Rest to be completely performed by the system.

Remunerated Weekly Rest - DSR

---

## Criterion and Absence Type for DSR Deduction

### Use

This function is used for defining criteria for calculating the employee's remunerated weekly days off.

### Integration

The determination of relevant criteria and absences for DSR deduction purposes is integrated with the remunerated weekly days off Calculation process.

### Prerequisites

Parameters must be set for DSR-related items included in the following Implementation Guide section: *Payroll* → *Absences* → *Remunerated Weekly Days Off - DSR*.

### Features

DSR deduction criteria are defined in calculation rule **DSR2**, which accumulates the number of days worked during the week, taking into account the number of days of absence during the week both for monthly and hourly paid employees. The **DSR4** subrule checks absences considered relevant for DSR calculation.

### Activities

For the RPTIME00 program to consider information defined in this function, you must follow the steps described in the Implementation Guide, and, if applicable, you must make the changes required for conformity with the company's situation.

## Labor Union Contributions

# Labor Union Contributions

## Purpose

This process describes the information required and the set of operations performed for the calculation of the following types of labor union contributions:

- Annual labor union contribution
- Assistance contribution
- Confederate contribution

## Prerequisites

1. For calculating the annual labor union contribution, the following items must be given parameters during customization:
  - Labor union information
  - Use of business month or days of the month for calculating labor union contribution
  - Labor union contribution information
2. For calculating the assistance and confederate contributions, a specific coding must be created for the items contained in the following Implementation Guide section: *Payroll* → *Customer expansion processing* → *Labor unions*.

## Process Flow

Generally speaking, the calculation of **labor union contributions** follows these steps:

1. Labor union information is defined by legal data about labor unions and specific elements established by special agreements for each professional category. Such information must be stored in the **V\_T7BR1B** view and are used for issuing the Labor Union Contribution Collection Form.
  2. Information about the use of days of the month or business month for calculating labor union contribution must be entered in the **DIACS** constant of the **V\_511K** view.
  3. Labor union contribution information is made up of data that define the calculation type, taking into account the type of labor union and the type of contribution. Data related to this item are recorded in the **V\_T7BRTA** view.
  4. The calculation of the amounts related to the several types of labor union contributions is performed by the payroll **BR57** function:
    - It calculates the labor union contribution which amounts to a day's wages. This is deducted in March.
- If customized, it calculates the assistance and confederate contributions by means of user exit

## Result

This process results in the amount which corresponds to the labor union contribution due by the employee, taking the set parameters into account.



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**Severance Premium Reserve Fund - FGTS**

## Severance Premium Reserve Fund - FGTS

### Purpose

This process describes the information required for the system to calculate the amount for the Severance Premium Reserve Fund (FGTS) deposit, as well as additional information to be included in the legal reports List of Employees in Magnetic Media (Remag) and Collection Form of the Severance Premium Reserve Fund and Information to Social Security.

### Prerequisites

During customization, the following items must be given parameters:

- Day of month for FGTS deposit (included in **FGTSD**)
- FGTS transaction indicator for Remag
- Worker's category indicator for SEFIP

### Process Flow

1. The day of the month for the FGTS deposit is determined in the **FGTSD** constant in the **V\_T511K** view. Here you must designate the day of the month on which the deposit for the Severance Premium Reserve Fund is made.
2. The FGTS transaction indicator provides the situations where the employee has used his/her Premium Reserve Fund. This indicator is determined by legal authorities and informed by means of the manual for filling in the List of Employees in Magnetic Media (Remag).
3. Worker category indicators are stored in the **V\_T7BRCT** view and are used for filling in the legal information fields contained in infotype 0016.
4. The **BRFGT** payroll function performs several types of calculation for the amount to be collected for the Severance Premium Reserve Fund:
  - Every month
  - When the employment contract is terminated
  - When Christmas bonus is paid
  - When vacation is grantedGenerally speaking, it includes the following information:
  - Reading of the **FGTSD** constant of the **V\_511K** view, which determines the day on which the FGTS deposit must take place
  - Reading of the deposit percentage, stored in **infotype 0016** (additional information for Contract Components)
  - Calculation of the FGTS amount to be deposited, based on the employee's monthly pay and on the corresponding percentage

---

**Severance Premium Reserve Fund - FGTS**

**Result**

This process results in the amounts referring to the employee's Severance Premium Reserve Fund (FGTS), according to the options entered by the user.

---

**Social Security - INSS**

## Social Security - INSS

### Purpose

This component is used to run several calculations relating to social security, as follows:

The National Institute of Social Security (INSS, Instituto Nacional do Seguro Social) is the Brazilian agency in charge of public actions to ensure the right to health care, social security, and social assistance.

By means of a contribution, INSS beneficiaries are provided with the essential means for economic support in the following situations:

- Incapacity to work
- Forced unemployment
- Old age
- Length of service
- Imprisonment or death of the person who provided economic support

The Social Security budget is made up of federal government revenues, social contributions, and revenue from other sources, as determined by the responsible legal authority.

The following are considered social contributions:

- Corporate - percentage of the pay paid or credited to beneficiaries in their employment
- From domestic employers
- From workers - percentage on their contribution wage
- Corporate - percentage on billing and income
- Percentages levied on betting revenue

## INSS Contribution Accounting

### Utilization

This function is used for calculating the employee's monthly contribution to the National Institute of Social Security (INSS).

### Requirements

During customization, the following items must be assigned as parameters:

- Table of wage earners' contribution to INSS
- If applicable, determination of the reading of special ranges from the table of wage earners' contribution to INSS

### Features

The **BRINS** payroll function calculates the monthly contribution to INSS as follows:

- It reads the data stored in the T7BRSI table
- It determines the INSS percentage to be collected

If new values are added to the contribution table ranges, the **BRFXA** feature is used for determining how such new items added by users should be read.

---

**GRPS Independent Workers' Base**

## GRPS Independent Workers' Base

### Utilization

This function describes the information required for the system to calculate the independent workers' base, which is used for issuing the Social Security Collection Form (GRPS, Guia de Recolhimento da Previdência Social).

The final result provides the amount corresponding to the independent workers' base of contribution to INSS in order to fill in the specific field in the GRPS legal report.

### Requirements

During customization, the following item must be parameterized:

- Independent workers' table of contribution to the National Institute of Social Security (INSS)

### Features

The contribution value ranges to INSS for independent workers are informed in table **T7BRGR**, and the independent workers' base is calculated by the **BRGRP** function, which processes the following data:

- Searches for the wage type corresponding to the independent worker's contractual wage in the system's internal table
- Calculates the collection bases, choosing between the 15% or 20% amounts
- Generates wage types for both percentages
- Transfers such wage types to the system's internal table

## Simultaneous Jobs

### Purpose

This chapter contains data about the specifically Brazilian Infotype 0437, as well as about the integration process of data stored in this infotype in the payroll.

The information recorded in master data refer to the employer and contributions of employees who have more than one job. Infotype 0437's payroll integration process checks the data stored in master data and evaluates the INSS (National Social Security Institute) contribution for the different jobs.

### Implementation

This component is implemented during the implementation of the Brazilian payroll.

**Infotype 0437: Simultaneous Jobs**

## Infotype 0437: Simultaneous Jobs

### Definition

This Infotype contains data records about the employer and about the following legal contributions for employees with more than one job:

- INSS - Contribution to the National Institute of Social Security (INSS)
- IRF - Income Tax on earnings accumulated abroad
- Christmas Bonus - earnings related to this benefit at all jobs for subsequent calculation of the INSS contribution percentage

The employee is legally bound to inform each employer about the total earnings obtained from the different jobs, as calculations are performed based on the sum of all wages.

### Utilization

Data stored in Infotype 0437 are used for calculating the employee's contribution to the National Institute of Social Security (INSS) in the payroll when the employee has simultaneous jobs.

### Structure

The **Simultaneous Jobs** Infotype contains the following fields:

#### Employer

Other employer's corporate name or other name if the employee has more than one job.

#### Earnings from several jobs

- Simultaneous Job INSS  
Determines the amount that refers to the calculation basis (remuneration) for the employee's social contribution to INSS in the payroll.
- Simultaneous Job IRF  
Determines the amount of income tax withheld on earnings abroad (emigrants).
- Simultaneous Job Christmas Bonus  
Determines the amount that refers to the basis (remuneration) for the Christmas bonus for subsequent calculation of social contribution to INSS.

## Process Integrating Simultaneous Jobs into Payroll

### Purpose

The **HRBRCALC0** payroll program performs the required calculations related to data accumulated in the Simultaneous Jobs Infotype.

The system checks the information accumulated in Infotype **0437, Simultaneous Jobs**, and evaluates the INSS contribution in the different jobs with the purpose of determining the contribution basis (including for the Christmas bonus), as well as determining the proportional contribution referring to each job.

### Requirements

During Customization, the following items must be parameterized:

- Maintenance of the table of wage earners' contribution to INSS
- Maintenance of the table of independent workers' contribution to INSS
- Determination of the reading of special ranges of the table of wage earners' contribution to INSS

### Process Flow

The INSS contribution tables for wage earners and independent workers are a reference source for determining the employee's contribution percentage.

The **BREMP** function reads the data stored in the simultaneous jobs infotype. The **BRFXA** feature is used for the customization of new contribution range amounts, that is, it determines how the legal INSS table is read when new items are added by users.

### Result

The final result of this process provides the amounts for National Institute of Social Security (INSS) contribution by employees with simultaneous jobs, both for the regular payroll and Christmas bonus.

---

**Benefit Integration with the Payroll**

## Benefit Integration with the Payroll

### Purpose

This component makes the payroll process more efficient for users of the Benefits module.

The Benefit Integration component allows benefit-related deductions and contributions entered in master data to be processed by payroll.

### Implementation

The IMG structure for payroll contains a special section regarding the setup of Benefit Integration (*Payroll* → *Supplementary Benefits*).

Payroll-related options for benefit plans must be correctly set up before payroll is run.

The following plan categories are available for Brazil:

- Stock purchase
- Health care plan
- Savings plan
- Insurance
- Miscellaneous

## Final Activities

### Purpose

The Final Activities component of the SAP Human Resources system contains all activities that must be carried out after a payroll run.

---

**Other Calculations**

## Other Calculations

### Purpose

This component to create a series of calculations for internal use. Such calculations are based on the results obtained during a payroll run.

For example, such calculations may involve reports and statistics defined according to predetermined criteria.

## Brazil Assessment Reports

### Purpose

This application provides all reports required by Brazilian labor laws, such as, for example:

- Current and Former Employees Roll (HBRCAGED)
- Withholding Income Tax Declaration (DIRF)
- Collection Form for Severance Premium Reserve Fund (FGTS, Fundo de Garantia do Tempo de Serviço) and Information to Social Security (GFIP)
- List of Wages Contributing to the INSS

These reports permit an efficient analysis of the payroll data and ensure perfect compliance with the relevant government regulations.

Other reports are available for management purposes, such as, for instance, Employee Admission File and Vacation Notice Issue.

### Implementation

All legal report configuration procedures must be adopted during the implementation of the system. For example, some reports use forms that must be configured in the Implementation Guide (IMG). If customization is not properly performed, some data required by law may not be generated. As the laws regulating these reports are constantly changing, you must be aware of the need for periodic IMG reviews, in order to enter/alter the data affected by those possible amendments.

### Integration

Payroll reports access all data entered in the Human Resources infotypes and also assess data contained in the Time Management, Personnel Management and Organizational Management modules.

**Barwertermittlung (Report RPCLOH00)****Barwertermittlung (Report RPCLOH00)****Verwendung**

Darlehen sind in der Regel niedrigverzinslich, wenn der Sollzinssatz der Darlehen niedriger ist als der steuerliche Zinssatz zur Berechnung der geldwerten Vorteils. Dieser beträgt zum Beispiel in Deutschland z.Z. 6 %.

Der Report RPCLOH00 berechnet den Teilwert von Darlehen. Der Teilwert eines Darlehens ist sein Barwert. Der Barwert eines Darlehens ist die Summe der diskontierten geplanten Tilgungen.

Die Diskontierung ist die Multiplikation eines Betrages mit einem Diskontierungsfaktor. Mit  $i$  als dem Diskontsatz in Prozent ist der Diskontierungsfaktor für einen Betrag, der in  $t$  Jahren gezahlt wird,  $(1 + i/100)^{-t}$ .

**Voraussetzungen**

Die Darlehen müssen bereits mit der HR-Darlehensabrechnung abgerechnet worden sein.

**Funktionsumfang**

Der Report RPCLOH00 berechnet den Barwert von Darlehen und berücksichtigt bei der Rückzahlung auch die fälligen Zinsen.

**Beispiel**

Ein zinsfreies Darlehen ist zum 01.06.1995 in Höhe von 10 000,00 gewährt und ausgezahlt worden. Die Tilgung wurde auf 500,00 monatlich festgesetzt und beginnt am 01.08.1995, so daß 2 500,00 bis zur Periode 12/1995 getilgt wurden.

Das Darlehen soll zum 31.12.95 mit dem Teilwert bewertet werden. Zum 31.12.95 beträgt der Darlehenssaldo 7 500,00. Die Diskontierung soll mit 6 % erfolgen. Der Tilgungsplan sieht wie folgt aus:

Jahr	Per	Saldo	n.Tilgung	Tilgung	Diskont	Barw. Tilgung
1996	01	7 000,00	500,00	0,9952	497,58	
1996	02	6 500,00	500,00	0,9903	495,17	
1996	03	6 000,00	500,00	0,9855	492,77	
1996	04	5 500,00	500,00	0,9808	490,38	
1996	05	5 000,00	500,00	0,9760	488,01	
1996	06	4 500,00	500,00	0,9713	485,64	
1996	07	4 000,00	500,00	0,9666	483,29	
1996	08	3 500,00	500,00	0,9619	480,95	
1996	09	3 000,00	500,00	0,9572	478,62	
1996	10	2 500,00	500,00	0,9526	476,30	
1996	11	2 000,00	500,00	0,9480	473,99	
1996	12	1 500,00	500,00	0,9434	471,70	

Barwertermittlung (Report RPCLOH00)

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

Der Barwert des Darlehens ist die Summe der Barwerte für die einzelnen Perioden und beträgt 7 215,83.

Je nach Einstellung der Reportparameter werden der Tilgungsplan einzelner Darlehen, die Auflistung der Barwerte zu jeder Personalnummer und eine Zusammenfassung der Barwerte der unterschiedlichen Darlehensarten vorgenommen. Der Wert Afa beschreibt den Differenzwert zwischen Zugang und Barwert.

Wenn Sie für das Darlehen von 10 000,- mit der Darlehensart 0100 (Ratendarlehen für Hausbau) den Report RPCLOH00 mit den Selektionsparametern für die betreffende Personalnummer, mit Diskontsatz 6% und der Option *Liste mit Darlehen pro Pernr* starten, erscheint folgende Ausgabe:

Barwertermittlung niedrigverzinsten Mitarbeiterdarlehen

Pernr	Darlehen	Zugang	Afa	Buchwert
11220002	0100 01	7 500,00	284,17	7 215,83

Barwertermittlung niedrigverzinsten Mitarbeiterdarlehen

DLART	Zugang	Afa	Buchwert
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Barwertermittlung niedrigverzinsten Mitarbeiterdarlehen

Statistik

Summe offener Darlehen nach letzter Abrechnung:	7 500,00
Anzahl selektierter Personalnummern:	1
Anzahl selektierter Personalnummern mit Darlehen:	1
Anzahl selektierter Darlehen:	1

---

**Kontoauszug Arbeitgeberdarlehen (Report RPCLOF00)**

## Kontoauszug Arbeitgeberdarlehen (Report RPCLOF00)

### Verwendung

Mit dem Report RPCLOF00 können Sie Kontoauszüge für die Arbeitgeberdarlehen erstellen, die mit der *Personalabrechnung* abgerechnet worden sind.

### Funktionsumfang

Im Gruppenrahmen *Selektion* definieren Sie, für welche Mitarbeiter der Kontoauszug erstellt werden soll.

Im Gruppenrahmen *weitere Angaben* definieren Sie die Darlehensart und den Zeitraum der Auswertung.

Im Gruppenrahmen *Kontodarstellung* können Sie die Darstellung der Ausgabe bestimmen. Zur Auswahl stehen folgende Möglichkeiten:

- Bewegung - Stand
- Lastschrift - Gutschrift

Im Gruppenrahmen *Ausgabesteuerung* bestimmen Sie, in welchen Zeilen und Spalten die Adresse beginnt und ob bei einem Jahreswechsel eine neue Seite begonnen werden soll (Standardfall).

## Lohnarten-Reporter (Report H99CWTR0)

### Verwendung

Der Lohnarten-Reporter wertet Lohnarten aus den Abrechnungsergebnissen für einen bestimmten Zeitraum aus. Es handelt sich dabei um Daten aus den Tabellen RT (result table) und WPBP (work place basic pay). Andere Tabellen werden derzeit nicht ausgewertet, ebenso werden keine Daten aus Infotypen herangezogen.

### Funktionsumfang

Im Gruppenrahmen *Selektion* stehen die Standardselektionsfelder der logischen Datenbank PNP zur Verfügung. Beachten Sie, daß eine Selektion nach organisatorischen Kriterien in diesen Feldern nicht einer Selektion von Abrechnungsergebnissen für die gewählte organisatorische Einheit entsprechen muß, insbesondere bei rückwirkenden Stammdatenänderungen können hier Unterschiede auftreten. SAP empfiehlt, Objekte, nach denen selektiert wurde, auch in die Objektauswahl mit einzubeziehen.

Im Gruppenrahmen *Zeitraumbestimmung* legen Sie den Auswertungszeitraum und die gewünschte Sichtweise auf Abrechnungsergebnisse fest.



Gewählt sei 01.01.1998 bis 31.03.1998

Bei In-Periodensicht werden alle Ergebnisse selektiert, die **in** diesem Zeitraum zustande kamen, wobei für die Zeitraumzuordnung das Periodenendedatum ausschlaggebend ist. Eine Abrechnung **im** Februar 1998 **für** Dezember 1997 würde in obigem Beispiel herangezogen werden, eine Abrechnung **im** Mai 1998 **für** Februar 1998 jedoch nicht.

Bei Für-Periodensicht werden alle Ergebnisse selektiert, die **für** den gewählten Zeitraum zustande kamen, wobei für die Zeitraumzuordnung das Zahldatum der Periode ausschlaggebend ist. Eine Abrechnung **im** Februar 1998 **für** Dezember 1997 würde jetzt nicht herangezogen werden, jedoch eine Abrechnung **im** Mai 1998 **für** Februar 1998.

Im Gruppenrahmen *weitere Selektionen* können Sie die Auswahl auf bestimmte Lohnarten einschränken. Mit *Objektauswahl* legen Sie fest, welche Spalten in der Ausgabeliste erscheinen und über welche Objekte verdichtet wird.



Sie wählen Buchungskreis, Lohnart und In-Periode. Die gewählten Objekte erscheinen als Spalten in der Ausgabeliste, über die nicht gewählten Objekte hinweg wird verdichtet.

Im Gruppenrahmen *Ausgabe* geben Sie an, ob Sie die Lohnartenliste mit dem [ABAP List Viewer \[Extern\]](#) oder mit [Microsoft Excel \[Extern\]](#) erstellen wollen.



Der Report ist nur in Verbindung mit der List Viewer-Nutzung batchfähig!

Voraussetzung für die Nutzung der Excel-Option ist mindestens SAPGUI Version 4.5A, Windows 95 oder NT4.0 sowie Excel 97.

---

Lohnarten-Reporter (Report H99CWTR0)

## Verwendung der Lohnarten in der Abrechnung (Report RPDGA20)

### Verwendung

Mit diesem Report können Sie sich einen Überblick über die [Lohnarteneigenschaften \[Extern\]](#) aller [Primär \[Extern\]](#)- und [Sekundärlohnarten \[Extern\]](#) verschaffen, die Sie in Ihrem System verwenden. Sie können so die Lohnarteneigenschaften verschiedener Lohnarten miteinander vergleichen.

### Funktionsumfang

Mit diesem Report können Sie nur die Lohnarteneigenschaften auswerten, die das **Verhalten einer Lohnart in der Abrechnung** bestimmen, nicht die Lohnarteneigenschaften, die das **Verhalten einer Lohnart im Dialog** festlegen.

Der Report zeigt folgendes an:

- Bedeutung der Lohnarteneigenschaften
- Lohnarten, für die eine Lohnarteneigenschaft angewendet wird
- Lohnarten, für die eine Lohnarteneigenschaft dieselbe Ausprägung hat
- Personalbereiche, die zur ausgewählten Ländergruppierung gehören

### Selektion

Folgende Selektionskriterien stehen zur Verfügung:

- Ländergruppierung  
Hier geben Sie an, für welches Land Sie die Liste der Lohnartenverwendung erstellen wollen.
- Lohnart  
Hier können Sie die Auswertung auf eine oder mehrere Lohnarten beschränken, die für Sie relevant sind.
- Gültigkeit der Lohnart  
In der Liste der Lohnartenverwendung werden alle Lohnarten angezeigt, die innerhalb des Zeitraums gültig sind, den Sie hier angeben.
- Logische Views anzeigen  
Wenn Sie dieses Feld markieren, wird bei der Darstellung der Ergebnisse als Tabelle oder als Baumstruktur für die Verarbeitungsklassen, die Auswertungsklassen und die Kumulationslohnarten jeweils der logische View angezeigt, in dem Sie die jeweilige Lohnarteneigenschaft bearbeiten können. Wenn der logische View über den Einführungsleitfaden (IMG) gepflegt werden kann, wird die entsprechende IMG-Aktivität in der Liste angezeigt. Sie können gegebenenfalls direkt aus der Tabelle bzw. Baumstruktur heraus in diese Aktivität navigieren.

## Verwendung der Lohnarten in der Abrechnung (Report RPDGA20)

### Ausgabe

Die Ausgabe erfolgt wahlweise durch Tabellen, mittels einer Baumstruktur oder über eine Endlosliste.

Wenn Sie einen vollständigen Verwendungsnachweis erhalten wollen, sollten Sie zur Ausgabe der Ergebnisse die Baumstruktur oder die Endlosliste verwenden. Der Aufbau der Baumstruktur und der Endlosliste ist jedoch zeitaufwendiger, da das System vor der Anzeige sämtliche Informationen für alle Unterknoten bzw. -ebenen bestimmen muß.

Wenn Sie z.B. nur an der Verwendung einzelner Verarbeitungsklassen in Lohnarten interessiert sind, empfehlen wir die Ausgabe der Ergebnisse mittels Tabellen. Die Darstellung der Ergebnisse über Tabellen ist weniger zeitaufwendig, weil das System die relevanten Informationen erst beim Verzweigen in die nächste Ebene ermittelt.

### Aktivitäten

Wenn Sie die Darstellung der Selektionsergebnisse in Tabellen gewählt haben, können sie mit Doppelklick auf einen Tabelleneintrag in die nächste Ebene navigieren.

In der Baumstruktur können Sie den gewünschte Ast expandieren und wieder komprimieren.

Um einen logischen View aus der Liste der Lohnartenverwendung heraus zu bearbeiten, gehen Sie wie folgt vor:

#### Tabellen

1. Positionieren Sie den Cursor auf einer Verarbeitungsklasse, Auswertungsklasse oder Kumulationslohnart und wählen Sie *Logischer View*.

Sie gelangen auf das Bild *Pflegen der Lohnarten über den IMG*.

2. Springen Sie mit Doppelklick auf die Zeile *IMG-Ansprung: ...* in die entsprechende IMG-Aktivität.

#### Baumstruktur

1. Expandieren Sie für eine Verarbeitungsklasse, Auswertungsklasse oder Kumulationslohnart den Eintrag *Logische Views - Pflege über IMG*.
2. Springen Sie mit Doppelklick auf die rot unterlegte Bezeichnung einer IMG-Aktivität in diese Aktivität.

## Zuordnung Lohnarten – Sachkonten (Report RPDKON00)

### Verwendung

Mit dem Report *Buchung ins Rechnungswesen: Zuordnung Lohnarten – Sachkonten anzeigen* (RPDKON00) können Sie sich die Zuordnung von Lohnarten zu Sachkonten anzeigen lassen.

Diese Zuordnung erfolgt nicht direkt, sondern stets über ein [symbolisches Konto \[Extern\]](#) und die [Mitarbeitergruppierung für die Kontenfindung \[Extern\]](#).

Damit die Abrechnungsergebnisse der *Personalabrechnung* für die Buchung in die Komponenten des Rechnungswesens ausgewertet werden können, müssen die buchungsrelevanten Lohnarten den Sachkonten der *Finanzbuchhaltung* zugeordnet werden.

### Voraussetzungen

Die Zuordnung von Lohnarten zu Sachkonten müssen Sie im Customizing der *Personalabrechnung* unter *Auswertung für die Buchung ins Rechnungswesen* vornehmen.

- Um den Lohnarten symbolische Konten zuzuordnen, wählen Sie *Aktivitäten im HR-System → Pflege der Lohnarten → Buchungseigenschaften von Lohnarten festlegen*.
- Um die Mitarbeitergruppierung für die Kontenfindung festzulegen, wählen Sie *Aktivitäten im HR-System → Mitarbeitergruppierung und symbolische Konten → Mitarbeitergruppierung Kontenfindung festlegen*.
- Um den symbolischen Konten ggf. in Abhängigkeit von der Mitarbeitergruppierung für die Kontenfindung Sachkonten zuzuordnen, wählen Sie *Aktivitäten im RW-System → Konten zuordnen*.

### Funktionsumfang

#### Selektion

Sie können den Bereich, der in die Auswertung einbezogen wird, mit Hilfe der folgenden Selektionskriterien einschränken:

- Ländergruppierung
- Lohnart
- Buchungskreis

Da das Customizing der Lohnarten zeitabhängig ist, müssen Sie einen Stichtag für die Auswertung angeben.

Wenn Sie das Kennzeichen *Zusatzmodif. auswerten* setzen, werden bei der Auswertung die Einstellungen berücksichtigt, die Sie im Customizing der *Buchung ins Rechnungswesen* für die [Dienststartgenaue Kontenfindung nach KHBV/PBV \[Extern\]](#) vorgenommen haben.

#### Ausgabe

Sie können sich die Auswertungsergebnisse entweder als variable Liste (Tabelle) oder als Baumstruktur anzeigen lassen.

---

**Zuordnung Lohnarten – Sachkonten (Report RPDKON00)**

In der Listanzeige stehen Ihnen die Funktionen des *ABAP List Viewers* zur Verfügung (z.B. Anzeigevarianten, Sortierfunktionen), um die Ergebnisanzeige an individuelle Fragestellungen anzupassen: Wenn Sie beispielsweise überprüfen möchten, welche Lohnarten dem symbolischen Konto 1310 *AG-Anteil Sozialversicherung* zugeordnet sind, können Sie einen entsprechenden Filter setzen, so daß nur noch die Tabellenzeilen angezeigt werden, die in der Spalte SymKo den Wert 1310 aufweisen.

Weitere Informationen über die Anpassung der Ergebnisanzeige finden Sie unter [ABAP Listviewer \[Extern\]](#).

## Übersicht Arbeitgeberdarlehen (Report RPCLOG00)

### Verwendung

Der Report RPCLOG00 erstellt eine Übersicht über die vorhandenen Arbeitgeberdarlehen in der Form 'Stand Beginn - Zugang - Tilgung - Stand Ende' zu einem bestimmten Auswertungszeitraum.

Die Auswertung stellt hierbei die Ergebnisse aus der Sicht des Auswertungszeitraumes dar, das heißt, sie umfaßt alle Änderungen, die in dem Auswertungszeitraum stattgefunden haben, auch wenn sie zum Beispiel wegen Rückrechnungen Zeiträume vor dem Auswertungszeitraum betreffen. Dies muß allerdings nicht der aktuelle Stand des Darlehens für die betroffenen Perioden sein.

### Voraussetzungen

Die Darlehen müssen mit der HR-Darlehensabrechnung abgerechnet worden sein.

### Funktionsumfang

Im Gruppenrahmen *Selektion* geben Sie an, für welchen Personenkreis die Auswertung gemacht werden soll.

Im Gruppenrahmen *weitere Angaben* geben Sie u.a. den Zeitraum an, für den die Auswertung gemacht werden soll.

Im Gruppenrahmen *Listaufbereitung* definieren Sie, wie die Ergebnisse ausgegeben werden.

### Beispiel

Der Mitarbeiter bekommt im Dezember 1992 ein Darlehen in Höhe von 10 000,00. Die Tilgung wurde versehentlich mit 100,00 eingegeben und der Dezember 1992 wurde abgerechnet. Im Januar wird der Fehler bemerkt. Die Tilgung wird rückwirkend auf 200,00 geändert. Der Mitarbeiter tilgt im Januar danach eine Differenz von 100,00 für den Dezember und die regulären 200,00 für Januar.

Aus heutiger Sicht liegen jetzt zwei Tilgungen von jeweils 200,00 vor. Je nachdem, für welchen Zeitraum man den Report startet, erhält man folgende Ergebnisse:

Beginn	Ende	Stand Anfang	Zugang	Abgang	Stand Ende
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

Wenn Sie Darlehen und Perioden anzeigen, wird für das dritte Ergebnis die Zusammensetzung der 300,00 ersichtlich; 100,00 kommen aus 12/92 (diese werden durch einen Stern (\*) gekennzeichnet) und 200,00 kommen aus 01/93.

---

**Personnel Management**

## Personnel Management

### Definition

All legal reports relating to Personnel Management are listed under this topic. The purpose of this sub-division is to facilitate the location of these reports in the structure, grouping them under a general subject.

### Use

Reports listed under this topic are used to meet the labor inspection requirements set by the Brazilian legal authorities.

### Structure

All reports relevant to Personnel Management are listed under this topic.

### Integration

This subject is included in [Payroll \[Seite 83\]](#) in structuring the component [Brazil Assessment Reports \[Seite 59\]](#).

## General Current and Former Employee Roll (HBRCAGED)

### Use

This report can be used to issue the monthly document containing all employee admissions and severance according to the CLT system (Consolidated Labor Laws) of your company. The records in this document form the Current and Former Employee Roll (CAGED).

CAGED data is used by the government Unemployment Allowance program to check data of employees dismissed from their job, before releasing the benefit. The federal government also uses the data in CAGED to undertake research and prepare statistics relating to job policy and the labor market.

Federal authorities permit the data to be supplied on diskette or a standard form (aerogram). Submitting a diskette must be accompanied by the Diskette Receipt Slip.

### Integration

For further information also go to documentation [Infotype 0398: Agreement Components: Add. Info. \[Seite 11\]](#)

### Requirements

Customization of the following chapters of the Implementation Guide (IMG):

- *Personnel management* → *Personnel management* → *Organizational data* → *Branches and construction site* : *Brazil* → *Legal and general data* → *Maintain information on branches*.
- *Personnel management* → *Personnel management* → *Contractual and internal agreements* → *Contract elements* → *Maintain Brazilian Job Occupation Code - CBO*.
- *Personnel management* → *Personnel management* → *Contractual and internal agreements* → *Contract elements* → *Maintain employment relationship*.

### Features

This report generates a TemSe file to issue monthly data on **diskette** for the Current and Former Employees Roll (CAGED) by reading employee data contained in various infotypes, such as, for instance, those with numbers 0000, 0001, 0008, 0016 and 0185.

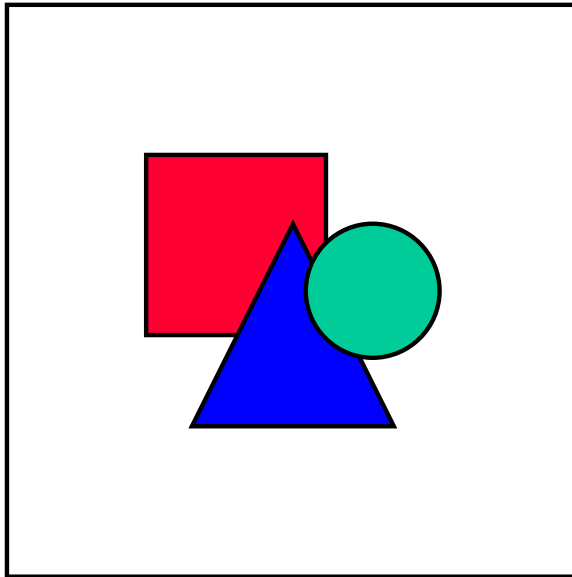
### Activities

1. Choose the menu option *Human resources* → *Payroll* → *America* → *Brazil*
2. *Subsequent Activities* → *Monthly*.
3. Select *Analysis* → *Current and Former Employees Roll*.
4. The selection screen of the HBRCAGED report is accessed and you must complete the fields with the requested data.
5. The following must be indicated on the selection screen:
  - a. Occupation status - define whether the employee is or is not working for the company
  - b. Company code data

**General Current and Former Employee Roll (HBR CAGED)**

- c. Month to which the stored data refers
- d. Type of statement – state if this is or is not the first time the company declares
- e. File amendment - inform changes in the corporate data
- f. Storage mode – indicate the type of media in which the file is generated

When running the report, the TemSe file is generated for the selected employees and period. If no error is found, you can export the generated data to a local file and save it later on diskette.



If you leave the personnel number selection option **blank**, all personnel numbers are processed by the system.

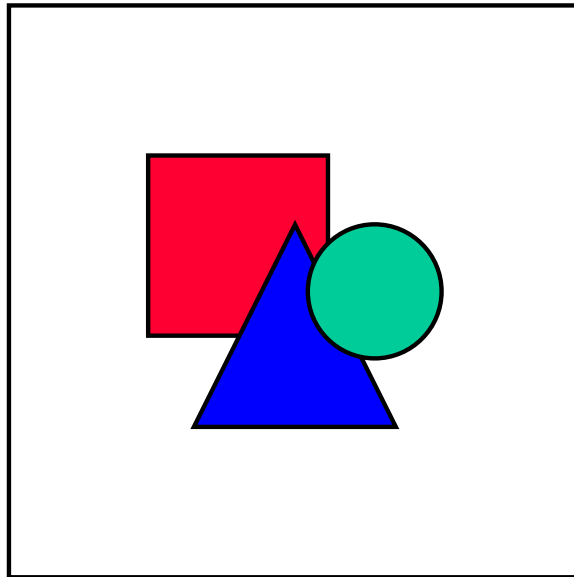
## Prior Notice (HBRAVPR0)

### Requirements

The SAPscript HR\_BR\_AVPR form must be configured in advance in the chapter in the Implementation Guide: *Payroll* → *Payroll for Brazil* → *Legal forms* → *Prior Notice*.

### Procedure

1. Choose the menu option *Human Resources* → *Payroll* → *America* → *Brazil*
2. *Subsequent Activities* → *Period-independent*.
3. Select *Analysis* → *Termination* → *Prior Notice*.
4. The report's selection screen appears.
5. Complete the data requested, including the dates on prior notice that must be included in the document.
6. If you wish to view the list of processed data, mark "View log".
7. Run the report.



If you leave the personnel number selection option **blank**, all personnel numbers are processed by the system.

### Result

The legal document "Prior Notice" is generated.

---

Prior Notice (HBRAVPR0)

## Test Period Agreement (HBRCONTR)

### Use

This report is used to run the document "Test Period Agreement," one of the possible forms of an employment agreement between employer and employee.

This report is printed on a form defined in SAPscript.

### Requirements

- Customization of the chapter on the Implementation Guide: *Personnel management* → *Personnel management* → *Adaptation of work performances* → *Measures* → *To determine type of personnel measures*.
- The SAPscript HR\_BR\_CONTR\_EXP form must be configured in advance To make changes in the form, use the IMG *Payroll* → *Payroll Brazil* → *Legal forms* → *Test Period Agreement*.

### Procedure

From the Brazil payroll menu:

1. *Information System* → *Employees* → *Test Period Agreement*
2. Enter the data requested on the report's selection screen:
3. Run the report for the selected employee(s).

### Result

The "Test Period Agreement" form is generated by the system and contains all clauses included in this type of employment agreement.

---

**Dependents Statement for Child Allowance (HBRTERM0)**

## Dependents Statement for Child Allowance (HBRTERM0)

### Use

This report is used to prepare the statement of undertaking that permits the employee to receive a child allowance according to the number of dependents eligible for this benefit.

### Requirements

- You must have run the payroll
- The information about dependents contained in Infotype 0021 (Family/Related Persons) must be duly entered
- The SAPscript HR\_BR\_TERMO form must be configured in advance

### Procedure

1. Choose the menu option *Human Resources* → *Payroll* → *America* → *Brazil*
2. *Subsequent Activities* → *Period-independent*.
3. *Analysis* → *Hiring* → *Dependents Statement for Child Allowance*
4. Report's selection screen: you must complete the selection fields in accordance with the desired results.
5. Run your report.

### Result

The system generates the legal document "Statement of Undertaking for Child Allowance" with a list of the name(s) and date(s) of birth of the employee's dependent(s), in addition to the employee's data.

#### See also:

For further information also see documentation of the function [Child Allowance \[Seite 20\]](#).

## Vacation Notice (HBRAVFE0)

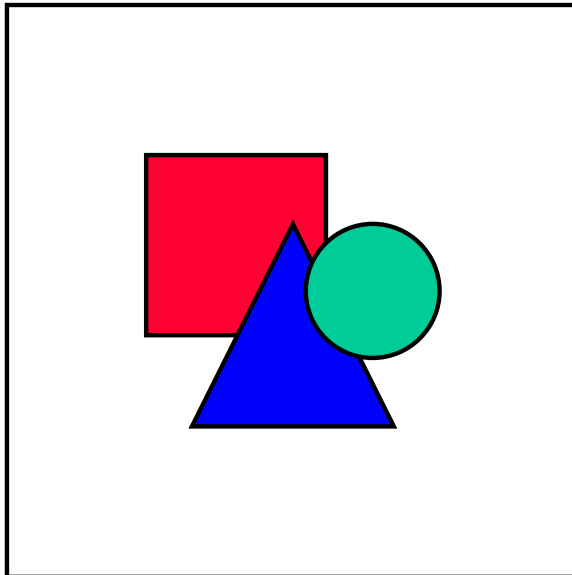
### Use

This report is used to run the "Vacation Notice" document and is printed on the HR\_BR\_AV\_FERIAS form defined in SAPscript.

### Procedure

Follow the following menu options:

1. *Human Resources* → *Payroll* → *America* → *Brazil*
2. *Subsequent activities* → *Period-independent* → *Vacation* → *Vacation Notice*
3. The report's selection screen contains the following data:
  - a. Employee's personnel number
  - b. Printing options for the SAPscript form
  - c. Form title
  - d. Printing all employees
  - e. Possibility of viewing error log for each processed employee



If you wish to expand your selection field possibilities, press **Other selections** and choose the desired options.

### Result

The printed page of the form contains the following data:

- name of employee
- acquisition period

**Vacation Notice (HBRAVFE0)**

- on-vacation period
- vacation premium

## Wage Alteration Tag (HBRETQCP)

### Use

This report is used to issue tags for information on any alteration in the employee's wage and is printed on a form defined in SAPscript.

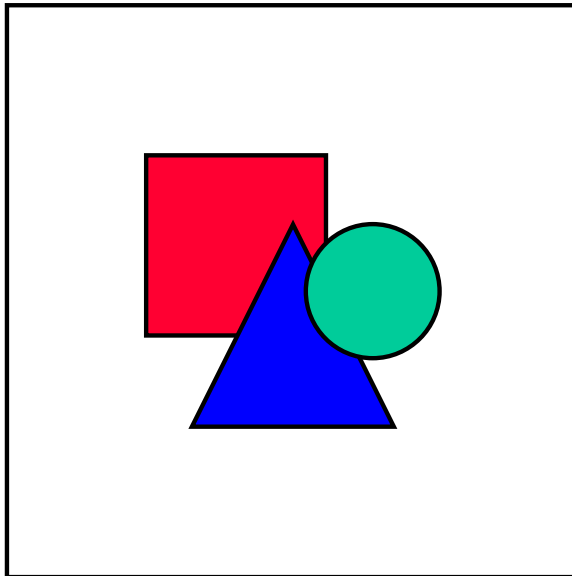
### Requirements

The SAPscript HR\_BR\_ETQCP form must be configured in IMG in advance: *Payroll* → *Payroll for Brazil* → *Legal forms* → *Wage Alteration Tag*.

### Procedure

Follow the following menu options on the Payroll for Brazil screen:

1. *Information System* → *Employees* → *Wage Alteration Tag*
2. Enter the requested data on the selection screen of the report and run it.



If you wish to expand your selection field possibilities, press **Other selections** and choose the desired options.

---

**On Vacation Tag (HBRETQFER)**

## On Vacation Tag (HBRETQFER)

### Use

This report is used to issue tags for employee on-vacation information that must be included in the CTPS (Social Security Work Book).

### Requirements

The SAPscript HR\_BR\_ETQFER form must be configured in advance

### Procedure

Follow the following menu options:

1. *Human Resources* → *Payroll* → *America* → *Brazil*
2. *Subsequent activities* → *Period-independent* → *Analysis* → *Vacation* → *Vacation Tag for CTPS*
3. Complete the report's selection fields. If you wish to have other selection fields available, press **Other selections**.
4. Run the HBRETQFER report for the entered data.

## Employee Admission Card (HBRFICHA)

### Use

This report is used to run the Employee Admission Card which is printed on a form defined in SAPscript.

### Requirements

The SAPscript HR\_BR\_FICHA\_REG form must be configured in advance

### Procedure

Follow the following menu options:

1. *Human Resources* → *Payroll* → *America* → *Brazil*
2. *Subsequent activities* → *Period-independent* → *Analysis* → *Hiring* → *Employee Admission Card*
3. Complete the data on the selection screen and run the report. If necessary, choose other selection fields in **Other selections**.

### Result

The system generates an Employee Admission Card according to the data entered in the report's selection screen.

---

**Unemployment Allowance (HBRSEGDE)**

## Unemployment Allowance (HBRSEGDE)

### Use

This report is used to run the “Unemployment Allowance Request - UA” document and is printed on the HR\_BR\_SEGDE form defined in SAPscript.

### Requirements

The SAPscript HR\_BR\_SEGDE form must be configured in advance.

### Procedure

Menu options:

1. *Human resources* → *Payroll* → *America* → *Brazil*
2. *Subsequent activities* → *Period-independent* → *Analysis* → *Termination* → *Dismissal Notice*
3. Enter the data requested on the report's selection screen:
4. Run the report HBRSEGDE.

### Result

Output SAPscript form with the following blocks of data:

- Personal data of employee: name, address, names of parents, etc.
- Documents: PIS/PASEP, workbook number, occupation, etc.
- Information on employment relationship: admission date, dismissal date, last wages, etc.

## Payroll

### Definition

All legal reports relating to the payroll are listed under this topic. The purpose of this sub-division is to facilitate the location of these reports in the structure, grouping them under a general subject.

### Use

Reports listed under this topic are used to meet the labor inspection requirements set by the Brazilian legal authorities.

### Structure

The reports required by any one entity are grouped in a common process.



*All documents required by the Inland Revenue are listed in the item **Income Tax** and all reports considered mandatory for the National Social Security Institute (INSS - Instituto Nacional do Seguro Social) are grouped in the **Social Security** process.*

### Integration

This subject is included in [Personnel Management \[Seite 70\]](#) in structuring the component [Brazil Assessment Reports \[Seite 59\]](#).

## Remuneration Statement (HBRCEDT0)

## Remuneration Statement (HBRCEDT0)

### Use

This report generates the employee's remuneration statement as often as the payroll is run. That is, the remuneration statement can be printed whenever the HBRCALC0 report is issued.

The remuneration statement reflects all payments and deductions made to the employee, together with the corresponding sums. If retroactive calculation is made at any time, the differences (positive and/or negative) from the previous periods are also recorded

### Requirements

The user must have configured the following standard payroll forms provided by the R/3 System:

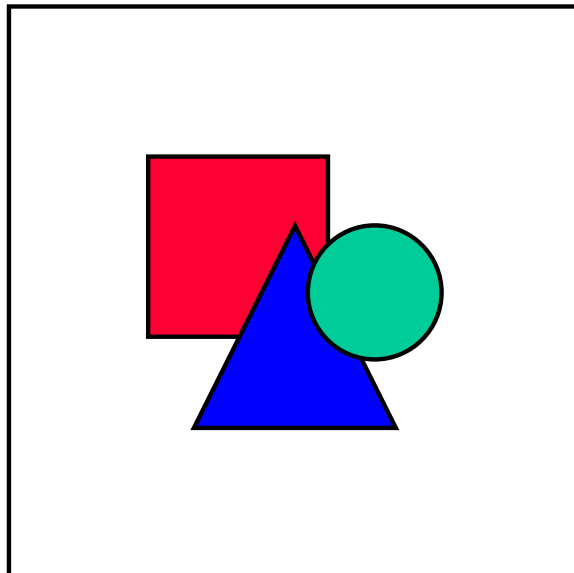
- BRF1 – Remuneration Statement
- BRF2 – Vacation remuneration statement
- BRF3 - PLR remuneration statement (the employee's share in company profits or income)

These forms can be copied and modified according to company requirements.

### Procedure

Follow the menu options:

1. *Human Resources* → *Payroll* → *America* → *Brazil*
2. *Payroll* → *Remuneration statement*
3. Complete the selection screen for the HBRCEDT0 report and run it.



If you leave the personnel number selection option **blank**, all personnel numbers are processed by the system.

## Result

The following forms can be generated, depending on the selection made:

- Remuneration statement
- Vacation remuneration statement
- PLR remuneration statement (the employee's share in company profits or income)

## Adiantamento de Férias (HBRCFER0)

# Adiantamento de Férias (HBRCFER0)

## Utilização

Este relatório possibilita a execução de um pagamento especial (off-cycle), que realiza:

- cálculo do montante relativo aos dias de férias do empregado antes do gozo das mesmas
- recálculo das férias já pagas em adiantamento

A execução online do programa HBRCFER0 traz como resultado uma lista de todos os empregados no período que atendem à opção de seleção assinalada, ou seja, férias não pagas, férias pagas com os mesmos dados indicados na execução em curso e ambas as opções.

## Pré-requisitos

Registro de informações da tela de seleção do relatório para adiantamento de férias:

### Dados de pagamento especial

1. Razão de pagamento especial. Neste caso, a opção são **férias**.
2. Identificador de folha de pagamento. Recomenda-se que seja utilizado o identificador da folha "A" para a razão do pagamento especial "FERI". Isso é conveniente porque:
  - diferencia pagamentos especiais realizados na mesma data
  - diminui a possibilidade de erro quando o mesmo identificador é indicado para dois pagamentos especiais distintos, mas que são executados no mesmo dia

Também pode ser indicada variante para o [Comprovante de Remuneração \(HBRCEDT0\) \[Seite 84\]](#). Essa variante possibilita ao usuário utilizar valores próprios para cada uma das execuções.

Quando este relatório é acionado, executa-se o relatório HBRCALC0. Se o processo ocorreu de forma correta, os seguintes dados do pagamento especial para adiantamento de férias são gravados no Infotipo Ausências (IT2001):

- Motivo do pagamento off-cycle
  - Data do pagamento
  - Identificação da folha de pagamento
  - Categoria da folha de pagamento
3. Log de erros por funcionário - se estiver assinalada, é exibida a lista de erros corridos para cada empregado durante a execução
  4. Número de dias pagamento antecipado - limite de dias permitidos por lei para que o pagamento do adiantamento de férias seja efetuado.

## Atividades

Opções do menu:

1. *Pessoal* → Cálculo das folhas de *pagamento* → *América* → Brasil
2. *Off-cycle* → *Cálculo de Adiantamento de Férias*
3. Execução do relatório:

**Adiantamento de Férias (HBRCFER0)**

- a. A lista obtida na execução deste relatório permite a visualização da data do pagamento. Esta é a data de referência para a execução do pagamento especial (off-cycle). Geralmente toma-se como referência o início da ausência.

A data do pagamento das férias representa o último dia de trabalho antes da data de referência para a execução do pagamento especial (data de início da ausência).

- b. A opção "Executar processo" efetiva o pagamento especial para o registro marcado.
- c. A opção "Test/Visualizar log" permite a execução do pagamento em modo de teste e torna possível obter um log da mesma.

Assim que o pagamento especial é executado, visualiza-se um ícone na coluna correspondente, que indica se os resultados estão ou não corretos.

**Ver também**

[Férias \[Seite 31\]](#)

## Income tax

# Income tax

## Purpose

This process describes how the income tax reports created for the federal authorities are prepared and used.

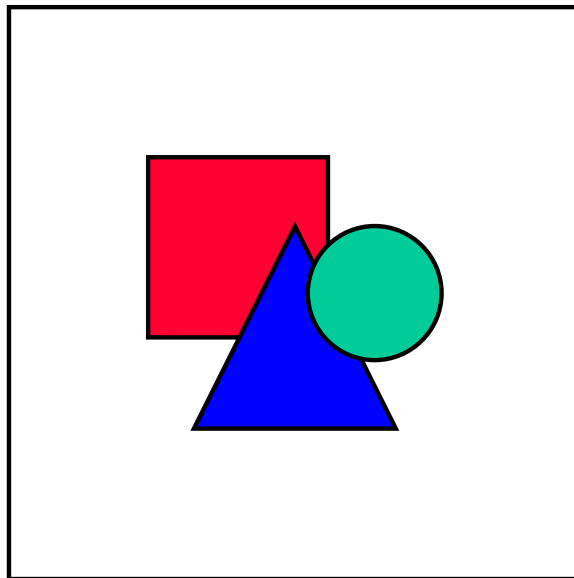
## Requirements

The payroll for all employees and end results of calculations must have been effectively run. Some reports require customization through the Implementation Guide (IMG) and/or maintenance of some specific infotypes.

## Process Flow

The flow described hereunder applies to most income tax reports, although the frequency (monthly or annual, for example) may vary according to legal requirements.

1. **Preparation:** The payroll results must be prepared before creating a legal report. This means that you must specify the data to be used to generate the report. The system uses its entries to filter the results (of the payroll) and store the data in internal tables.
2. **Execution:** Here you must specify which report you wish to run, the processing area and period for which it must be created. You can choose to issue the form on paper, diskette or magnetic medium.



Some reports can be submitted to the authorities on paper, diskette or magnetic tape. SAP provides at least one of the three formats but not necessarily all three.

## Result

Issue of the report in the format required by the legal authority.

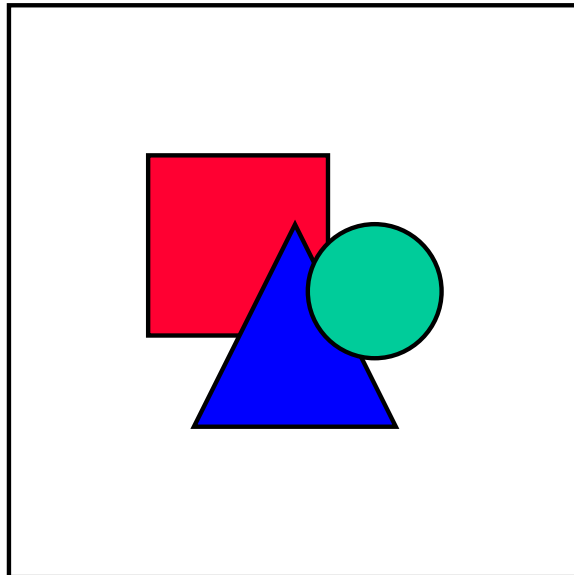


**Dependents Statement for Income Tax (HBRDEPD0)****Dependents Statement for Income Tax (HBRDEPD0)****Requirements**

- You must have run the payroll
- The data on dependents contained in Infotype 0021 (Family/Related Persons) must be duly completed
- The SAPscript HR\_BR\_DECL\_DEP form must be configured in advance

**Procedure**

1. Choose the menu option *Human Resources* → *Payroll* → *America* → *Brazil*
2. *Subsequent Activities* → *Period-independent*.
3. *Analysis* → *Hiring* → *Decl. Dependents for Income Tax*.
4. The report's selection screen appears.
5. Complete the fields with the requested data.
6. Select the View log option (*Other settings* → *SAPscript settings*) if you wish to see a list with the personnel numbers in which some kind of error was found.



If you leave the personnel number selection option **blank**, all personnel numbers are processed by the system.

**Result**

The end result after running this report is the document "Dependents Statement for Discount on Withheld Income Tax", listing the dependents of each employee, with the respective mention of eligibility for an income tax discount.

---

**Dependents Statement for Income Tax (HBRDEPD0)**

**See also:**

For further information also see documentation [Infotype 0397: Dependents Information \[Seite 15\]](#).

---

**Withheld Income Tax Return - DIRF (HBRDIRF0)**

## Withheld Income Tax Return - DIRF (HBRDIRF0)

### Use

This report is mandatory for companies and must be submitted to the Inland Revenue every year. It must include all employees who have had withholding income tax deducted.

### Requirements

You must have recorded the data to be used to complete the DIRF in the Implementation Guide section: *Personnel management* → *Personnel management* → *Organizational data* → *Branches and construction site: Brazil* → *Legal and general information* → *Maintain branch information for DIRF*.

### Features

The following fields of the report must be duly completed on its selection screen:

- Employee data
- Data on filing company
- Year to which the data refers
- Type of return

### Activities

A TemSe file is generated to issue the legal report Withheld Income Tax Return using the following menu options:

1. *Human Resources* → *Payroll* → *America* → *Brazil*
2. *Subsequent Activities* → *Annual*.
3. *Year end* → *Income Tax at Source Return*.

When you run this report, all data required for employees, employers and others is read from a number of sources, such as, for instance, master data infotypes. The data used to generate the output document is determined on the report's selection screen.

## Inland Revenue Collection Document - DARF (HBRDARF0)

### Use

This report can be used to edit the "Inland Revenue Collection Document - DARF", used for the monthly payment due by individuals or companies to the central government active debt.

This document is used by the employer, among others, to pay the income tax withheld from the pay of the employees.

### Requirements

- If applicable, customization of the section of the Implementation Guide *Personnel management* → *Personnel management* → *Organizational data* → *Brazil branches and construction sites* → *Legal and general information*
- The SAPscript HR\_BR\_DARF98 form must be configured in advance

### Features

The following fields must be duly completed on the report's selection screen:

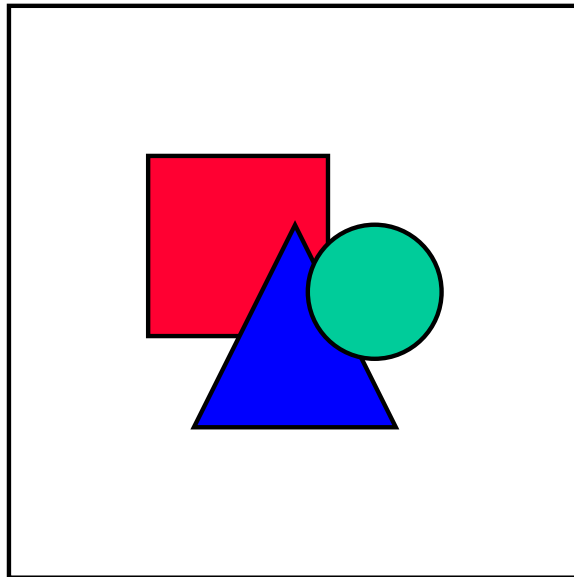
- Name of company, branch and/or construction site
- Specific DARF data

### Activities

The HBRDRF0 report is run by choosing the option on the menu Payroll for Brazil:

1. *Subsequent Activities* → *Monthly*.
2. *Analysis* → *Docum. Inland Revenue Collection*.
3. The report's selection screen appears. Complete all fields with the data relating to your company.
4. If you wish the list of detected errors to appear in the statistics, select the View log option .
5. Run the report.

Inland Revenue Collection Document - DARF (HBRDARF0)



If you leave the personnel number selection option blank, all personnel numbers are processed by the system.

## Earnings Report (HBRCCED0)

### Use

This report contains data on the annual earnings of employees, specifying the amounts withheld for income tax. The employer is obliged to provide the employees with this data.

### Requirements

The SAPscript HR\_BR\_CEDULA\_CO form must be configured in advance.

### Procedure

1. Choose from the Brazil payroll menu *Subsequent activities* → *Annual* → *Year end* → *Earnings Report*.
2. The report's selection screen appears.
3. Complete the fields with the requested data.
4. Run the report.

### Result

Edition of the legal document "Statement of Earnings Paid and Income Tax Withheld at Source", containing all information required by government authorities.

---

**Standard Instruction 68 - IN68 (HBRIN680)**

## Standard Instruction 68 - IN68 (HBRIN680)

### Use

**Standard Instruction 68** (IN68) is defined as a legal document that must be submitted to the competent authority. The HBRIN680 program generates the following TemSe files.

- Payroll file
- Employee roll file
- Code table file

Reports are also generated that must be printed and submitted together with the files. There are four reports for each file generated:

- Follow-up report
- Dump of the first 30 and last 30 file entries
- Identification tag of the file volume(s)
- File layout

### Requirements

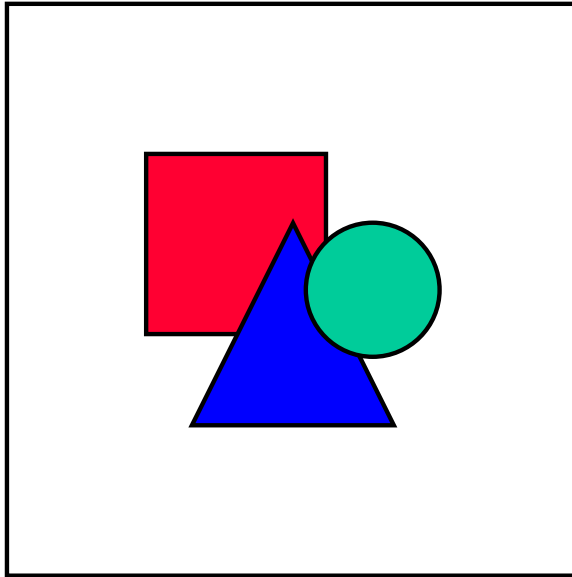
1. Customization of the chapter in the Implementation Guide (IMG): *Payroll for Brazil* → *Legal forms* → *Standard Instruction 68 - IN68* → *Mark discount and gain wage indications*.
2. The SAPscript HR\_BR\_IN68 form (Follow-up Report) must be configured
3. The SAPscript HR\_BR\_IN68\_DUMP form (Entry Dump) must be configured in advance
4. The SAPscript HR\_BR\_IN68\_LOUT form (File Layout) must be configured in advance

### Activities

Follow the following menu options:

1. *Personnel* → *Payroll calculation* → *America* → *Brazil*
2. *Subsequent activities* → *Period-independent* → *Analysis* → *Standard Instruction 68*
3. Enter the data requested on the report's selection screen:
4. Run the report.

Standard Instruction 68 - IN68 (HBRIN680)



Option **Do not print reports** on the selection screen (Exit) allows for filing without printing reports.

---

**View of Simple TemSe Files (HBRUTMS4)**

## View of Simple TemSe Files (HBRUTMS4)

### Use

This report permits the view of the TemSe files generated by the report [Standard Instruction 68 - IN68 \(HBRIN680\) \[Seite 96\]](#).

### Requirements

Customization of the chapter in the Implementation Guide (IMG): *Payroll for Brazil* → *Legal forms* → *Normative Instruction 68 - IN68* → *Mark discount and gain wage types*.

### Procedure

Menu options:

1. *Human resources* → *Payroll* → *America* → *Brazil*
2. *Subsequent activities* → *Period-independent* → *Analysis* → *Normative Instruction 68* → *View of TemSe files*
3. Indicate the name of the TemSe file, selecting first the type (identification) of subject and then its number.
4. Run the report.

### Result

This report views the contents of the fully formatted TemSe file.

The file is processed directly when exiting the generation program by means of a button that appears on the exit screen when a magnetic support option has been selected.

It is also possible to recover and view in detail each entry that makes up the file by pressing the selection button **Choose detail**.

## PIS – Payment via Magnetic Medium (HBRPISCA)

### Use

This report reads the Social Integration Program (PIS - Programa de Integração Social) file in magnetic medium prepared by the legal authority and generates a new file for batch input that will load the amount referring to the PIS of each employee in Infotype 0015.

### Requirements

The following data must be entered on the selection screen:

1. Company code and employee data.
2. Data on PIS payment.
3. Options for data maintenance:
  - a. **Batch input** – After selecting to keep the data in batch input, you must access the SM35 transaction for them to be processed.
  - b. **Online** – If you select this option, the amounts are loaded directly into Infotype 0015. This means that, if any errors occur when entering the amounts, the corrections must be made by hand for each amount entered.
  - c. **Test** – Changes are not implemented in the database.

### Procedure

Menu options:

5. *Human resources* → *Payroll* → *America* → *Brazil*
6. *Subsequent activities* → *Anual* → *Year end* → *PIS - Magnetic Registration*
7. Enter the data requested on the selection screen:
8. Run the report.

### Result

This report can be issued as:

- Infotypes 0015 loaded with the PIS figure for each employee, if the option chosen is **Online**.
- A file for batch input if the option selected is **Create batch input**.

## Social Security - INSS

## Social Security - INSS

### Purpose

This process describes how all legal reports required by the Social Security Institute (INSS - Instituto Nacional do Seguro Social) are used and edited

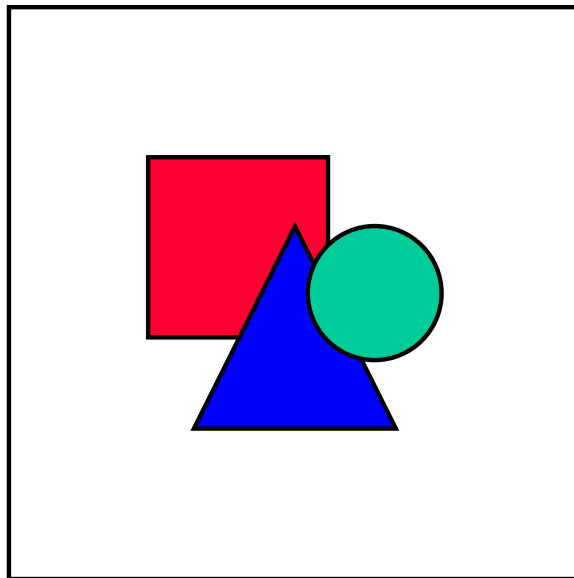
### Requirements

The payroll must have been run for all employees. Some reports require customization in the Implementation Guide (IMG) and entries must be kept mandatorily in some specific infotypes.

### Process Flow

The flow described hereunder applies to most reports for social security inspection, although the frequency (monthly or annual, for example) may vary according to the type of document and legal requirements.

1. **Preparation:** The payroll results must be prepared before creating a legal report. This means that you must specify the data to be used to generate the report. The system uses its entries to filter the results (of the payroll) and store the data in internal tables.
2. **Execution:** Here you must specify which report you wish to run, the processing area and period for which it must be created. You can choose to issue the form on paper, diskette or magnetic media.



Some reports may be submitted to the authorities on paper, diskette or magnetic media. SAP provides at least one of the three formats but not necessarily all three.

### Result

Issue of the legal report in the format demanded by the authorities.



---

**Social Security Collection Form - GRPS (HBRGRPS0)**

## Social Security Collection Form - GRPS (HBRGRPS0)

### Use

This report enables you to issue the legal report Social Security Collection Form (GRPS - Guia de Recolhimento da Previdência Social ) used by companies to pay the monthly social contributions to the National Social Security Institute (INSS - Instituto Nacional do Seguro Social).

Each contributing company is obliged to issue separate forms for each establishment or civil construction works identified by the CGC or CEI number respectively.

### Requirements

1. Customization of the section of the Implementation Guide *Personnel management* → *Personnel management* → *Organizational data* → *Brazil branches and construction sites* → *GRPS information*
2. The SAPscript HR\_BR\_GRPS00 form must be configured in advance
3. Complete the following data on the selection screen:
  - a. Occupation status - define the type of employment relationship between employee and employer
  - b. Identification code of filing company
  - c. Further options, in the event of a branch or works
  - d. Definition of the type of collection: normal or past due
  - e. Month and year to which the filed information refers
  - f. Indicate the INSS collection on the Christmas bonus. In this case, a specific collection form is generated for this purpose.

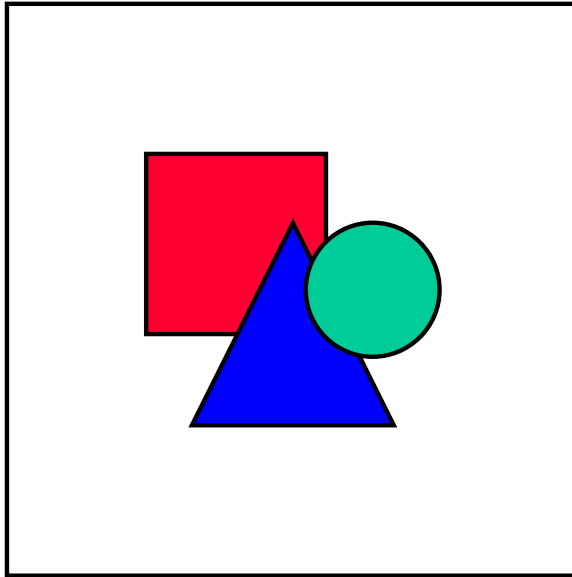
### Activities

Menu options:

1. *Human Resources* → *Payroll* → *America* → *Brazil*
2. *Subsequent activities* → *Monthly* → *Analysis* → *Social Security Collection Form*
3. Complete the data on the selection screen and run the report.

The legal report Social Security Collection Form (GRPS) is generated for the selected period.

Social Security Collection Form - GRPS (HBRGRPS0)



If any error occurs while running the report, a list of errors is shown in the results.

---

**FGTS Termination Collection Form - (HBRGRR00)**

## **FGTS Termination Collection Form - (HBRGRR00)**

### **Use**

This report is used to run the FGTS Termination Collection Form - GRR, issued by the employer when terminating an employee's employment agreement

### **Requirements**

The SAPscript HR\_BR\_FGTS\_GRR form must be configured in advance

### **Procedure**

Menu options:

4. *Human Resources → Payroll → America → Brazil*
5. *Subsequent activities → Period-independent → Analysis → Termination → FGTS Termination Collection Form*
6. Complete the data on the selection screen and run the report.

### **Result**

The FGTS Termination Collection Form is generated for the selected period.

## Annual Employee Information Report (HBRR AIS0)

### Use

Report HBRR AIS0 generates a TemSe file for issuing the legal report Annual Employee Information Report (RAIS).

The following data must be indicated on the selection screen:

- Date to which the data refers
- Occupation status - define whether the employee is or is not working for the company
- Identification of branch(es)
- If applicable, date of correcting RAIS
- Corresponding indicator (receipt)
- Indicator of delivery of RAIS in advance
- Indicator of rectifying the report filed
- Data about the person responsible for the information

### Requirements

Customization of the following chapters of the Implementation Guide (IMG):

1. *Personnel management* → *Personnel management* → *Organizational data* → *Branches and construction sites : Brazil* → *Legal and general data* → *Maintain branch information for RAIS*.
2. *Personnel management* → *Personnel management* → *Contractual and internal agreements* → *Contract elements* → *Maintain Brazilian Occupations Code - CBO*.

### Activities

Menu options:

1. *Human resources* → *Payroll* → *America* → *Brazil*
2. *Subsequent activities* → *Anual* → *Year end* → *Annual Employee Information Report*
3. Enter the required data on the selection screen and run the report.

When applicable, the system issues a list of errors after running the report.

---

**List and Details of Contribution Wages (HBRALC0)**

## List and Details of Contribution Wages (HBRALC0)

### Use

This report is used to run the following documents, essential when making the necessary calculations in the event of the employee's retirement:

- List of INSS Contribution Wages
- List of the payments of the INSS Contribution Wage

### Requirements

1. Customization of the section in the Implementation Guide IMG: *Payroll → Payroll for Brazil → Social Security - INSS → Maintain type groupings to differentiate contribution wage.*
2. The SAPscript HR\_BR\_RD\_SAL form must be configured in advance

### Activities

Menu options:

4. *Human resources → Payroll → America → Brazil*
5. *Subsequent activities → Other periods → Analysis → List and Differentiation of Contributing Wages*
6. Enter the required data on the selection screen and run the report.

## FGTS Collection Form and Info. to Social Security (HBRSEFIP)

### Use

This report generates a TemSe file for later issue of the following legal documents:

- Collection Form for Severance Premium Reserve Fund (FGTS - Fundo de Garantia por Tempo de Serviço) and Information to Social Security (GFIP)
- Social Security Collection Form - GRPS

### Integration

For further information see [Infotype 0398: Contract Elements: Add. Info. \[Seite 11\]](#)

### Requirements

1. Customization of the following chapters of the Implementation Guide (IMG):
  - a. *Personnel management → Personnel management → Contractual and internal agreements → Contract elements → Maintain Brazilian Occupations Code - CBO.*
  - b. *Personnel management → Personnel management → Contractual and internal agreements → Contract elements → Attribute CBO to employee position.*
  - c. *Payroll → Payroll for Brazil → Severance Premium Reserve Fund - FGTS → Maintain FGTS movement code for SEFIP.*
  - d. *Payroll → Payroll for Brazil → Severance Premium Reserve Fund - FGTS → Maintain FGTS movement code for SEFIP.*
  - e. *Payroll → Payroll for Brazil → Severance Premium Reserve Fund - FGTS → Maintain FGTS movement code for SEFIP.*
2. Enter information in Infotype 0016 (Contract Elements)

### Activities

Follow the following menu options:

7. *Human resources → Payroll → America → Brazil*
8. *Subsequent activities → Monthly → Analysis → FGTS and Social Security Magnetic List*
9. Enter the required data on the selection screen and run the report.

When applicable, the system issues a list of errors after running the report.

---

**FGTS Collection Form and Info. to Social Security (HBRSEFIP)**

## Travel Voucher List (HBRCVTR0)

### Use

This report is used to run travel voucher calculations, as follows:

- Value of vouchers given to the employee in advance
- Discount of the value of vouchers

### Requirements

1. Customization of the chapter in the Implementation Guide (IMG): *Personnel Management* → *Personnel Management* → *Payroll data* → *Travel voucher*
2. Complete the following data on the selection screen:
  - a. Data on the selected employee
  - b. Exit option in list or organization chart
  - c. Option for entering employee absences, according to subtypes listed in Infotype 2001
  - d. Processing options in batch input to update Infotype 0015 or in test mode (in this case, the selection field must not be marked)

### Procedure

Follow the following menu options:

7. *Human Resources* → *Payroll* → *America* → *Brazil*
8. *Subsequent activities* → *Monthly* → *Analysis* → *Travel Voucher List*
9. Run the report for the selected period

### Result

List of all employees who have the right to receive the travel voucher benefit and the respective sum.

#### See also:

[Infotype 0410: Travel Voucher \[Seite 23\]](#)

[Process of Integrating Travel Voucher into Payroll \[Seite 24\]](#)

## Employment Agreement Termination

# Employment Agreement Termination

## Purpose

This process describes how all legal reports relating to employment termination are used and edited

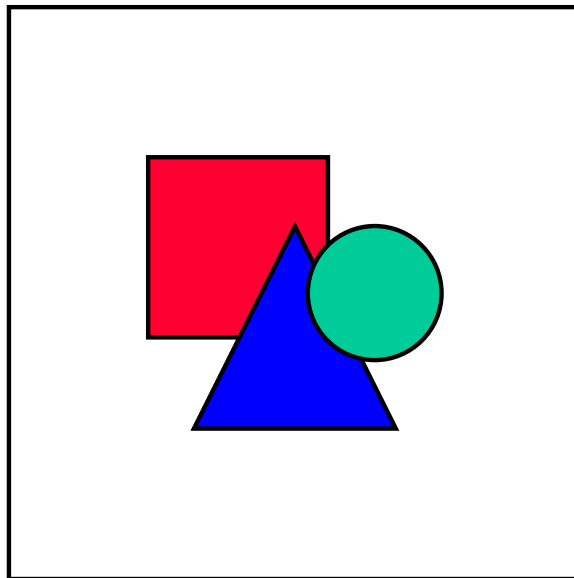
## Requirements

The payroll must have been run for all employees. Some reports require customization in the Implementation Guide (IMG) and entries must be kept mandatorily in some specific infotypes.

## Process Flow

The flow described hereunder applies to most reports relating to employment termination, although the frequency (monthly or annual, for example) may vary according to the type of document and legal requirements.

- 3. Preparation:** Payroll results must be prepared before creating a legal report. This means that you must specify the data to be used to generate the report. The system uses its entries to filter the results (of the payroll) and store the data in internal tables.
- 4. Execution:** Here you must specify which report you wish to run, the processing area and period for which it must be created. You can choose to issue the form on paper, diskette or magnetic media.



Some reports may be submitted to the authorities on paper, diskette or magnetic media. SAP provides at least one of the three formats but not necessarily all three.

## Result

Issue of the legal report in the format demanded by the authorities.



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**Employment Agreement Termination (HBRRTER0)**

## **Employment Agreement Termination (HBRRTER0)**

### **Use**

This report is used to run the legal document Employment Agreement Termination with a list of the sums received by the employee in the event of severance pay for agreement termination. It is also used as a receipt for severance pay.

### **Requirements**

The SAPscript HR\_BR\_TERMO\_RES form must be configured in advance.

### **Procedure**

Follow the following menu options:

1. *Human resources → Payroll → America → Brazil*
2. *Subsequent activities → Period-independent → Analysis → Termination → Termination Agreement*
3. Enter the required data on the selection screen and run the report.

## Calculation of Employment Agreement Termination (HBRCTER0)

## Calculation of Employment Agreement Termination (HBRCTER0)

### Use

This report can be used to make a special payment, which:

- calculates the compensation due to the employee in the employment agreement termination
- recalculates a payment already made

If the HBRCTER0 report is run online, a list is obtained of all employees who no longer work for the company during the desired period and according to the selected options.

### Requirements

Enter the following data on the report's selection screen:

- employment agreement termination still to be calculated
- termination calculated using the same calculation data as the off-cycle payroll shown on the selection screen
- both options above

The following data must be indicated with regard to the off-cycle payroll calculation data:

- payment date of special payroll (off-cycle)
- off-cycle motif: use of the **RESC** motif is recommended

Variants may also be indicated for the remuneration statement (variant of the HBRCEDT0 report), which allows the user to use his/her own figures for each run.

### Activities

Follow the following menu options:

4. *Human resources* → *Payroll* → *America* → *Brazil*
5. *Off-cycle* → *Calculation of Employment Agreement Termination*
6. Enter the required data on the selection screen and run the report.

The calculation date can be viewed on the list obtained after running this report and is the off-cycle payroll reference data. The base date adopted is generally that shown on infotype 0000 (Measures). The payment date is indicated on the selection screen.

If the starting date of the special payroll calculation is in a period already calculated, the payroll calculation is marked as already run.

The payroll results are recorded in the BR cluster for each period and employee. The user can view these results on the payroll log.

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Calculation of Employment Agreement Termination (HBRCTER0)

## Data exchange for different payments (HBRCDTA0)

### Use

This report is used to generate a set of payroll transfer data that, in its turn, is used as input for the RFFOBR\_U payment document printing program.

The source-material for HBRCDTA0 is the data from the PCL2 cluster, especially from the BT transfer table.

This program can also be used by users who need to run two or more payment processings for a payroll period at different dates.

When the "Mark transfers" parameter is marked, enter the transfer time (date and time are activated when the payment process is run) in the BT transfer table in the PCL2 database for each transfer made. With this data, later transfer processes can recognize the entries already transferred to the BT table. Payment processing can also be differentiated in this way, by specifying a wage type. For example, wages can be transferred before the other transfers.

Payment methods in table T042Z are allowed.

In this report, the following steps are run for each transfer:

1. Reading the currency codes in table T001.
2. Any future key conversions of the receiver, using table T521B.
3. Reading text key for the C of ISD registration.
4. Determining bank agency data and sender's account number using the DTAKT characteristic (PE03 transaction):
  - a. Specify a decision tree for the DTAKT field and then define &DTAKT=nnnnn/mmmmm, where:
    - nnnnn** is the Bank ID in table T012
    - mmmmm** is the Account ID in table T012K
  5. Use the "Application of funds" field
    - a. If the field ZWECK is specified (for example, for external transfers or capital formation), it will be copied to ISD Application field.
    - b. If the field ZWECK is not specified (for example, for bank details) and the type of investment for capital formation is not completed, the following text is used in the ISD entry: 'Wage/pay', personnel number, payroll processing period

In the case of pensioners, the following text is printed: 'Pension', personnel number, payroll period

The "application of funds" field is printed on the account statement. If the text is not satisfactory, it can be changed in the main RPCDTAX0 program.

6. Reading the BNKA file: the bank code is set by using the BNKA file.

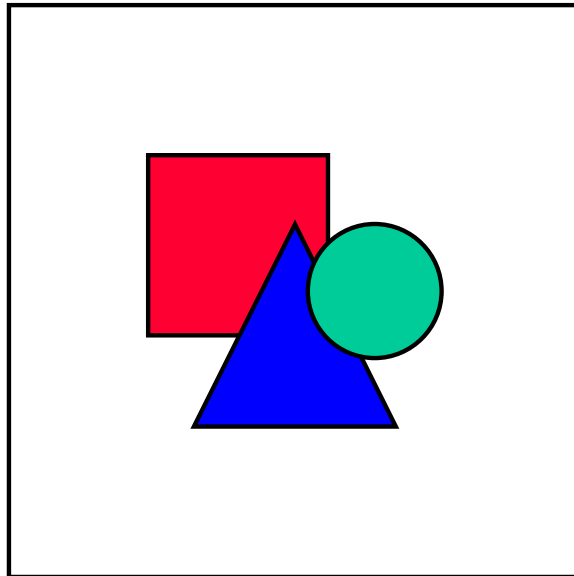
If the 'Test' mode is marked ('X'), the read transfers and SETH entries derived from them are viewed for all selected employees.

If it is not marked (' '), all transfer errors and corresponding application are entered. If a person has a wrong transfer, then no other transfer will be made for that person.

**Data exchange for different payments (HBRCDTA0)**

The created entries are transferred to the RFFOXXU program, whose function is to create the data support. The following parameters are completed as soon as HBRCDTA0 is transferred:

- a. Date when program is run – indicates transfer date
- b. Identification characteristic – indicates the time of transfer . The letter P must be set in the last position of this parameter.



If the parameter “mark transfers” is not marked, running report HBRCDTA0 is **repeated** automatically.

Otherwise (if it is marked), you must take into consideration:

- a. If it is necessary to repeat the HBRCDTA0 report, the parameters "Run repetition date" and "Time" must be completed. In this way, the entries identified as transferred are selected again. The date and time stored in the transfer must also be specified in the corresponding parameters.
- b. If it is necessary to specifically run the HBRCDTA0 report, the parameter "marked entries only" must be marked.
- c. If HBRCDTA0 has to be repeated due to an interruption, the parameter "marked entries only" must not be marked. In this way, entries for which no transfer time has been stored and entries whose transfer time coincides with the time of the parameters are selected.

Report HBRCDTA0 can also be used to process external transfers. The requirement for this to occur has been indicated in Infotype 0009 (Bank details):

- a. Registration of an international bank in the “bank key” field
- b. Option for code “L” in the “payment method” field

If the local monetary unit is different from that indicated, the amount transferred is converted during the payroll calculation, so that the transfer is made in the correct foreign currency. In general, for external transfers, a different bank account must be defined in the DTAKT characteristic. External transfers are made through report RFFOXXL.

## Requirements

### Parameters:

#### Wage type

Here the payment process may be limited to certain wage types. In this way, several payment processes can be made for each payroll period.

#### Test

When marked:

- No data transferred to RFFOXXXU
- No PCL2 update
- Printing of transfers to be made

When not marked:

- Data transfer to RFFOXXXU
- PCL2 update

#### Mark transfers

When this parameter is marked, the transfers are entered in file PCL2. Thus, the transfer date (day when HBRCDTA0 is run) is entered for transfers. If payroll (HBRCALCO) is repeated, the data marked with a date are not overwritten. Instead, the payroll makes a differential calculation.

#### Run repetition date

Entries are made here only when wishing to make repeated runs. If a date is entered, entries still to be transferred as well as those whose date and time of transfer coincide with the date and time of the parameters' transfer are selected for payment processes.

#### Marked entries only

This parameter must be marked for repeat run only. If the repetition date has been entered and this parameter has been marked, only entries whose transfer date coincides with the repetition date indicated are selected.

## Procedure

Follow the following menu options:

7. *Human resources → Payroll → America → Brazil*
8. *Payroll → Transfer → Preliminary program – data exchange*
9. Enter the required data on the selection screen and run the report.

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**View of Payroll Results: BR Cluster (HBRCLSTR)**

## View of Payroll Results: BR Cluster (HBRCLSTR)

### Use

This report provides a view of the Brazilian cluster contents.

### Requirements

The data to be entered on the selection screen must comply with the following criteria:

1. Personnel number
2. Interval (top and bottom limit) for the relevant period
3. Update code for entering results
4. Entries selected from the payroll can be viewed as follows:
  - a. **List** and **Select tables** options marked: a list of the selected entries is provided and, by choosing an entry, you can view the contents of each table from a list of internal tables.
  - b. Only the **List** option marked: an entry can be selected from the list of selected entries. All contents in the table existing for this payroll entry are edited.
  - c. When **No** previous options are marked: all existing table contents of the selected entries are viewed.
  - d. When using option **Activate table selection/Deactivate table selection** you can differentiate, in the list of selected payroll entries, between the command "Selection of individual tables" and editing all completed tables.

### Procedure

Follow the following menu options:

10. *Human resources* → *Payroll* → *America* → *Brazil*
11. *Subsequent activities* → *Per period* → *Tools* → *Result of payroll*
12. Enter the required data on the selection screen and run the report.

## Payroll Accounting (HBRCKT00)

### Use

This report creates the monthly payroll results report.

Several periods can be edited at the same time. The number of periods for viewing is determined by selecting the period (such as, for example, "another period", "this year"). The number of periods per page can be set using the parameter "number of columns per page".

Wage types are edited in the monthly payroll results report in individual "sections" that can be classified according to different criteria. The total or average sum can be edited in a special column in each wage type according to the criteria shown on the selection screen.

You can select to view details of each column attributed to one period (remuneration statement).

### Requirements

The following criteria must be duly completed on the selection screen:

- Usual data for employee recruitment
- Form to be used
- Control and output formats

### Activities

Follow the following menu options:

13. *Human resources* → *Payroll* → *America* → *Brazil*
14. *Subsequent activities* → *Period-independent* → *Analysis* → *Financial Data Sheet*
15. Enter the required data on the selection screen and run the report.

**Monthly Payroll Report (HBRPAYR0)****Monthly Payroll Report (HBRPAYR0)****Use**

This report creates a monthly summary of payroll results, in which all wage types used in the company's branches and/or construction sites and cost centers are listed.

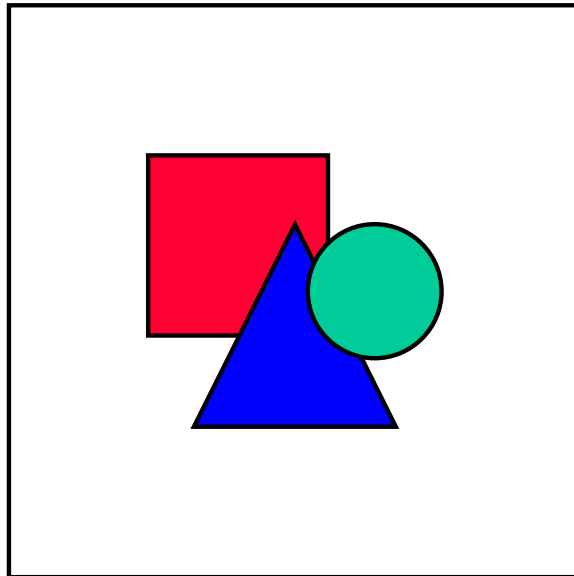
By selecting the option "Analytical report", a list of employees with the due specification of wage types attributed to it is printed. These employees are grouped by checking the following data:

- corporate matriculation number in the corporate taxpayers roll (CGC - Cadastro Geral de Contribuintes)
- number of branch and/or construction sites
- cost center

The total amount of the listed wage types is shown at the end of each grouping (or classification) listed above.

**Requirements**

Customization of wage types in table T512W by using the 06 analysis class.



Only the types that have marked some specification of this analysis class are considered for this report.

**Procedure**

10. *Human Resources* → *Payroll* → *America* → *Brazil*
11. *Subsequent activities* → *Monthly* → *Analysis* → *Monthly Payroll Report*
12. Run the report for the selected period. The system issues a list of errors after running the report, if applicable.

