

Payroll South Africa (PY-ZA)



HELP.PYZA

Release 4.6C



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Symbole

Symbol	Bedeutung
	Achtung
	Beispiel
	Hinweis
	Empfehlung
	Syntax

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Payroll South Africa (PY-ZA)

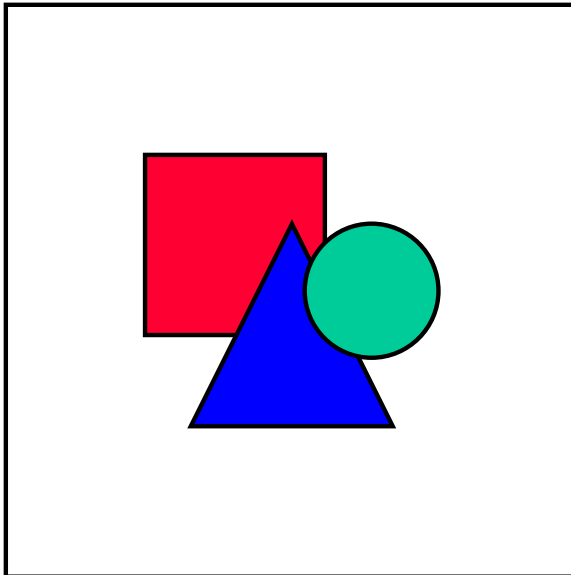
Personal Data (I0002): National Features ZA

Definition

In addition to the standard entry fields available on the Personal Data screen (Infotype 0002), there is an additional gender field available for South Africa.

Use

In the gender field, select the employee's gender 'Male' or 'Female'. You also have the option to set the gender to 'Unknown'.



The gender specification 'unknown' can be used, for example, during the recruiting process. However, it is not recommended that this gender specification be used for regular employees, as it may have an impact on statistical reports.

Bank Details (Infotype 0009): National Features ZA

Performing a CDV Routine

Use

Performing a Check Digit Verification (CDV) check allows you to verify the validity on an employee's bank account number.

Prerequisites

You must have installed the CDV routine based on the specifications established by ACB. For additional information, see [South African - CDV Installation \[Seite 9\]](#).

Procedure

To perform a CVD check on an employee:

1. Enter the employee's bank details.
2. In the *Payment method* field, choose A (ACB Payments).
3. Save your entries.

Result

Provided that the employee's bank is maintained on the ACB tape and the correct parameters have been installed on your R/3 system, a CDV check is performed on the employee's bank details:

- If the bank account number entered is correct, the system will process the bank details.
- If the bank account number entered is incorrect, you will receive an error message informing you that the bank account number entered is invalid.

South African - CDV Installation

Purpose

The Check Digit Verification (CDV) routine allows you to determine the validity of employee bank accounts in South Africa.

Prerequisites

The Automated Clearing Bureau (Pty) Limited (ACB) provides South African bank details on a tape which must be converted onto a disk in ascii format. For details on how to obtain such a disk, contact SAP Southern Africa in Randburg.

Process Flow

In the IMG, choose *Personnel Administration* → *Personal Data* → *South African Account Number Verification* and perform the appropriate steps indicated.



You must periodically update your CDV routine with new (converted) ACB tapes. This ensures that you are working with the most accurate South African bank details information.

Result

The ACB CDV check has been installed onto your R/3 system.

You can now check the validity of an employee's bank account information entered on infotypes *Bank Details* (I0009) and *External Bank Transfers* (I0011) by:

1. Entering the employee's bank details, and
2. Choosing in the *Payment method* field, A (ACB Payments).

Ext. Bank Transfers (I0011): National Features ZA

Performing a CDV Routine

Use

Performing a Check Digit Verification (CDV) check allows you to verify the validity on an employee's bank account number.

Prerequisites

You must have installed the CDV routine based on the specifications established by ACB. For additional information, see [South African - CDV Installation \[Seite 11\]](#).

Procedure

To perform a CVD check on an employee:

1. Enter the employee's bank details.
2. In the *Payment method* field, choose A (ACB Payments).
3. Save your entries.

Result

Provided that the employee's bank is maintained on the ACB tape and the correct parameters have been installed on your R/3 system, a CDV check is performed on the employee's bank details:

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South African - CDV Installation

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Process Flow

In the IMG, choose *Personnel Administration* → *Personal Data* → *South African Account Number Verification* and perform the appropriate steps indicated.



You must periodically update your CDV routine with new (converted) ACB tapes. This ensures that you are working with the most accurate South African bank details information.

Result

The ACB CDV check has been installed onto your R/3 system.

You can now check the validity of an employee's bank account information entered on infotypes *Bank Details* (I0009) and *External Bank Transfers* (I0011) by:

1. Entering the employee's bank details, and
2. Choosing in the *Payment method* field, A (ACB Payments).

Gross

Gross

Net

South African Net Payroll Calculation Topics

Purpose

The Net Payroll component calculates all payable taxes on salaries, wages and benefits for companies in South Africa.

Implementation Considerations

You can choose to implement Net Payroll along with R/3 Gross Payroll. If you implement Net Payroll, you need to make the appropriate settings for wage types and processing classes.

Taxes Infotype (0149)

Definition

With SAP Payroll Accounting South Africa, you can calculate employee withholding tax for South African companies based on regulations set by the South African Receiver of Revenue (SARS).

Use

The hiring process of an employee must first be performed before processing tax information. To assist you with data input for the hiring event, a dynamic action has been created for you. The dynamic event takes you through the following infotypes, where you enter the employees relevant details.

- *Events infotype (0000)*
- *Personal Data infotype (0002)*
- *Organizational Assignment infotype (0001)*
- *Addresses infotype (0006)*
- *Planned Working Time infotype (0007)*
- *Basic Pay infotype (0008)*
- *Bank Details infotype (0009)*
- *Taxes SA (0149)*
- *Social Insurance SA (0150)*

When creating an employee tax record outside of the dynamic event, see also [Creating an Employee's Tax Data Record \(I0149\) \[Seite 17\]](#).



Maintenance of this infotype is obligatory for running South African payroll.

Structure

The infotype *Taxes (0149)* stores the following tax information for each employee:


- General tax information such as tax office code, tax reference number, and nature of person.
- Tax processing information such as tax procedure.
- Tax status information on each employee such as employment status.



Marital status and the number of dependants are no longer criteria used to calculate employee tax.

- Tax information submitted by employees which effect tax calculation such as an age letter, employment letter, and a tax directive.
- Tax directive amounts.

Taxes Infotype (0149)

 The tax data stored in this infotype is static (remains the same with only minor exceptions) during a tax year. Changing tax information results in a tax split, requiring multiple IRP5/IT3(a) (or equivalent) tax forms to be issued at the end of the tax year.

See also:

[Changing an Employee's Tax Data Record \(I0149\) \[Seite 18\]](#)

[Tax Procedures \[Seite 19\]](#)

[Retroactive Tax into a Closed Tax Year \[Seite 21\]](#)

Creating an Employee's Tax Data Record (I0149)

Procedure

1. In the **SAP Easy Access** screen, choose in the *SAP standard menu*: *Personal* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
The Maintain HR Master Data screen appears.
2. In the *Personnel number* field, enter the employee's personnel number.
3. Access the Tax Data (Infotype 0149) record by entering the infotype name (Taxes SA) or the number (149) in the *Infotype* field.
4. Choose *Create*.
The Create Taxes South Africa screen appears.
5. Enter all the employee's relevant tax information.
6. Save your entries

Result

A *Tax Data* record is created for the employee.

Changing an Employee's Tax Data Record (I0149)

Changing an Employee's Tax Data Record (I0149)

Procedure

7. In the **SAP Easy Access** screen, choose in the *SAP standard menu*: *Personal* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
The *Maintain HR Master Data* screen appears.
8. In the *Personnel number field*, enter the employee's personnel number.
9. Access the Tax Data (Infotype 0149) record by entering the infotype name (*Taxes SA*) or number (0149) in the *Infotype* field.
10. Choose *Change*.
The *Create Taxes South Africa* screen appears.
11. Make the relevant changes.
12. Save your entry.

Result

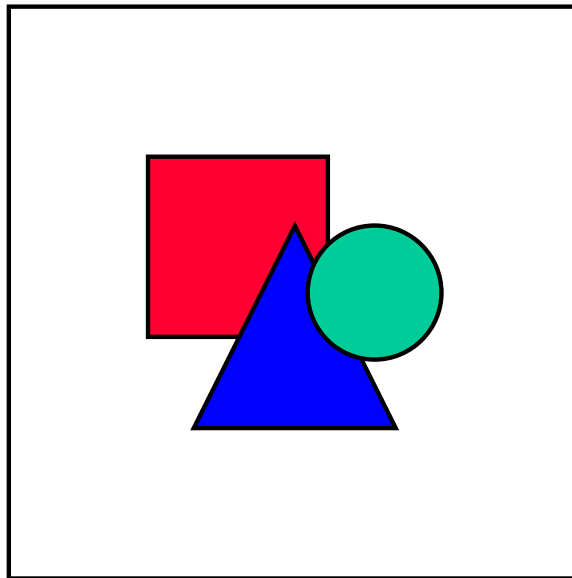
The employee tax record has been updated.

Tax Procedures

Purpose

Tax procedures calculate taxes for full-time employees based on total net remuneration amounts.

Part-time employees are not taxed using tax procedures, but rather at a flat rate. However, a part-time employee can be considered a full-time employee if he or she submits an employment letter (this information is stored on *Taxes SA infotype (0149)* in the *Employment Letter Submitted* field).



An employee's tax amount can differ depending on the tax procedure selected.

The following South African tax procedures are available:

Code	Procedure
1	Constant Tax
2	Constant Tax (Based on days of the month)
3	No longer used
4	No longer used
5	Steady SITE, based on periods
6	Steady SITE, based on days
9	Zero Tax (Provisional taxpayer)



Retrotax calculations can be performed for all the tax procedures listed above.

Process Flow

Tax Procedure 1

Tax Procedures

- Based on tax periods, for example 12 months or 52 weeks. There are no tax fluctuations caused by this tax procedure, as the tax procedure is not affected by a different amount of days in a period.
- Only the taxable earnings of the current period are projected.
- Salary increase: The change in tax calculations will be divided equally over the remaining tax periods.
- Tax recovery/refund may be necessary at year-end or termination.

Tax Procedure 2

- Based on tax days (the number of days in a month). Tax fluctuations can occur as the amount of days in tax periods change.
- Only the taxable earnings of the current period are projected.
- Salary increase: The change in tax calculations will be divided (for the most part) equally over the remaining tax periods.
- Tax recovery/refund may be necessary at year-end or termination.

Tax Procedure 5

- Based on tax procedures, for example 12 months or 52 weeks. There are no tax fluctuations caused by this tax procedure, as the tax procedure is not affected by a different amount of days in a period.
- The year-to-date taxable earnings are projected.
- Salary increase: This will cause a significant increase in tax, which will then decrease over the remaining periods of the tax year.
- Tax recovery/refund may be necessary at year-end or termination.

Tax Procedure 6

- Based on tax days (the number of days in a month). Tax fluctuations can occur as the amount of days in tax periods change.
- The year to date taxable earnings are projected.
- Salary increase: This will cause a significant increase in tax, which will then decrease over the remaining periods of the tax year.
- SITE: No year-end adjustments are made, thus no tax recovery/refund at the end of a tax year or termination is necessary.

Tax Procedure 9

- No tax is calculated. This is used for provisional tax payers and working directors.



Tax procedure 6 is the most accurate tax procedure because it is based on days. However, slight variations may occur when calculating tax, depending on the number of days in the month (pay period). While tax procedure 5 does not have variations when calculating tax, it is not as accurate as tax procedure 6.



If you configure new tax procedures in your R/3 System, you must maintain the payroll program and the personnel calculation rules.

Retroactive Tax into a Closed Tax Year

Use

This function enables you to retroactively calculate tax from a closed tax year. The amounts calculated retroactively (from a closed tax year) are brought forward into the current period (where taxes are calculated) and the adjustments are made.



Performing a retroactive tax calculation in a closed tax year will not change an employee's tax details for the closed tax year in question.

Prerequisites

1. You must first close the tax year in question.
2. You must indicate to the system that a retroactive tax calculation should be performed.

Activities

- To close a tax year, choose in the Payroll South Africa IMG: *Retro Tax Calculations for a Closed Tax Year* → *Close a tax year* and perform the steps indicated.
- To indicate to the system that a retro calculation is to be calculated, you must perform either one of the following steps:
 - Indicate a retroactive date on the payroll screen. To do so, choose in the **SAP Easy Access** screen *SAP standard menu* → *Personal* → *Payroll accounting* → *Africa* → *South Africa* → *Payroll Accounting* → *Payroll Accounting*. In the *Forced retro-accounting as of* field, enter the retroactive date.
 - Or, set up parameters on infotypes for retroactive calculation. To do so, choose in the IMG *Personnel Administration* → *Setting up Procedures* → *Infotypes* → *Define fields relevant for retroactive accounting*.

In the final step, run the payroll for the current payroll period. Retroactive calculation will be calculated based on details from the previous period and the results will be carried forward into the results of the current payroll period.



For additional technical information, see the function for WPPRT, WRET, and WTAX parameter TYC (with transaction PE04).

Social Insurances Infotype (0150)**Social Insurances Infotype (0150)****Definition**

With this infotype, you create and maintain Social Insurance information for every employee. Contributions can be made using tab strips for the following social insurances:

- Medical Aid (MA)
- Pension Fund (PF)
- Unemployment Insurance Fund (UIF)

In addition to calculating contribution amounts, the information entered on this infotype is also processed by the payroll.



To create a list of all employee contributions to MA and PF, see [Deduction Schedules \[Seite 50\]](#). A copy of this report can also be sent to the Social Insurance company indicating each individual payment per period.

Structure**Medical Aid**

Unless you specify a contribution amount or percentage on this infotype, the system will calculate the contribution based on the Medical Aid information selected, the employee's salary, and age.

If an employee elects to make additional MA contributions, enter the appropriate amounts in the *Special Contribution Class* field and/or set the *Gap Insurance* indicator.

You can also use payment models to calculate employee contributions for non-monthly paid employees, for further information on payment model processing, see [Processing MA Contributions with Payment Models \[Seite 47\]](#).

Pension Fund

Unless you specify a contribution amount or percentage on this infotype, the system will calculate the contribution based on the company and fund selected.

PF contributions are based upon the company and fund selected.

UIF

Contributions to UIF are based on an employee's salary. If an employee's UIF applicable earnings are below the established threshold value, contributions are made to UIF. The contribution amount is 2% of the employee's UIF applicable earnings (the employee and the employer both contribute 1%).

For information on creating individual Social Insurance records, see:

[Create a Medical Aid Record \(I0150\) \[Seite 23\]](#)

[Create a Pension Fund Record \(I0150\) \[Seite 24\]](#)

[Create an Unemployment Insurance Record \(0150\) \[Seite 25\]](#)

Create a Medical Aid Record (I0150)

Procedure

13. In the *SAP Easy Access menu*, choose *Human Resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

14. In the *Personnel number* field, enter the employee's personnel number.
15. Access the Social Insurance (Infotype 0150) record by entering the infotype name (Social Insurance SA) or the number (150) in the *Infotype* field.
16. Choose *Create*.

The *Create Social Insurance South Africa* screen appears.

17. Choose *Medical Aid*.
18. Enter the type of contribution.



If the employee does not contribute to Medical Aid, you must enter an exemption reason.

If the employee does contribute to Medical Aid, continue executing the remaining steps.

19. Enter the employee's *Medical Aid Company, Scheme, Adult dependants, Child Dependants, Contribution class, and Membership number*.
20. If the employee is making any additional contributions, enter the data in the *Special Contribution Class* and/or set the *Gap Insurance* indicator accordingly.
21. Based on the information entered in step 8, the employee's age, and salary, the system will automatically calculate the contribution amount. If the employee chooses to contribute a different amount, enter the amount or percentage of contribution directly on the infotype.



Non-standard contribution amounts and percentages (entered directly on the infotype) override standard contribution amounts (calculated by the system).

22. Save your entries

Result

A *Medical Aid* record is created for the employee.

Create a Pension Fund Record (I0150)

Create a Pension Fund Record (I0150)

Procedure

23. In the *SAP Easy Access* menu, choose: *Human Resources -> Personnel management -> Administration -> HR Master Data -> Maintain*.

The *Maintain HR Master Data* screen appears.

24. In the *Personnel number* field, enter the employee's personnel number.

25. Access the Social Insurance (Infotype 0150) record by entering the infotype name (Social Insurance SA) or the number (150) in the *Infotype* field.

26. Choose *Create*.

The *Create Social Insurance South Africa* screen appears.

27. Choose *Pension Fund*.

28. Enter the type of contribution.



If the employee does not contribute to Pension Fund, you must enter an exemption reason.

If the employee does contribute to Pension Fund, continue executing the remaining steps.

29. Enter the employee's Pension Fund *Company, Fund, and Membership number*.

30. Based on the company and fund entered in the previous step, the system will automatically calculate the contribution amount. If the employee chooses to contribute a different amount, enter the amount or percentage of contribution directly on the infotype.



Non-standard contribution amounts and percentages (entered directly on the infotype) override standard contribution amounts (calculated by the system).

31. Save your entries

Result

A Pension Fund record is created for the employee.

Create an Unemployment Insurance Record (0150)

Procedure

32. In the *SAP Easy Access menu*, choose *Human Resources* → *Personnel management* → *Administration* → *HR Maintain master data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

33. In the *Personnel number* field, enter the employee's personnel number.

34. Access the Social Insurance (Infotype 0150) record by entering the infotype name (Social Insurance SA) or the number (150) in the *Infotype* field.

35. Choose *Create*.

The *Create Social Insurance South Africa* screen appears.

36. Choose *UIF*.

37. Enter the type of contribution.



If the employee does not contribute to UIF, you must enter an exemption reason.

38. Save your entries

Result

A UIF record is created for the employee.

External Insurances Infotype (0151)

External Insurances Infotype (0151)

Definition

This infotype stores employee contribution information toward external insurances and memberships (including payments to life insurance policies, savings fund programs, union and club membership dues).



External insurance companies are referred to in the SAP System as subtypes.

Use

The following external insurances are standard entries in the system:

- 2001 Group Insurance Scheme Policy
- 2002 Life Insurance Scheme Policy
- 2003 External Annuity
- 2004 Annuity
- 2005 Annuity Arrears Contribution
- 2006 Pension Arrears Contribution
- 2007 Savings Plan
- 3000 Union Membership
- 4000 Non-union Membership

To create a new insurance company (subtype):

1. Copy an existing entry found in the *Subtype Characteristics* table (V_T591A).
2. Enter the relevant information.
3. Save your entry.



If you create new subtypes, you must also maintain the personnel calculation rules accordingly.

Structure

This infotype can be used in the following cases to specify tax exemption amounts:

- Annuities (deducted and paid by the company).
- External annuities (deducted from the employee's bank account, but advised for tax exemption reasons).
- Arrears annuities (buying of annuities).
- Arrears pension fund (buying of arrears pension).

In addition, you can set up deductions (such as an annuity contributions) to be tax relevant. Furthermore, you can also calculate commissions on insurance deductions.



Individual deductions can still be advised with infotypes *External Bank Transfers* (10011), *Recurring Payments and Deductions* (10014), and *Additional payments* (10015).

To create an employee external insurance or membership record, see [Create an External Insurance Record \(0151\) \[Seite 28\]](#).

Integration

To create a list of all employee payments made to insurances, see [Deduction Schedules \[Seite 50\]](#). A copy of this report can also be sent to the insurance company indicating each individual payment per period.

Create an External Insurance Record (0151)

Create an External Insurance Record (0151)

Procedure

1. In the *SAP Easy Access* menu, choose: *Human Resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
The *Maintain HR Master Data* screen appears.
2. In the *Personnel number* field, enter the employee's personnel number.
3. Access the *Social Insurance Data* record (Infotype 0151) by entering the infotype name (Social Insurance SA) or the number (0151) in the *Infotype* field.
4. Choose *Create*.
5. Select the appropriate External Insurance type (subtype).
The *Create External Insurance South Africa* screen appears.
6. Enter employee's contribution amount, membership number, and policy date. In addition:
7. In the *Wage type* field, choose the wage type assigned to the subtype. To maintain these entries, use the *Wagetypes to Subtype relation* table (T5W3A).
8. In the *Groupings* field, no standard entry is required.
9. Entries in the *Payment dates* section indicate the time frame in which deductions are to be made.
 - ❑ If the deductions for non-monthly paid employees should be deducted during every payroll run, choose in the *Payment model* field, the appropriate payment model.
 - ❑ If the deductions should be made in payroll periods starting at a later period, enter the appropriate data in the *1st payment period* and *Intervals in periods* fields.
 - ❑ If the deductions should be made in payroll periods starting at a later date, enter the appropriate data in the *1st payment date* and *Interval/Unit* fields.
10. Save your entries.

Result

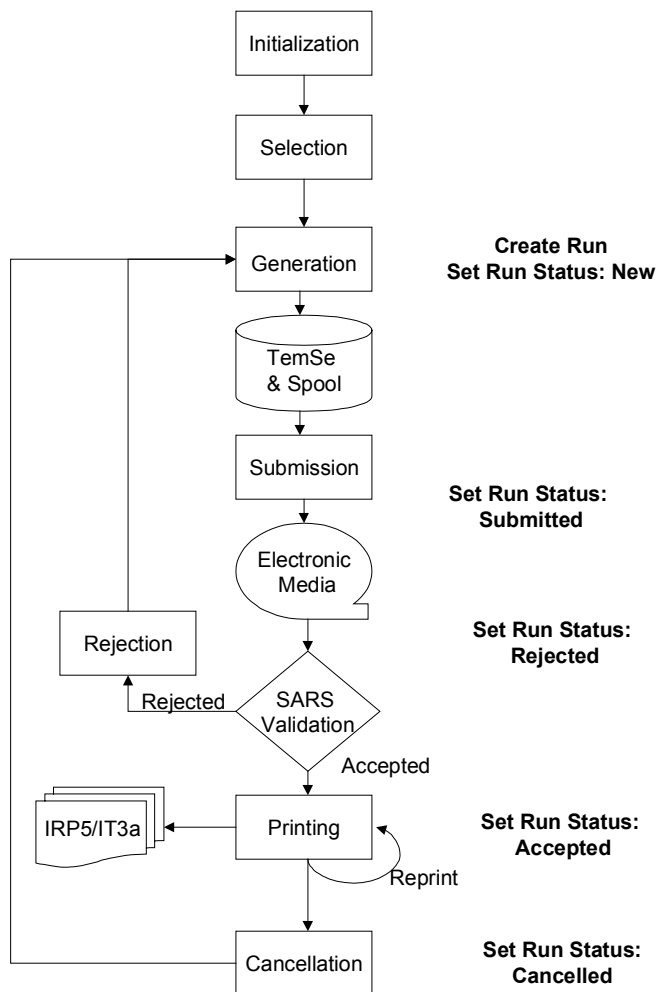
An *External Insurance* record has been created for the employee.

Employee IRP5 / IT3(a) Tax Certificates

Purpose

As specified by the South African Receiver of Revenue (SARS), IRP5 / IT3(a) employee tax certificates must be issued to SARS in an electronic format. The following is a description of how to process electronic IRP5 / IT3(a) certificates with the SAP South African Payroll Accounting system.

Process Flow



For detailed information on how to perform each step, see:

[Initialization \[Extern\]](#)

[Selection \[Seite 35\]](#)

[Generation \[Seite 36\]](#)

Employee IRP5 / IT3(a) Tax Certificates

[Download Certificates onto Electronic Media \[Seite 38\]](#)

[End Procedures \[Seite 40\]](#)

[Cancellations \[Seite 42\]](#)

See also:

[Maintain Tax Registration \[Seite 31\]](#)

[Run Administration \[Seite 32\]](#)

Result

Electronic IRP5 / IT3(a) certificates are generated for your employees.

Maintain Tax Registration

Use

Performing these steps ensures that the relevant data required by SARS is maintained in the system.

Procedure

- You must maintain tax registration numbers in the system.



To maintain this information, see in the *IMG Payroll Accounting → Payroll: South Africa → Taxes → Annual IRP5 / IT3(a) electronic tax certificate processing → Maintain tax registration number for payroll.*

- In the next step, you must maintain addresses in the system for all creators or bureaus that have been issued a PAYE reference number by SARS (to issue employee tax certificates on behalf of your organization).



To maintain this information, see in the *IMG Payroll Accounting → Payroll: South Africa → Taxes → Annual IRP5 / IT3(a) electronic tax certificate processing → PAYE tax reference information → Maintain tax addresses.*

Only the following information can be entered into the 'ID' field:

A = Creator's name

B = Contact person's name

C = Contact number (telephone)

D = Contact number (alternative)

E = Contact address line 1

F = Contact address line 2

G = Contact address line 3

H = Contact address line 4

I = Contact postal code

- Finally, you must ensure the information maintained in the previous steps above are linked together in the system. In addition, you must indicate whether the PAYE reference number is a 'creator' of the tax certificates.



To maintain this information, see in the *IMG Payroll Accounting → Payroll: South Africa → Taxes → Annual IRP5 / IT3(a) electronic tax certificate processing → PAYE tax reference information → Maintain PAYE tax reference information.*

Result

The PAYE tax reference information has been maintained in the system.

Run Administration

Run Administration

Use

Run administration is the central point of access to processing electronic tax certificates. You have the option of accessing the following steps directly from run administration:

[Initialization \[Seite 33\]](#)

[Selection \[Seite 35\]](#)

[Generation \[Seite 36\]](#)

[Download Certificates onto Electronic Media \[Seite 38\]](#)



See also in the IMG: *Payroll Accounting* → *Payroll South Africa* → *Taxes* → *Annual IRP5/IT3(a) electronic tax certificate processing* → *Run Administration*.

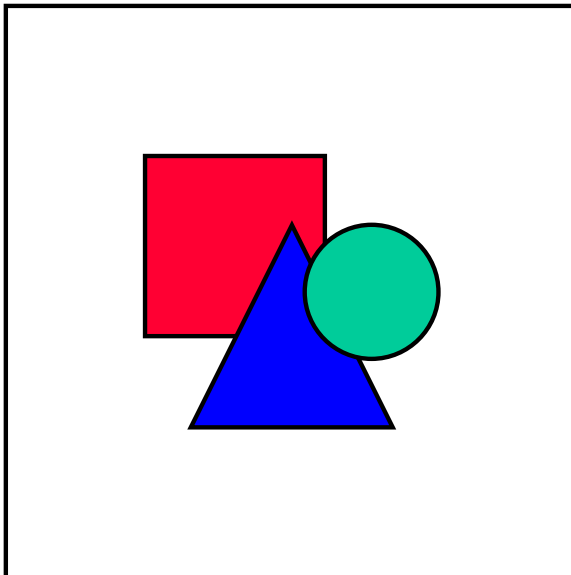
Determine if 'old' certificates issued

Use

With this step, you can determine if tax certificates have been printed for any employees during the 1999 tax year using the old tax reporting method.

For the 1999 tax year, SARS accepts the following cases as valid reasons for having printed manual tax certificates using the 'old' certificate guidelines, that is non-electronic format.

- Employees who left your organization due to emigration during the 1999 tax year.
- Employees who passed during the 1999 tax year.
- Employees who are sequestrated during the 1999 tax year.
- Employers who cease to be an employer during the 1999 tax year.



This step is only relevant for the 1999 tax year. It is also not a mandatory step. If you are certain that no tax certificates were printed out for any of your employees in 1999 using the 'old' tax record, do not perform this step.

Prerequisites

The user must have already performed the step [Maintain Tax Registration \[Seite 31\]](#).

Procedure

1. To maintain this information, see in the IMG: *Payroll Accounting* → *Payroll: South Africa* → *Taxes* → *Annual IRP5 / IT3(a) electronic tax certificate processing* → *Run Administration* → *Determine if 'old' certificates issued (1999 Tax Year)*.
2. Choose *Execute*.

Use**Result**


You have identified those employees for whom tax certificates have already been issued to in the current tax year.

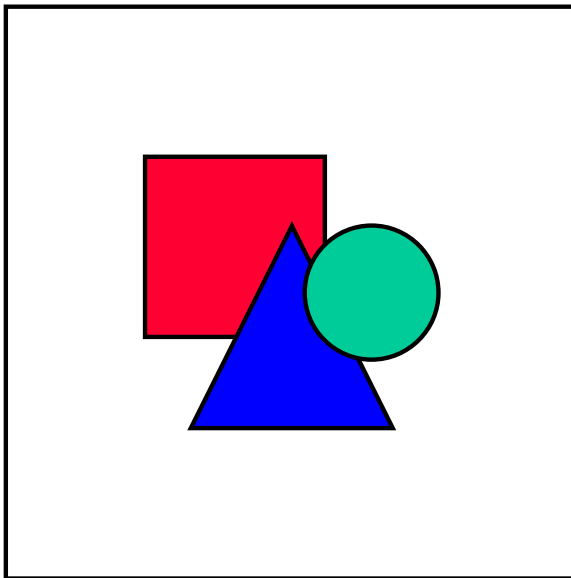
By default, these employees will automatically not be included in the generation run for processing tax certificates using the new electronic format. If you would like generate electronic tax certificate for any of the employees, you must change their status to 'include'. For further details on how to change the status, see [Selection \[Seite 35\]](#).

Selection

Use

Performing this step allows you to manually determine whether an employee should be included or excluded in the generation process of electronic tax certificates.

 It may be useful to include or exclude an employee based on whether or not an IRP5 / IT3(a) form was printed earlier in the tax year using the 'old' (non-electronic format) or if a manual tax form was issued.



This is an optional activity.

Procedure

1. In the SAP standard menu, choose: *Human Resources* → *Payroll Accounting* → *Africa* → *South Africa* → *Subsequent Activities* → *Annual* → *Reporting* → *Tax Certificates* → *Tax Certificates Exclude/Include Employees*.
2. Enter the tax year.
3. Choose *Execute*.

For employees on the list, choose *Change Status* and set the status accordingly.

For employees not on the list, choose *Create*. Enter the personnel number and status accordingly.

Result

You have appropriately included or excluded employees from the electronic tax certificate generation process. You can now begin generating electronic tax certificates. See [Generation \[Seite 36\]](#).

Generation

Generation

Use

Performing this step initiates the activity of generating employee IRP5 / IT3(a) employee tax certificates.

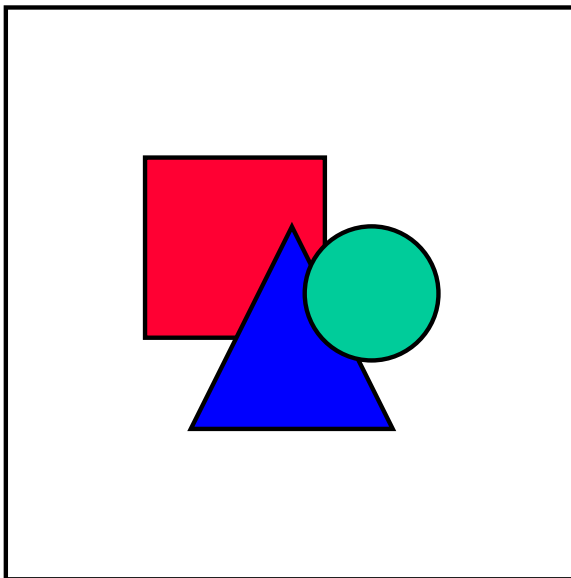
Prerequisites

You must have performed the [Initialization \[Extern\]](#) process.

Procedure

4. In the *SAP standard menu*, choose *Human Resources* → *Payroll Accounting* → *Africa* → *South Africa* → *Subsequent Activities* → *Annual* → *Reporting* → *Tax Certificates* → *Tax Certificates: Run Administration*. Execute run administration then choose *Generation*.
5. Select the PAYE reference number and tax year. (If you do not specify the tax reference number, the run will be generated for the entire company).
6. Choose *Program* → *Execute in background*.
7. Select your output device and choose *Enter*.

A program checks the validity of the PAYE reference numbers entered.



You can also maintain this information through the IMG under: *Payroll Accounting* → *Payroll: South Africa* → *Taxes* → *Annual IRP5 / IT3(a) electronic tax certificate processing* → *Run Administration* → *Execute run administration*.

Result

On the *Run Administration* screen, you can view the status of the run.

- The *Status Text* column indicates the whether or not the run was successful.
- Select the *TemSe Name* to see which employees were processed.

Download Certificates onto Electronic Media

Download Certificates onto Electronic Media

Purpose

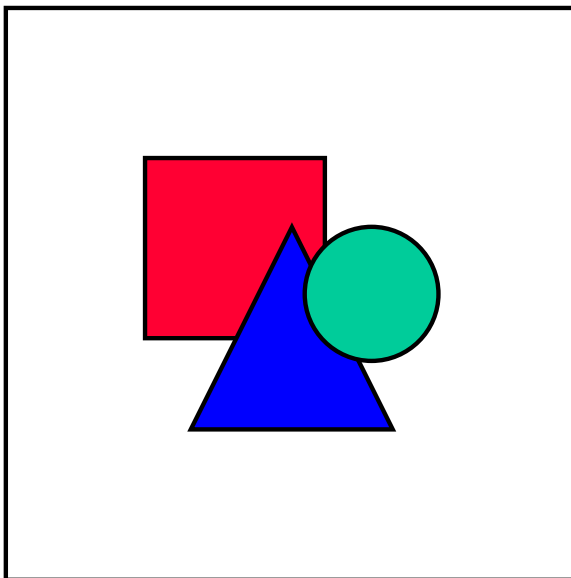
Once tax certificates have been created in the R/3 system for your employees, copies (in an electronic format) must be sent to SARS.

Process Flow

8. In the *SAP standard menu*, choose *Human Resources → Payroll Accounting → Africa → South Africa → Subsequent Activities → Annual → Reporting → Tax Certificates → Tax Certificates: Run Administration*.
9. Select the appropriate run and choose, 'Download Certificates'.
10. Select the type of electronic media (tape, cartridge, disc, or CD).

Next, you must print labels to be placed on the electronic media of your choice (which was created in the previous step).

11. To do so, select 'Label Spool', set the output device and print the labels.



You can also maintain this information through the IMG under: *Payroll Accounting → Payroll: South Africa → Taxes → Annual IRP5 / IT3 (a) electronic tax certificate processing → Run Administration → Execute run administration*, then in the documentation select *Download Certificates*.

Result

You are now ready to send your electronic employee tax certificates to SARS.



The electronic media must be submitted to SARS as soon as possible, but no later than 60 days after the end of the tax year. Also, if your employer ceases to be an employer, tax certificates must be submitted to SARS within 14 days of the date, which the employer ceases to be an employer.

Download Certificates onto Electronic Media

An IRP501 reconciliation form must accompany at least one of the electronic media submitted.

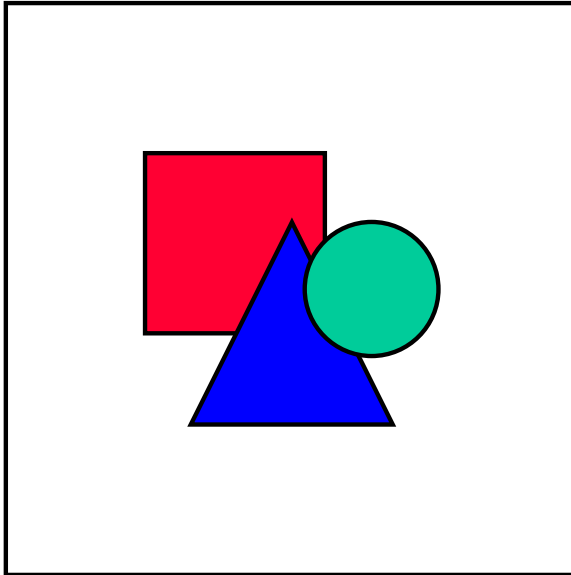
Under the new electronic tax certificate reporting procedures, there is no separate form for the IT3(a). For those of employees for whom you have not deducted any tax throughout the year, use the IRP5 form and leave the tax deductions portion blank (indicating that this is an IT3(a) declaration). Furthermore, you can combine IRP5 and IT3(a) returns on one IRP501.

End Procedures

End Procedures

Use

In this step, you set the final status of the of the electronic tax certificate generation run.



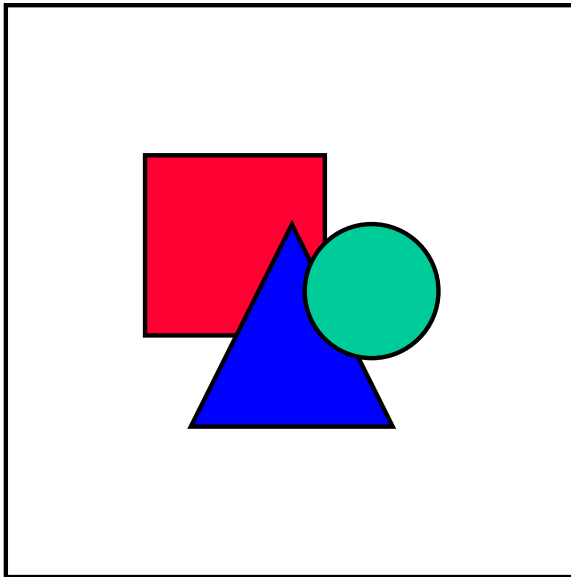
This step is performed only after SARS has accepted the electronic tax certificates.

Prerequisites

You must have performed the [Generation \[Seite 36\]](#) process.

Procedure

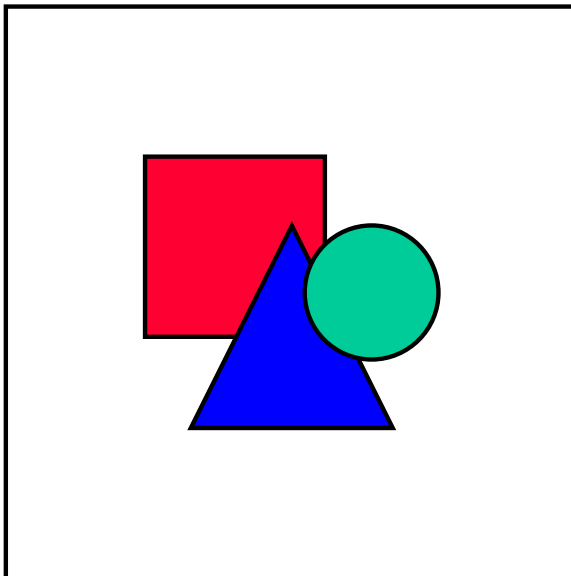
12. In the *SAP standard menu*, choose *Human Resources → Payroll Accounting → Africa → South Africa → Subsequent Activities → Annual → Reporting → Tax Certificates → Tax Certificates: Run Administration*.
13. In the 'Run Status' column, choose the appropriate status as specified by SARS, either 'Accepted' or 'Rejected'.
14. If SARS has accepted the run, choose *Cert.Spool* (to print copies of the certificate for those employees accepted in a run), then set the print parameters.



You can also maintain this information through the IMG under: *Payroll Accounting* → *Payroll: South Africa* → *Taxes* → *Annual IRP5 / IT3(a) electronic tax certificate processing* → *Run Administration* → *Execute run administration*, then in the documentation select *Employee Detail*.

Result

You can supply the respective employees with a copy of their annual IRP5 / IT3(a) tax certificate.



With this procedure of processing electronic tax certificates, there is no limit to the number of copies printed.

Cancellations

Cancellations

Purpose

Performing this step allows you to cancel a tax certificate generation run if you detect any errors.

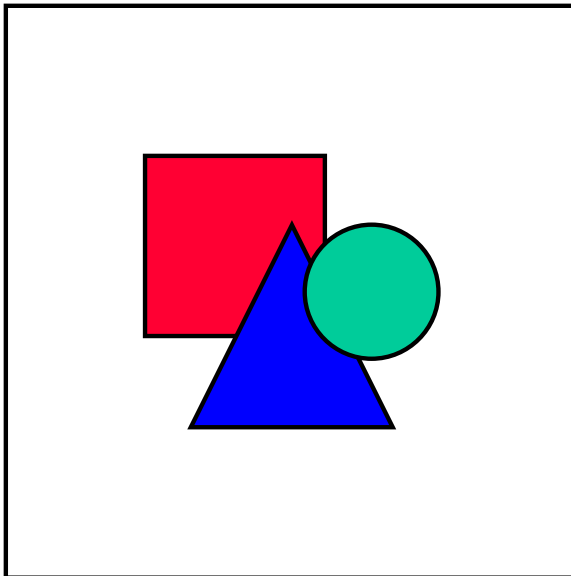
Process Flow

15. In the *SAP standard menu*, choose *Human Resources → Payroll Accounting → Africa → South Africa → Subsequent Activities → Annual → Reporting → Tax Certificates → Tax Certificates: Run Administration*.
16. You can either change the status of an entire run or for individual employees. To do so, set the *Run Number* indicator, choose *Goto → Certificate/Employee Detail*. Set the indicator for the entire run or for the relevant employee(s), then choose '*Cancel Certificate*'.



You can also maintain this information through the IMG under: *Payroll Accounting → Payroll: South Africa → Taxes → Annual IRP5 / IT3 (a) electronic tax certificate processing → Run Administration → Execute run administration*.

Alternatively, you could also cancel an individual employee in the IMG under: *Payroll Accounting → Payroll: South Africa → Taxes → Annual IRP5 / IT3 (a) electronic tax certificate processing → Run Administration → Execute run administration*, in the documentation choose *Employee Details*, execute the program, enter the relevant details, then choose '*Cancel Certificate*'.



You can also set the status to 'Deleted'. By doing this, the run is no longer visible on the 'Run Administration' screen. Such runs can be viewed by selecting 'Deleted Runs'.

Result

You can correct the errors and rerun the employees affected.

Company Car (Infotype 0442)

Definition

With this infotype, you maintain employee company car information.

Use

Details maintained on this infotype provide the system with the information necessary to calculate employee contributions toward the company car and the corresponding tax implications.

Structure

The information on the infotype has been divided into the following categories:

- Car information
- Price & Benefit
- Additional information (valid only in Sweden)

Integration

For more detailed information about this infotype see national features for:

South Africa: [Maintain Company Car Details \(ZA\) \[Seite 44\]](#)

Sweden: [Maintain Company Car Details \(SE\) \[Extern\]](#)

Denmark: [Company Car \(Infotype 0442\) \[Extern\]](#)

Maintain Company Car Details (ZA)

Maintain Company Car Details (ZA)

Use

Maintaining this infotype allows you to store and process employee company car details. The system calculates the employees' taxable benefit for the company car.

Prerequisites

If you are upgrading to any release 4.5B or higher and have existing company car information stored on *Internal Control* infotype (0032), you must run the program RPU45BW0. By running this program, you ensure that the existing company car data from infotype 0032 gets converted to the new *Company Car* infotype (0442).

Procedure

1. In the *SAP Easy Access* menu, choose: *Human Resources* → *Administration* → *HR master data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

2. In the *Personnel number* field, enter the employee's personnel number.
3. Access the *Company Car* (Infotype 0442) record by entering the infotype name or the number (0442) in the *Infotype* field.
4. Choose *Create*.

The *Create Company car* screen appears.

5. In the *Car information* section, enter all the relevant vehicle data.
6. In the *Purchase price* field, enter the purchase price of the company car (taking into account any depreciation value where applicable).
7. In the *One time payment* field, enter (if applicable) the amount which the employee contributed toward the purchase price of the car.
8. In the *Regular payment* field, enter the amount which the employee pays toward the company car. This is a non-mandatory field.
9. In the *Payment model* field, select the appropriate payment model. This determines the frequency of which the employees payments (as indicated in the *Payment model* field) will be deducted. This is a non-mandatory field.



If an amount has been entered in the *Regular payment* field and a payment model has been selected, the system will automatically deduct the amount in the *Regular payment* field for each pay cycle (as specified by the payment model).

10. In the *Car regulation* field, select the appropriate company car conditions applicable for the employee.



Entries in this field have an impact on the employees contribution amount for the company car.

Result

You have maintained an employee's company car details. This data is used by the system during payroll processing to calculate the taxable benefit of a company car.

Deductions

Deductions

Processing MA Contributions with Payment Models

Use

You can have medical aid contributions deducted on a non-monthly basis for those employees who are paid on a non-monthly payroll cycle (for example, employees who are paid on a weekly or a bi-weekly basis). This is done by indicating the appropriate payment model type on the medical aid scheme.

Prerequisites

The payment model in question must be maintained in the SAP HR System. To maintain payment model information choose in the IMG: *Tools* → *Business Engineer* → *Customizing* and select your project. Then choose *Deductions* and perform the steps assigned to *Deduction Frequencies*.

Procedure

1. Once the payment model in question has been maintained in the System, choose in the IMG: *Social Insurance ZA* → *Maintain Medical Aid Insurances*.
2. Choose the *Medical Aid Company* and *Medical Aid Scheme* to which you would like to assign deduction frequencies.
3. Choose *Details*.
4. In the *Technical Settings* section, select the appropriate deduction frequency type in the *Payment model* field.
5. Save your entry.

Result

The payment model has been assigned to the Medical Aid scheme. Every employee who is assigned to this medical aid scheme will make contributions to MA on the non-monthly basis (that was specified in this step).

Final Payroll Processing

Reporting

The following section contains reports specific to SAP HR Payroll South Africa.

Deduction Schedules

Deduction Schedules

Use

Deduction schedules allow you to keep a record of Social Insurance deductions made during a payroll period.

TemSe (Temporary Sequential) objects for Medical Aid, Pension Fund, and Insurance companies are generated by running the payroll and then by creating deduction schedules.

Prerequisites

1. You must set up the wage types to be read by the deduction schedule. To do so, choose in the IMG: *Payroll* → *Payroll: South Africa* → *Forms* → *Deduction Schedules* → *Set up accumulation of wage types with the form editor*.
2. You must also run the payroll.

Procedure

1. To create deduction schedules, choose from the *SAP standard menu: Human resources* → *Payroll Accounting* → *Africa* → *South Africa* → *Subsequent Activities* → *Per payroll period* → *Reporting* → *Deduction schedule* → *Create*. Based on information from the wage types used to calculate deduction schedules and the payroll run, the system will calculate deduction schedules.
2. To process the deduction schedule created in the previous step, choose from the *SAP standard menu: Human resources* → *Payroll Accounting* → *Africa* → *South Africa* → *Subsequent Activities* → *Per payroll period* → *Reporting* → *Deduction schedule* → *Process*. When processing deduction schedules, you have the option to run the following reports:
 - Employee Detail per Deduction Schedule Run
 - Insurance Deduction Summaries
 - Medical Aid Deduction Summaries
 - Pension Fund Deduction Summaries

Result

The deduction schedule report lists by Social Insurance each employee contribution per payroll period.



As a way to keep track of payments made, you can also send the appropriate information to the Insurance company in question by either downloading the reports or printing out hard copies.

Employment Equity Act

Purpose

The purpose of the Employment Equity Act (Act No. 75 from 1997) is to achieve equity in the workplace by:

- Promoting equal opportunity in the workplace
- Eliminating unfair discrimination in the workplace
- Implementing affirmative action measures addressing disadvantaged employment groups

The goal of affirmative action is to ensure that there is an equitable representation of the South African population in all occupational categories and levels in the workforce. The workforce should therefore be representative of the following percentages: 75% non-caucasian, 50% women, and 5% disabled.

Prerequisites

The Employment Equity Act is valid for all **designated employers** in South Africa. An employer qualifies as a **designated employer** if an organization meets one of the following criteria:

- The organization has 50 or more employees
- The organization has less than 50 employees, but their annual turnover is greater than or equal to that of a small business
- The organization is a municipality
- The organization is an organ of state

Process Flow

Organizations which qualify as a **designated employer** must submit their first equity report to the government by June 1999. For those organizations who qualify as a **designated employer** after June 1999, they have 12 months from their qualifying date to submit their first equity report.

A **designated employer** that employs less than 150 employees must submit updated equity reports every **two** years on the first working day in October.

A **designated employer** that employs 150 employees or more must **annually** submit an updated equity report on the first working day in October.

The report must list the organizations:

- Industrial sector
- Geographic location
- Employment status of their employees
- Ethnic and minority percentage break down of their employees



For customizing purposes, see in the SAP Reference IMG: *Payroll* → *Payroll South Africa* → *South African Reports* → *Employment Equity Act*.

Employment Equity Act

To run the Employment Equity Act Report, see [Executing the Employment Equity Report \[Seite 53\]](#).

You can also access this report through the SAP Easy Access Menu: *Human Resources* → *Information Systems* → *Reports* → *Personnel Management* → *Administration* → *Administration South Africa* → *Employment Equity*.



All information used in the preparation of the employment equity reports (which are submitted to the government) must be retained for at least 5 years.



In addition to submitting an *Employment Equity* report, **designated employers** must also annually issue a statement regarding their organizations goals in terms of achieving employment equity, including a timetable. In order to assist you in this regard, see [Projecting Employment Equity in the Workforce \[Seite 55\]](#).

Executing the Employment Equity Workforce Analysis Report

Use

By running the *Employment Equity Workforce Analysis Report*, you generate a report (based on system parameters) which you can submit to the government to meet the legislative requirement of the *Employment Equity Act*.

Prerequisites

Before running the *Employment Equity Workforce Analysis Report*, you must perform the following steps for all employees within your organization:

- In infotype *Additional Pers. Data* (0077), maintain the employee's ethnic origin and also indicate whether or not the employee has a disability.
- In infotype *Personal Data* (0002), maintain the *Gender* field.

Procedure

1. In the IMG: *Payroll South Africa* → *South African Reports* → *Employment Equity Act*, select the activity *Execute Employment Equity Workforce Analysis Report*.
2. Enter your search criteria for the report and choose *Execute*.



In the *Selection* section, you can choose *Further selections* to run the report based on other search criterion.



To display the report results in a grid format, set the indicator in the *Grid Display* field. If this indicator is not set, the system displays the same report with less graphics.

Result

You have generated an employment equity report which reflects the workforce of your organization.

You can output the report as follows:

- Print the report
- Convert the report into an Excel format
- Convert the report into a Word processing format
- Download the report to a file
- Send the report via email



In addition, you can also display the report in a graphic format. To do so, choose *Display Graphics*.

For information about the *Employment Equity Act*, see [Employment Equity Act \[Seite 51\]](#).

For information about projecting various employment equity scenarios for the workforce of your organization, see [Projecting Employment Equity in the Workforce \[Seite 55\]](#).

Executing the Employment Equity Workforce Analysis Report



Once the report(s) generated are representative of all the employees in your organization, you can send copies to the government.

Projecting Employment Equity in the Workforce

Use

You can use the **projection** feature from the *Employment Equity Workforce* report to assist you in forecasting how your organization plans to achieve employment equity (as prescribed by the *Employment Equity Act*).

Procedure

1. Execute the *Employment Equity Workforce Analysis Report* see [Executing the Employment Equity Workforce Analysis \[Seite 53\]](#) Report.

The *Employment Equity Workforce Analysis* screen appears with the actual values generated from the criteria selected. The table lists the *Ethnic Origin, Disability, and Gender* based on headcount figures and percentages of the workforce.

2. Choose *Projection*.
3. You can perform projections based on amounts and percentages.
 - To project using an amount, enter a value in the respective field (in the *Projected Total* column) and choose *Using Numbers*.
 - To project using a percentage, enter a percentage in the respective field (in the *Projected Percentage* column) and choose *Using Percentages*.

Result

The system displays the regenerated report, taking into account all projections entered.



You can output the report as follows:

- Print the report
- Convert the report into an Excel format
- Convert the report into a Word processing format
- Download the report to a file
- Send the report via email



In addition, you can also display the report as a graphic. To do so, choose *Display Graphics*.

Regional Services Council (RSC) Levies

Regional Services Council (RSC) Levies

Definition

Each Regional Services Council sets criteria for how RSC levies should be calculated in their jurisdiction. All qualifying employers in South Africa are responsible for paying RSC levies based on remuneration amounts paid out to their employees.

Structure

RSC levies are calculated in the system based on an employee's remuneration as defined in the Income Tax Act (Act 58 of 1962) for PAYE purposes and RSC specifications as established by the governing council (such as the applicable rate on RSC applicable earnings and the VAT percentage rate).

For purposes of the levy, remuneration means all amounts including lump sums, voluntary awards and the value of fringe benefits, which are paid for services rendered.



Only the taxable portion of a fringe benefit is included as remuneration.

Integration



For customizing purposes, see in the IMG: *Payroll South Africa -> South African Reports -> Regional Services Council (RSC) Levies*.



In customizing, you maintain the feature WRSCA to default an employee's RSC code based on their organizational assignment. In the case that you want override this default for an employee, you must maintain the *RSC Allocation* field on the infotype *Taxes SA* accordingly.

You can also access the *Regional Service Council Report - South Africa* in the *SAP Easy Access* standard menu under: *Human Resources -> Payroll -> Africa -> South Africa -> Subsequent Activities -> Per Payroll Period -> Reporting -> Deduction schedule -> PC00_M16_RPCRSCWO - Regional Service Council Report*.

South Africa

Zuordnung Lohnarten – Sachkonten (Report RPDKON00)

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 [Dienststartengenaue 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 *ABAB 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 \[Extern\]](#).

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).

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.

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.

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.

Bankverbindungen (Report RPLBNK00)

Bankverbindungen (Report RPLBNK00)

Verwendung

Mit diesem Bericht können Sie sich Bankverbindungen Ihrer Mitarbeiter anzeigen lassen.

Funktionsumfang

Sie können sich mit diesem Bericht Bankverbindungen, die in folgenden Infotypen und Subtypen abgelegt sind, anzeigen lassen:

- *Bankverbindung* (0009)
- *Vermögensbildung* (0010)
- *Externe Überweisungen* (0011)

Selektion

Unter *Zeitraum* wählen Sie den einen Gültigkeitszeitraum aus, für den die Auswertung durchgeführt werden soll. Um einen Zeitraum auszuwählen, setzen Sie ein entsprechendes Kennzeichen in einem der folgenden Felder:

- *heute*
- *laufender Monat*
- *laufendes Jahr*
- *bis heute*
- *ab heute*
- *anderer Zeitraum*

Unter *Selektion* geben Sie an, welche Mitarbeiter in der Auswertung berücksichtigt werden sollen. Um die Auswertung auf bestimmte Mitarbeiter einzuschränken, können Sie Personalnummern vorgeben und/oder die Selektion auf bestimmte Beschäftigungsstatus einschränken.

Unter *weitere Angaben* können Sie die Selektion weiter berichtsspezifisch einschränken. Hierzu stehen Ihnen folgende Felder zur Verfügung:

- *Infotyp*
- *Subtyp*
- *Bankland*
- *Bankenschlüssel*

Ausgabe

Die Ausgabe erfolgt als Liste, entsprechend den von Ihnen vorgegebenen Selektionsbedingungen. Die Liste ist nach Mitarbeitern sortiert. Wenn Sie mehrere Infotypen für die Selektion zugelassen haben, listet das System die Bankverbindungsdaten getrennt nach Infotypen und Subtypen auf. Pro Bankverbindung zeigt die Liste folgende Daten an:

- Anschrift des Mitarbeiters

Bankverbindungen (Report RPLBNK00)

- Daten des Empfängers
- Bankdaten

Be- und Abzüge (Report RPLPAY00)

Be- und Abzüge (Report RPLPAY00)

Verwendung

Der Bericht erzeugt eine Liste, die Be- und Abzüge von Mitarbeitern anzeigt.

Funktionsumfang

Selektion

Unter *Selektion* ermitteln Sie die Mitarbeiter, die ausgewertet werden sollen. Folgende Felder stehen Ihnen zur Verfügung:

- *Personalnummer*
- *Status Beschäftigung*
- *Personalbereich*
- *Personalteilbereich*
- *Mitarbeitergruppe*
- *Mitarbeiterkreis*

Unter *weitere Angaben* können Sie die Auswertung weiter eingrenzen:

- Lohn/Gehaltsart
 - Sie können nur bestimmte Lohnarten auswerten lassen.
- Infotypnummer
 - Generell wertet der Report folgende Infotypen aus:
 - *Basisbezüge* (0008)
 - *Vermögensbildung* (0010)
 - *Externe Überweisung* (0011)
 - *Wiederkehrende Be- und Abzüge* (0014)
 - *Ergänzende Zahlungen* (0015)
 - *Verdienstsicherung* (0052)
 - Mit der Angabe von Infotypnummern können Sie die Auswertung auf bestimmte Infotypen beschränken. Es werden dann nur die Infotypen ausgewertet, die Sie angeben.
- Ausgabewährung

Ausgabe

Das System gibt pro Mitarbeiter eine Liste aus. Be- und Abzüge des Mitarbeiters sind darin nach Infotypen geordnet und werden Ihnen in der Währung angezeigt, die Sie gewählt haben. Für jeden Bezug wird die prozentuale Abweichung vom zeitlich unmittelbar vorausgehenden Bezug angezeigt. Die Summenzeilen fassen die Be- und Abzüge pro Mitarbeiter zusammen.

