

# Conversion to the Euro in Human Resources



HELP.HREURO

**Release 4.6B**



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## Conversion to the Euro in Human Resources

## Aim

This document aims to give you an overview of the processes involved in changing over to the euro in the SAP R/3 Human Resources component.

The changes required in Travel Management are dealt with in a separate document.

This is a draft version of the documentation on the changeover to the euro. The final version of this document will be available in SAPNet. It will be updated further (giving details of any legal changes or other relevant information) until the euro is introduced on January 1, 1999.

### Prerequisites

The euro changeover package provides you with assistance and support during your HR changeover project. However, it should not be considered a replacement for an individual in-house project addressing the particular requirements of your company with regard to the changeover. Please note, however, that the tools may not provide the support you need and may require modification, especially if you have implemented functionality of your own, and/or your system contains customer-specific modifications.

You should consider the following points before you actually start making the changeover:

- Analyze your business requirements and draw up a personal changeover plan
- Include the HR department in discussions, and collect information from the employees involved
- Draw up a timetable for the changeover, remembering especially to take into account the times when the system will not be available for users

Please also note that the changeover activities can only be made in the sequence described in the Implementation Guide and that the prerequisites specified in the corresponding report documentation must be fulfilled.

### Purpose

This document is aimed at users/project managers who would like to gain a detailed insight into the changeover scenarios implemented in the SAP HR System.

The documentation is split into an international part that is valid for all countries participating in the EMU, and a national part containing additional information for Germany and Austria.

For information on the specific countries, see:

- [Human Resources - Germany \[Page 43\]](#)
- [Human Resources - Austria \[Page 61\]](#)

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**Converting to the Euro in HR: SAP's Strategy**

## Converting to the Euro in HR: SAP's Strategy

The conversion to the euro in *Human resources* (HR) differs from the conversion in other applications.

The payroll system is converted from the country currency for all employees in that country on the same date. This date is usually the same date as the conversion date for the public sector in the respective country.

Because of the need for retroactive accounting in HR, historical data is not converted; payroll results and master data that are valid before the conversion date are not converted. Retroactive accounting in periods prior to the conversion to euro takes place in the country currency valid at that time.

The payroll currency can be converted on a different date than the currency used in Financial Accounting. This is because Financial Accounting can differentiate between the document currency and the local currency. When transferring data from Payroll, the Financial Accounting department receives the amount in the document currency, and the amount is then converted into the local currency.

## Multicurrency Capability

The HR System is multicurrency enabled (that is, amounts can be entered in different currencies in certain tables).

In principle, however, individual amounts will never be stored in both the old country currency and the euro at the same time.

If the old and new currencies are to be used simultaneously in infotype records or Customizing entries, then it must be possible to convert these into a common currency for reporting purposes.

Unlike other applications, HR does not use a local currency.

A distinction is drawn between the permissible currencies of a country, the payroll currency, the collective agreement currency, the currency in individual contracts and the foreign currency.

### Permissible Currencies of a Country

The *permissible currencies of a country* and their corresponding validity periods are specified in Customizing. At any point in time, either the old national currency, the euro, or both currencies are permissible. These currencies are used in many infotypes and Customizing tables. If either the old or the new currency is used, the system checks to see if this is permissible for the validity period of the record (and, if necessary, issues an error message or warning).

In some individual contracts (such as special payments, or bank transfers), it is conceivable that the national currency of a further country may be used. This is referred to as a *foreign currency*.

### Currency of Payroll

Payroll is performed in the currency used to specify the statutory regulations governing the calculation of the statutory net amount (in other words, in the currency used in the public sector). The values are declared and transferred in this currency. This is the *Payroll currency*. The amounts contained in many tax tables and infotypes used in Payroll are defined in the public sector currency, for example, tax exemption amounts, assessment thresholds for social insurance, payroll constants.

In other words, payroll cannot be performed in euros until the official regulations have been published in euros. This is not expected to be the case until January 01, 2002.

Each employee can receive his or her remuneration statement with the payments and deductions printed in the currency of his or her choice. The most important remuneration elements can be listed in both currencies.

### Pay Scale Currency

During the dual-currency phase, employee's wages and salaries can be defined in the old or new currency. The *pay scale currency* is defined in Customizing on the basis of the pay scale type (for example, pay scale for workers in the chemical industry, company-specific pay scale), pay scale area (for example, Germany, or North Baden), pay scale group and pay scale level.

This means that employees belonging to the same collective agreement have the same currency. If the pay is valued directly, the employee's salary is defined individually. If this is the case, the currency may also differ from the *pay scale currency*.

Consequently, the currency used for wages and salaries may differ from the payroll currency for a specific period of time. If this is the case, the employee's pay is converted into the payroll currency.

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**Multicurrency Capability****Currency Used for Individual Contracts**

When the dual-currency phase takes effect, money institutes can demand that capital formation savings plans be transferred in either the old national currency or in euros. Similarly, judges can issue garnishment orders in both currencies.

In individual contracts such as these (further examples, include loans or company insurance), the currency may differ from the payroll currency. The amounts are also converted in this case. The bank transfer is effected in the currency of the recipient specified in the contract.

This means that, during the dual-currency phase, the *payroll currency*, the *currency of wages and salaries* and the *currency in individual contracts* may all be different.

## Converting the Currency

Prior to the actual changeover in your productive system, SAP recommends that you first carry out a test changeover in a test system. If possible, copy the database of your live system. This will provide you with a realistic simulation of the actual conversion. Any errors and data inconsistencies can be analyzed and resolved in this test environment, without making changes in the live system.

To ensure that the conversion is correct, any errors must be analyzed and removed.

### Legal Bases for the Conversion

Amounts are converted throughout the whole of SAP using central function modules that operate in accordance with the guidelines set by the European Commission (Preparation Directive based on Article 235 of the Maastricht Treaty) with regard to rounding, and decimal places used in the conversion, for example.

For a detailed description of the conversion procedure, see the online help under *European Monetary Union: Euro (CA-EUR)* or see the SAPNet Euro MediaCenter under *Description of Local Currency Conversion*.

### Independent of the Local Currency

The local currency used in Accounting is defined at the company code level - not time-based !. When the fiscal year is closed, the currency is changed over and all local currency amounts are converted into euros. The accounts appear as if they had always been kept in euros.

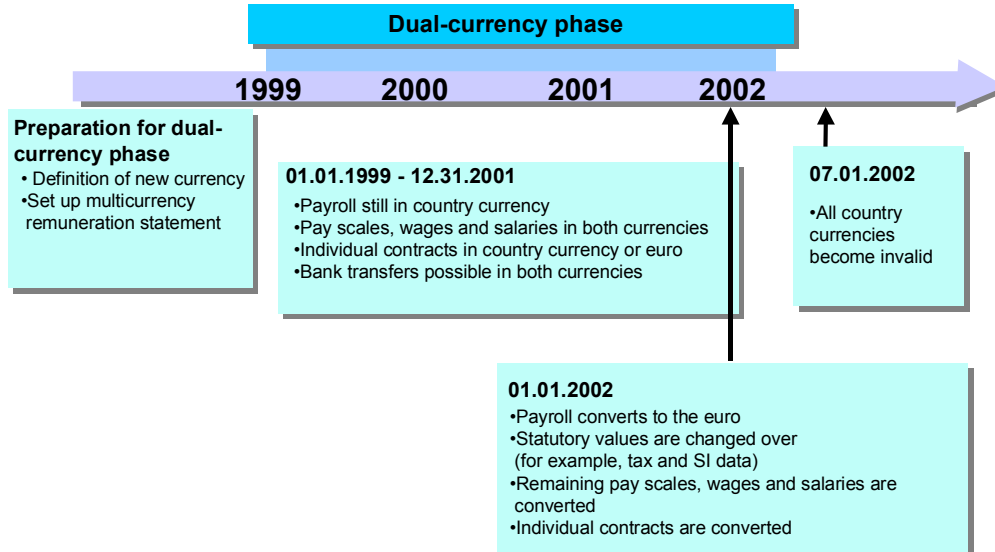
Within Human Resources, historical data is not converted; payroll results and master data that are valid before the conversion date are not converted. All contracts, for example, collective agreements, salaries, individual contracts, statutory constants, are delimited on the key date of the currency changeover. In some cases a new record is created with converted amounts in the new currency.

Different programs are available for this process. The procedure for changing over individual area is described in the following sections. The changeover itself takes place using the Implementation Guide (IMG) under *European Union: Euro*.

Changeover Scenario - Overview

## Changeover Scenario - Overview

The following diagram shows the time frame for the currency changeover in HR.



## Preparing for the Dual-Currency Phase

You must define the following:

- The period of the dual-currency phase
- The currencies that are valid in this period
- The conversion rules for these
- The currency in which payroll results are to be displayed

For a detailed description of the procedure for this, please refer to the *Implementation Guide for European Monetary Union: Euro*. The documentation can be found in the *Implementation Guide for Cross-Application Components → European Monetary Union: Euro → Changeover of Human Resources → Preparation for the dual-currency phase..*

**Defining the Dual Currency Phase****Defining the Dual Currency Phase**

First, you define the period of the dual-currency phase, and the currencies that are permissible for each country within this period. To do this, you make entries in table *T500W (Valid country currencies)*.

Specify January 01, 1999 as the key date for the start of the dual-currency phase. As of this key date, you can enter individual contracts in both euros and the country currency. You can also print the payroll results in both currencies.

As of 1999, the following currencies are defined as valid currencies in the SAP standard system:

<b>Period</b>	<b>Currency</b>
<b>01.01.1800 to 12.31.9999</b>	Country currency
<b>01.01.1999 to 12.31.9999</b>	EURO

The end date for the dual-currency phase is the maximum date possible in the system. This ensures that both currencies (euro and the country currency) are valid for an unlimited period. This also means that the date of the definitive changeover to euro is flexible. SAP recommends that you copy these model entries and do not change them.

## Forms: Remuneration Statement, Payroll Account, Payroll Journal

Payroll continues to use the country currency during the dual-currency phase. The amounts can be printed on a form in both the country currency and the euro.

### Concept

Amounts can be converted into euros and printed on forms.

You have two options in the remuneration statement, payroll account, and payroll journal.

- All amounts are printed in euros.
- Only selected amounts are printed in euros.

When you start the report, you can use a parameter to specify the output currency. You can choose between the currency of the for-period or in-period, or you can specify an alternative currency directly. If you select EUR as the alternative currency, all amounts are printed in euros.

The individual amounts that are printed on the forms are converted using a conversion (50-54) specified in Customizing. To use the conversion, you must first maintain the feature ACURR accordingly. The feature is provided with standard values.

For more information see the Implementation Guide (IMG) for the *European Monetary Union: Euro* under → *Changeover of Human Resources* → *Preparation of Dual-Currency Phase* → *Remuneration Statement and Other Forms* → *Set up alternative currency*.

Forms Germany: Customizing

## Forms Germany: Customizing

### Remuneration Statement

- The SAP standard forms DF01, DFB1 and DFKA

During the dual-currency phase (and, of course, after the actual currency changeover), you can continue to use the SAP standard forms DF01, DFB1, and DFKA).

The following changes were made to the Customizing settings for forms so that the information received by the employees is clearer.

- The output currency is printed.
- The bank transfer amounts are printed with their currencies. Since it is possible to perform individual bank transfers in euros during the dual-currency phase (for example, capital formation payments, or company insurance), this should be clearly displayed on the remuneration statement.
- If the amounts are printed in a currency that differs from the payroll currency, special information is printed on the form. If, for example, the payroll is run in DEM, and the amounts are printed in euro, the information printed would be:

\*\*\* AMOUNTS CONVERTED INTO EUR;ROUNDING ERRORS POSSIBLE \*\*\*

You define the information to be printed in Customizing for the corresponding form. If you use your own remuneration statement, you can make the appropriate entries. For more information, see the corresponding section of the Implementation Guide.

- The new SAP form DFE1 (euro information)

Remuneration form with amounts expressed in two currencies

Remuneration Statement for September 1997		Date 09.10.1997	Page 1	
Pers.No.....		2306		
Date of birth .....		11.01.1960		
Hiring date .....		01.01.1997		
Ms Gerda Miller Main Street 3 69190 Walldorf				
Leave account				
Rem. prev. year .....		0.00		
Entitlement .....		30.00		
Remaining leave .....		11.00		
REMUNERATION ELEMENTS	Dy/Hrs	DEM	Month	Annual totals
Standard salary		3,354.00		
GROSS REMUNERATION				
Total gross amount		3,354.00		30,186.00
STATUTORY DEDUCTIONS				
Employment tax				
Reunification tax				
Church tax				
Health insurance				
Pension insurance				
Unemployment insurance				
Nursing insurance				
Statutory net amount				
BANK TRANSFERS				
Transfer		2,493.78		
67292200 Volksbank Wiesloch 1234				
For your information				
		DEM		EURO
Total gross amount		3,354.00		1,723.83
Statutory net amount		2,493.78		1,281.75
Bank transfer		2,493.78		1,281.75
Tax class / Church tax /				
Church tax RC /		PI number		
Tax-exemption year 6.000.00		Indicator 0215		
Tax-exemption month 500.00		HI fund AOK	Bruchsal	
Tax-/BI days 30 / 30		UI rate	NI EE	
		UI EE 3.25%	NI EE 10.15%	

**For your information**

	DEM	EURO
Total gross amount	3,354.00	1,723.83
Statutory net amount	2,493.78	1,281.75
Bank transfer	2,493.78	1,281.75

**Forms Germany: Customizing**

If, during the transition phase, you want to inform your employees of the value of the individual salary components in euros, you can use the new SAP model form DFE1.

An additional information block in this form contains the most important salary elements, printed in both DEM and euro. To use the form, copy it from the standard SAP clients to your live client. For more information, see the Implementation Guide.

You define the information to be printed in Customizing for the corresponding form. If you use your own remuneration statement, you can make the appropriate entries. For more information, see the corresponding section of the Implementation Guide.

**Payroll Account**

The payroll account is kept in order to comply with German legal requirements (§ 41 Income tax act regarding a company's duty to create records of employment tax withheld). For this reason, you must create this payroll account in the appropriate payroll currency for the year in question.

To save space in the payroll account (standard form DK01), the amounts are displayed without a decimal point. One of the following two phrases is displayed

All amounts are shown in pfennigs

All amounts are shown in cents

depending on whether DEM or euro has been selected as the output currency.

If you also want to use the payroll account for your own records or for monitoring purposes, you can print individual amounts or all amounts in euros as in the remuneration statement.

**Payroll Journal**

No Customizing changes have been made to standard form DJ01, since all the amounts here are printed in one currency.

The same form functionality for displaying different currencies is also available here so that you can adapt the payroll journal forms to suit your requirements.

**Forms Austria: Customizing**

## Forms Austria: Customizing

### Remuneration Statement

During the dual-currency phase (and, of course, after the actual currency changeover), you can use the SAP standard form AFE1 (euro information). The following changes were made to the Customizing settings for the form so that the information received by the employees is clearer.

- The output currency is printed.
- If the amounts are printed in a currency that differs from the payroll currency, special information is printed on the form. If, for example, payroll is run in ATS, and the amounts are printed in euro, the information printed would be:

\*\*\* AMOUNTS CONVERTED INTO EUR;ROUNDING ERRORS POSSIBLE \*\*\*

- During the transition phase, you can also inform the employee of the value of the individual remuneration elements in euros. An additional information block in this form contains the most important salary elements, printed in both ATS and euro.

You define the information to be printed in Customizing for the corresponding form. If you use your own remuneration statement, you can make the appropriate entries. For more information, see the corresponding section of the Implementation Guide (IMG).

To use form AFE1, copy the form from the standard SAP clients to your live client. For more information, see the Implementation Guide.

### Payroll Account

The payroll account is kept in order to comply with statutory requirements (§ 76 Income Tax Act). For this reason, you must create this payroll account in the appropriate payroll currency for the year in question.

To save space in the payroll account (standard form AK01), the amounts are displayed without a decimal point. The last line contains the information

Output currency: ATS

Output currency: EUR

depending on whether ATS or euro has been selected as the output currency.

If you also want to use the payroll account for your own records or for monitoring purposes, you can print individual amounts or all amounts in euros as in the remuneration statement.

### Payroll Journal

No Customizing changes have been made to standard form AJ01, since all the amounts here are printed in one currency.

The same form functionality for displaying different currencies is also available here so that you can adapt the payroll journal forms to suit your requirements.

## Converting the Currency for Wages and Salaries

The procedure for changing over the currency of wages and salaries is described in detail in the IMG for *European Monetary Union: Euro* (section *Changeover of Human Resources*).

The following documentation is based on the assumption that the changeover has been made by working through the appropriate steps in the Implementation Guide (IMG) and complying with the prerequisites specified in the report documentation. If you did not complete the IMG steps in the correct sequence, or if some of the prerequisites were not fulfilled, there is no guarantee that your changeover will be successful.

### Concept

A collective agreement is assigned to each employee for basic pay. The collective agreement is defined on the basis of the *pay scale type* (for example, pay scale for workers in the chemical industry, company-specific pay scale), *pay scale area* (North Baden, all Germany), *pay scale group*, and *pay scale level*. An employee's basic pay can be derived (indirectly valuated) from this pay scale, or can be defined individually.

A currency and up to 20 wage types are also defined in basic pay.

The pay scale currency is defined for each pay scale type and pay scale area in Customizing. This currency is also the default currency when you create a new basic pay record for the employee. If you have not defined a currency for a pay scale, the payroll currency is the default currency.

If the employee's basic pay is valuated indirectly, the amount is specified in Customizing. This amount will then only be displayed (but not stored) in the employee's master record. If one of the wage types stored in an employee's basic pay record is valuated indirectly, then the currency stored here **must** be the same as the pay scale currency. The system validates the currency when records are entered.

Within the same record, it is not possible to store indirectly valuated wage types in the pay scale currency and various allowances in another currency. If all the wage types in a basic pay record are valuated directly, their currency can differ from the pay scale currency, but even here the currency used applies to all wage types.

During the dual-currency phase, the pay scale currency can be changed over at a different point in time from the local currency and payroll currency. If Payroll changes over at a different time, the amounts used are converted into the payroll currency.

In certain circumstances, it may be necessary to enter into discussions with the works council to decide when the pay scale currency can be changed over.

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**Changing Over the Pay Scale Currency**

## Changing Over the Pay Scale Currency

Report RPUEMU00 (*Currency changeover EMU for pay scales*) allows you to change over one or more pay scales (or salary structures), defined on the basis of pay scale type and pay scale area, on a key date. The amounts in all the Customizing tables and infotype tables that are affected by the pay scales or salary structures selected, are changed over on a specific key date (and, if applicable, increased by a specific percentage rate). If the currency is stored in the tables, this is changed accordingly. You should always use report RPUEMU00 to ensure that your changeover is consistent.

You can select from all existing pay scale type - pay scale area combinations in table T510 (*Pay Scale Groups*) or T710 (*Wage Groups*).

## Master Data

### Basic Pay (Infotype 0008)

If the currency of one or more collective agreements (pay scale type and pay scale group) is changed over, all the basic pay records of employees who belong to the pay scale as of the key date of the changeover will be delimited. A new period is generated, the amounts of directly valuated wage types are converted, and the new currency is stored. In the case of records that do not begin until after the changeover key date, only the amounts are converted.

The pay scale currency can be changed over in conjunction with a standard pay increase. The general changeover report RPUEMU00 (*Currency changeover EMU for pay scales*) allows you both to convert amounts, to specify a percentage increase and to specify that amounts should be rounded off to the nearest 10 cents, 50 cents, 1 euro, 10 euros, and so on.

If a pay scale reclassification (assignment to a new pay scale group and level) or an extended standard pay increase (increase to an absolute amount, by a specific difference, and so on) is also required, reports *RPITUM00* (Pay Scale Reclassification acc. to Age or Pay Scale Membership Period) and/or *RPITRF00* (Enhanced Standard Pay Increase (Indirect and Direct Wage Types) with Batch Input) must be run separately.

If this is the case, SAP recommends that the currency changeover of the *Basic Pay* infotype (008) should be performed by running report RPUEMU00 first, and once this has been performed, by running the above-mentioned reports, specifying the key date of the changeover as a selection criterion.

### German Public Sector Infotype (Infotype 0230)

The *Supplement to P0008 PSG* infotype (0230) contains additional data on the *Basic Pay* infotype (0008). Infotype 0230 only affects the German Public Sector, and the records here are always converted in conjunction with infotype 0008.

### Recurring Payments and Deductions (Infotype 0014)

The *Recurring Payments and Deductions* infotype (0014) contains individual period-based wage types with a corresponding amount and currency. The amount can be entered manually, or valuated indirectly. When you are creating an infotype record, the currency of the pay scale to which the employee is currently assigned is the default currency.

The *Recurring Payments/Deduction* infotype records are always taken into account when the pay scale currency is changed over. The *Recurring Payments/Deduction* infotype (0014) does not itself contain any information on collective agreements. Indirectly valuated records are split, and the currency is changed to the current pay scale currency. When the records are displayed or evaluated, the amount used is the new amount in Customizing.

Directly valuated amounts are converted into the new currency and, if applicable, increased by a specific percentage rate (and rounded off, if required).

### Additional Payments (Infotype 0015)

The *Additional Payments* infotype (0015) contains individual key date-based wage types with a corresponding amount and currency. The amount can be entered manually, or valuated indirectly. When you are creating an infotype record, the currency of the pay scale to which the employee is currently assigned is the default currency.

The *Additional Payment* infotype (0015) records are always taken into account when the pay scale currency is changed over. The *Additional Payments* infotype (0015) is not period based;

**Master Data**

therefore, it does not have to be delimited. Only data records whose validity falls after or on the same date as the changeover key date are adjusted.

Directly valuated amounts are converted into the new currency and, if applicable, increased by a specific percentage rate (and rounded off, if required); the currency is adjusted.

In the case of indirect valuation, the same procedure applies as for the *Recurring Payments/Deductions* infotype (0014).

**Compensation History (Infotype 0380) (as of Release 4.0B)**

The changeover is performed in the same way as for the *Additional Payments* infotype (0015).

**Wage Maintenance (Infotype 0052)**

The same procedure applies for wage maintenance as for the *Basic Pay* infotype (0008).

**Public Sector Germany (Infotype 0237)**

The *Supplement to P0052 PSG* infotype (0230) contains additional data on the *Wage Maintenance* infotype (0052). Infotype 0237 only affects the German Public Sector, and the records here are always converted in conjunction with infotype 0052.

## Changeovers in Customizing

### Assignment Pay Scale -> Currency (T510F)

When a pay scale (defined on the basis of pay scale type, pay scale area and pay scale indicator) is changed over, data records in the old currency are delimited as of the key date, and new entries are generated in euros.

If an entry has not been made for a pay scale, the system creates both a data record in the old national currency (valid until the day before the changeover key date) and also a data record in euros (valid as of the changeover key date).

### Pay Scale Groups (T510)

The amounts in the data records affected by the changeover are converted on the basis of the pay scale currency stored in table T510F.

### Valuation of Pay Scale Groups Using the Hire Date (T510M)

The changeover is performed in the same way as for pay scale groups (T510).

### Dynamic Pay Scale Increase (T510D)

The system only processes data records that have a value greater than zero in the *Amount* field, and where the key date of the standard pay increase falls on or after the key date of the changeover. The amounts in the data records are converted on the basis of the pay scale currency stored in table T510F.

Please note that the value in the *Rounding amount* field is not converted automatically. You can, however, edit the rounding amount manually in the *Dynamic Pay Scale Increase* view (V\_T510D) afterwards.

### Wage Type Catalog (T528C)

Since this table does not contain any pay scale information, all objects in table T528B (*positions*) belonging to the pay scales that are to be affected by the changeover are selected.

In table T528C (Wage Type Catalog), all data records which belong to these objects and whose 'Valid from' date falls on or before the changeover key date are converted on the basis of the pay scale currency stored in table T510F.

### Cost of Living Allowances (T510Q)

The changeover of table T510Q only affects the German public sector.

Since table T510Q does not contain any pay scale information, this is supplied from table T5D5L (*Local Allowance Classes and Career Assignment*). The corresponding data records in table T510Q contain amount fields that are converted on the basis of the pay scale currency stored in table T510F.

The system checks to see if the local allowance classes are used in pay scales that were not specified on the selection screen of the report. For more information, see the documentation for report RPUEMU00.

Normally, all pay scales should be changed over to the euro on the same key date (and particularly all those with the same local allowance classes).

Changeovers in Customizing

## Checking the Conversion

The international tables are converted using report RPUEMU00. Please check that all these fields were converted correctly.

The log table for the changeover to the EMU (T5EMUPROT) contains a record of the tables that have already been changed over. Since all the records of large infotype tables cannot be converted in one go, the system notes the last personnel number for which the changeover was performed. This ensures that the amounts are converted only once.

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**Reporting****Reporting**

Since historical values cannot be converted, infotype records appear on the list screen in both the old currency and the new currency. To gain an overview of the salary processing for an employee and to be able to compare the payments, the report RPLPAY00 (*List of all payments and deductions*) converts the amounts into a standard currency that can be specified as a parameter.

## Currency Changeover in Payroll

Payroll is performed in the currency used to specify the statutory regulations governing the calculation of the statutory net amount. This is the currency of the public sector. It is expected that these legal regulations for payroll will be published in German marks up to December 31, 2001, and in euros as of January 1, 2002. The changeover of the payroll currency will also take effect as of January 1, 2002.

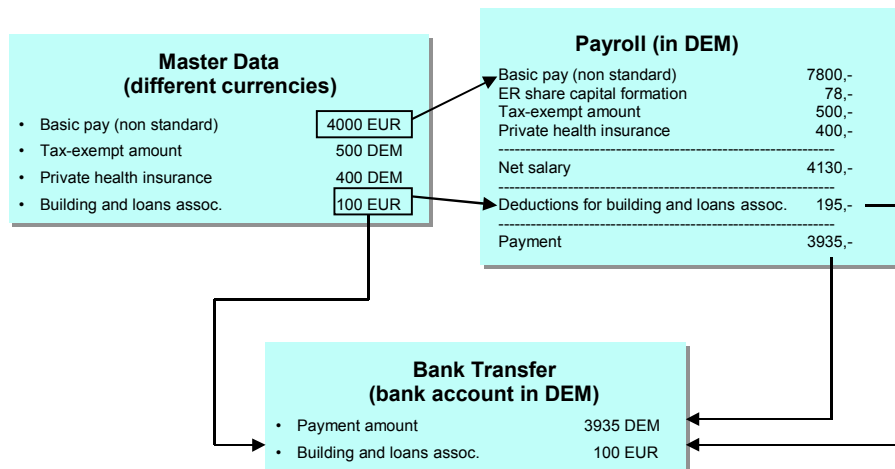
If the legal regulations for payroll are published in both currencies, customers will have to decide which currency they wish to use. The amounts stored in infotypes and in Customizing will then be expressed in euros as of the selected changeover key date. There are no plans for storing amounts in both currencies simultaneously in the SAP HR System.

The payroll currency cannot be changed over to the euro during a fiscal year. This is because taxes and social insurance contributions are calculated using annual values, and all these values must be in the same currency.

Consequently, the payroll currency is the same for all employees of a country at any given time in one system. Employees cannot request a specific payroll currency; they can, however, specify the currency of their bank accounts (and, consequently, the currency of the amounts that are transferred to their bank accounts). Employees can also specify the currency in which they would like to receive their remuneration statements.

Any individual contracts with a currency different to the payroll currency are converted in Payroll. Conversions are also performed when averages and cumulations are calculated, and when retroactive accounting is performed for periods before the changeover.

### Example of Payroll Run During the Dual-Currency Phase for Germany



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**Retroactive Accounting**

## Retroactive Accounting

Because the HR system must be able to run retroactive accounting, payroll results that are valid before the key date of the conversion are not converted. Retroactive accounting runs using payroll results that have been generated before the conversion to euro take place using the payroll currency valid at that time. They are also printed using this currency.

A payroll result are always stored with the original currency in the retroactive accounting periods.

The payroll results are such that they build on each other (for example, cumulations and averages are created using the preceding payroll result). As a result, when the currency has been converted, the amounts are automatically converted from the old currency to the new currency when the previous payroll result is imported.

## Converting Wage Types

When importing the payroll results for the preceding period after the currency conversion, the wage type amounts in RT and CRT must be converted from the old country currency to the new euro. The conversion of the amount and rate fields is controlled using processing class 22 for table T512W.

If you want to avoid converting the *amount* or *rate* fields (for example, if the wage types set switches), you must set up processing class 22 accordingly. For more information see the Implementation Guide (IMG).

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**Changing Over the Payroll Currency**

## Changing Over the Payroll Currency

### 1. Changing Over the Payroll Currency

The currency of the public sector is time-based and is stored in table T500C (*Currencies for Public Sector*).

Please do not change the payroll currency manually, as this might result in data inconsistencies. You can use report RPUEMUXX (*Change in payroll currency and conversion of amounts*). You can call this report in the IMG for *European Monetary Union: Euro* (section *Changeover of Human Resources*).

The following documentation is based on the assumption that the changeover has been made by working through the appropriate steps in the IMG and complying with the prerequisites specified in the report documentation. If you did not complete the IMG steps in the correct sequence, or if some of the prerequisites were not fulfilled, there is no guarantee that your changeover will be successful.

For a detailed description of the functions of RPUEMUXX, please refer to the documentation for this report.

### 2. Converting Dependent Tables and Infotypes

Many payroll Customizing tables and infotypes do not have a currency field of their own. In this case, the amount fields of these tables and infotypes reference the currency in table T500C. If the currency in table T500C is changed over to the euro, the Customizing tables and infotypes will have to be delimited, and at the same time, the amounts will have to be converted.

Report RPUEMUXX is also used to convert the amounts in the international infotypes and Customizing tables.

In some cases, it does not make sense to convert an amount because new (rounded) legal regulations will probably be published. This applies to regulations regarding tax exemption limits, and assessment thresholds, among others. The new euro amounts will either be made available as part of the SAP HR fiscal year change, or will have to be made manually.

### 3. Checking the Conversion

The international tables are converted using report RPUEMUXX. Please check that all these fields were converted correctly.

The log table for the changeover to the EMU (T5EMUPROT) contains a record of the tables that have already been changed over. Since all the records of large infotype tables cannot be converted in one go, the system notes the last personnel number for which the changeover was performed. This ensures that the amounts are converted only once.

## Posting to Accounting

When payroll results are transferred to Accounting, the currency of the payroll results is specified as the document currency. The local currency changeover in Financial Accounting can be performed at a different time from the payroll currency changeover in Human Resources. The document currency passed on from Human Resources to Financial Accounting is then interpreted as a foreign currency in Financial Accounting, and converted into the local currency.

If, after the currency changeover in Payroll, retroactive accounting is performed for periods before the changeover, separate documents are created, each with its own document currency.



Payroll changes over to the euro on January 1, 2002. If the accounting run in January 2002 involves retroactive accounting back to December 2001, the new "December in January" payroll result calculated for December contains the old national currency as its payroll currency. The difference between the old result and the newly calculated result for December is then posted using the old national currency. The payroll result for January 2002 is posted in euros.

Please note that the retroactive accounting difference is usually posted to the current posting period (the only exception to this statement is the posting of special periods at the end of the fiscal year).

This means that retroactive accounting runs after July 1, 2002 in the current posting period might contain documents where the document currency is the old national currency.

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**Processing Rounding Differences**

## Processing Rounding Differences

The payables that are posted when the payroll results are transferred are cleared during the other subsequent activities of Payroll. Once the postings have been effected, all payables are cleared. As a result, the accompanying payables accounts usually have a balance of zero. However, rounding differences resulting from the currency conversion may mean that some accounts payable have a balance that is not zero.

This may be the case if the amounts are transferred to Financial Accounting without currency conversion taking place. These amounts may then be converted into the local currency. Here, the currency is converted for each line item. In certain other subsequent activities in Payroll, the currency may have to be converted at the personnel number level. The amounts can then be added up. This currency conversion on different summation levels may cause rounding differences.

### Example

When running wage and salary payment for your employee, the system converts the amounts to the local currency for each payment. The Payroll posting transfer calculates payables due to the employee. The total payable amount is transferred in the payroll currency to Accounting where the total is converted into the local currency.

The following example illustrates how this may lead to rounding differences:

We can assume that the payroll currency is DEM and that your employees are paid in the currency DEM. However, your local currency has already been converted to euro. The current exchange rate is 1 EUR = 1,97293 DEM. We can assume that you have four employees that should all receive 5320.03 DEM in a bank transfer. The posting program calculates that the total amount payable is 21,280.12 DEM. This payable is posted to the credit side of the *Wages and salaries payable* account in Accounting. The Accounting department converts the sum of the payables into the local currency EUR and calculates an amount of 10,786.05 EUR.

When running wage and salary payment, the corresponding amount is converted into the local currency for each payment. The system calculates 2,696.51 EUR for each payment. The total is always listed on the payment list using the local currency. In this case, the total is 10,786.04 EUR. You manually post this total amount to the debit side of the *Wages and salaries payable* account. The balance of 0.01 EUR remains in the credit side of this account.

You should take these factors into account when reconciling the accounts. Accounts with balances that are not equal to zero (due to rounding differences resulting from the currency conversion) should be reworked manually.

## Time Management

Within Time Management, the area mainly affected by the currency conversion is the area *Incentive Wages*. Further areas affected include alternative payments and premiums.

### Concept

In Time Management, currency amounts can be stored in data records that represent the employee working time:

- Time tickets for Incentive Wages
- Attendances/absences
- Remuneration statements

Up to and including Release 4.0B, external wage types must be available in the payroll currency (see section *Transferring External Wage Types*).

The conversion of the tables in Time Management takes place using report RPUEMUXX.

The data records are not converted: they can be analyzed using a separate program. You can then run the conversion manually using this list (see section *Converting the Currency in Time Data*).

## Data Entry

# Data Entry

### Transferring external wage types

Time Management provides an interface to enable you enter cafeteria and service station data. You can use this interface to import external wage types and the accompanying hours or amounts. This data is stored as employee remuneration information in HR.

This interface is a certified element of the communications channel 1. There are two versions: an old version, which has been available as of Release 3.0, and a new version which is valid as of Release 4.5A.

The old version does not contain a currency field. The imported data will be interpreted in the payroll currency for specific key dates. After the day of the conversion of the payroll currency, the external system must provide the amounts in the new currency. A customer exit is available to enable you to make any necessary changes in the R/3 System. This interface could not be enhanced to include a currency field since it is locked due to the certification regulations.

The new version contains a currency field and an ISO code currency field for each individual record. If the external wage type is transferred with an amount, one of these two fields must contain an entry. The validity of the currency is checked when it is transferred as the remuneration information.

### Entering documents in the R/3 System

During the dual currency phase, you can enter amounts in the old national currency or in euros.

All Time Management documents refer to dates: They refer to either a key date or are valid for a period of time. If period-based documents have been created, the system checks that the currency entered is permitted for the whole period. If the documents are based on key dates, the currency must only be valid on the key date.

### Converting the currency for time data

Report RPUENTIM (*Time data on the euro conversion date*) lists all time data where the amounts (infotype 0082, 0083, 2002, 2003, 2004, 2005, 2010) are not in the payroll currency on a key date. The time data is not converted automatically. You can, however, access the time data record from the list, and change the data on-line.

## Processing Documents

Documents are processed in Time Evaluation and Payroll.

In Time Evaluation, the documents are not given monetary values. Generated wage types inherit information on the amount and currency (ALP split).

In Payroll, the generated wage types or documents are imported and processed.

If the currency in the time data is not the same as the payroll currency, the system converts the data into the payroll currency during the import.

### Constant Valuation per Wage Type

In table T510J, an amount is assigned to the wage types. This amount is evaluated in the standard system by personnel calculation rule X015 in schema xT00. The amount is converted on the changeover key date.

### Premium Table

A premium is awarded by specifying a different payment in various Time Management infotypes.

The amount in table T510P is determined on the basis of the personnel subarea grouping for premiums. Table T510P does not itself contain any currency. The currency is derived from the personnel subarea with the corresponding grouping for premiums (and, consequently, from the country grouping). This means that the currency of the premium is always the payroll currency.

### Converting the Currency in Payroll and Time Evaluation

Report RPUEMUXX is used to convert the tables affected by the changeover. Please check that all these fields were converted correctly. If any errors occur, please proceed as described in the report documentation.

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**Compensation Administration**

## Compensation Administration

The component *Compensation Administration* can be converted together with pay scales and wages. In the *Planned Remuneration* infotype (1005), you define the planned remuneration for a position or a job. There are three types of planned remuneration: Pay scale, Salary/Wage, and Direct.

When setting a default for planned remuneration using the planned remuneration type 'Pay scale', the following are stored in the infotype: pay scale type, pay scale group, and pay scale level. The amount is displayed from Customizing. Converting the *Planned remuneration* infotype (1005) is not required.

When setting a default for planned remuneration using the planned remuneration type "Wage/Salary" for the position, job or work center, a pay grade range is selected from the salary structure of the enterprise. The salary structure is defined in Customizing using salary groups and salary level. The assigned amounts are converted in the same way as the pay scales on the key date for conversion. Since only the salary structure - but no amounts - are stored in the *Planned remuneration infotype* (1005), it is not necessary to convert the infotype records in planned remuneration type "Wage/Salary".

When setting a default for planned remuneration using the planned remuneration type "Direct", an amount and specific currency are saved in the infotype record. In this case, a conversion of the infotype records on the key date of the currency changeover is required. This key date can be any time during the dual currency phase.

## Master Data

The *Planned Compensation* infotype (1005) need only be converted if the records are directly valuated, in other words, pay scale-independent. Report RPUEMU10 selects all records that contain the amounts in the a preset old currency. The records are converted on a specified key date.

When the amounts are converted, you can increase the specified percentage rate and, if required, round the amount. This is the same as the procedure used in report RPUEMU00 for converting the pay scale currency. The changeover program can be repeated since only those records containing the old currency are edited. For more information, see the documentation for report RPUEMU10.

## Customizing

# Customizing

In the *Compensation Administration* component, the salary structures from tables T710A and T710 are used in addition to the pay scales from tables T510 and T510F. The conversion program RPUEMU00 is used to convert the salary structures.

Guidelines for distributing the salaries in the enterprise (table T71E0) and share plans (table T71CD) are also defined. These tables also contain amounts that must be converted on the key date.

### Wage/Salary Group (T710A)

Salary groups are defined within salary structures (corresponding to pay scale type) and salary regions (corresponding to pay scale area). The currency is defined for each salary group. The automatic currency changeover program *RPUEMU00* includes all wage groups belonging to the selected salary structure (pay scale type ) or salary region (pay scale area). The amounts are converted accordingly on the key date of the currency changeover and the currency is changed.

### Wage/Salary Level (T710A)

The salary levels are converted together with the salary groups (T710A). The amounts for the data records affected by the currency changeover are converted into the currency stored in table T710A accordingly.

### Guidelines (T71E0)

The guidelines can be converted on a key date of your choice within the dual-currency phase using the program RPUEMU11. The amounts are converted and the currency is changed accordingly. The amounts are increased by a given percentage rate using the same procedure as in program RPUEMU00.

### Compensation Adjustment (T71CB)

Share elements are also converted using program RPUEMU11. The changeover can take place on a different date since the tables to be converted must be selected on the initial screen for the program. The amounts are converted on the key date for the currency changeover. An increase in the amounts is not planned.

## Training and Event Management

The areas most affected by the currency changeover in *Training and Event Management* are *business event prices* and *business event costs (cost elements)*. Attendance bookings in the pertinent currency are not affected by the conversion.

Training and Event Management is independent of the changeover date in other application components.

### Concept

Changing over Training and Event Management to the new currency is optional. This means that functionality is not restricted even if the changeover is not performed. However, we recommend customers to make the changeover since it means that all bookings made after the changeover date can be posted automatically in the euro.

You convert Customizing and master data records in *Training and Event Management* using the reports RHEWUV21 (*Business Event Prices*) and RHEWUV36 (*Cost Elements*).

### Master Data

Amounts in the *Costs* infotype (1036), and internal and external prices in the *Prices* infotype (1021) are stored directly with a currency. The conversion takes place on the key date. Existing data records are delimited to this key date where necessary, and new records are created with the converted amount and the new currency as of this key date.

### Customizing

In table T77KB (*Cost Elements*), only entries whose validity period lies within or after the changeover key date are converted. The conversion is performed in the same way as for master data.

### Checking the Conversion

Check to ensure that the relevant fields have been correctly converted with the reports RHEWUV21 (*Business Event Prices*) and RHEWUV36 (*Cost Elements*). The reports also contain documentation on how the changeover takes place.

## Personnel Cost Planning

# Personnel Cost Planning

In Personnel Cost Planning, a planning currency is assigned to each scenario group created. All the amounts that flow into the plan scenario (and their currency) are evaluated in this planning currency. Since the planning currency can be defined by the user, Personnel Cost Planning is not affected by the changeover key date of other applications that interact with Personnel Cost Planning. This means that the changeover date in Personnel Cost Planning is not dependent on the changeover date in Payroll.

Furthermore, the changeover in Personnel Cost Planning does not have to coincide with the changeover date in the Accounting component. The planned values passed on from Personnel Cost Planning to Accounting are then interpreted as a foreign currency in Cost Accounting, and converted into the local currency.

### Concept

Changing over Personnel Cost Planning to the new currency is optional. This means that functionality is not restricted even if the changeover is not performed. If you do decide to make the changeover in Personnel Cost Planning, you can specify a changeover date of your choice (it should, however, fall during the dual-currency phase). It is recommended that you make the changeover, because this will mean that you will automatically be able to maintain the master data in euro in Personnel Cost Planning. You will also avoid having to convert master data amounts unnecessarily into the planning currency when you work through a planning scenario.

You must convert master data and Customizing data in conjunction with each other.

### Master Data

The amounts specified in the *Cost Planning* infotype (1015) have been assigned a currency. The individual entries are valued either directly or indirectly. Entries that are valued directly are converted immediately in the infotype, whereas entries that are valued indirectly are converted when the corresponding valuation table (*Wage Elements T77KL*) is converted. The conversion takes place on the key date. Any records that are affected are delimited, and new records are created with the converted amount and the new currency as of the key date.

### Forms: Customizing

In the valuation table *Wage Elements* (T77KL), only entries that have been given monetary values are converted. Wage elements with percentage values are not converted. The conversion is performed in the same way as for master data.

### Checking the Conversion

The report RHPP25U0 generates a list of all converted records. Please check that all these fields were converted correctly. The report also contains documentation on how the changeover takes place.

## Benefits

### Concept

A currency is defined for each ER benefits area. This currency is stored in the CURRE field (Benefits currency key) in table T5UD3 (Benefit area currency). This table is time-dependent; one currency only is defined for the given benefits area and date.

The reference currency for amounts in time-based Customizing tables in the Benefits component is T5UD3-CURRE. Some Customizing tables contain amounts that are not time-based. These tables contain a separate currency field as a reference. Infotypes whose structure contains amount fields also have a currency field.

The currency T5UD3-CURRE is intended as the standard currency for an employer benefit area for the given key date. When amounts with a different reference currency are displayed and processed in programs, they are converted into the standard currency.

### Setting Up a Benefit Area

If a benefit area is redefined, the accompanying currency is written to the T5UD3-CURRE field. It is valid for the complete period between January 01, 1800 and December 31, 9999.

### Situation Before the Currency Conversion

The standard currency is transferred to all currency fields in other tables and infotypes. This means that all currency fields in a benefits area basically have the same value.

### Currency Conversion

The currency for an ER benefits area can be converted on a given key date. Report RPUBEN45 is used to do this. The report can be found in Customizing for *Benefits* under *Toolset*.

The entry in table T5UD3 is split; the old currency is valid up to the day before the conversion and the new currency is valid after the conversion. All entries in time-based Customizing tables that contain amount fields and are valid on the conversion date are also split. In the entries after the key date, the amounts are converted to the new currency. If required, you can convert the entries in the time-dependent Customizing tables.

For more information on the conversion report, see the report documentation.

The currency used in the infotypes will not be converted at first. The old currency will be used in the existing infotypes until the end of the dual-currency phase. The existing records with the old currency that are valid after the end of the dual-currency phase can be split using another report and then converted.

### Situation After the Currency Conversion

When creating a new infotype record, the standard currency from table T5UD3 is entered in the currency field. The infotype start date is the key date. The new currency is transferred to the infotype record if the start date for the record is after the conversion key date. The infotype records existing in the system at the time of the currency conversion are not converted at first. This means that the infotype records can exist with both the new currency and old currency. All programs in the Benefits component are capable of processing amounts with different currencies and, if necessary, converting these amounts.

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**Benefits****Data Transfer to Payroll**

Payroll always requires the amounts from the Benefits module in the payroll currency. If the amounts in the infotypes or Customizing tables have a different reference currency, they are converted accordingly within the Benefits module.

**Actions**

Run report RPUBEN45 before the key date of the currency changeover (see Customizing: *Benefits* → *Tools*). Since the currency changeover for a benefits area cannot be reversed, SAP recommends that you use report RPUBEN43 to create a backup copy of the benefit area before running the report.

## Human Resources - Germany

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**Changing Over Country-Specific Tables**

## Changing Over Country-Specific Tables

When amounts are converted in country-specific infotypes and Customizing tables, a distinction must be drawn between areas that have the character of individual contracts and areas that are linked to the payroll currency.

The infotypes and tables for tax, social insurance, reduced hours compensation and construction pay are also converted by program RPUEMUXX. The amounts are always stored in the payroll currency.

Individual contracts (capital formation, company insurance, loans, garnishments) can have a currency that is different from the payroll currency. This means that these contracts do not have to be converted on the changeover key date, but can be changed over at any time between 1/1/1999 and 12/31/2001.

The following sections give a detailed description of how the changeover will affect the individual areas.

## Social Insurance

The German legislative body and the leading German social insurance associations have stated that the assessment thresholds and contributions amount will not be published in euros until January 01, 2002, and that statements of contributions and DUEVO notifications will only be accepted in euros as of January 01, 2002. The same applies to information, certificates, and notifications regarding benefits.

Second report of the *Arbeitsstabs Europäische Wirtschafts- und Währungsunion* (ASWWU) from March 27, 1998, item 36:

**"...Having weighed up all the options, the social insurance institutions plan to make the changeover on January 1, 2002. An important reason for this is that citizens wish to receive notice of the pensions, etc., that they have been granted with the amounts expressed in German marks for as long as German mark bank notes and coins are in circulation..."**

### Concept

Consequently, the payroll currency cannot be changed over until January 01, 2002. Should the leading associations change their stance, and, during the dual-currency phase, decide to publish assessment thresholds and contribution amounts in both currencies, and accept statements of contributions paid and DUEVO notifications in both currencies, each company is free to choose the date on which the payroll currency is changed over. This statement is based on the assumption that such a changeover is also possible in other areas (such as tax).

### Master Data

The currency of the *Social Insurance* (0013) and *SI Additional Insurance* (0079) infotypes is derived from the payroll currency. The currency of the infotype is the same as the payroll currency assigned to the validity period of the infotype record.

### Legal Specifications

A range of legal specifications (for example, assessment thresholds, reference values, and so on) are published with regard to the calculation of social insurance contributions. These amounts are stored in a time-dependent table. As was the case for master data, the currency of the amounts is determined on the basis of the payroll currency that is valid for this validity period. This means that, when the payroll currency is changed over, these amounts have to be delimited in the table.

To enable test cases to be set up for the changeover to the euro, the corresponding constants have been converted. It is planned, however, that new payroll constants (in euros) will be made available on 1/1/2002 (as part of the HR fiscal year change), and that these constants will replace the original converted constants.

### Payroll

Social insurance is processed in the payroll currency. The amounts in the master data records and in the legal specifications do not have to be converted, since they are already expressed in the payroll currency. The income threshold deficits for one-off payments will be converted when the payroll currency is changed over. This means that one-off payments can also be processed using the "March" clause.

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**Social Insurance****Reporting**

Generally speaking, the amounts in the statement of compulsory contributions paid is printed in the payroll currency. One-off payments where the "March clause" comes into force, and where the changeover occurs between the date of origin and the date when they are made into contributions, are handled differently. These amounts are converted from euros to DEM.

Contributions that are assigned to a period before the changeover, appear in both currencies on the statement of contributions paid once the changeover occurs. However, the bank transfer is effected in euros.

**Checking the Conversion**

In the appendix, you will find a list of all tables converted by report RPUEMUXX. Please check that all these fields were converted correctly. If any errors occur, please proceed as described in the report documentation.

## Tax

The legislative authorities have not yet made a definitive statement on whether the official flow chart for calculating income tax automatically will be drawn up and published in euros before 1/1/2002.

It has been decided, however, that the income tax tables will not be available in euros in the period from 1/1/1999 through 12/31/2001. It is certain that income tax tables in DEM will be available.

Second report of the ASWWU from March 27, 1998, item 34, paragraph b:

**"... it is not considered necessary that official income tax tables be published in euros..."**

### Concept

From a fiscal point of view, the payroll currency can only be changed over on the first day of the calendar year for which the authorities have published tax tables in euros. In theory, though, each company can decide the date on which the payroll currency will be changed over. Nevertheless, it only makes sense to change over the payroll currency at the start of the year for which tax tables have been published in euros. This is because all tax-related calculations are based on the values for an entire year. Having said that, it is recommended that the changeover only be made on 1/1/2002, since social insurance amounts will not be changed over into euros until this date.

### Master Data

The currency of the *Fiscal Data* (0012), *Previous Employers* (0093) and *Child Allowance* (0232) infotypes is derived from the payroll currency. The currency of the infotype is the same as the payroll currency assigned to the validity period of the infotype record. This means that, when the payroll currency is changed over, all tax-related infotypes have to be delimited, and a new infotype record is created with the converted amounts.

The *Internal Control* infotype (0032) is used to store the listed price of a company car. This is required for the company car scheme. During the dual-currency phase (that is, for as long as payroll is performed in DEM), the listed price of a company car can be stored in euros in this infotype. When you create a new *Internal Control* infotype record (0032), the default currency for the company car listed price is always the current payroll currency.

The *Fiscal Data* infotype (0012) must be delimited using report *RPIJSTD0* and a new record created for the current year. Data on *Previous Employers* (0093) always refers to a partial period within a year, and does not need to be converted. Similarly, *Child Allowance* (0232) is redefined each year and does not have to be converted.

### Legal Specifications

The official flow chart for calculating income tax automatically is used (in the form of a tax formula valid for the calendar year in question). This tax formula is used to create the tax tables valid for the calendar year, and is stored in a time-based table. The formula is included in the HR fiscal year change program.

### Payroll

Tax is calculated in the payroll currency. The amounts in the master data records and in the legal specifications do not have to be converted, since they are already expressed in the payroll currency.

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**Tax****Reporting**

The amounts that appear on trade tax declarations, employment tax notifications and employment tax statements are printed in the payroll currency. Retroactive accounting differences for the previous calendar year are handled differently for employment tax statements and notifications, if the changeover to the euro was made at the start of the year. These retroactive accounting differences are converted from DEM into euros and printed on the employment tax notification (or employment tax statement) for the new calendar year.

**Checking the Conversion**

In the appendix, you will find a list of all tables converted by report RPUEMUXX. Please check that all these fields were converted correctly. If any errors occur, please proceed as described in the report documentation.

## Reduced Hours Compensation / Winter Compensation

Since reduced hours compensation (RHC), and winter compensation (WC) from contributions are calculated in Payroll, the payroll currency is used for this. The payroll lists for the state employment agency (and health insurance funds) are printed in the payroll currency.

### Master Data

In the *Reduced Hours/Bad Weather* infotype, you can specify the target compensation for calculating reduced hours compensation/winter compensation/winter compensation from contribution. The payroll currency specified in table *T500C* is used here. It is not possible to enter a different currency.

### Payroll

Reduced hours compensation and winter compensation are calculated in the payroll currency.

Constants that are required for the official schedule used for determining the flat-rate net remuneration are stored in the payroll currency. It is unlikely that the authorities will publish these constants in euros before January 01, 2002.

### Reporting

The payroll lists for the state employment agency (and health insurance funds) are printed in the payroll currency.

### Checking the Conversion

In the appendix, you will find a list of all tables converted by report RPUEMUXX. Please check that all these fields were converted correctly. If any errors occur, please proceed as described in the report documentation.

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**Capital Formation Savings**

## Capital Formation Savings

During the dual-currency phase, for as long as payroll is performed in DEM, capital formation contracts can be concluded and transferred in a different currency.

### Concept

To show this in the system, a currency is assigned to each capital formation contract in HR master data. The default value when creating a capital formation contract is always the current payroll currency.

### Master Data

The savings amount is stored in the *Capital Formation* infotype (0026) and can be selected and changed when a record is created or copied.

The employer shares are stored in a Customizing table. These are stored in the payroll currency independently of the individual contract and are converted using the program RPUEMUXX.

### Payroll

Savings amounts for capital formation contracts that are defined in currencies other than the payroll currency are converted into the payroll currency. The employer contributions are stored in the payroll currency and are added directly to the gross SI/tax amount without conversion.

The savings amounts are transferred in the currency stored in the corresponding master data record.

### Changing Over the Payroll Currency

Report RPUEMVDE (*Capital formation contracts on key date of euro changeover*) lists all company insurance contracts that have not been defined in the payroll currency on the key date for the currency changeover. The capital formation contracts are not converted automatically. You can, however, access the master data record from the list, and change the data online.

Many CF contracts are concluded using the statutory employer contribution. Since it is not certain that the employer contribution in euros can be determined simply by converting the flat-rate tax threshold in DEM, each contract must be processed manually.

## Company Insurance

During the dual-currency phase, for as long as payroll is performed in DEM, company insurance contracts can be concluded and transferred in a different currency.

### Concept

To show this in the system, a currency is assigned to each company insurance contract in HR master data. The default value when creating a company insurance contract is always the current payroll currency.

### Master Data

The currency of the insurance premium and the sum insured is stored in the *Direct Insurance* infotype (0026) and can be selected and changed when a record is created or copied.

The currency of the insurance premium can differ from the currency of the amount insured.

Legal specifications, for example, flat-rate tax thresholds, are stored in the constants table in the payroll currency. It is unlikely that the authorities will publish new flat-rate tax thresholds in euros before January 01, 2002.

If a premium is paid in a foreign currency (EURO), the statutory flat-rate tax threshold is checked by converting the amount into the payroll currency and then comparing the thresholds.

### Payroll

Insurance premiums that are defined in currencies other than the payroll currency are converted into the payroll currency.

The amount insured is not relevant to Payroll and therefore does not need to be converted.

The company insurance premiums are transferred in the currency stored in the corresponding master data record.

### Currency Conversion

Report *RPUEMDDE (Company insurance on key date of euro changeover)* lists all company insurance contracts that have not been defined in the payroll currency on the key date for the currency changeover. The company insurance contracts are not converted automatically. You can, however, access the master data record from the list, and change the data online.

Many company insurance contracts are concluded for an amount equal to the statutory flat-rate tax rate. Since it is not certain that the flat-rate tax threshold in euros can be determined simply by converting the flat-rate tax threshold in DEM, each contract must be processed manually.

## Wage and Salary Garnishments

# Wage and Salary Garnishments

During the dual-currency phase, if payroll is still performed in DEM, a judge can specify the garnishment-exempt amount is euros, or list the various items that make up the garnishment claims (remaining debts, maintenance, litigation costs,...) in euros in the garnishment order.

### Concept

To show this in the system, a currency is assigned to each garnishment in HR master data. The default value when creating a garnishment is always the current payroll currency. All amounts that affect the payroll aspect of garnishments are then stored in this currency.

When creating the garnishment, you have to decide on the currency in which the amounts are to be stored. You cannot 'mix and match' currencies (for example, 500 euros for litigation costs, 1200 DEM maintenance costs and 1500 euros for the garnishment-exempt amount).

### Master Data

The currency is stored in the *Garnishment* infotype (0111) and can only be selected when a record is created. You can only change the currency at a later stage by using the tools provided for this (cf. currency changeover).

All amounts in further garnishment infotype records are created in this currency. The currency is displayed to the right of each amount field.

### Payroll

The garnishments are processed in the payroll currency.

Statutory specifications, for example, the garnishment-exemption amounts are stored in the payroll currency in the constants table, as are the employer costs. It is unlikely that the authorities will publish new exemption amounts in euros before January 01, 2002.

Master data amounts that are defined in currencies other than the payroll currency are converted into the payroll currency.

Any existing payroll results that affect the calculation of the garnishment amounts (remaining debt, accumulated credit, retroactive accounting differences) are also converted when the payroll currency is changed over.

To keep the number of conversion activities (and, therefore, the number of rounding differences) to a minimum, the garnishment amounts are always transferred in the payroll currency (even if the garnishment amount is defined in another currency). Unlike capital formation contracts, it is not the transferable amount that is stored in master data, but the garnishment-exempt amount or claim. The garnishable amount (and, consequently, the transfer amount) is determined in Payroll on the basis of exemption amounts that already exist in the payroll currency.

Otherwise, two conversions would be required to transfer a garnishment in euros to a payroll system where the payroll currency is in DEM.

### Reporting

The details of declaration of a third-party debtor (report *RPCPDRD0*) are always shown in the currency of the garnishment. The currency itself is also displayed.

The garnishment results are evaluated (report *RPCPL1D0*) in the currency of the garnishment that is valid at the time of the evaluation. You can influence the currency by selecting an optional parameter; the amounts are then converted accordingly. The currency itself is also displayed.

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**Wage and Salary Garnishments**

You can use this report to inform employees of changes made to their data as a result of the changeover (this is required by law).

**Currency Conversion**

You can change the currency using the tools provided. Report RPIPITD1 (*Create batch input for EMU conversion (garnishment, Germany)*) generates a batch input session for converting all the amount fields for infotypes belonging to a garnishment on a key date.

The batch input session can be generated for individual garnishments, for all garnishments pertaining to an employee, or for all the garnishments for a group of persons (payroll area, for example).

The report generates a list of all converted garnishments. If you want to check that the changeover is correct, you can process the batch input session in online mode, or verify it using the batch input analysis tools.

## Loans

# Loans

During the dual-currency phase (in other words, when the old and new currencies can both be valid at the same time), loans can be created or paid out in either the old or new currency.

### Concept

To make this possible, a currency field is assigned to all amount fields in master data that are relevant for managing loans. When you create a loan, the current payroll currency is always the default currency. You can assign different currencies to a loan contract. For example, you can approve a loan for a sum in DEM but pay it out and repay it in euros.

### Master Data

The currency is entered in the corresponding fields in the infotypes and can be changed as required up to the end of the dual-currency phase or currency conversion phase.

### Payroll

The loans are processed in the payroll currency.

Legal specifications, for example, the exemption amounts for imputed income, are stored in the constants table in the payroll currency. It is unlikely that the authorities will publish new constants in euros before January 01, 2002.

Loan amounts that are defined in currencies other than the payroll currency are converted into the payroll currency, and then paid.

### Reporting

Any currency can be specified in the reports available for evaluating loans (account statement, overview, and determination of present value).

You can run report RPUEMU77 (*Information notice after EMU currency changeover*) to create a message explaining the changes in the stored data resulting from the conversion. This is in the form of a letter that can be given to the employee.

### Changing Over the Currency

On a key date, the relevant currency fields for the current loan are changed over to the future currency (euro) using the report RPUEMU70 (*EMU currency conversion for loan amounts*). The existing records are delimited and new records are created with the euro amounts. If required, the amount can be rounded during the conversion.

### Checking the Conversion

The report generates a list of all converted loans. Check that these loans have all been correctly and completely converted.

After the conversion, all loan records must be created in euros, even when it is still possible to enter amounts in the country currency during the dual-currency phase.

## Construction Pay

### Concept

Since all calculations affecting construction wages are performed as part of Payroll, the payroll currency is used for all amounts.

### Master Data

The amount fields in the *Construction Pay: Previous Employer* (0190) and *Construction Pay: Expenses* (0191) infotypes are automatically assigned the payroll currency. The amounts in the *Construction Pay: Expenses* (0191) infotype are converted on the key changeover date. The *Construction Pay: Previous Employer* infotype (0190) must be delimited for the changeover date. The data is not converted, and no new record is created.

The entries in the *Construction Pay: Transaction Data* infotype (0215) are defined for exact days. The currency is the payroll currency.

### Payroll

In Payroll, all construction pay calculations are performed in the payroll currency. The statutory values for the calculation also use the payroll currency.

### Reporting

The reports for social funds procedure are run in the payroll currency.

Please bear the following in mind when changing over the currency.

- **Wage compensation**

Report RPCBLAD0 (*Construction pay: Wage compensation calculation*) is run in December and creates a batch input session with amounts in the payroll currency. The batch input session updates the *Additional Payments* infotype (0015) with a date in December and January. If the currency is changed over between December and January, then in the payroll run for January, the December amounts in the old currency are converted into euros.

- **13th monthly income**

The rounding amount specified in table T5DBP (13<sup>th</sup> months income - construction industry) must be maintained manually.

- **External data for trade tax breakdown**

The amounts in table T5DB2 (*External data for breakdown of trade tax (construction industry)*) are maintained each month in the payroll currency.

### Checking the Conversion

In the appendix, you will find a list of all tables converted by report RPUEMUXX. Please check that all these fields were converted correctly. If any errors occur, please proceed as described in the report documentation.

Construction Pay

## Public Sector

Only a few special German Public Sector infotypes are affected by the changeover. The view for the *Basic Pay* infotype (0008) is dealt with by the general changeover (cf. section *Changing Over the Currency for Wages and Salaries*).

### Concept

All calculations for the German Public Sector are performed in the payroll currency. All amounts are also stored and defined in the payroll currency. All amounts are also stored and defined in the payroll currency.

### Master Data

The *Official Housing* (0320), *Employee Accommodations* (0321) and *Non-Monetary Remuneration* (0330) infotypes contain amount and currency fields that are not stored directly in the infotypes, but which are read from tables and displayed. The currency that is displayed is the valid payroll currency. These infotypes are delimited by changeover report RPUEMUXX on the changeover key date, and a new record is created which is identical to the original record except that its validity period is different. The amounts do not have to be converted.

These infotypes are only available in the standard system as of Release 4.5A. In the industry solution IS-HR/PSG, these infotypes are available as of Release 4.0B. They are also converted using report RPUEMUXX. Please check that all these fields were converted correctly. If any errors occur, please proceed as described in the report documentation.

### Customizing

When you maintain tables T5D8E and T5D8F for non-monetary remuneration in accordance with the legal regulations, please remember that the amounts you use are always in the payroll currency. The amount fields of these tables are delimited and converted by RPUEMUXX as of the key date.

By changing over the tables with the amounts for official housing, employee accommodations, and benefits in kind at the same time, you can ensure that the correct amounts are then displayed in these infotypes.

### Payroll

In Payroll, all Public Sector calculations are performed in the payroll currency. The statutory values for the calculation also use the payroll currency.

### Checking the Conversion

In the appendix, you will find a list of all tables converted by report RPUEMUXX. Please check that all these fields were converted correctly. If any errors occur, please proceed as described in the report documentation.

## Company Pension Scheme

# Company Pension Scheme

During the dual-currency phase, for as long payroll is performed in DEM, individual fixed values in entitlements, or pension payments can be concluded and transferred in a different currency.

All amounts relevant for the calculation of pensions from the CPS database can also be in any currency and, if required, are converted for the calculation of pensions when imported.

All amounts that are required for Customizing, however, must be in the payroll currency, and are to be recorded in this currency.

### Concept

To show this in the system, a currency is assigned to each capital formation and each pension payment in HR master data. The default value when creating an infotype is always the current payroll currency.

Each record in the CPS database also has its own currency field.

It is not necessary to specify a currency in Customizing

### Master Data

The currency in which pension payments are made is stored in the *Basic Pension Payments* Infotype (0201), and can be selected and changed when a record is created or copied. The currency for entitlements in infotype in the *Entitlements* (0202) infotype is not a required entry field, since, in most cases, amounts are not entered here. Instead, as a rule, the values in Customizing are applied. If amounts are entered here, they must be assigned to a (selected) currency. This then applies to all amounts in the infotype.

### Payroll

Pension payments and fixed values in entitlements that are defined in currencies other than the payroll currency are converted into the payroll currency. Any relevant or fictitious income / amounts are stored in the payroll currency in the payroll results (RT table).

### CPS Database

Each record in the CPS database contains its own currency field. This enables you to enter amounts in differing currencies for each person / period / wage type, and so on.

When data is automatically transferred from the payroll results, the amounts are immediately converted to the payroll currency. The currency can only differ from the payroll currency if you make entries manually, or if you transfer data from external systems.

When values are imported or processed for pension calculation, the records are, if necessary, converted to the payroll currency and further processed.

### Customizing

Enter all amounts in Customizing in the payroll currency. The report *RPUEMUDE* (Change in payroll currency and conversion amounts for Germany) converts the payroll currency to EURO and delimits the old records.

### Calculation of Pensions

Pensions are always calculated in the payroll currency. Amounts in other currencies from master data or the CPS database are converted to the payroll currency. The calculated pension is entered in the payroll currency in the *Basic Pension Payments CPS* infotype (0201).

### Converting the Currency for Master Data

Report *RPUEMBDE (CPS Master Data on Key Date for Euro Change)* lists all pension payments and entitlements that have not been defined in the payroll currency on a key date.

You can access the master data record from the list, and change the data online. In addition, you also have the option of creating a batch input session that converts all the selected amounts for the key date. The batch input session can be generated for each employee or for person groups (payroll area, for example). If you want to check that the changeover is correct, you can process the batch input session in online mode, or verify it using the batch input analysis tools.

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**Statements and Statistics**

## Statements and Statistics

### Statements

At the moment, there are no definitive legal regulations stating how amounts should be printed on employee statements during the dual-currency phase and after the changeover to the euro. However, the authorities have stated that they will accept statements in DEM until December 31, 2001.

For this reason, no changes have yet been made to statements. The amounts will continue to be printed in the payroll currency (in other words, until December 31, 2001).

### Statistics

At the moment, there are no definitive legal regulations stating how amounts should be printed for statistics during the dual-currency phase and after the changeover to the euro. However, the authorities have stated that they will accept statistics in DEM until December 31, 2001.

For this reason, no changes have yet been made to statistics reports. The amounts will continue to be printed in the payroll currency (in other words, until December 31, 2001).

## Human Resources - Austria

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**Changing Over Country-Specific Tables**

## Changing Over Country-Specific Tables

When amounts are converted in country-specific infotypes and Customizing tables, a distinction must be drawn between areas that have the character of individual contracts and areas that are linked to the payroll currency.

Report RPUEMUXX (*Change in payroll currency and conversion of amounts*) is also used to convert the infotypes and tables used for taxes, social insurance, and family assistance. Therefore, these amounts always exist in the payroll currency.

Individual contracts (loans, garnishments) can have a currency that is different from the payroll currency. This means that these contracts do not have to be converted on the changeover key date, but can be changed over at any time between 1/1/1999 and 12/31/2001.

The following sections give a detailed description of how the changeover will affect the various areas.

## Social Insurance

The statutory bodies and the social insurance institutions have stated that the maximum contribution bases and insignificance thresholds will only be published in euros as of January 01, 2002. We can therefore assume that contribution statements and contribution basis notifications will only be accepted in ATS up to this date.

### Concept

Consequently, the payroll currency cannot be changed over until January 01, 2002 at the earliest. Should the social insurance associations change their stance, and, during the dual-currency phase, decide to publish all values used in Payroll in both currencies, and accept all ELDA (electronic data transfer) notifications in both currencies, and a changeover is possible in all other areas (for example, tax), each company is free to choose the date on which the payroll currency is changed over.

### Master Data

The information on contribution groups, social insurance agencies and contributions that is stored in the *Social Insurance Austria* infotype (0044) is retained. No amounts are stored in this infotype. As a result, this infotype need not be delimited or converted on the changeover date.

### Legal Specifications

Different statutory values are used to calculate the social insurance contributions (for example, maximum contribution bases and insignificance thresholds). These amounts are stored in a time-based table (table T511K (*Payroll constants*)). The currency of the amounts is also determined on the basis of the payroll currency that is valid for this validity period. This means that, when the payroll currency is changed over, these amounts have to be delimited in the table.

The payroll constants are delimited using the program RPUEMUXX (*Change in payroll currency and conversion of amounts*). The program assumes that new constants will be published in euro by the authorities as of January 01, 2002. These constants will be included in the HR fiscal year change program.

To enable test cases to be set up for the changeover to the euro, you can also enter these constants manually.

### Payroll

Social insurance is processed in the payroll currency. The amounts in the legal specifications do not have to be converted, since they are already expressed in the payroll currency.

Previous payroll results that are important for the calculation of social insurance contributions are converted when the payroll currency is changed over.

### Reporting

The amounts in the statement of contributions and contribution basis notifications are usually printed in the payroll currency. The authorities have not yet stated how the statements of contributions paid should be created if they include retroactive accounting results from periods in which payroll was run in ATS. It is anticipated however, that such periods will always be printed separately.

## Social Insurance

### Electronic Data Transfer (ELDA) to Social Insurance Agency

In record versions introduced since 01.01.1999 to data media transfer between employers and regional health funds, the currency fields are now filled by SAP with ATS. This applies to all notification types that are reported using ELDA:

- SI registration, deregistration and amendment notifications
- Statements of contributions paid
- Contribution basis notifications
- Reimbursement claims in accordance with § 8 EFZG (Law governing continued pay)

### Sickness Certificates and Charges

The data entered in the *Sick Certificates A* infotype (0056) is saved each quarter. For this reason, records valid after the key date of the conversion may exist for this infotype. Therefore, the *Sick Certificates* infotype (0056) must not be delimited.

The sickness certificate charge generated by the system is stored as a payroll constant and is delimited for the key date by report RPUEMUXX (*Change in payroll currency and conversion of amounts*). SAP will deliver the corresponding amount in euros in the HR fiscal year change program as soon as it is published by the authorities.

## Tax

The Federal Ministry of Finance has stated that the remuneration statement L16 should be created using ATS for the payroll periods until December 31, 2001. In addition, statements of exemption amounts will be printed in ATS during the transition phase (01/01/1998 through 12/31/1998). It is anticipated that the values required in the calculation of employment tax (for example, deduction amounts, exemption amounts) will only be published after January 01, 2002.

### Concept

From a fiscal point of view, therefore, the payroll currency can only be changed over as of January 01, 2002. This ensures that the annual remuneration statement L16 is created correctly, in other words, without rounding errors.

A changeover at an earlier date would only be possible if all values required for the calculation of employment tax were published in euros, if the financial institutions would accept the remuneration statement in euros and if the changeover was also possible in all other areas, for example, in social insurance. If this is the case, each company is then free to choose the date on which the payroll currency is changed over.

### Master Data

The currency for the individual exemption and deduction amounts for the *Tax - Austria* infotype (0042) is determined using the payroll currency. The currency of the infotype record is the same as the payroll currency assigned to the validity period of the infotype record. This means that, during the changeover of the payroll currency, all records for the *Tax - Austria* infotype (0042) must be delimited and new records must be created for this infotype. The *Tax - Austria* infotype (0042) must therefore be delimited and created again for the current year using the report RPILSKA0 (*Creation of new tax records by means of Batch Input*).

The data in the *Previous Employer - A* infotype (0055) always refers to a partial period within a year and therefore need not be delimited.

In the *Commuter Lump Sum A* infotype (0058), the currency for the transport costs in private transport is determined from the payroll currency. The currency of the infotype record is the same as the payroll currency assigned to the validity period of the infotype record. This means that, during the changeover of the payroll currency, all records for the *Commuter Lump Sum* infotype must be delimited and the amount for the transport costs must be converted. The program RPUEMUXX (*Change in payroll currency and conversion of amounts*) delimits and converts the infotypes.

### Legal Specifications

Different statutory specifications are used when calculating the employment tax (for example, exemption amounts and thresholds). These amounts are stored in a time-based table (table T511K (*Payroll constants*)). Two additional time-based tables are also used to store amounts relevant to tax (tables T5A2S (*Deductible amounts (A)*) and T5A2E (*Income tax rates*)).

The currency of the amounts is also determined on the basis of the payroll currency that is valid for this validity period. This means that, when the payroll currency is changed over, these amounts have to be delimited in these tables.

The payroll constants are delimited using the program RPUEMUXX (*Change in payroll currency and conversion of amounts*). The program assumes that new constants will be published in euro by the authorities as of January 01, 2002. These constants will be included in the HR fiscal year change program.

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**Tax**

To enable test cases to be set up for the changeover to the euro, you can also enter these constants manually.

**Payroll**

Tax is calculated in the payroll currency. The amounts in the master data records and in the legal specifications do not have to be converted, since they are already expressed in the payroll currency.

**Reporting**

In the tax reports (remuneration statement L16, payroll with local tax office and municipal tax reporting), the amounts are displayed in the payroll currency. The authorities are still unclear how differences resulting from a retroactive accounting run in the previous calendar year are to be processed if the currency conversion to euro takes place at the start of the year, and payroll uses the local tax office and municipal tax reporting.

**Checking the Conversion**

Report RPUEMUXX (*Change in payroll currency and conversion of amounts*) converts different tables. Please check that all these fields were converted correctly. If any errors occur, please proceed as described in the report documentation.

## Wage and Salary Garnishments

During the dual-currency phase, if payroll is still performed in ATS, a judge can specify the garnishment-exempt amount in euros, or list the various items that make up the garnishment claims (remaining debts, maintenance, litigation costs,...) in euros in the garnishment order.

### Concept

To show this in the system, a currency is assigned to each garnishment in HR master data. The default value when creating a garnishment is always the current payroll currency. All amounts that affect the payroll aspect of garnishments are then stored in this currency.

When creating the garnishment, you have to decide on the currency in which the amounts are to be stored. You cannot 'mix and match' currencies (for example, 500 euros for litigation costs, 7200 ATS maintenance costs and 1500 euros for the garnishment-exempt amount).

### Master Data

The currency is stored in the *Garnishment/Cession* infotype (0111) and can only be selected when a record is created. You can only change the currency at a later stage by using the tools provided for this (cf. [currency changeover \[Page 30\]](#)).

All amounts in further garnishment infotype records are created in this currency. The currency is displayed to the right of each amount field.

### Payroll

The garnishments are processed in the payroll currency.

Statutory specifications, for example, the garnishment-exemption amounts are stored in the payroll currency in the constants table, as are the employer costs. It is unlikely that the authorities will publish new exemption amounts in euros before January 01, 2002.

Master data amounts that are defined in currencies other than the payroll currency are converted into the payroll currency.

Any existing payroll results that affect the calculation of the garnishment amounts (remaining debt, accumulated credit, retroactive accounting differences) are also converted when the payroll currency is changed over.

To keep the number of conversion activities (and, therefore, the number of rounding differences) to a minimum, the garnishment amounts are always transferred in the payroll currency (even if the garnishment amount is defined in another currency). With garnishments, it is not the transferable amount that is stored in master data, but the garnishment-exempt amount or claim. The garnishable amount (and, consequently, the transfer amount) is determined in Payroll on the basis of exemption amounts that already exist in the payroll currency.

Otherwise, two conversions would be required to transfer a garnishment in euros within a payroll system where the payroll currency is in ATS.

### Reporting

The details of declaration of a third-party debtor (report *RPCPDRD0 (Support for the Declaration made by the Garnishee in acc.w/ §301 EO)*) are always shown in the currency of the garnishment. The currency itself is also displayed.

The garnishment results are evaluated (report *RPCPL1A0 (Evaluation of garnishment results)*) in the currency of the garnishment that is valid at the time of the evaluation. You can influence the

## Wage and Salary Garnishments

currency by selecting an optional parameter; the amounts are then converted accordingly. The currency itself is also displayed.

You can use this report to inform employees of changes made to their data as a result of the changeover (this is required by law).

### Currency Conversion

You can change the currency using the tools provided. Report RPIPITA1 (*Create batch input for EMU conversion (garnishment, Austria)*) generates a batch input session for converting all the amount fields for infotypes belonging to a garnishment on a key date.

The batch input session can be generated for individual garnishments, for all garnishments pertaining to an employee, or for all the garnishments for a group of persons (payroll area, for example).

The report generates a list of all converted garnishments. To check that the changeover is correct, you can process the batch input session in online mode, or verify it using the batch input analysis tools.

## Loans

During the dual-currency phase (in other words, when the old and new currencies can both be valid at the same time), loans can be created or paid out in either the old or new currency.

### Concept

To make this possible, a currency field is assigned to all amount fields in master data that are relevant for managing loans. When you create a loan, the current payroll currency is always the default currency. You can assign different currencies to a loan contract. For example, you can approve a loan for a sum in ATS but pay it out and repay it in euros.

### Master Data

The currency is entered in the corresponding fields in the infotypes and can be changed as required up to the end of the dual-currency phase or currency conversion phase.

### Payroll

The loans are processed in the payroll currency.

Legal specifications, for example, the exemption amounts for imputed income, are stored in the constants table in the payroll currency. It is unlikely that the authorities will publish new constants in euros before January 01, 2002.

Loan amounts that are defined in currencies other than the payroll currency are converted into the payroll currency, and then paid.

### Reporting

Any currency can be specified in the reports available for evaluating loans (account statement, overview, and determination of present value).

You can run report RPUEMU77 (*Information notice after EMU currency changeover*) to create a message explaining the changes in the stored data resulting from the conversion. This is in the form of a letter that can be given to the employee.

### Currency Conversion

On a key date, the relevant currency fields for the current loan are changed over to the future currency (euro) using the report RPUEMU70 (*EMU currency conversion for loan amounts*). The existing records are delimited and new records are created with the euro amounts. If required, the amount can be rounded during the conversion.

### Checking the Conversion

The report generates a list of all converted loans. Check that these loans have all been correctly and completely converted.

After the conversion, all loan records must be created in euros, even when it is still possible to enter amounts in the country currency during the dual-currency phase.

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**Statistics****Statistics**

At the moment, there are no definitive legal regulations stating how amounts should be printed for statistics during the dual-currency phase and after the changeover to the euro. However, the authorities have stated that they will accept statistics in ATS until December 31, 2001.

For this reason, no changes have yet been made to the statistics report (RPCISTA0 *Economic statistics for central office of statistics*). The amounts will continue to be printed in the payroll currency (in other words in ATS), until December 31, 2001.