



PEOPLESOFT TO SAP HCM

Feasibility study - Extract



PERSONNEL ADMINISTRATION



Personnel Administration

PEPS overview

- HR business which are mainly supported by PeopleSoft Workforce Administration :
 - Manage org structure (Create and manage departments, locations, job families, job codes...)
 - Administer workforce (Hire - rehire employee / Update personal data and job data / Update additional data / Manage individual calendar and leave of absence)
 - Compensate employees (Manage indemnities and privileges / Manage benefits, pension plans and medical coverage)

- Population : + 3000 staff members

- Location : worldwide

- Staff : 5 categories (Official / Unclassified / Temporary / Freelance / Trainees)



Personnel Administration

Situation - OECD AS-IS

Id	Function	Current Solution
A001	Personnel Number ID	<ul style="list-style-type: none">- single personnel number per staff member generated automatically by PEPS common for all application (PATS / HR Kiosk / SEM /...):<ul style="list-style-type: none">for current population (active/inactive) : 5 digit numberfor ancient populations (inactive) : 1 letter (H) or (X) + 5 digit number- no change of personnel number in case of country changes / rehire
A002	Language strategy	<ul style="list-style-type: none">- PEPS is only in English- OECD requirement is to have all application & forms in English and French- single company code for all OECD applications
A003	Enterprise Structure	<ul style="list-style-type: none">- for SAP FI, a single personal area is assigned to molga 06-France- Organizational Structure in PEPS (Part 1 Centralized: Directorate tree hierarchy plus job family Part 2 de-centralized: units / teams)- Position are not managed (no position based headcount)- in PEPS, assignment can correspond to a building or town- 95% of the population is based in Paris- single level of definition for staff categories : Officials / Temporary / Freelance / Unclassified / Trainees / Unpaid will now become On loan
A004	Personnel Structure	<ul style="list-style-type: none">- staff categories are in applications both (SEM / PEPS) / mapping table exists because different coding is used- sub staff categories are not represented (fonctionnaires Internationaux / Fonctionnaires detaches (which is once again a status))- some staff categories are in fact sub staff categories : Unclassified are included in the Officials



Personnel Administration

Situation - OECD AS-IS

Id	Function	Current Solution
A005	Employment Status	<ul style="list-style-type: none">- in PEPS, we have two status :<ul style="list-style-type: none">1- HR status with values active/inactive2- PAYROLL status with different values (list of payroll status to be provided)- Both status are derived by the system in regards of the job actions use- Cost distribution is only in SEM (no position / no cost center in PEPS) <p>There is a kind of Cost center hierarchy, which is linked to the department structure</p>
A006	Cost distribution	<p>but exact funding source is not reflected in PEPS => this is only done in SEM</p> <ul style="list-style-type: none">- In SEM, we have : control of 3 budget axis / re-imputation process (which is not visible in PEPS) / assignment of FM-CO-GL MD to position / fixed and percentage financing / charge back functionality
A007	Personnal Data file	<ul style="list-style-type: none">- Personnel data file can be updated in the same moment by PEPS and HR Kiosk- Personnel data file can be updated during a Payroll Run- Personnel data file is locked during a GL account processing <p>Master Data application for</p>
A008	BIPD	<ul style="list-style-type: none">a) cards issued to staff member (defined number of types of cards)b) cards issued to staff member dependentsc) OECD vehicled) Reporting



Personnel Administration

Situation - OECD AS-IS

Id	Function	Current Solution
A009	Notification (Personnel Actions) Report	NOA Notification of Actions separate application with Master Data coming from PEPS email send to staff to inform about the action after approval no specific report or printout
A010	Pension basic information	- No Interface to IRPS - This is separate system for the pensioners incl Pension simulation is in PEPS. - It corresponds to a seniority calculation
A011	Benefits/Insurance	PEPS is using the Benefit enrolment functionality
A012	After Service Health Insurance Coverage	Still coverage for x months. Manual process



Personnel Administration

Situation - SAP Standard

Employee Master

- PA 20 Display Employee Master
- PA 30 Maintain Employee Master
- PA 40 Personnel Actions

HR Structure				
IT 0000 Actions / IT 0001 Organizational Assignment				
Time Management	Benefits	Employee Data	Payroll Data	Expatriate Mgmt.
IT 2001 Absences IT 2002 Attendances IT 2003 Substitutions IT 2006 Absence Quota *****	IT 0171 General Benefits IT 0167 Health Plans IT 0168 Insurance Plans IT 0169 Savings Plans ****	IT 0002 Personal Data IT 0006 Address IT 0021 Family Members and Dependent *****	IT 0008 Basic Pay IT 0009 Bank Details IT 0014 Recurring Payments IT 0015 Additional Payments *****	IT 0702 Documents IT 0703 Dependents count IT 0704 Dependent info IT 0705 Checklist info *****

Personnel administration (PA) deals with the administrative activities related to employee master data. Employee master data has multiple country-specific specificities and are compliant to legal requirements. In SAP ERP HCM infotypes are the units of information. One infotype defines the data structure for semantically related data, which is stored together on the database and also displayed together on the user interface. Each Infotype has a own database table structure, which stores all instances of the infotype as records. In HCM typically data is valid only in a certain period of time. Infotypes support the time dependent storage of data. When data is updated then old data is internally time delimited using a date dependent validity of the record.



Personnel Administration

A001 Personnel Number ID

Current situation assessment

- In PEPS, retroactive calculation can't be done properly in case of hiring (because one payslip)

SAP solution standard

- In SAP we can manage 8 number digit but not alphanumeric. H population will have to migrate.
- When Hiring Action is executed in PA40, a Personnel Number is generated upon hiring an staff member. A SAP personnel number is numerical with 8 digits. Personnel number can be generated both internally as well externally. For OECD two Personnel Number Interval will be defined internally : one for the previous (H) and one for the current population
- Action Mutation/Rehiring will produce a payroll result split

Business benefits

- in case of mutation/rehiring two payslip can be produced



Personnel Administration

A002 Language strategy

Current situation assessment

- PEPS doesn't respect OECD requirement : English can only be used

SAP solution standard

- Since the SAP system supports multiple languages, two languages will be specified as part of the logon procedure : French or English.
- All these items will use the logon language accordingly : User Menus/SAP NWBC Navigation, Infotype, Launchpad Navigation, Pop-Up Messages, Instructional Content, Interactive and Print Forms, Drop-Down Values, Errors, Warnings, and Success Messages.

Business benefits

- HR data will be in French and English



Personnel Administration

A003 Enterprise Structure

Current situation assessment

- Enterprise structure is not consistent (one data is used to define different notion) and not detailed (one level of arborescence)

SAP solution standard

- The "IT0001-Organizational Assignment" deals with the incorporation of the staff members into the enterprise structure. With a OECD point of view :
 - One company code OECD should be used (identical to FI-TV)
 - Personnel Area should be defined as the Duty Station (Paris, Rome,...) . All Personnel Area should be assigned to country code for France (molga = 06)
 - Personnel Subarea should be defined as the Buildings
 - One couple of Personnel Area / Personnel Subarea per SIRET

Business benefits



Personnel Administration

A004 Personnel Structure

Current situation assessment

- Harmonization of staff categories have to be done (SEM / PEPS)
- Sub staff categories concept is missing in PEPS in order to facilitate customizing/reporting tasks

SAP solution standard

- "The "IT0001-Organizational Assignment" deals with the incorporation of the staff members into the personnel structure. With a OECD point of view :
 - Personnel Group should be divided on Officials / Unclassified / Unpaid
 - Personnel Subgroup depends of the staff member Group and should be
 - for Officials : Fonctionnaires détachés / Fonctionnaires Internationaux
 - for Unclassified : Temporary / Freelance
 - for Unpaid : Trainees / Unpaid

Business benefits



Personnel Administration

A005 Employment Status

Current situation assessment

- The HR status with only two values can't be used for key areas in the system

SAP solution standard

- "IT0000-Actions" will use the employment status to determine :
 - selection criteria within reporting
 - parameter for Organizational Management integration (for example, integration is not possible for staff members "retired" or "withdrawn")
 - if the staff member should be processed through payroll and/or time management (for example the payroll will not be processed for a staff member that has withdrawn from the company)
 - authorization to delete data records (time constraint 1 may be deleted (but not 0000, 0001, 0002) at the end if the value assigned to status 2 is 0, i.e. if the staff member has left the company)
- Moreover SAP delivers a standard field on the Infotype 0000 called Customer Specific Status. The Customer Specific status field is in addition to the standard status fields. It gets updated with each action and has no impact on payroll or time or other areas. It's exclusively for reporting.

Business benefits

- possibility to hold any level of detail that OECD wishes to store on staff member status, including active, on paid leave, unpaid leave, suspension, etc.
- selection criteria within reporting (Active/Inactive/Retired/Withdrawn)
- control for data integrity (for example the payroll will not be processed for a staff member that has withdrawn from OECD but its time calculation could)



Personnel Administration

A006 Cost distribution

Current situation assessment

- Cost distribution is only in SEM (no position / no cost center in PEPS)
- SEM control of 3 budget axis, re-imputation process :
 - assignment of FM/CO/GL MD to position
 - fixed financing
 - percentage financing

SAP solution standard

- For OECD, the cost distribution will be defined with :
 - "IT1018-Cost Distribution" which determines how costs incurred by an organizational unit or a position are to be distributed between several cost centers
 - "IT0027-Cost Distribution" determines the costs for employees to which the cost distribution is referring. If there is a valid record for IT0027, employee costs will always be handled according to this cost distribution. Otherwise, employee costs will be distributed according to the record for IT1018 which has been defined for the employee's position or work center.
 - in "IT0014-Recurring Payments and Deductions" and "IT0015-Additional Payments", it is possible to define a specific cost distribution for a specific premium.
- The cost distribution will be done by filling the following fields in these infotypes : Business area / Cost center / Fund / Funded Program. For each of these fields a Percentage rate will have be defined.

Business benefits

- Cost distribution defined in Payroll will be used by Accounting



Personnel Administration

A007 Personnel data file

Current situation assessment

- some major inconsistencies can be produced in the Personnel Data file : two different process can update simultaneously the Personnel Data file

SAP solution standard

- In SAP enqueue concept is used to prevent two or more processes attempting to update a database record at the same time by using two function modules : one to lock the data which starts with ENQUEUE_ and one to release the lock which starts with DEQUEUE_

Business benefits

- At the same time only a single application/process will be able to update a Personnel Data file



Personnel Administration

A008 BIPD

Current situation assessment

- OECD own application integrated in PEPS in 2006
- Master Data application for
 - a) cards issued to staff member (defined number of types of cards)
 - b) cards issued to staff member dependents
 - c) OECD vehicle
 - d) Reporting

SAP solution standard

- SAP Master Data is providing same possibility via 3 Infotypes:
 - a) cards issued to staff member => IT0702 Documents
 - b) cards issued to staff member dependents => IT0703 Documents for Dependents
 - c) OECD vehicle => IT0442 Company Car

Business benefits

- Data consistency
- SAP Standard integration



Personnel Administration

A009 Notification (Personnel Actions Report)

Current situation assessment

- SAP Standard don't provide a report out of the box which can be used to notify staff about processed action and related data; so we provide IF with relevant data
- No report required,

SAP solution standard

- notification via email after approval (dynamic action) or simply a topic for renewal and setup in EE myprofile
- SAP Query / Ad hoc Query

Business benefits

- Data consistency
- SAP Standard integration



Personnel Administration

A010 Pension basic information

Current situation assessment

- Exist in SAP

SAP solution standard

- Customizing of the SAP standard seniority application

Business benefits



Personnel Administration

A011 Benefits/Insurance

Current situation assessment

- Exist in SAP with the NPO solution or the French country solution

SAP solution standard

- Both SAP solutions will cover the requirements; Current recommendation is to stick to our proposal with IT0064 and use it for all the branches.

Business benefits



Personnel Administration

A012 After Service Health Insurance Coverage

Current situation assessment

- Payroll status inactive / terminated
- Type of situations: Early retirement / entitlement of ASHI itself in the dossier
- Staff Member is entitled to participate in the Health Insurance (for n months)
- Billing process outside payroll

SAP solution standard

- no standard process available
- It has to be done during implementation

Business benefits



PAYROLL GENERAL



Payroll General

PEPS overview

- Payroll business which are supported by PeopleSoft Global Payroll :
 - Yearly generation of Calendar and Work Schedule
 - Update of calculations factors : RTEOC, scale, ceilings
 - Payroll calculation
 - Payroll result analysis
 - Payslip generation

- Frequency : Monthly - pay period from beginning to end of month

- Currencies : Input 20 currencies, Output : 5 final currencies

- Segmentation : automatic and manual / by period and by element

- Retroactivity : automatic / difference based on type of contribution (French or not)

- Specific pay elements of the OECD Payroll : 1730 + other standard payroll elements from Peoplesoft

- Customized pay items : 460 among (Final pay items : 201 / Final absence items : 84)

- Items used in the calculation of the pay elements : 1260 – including variables, formulas, tables ...



Payroll General

Situation - OECD AS-IS

Id	Function	Current Solution
P001	Payroll calendar	<ul style="list-style-type: none"> - Payroll Calendar id assigned for each staff member - Monthly frequency – pay period from beginning to end of month
P002	Basic salary	<ul style="list-style-type: none"> - Three type of Basic Salary : <ul style="list-style-type: none"> - Fixed amount - Daily rate - Payscale salary in accordance of Grade & Steps
P003	Allowances / Indemnities calculation	<ul style="list-style-type: none"> - In 01/01/2017, calculation rule will changed for some of them. They will cohabit (new version and old one will coexist). New version will have a new id for the wage type.
P004	Special payment	<ul style="list-style-type: none"> - Two type of payment outside monthly payroll : <ul style="list-style-type: none"> - advance payment in PEPS during monthly payroll - individual payment for Home Leave / Relocation / Move / Taking duty / Ending Duty / Leaving Allowance / Education
P004	Special payment	<ul style="list-style-type: none"> Travel in SAP FI by HRM - Two special payments with multiple currency : <ul style="list-style-type: none"> - partial transfer : temporary / expatriate can send money in their country - dependent transfer : temporary / expatriate can send money to their dependent (name of the dependent has to indicated for SEPA payment) - Retroactivity can be forced individually or by population - Limit of retroactivity : <ul style="list-style-type: none"> - 2 years on gross pay elements and contributions outside France - current year for French contributions
P005	Retroactive calculation	<ul style="list-style-type: none"> - Retroactivity to be implemented differs based on type of contribution (URSSAF or others) - "Payee Triggers" permits to force the retroactivity for an staff member number (one date "Effective Date") - retroactivity generated automatically by certain Job Actions, Dates, Positive input - External interfaces update "Payee Triggers" (i.e. Absences, Petrol distribution,...) - Two type of segmentation required : <ul style="list-style-type: none"> - «segmentation by period» : assignment to another country - «segmentation by element» : changes which occur during the month (such as a change in grade, step remuneration or
P006	Segmentation	<ul style="list-style-type: none"> the amount of an allowance) which impact payroll calculation - In case of increase of the salary scale in December 31th, the automatic segmentation is not done so it is necessary to force manually the segmentation for a population ("Payee Triggers") - Segmentation depends of the cost distribution (pay element have been duplicated)



Payroll General

Situation - OECD AS-IS

Id	Function	Current Solution
P007	Payroll tools	<ul style="list-style-type: none">- OECD doesn't use any reports in order to display and export the customizing- One specific Query to check the data changes which impact payroll calculation- Screen « Payee Messages » permits to have the display of the messages during the payroll calculation. Standard feature and specific created.- Specific « Payroll Summary », Specific « OECD Pay Compare », « Payment balance », « Instance Payment », « GL report » permit to analyze the results. Specific « Payroll Summary », Specific « OECD Pay Compare » are required by internal audit.
P008	Payroll Result segmentation	<ul style="list-style-type: none">- In payroll result is not possible to have a pay element stored with and without segmentation A workaround is used in PEPS : two id for the same pay element (one with seg., one without seg.) = about 20 pay elements. In case of retroactivity, per pay element :
P009	Payroll Result retroactivity	<ul style="list-style-type: none">- the difference of retrocalculation is stored for each month- the original- the current
P010	Payroll Result deletion	For exceptional case, in PEPS, it is possible to delete a productive payroll run by removing a flag (even if accounting process terminated + bank file executed but not transmitted) – Homemade SQL function used for that
P011	Payroll messaging	warning / error (error => payroll not processed)



Payroll General

Situation - OECD AS-IS

Id	Function	Current Solution
P012	Standard Reporting	Bank Transfer (separate files for different countries) Accounting reporting Payslip (in general availability in the HR Kiosk / special cases send out to their home address cause of Absences/ Maternity/others)
P013	Special Reporting	General reports for specific pay elements. There are two special reports in use as listed below: Staff Association => (All Deductions minus Employee specific (pay elements) cost for a specific position) Freelance/Interpreters => (Pension deductions sent to the responsible pension unit in Geneva) Regardless which pay element report, list of proof to be send to PBF Absences/Attendances: date or range from – to => in PATS (even via Kiosk) Overtime: day plus time from to => in PATS
P014	Time Data	Import in PEPS Payroll In case of error, time record can adjusted for the pay run. Otherwise corrections are done in PATS and or PEPS and reloaded for next payroll
P015	GL account	Pay element assigned to Payroll Group and Payroll Group assigned to GL account Eligibility group defines the group of pay elements and with this also allowance(s)



Payroll General

Situation - SAP Standard

Pre-payroll & payroll process

Master data input

Master data analysis

Simulate payroll

Time management data check

Check locked employees

Payroll run

Analyze errors from payroll run

Automated error analysis for payroll run

Optimized error tracking and handling

Optimized error handling for interfaces

Result verification & Reconciliation



Payroll Reports & Queries

Follow up processes



Payroll supports all processes related to the remuneration of each employee. Based on the employee's time recordings and working contract the payroll application calculates the gross and net pay, which comprises the individual payments and deductions that are calculated during a payroll period. The payroll result is generally transferred to SAP ERP Financials (SAP ERP FI), which posts the cost and triggers payment to the employee, for example via check or bank transfer. SAP ERP HCM can create data medium exchange files (DME) for triggering payments directly, too.



Payroll General

P001 Payroll calendar

Current situation assessment

- Extension of this concept of Payroll Calendar in SAP thanks to Payroll Area which contains :
 - date planned for payment and accounting
 - limit of retroactivity
 - payroll calendar

SAP solution standard

- Payroll calendar is assigned to a payroll area in SAP
- Payroll Area represents an organizational unit for performing a payroll run. Based on organizational assignment, payroll areas group payroll data for staff members according to when their payroll should be run. The payroll area provides two pieces of information, namely which set of staff members need to be considered for the payroll run and the exact dates of their accounting period. The dates of the accounting period are determined as follows:
 - the payroll period is stored as a period modifier per payroll area. Payroll will be run on a monthly basis
 - the exact dates are stored for each valid accounting period
 - the exact dates of the current accounting period are determined by using a payroll control record. The payroll control record keeps track of which period needs to be processed. Each payroll area has its own control record
- For OECD a single payroll area will be used.

Business benefits

- defines the payroll past for retroactive accounting
- locks master data and time data so that no changes can be made during the payroll processing period.
- defines the earliest possible retroactive accounting date for each payroll area.



Payroll General

P002 Basic salary

Current situation assessment

- indirect valuation of basic pay is used
- OECD needs to perform pay increase. A history of standard pay increases is required

SAP solution standard

- "IT0008-Basic Salary" will be used to store the staff member's basic salary elements. The info type will store the staff member's grade, level, next increase date, employment percentage, gross and net salary. For OECD version French Private Sector will be used.
- Two different ways to perform pay increase :
 - simple pay scale increase using report RPU51000 which increases the wage types in customizing
 - standard pay scale increase with report RPITRFOO where the wage types entered in IT0008 can be automatically increased and the history of the wage types in IT0008 are also updated. Only one variant can be defined for a wage type in the customizing table V_T510D :
 - Variant A ->Increases a wage type in IT0008 to an absolute amount
 - Variant G->Increase total pay in IT0008 to an absolute amount
 - Variant D->Increase by a difference by value or percentage.
 - Variant E->Valuate according to another pay scale group
 - Variant T->Add a new wage type to IT0008
 - Variant C->Delimit an existing wage type in IT0008
 - Variant R->Replace one wage type by another in IT0008

Business benefits



Payroll General

P003 Allowances / Indemnities calculation

Current situation assessment

- Validity period for the customizing will be maintained in SAP in accordance with the changes

SAP solution standard

- In SAP all customizing tables have validity period. Moreover in the payroll schema it is possible to manage validity period thanks to operations CMPER-Compare payroll periods and APPL-Setting the Validity of a Sub application in the Variable Key.

Business benefits



Payroll General

P004 Special payment

Current situation assessment

- Difficulties to produce yearly payments report because not a single place to manage them
- PEPS needs to run a payroll in order to execute an advance payment

SAP solution standard

- OECD will store information on payments to be made outside payroll to third parties for an staff member in the External Bank Transfers infotype (0011). Then French Payroll report RPCDTBF0 selects the ITO011 records for which the current period is within the payment dates and data is converted into data input for the RFXFXF30 payment print program (France) in exactly the same way as for program RPCDTAF0. To notice the wage type to be transferred is coded as an 'advance', so that the amount is deducted from net pay during payroll accounting.
- For special payment for dependent during the payroll, ITO009 with standard subtype "01 other bank" can be used. The amount to be transferred can be an absolute value or a percentage . Name of the dependent can be indicated in the "purpose" field. The use of the International Bank Account Number (IBAN) along with the BIC or SWIFT code is mandatory for SEPA transaction.

Business benefits

- Single process to manage advance
- Automatically advances will be taking into account in the monthly payroll calculation



Payroll General

P005 Retroactive calculation

Current situation assessment

- Retroactivity could be enhanced with more flexibility

SAP solution standard

- The "IT0003-Payroll Status" stores data for staff member's payroll run and time evaluation. It is created automatically by the system, in the background, during the Hiring Action. Data is updated automatically when time is evaluated, payroll is run, or changes are made to the payroll past for the staff member. This infotype controls the staff member through the payroll cycle. The control record of Payroll Area controls the retro period for the whole of the payroll area but the payroll clerk can specify here that this individual staff member does not retro past a certain given date.
- A standard report RPUTRBKo permits to change any values of "IT0003-Payroll Status" per staff member or per population.

Business benefits

- differentiation Payroll Retroactivity / Time Evaluation Retroactivity
- set a retroactive accounting limit for an staff member
- use the Pers.no.locked indicator to exclude an staff member from payroll



Payroll General

P006 Segmentation

Current situation assessment

- Because of incorrect automatic segmentation, manual corrections are required

SAP solution standard

- SAP enables a correct calculation of remuneration that is accurate to the day thanks to split indicators assigned to the wage type.
- The wage type split defines changes to infotypes for the exact day and indicates these periods in the payroll results using the split indicator. The system uses the following wage type splits :
 - Work Center-/ Basic Pay Split (WPBP-Split)
 - Cost Accounting Split (C1 Split)
 - Absence Split (AB-Split) : an staff member is absent once or several times (for example, leave or illness) during a payroll period.
 - Bank Transfer Split (BT Split)
 -
- To manage the case of increase of the salary scale it will be necessary for the payroll clerk to create a new record of IT0008 with a starting date equals to 31/12/2***. It can be done per personnel number or per population thanks to the report

Business benefits

- No need to manage segmentation manually : any change on Personnel Data file will produce correct segmentation



Payroll General

P007 Payroll tools

Current situation assessment

- Difficulty to check the consistency and the validity of the PEPS customizing.
- No process enables master data validation rules
- No process enables OECD to assess if an staff member is eligible for a particular entitlement
- Difficulty to analyze a result of a payroll calculation because multiple batch/screen have to be used (and not a single point of entry)

SAP solution standard with minor enhancement

- SAP provide a bunch of standard report to extract and analyze the customizing and Payroll Results
- SAP provide a bunch of standard functionality to analyze and anticipate personal data file's impact on payroll calculation :
 - Entitlement Validation Engine (EVE) enables you to assess if an staff member is eligible for a particular entitlement and if yes, calculate the entitlement amount.
 - the new SAP Payroll control center add-on provides a fundamentally new approach in which potential issues are pointed out in real-time by the application rather than payroll administrators digging through information and trying to find issues themselves. With this functionality payroll administrators only need to focus on issue solving and this saves payroll departments a lot of valuable time.

Business benefits

- reduces end-to-end payroll processing time
- improves business user satisfaction
- improves payroll error handling
- increases quality of the result of the payroll process and insight into payroll



Payroll General

P008 Payroll Result segmentation

Current situation assessment

- Consistency of result / reporting issue : have to select the correct pay element in regard of segmentation or not

SAP solution standard

- In SAP for an identical wage type you can choose to eliminate or not all the payroll split in the SAP Payroll result.
- Thus you can store your payroll result simultaneously in these Cluster tables :
 - With payroll split in table RT
 - Without payroll split in table GRT

Business benefits

- one payroll results will be assigned to one wage type



Payroll General

P009 Payroll Result retroactivity

Current situation assessment

- PEPS provide a clear view of the results produced by the retroactive calculation

SAP solution standard

- The HR module utilizes clusters for storing information in a variety of areas. The monthly payroll results and payroll directory of an staff member are stored in cluster form in transparent table PCL2. This transparent table PCL2 contains different table in order to store payroll results :
 - Results table RT
 - Cumulated Results table CRT
 - Difference table DFT
 - Cumulated Difference table CDFT

Business benefits

- many different possibilities to store payroll results



Payroll General

P010 Payroll Result deletion

Current situation assessment

- Discrepancies between accounting and payroll can appear when the payroll calculation is redone between accounting and payroll can appear when the payroll calculation is redone
- Not possible to retrieve the information deleted

SAP solution standard

- When the pre-DME program is executed with the option 'Set flag for transfer' the payroll table BT is marked in the cluster so no deletion of this payroll result can be done. In very special cases a deletion of these payroll can be done by different ways (report RPCDTFDo or RPUDEL20 or RPUP2Doo)
- With SAP, you have a complete management of these exceptional deletion :
 - transaction SLG1 can be used for displaying the application log of the object HRPU. It shows which payroll results (with which program) were deleted.
 - the report RPUDEL20 will save the data in cluster '\$\$' before deleting the entries from payroll cluster ('RF' for France) in table PCL2. To restore deleted payroll result from cluster '\$\$', you need to write your own program. Therefore this is not intended as backup, but just gives a possibility to bring back the data in case of a handling error.

Business benefits

- deletion of payroll result is done with different level of usability
- possible to manage the information deleted



Payroll General

P011 Payroll messaging

Current situation assessment

- Warning
- Error (error=> not processed)

SAP solution standard

- SAP standard payroll messages:
 - E = error (employee is not processed)
 - W = warning
 - I = information
- Messages can also be set by customer own rules during processing

Business benefits

- Payroll flexibility



Payroll General

P0012 Standard Reporting

Current situation assessment

- Same functionality as in SAP

SAP solution standard

- Utilization of the French standard report RPCDTBFo and RFFOF__V for the Bank Transfers
- Utilization of the International standard report RPCIPEOo Posting run to accounting
- Utilization of the French standard report RPCEDTFo Remuneration Statement

Business benefits



Payroll General

P013 Special Reporting

Current situation assessment

- In general, as we have in SAP the wage type reporter which covers all these requirements, the reporting is linked to a or multiple specific pay elements. The report for staff association is feasible as well in two separate runs with this program

SAP solution standard

- SAP standard payroll information system:
 - Employee(s)
 - Organizational Unit
 - Wage Type
 - Payroll Day
 - Loans
 - France specific
 - Profit sharing

Business benefits

- End user productivity



Payroll General

P014 Integration Time Data

Current situation assessment

- Very similar to SAP payroll process for importing time data during time run.

SAP solution standard

- SAP standard French payroll configuration
 - Time wage type evaluation
 - Absences
 - Day processing of time data
 - Leave entitlement

Business benefits

- Data consistency



Payroll General

P015 GL Account

Current situation assessment

- Similar process as we have in SAP with wage type attached to symbolic account and symbolic account via PPMOD to GL account

SAP solution standard

- SAP Payroll to accounting configuration

Business benefits



PAYROLL NPO



Payroll NPO Non Profit Organizations

Situation - OECD AS-IS

N001	Multi Currency	- Accounting Currency is EUR - Basic Salary can use different currency
N002	Exchange rate(s)	Around the 10th of the month, the exchange rates for the 20 currencies are maintained manually from HCM with the rate for the 1st of the month
N003	wage type catalogue	separate excel sheet provides all information
N004	Absence types (catalogue)	Override of automatically derived (sequence of different types based on length and pay type, full, partial or without pay) absence triggers, if necessary based on medical service certificate
N005	Pension Fund	Percentage of base salary/2 different schemes Validation possible to full 100% with full EE share/Restoration with 4% interest less or greater 12 months break (optional)
N006	Provident Fund	Fund is closed and can be ignored
N007	Health Plan OMESYS	Officials and above Temporary staff under certain conditions can participate in complementary OMESYS coverage / Plan is providing ASHI as well for inactive staff under certain conditions, no payroll but participation and reporting (quarterly)
N008	Pay Scale(s) / Basic Salary	Officials and above setup and linked to annual scales/Freelance as basis on 2 daily rates multiplied with number of days worked/Temporary staff linked to a scale for orientation for manual input (band width philosophy)/Trainees either personal allowance or lump sum
N009	Exceptional step	Extraordinary Performance can result in extra step increase in grade band if possible
N010	Travel Indemnity	systematically paid retroactively via Inbound Interface from SAP Travel Management
N011	Household allowance	Paid to staff (Officials and above SR 16/1) who have dependents/spouse in household. Conditional on the level of salary of the spouse if no dependent. Interaction with spouse in case he/she is OECD staff as well: Paid to staff whose salary is highest
N012	Dependent child allowance	16/2 An official shall be entitled to a child's allowance of 3 891.36 EUR per annum in respect of each child for whose support he is effectively responsible. Last update: January 2015
N013	Handicapped child allowance	paid to staff who's dependent child medically certified as suffering from a handicap (SR 16/9); no age limit/lump sum (amount equal the DCA)
N014	Specialised education allowance	paid based on SR 16/9. expenses incurred in order to provide the handicapped child with education or training specially adapted to his or her needs. Within the limit of 90% of their amount, after deduction of any payment received from any other source for the same purpose. Any official receiving payments of a similar nature
N015	Other Dependent allowance	paid for any immediate forebear related to staff by blood or marriage based on SR 16/2.2. lump sum (amount equal the DCA) . main and continuing support and legal obligation
N016	Expatriation allowance(prior to 01/01/1996)	16/3.5 An expatriation allowance shall be paid to officials in categories A, L or B appointed before 1 January 1996 at the rate fixed in Rule 16/3.6 provided that, at the time of their appointment by the Organisation or, if such appointment immediately follows employment in one of the organisations specified in Rule 17/7.1, at the
N017	Expatriation allowance (appointed after 31/12/95 and prior to 1/01/2012)	16/3.8 An expatriation allowance shall be paid to officials in categories A, L or B appointed after 31 December 1995 at the rates fixed in Rule 16/3.9 provided that, at the time of their appointment by the Organisation:
N018	Expatriation allowance (appointed as of 1/01/2012)	a) were not nationals of the country where they carry out their duties (hereinafter duty country); and b) had not been continuously resident in the duty country for at least one year, no account being taken of previous service in the administration of the country of
N019	Supplement allowance for dependent child	16/3.2 Officials entitled to the expatriation allowance shall also receive a supplementary expatriation allowance of 1,089.36 EUR per annum in respect of each dependent child.
N020	Education allowance (standard rate)	cost estimation plus info for boarding 75% rule
N021	Education allowance (country rate)	Same as above but outside Paris (France)
N022	Education allowance (Exceptional rate)	Where, for imperative educational reasons, the items of educational expenditure are excessively high but then same principle as described before



Payroll NPO Non Profit Organizations

Situation - OECD AS-IS

N022	Education allowance (Exceptionnal rate)	Where, for imperative educational reasons, the items of educational expenditure are excessively high but then same principle as described before
N023	Installation allowance	currently paid in FI and balanced after in PEPS Immediate payment or OC (in case of problems)
N024	Rent allowance (before 01/01/2001)	1. Officials of grade A1, A2, L11-LT1 or LT2, or of category B or C, who are not the owners, or whose spouse is not the owner, in the Paris area, of a dwelling place which the Secretary-General considers to be suitable for their requirements, having regard to their functions and family status, and who rent a dwelling place
N025	Rent allowance (after 01/01/2001)	16/5.1 Officials whose salary is 3 359.45 EUR or less and who are not the owners, or whose spouse is not the owner, in the Paris area, of a dwelling place which the Head of Human Resource Management considers to be suitable for their requirements, having regard to their functions and family status,
N026	Acting allowance (Indemnité de fonctions)	16/6 An official who is called upon to act for an official of a higher grade for a temporary but continuous period shall be paid an acting allowance equal to twice the value of the first step in his grade.
N027	Loss of employment indemnity	17/7 An official shall be entitled to an indemnity for loss of employment...
N028	Notice period (SR 11)	A11 The period of notice shall be:
N029	Notice period (SR 13)	113/1 The appointment of an official shall terminate with effect from the first day of the month following that in which his sixty-fifth birthday occurs. Officials who were recruited before 24 July 1993 and who held an indefinite term appointment on 14 April 1995 shall receive, upon claiming their retirement benefits pursuant to
N030	Summer camp	a)
N031	Language Allowance [closed group (but still paid)]	b)
N032	Birth premium	17/1.9 a) Officials shall receive a lump sum allowance on the birth or adoption of a child
N033	Special step allowance closed group (but still paid)	Difference between step 2 und step 1
N034	Special Housing IEA	for the IEA Director Montant salarié - traitement de base de l'agent X RTEOC VR REA
N035	Annual leave paiement	Any official who has not taken the whole of the leave due to him when his appointment ends or when he is placed on non-active status for reasons of military service or for personal reasons, shall receive, in lieu thereof, his emoluments as defined in Instruction 111/3. Any official who has taken leave in advance and in
N036	Entertainment allowance (representation allowance)	17/6 Officials designated by the Secretary-General shall be entitled to claim the reimbursement of expenses actually incurred for entertainment
N037	Travel Entitlements (Statutory Leave) - Home Leave - Educational Leave	Direct payment in FI and not reflected in HCM rates for all the different airports
N038	Separation withheld payment	As long as EE file is not fully closed, open loans, rented material etc There is a withheld of their last payment, which is
N039	Benefits summary reports	Different reports for Benefit providers
N040	Benefits	optional participation in benefits for cases like special leave absence an/or unpaid periods manual process and calculation
N041	Therapeutical part time	fully paid but split because of reimbursement of insurance via cost split (cost assignment)
N042	Paygroup exceptional	Possibility to create pay elements manually for a staff under special conditions It's then possible to process payroll for this exceptional entitlement group only based on the manual entered data
N043	Cost Simulation	not existing
N044	new rules and regulations in 2017	re-program what was done so far in PEPS



Payroll NPO Non Profit Organizations

Situation - SAP Standard

Payroll Non-Profit Organizations (PY-NPO)

This component enables the running of the payroll for all employees in line with the requirements of Non-Profit Organizations (NPO).

Integration

The SAP HR Payroll NPO component integrates with other SAP HR components such as Personnel Administration and Personnel Time Management. There are interfaces to Financial Accounting and Controlling. You can run payroll using a combination of SAP and third-party products.

Features

The component uses data from other areas of SAP HR for calculating all statutory and non-statutory allowances and deductions for your employees. SAP HR Payroll NPO offers a number of standard reports used in payroll. In addition to the standard payroll functions, the payroll processing for NPO also comprises of following **NPO- specific functions:**

- **Multiple Currency Payroll Processing**
- **Allowances**
- **EVE Entitlement Validation Engine**
- **Cost Simulation**
- **UNJSPF Interface(s)**

The country code assigned to PY-NPO is **UN**.

SAP HR Payroll NPO supports retroactive accounting. This function automatically recalculates payroll in the event of changes to master data and time data in periods for which payroll has already been completed.



Payroll NPO Non Profit Organizations

Situation - SAP Standard

NPO- specific functions:

Allowances (this component calculates the various allowances that the employee receives).

- [Mobility and Hardship and Non Removal](#)
- [Education Grant](#)
- [Rental Subsidy](#)
- [Dependency Allowance](#)
- [Special Post Allowance](#)
- [Repatriation Grant](#)
- [Assignment Grant](#)

EVE Entitlement Validation Engine

(this process enables you to assess if an employee is eligible for a particular entitlement and if yes, calculate the entitlement amount.)

Process

- **Assessing the eligibility** and calculating the eligibility amount
- **Configuring Customer specific rules and procedures for assessing and calculating entitlement.** The eligibility for a particular entitlement can be based on several factors such as payroll area, marital status or basic salary. You can create these factors, called attributes, and assign the attributes to the entitlements through Customizing. The methods to calculate the eligibility amount can be set through Customizing.
- **Integration with payroll** EVE functionality can be used as **stand alone** or you can **integrate this with the payroll**.
- **EVE Override** This functionality enables you to **override the entitlement eligibility** status of an employee. Corresponding override wage types must be maintained.



Payroll NPO

General: United Nations Common rules & regulations

Current situation assessment

- All entitlements or allowances at OECD are based on their own booklet (HR Manual). Apart from minor similarities, non of the business rules is matching the current NPO standards.

SAP solution standard

- SAP provides a flexible framework solution :
 - Multi Currency NPO: adapt solution for MOLGA o6 France
 - EVE entitlement validation engine: solution will be country independent and all allowances can be adjusted by using default examples

Business benefits

- Use of legal French country specifics in combination with Non Profit processes and functionalities



Payroll NPO

N001 Multi Currency

Current situation assessment

- Risk of discrepancy between PEPS calculation and SAP FI; the exchange rate is managed manually

SAP solution standard

- SAP payroll enhanced the current multiple currencies payroll processing
 - automatic determination of payroll calculation currency based on the staff member's location and grade
 - support for multiple currencies within the same payment period
 - support for entitlements in multiple currencies
 - Function UCURR for PY-NPO payroll (HUNUCALC0)

Business benefits

- Complete Payroll multi currency enabled



Payroll NPO

N002 Exchange rate(s)

Current situation assessment

- Currently this is independent from SAP FI. Decision needs to be taken who's responsible for TCUR* tables and their maintenance

SAP solution standard

- SAP Netweaver General Setting Currencies
- check the preset currencies add new currencies according to your requirements

Business benefits

- Complete Payroll multi currency enabled
- Correctness of payroll calculation



Payroll NPO

N003 Wage type catalogue

Current situation assessment

- Translate the excel content into SAP wage type catalogue

SAP solution standard

- SAP IMG Payroll Wage Type Maintenance Environment
- Wage type configuration via T512* tables especially T512W

Business benefits

- Data Consistency



Payroll NPO

N004 Absence types (catalogue)

Current situation assessment

- Standard SAP time management in french solution

SAP solution standard

- SAP IMG Time Data Recording and Administration
- Time Wage Type Valuation

Business benefits

- Data Consistency



Payroll NPO

N005 Pension Fund

Current situation assessment

- We can use one of the two options:
- If there will be the usage of Benefits modul, a pension plan can be created in this area,
- otherwise NPO standard pension infotype 0961 can be used as well
- Or Standard Social Insurance infotype FR IT0064 can be used as well

SAP solution standard

- SAP Social Insurance FR IT0064 Pension Schema

Business benefits

- Data Consistency
- End user productivity



Payroll NPO

N006 Provident Fund

Current situation assessment

- Obsolete because Fund is closed

SAP solution standard

Business benefits





Payroll NPO

N007 Health Plan OMESYS

Current situation assessment

- We can use one of the two options:
- If there will be the usage of Benefits modul, a health plan can be created in this area,
- Standard Social Insurance infotype FR IT0064 can be used as well

SAP solution standard

- SAP Social Insurance FR IT0064 Pension Schema

Business benefits

- Data Consistency
- End user productivity



Payroll NPO

N008 Pay Scale(s) / Basic Salary

Current situation assessment

- Apart from the manual input of the monthly amount for temporary staff and trainees and unclassified staff (personal allowance or lump sum), all other values are derived from pay scale tables

SAP solution standard

- SAP IMG Personnel Management
 - ->Personnel Administration
 - ->Payroll Data
 - -> Basic Pay

Business benefits

- Data Consistency
- Simplified Processing



Payroll NPO

N009 Exceptional step

Current situation assessment

- Extraordinary Performance can result in extra step increase in grade band if possible
- Type of “promotion“

SAP solution standard

- SAP HCM Master Data
- Action + action reason and update Basic Pay

Business benefits

- Data Consistency
- Simplified Processing
- End User productivity



Payroll NPO

N010 Travel Indemnity

Current situation assessment

- Systematically paid retroactively via Inbound Interface from SAP Travel Management
- deduction in case of over reimbursement for a mission
- Travel cost reimbursement via IF. Shall it stay as it is?

SAP solution standard

- SAP HCM Integration of Travel Management with Payroll

Business benefits

- Data Consistency
- Simplified Processing
- End User productivity



Payroll NPO

N011 Household Allowance

Current situation assessment

- Calculation is similar to a existing PY-NPO entitlement calculation
- currently no entitlement with the exact same calculation exist

SAP solution standard

SAP Entitlement Validation Engine (EVE) is providing all UN entitlements as separate calculation modules. In this case the similar module is:

- Dependency Allowance Spouse

Business benefits

- Data Consistency
- Data Validation
- Simplified processing



Payroll NPO

N012/N019 Dependent Child Allowance / Supplement Allowance for Dependent Child

Current situation assessment

- Calculation is similar to a existing PY-NPO entitlement calculation
- currently no entitlement with the exact same calculation exist

SAP solution standard

SAP Entitlement Validation Engine (EVE) is providing all UN entitlements as separate calculation modules. In this case the similar module is:

- Dependency Allowance Child

Business benefits

- Data Consistency
- Data Validation
- Simplified processing



Payroll NPO

N013 Handicapped Child Allowance

Current situation assessment

- Calculation is similar to a existing PY-NPO entitlement calculation
- currently no entitlement with the exact same calculation exist

SAP solution standard

SAP Entitlement Validation Engine (EVE) is providing all UN entitlements as separate calculation modules. In this case the similar module is:

- Dependency Allowance Child

Business benefits

- Data Consistency
- Data Validation
- Simplified processing



Payroll NPO

N015 Other Dependent Allowance

Current situation assessment

- Calculation is similar to a existing PY-NPO entitlement calculation
- currently no entitlement with the exact same calculation exist

SAP solution standard

SAP Entitlement Validation Engine (EVE) is providing all UN entitlements as separate calculation modules. In this case the similar module is:

- Dependency Allowance Secondary

Business benefits

- Data Consistency
- Data Validation
- Simplified processing



Payroll NPO

N016/N017/N018 Expatriation Allowance

Current situation assessment

- Calculation is similar to a expired PY-NPO entitlement calculation
- currently no entitlement with the exact same calculation exist

SAP solution standard

SAP Entitlement Validation Engine (EVE) is providing all UN entitlements as separate calculation modules. In this case a complete new method needs to be adapted based on the partially similar module:

- Mobility & Hardship module MOBIL

Business benefits

- Data Consistency
- Data Validation
- Simplified processing



Payroll NPO

N014/N020/N021/N022 Education Allowance(s)

Current situation assessment

- Calculation steps and basic understanding of the topic Education is similar, but handling and process completely different

SAP solution standard

SAP provides with PY-NPO a complete own application for Education Grant which is also using functionality of the Entitlement Validation Engine (EVE). In this case a set of methods needs to be adjusted to cover these items:

- Education Grant application

Business benefits

- Data Consistency
- Data Validation
- Simplified processing



Payroll NPO

N023 Installation Allowance

Current situation assessment

- Calculation is very similar to a existing PY-NPO entitlement calculation
- currently no entitlement with the exact same calculation exist

SAP solution standard

SAP Entitlement Validation Engine (EVE) is providing all UN entitlements as separate calculation modules. In this case the similar module is:

- Assignment Grant
- Assignment Grant Dependents

Business benefits

- Data Consistency
- Data Validation
- Simplified processing



Payroll NPO

N025 Rent Allowance (after 01.01.2001)

Current situation assessment

- Calculation is similar to the existing PY-NPO entitlement calculation
- currently no entitlement with the exact same calculation exist

SAP solution standard

SAP Master Data in combination with the Entitlement Validation Engine (EVE) is providing in this case the UN entitlement Rental Subsidy as separate payroll module.

Business benefits

- Data Consistency
- Data Validation
- Simplified processing



Payroll NPO

N026 Acting Allowance

Current situation assessment

- Calculation is similar to a existing PY-NPO entitlement calculation
- currently no entitlement with the exact same calculation exist
- Indirect evaluation with percentage multiplier

SAP solution standard

SAP Master Data in combination with the Entitlement Validation Engine (EVE) is providing in this case the Public Sector entitlement 'Activity with higher rate of pay' as separate info type and payroll function.

Business benefits

- Data Consistency
- Data Validation
- Simplified processing



Payroll NPO

N037 Statutory Leave (Travel Entitlements)

Current situation assessment

- None of the following entitlements exist /is currently supported in SAP
- Not paid in PS; only calculation is provided by PS

SAP solution standard

None; only one SAP IBS (Innovative Business Solutions) exists for a Non Profit Organization in New York.

Business benefits

- Simplified processing
- Data Validation



Payroll NPO

N038 Separation withheld payment

Current situation assessment

- No fully automated solution for this topic exist /is currently supported in SAP
- Percentage of withheld must be flexible

SAP solution standard

- None
- Several customer solutions available in the PY-NPO environment

Business benefits

- Simplified processing



Payroll NPO

N043 Cost Simulation

Current situation assessment

- None

SAP solution standard

SAP PY-NPO provides a utility named Cost Simulation for a staff and even for a hypothetical person based on fictitious data

- ERP: Cost Simulation Report
- ESS: Salary Estimator

Business benefits

- End user productivity
- Business user satisfaction



PAYROLL FRENCH



Payroll French

Situation - OECD AS-IS

Id	Function	Current Solution
FO01	Thirtieths calculation	<ul style="list-style-type: none">- Each month, irrespective of the number of days that comprise it, is considered to have thirty days.- The number of thirtieths is determined on the basis of an absence period defined by the start and end dates.- It is possible to force (calculation incorrect when multiple segmentation)
FO02	Social Security Sick Pay (Indemnité Journalière de Sécurité Sociale - IJSS)	<ul style="list-style-type: none">- OECD practices subrogation- IJSS majored are not calculated- IJSS are precalculated by OECD but no reconciliation exist with URSSAF calculation received by BAMS- Net salary regularisation doesn't exist in PEPS
FO03	French Legal Statements	<ul style="list-style-type: none">- Yearly<ul style="list-style-type: none">- DADS : PEPS produce it- Monthly<ul style="list-style-type: none">- BRC : extraction from PEPS then manual excel macro to produce BRC- DUE : done on URSSAF internet site from an internal excel spreadsheet and not from PEPS Personnel Data file- Illness / Maternity / Work accident forms : Cerfa forms on paper produced by PEPS
FO04	French Legal Contribution	<ul style="list-style-type: none">- URSSAF contribution are calculated with legal rules (regularisation progressive, prorata des plafonds,..)



Payroll French

Situation - SAP Standard

Key Strengths

- Standard country version since SAP R/3 4.6C
- Supports legal compliance for business transactions
- Dynamic rollout strategy for legal changes
- Local product managers in France
- Large customer base including French customers and multinational companies based in France

Challenges

- Highly complex regulatory framework
- Short-term legislative reforms
- Legal changes are frequent and applicable on short notice

In addition to the international infotypes that cover functions for personnel management and payroll, the French country version contains France-specific infotypes that comply with France's legal framework for payroll :

- the **Social Insurance infotype**, for example, enables you to collect and store information about social contributions required in France; it covers both employee and employer contributions.
- the **Social Security Sick Pay** are calculated and then re-integrated. The retroactivity concept within SAP ERP HCM supports complex procedures for calculating social and fiscal amounts as well. Gross-up is done, and the social security sick pay are reintegrated in the net pay if subrogation is activated.



Payroll French

F001 Thirtieths calculation

Current situation assessment

- OECD has its own rules for the calculation.
- In case of numerous segmentation, PEPS can't calculate properly. So some manual corrections are required.

SAP solution standard with minor enhancement

- French operation FC DAY determines and records the time in days needed for calculating a pro rata income threshold for incomplete months (i.e. entry or departure of the staff member during the month / part-time work / unpaid absences). The number of thirtieths is determined according to the start and end dates of a WPBP period (segmentation period).
- SAP calculate correctly the wage type "/450-Thirtieths Social insur." and give the possibility to force its value thru "IT0015-Additional Payments"

Business benefits

- Avoid manual corrections in case of multiple segmentation (WPBP period)



Payroll French

F002 Social Security Sick Pay (Indemnité Journalière de Sécurité Sociale - IJSS)

Current situation assessment

- OECD don't paid correctly in case of Illness, Maternity, Work Accident :
 - no IJSS increased
 - overpayment
 - discrepancy between PEPS payment to the staff member and URSSAF payment to OECD

SAP solution standard

- The SAP French country version includes several infotypes to manage IJSS :
 - "IT0424-Work Stopped" to enter a work stoppage that will trigger the calculation of IJSS and generates the corresponding absence in the "IT2001- Absences". This infotype is read during the French payroll calculation.
 - "IT0425-IJSS Summary" for the determination of the balance between the IJSS pay deducted by the employer from the staff member during non-productive time and the IJSS actually reimbursed. This infotype is read during the French payroll calculation.
- A French Payroll function FIJSS is called up in the schema FTOO 'Processing of durations and working times' to activate the generation of :
 - - the technical payroll wage type /500 'net SP to be iterated'
 - - other wage types linked to the nature of the absence concerning the entitlement to indemnification of the staff member who is not working. IJSS wage types are generated with the split of the absence to which they are assigned

Business benefits

- Compliance with the French Social Security Law
- Overpayment in case of Illness/maternity/work accident will be avoided
- Amount of IJSS given (to the staff member) by OECD will be equals to the amount of IJSS received (from the Social Security) to OECD



Payroll French

F003 French Legal Statements

Current situation assessment

- All statements based on social data are replaced by the Déclaration Sociale Nominative (electronic payroll reporting statement, or DSN for short) on January 2016

SAP solution standard

- SAP provide a complete solution :
 - report RPLDSNFo : generating a DSN
 - report RPUDSNF1 : sending a DSN (B2A)
 - "IT3331-B2A Follow-Up Actions" is used to navigate directly to the Business-to-Administration (B2A) and Status Handler to track and view the status and content of declaration forms that you have created for a selected staff member. In this way, you do not have to access the Business-to-Administration (B2A) on another screen and drill down to the corresponding declaration and notifications.
- DSN will be a file produced each month on the basis of OECD's payroll run. This file will be communicate to URSSAF the information required for managing staff member social insurance. The monthly DSN will also record any events that occurred within the month that impact payroll.

Business benefits

- Harmonization of production for all French Legal Declaration
- Direct transmission to URSSAF (B2A)



Payroll French

F004 French Legal Contribution

Current situation assessment

- PEPS calculation respects the French Law

SAP solution standard

- French infotype "IT0064-Social Insurance" is used to centralize information about an staff member's social security contributions profile :
 - display, for information, an staff member's social security number and the check key entered in the infotype "IT0002-Identity"
 - link an staff member with a contributions model which indicate the calculation of ER and EE contributions by the French payroll function FCCO
 - to calculate pro rata contribution limits for part-time staff members (flat rate pro rata limit according to the staff member's activity rate / dynamic calculation of the limit according to the hours actually worked by the staff member)

Business benefits



PATS



PATS key features overview

- Leave Banks Calculation
- Absence Time Management
- ESS Leave Request
- Overtime
- Roles



PATS

Situation - OECD AS-IS

ID	Function	Current Solution
To01	Quota for Illness/Maternity/Work accident	- quota are calculated by PATS
To02	Workschedule Generate Absence Quotas - Leave Banks created in PEPS but updated in a central table used by both systems PATS & PEPS - annual Leave ->created during hiring/yearly renewal /prorata as usual	- Workschedule have to created in PATS - Workschedule have to be creatd in PEPS - Leave Banks created in PEPS but updated in a central table used by both systems PATS & PEPS - But they are calculated by PATS
To03	/ carry forward 31.3. / 1.4 restrictively up to maximum - uncertified sick leave - overtime - Home Leave	- Except overtime, leave banks are created during hiring with yearly renewal - prorata rules as usual - carry forward 31.3. / 1.4 restrictively up to maximum
To04	Time Management Roles	Timekeeper as administrator responsible for a unit/group Administrator (Superuser) All
To05	Absence catalogue	Configuration table in PATS but for example for maternity, additional entry in PEPS is required
To06	Overtime	is currently possible to compensate or pay out. For the latter it's relevant when the overtime was worked.



SAP Time Management

Situation - SAP Standard



HCM Process: Time Management

- There are multiple methods for data collection:

Time Manager's Workplace



Time Terminals



Time Administrators



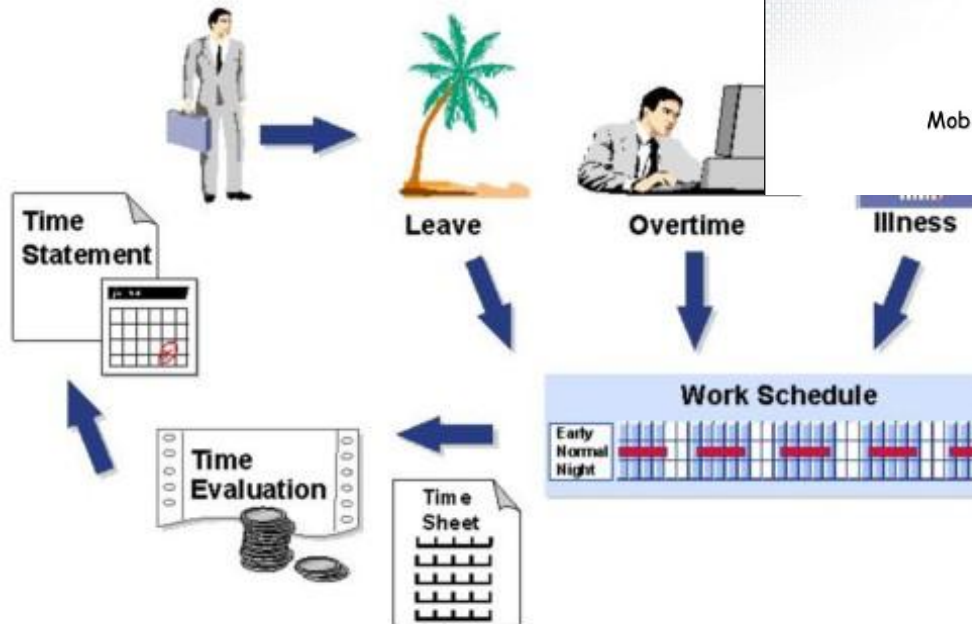
Mobile Technology



Cross Applications Time Sheet
Employee Self Service



Time Management





SAP Time Management

Situation - SAP Standard

SAP Time Management is a module under SAP Human Capital Management (HCM).

SAP Time Management is extensively used by the human resources and admin departments in enterprises for better time tracking and management across departments. Time recording is one of the crucial requirements for every organization because along with work the amount of time invested is also important.

Welcome to SAP HCM Time Management

PT - Personnel Time Management

- [Getting Started in PT](#)
Here you will find the concept of PT, about Personnel Time Management starting from basics. What's PT, JCOs, iview, etc.
- [FAQ in PT](#)
Find here some tips and the common issues in PT
- [Notes in PT](#)
List of most important notes in PT
- [Transactions and Reports in PT](#)
List of most important Transactions and Reports in PT
- [PT on ESS](#)
Here you will find tips and commons issues for Time Management on [ESS](#) .
- [Absence Quota](#)
Where we share our knowledge and solution in Absence Quota Generation
- [Time Evaluation and Retroactive Accounting](#)
Here You can find relevan information about the Retroactive accounting into the RPTIME00.

Cross-Application Time Sheet

- [Getting Started in CATS](#)
Here you will find the concept of CATS, it's behavior, user-exits, target components and more.
- [FAQ in CATS](#)
Find here some tips and the common issues in CATS
- [Notes in CATS](#)
List of most important notes in CATS
- [Transactions and Reports in CATS](#)
List of most important Transactions and Reports in CATS
- [CATS on ESS](#)
Here you will find tips and commons issues for CATS on [ESS](#) .
- [Inserting Records into CATSDB - Developer perspective](#)
All you need to know before starting a development on CATS



SAP Time Management

Situation - SAP Standard

Features of SAP Time Management

- Monitors Human Costs
- Documents Progress of Process
- Process of Invoices
- Records External Employees' Services
- Confirms Service Management Orders
- Maintain Planning and Progress
- Collects Data Plans and Sheets

These are some of the most important features of SAP Time Management. As it manages the time invested by an employee on a particular project, it can monitor human costs and the status of profit or loss for the organization. Secondly, it tracks the progress of a process through a unified system so that all the stakeholders are aware of the project status. SAP Time Management improves the invoicing process by tracking the status of invoice submission, process and completion. This system also helps the organization to track the invested time and service from external employees. It enables to track the time span for managing a service order towards completing it. Further, it extracts the data that can be used for maintaining the planning and process of a project and reporting the same. Thus, SAP Time Management works effectively in handling multiple tasks across diverse projects.

Advantages of SAP Time Management

- Focus on employees and tasks
- Focus on users and tasks
- Effective time recording across processes
- Records incentives, compensation, appraisal terms and so on
- Tracks each change in a project
- Updates regular reports
- Simplifies analysis and reporting
- Tracks employee and project performance

These are some of the most striking benefits of SAP Time Management. These benefits help an organization, especially the human resource department to handle and manage work processes and employees in a definite manner.



PATS

General: Time Management

Current situation assessment

- Kind of redundant maintenance between PATS and PEPS. Some data is entered in PATS, others in PEPS but updating same configuration table.
- Time application per se is not fully 'online' available, interface required

SAP solution standard

- In SAP HCM the complete time management application is integrated and used for administrative processes, inclusive ESS / MSS scenarios and in the same way for payroll.

Business benefits

- Data consistency
- Simplification
- Cessation of a complex Interface Scenario



PATs

T001 Quota for Illness/Maternity/Work accident

Current situation assessment

- Need to have time management for quota calculation

SAP solution standard

- Management of Continued pay and Social Security Sick Pay is based mainly on activating the payroll functions in the French FToo schema and configuring the tables in the corresponding activities. The French payroll functions to be activated in the FToo schema are:
 - FNABS calculates absences
 - FNABE records absence based on compensation rights

Business benefits

- no need to run a Time Management



PATS

T002 Workschedule

Current situation assessment

- Possible inconsistency between Workschedule between PATS and PEPS

SAP solution standard

- "IT0007-Planned Working Time" define when and where an staff member works on a daily basis. In addition, the infotype determines whether the staff member's time data is evaluated by. These information are used both by Payroll and Time Management.

Business benefits



PATS

T003 Generate Absence Quota(s)

Current situation assessment

- Quotas are calculated by PATS
- Leave Banks created in PEPS but updated in a central table used by both systems PATS & PEPS/ except overtime
- Pro-rata rule as usual
- Carry forward 31.03 / 01.04. restrictively up certain maximum

SAP solution standard

- Generation of absence quotas (RPTQTAoo)

Business benefits

- Data Consistency
- Simplification



PATs

T004 Time Management Roles

Current situation assessment

- Timekeeper as administrator responsible for a unit/group
- Administrator (Superuser) All functionality

SAP solution standard

- Time Management Roles
 - Time Supervisor (SAP_HR_PT_TIME-SUPERVISOR)
 - Time Administrator (SAP_HR_PT_TIME-ADMINISTRATOR)

Business benefits



PATs

T005 Absence Catalogue

Current situation assessment

- Configuration table in PATs but for example for maternity, additional entry in PEPS is require

SAP solution standard

- Absence Catalogue
In this section, you make the settings required for recording and processing absences.
- Special Absence Data
You define special absences in this section.
It may be useful enter additional data for certain absences, instead of just time data.
The SAP system therefore provides special infotypes for entry of additional absence data. Additional data can be recorded for an absence caused by an industrial accident or maternity / parental leave

Business benefits

- Data Consistency



PATs

T006 Overtime

Current situation assessment

- Time entry with date and clocktime from / to
- is currently possible to compensate or pay out. For the latter it's relevant when the overtime was worked

SAP solution standard

- **Types of Overtime Compensation**
In SAP You can specify the type of overtime compensation for the following infotypes:
 - Human Resources
 - Attendances infotype (2002) for recorded attendance times
 - Attendance Quotas infotype (2007) for permitted overtime
 - Payroll
 - Overtime infotype (2005) for recorded overtime
 - EE Remuneration Info (2010) for recording employee bonuses
- In this way, you can control whether an employee's overtime is to be remunerated, or compensated with free time.

Business benefits

- Data Consistency



HR KIOSK



HR Kiosk: key features

- Employee
- Leave
- My Team
- Loan
- Attestations



HR Kiosk

Situation - OECD AS-IS

ID	Function	Current Solution
K001	Leave	(leave bank data comes from PEPS/leave history comes from PATS!) - Leave Overview - Annual Leave/HL/Overtime - Calendar view - Grid View - Leave request Calendar based on Workschedule - Leave Approval change of status - Leave History
K002	Employee	- Address Source (update PEPS using webservice) - Emergency Contacts - Photo - Bank Account (only read function) - Payslips (file directory on PEPS instance for all pdf files)
K003	Career (out of scope during 2015)	- Performance Management - Current contract (Contract plus salary grouping) - Career History (Career overview)
K004	Benefits	- Benefits (overview) - Beneficiaries - Insurance (OMESYS /Pension) - ADI (Death & Invalid)
K005	My Team (out of scope during 2015)	- Performance Management (Taleo not in scope) - Talent (Cornerstone not in scope)
K006	Loan	Self Service to apply for company loan incl. calculation (check from PEPS eligibility, calculation in HR Kiosk, send deduction in PEPS)
K007	Attestations	- different forms for various attestations (Report call in PEPS or in the kiosk itself) - There are OECD forms



SAP Employee Services

Situation - SAP Standard

Employee Services



Map

Directory

Index



Overview



Working Time

In this area, you can use services to record your working time, request leave, display your time account data and display public holidays.



Benefits & Payments

Display the plans in which you are currently enrolled, enroll in new benefit plans, and download an enrollment form. Display your salary statement.



Personal Information

In this area, you can use services to maintain and display your personal data.



Career and Development

You can maintain your appraisal documents, maintain your talent profile, and explore job opportunities.



Learning

The learning page offers you functions to find and participate in suitable courses. It gives you individual, personalized access to the company's course offerings in the course catalog. It also offers the learning profile that helps you keep track of learning activities.

Quick Links

[Training Home](#)



Purchasing & Procurement

In this area, you can use services to purchase goods and services. You can also check the status of your order, and confirm upon completion.



Work Events

In this area, you can use services for the E-Separation process.



Travel and Expenses

In the area, you can handle and process travel requests, travel plans, and expense reports.

Quick Links

[Traveler Work Center](#)



HR Kiosk

General: Kiosk (ESS/MSS) Scenarios

Current situation assessment

- 2 major scenarios are from applications which are 'out of scope' for SAP plus one scenario (attestations) which is not covered by SAP standard ESS/MSS. Apart from the 'attestations', SAP is covering all scenarios and even more e.g. Travel.

SAP solution standard

The screenshot displays the 'Employee Services' interface with a navigation bar containing 'Map', 'Directory', and 'Index'. The main content area is organized into two columns of service tiles, each with a status indicator (yellow or grey dot) and a brief description of the service. The tiles include: Overview, Working Time, Benefits & Payments, Personal Information, Career and Development, Learning, Purchasing & Procurement, Work Events, and Travel and Expenses. Each tile also includes a 'Quick Links' section with specific links like 'Training Home' and 'Traveler Work Center'.

Business benefits

- End user productivity
- Data Consistency



HR Kiosk

K001 Leave

Current situation assessment

- Possible inconsistency displayed on the screen because PATS can contains absences which are not already sent in PEPS
- apart from this, SAP is providing all scenarios

SAP solution standard

ESS Scenarios

Time Recording

Record Working Time

You can record your working time here.

Record Working Time (Calendar User Interface)

You record your working time here in a weekly calendar template.

Leave Request & Holidays

Create Leave Request

Leave Overview

You can display the Leave Overview and review, change, or delete existing leave or other types of absences here. You can also request additional leave.

View Time Account Balances

You can display your leave balance and other time account information here.

Public Holidays

Retrieve the list of public holidays for the current year. You can import t these holidays into your desktop calendar.

Employment Percentage

Request a Change in Employment Percentage

You can request a change to your employment percentage here.

Time Statement

Time Statement with Date Selection

You can display your working times, absence times, bonuses, and time accounts for a particular date range here.

Time Statement with Period Selection

You can display your working times, absence times, bonuses, and time accounts for any period here.

Clock-In / Out Corrections

Clock-In / Out Corrections

You can correct errors that originated due to incorrect entries at the time recording terminal. For example, you can correct duplicate clock-ins or enter missing entries and account assignment data.

Work Schedule Management

Manage your daily work schedule

Change Daily Work Schedule

Request to change your personal daily work schedule.

Business benefits

- End user productivity
- Data Consistency



ORG PUBLISHER



OrgPublisher: key features

- Visualization
- Organizational Information
- Photo
- Search



OrgPublisher

Situation - OECD AS-IS

ID	Function	Current Solution
O001	OECD Organization Chart	<p>The Organization Chart shows the structure of the OECD and where people are located within Directorates.</p> <p>It helps to find the person you are looking for and to show their</p> <ul style="list-style-type: none">• job title,• photo,• phone number• location.



SAP Organizational Management

Situation - SAP Standard



SAP® HCM Integration Provides Seamless Workforce Visibility

A strategic partnership with SAP ensures that our customers can count on Peoplefluent solutions to integrate with their existing ERP system. All of our products have the ability to extract data from SAP HCM and Talent Management systems, allowing you to access critical workforce data — even information that has previously been inaccessible. The opportunity to visualize that data offers the added benefit of identifying and correcting data discrepancies. Through our proprietary OrgSync™ capability, we can then push corrected information back to the SAP HRMS system according to your needs.

OrgPublisher Premier for SAP

The SAP connector for OrgPublisher allows you to gather your data directly from SAP and publish it automatically in pre-defined, visually-rich org charts and workforce reports.

- Easily extract human resource data from your SAP HCM system
- Use pre-defined output formats to publish org charts directly from SAP
- Create multiple org chart scenarios prior to publishing a single chart
- Eliminate custom ABAP™ programming when customizing your org chart scenarios
- Utilize structural authorization designated within your SAP solution
- Define multiple reporting relationships prior to publishing org charts

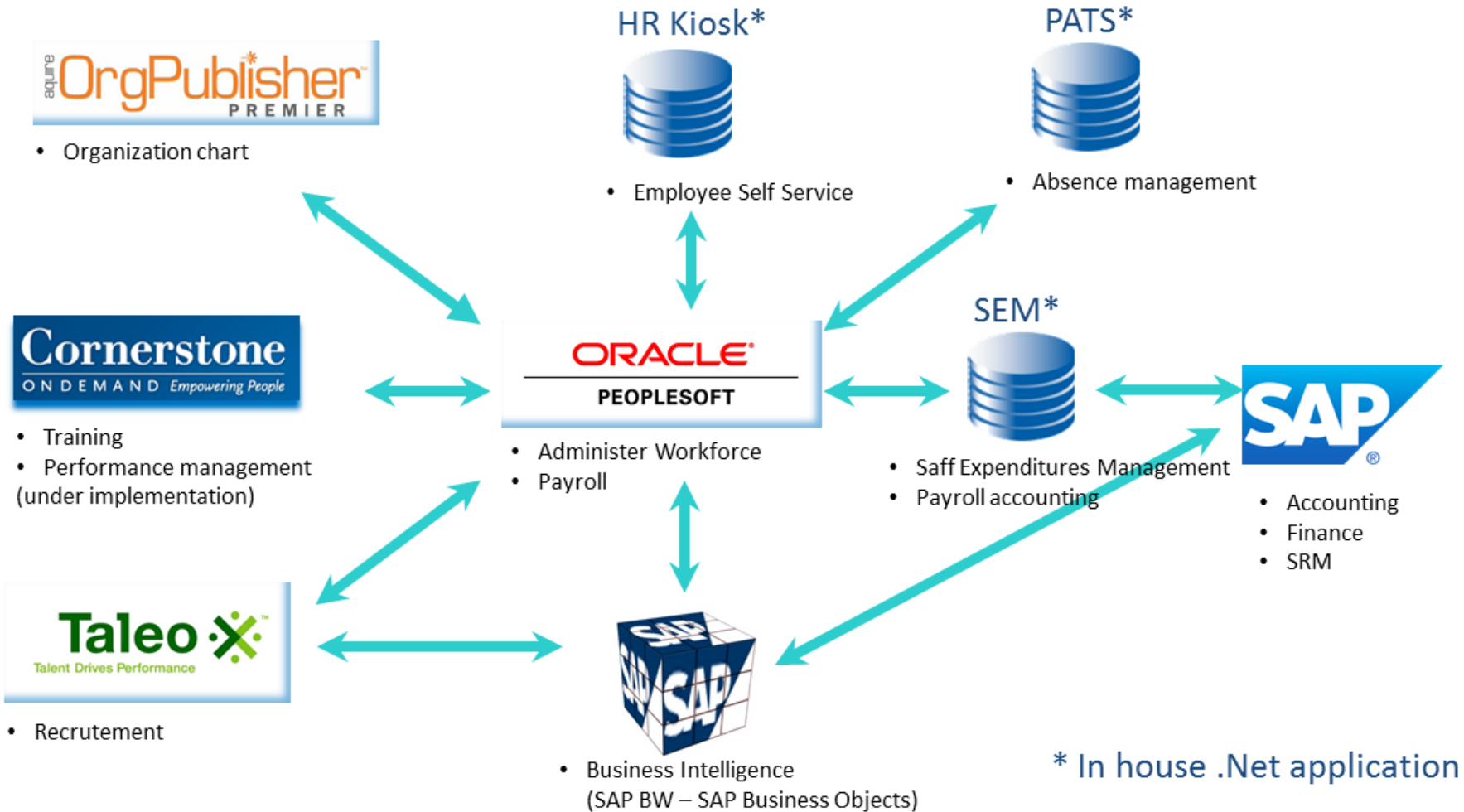


HR INTERFACES



Interfaces

Situation - OECD AS-IS (Overview)





List of gaps

Business Requirement	Description	Business Criticality (H/M/L)	Proposed Resolution	Level of Complexity	Estimated Work effort
Payroll calculation message	During payroll calculation, some informative/warning/error message have to be produced and stored for further analysis	Medium	- Specific table or cluster to store the payroll message - Specific payroll operation to populate this specific table/cluster - Payroll message have to be displayed in Payroll cockpit	Low	Low
FCDAY has to calculate the number of thirtieths in accordance with OECD rules	1- Each month, irrespective of the number of days that comprise it, is considered to have thirty days 2- Number of calendar days not worked is used in order to calculate a readjustment to 30 days 3- Readjustment to 30 days will always occur on the segment which is >=16 days if it exists, else it will occur on the last segment	High	Enhancement point in "Include RPCBURFo / FORM opfeday"	Medium	Medium
Payroll multi currency	International Organization is dealing with multiple currencies and pay scales	Medium	integrate existing functionality from country version PY-NPO Non Profit Organization UCURR	Medium	Medium
Expatriation Allowance(s)	Staff Rule 16/3	Medium	Create separate Class for EVE Attribute Reader and Entitlement Calculation use of existing methods CALC_MOBIL and adjust the rules and calculations	Medium	Medium
Education Allowance	Staff Rule 16/8	Medium	Strip down existing functionality to the required essentials and replace payment output with wage type in IT0014 recurring payments	Medium	Medium
Statutory Leave	Staff Rule 17/3	High	Possible re-use of a CDP/IBS solution for UMOJA	High	High
Separation withheld payment	As long as EE file is not fully closed, open loans, rented material etc. a withheld of their last payment is automatically done by the system	High	Implement customer function plus wage type processing via payroll rules	Medium	Medium
All other allowances	Staff Rules 16/17 ff	Medium	Create separate Class for EVE Attribute Reader and Entitlement Calculation Possible use of existing methods Redefinition of existing methods Creation of new calculation methods	Medium	Medium



List of Infotypes

- Standard

0000	Actions
0302	Additional Actions
0001	Organizational Assignment
0002	Personal Data
0003	Payroll Status
0006	Addresses / possible additional view with 3399 NPO Additional Data Addresses
0007	Planned Working Time
0008	Basic Pay / view with 3341 NPO Additional Data Basic Pay
0009	Bank Details
0011	External Transfers
0014	Recurring Payments/Deductions
0015	Additional Payments
0016	Contract Elements / view with 0958 NPO additional contract elements
0021	Family Member/Dependents / view with 0959 NPO additional Family Data
0027	Cost Distribution
0064	Social Insurance
0080	Maternity Protection/Parental Leave
0402	Payroll Results
0403	Payroll Results 2
0424	Work Accident
0425	IJSS Summary
0442	Company Car
0655	ESS Settings Remuneration Statement
0702	Documents
0703	Documents on Dependents
0713	Termination
0442	Company Car
3331	B2A Follow-Up Actions
2001	Absence
2005	Overtime
2006	Absence Quotas
0416	Quota compensations

- Special configuration required

0008	Basic Pay
0016	Contract Elements
0021	Family Member/Dependents
0965	Education Grant
3244	NPO City of Residence



List of Payroll Function / Operation

Standard

Function	Operation
WPBP	
FCCO	
	WPBPC
P0011	
FPERS	
FCT	
FPAYM	
FREM	
FACTI	
PAB	
RAB	
FNABS	
FNABE	
FIJSS	
FAB	
	FSVAV

Special configuration required

Function	Operation
UCURR	
UNEVE	
UNCSR	
P0962	
P0965	
	FCDAY