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Agenda

BIR2316 Form

Social Security System (SSS) Contribution

PhilHealth Contribution

Maternity Benefit

Others

Developing roadmap
## Legal Changes / Major Enhancements 2020

<table>
<thead>
<tr>
<th>Function</th>
<th>Legal Change (LC) / Continence Improvement (CI)</th>
<th>SAP Note</th>
<th>Release Date</th>
<th>Valid for</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIR 2316</td>
<td>LC HCM PH: New Layout of BIR 2316 Form</td>
<td>2848927</td>
<td>Nov.2019</td>
<td>600 and Above</td>
</tr>
<tr>
<td></td>
<td>BIR2316 Adjustment</td>
<td>2893859</td>
<td>Mar.2020</td>
<td>600 and Above</td>
</tr>
<tr>
<td>SSS Contribution</td>
<td>New Schedule of Social Security Contributions Effective April 2019</td>
<td>2769869</td>
<td>Mar. 2019</td>
<td>600 and Above</td>
</tr>
<tr>
<td></td>
<td>New Schedule of SS Employee Compensation Contributions Effective April 2019</td>
<td>2771615</td>
<td>Mar. 2019</td>
<td>600 and Above</td>
</tr>
<tr>
<td>PhilHealth Contribution</td>
<td>LC HCM PH: PhilHealth Contribution Table 2020</td>
<td>2866786</td>
<td>Nov.2019</td>
<td>600 and Above</td>
</tr>
<tr>
<td></td>
<td>NHIP- New Hire and Termination for Semi-monthly Payroll</td>
<td>2884105</td>
<td>Feb.2020</td>
<td>600 and Above</td>
</tr>
<tr>
<td>Maternity Benefit</td>
<td>LC HCM PH: Maternity Leave Salary Differential</td>
<td>2855101</td>
<td>Nov.2019</td>
<td>600 and Above</td>
</tr>
<tr>
<td></td>
<td>LC HCM PH: Maternity Salary differential included as 13th Month Pay</td>
<td>2865504</td>
<td>Nov.2019</td>
<td>600 and Above</td>
</tr>
<tr>
<td>Others</td>
<td>Enable On-demand Payroll in Off-Cycle Workbench for the Philippines</td>
<td>2878119</td>
<td>Feb.2020</td>
<td>600 and Above</td>
</tr>
<tr>
<td></td>
<td>Save Files to Application Server in Background</td>
<td>2832631</td>
<td>Nov.2019</td>
<td>600 and Above</td>
</tr>
<tr>
<td></td>
<td>Master Note: Philippines (HCM) Legal Changes / Major Enhancements 2019 - 2020</td>
<td>2896464</td>
<td>Continous updating</td>
<td>600 and Above</td>
</tr>
</tbody>
</table>
BIR2316 Form
Revised BIR 2316 Form

Solution Background

Based on Revenue Memorandum Circular (RMC) No. 100-2019, issued on September 30, 2019, circularizes revised the BIR Form No. 2316 [Certificate of Compensation Payment/Tax Withheld] January 2018 (ENCS).

Release Information

- Solution is included in SAP Note 2848927
- Released in Nov. 2019
- Valid for 600 and above
Should the exempt P250,000 & below be included to Item 27?

If we add the P250,000&below exemption to item 27, we’ll also need to adjust the items below to keep the items consistent:

- Add to item 20
- Deducted from item 21
- Deducted from item 23
- Add to item 36
- Deducted from item 37
- Deducted from item 50
Social Security System Contribution
Social Security Contributions
New Schedule 2019 Afterwards

**Background**

Pursuant to the enactment of Republic Act No.11199, otherwise known as the Social Security Act of 2018 which includes a provision that increases the contribution rate to 12%, the minimum Monthly Salary Credit (MSC) to ₱2,000, and the maximum MSC to ₱20,000 effective dated 13 March 2019.

**Release Information**

- Solution is included in SAP Note 2769869&2771615
- Released on Nov. 2019
- Valid for 600 and above
PhilHealth Contribution
PhilHealth Contribution Rate Table 2020

Background

According to Implementing Rules and Regulations of the Universal Health Care Act. (Republic Act 11223), the PhilHealth contribution table was changed as below effective from Jan. 1st 2020.

The Ceiling was changed from P50,000.00 to P60,000.00.

The employee and employer total rate was changed from 2.75% to 3%.

<table>
<thead>
<tr>
<th>Salary Bracket</th>
<th>Monthly Basic Salary</th>
<th>Employee Contribution</th>
<th>Employer Contribution</th>
<th>Employee Contribution Rate</th>
<th>Employer Contribution Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>0 ~ 10,000.00</td>
<td>150.00</td>
<td>150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>10,000.01 ~ 59,999.99</td>
<td>90.00</td>
<td>90.00</td>
<td>1.5%</td>
<td>1.5%</td>
</tr>
<tr>
<td>03</td>
<td>60,000.00 ~ above</td>
<td>900</td>
<td>900</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Release Information

- Solution is included in SAP Note 2866786
- Released on Nov. 2019
- Valid for 600 and above
PhilHealth Contribution
Semi-Monthly

Background

For semi-monthly payroll, if employee is hired in the second period of the month, or if employee resigned in the first period of the month, the PhilHealth contribution should still be based on the Monthly Basic Salary (MBS).

For example:
- Employee is hired on Feb.20\textsuperscript{th} 2020 (the second payroll period of the month)
- Employee resigned on May.10\textsuperscript{th} 2020 (the first payroll period of the month)

\begin{center}
\begin{tabular}{|c|c|c|}
\hline
Start Date & End Date & Action Type \\
\hline
2020.05.10 & 9999.12.31 & 10 Leaving \\
2020.02.20 & 2020.05.09 & 01 Hiring \\
\hline
\end{tabular}
\end{center}

- Employee’s monthly basic salary is P50,000 (25000*2)

→ The PhilHealth contribution for payroll period 2020.04 should be calculated based on P50,000.

Release Information

- Solution is included in SAP Note \texttt{2884105}
- Released on Feb. 2020
- Valid for 600 and above
PhilHealth Contribution

**Semi-Monthly**

**Example**

- **Payroll Period 2020.04 (Feb.16th ~ Feb.29th)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>* /101 Total Gross</td>
<td>13,637.50</td>
</tr>
<tr>
<td>* /106 TxGr ex All</td>
<td>12,247.50</td>
</tr>
<tr>
<td>* /108 Total basic</td>
<td>13,637.50</td>
</tr>
<tr>
<td>* /111 Taxable Gro</td>
<td>12,247.50</td>
</tr>
<tr>
<td>* /112 Regular Tax</td>
<td>12,247.50</td>
</tr>
<tr>
<td>* /114 MWE WT Cumu</td>
<td>13,637.50</td>
</tr>
<tr>
<td>* /120 Total Pag-I</td>
<td>13,637.50</td>
</tr>
<tr>
<td>* /130 Total SSS E</td>
<td>13,637.50</td>
</tr>
<tr>
<td><strong>/311 NHIP Salary</strong></td>
<td>30,000.00</td>
</tr>
<tr>
<td>* /310 SSS EE Cont</td>
<td>540.00</td>
</tr>
<tr>
<td>* /311 SSS ER Cont</td>
<td>1,080.00</td>
</tr>
<tr>
<td>* /312 SS EE Compe</td>
<td>10.00</td>
</tr>
<tr>
<td>* /313 ER NHIP Con</td>
<td>750.00</td>
</tr>
<tr>
<td>* /314 ER NHIP Con</td>
<td>750.00</td>
</tr>
<tr>
<td>* /326 HDFM EE Con</td>
<td>100.00</td>
</tr>
<tr>
<td>* /327 HDFM ER Con</td>
<td>100.00</td>
</tr>
</tbody>
</table>

- **Payroll Period 2020.09 (May.1st ~ May.15th)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>* /101 Total Gross</td>
<td>17,500.00</td>
</tr>
<tr>
<td>* /106 TxGr ex All</td>
<td>15,950.00</td>
</tr>
<tr>
<td>* /108 Total basic</td>
<td>17,500.00</td>
</tr>
<tr>
<td>* /111 Taxable Gro</td>
<td>15,950.00</td>
</tr>
<tr>
<td>* /112 Regular Tax</td>
<td>17,500.00</td>
</tr>
<tr>
<td>* /114 MWE WT Cumu</td>
<td>17,500.00</td>
</tr>
<tr>
<td>* /120 Total Pag-I</td>
<td>17,500.00</td>
</tr>
<tr>
<td>* /130 Total SSS E</td>
<td>17,500.00</td>
</tr>
<tr>
<td><strong>/311 NHIP Salary</strong></td>
<td>30,000.00</td>
</tr>
<tr>
<td>* /310 SSS EE Cont</td>
<td>700.00</td>
</tr>
<tr>
<td>* /311 SSS ER Cont</td>
<td>1,400.00</td>
</tr>
<tr>
<td>* /312 SS EE Compe</td>
<td>30.00</td>
</tr>
<tr>
<td>* /313 ER NHIP Con</td>
<td>750.00</td>
</tr>
<tr>
<td>* /314 ER NHIP Con</td>
<td>750.00</td>
</tr>
<tr>
<td>* /326 HDFM EE Con</td>
<td>100.00</td>
</tr>
<tr>
<td>* /327 HDFM ER Con</td>
<td>100.00</td>
</tr>
</tbody>
</table>
Maternity Benefit
Maternity Benefit

Solution Background

**REPUBLIC ACT No. 11210:** Increasing the Maternity Leave Period to One Hundred Five (105) Days for Female Workers With an Option to Extend for an Additional Thirty (30) Days Without Pay, and Granting an Additional Fifteen (15) Days for Solo Mothers, and for Other Purposes

**DA No. 01 series of 2019:** The employer shall pay the salary differential between the full salary of Female worker during her maternity leave and the actual cash benefits received from the Social Security System(SSS)

Release Information

- Solution is included in SAP Note [2855101](#)
- Released in Nov.2019
- Valid for 600 and above

Legal Document

<table>
<thead>
<tr>
<th>Legal Document</th>
<th>Publish Date/ Published by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Republic Act No. 11210</td>
<td>Feb. 20th 2019 -By Dole</td>
</tr>
<tr>
<td>IMPLEMENTING-RULES-AND-REGULATIONS-OF-REPUBLIC-ACT-NO.-11210</td>
<td>May 1st 2019 -By Dole</td>
</tr>
<tr>
<td>Department Advisory No 1 series 2019</td>
<td>July 9th 2019 -By Dole</td>
</tr>
<tr>
<td>Revenue Memorandum Circular No.105-2019</td>
<td>Oct. 9th 2019 -By BIR</td>
</tr>
<tr>
<td>PhilHealth Circular No. 2019-0009</td>
<td>Nov. 22th 2019 -By PhilHealth</td>
</tr>
</tbody>
</table>
Maternity Benefit
Salary differential Calculation

II. COMPUTATION OF SALARY DIFFERENTIAL

The employer shall pay the salary differential between the full salary of female worker during her maternity leave and the actual cash benefits received from the Social Security System (SSS) which shall be computed as follows:

1. Compute the amount of full pay:
   - Full pay\(^{[1]} = \) monthly salary\(^{[2][3]} \times \) maternity period in months\(^{[4]}\)

2. Ascertain the employee’s premium contribution share for SSS, Philippine Health Insurance Corporation (PhilHealth), and Home Development Mutual Fund (Pag-IBIG) covering the maternity period.

3. Determine the amount of SSS maternity leave benefit of the female worker based on the prescribed formula and computation by the SSS.

4. Deduct from the amount of full pay the total amount of employee’s premium contribution share and SSS maternity leave benefit.

---DA No. 1 Series 2019

To illustrate, below is a sample computation:

<table>
<thead>
<tr>
<th>Monthly salary</th>
<th>Expanded maternity leave (105 days or 3.5 months)</th>
<th>Social Welfare premium contributions</th>
<th>SSS maternity benefit</th>
<th>Salary differential(^{[5]})</th>
</tr>
</thead>
<tbody>
<tr>
<td>Php14,006.75</td>
<td>Php49,023.63</td>
<td>Php2,984.07</td>
<td>Php49,000.00</td>
<td>-Php2,960.45</td>
</tr>
<tr>
<td>Php31,300.00</td>
<td>Php109,550.00</td>
<td>Php4,656.31</td>
<td>Php70,000.00</td>
<td>Php34,893.69</td>
</tr>
</tbody>
</table>

Full pay = Monthly salary \( \times 3.5 = 14006.75 \times 3.5 = 49023.63 \)

- Monthly EE NHIP contribution = 14006.75 \( \times 1.375\% \)
- Monthly EE SSS contribution = 14000 \( \times 4\% \)
- Monthly EE HDMF contribution = 5000 \( \times 2\% \)

Social Welfare premium contribution = (Monthly EE NHIP contribution
+ Monthly EE NHIP contribution 
+ Monthly EE NHIP contribution \( \times 3.5 \)
= 2984.075

SSS Maternity benefit = 14000 \( \times 6/180 \times 105 = 49000 \)

Salary Differential = 49023.63 - 2984.07 - 49000 = -2960.45
**Maternity Benefit Process Details**

**Maternity Benefit Basic Information**
Maternity Leave Period: 20190724 - 20191105  
Number of Maternity Leave Days: 105.00  
Monthly Salary(/341): 31,300.00

**Highest Salary**

<table>
<thead>
<tr>
<th>Month</th>
<th>Monthly Salary</th>
<th>Monthly Salary Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>201903</td>
<td>31,300.00</td>
<td>20,000.00</td>
</tr>
<tr>
<td>201902</td>
<td>31,300.00</td>
<td>20,000.00</td>
</tr>
<tr>
<td>201901</td>
<td>31,300.00</td>
<td>20,000.00</td>
</tr>
<tr>
<td>201812</td>
<td>31,300.00</td>
<td>20,000.00</td>
</tr>
<tr>
<td>201811</td>
<td>31,300.00</td>
<td>20,000.00</td>
</tr>
<tr>
<td>201810</td>
<td>31,300.00</td>
<td>20,000.00</td>
</tr>
</tbody>
</table>

**SSS Maternity Benefit (/316)**

\[
\text{SSS Maternity Benefit} = \left( \frac{120,000.00}{180} \right) \times 105.00 = 70,000.00
\]

**Full Pay**

\[
\text{Full Pay} = 31,300.00 \times \frac{105.00}{30} = 109,550.00
\]

- Monthly Employee SSS Premium Contribution = 800.00  
- Monthly Employee NHIP Premium Contribution = 430.38  
- Monthly Employee HDMF Premium Contribution = 100.00  

**Social Welfare Premium Contributions (/343)**

\[
\text{Social Welfare Premium Contributions} = (800.00 + 430.38 + 100.00) \times \frac{105.00}{3} = 4656.33
\]

**Salary Differential (/344)**

\[
\text{Salary Differential} = (109,550.00 - 70,000.00 - 4656.33) = 34,893.67
\]

**Calculate Maternity Benefit Period Deduction**

- Daily Rate for Maternity Benefit Payment (/345): 998.99  
- Number of Maternity Leave Days in Current Period: 8.00  
- Deduction for Current Period (/346) = 998.99 \times 8.00 = 7,991.92
# Maternity Benefit
## Payroll Result (First Period)

<table>
<thead>
<tr>
<th>AWT</th>
<th>WT Text</th>
<th>APC1C2C3aBKoReBTAwvTvNUnit Amt/Unit No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Total Gross</td>
<td>112,551.75</td>
<td></td>
</tr>
<tr>
<td>106</td>
<td>TxGr ex All</td>
<td>7,262.90</td>
<td></td>
</tr>
<tr>
<td>108</td>
<td>Total basic</td>
<td>7,658.08</td>
<td></td>
</tr>
<tr>
<td>111</td>
<td>Taxable Gro</td>
<td>7,262.90</td>
<td></td>
</tr>
<tr>
<td>112</td>
<td>Regular Tax</td>
<td>7,262.90</td>
<td></td>
</tr>
<tr>
<td>120</td>
<td>Total Pag-I</td>
<td>15,650.00</td>
<td></td>
</tr>
<tr>
<td>130</td>
<td>Total SSS E</td>
<td>15,650.00</td>
<td></td>
</tr>
<tr>
<td>131</td>
<td>NHIP Salary</td>
<td>15,650.00</td>
<td></td>
</tr>
<tr>
<td>310</td>
<td>SSS EE Cont</td>
<td>180.00</td>
<td></td>
</tr>
<tr>
<td>311</td>
<td>SSS ER Cont</td>
<td>360.00</td>
<td></td>
</tr>
<tr>
<td>313</td>
<td>EE NHIP Con</td>
<td>215.18</td>
<td></td>
</tr>
<tr>
<td>314</td>
<td>ER NHIP Con</td>
<td>215.19</td>
<td></td>
</tr>
<tr>
<td>316</td>
<td>SS Matern.</td>
<td>105.00</td>
<td>70,000.00</td>
</tr>
<tr>
<td>317</td>
<td>Avg of Max</td>
<td>20,000.00</td>
<td></td>
</tr>
<tr>
<td>341</td>
<td>Monthly sal</td>
<td>31,300.00</td>
<td></td>
</tr>
<tr>
<td>342</td>
<td>Total Payme</td>
<td>104,893.67</td>
<td></td>
</tr>
<tr>
<td>343</td>
<td>Total Soc.</td>
<td>4,656.33</td>
<td></td>
</tr>
<tr>
<td>344</td>
<td>Salary Diff</td>
<td>34,893.67</td>
<td></td>
</tr>
<tr>
<td>345</td>
<td>Daily Rate</td>
<td>998.99</td>
<td></td>
</tr>
<tr>
<td>346</td>
<td>Curr deduct</td>
<td>7,991.92</td>
<td></td>
</tr>
<tr>
<td>347</td>
<td>Cumulated D</td>
<td>7,991.92</td>
<td></td>
</tr>
<tr>
<td>550</td>
<td>Total Tax t</td>
<td>800.00</td>
<td></td>
</tr>
<tr>
<td>559</td>
<td>Stat Net Pa</td>
<td>76,462.88</td>
<td></td>
</tr>
<tr>
<td>560</td>
<td>Amount paid</td>
<td>76,462.88</td>
<td></td>
</tr>
<tr>
<td>700</td>
<td>Wage/salary</td>
<td>112,551.75</td>
<td></td>
</tr>
<tr>
<td>840</td>
<td>Diff.curr.f.01</td>
<td>16.00</td>
<td></td>
</tr>
<tr>
<td>845</td>
<td>Total paid 01</td>
<td>48.00</td>
<td></td>
</tr>
<tr>
<td>NHIP</td>
<td>NHIP Salary</td>
<td>15,650.00</td>
<td></td>
</tr>
<tr>
<td>P350</td>
<td>SSS materni</td>
<td>105.00</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>Hrly Rte Va01</td>
<td>195.63</td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>Leave Rte V01</td>
<td>1,239.60</td>
<td></td>
</tr>
<tr>
<td>Po10</td>
<td>Periodic Wa01</td>
<td>15,650.00</td>
<td></td>
</tr>
</tbody>
</table>
### Maternity Benefit Payroll Result (Middle Period)

#### Table RT

<table>
<thead>
<tr>
<th>WT</th>
<th>WT Text</th>
<th>APC1C2C3aBKoReBTAwTvNU</th>
<th>Amt/Unit No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>/101</td>
<td>Total Gross</td>
<td>935.19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>/103</td>
<td>Total Basic</td>
<td>935.19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>/120</td>
<td>Total Pag-I</td>
<td>15,650.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>/130</td>
<td>Total SSS E</td>
<td>15,650.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>/131</td>
<td>NHIP Salary</td>
<td>15,650.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>/310</td>
<td>SSS EE Cont</td>
<td>620.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>/311</td>
<td>SSS ER Cont</td>
<td>1,240.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>/312</td>
<td>SSS EE Compe</td>
<td>30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>/313</td>
<td>EE NHIP Con</td>
<td>215.19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>/314</td>
<td>ER NHIP Con</td>
<td>215.19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>/326</td>
<td>HDFEE Con</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>/327</td>
<td>HDFER Con</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>/341</td>
<td>Monthly sal</td>
<td>31,300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>/342</td>
<td>Total Payme</td>
<td>104,893.67</td>
<td></td>
<td></td>
</tr>
<tr>
<td>/345</td>
<td>Daily Rate</td>
<td>15</td>
<td>998.99</td>
<td></td>
</tr>
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<td>/346</td>
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<td>14,714.81</td>
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<tr>
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<td>3 /001</td>
<td>Hrly Rte Va01</td>
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<td>3 /003</td>
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<td>3 P010</td>
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**No Taxable Base /111**

**No Net Payment /550**
## Maternity Benefit
### Payroll Result (Last Period)

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<tr>
<th>WT</th>
<th>WT Text</th>
<th>Amt/Unit No.</th>
<th>Amount</th>
</tr>
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<td>Total Gross</td>
<td></td>
<td>8,657.14</td>
</tr>
<tr>
<td>/106</td>
<td>TaxGr ex All</td>
<td></td>
<td>7,721.95</td>
</tr>
<tr>
<td>/108</td>
<td>Total basic</td>
<td></td>
<td>8,657.14</td>
</tr>
<tr>
<td>/111</td>
<td>Taxable Gro</td>
<td></td>
<td>7,721.95</td>
</tr>
<tr>
<td>/112</td>
<td>Regular Tax</td>
<td></td>
<td>7,721.95</td>
</tr>
<tr>
<td>/120</td>
<td>Total Pag-I</td>
<td></td>
<td>15,650.00</td>
</tr>
<tr>
<td>/130</td>
<td>Total SSS E</td>
<td></td>
<td>15,650.00</td>
</tr>
<tr>
<td>/131</td>
<td>NHIP Salary</td>
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<td>15,650.00</td>
</tr>
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<td>/310</td>
<td>SSS EE Cont</td>
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<td>ER NHIP Con</td>
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<td>/327</td>
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<tr>
<td>/341</td>
<td>Monthly sal</td>
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<td>31,300.00</td>
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<tr>
<td>/342</td>
<td>Total Payme</td>
<td></td>
<td>104,893.67</td>
</tr>
<tr>
<td>/345</td>
<td>Daily Rate</td>
<td>15</td>
<td>998.99</td>
</tr>
<tr>
<td>/346</td>
<td>Curr deduct</td>
<td></td>
<td>6,992.86</td>
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<tr>
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<td>Cumulated D</td>
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<td>Stat Net Pa</td>
<td></td>
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<td>/840</td>
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<td>/NH</td>
<td>NHIP Salary</td>
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<td>/003</td>
<td>Leave Rte V01</td>
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</tr>
<tr>
<td>/010</td>
<td>Periodic Wa01</td>
<td></td>
<td>15,650.00</td>
</tr>
</tbody>
</table>
Maternity Benefit

Note

➢ The Maternity benefit payment is non-taxable
➢ The salary differential is included when computing the 13th month pay
➢ You can set the payroll constant ‘PHMSD’ with value ‘Y’ to exempt your company from the salary differential
Others
Off-Cycle Workbench
On-demand Payroll

Now the on-demand payroll in the off-cycle workbench has been enabled for Philippines

You may execute on-demand payroll in cases:
- Hired after current period payroll
- Resigned before current period payroll

Release Information
- Solution is included in SAP Note 2878119
- Released in Feb.2020
- Valid for 600 and above
Save Files to Application Server in Background Execution

The following reports were enhanced, now you can save output files into application server in the background mode.

- PY-PH: SSSEdiNet (HPHREDIO) report to save E-CS file into application server
- HR-PH: PhilHealth Report - RF-1 (HPHRNHIPO) report to save csv file into application server
- HDMF Membership Registration/Remittance Form (HPHRHDM0) report to save BPI file into application server

After you have generated the files, you can check the file with T-code ‘AL11’ and download the file with T-code ‘CG3Y’

Release Information

- Solution is included in SAP Note 2832631
- Released in Nov.2019
- Valid for 600 and above
Master Note
2896464 - Philippines (HCM) Legal Changes / Major Enhancements 2019 - 2020

You may access this note to get the continuous updating list of solution Notes released for Philippines Legal changes and major enhancements for Year of Assessment 2019 and 2020.

Solution
You can apply the corresponding HR SP according to the Note List.

<table>
<thead>
<tr>
<th>No.</th>
<th>Note</th>
<th>Note Description</th>
<th>SP Available Date</th>
<th>HR SP (EA, HR, &quot;with SAP HR&quot;)</th>
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<tr>
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<td>650* 644* 665 666 657 660*</td>
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<td>1</td>
<td>270840</td>
<td>Enable Monetized Vacation Leave to Consume 13th Month Pay &amp; Other Benefits Exemption</td>
<td>2019.01.24</td>
<td>G9    D5    B2    97    66    63</td>
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<td>2743552</td>
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<td>2019.03.14</td>
<td>H1    D7    B4    99    88    65</td>
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<tr>
<td>4</td>
<td>2743451</td>
<td>HPHEDOT10: Provide ALV List for Annuity Purpose</td>
<td>2019.04.11</td>
<td>H2    D8    B5    99    89    66</td>
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<tr>
<td>5</td>
<td>2708469</td>
<td>New Schedule of Social Security Contributions Effective April 2019</td>
<td></td>
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<td>6</td>
<td>2774451</td>
<td>New Schedule of SS Employee Compensation Contributions Effective April 2019</td>
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</tr>
<tr>
<td>7</td>
<td>2791454</td>
<td>LC-HCM PH: SSS Rate Table Change 2019</td>
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<td></td>
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<tr>
<td>8</td>
<td>2748527</td>
<td>LC-HCM PH: New Layout of BIR 2356 Form</td>
<td>2019.12.16</td>
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<td>9</td>
<td>2785100</td>
<td>LC-HCM PH: Maternity Salary Differential included as 13th Month Pay</td>
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<tr>
<td>10</td>
<td>2765103</td>
<td>LC-HCM PH: Maternity Leave Salary Differential</td>
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<td>11</td>
<td>2796768</td>
<td>LC-HCM PH: PhilHealth Contribution Table 2020</td>
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<td>12</td>
<td>2725011</td>
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<td>13</td>
<td>2773119</td>
<td>Enable On-demand Payroll in Off-cycle Workbench for the Philippines</td>
<td>2020.03.12</td>
<td>I4    F0    C7    B2    A1    76</td>
</tr>
</tbody>
</table>
Roadmap 2020
Development Plan

- New csv file of the Alphalist
- TIN number Extension
- Seconded employee
- National ID
- PhilHealth Rate table 2021 and afterwards
Data Protection in Today’s Complicated Connected World

Protecting your personal data - features across SAP SuccessFactors / HCM application

May 27th, 2020
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It is the customer's responsibility to adopt measures that the customer deems appropriate to achieve compliance.
What is **Data Protection**?

**Data Protection is about** the protection of natural persons regarding the processing of personal data and rules relating to the free movement of personal data;

It’s about ensuring that customers can **TRUST** organisations that they will use their personal data fairly and responsibly.

Organisations will have increased responsibilities with regards to data protection and privacy, including:

- **Security & Control**
- **Policies**
- **Processes and People**

**Personal Data** is any information relating to an identified or identifiable **natural person** (‘data subject’). Eg: name, birth date, address, etc.
Why organisations must care about **Data Protection**?

In many countries, data protection and privacy is subject to applicable laws.

Customers are increasingly aware of their rights.

A breach of Data Protection Law can trigger penalties.
Data Protection Laws around the world

- Continued explosion of data protection and privacy regulations across the globe
- 2000+ security, compliance & localization experts on staff

Over 100 different jurisdictions with 450+ data privacy laws and counting, and now California (effective Jan 2020), Thailand (effective May 2020).
Data Protection Laws in the context of the COVID-19 outbreak

In response to the global pandemic, data protection authorities (DPA's) around the world are issuing their own COVID-19-specific privacy guidance.

Individual Data Privacy (Health Data)

Public Health Interests/ the Public's right to know

Statement by Privacy Commissioner Raymund Enriquez Liboro on the Declaration of Public Health Emergency in Relation to COVID-19

March 10, 2020 | 11:49 AM GMT+0800 Last Edit: May 12, 2020

Data Privacy Vis-à-vis Public Health

Following the President's declaration of a public health emergency (PHE) concerning COVID-19, it is imperative upon the government to strike a balance between individual data privacy vis-à-vis public health interests, including the public’s right to know.

We wish to emphasize that the Data Privacy Act does not prevent the government from doing its job. It follows that the DPA should not prevent government, especially public health entities, from processing personal and sensitive personal information when necessary to fulfill their mandates during a public health emergency.

Government Agencies’ access to COVID-19 Information

The proper handling of the health information of Coronavirus patients is crucial in stopping the spread of the virus. Government agencies mandated to address the PHE must have access to the relevant information to accomplish the purpose.
How SAP SuccessFactors helps
Data Protection and Privacy features in SAP SuccessFactors solutions

Features built into SAP SuccessFactors products

**Data purge:**
Configure data retention rules, and permanently delete personal data from SAP SuccessFactors solutions.

**Data blocking:**
Limit access to historical data within SAP SuccessFactors Employee Central.

**Change audit:**
Manage, record, and report on personal data changes across most SAP SuccessFactors solutions.

**Consent**
Configure and manage consent statements as well as their acceptance where needed.

**Data subject info reporting**
Generate a data subject report containing all the data subject's personal data available in SAP SuccessFactors solutions.
### SAP SuccessFactors Data Protection and Privacy Features

#### Summary by Product Area

<table>
<thead>
<tr>
<th>Feature</th>
<th>Talent Management</th>
<th>Employee Central</th>
<th>Employee Central Payroll</th>
<th>Platform</th>
<th>Learning</th>
<th>Onboarding</th>
<th>Recruiting Management</th>
<th>Recruiting Marketing</th>
<th>Recruiting Posting</th>
<th>Reporting</th>
<th>Workforce Analytics</th>
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<td>✓</td>
<td>✓</td>
<td>N/A</td>
</tr>
</tbody>
</table>

N/A – This feature is not needed in the application due to requirements/use case non-applicability

---

**Prerequisites: Role Based Permissions (RBP) and Metadata Framework (MDF)**
How SAP HCM helps
Technical Details: Overview of Execution (T-code: SARA)

1. Preprocessing Program
   - Needed in HCM, because Archived Objects (Infotype 0283) shall be used for logging
   - Run before write program execution
   - Used to analyze data to be archived
   - **Outcome**: generates a Run ID and updates the status of IT 0283 entry and the log as “Prepared for Data Destruction”

2. Write Program
   - Writes data to be archived to archive files; No data deletion happens here

3. Delete Program
   - Reads archiving files and deletes data from database, processing one archive file at a time
   - Can be scheduled to be run automatically after write program execution (e.g. preprocessing program exists); sets status of IT 0283 and log as “Data Destroyed”
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
</table>
| Archiving Object            | • A logical object of related business data that is read from the database by a write program and deleted by the associated delete program after the data has been successfully archived.  
• AO links necessary code and customizing together for data destruction of specific set of data |
| Legal Hold                  | • Lock on data that is assigned to a legal case so that this data cannot be deleted or destroyed (IT3246) |
| Data Blocking               | • A feature that prevents master data creation for those Infotypes and duration where data destruction has taken place and records are already destroyed |
| Retention Period            | • Period of time, required by law, which documents must be retained         |
Technical Details: Destroying Personnel Data (Preparation)

**T-code: IRMPOL**

**ILM Policies**

- **Policy Category**: Retention Rules
- **Object Category**: SAP Business Suite
- **Audit Area**: HCM_DP
- **ILM Object**: HRCPHI0411

**Policies**

- **Policy Name**: VI_POLICY
- **Policy Status**: Not Live
- **Object in Audit Area**: HCM_DP
- **Changed on**: 25.05.2020
- **Changed by**: DONOV

**Rules for Policy VI_POLICY**

- **Person subarea**: PH01
- **To Person subarea**: PH01
- **Max... Period**: 3 Year
- **Employee's Leaving Date**: End of Year

**T-code: AOBJ**

- **Object Name**: HRCPHI0411
- **Logical File Name**: ARCHIVE_DATA_FILE
- **Archive File Size**: 100
- **Maximum Size in MB**: 100
- **Maximum Number of Data Objects**: 10
- **Commit Counter**: Variant
- **Delete Mode Variant**: SAPTEST
- **Live Mode Variant**: SAPAPPROD
- **Not Scheduled**
- **Start Automatically**
- **After Event**
- **Event Parameter**

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Technical Details: Destroying Personnel Data (Execution)

T-code: SARA

Archive Administration: Initial Screen

Archiving Object: HRCPI0411 (Taxation)

Actions:
- Preproc
- Write
- Delete
- Management

Logs:
- Job Overview
- Job Log
- Spool List

Log (Summary):
- Type: Message Text
- LText: Data until 15.03.2018 prepared for destruction
- Obj. Disp.: 0485025
- Object (Example): 0485025
Technical Details: Destroying Philippine Personnel Master Data (PA)

Employee personal data: Infotype and non-Infotype tables where employee data is stored

- Infotype and non-Infotype tables where employee specific information is stored.
- SAP Note 2494140 - Data Protection: Destroying Philippine Personal Master Data

<table>
<thead>
<tr>
<th>Sr</th>
<th>Infotype(s) / Table(s)</th>
<th>Archiving Object</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IT 0411</td>
<td>HRCPHI0411</td>
<td>Taxation PH</td>
</tr>
<tr>
<td>2</td>
<td>IT 0422</td>
<td>HRCPHI0422</td>
<td>Social Security System (SSS) PH</td>
</tr>
<tr>
<td>3</td>
<td>IT 0423</td>
<td>HRCPHI0423</td>
<td>Home Development Mutual Fund (HDMF) PH</td>
</tr>
<tr>
<td>4</td>
<td>IT 0596</td>
<td>HRCPHI0596</td>
<td>PhilHealth (NHIP) PH</td>
</tr>
<tr>
<td>5</td>
<td>IT 0634</td>
<td>HRCPHI0634</td>
<td>Previous Employers PH</td>
</tr>
</tbody>
</table>
Technical Details: Destroying Time Management Data (PT)

To destroy Time Management Data (PT), please use the corresponding archiving objects:

<table>
<thead>
<tr>
<th>Sr</th>
<th>Archiving Object</th>
<th>Description</th>
</tr>
</thead>
<tbody>
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<td>HRTIM_ABS</td>
<td>Absences Data</td>
</tr>
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<td>2</td>
<td>HRTIM_ATT</td>
<td>Attendance Data</td>
</tr>
<tr>
<td>3</td>
<td>HRTIM_MAT</td>
<td>Maternity Data</td>
</tr>
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<td>4</td>
<td>HRTIM_MIL</td>
<td>Military Data</td>
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<td>8</td>
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<td>Substitution Data</td>
</tr>
<tr>
<td>9</td>
<td>HRTIM_TEV</td>
<td>Time Events Data</td>
</tr>
</tbody>
</table>
Data Privacy and Protection (DPP): Summary of Execution

1. ILM Switch should be ON in the system. Can be checked in the transaction SFW5
2. Create a rule for the retention period via transaction IRMPOL (The retention rules determine the life of data in the system)

Preparation

Pre-processing program should be run every time before the write program for the data destruction. While running the pre-processing program, Run ID will get generated in the log. Using that run id, Write program can execute.

Preprocessing

Execute a WRITE Program
- Enter the Pre-processing Run ID
- Writes data to be archived to archive files
- Check the Write log

Write

Delete

Execute a DELETE Program
- Reads archiving files and deletes data from database
- Check the log
- Check Infotype 0283
HCM Destruction Objects Generation Tool – (Tcode: YAA_DOG)
- Destroying customized tables (Z-tables) and customized Infotypes (9***)

Destruction Object Generator

The tool generates dictionary objects that are used in HCM data destruction solution.

To destroy data from customized tables (Z-tables) and customized Infotypes (9***)

– Development of destruction / archiving objects for customized data sources is to be done by customers
– Customers cannot modify SAP-delivered archiving objects in terms of data sources covered by that archiving object
FAQs
FAQs

Q1. What is the difference between using an AO and deleting the PERNR using programs RPUDELPN / RPUDELP? 
   – An AO is meant to destroy selected personal data of an employee. The rest of the data remains in the system.
   – This supports legal requirements of destroying data for which there is no further use, without losing the rest of the data
   – It keeps a log of what data is destroyed

Q2. Why shouldn’t the mini-master data (IT 0000, 0001, 0002, 0003 and 0008) be destroyed? 
   – This data links the rest of information to the real-world entity: employee
   – To delete all information for a PERNR, PERNR delete programs (RPUDELPN / RPUDELP) can be used

Q3. How to destroy data from customized tables (Z-tables) and customized Infotypes (9***)? 
   – Development of destruction / archiving objects for custom data sources is to be done by customers
   – Customers cannot modify SAP-delivered archiving objects in terms of data sources covered by that archiving object

Q4. How can I check for which employees up to which date the data has been destroyed? 
   – You find these details in the employee’s infotype 0283, where subtype = archiving object.
FAQs

Q5. I cannot use more than 4 criteria (conditions) for creating a retention rule. What is the solution?

- This is a known limitation. Retention rules need to include those criteria (conditions) which have different retention criteria as defined by law. Common observation so far is that countries do not have retention criteria accommodating more than 4 conditions. If there is such a need: SAP ILM technical team can be contacted for solution / workaround.

Q6. Pre-processing program was executed productively for any personnel data and a record of infotype ‘0283’ record was created with status ‘Prepared for Data Destruction’. In this case the maintaining of personnel data are blocked with system message. Could the productive pre-processing run be canceled?

- Yes, it could be done with program ‘RP_PA_ROLLBACK’. You can use this report to roll back all changes that were made in the preprocessing phase of the destruction of data for an archiving object.

- For more information, see SAP Help Preprocessing Rollback for the Destruction of Data.
References
References

For general questions:

For example: As per GDPR new rules, we need to archive and delete old HCM data in live system

Refer to SAP Note 1559133 - Personal data in HCM: Deletion compliant with data protection

Raise your OSS incident under component: PA-PA-XX

Information Lifecycle Management software supports automation of data destruction as per rules defined by legislature. In context of HR localization: It is a framework that can be used to create destruction objects for various data sources like Infotypes and non-Infotype tables. Information about ILM can be found in SAP Note 1559133.

For Philippines specific questions:

Refer to SAP Note 2494140 - Data Protection: Destroying Philippine Personal Master Data

Raise your OSS incident under component: PA-PA-PH
Respecting the privacy of people is good for business

SAP is ready for compliance challenges

SAP enables compliance – data protection and privacy is in our DNA
Employee Central Localization
Philippines
Celia Tan, SAP Globalization Services
May 27th 2020

Globalization Services
Local Solutions. Global Success
Agenda

Employee Central Localization Overview
- New Features – release: b2005

EC Localization and EC Payroll for Philippines
- EC Localization
- EC Payroll Update
Localization Current Status
Employee Central Localization Overview
Key solution statistics – 2020

SAP SuccessFactors solutions have over **6,800 customers** on the SAP SuccessFactors Human Experience Management (HXM) Suite. Payroll is supported for an impressive **46 local versions**. The SAP SuccessFactors HXM Suite enables our customers to leverage the voice of every employee to improve processes and enhance experience.

![EC Localization Versions](image1)
![EC Payroll Local Versions](image2)
![EC Supported Languages](image3)
# New Features – release: b2005

| Address Validation Service – Mapping Germany | Name Format
|---------------------------------------------|--------------------------------------------------|
| Localization                               | Localization
| With release b2005 the Mapping for the Germany Address Validation is provided. | Now it is possible to configure Alternative Name Elements for the Name Format. |

May, 2020
A request from multiple customers that would help make their day to day lives easier was to give them the ability to mark payroll specific data as mandatory and for the system to automatically show if this data has not been entered. This will visually allow them to instantly know if an employee is missing necessary payroll data.
Philippines:
EC Localization and EC Payroll
Philippines: EC Localization and EC Payroll

EC Payroll Data
- Tax Data
- Social Security Contribution (SSS)
- PhilHealth (NHIP)
- Home Development Mutual Fund (HDMF)
- Previous Employment Details

Legal Reporting
- BIR2316 End of Year Tax Statement
- Alphalist Report
- Monthly Tax Remittance Report
- Philippines Social Security Report
- HDMF Membership Registration/Remittance Form
- PhilHealth Report

EC-Localization for PH
- Home Address
- Dependents Information
- Payment Information
- Personal Document Types
- National ID Info

Gross Payroll
- Salaries & Additional Payments
- Allowances
- Benefits in Kind
- Monthly & Semi Monthly Payrolls

Net Payroll
- Tax Calculation
- HDMF Contributions
- SS Calculation
- PhilHealth Calculations
- Minimum Wage Earner
- De-minimis Benefits

Off-Cycle Payroll
- Bonus Payroll
- On-demand off-cycle workbench
Philippines: EC Localization

**DEPENDENTS INFO**
- Dependent Not Relevant to BIR 2316 Form
- Qualified Dependent Child
- Other Dependent

**PAYMENT INFORMATION**
- Account Number
- Routing Number

**PERSONAL DOCUMENT TYPES**
- Alien Certificate of Registration (ACR-I Card)
- Alien Employment Permit (AEP)
- Community Tax Certificate (CTC)
- Passport Number
- Driver's License

**NATIONAL ID INFORMATION**
- Primary National ID
Philippines: Personal Documents

**ACR I-Card**: an identification card issued to aliens whose stay in the Philippines more than 59 days.

**AEP**: authorizes a foreign national to work in the Philippines.

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**PERSONAL DOCUMENT TYPES**

- Alien Certificate of Registration (ACR-I Card)
- Alien Employment Permit (AEP)
- Community Tax Certificate (CTC)
- Passport Number
- Driver's License

---

**Work Permit Info**

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</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**Issue Place**

- No Selection

**Attachments**

- PHL - Alien Certificate of Registration (ACR-I Card)
- PHL - Alien Employment Permit (AEP)
- PHL - Community Tax Certificate (CTC)
- PHL - Driver's License
- PHL - Passport Number
- Passport
Philippine Identification Card - National ID

On August 6, 2018, President Rodrigo Duterte signed into law the "Philippine Identification System Act" (R.A. 11055). The Act requires every Philippine citizen and resident alien to personally register with the Philippine ID system (PhilSys).
Philippines: EC Payroll

1. Enable to access and display BIR Form No. 2316 Philippines on ESS

Note 2633729 - Display Form BIR2316 Philippines on ESS
Note 2879311 - Enhancement of BIR2316 on ESS

2. Enable On-demand off-cycle payroll

Note 2878119 - Enable On-demand Payroll in Off-Cycle Workbench for the Philippines
Customer Workshop
FAQ’s we are hearing

May 27, 2020

Globalization Services
Local Solutions. Global Success
FAQ’s we are hearing

👋 What is SAP solution to manage National ID for Philippines

👋 TIN format change to 3-3-3-5. What are impacts of BIR Forms and Alphalist

👋 What is the latest Alphalist file update, and what is SAP delivery timeline.

👋 COVID-19 relevant legal changes update

👋 Where I can find the Legal changes have been delivered and to be delivered for Philippines
Philippine Identification System Act (R.A. 11055)

Philippine Identification Card

What is SAP solution to manage National ID for Philippines?
Philippine Identification System Act (R. A. 11055)
- Philippine Identification Card

BUSINESS REQUIREMENTS

- On August 6, 2018, President Rodrigo Duterte signed into law the "Philippine Identification System Act" (R.A. 11055). The Act requires every Philippine citizen and resident alien to personally register with the Philippine ID system (PhilSys).
- **Card Name**: Philippine Identification Card
- **Issued by**: Philippines
- **Pilot implementation**: 2019 (selected regions)
- **Full implementation**: 2020+ (5-year implementation)
- **Purpose**: Provide valid proof of identification for all citizens and resident aliens.
- **Eligibility**: Philippine citizenship or permanent residency for non-citizens; At least 18 years of age
- **Expiration**: Lifetime
Philippine Identification System Act (R. A. 11055) - Philippine Identification Card

**SAP SOLUTION**

- **Phase 1 (in 2020)** – To create a new ID Type in SF Employee Central and SAP HCM infotype 0185

- **Phase 2 (in future)** – The ID card will be a single identification card. It will function as IDs for all aspects like SSS, BIR, PhilHealth, etc.

*Employee Central*

**ID Type:** National ID

![Employee Central]

*Infotype 0185*

**ID Type:** National ID

![Infotype 0185]

*Philippine Identification Card Infotype 0185*

- ID Type: National ID
- PSN: 1234-567-8912-3

*Philippine Identification System Act (R. A. 11055) - Philippine Identification Card*
A Taxpayer Identification Number (TIN)

TIN format change to 3-3-3-5. What are impacts of BIR Forms and Alphalist?
A Taxpayer Identification Number (TIN) in the Philippines
- TIN format change to 3-3-3-5. What are the impact of BIR Forms and Alphalist

What is a Taxpayer Identification Number (TIN) in the Philippines?

The BIR issues the TIN for employees/self-employed professionals and freelancers, and corporations in the private and public sectors. It is the reference number that is used to file taxes.

For individual taxpayers, TIN should be encoded in the nine-digit form of 123-456-789.

For business entities, TIN is usually encoded in the fourteen-digit form of 123-456-789-00000. The late 5 digits stand for branch code.

Refer to: REVENUE MEMORANDUM ORDER (RMO) NO. 5-2017

Any impact to SAP HCM solution?
A Taxpayer Identification Number (TIN) in the Philippines
- TIN format change to 3-3-3-5. What are the impact of BIR Forms and Alphalist

Q: Any impact for Employee TIN?

A1: No change in Infotype 0411 (Employee Tax ID) – As employee TIN is still in 9-digits with no change.

A2: BIR Form 2316 (Jan 2018) – Layout change to 14-digits form of 123-456-789-00000. The last 5-digits is as branch code which should be 00000 for an employee.

A3: Alphalist (CSV file) – RMC No. 73-2019, the revised manual returns are available. The csv format for eFPS submission is NOT available.
A Taxpayer Identification Number (TIN) in the Philippines
- TIN format change to 3-3-3-5. What are the impact of BIR Forms and Alphalist

Q: Any impact for Employer TIN?

A1: Infotype 0634 (Pre-ER) – Create a new field with 14 chars to allow you to maintain new TIN

A2: Maintenance view V_T7PH0P - extend Employer TIN to 15 chars

A3: BIR Form 2316 (Jan 2018) – Layout change to 14-digits form of 123-456-789-00000 in part II and part III

A4: Alphalist (CSV file) – RMC No. 73-2019, the revised manual returns are available. The CSV format for eFPS submission is NOT available
Philippines: Alphalist Update 2014  
- Mandatory Electronic Submission since 2014

REVENUE REGULATIONS NO. 1-2014

Section 2.83.3 Requirement for list of payees – All withholding agents shall, regardless of the number of employees and payees, whether the employees/payees are exempt or not, submit an alphabetical list of employees and list of payees on income payments subject to creditable and final withholding taxes which are required to be attached as integral part of the Annual Information Returns (BIR Form No. 1604CF/1604E) and Monthly Remittance Returns (BIR Form No. 1601C, etc.), under the following modes:

(1) As attachment in the Electronic Filing and Payment System (eFPS);

(2) Through Electronic Submission using the BIR’s website address at esubmission@bir.gov.ph; and

(3) Through Electronic Mail (email) at dedicated BIR addresses using the prescribed CSV data file format
Philippines: Alphalist Update 2019

Revenue Memorandum Circular (RMC) No. 73-2019, 23 July 2019, to inform the withholding tax agents of the availability of the revised BIR Forms.

<table>
<thead>
<tr>
<th>Form No.</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1604-C</td>
<td>Annual Information Return of Income Taxes Withheld on Compensation</td>
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<tr>
<td>1604-E</td>
<td>Annual Information Return of Creditable Income Taxes Withheld (Expanded) / Income Payments Exempt from Withholding Tax</td>
</tr>
<tr>
<td>1604-F</td>
<td>Annual Information Return of Income Payments Subjected to Final Withholding Taxes</td>
</tr>
</tbody>
</table>

The revised manual returns are already available in the BIR website. However, they are not yet available in the Electronic Filing and Payment System (eFPS) and Electronic Bureau of Internal Revenue Forms (eBIRForms). A revenue issuance will be released once the revised returns are available in eFPS and eBIRForms.
What are expected changes:

1. Current and Previous Employer’s TIN to be changed

2. Separate employment status and description for “seconded employees” shall be indicated in the “Current Employment Status” of the Alphalist of Employees (Ref. to RMC No. 116-2019)

3. The BIR Form No. 2316 to be issued to the seconded employees must indicate the phrase (FOR SECONDED EMPLOYEE) under the form’s title “Certificate of Compensation Payment / Tax Withheld
Update due to COVID-19

Stay at home
UPANG MAPIGILAN AT TULUYAN NATING MAPUKSA ANG PAGKALAT NG COVID-19.

GOV.PH Coronavirus (COVID-19)

DOH Hotlines:
02 894-COVID
02 894-26843
For PLDT, SMART, SUN, and TnT Subscribers:
1555
Legal Requirements Update due to COVID-19 (1/2)

PhilHealth Circular No. 2020-0008

Please be informed that PhilHealth Circular 2020-0008 "Payment of Premium Contributions through the Online Payment Facility of the Electronic Premium Remittance System (EPRS)" was published on March 26, 2020 in Manila Bulletin.

Effective the applicable period of June 2020 and onwards, all premium contributions of employers and their employees in the Government and Private sectors shall be made through the online payment facility of the EPRS.

SAP Solution:

SAP Note 2366568 - Enable Downloading of Philhealth Contribution in CSV Format in Report HPHRNHIP0
Legal Requirements Update due to COVID-19 (2/2)

Payment of 13th Month Pay

There is no legal requirement for employers to advance the whole or pro-rated 13th month pay of its employees in light of the COVID-19 pandemic. Nonetheless, and consistent with the recent public statements of President of the Philippines, employers may, as an exercise of their management prerogative, grant its employees’ 13th month pay in advance, whether in whole or pro-rated, as a means for mitigating the effects of the COVID-19 pandemic.

Public Holiday Payment

Labor Advisory No. 13 Series of 2020 – Payment of Wages for Regular Holidays on April 9, And 10, 2020 and Special Holiday on April 11, 2020. Issued March 30, 2020. The advisory provided the rates to be applied in the computation of wages for regular and Special holidays.

Labor Advisory No. 13-A Series of 2020 – Deferment of Payment of Holiday Pay for the April 2020 holidays. April 1, 2020. The Labor Advisory clarified that the employers shall have the option to defer the payment of holiday pay to be earned for the month of April 2020 until after the lockdown period.
Announcement of Legal Changes

Where I can find the legal changes have been or to be delivered?
Legal Change Master Note 2896464

2896464 - Master Note: Philippines (HCM) Legal Changes / Major Enhancements 2019 - 2020

This Note gives the complete summary of solution Notes released for Philippines Legal changes and major enhancements for Year of Assessment 2019 and 2020.

<table>
<thead>
<tr>
<th>No.</th>
<th>Note</th>
<th>Note Description</th>
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<tr>
<td>1</td>
<td>2738640</td>
<td>Enable Monetized Vacation Leave To Consume 13th Month Pay &amp; Other Benefit Exemption</td>
<td>2019.01.24</td>
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<td>2</td>
<td>2738641</td>
<td>PH HCM-LC: MIE Tax</td>
<td>2019.02.14</td>
<td>H0  C6  E3  B9  B7  B4</td>
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<td>2738642</td>
<td>PH HCM-LC: MIE Tax - Report Adjustment</td>
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<td>4</td>
<td>2738643</td>
<td>HPH_ENTER: PHiv AIV List for Annuaire 5&quot; Purpose</td>
<td>2019.03.14</td>
<td>D1  C7  B4  B0  B8  B5</td>
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<td>5</td>
<td>2738649</td>
<td>LC HCM-PH: PhilHealth Contribution Ceiling Change 2019</td>
<td>2019.04.11</td>
<td>H2  C8  B5  A0  B9  B6</td>
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<td>6</td>
<td>2738650</td>
<td>New Schedule of Social Security Contributions Effective April 2019</td>
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<td>7</td>
<td>2738651</td>
<td>New Schedule of SS Employee Compensation Contributions Effective April 2019</td>
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<tr>
<td>8</td>
<td>2738654</td>
<td>LC HCM-PH: SSS Date Table Change 2019</td>
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<td>9</td>
<td>2738657</td>
<td>LC HCM-PH: New Layout of BIR 2315 Form</td>
<td>2019.12.16</td>
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<td>10</td>
<td>2738658</td>
<td>LC HCM-PH: Maternity Salary differential included in 13th Month Pay</td>
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<tr>
<td>11</td>
<td>2738659</td>
<td>LC HCM-PH: Maternity Leave Salary Differential</td>
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<td>12</td>
<td>2738660</td>
<td>LC HCM-PH: PhilHealth Contribution Table 2020</td>
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<tr>
<td>13</td>
<td>2738661</td>
<td>Enhancement of BIR218 en ES5</td>
<td>2020.02.13</td>
<td>C3  C9  C6  B1  A0  B7</td>
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<td>14</td>
<td>2738662</td>
<td>Enable On-demand Payroll in Off-cycle Workbench for the Philippines</td>
<td>2020.03.12</td>
<td>A0  F0  C7  C5  A1  B7</td>
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</tbody>
</table>
With the going live of SAP One Support Launchpad (https://launchpad.support.sap.com/) the Announcement of Legal Change’ app has been released to customers who are using the Launchpad. The application provides an overview of the upcoming legal changes for all the On-Premise / SuccessFactors components of SAP Globalization Services.

With this application, customer users can search for legal changes by countries or by application components, specify whether the legal change is relevant to his/her business and the implementation status in the customer systems, and plan corresponding implementation activities based on the information available in the application.

We encourage you to set up email notification referring to the KBA below.

2382863 - How to use the Announcement of Legal Changes application
https://launchpad.support.sap.com/#/notes/2382863/e
‘Announcement of Legal Change’ looks like:

<table>
<thead>
<tr>
<th>Country/Region</th>
<th>Component</th>
<th>Legal Information</th>
<th>Completion Status</th>
<th>SAP Note</th>
<th>Last Changed (SAP Note)</th>
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<tbody>
<tr>
<td>Philippines (PH)</td>
<td>PY-PH</td>
<td>PhilHealth (National Health Insurance Program) update 2020</td>
<td>Open</td>
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<td>30.05.2020</td>
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</table>
"Legal Change Experience Feedback Survey": LIVE for all Customer

The feedback function is integrated to the Announcement of Legal Change service in the SAP ONE Support Launchpad. When you change the Completion Status of a legal change to Implemented, a dialog box is displayed asking you to provide feedback.
SAP Globalization Services
Legal compliance, Local best practices, Multi language capabilities

Thank you!