

SAP SuccessFactors 💙

# SAP HCM Legal Change Update 2020

Wang, Kate May 27<sup>th</sup>, 2020

**PUBLIC** 





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## Agenda

BIR2316 Form

Social Security System(SSS) Contribution

PhilHealth Contribution

**Maternity Benefit** 

Others

Developing roadmap

## **Legal Changes / Major Enhancements 2020**

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

# BIR2316 Form



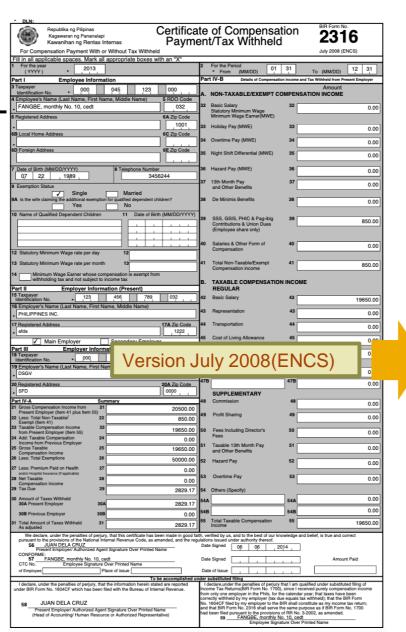
### **Revised BIR 2316 Form**

### **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**

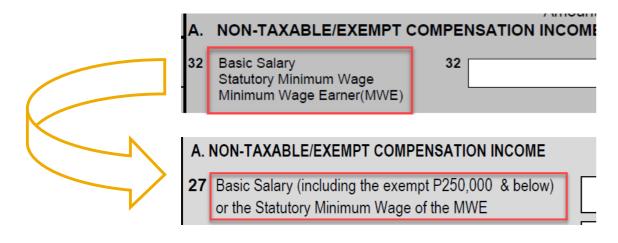
- Solution is included in SAP Note 2848927
- Released in Nov.2019
- Valid for 600 and above



For BIR BCS/ Use Only Item:	Departr	of the Philippines nent of Finance Internal Revenue	Annex "A"
BIR Form No. 2316 January 2018 (ENCS)	Certificate o	f Compensation Tax Withheld  Int With or Without Tax Withheld	2316 04/38EMCS
Fill in all applicable spaces. Mark all appropriate b	oxes with an "X".		2310 01/10ENGS
1 For the Year (YYYY)		2 For the Period From (MM/DD)	To (MM/DD)
Part I - Employee Info	rmation	Part IV-B Details of Compensation I	Income & Tax Withheld from Present Employer
3 TIN		A. NON-TAXABLE/EXEMPT COMPENSATI	ON INCOME Amount
4 Employee's Name (Last Name, First Name, Middle	Name) 5 RDO Code	27 Basic Salary (including the exempt P250	
L		or the Statutory Minimum Wage of the M 28 Holiday Pay (MWE)	WE
6 Registered Address	6A ZIP Code	26 Holiday Pay (MWE)	
6B Local Home Address	6C ZIP Code	29 Overtime Pay (MWE)	
6B Local Home Address	6C ZIP Code	30 Night Shift Differential (MWE)	
6D Foreign Address			
Total Pour tos		31 Hazard Pay (MWE)	
7 Date of Birth (MM/DD/YYYY) 8 Contact	Number	32 13th Month Pay and Other Benef (maximum of P90,000)	îts
	1 1 1 1 1 1 1	33 De Minimis Benefits	
9 Statutory Minimum Wage rate per day		34 SSS, GSIS, PHIC & PAG-IBIG C	ontributions (
		and Union Dues (Employee share	
10 Statutory Minimum Wage rate per month		35 Salaries and Other Forms of Con	
11 Minimum Wage Earner (MWE) whose o	ompensation is exempt from e tax	36 Total Non-Taxable/Exempt Comp	pensation
withholding tax and not subject to incom Part II - Employer Informa	tion (Present)	Income (Sum of Berns 27 to 35)	
12 TIN		B. TAXABLE COMPENSATION INCOME RE	EGULAR
13 Employer's Name		37 Basic Salary	
14 Registered Address	14A ZIP Cod	8 Representation	
		39 Transportation	
15 Type of Employer Main Employer	Secondary Employer	40 Cost of Living Allowance (COLA)	
Part III - Employer Informa		<del>-</del>	
		41 Fixed Housing Allowance	
17 Employer's Name		42 Others (specify) 42A	
Registered /		42A	
		0040/ENIO	
Version	Januarv	2018(ENCS	5)
Gross Com	, , , , , , , , , , , , , , , , , , ,		/
20 Less: Total Non-Taxable/Exempt Compensation		44 Profit Sharing	
Income from Present Employer (From Itam 36)		45 Fees Including Director's Fees	
21 Taxable Compensation Income from Present Employer (Nem 19 Less Nem 20) (From Nem 50)			
22 Add: Taxable Compensation Income from		46 Taxable 13th Month Benefits	
Previous Employer, if applicable 23 Gross Taxable Compensation Income		47 Hazard Pay	
(Sum of Nems 21 and 22)		48 Overtime Pay	
24 Tax Due		49 Others (specify)	
25 Amount of Taxes Withheld		49A Others (specify)	
25A Present Employer			
25B Previous Employer, if applicable		49B	
26 Total Amount of Taxes Withheld as adjusted		50 Total Taxable Compensation Inco	ome
(Sum of Items 25A and 25B)  I/We declare, under the penalties of perjury that this	s certificate has been made in good t	(Sum of Items 37 to 498) aith, verified by me/us, and to the best of my/our	knowledge and belief, is true and correct, pursuant to
the provisions of the National Internal Revenue Code, as contemplated under the *Data Privacy Act of 2012	as amended, and the regulations iss (R.A. No. 10173) for legitimate and k	ued under authority thereof. Further, I'we give m wful purposes.	your consent to the processing of mylour information
51Present Employer/Authorized Agent S	ignature over Printed Name	Date Signed	
CONFORME:	g	_	
52		Date Signed	
Employee Signature over CTC/Valid ID No.	r Printed Name Place of		Amount paid, if CTC
of Employee	Issue	Date Signed	
I declare, under the penalties of perjury that the	information herein stated are	ed under substituted filling  I declare, under the penalties of periury the	at I am qualified under substituted filing of Income Tax Return
reported under BIR Form No. 1604-C which has Internal Revenue.	been filed with the Bureau of	(BIR Form No. 1700), since I received purely com- for the calendar year, that taxes have been correc-	at I am qualified under substituted films of income Tax Return opensation income from only one employer in the Philippines ofly withheld by my employer (tax due equals tax withheld); that
		the BIR Form No. 1604-C filed by my employer to Form No. 2316 shall serve the same number as it	the BIR shall constitute as my income tax return; and that BIR If BIR Form No. 1750 has been filed oursuant to the provisions.
53 Present Employer/Authorized Agent S	gnature over Printed Name	of Revenue Regulations (RR) No. 3-2002, as ame	ended.
(Head of Accounting/Human Resource of	r Authorized Representative)	54	

\*NOTE: The BIR Data Privacy is in the BIR website (www.bir.gov.ph)

### **BIR 2316 Form - Discussion**



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



BIR Form No.	Certificate of	Compensation <b>■</b> ∭ <b>■</b> ∭	NATION OF THE PARTY IN THE PART
2316		ax Withheld	
January 2018 (ENCS)	For Compensation Payment V	Vith or Without Tax Withheld	2316 01/18ENCS
	Mark all appropriate boxes with an "X".	2. For the Period	
1 For the Year (YYYY)		2 For the Period From (MMVDD) To (M	MM/DD)
	art I - Employee Information	Part IV-B Details of Compensation Income & Tax W	
3 TIN	-     -   -     -	A. NON-TAXABLE/EXEMPT COMPENSATION INCOME	Amount
4 Employee's Name (Last N.	ame, First Name, Middle Name) 5 RDO Code	27 Basic Salary (including the exempt P250,000 & below)	
		or the Statutory Minimum Wage of the MWE	
6 Registered Address	6A ZIP Code	28 Holiday Pay (MWE)	
o Negistereu Address	OA ZII COGE		
6B Local Home Address	CC 7ID Code	29 Overtime Pay (MWE)	
6B Local Home Address	6C ZIP Code	30 Night Shift Differential (MWE)	
6D Foreign Address		31 Hazard Pay (MWE)	
		32 13th Month Pay and Other Benefits	
7 Date of Birth (MM/DD/YYY	y) 8 Contact Number	(maximum of P90,000)	
		33 De Minimis Benefits	
9 Statutory Minimum Wage	rate per day	34 SSS, GSIS, PHIC & PAG-IBIG Contributions	
		and Union Dues (Employee share only)	
10 Statutory Minimum Wage		35 Salaries and Other Forms of Compensation	
Minimum Wage Ea	mer (MWE) whose compensation is exempt from I not subject to income tax	36 Total Non-Taxable/Exempt Compensation	
Part II	- Employer Information (Present)	Income (Sum of Items 27 to 35)	
12 TIN	- , , - , , - , , , , , , , , , , , ,	B. TAXABLE COMPENSATION INCOME REGULAR	
13 Employer's Name		ez Paris Outro	
		37 Basic Salary	
14 Registered Address	14A ZIP Code	38 Representation	
15 Type of Employer	144: 5	39 Transportation	
	Main Employer Secondary Employer	40 Cost of Living Allowance (COLA)	
16 TIN Part III	- Employer Information (Previous)		
	-	41 Fixed Housing Allowance	
17 Employer's Name		42 Others (specify)	
		42A	
18 Registered Address	18A ZIP Code	428	
		SUPPLEMENTARY	
	Part IVA - Summary		
19 Gross Compensation Inc		43 Commission	
Employer (Sum of Items 3		44 Profit Sharing	4س/
20 Less: Total Non-Taxable/Exer Income from Present En			
21 Taxable Compensation I		45 Fees Including Director's Fees	
Employer (Item 19 Less Ite		46 Tayable 12th Month Popolite	
22 Add: Taxable Compensa	ation Income from	46 Taxable 13th Month Benefits	
Previous Employer if an		47 Hazard Pay	
23 Gross Taxable Compens (Sum of Items 21 and 22)	sation income		
		48 Overtime Pay	
24 Tax Due		49 Others (specify)	
25 Amount of Taxes Withhe	eld	49A	
25A Present Employer			
25B Previous Employer,		49B	
26 Total Amount of Taxes V (Sum of Items 25A and 25B		50 Total Taxable Compensation Income	
Journ or Rein's 20A and 20B	,		

# 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

### **NEW SSS CONTRIBUTION SCHEDULE**

**EFFECTIVE APRIL 2019** 

#### EMPLOYED, SELF EMPLOYED, VOLUNTARY MEMBER AND NON-WORKING SPOUSE

RANGE OF				EMP	LOYED		43		SELF-EMPLOYED, VO	DLUNTARY MEMBER
COMPENSATION	MONTHLY			TION	CONTRIBUTION TOTAL CONT			UTION	MONTHLY	22
COM LINDAMON	SALARY CREDIT	ER	EE	TOTAL	ER	ER	EE	TOTAL	SALARY CREDIT	CONTRIBUTION
BELOW 2,250	2,000	160.00	80.00	240.00	10.00	170.00	80.00	250.00	2,000	240.00
2.250 - 2.749.99	2,500	200.00	100.00	300.00	10.00	210.00	100.00	310.00	2,500	300.00
2,750 - 3,249.99	3,000	240.00	120.00	360.00	10.00	250.00	120.00	370.00	3,000	360.00
3,250 - 3,749.99	3,500	280.00	140.00	420.00	10.00	290.00	140.00	430.00	3,500	420.00
3,750 - 4,249.99	4,000	320.00	160.00	480.00	10.00	330.00	160.00	490.00	4.000	480.00
4.250 - 4.749.99	4.500	360.00	180.00	540.00	10.00	370.00	180.00	550.00	4.500	540.00
4.750 - 5.249.99	5.000	400.00	200.00	600.00	10.00	410.00	200.00	610.00	5.000	600.00
5,250 - 5,749,99	5,500	440.00	220.00	660.00	10.00	450.00	220.00	670.00	5,500	660.00
5.750 - 6.249.99	6,000	480.00	240.00	720.00	10.00	490.00	240.00	730.00	6,000	720.00
6,250 - 6,749.99	6,500	520.00	260.00	780.00	10.00	530.00	260.00	790.00	6.500	780.00
6.750 - 7.249.99	7.000	560.00	280.00	840.00	10.00	570.00	280.00	850.00	7.000	840.00
7.250 - 7.749.99	7,500	600.00	300.00	900.00	10.00	610.00	300.00	910.00	7,500	900.00
7.750 - 8.249.99	8.000	640.00	320.00	960.00	10.00	650.00	320.00	970.00	8.000	960.00
8.250 - 8.749.99	8,500	680.00	340.00	1.020.00	10.00	690.00	340.00	1.030.00	8,500	1,020.00
8.750 - 9.249.99	9.000	720.00	340.00	1.080.00	10.00	730.00	360.00	1.090.00	9.000	1,080.00
9.250 - 9.749.99	9,500	760.00	380.00	1,140.00	10.00	770.00	380.00	1,150.00	9,500	1,140.00
9.750 - 10.249.99	10,000	800.00	400.00	1.200.00	10.00	810.00	400.00	1,210.00	10,000	1,200.00
10,250 - 10,749.99	10,500	840.00	420.00	1,260.00	10.00	850.00	420.00	1,270.00	10,500	1,260.00
10,750 - 11,249.99	11,000	880.00	440.00	1.320.00	10.00	890.00	440.00	1.330.00	11,000	1,320.00
11,250 - 11,749,99	11,500	920.00	460.00	1.380.00	10.00	930.00	460.00	1,390.00	11,500	1,320.00
	12,000		480.00	1,440.00	10.00	970.00	480.00	1,450.00		1,440.00
		960.00							12,000	
12,250 - 12,749.99	12,500	1,000.00	500.00	1,500.00	10.00	1,010.00	500.00 520.00	1,510.00	12,500	1,500.00
12,750 - 13,249.99	13,000	1,040.00		1,560.00	10.00	1,050.00		1,570.00	13,000	1,560.00
13,250 - 13,749.99	13,500	1,080.00	540.00	1,620.00	10.00	1,090.00	540.00	1,630.00	13,500	1,620.00
13,750 - 14,249.99	14,000	1,120.00	560.00	1,680.00	10.00	1,130.00	560.00	1,690.00	14,000	1,680.00
14,250 - 14,749.99	14,500	1,160.00	580.00	1,740.00	10.00	1,170.00	580.00	1,750.00	14,500	1,740.00
14,750 - 15,249.99	15,000	1,200.00	600.00	1,800.00	30.00	1,230.00	600.00	1,830.00	15,000	1,800.00
15,250 - 15,749.99	15,500	1,240.00	620.00	1,860.00	30.00	1,270.00	620.00	1,890.00	15,500	1,860.00
15,750 - 16,249.99	16,000	1,280.00	640.00	1,920.00	30.00	1,310.00	640.00	1,950.00	16,000	1,920.00
16,250 - 16,749.99	16,500	1.320.00	660.00	1,980.00	30.00	1,350.00	660.00	2,010.00	16,500	1,980.00
16,750 - 17,249.99	17,000	1,360.00	680.00	2,040.00	30.00	1,390.00	680.00	2.070.00	17,000	2,040.00
17,250 - 17,749.99	17,500	1,400.00	700.00	2,100.00	30.00	1,430.00	700.00	2,130.00	17,500	2,100.00
17,750 - 18,249.99	18,000	1,440.00	720.00	2,160.00	30.00	1,470.00	720.00	2,190.00	18,000	2,160.00
18,250 - 18,749.99	18,500	1,480.00	740.00	2,220.00	30.00	1,510.00	740.00	2,250.00	18,500	2,220.00
18,750 - 19,249.99	19,000	1,520.00	760.00	2.280.00	30.00	1,550.00	760.00	2.310.00	19,000	2.280.00
19.250 - 19.749.99	19,500	1,560.00	780.00	2,340.00	30.00	1,590.00	780.00	2,370.00	19,500	2,340.00
19,750 and above	20.000	1,600.00	800.00	2,400.00	30.00	1,630.00	800.00	2.430.00	20,000	2,400.00

"The minimum MSC for Regular Employed, Self-employed, Voluntary member and Non-Working Spouse is two thousand pesos (P2,000,00). "The contribution of the Non-Working Spouse shall be based on fifty percent (50%) of the Monthly Salary Credit (MSC) of his/her working spouse.

In case the fifty percent (50%) of the working spouse's declared monthly income does not correspond to any MSC in the Contribution Schedule, the immediately higher MSC shall be the basis.

## **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%.

Salary Bracket	Monthly Basic Salary	Employee Contribution	Employer Contribution	Employee Contribution Rate	Employer Contribution Rate
01	0 ~10000.00	150.00	150.00		
02	10000.01~59999.99			1.5%	1.5%
03	60000.00~above	900	900		

#### **Release Information**

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

Year	Premium Rate	Income Floor	Income Ceiling
2019	2.75 %	P10,000.00	P50,000.00
2020	3.00 %	P10,000.00	P60,000.00
2021	3.50 %	P10,000.00	P70,000.00
2022	4.00 %	P10,000.00	P80,000.00
2023	4.50 %	P10,000.00	P90,000.00
2024	5.00 %	P10,000.00	P100,000.00
2025	5.00 %	P10,000.00	P100,000.00
HI	01 2018. 01 2019. 02 1999. 02 2000.	12.01 07.01	HI
	02 02 <b>V_1</b>	7PHSC on details	
	02 <u>2014.</u> 02 2018.	Salary bracket	02
	02 2019.	Massinas and	59,999.99
	02 2019.		
HI	03 1999.	07.01	
	03 2000.	01.01 Contributions	
	03 2004.	01.01 Employee contribution	
	03 2013.	01.01 Employer contribution	
	03 2014.	01.01	
	03 2018.		1.5000
	03 2019. 03 2019.		1.5000
HI	03 2019. 04 1999.		1.3000
HI	05 1999.		
HI	06 2001.		
HI	07 2001.		
HI	08 2001.		
HI	09 2001.	01.01 2003.12.31	
HI	10 2001.		

# 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<sup>th</sup> 2020 (the second payroll period of the month)
- Employee resigned on May.10<sup>th</sup> 2020 (the first payroll period of the month)

Start Date	End Date	Act.	Action Type
2020.05.10	9999.12.31	10	Leaving
2020.02.20	2020.05.09	01	Hiring

Employee's monthly basic salary is P50,000 (25000\*2)

Wag Wage Type Long Text	O Amount	Curre	. I
P020 Periodic Salary	25,	,000.00 PHP	

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

#### **Release Information**

- Solution is included in SAP Note 2884105
- Released on Feb. 2020
- Valid for 600 and above

# PhilHealth Contribution Semi-Monthly

### **Example**

### Payroll Period 2020.04(Feb.16<sup>th</sup> ~Feb.29<sup>th</sup>)

```
| * /101 Total Gross
                                                                        13,637.50
* /106 TxGr ex All
                                                                        12,247.50
                                                                        13,637.50
* /108 Total basic
* /111 Taxable Gro
                                                                        12,247.50
* /112 Regular Tax
                                                                        12,247.50
                                                                        13,637.50
* /114 MWE WT Cumu
* /120 Total Pag-I
                                                                        13,637.50
* /130 Total SSS E
                                                                        13,637.50
* /131 NHIP Salary
                                                                        50,000.00
* /310 SSS EE Cont
                                                                           540.00
* /311 SSS ER Cont
                                                                         1,080.00
* /312 SS EE Compe
                                                                            10.00
* /313 EE NHIP Con
                                                                            750.00
* /314 ER NHIP Con
                                                                           750.00
* /326 HDMF EE Con
                                                                           100.00
+ /207 HOME ED C--
                                                                           100 00
```

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

* /101 Total Gross	17,500.00
* /106 TxGr ex All	15,950.00
* /108 Total basic	17,500.00
* /111 Taxable Gro	15,950.00
* /112 Regular Tax	15,950.00
* /114 MWE WT Cumu	17,500.00
* /120 Total Pag-I	17,500.00
* /130 Total SSS E	17,500.00
* /131 NHIP Salary	50,000.00
* /310 SSS EE Cont	700.00
* /311 SSS ER Cont	1,400.00
* /312 SS EE Compe	30.00
* /313 EE NHIP Con	750.00
* /314 ER NHIP Con	750.00
* /326 HDMF EE Con	100.00
+ /207 HDME ED C	100 00

# **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	Publish Date/ Published by
Republic Act No. 11210	Feb. 20 <sup>th</sup> 2019  -By Dole
IMPLEMENTING-RULES-AND- REGULATIONS-OF-REPUBLIC-ACT- NO11210	May 1 <sup>st</sup> 2019 -By Dole
Department Advisory No 1 series 2019	July 9 <sup>th</sup> 2019 -By Dole
Revenue Memorandum Circular No.105-2019	Oct. 9 <sup>th</sup> 2019 -By BIR
PhilHealth Circular No. 2019-0009	Nov. 22th 2019 -By PhilHealth

# **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<sup>[1]</sup> = monthly salary<sup>[2][3]</sup> x maternity period in months<sup>[4]</sup>

- 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:

Monthly		nded maternity days or 3.5 moi		Salany
Monthly salary	Full pay	Social welfare premium contributions	premium 555 maternity	Salary differential <sup>[5]</sup>
Php14,006.75	Php49,023.63	Php2,984.07	Php49,000.00	-Php2,960.45
Php31,300.00	Php109,550.00	Php4,656.31	Php70,000.00	Php34,893.69

Full pay = Monthly salary \* 3.5 = 14006.75\*3.5 = 49023.63

•Monthly EE NHIP contribution = 14006.75\* 1.375%

•Monthly EE SSS contribution = 14000\* 4%

•Monthly EE HDMF contribution = 5000\* 2%

Social Welfare premium contribution = (Monthly EE NHIP contribution

+ Monthly EE NHIP contribution

+ Monthly EE NHIP contribution ) \* 3.5

= 2984.075

SSS Maternity benefit = 14000\*6/180\*105=49000

Salary Differential = 49023.63 - 2984.07 - 49000 = -2960.45

## **Maternity Benefit Payroll Log**

```
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
           Monthly Salary
                                Monthly Salary Credit
Month
201903
                31,300.00
                                     20,000.00
201902
                31,300.00
                                     20,000.00
                31,300.00
                                     20,000.00
201901
                31,300.00
                                    20,000.00
201812
               31,300.00
                                    20,000.00
201811
201810
               31,300.00
                                     20,000.00
SSS Maternity Benefit (/316) = (120,000.00/180)*105.00 =
                                                                70,000.00
               31,300.00*105.00/30 =
Full Pay =
                                      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) = (800.00 + 430.38 + 100.00) *105.00/3 = 4656.33
Salary Differential (/344) = (109,550.00 - 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*8.00 =
                                                          7,991.92
```

# **Maternity Benefit Payroll Result (First Period)**

A	WT	WT Text	APC1C2C3aE	KoReBTAwvTvNU	nit Amt/Uni	t No.		Amount
-	/101	Total Gross	3					112,551.75
-	/106	TxGr ex All	1					7,262.90
-	/108	Total basic	2					7.658.08
-	/111	Taxable Gro	0					7,262.90
-	/112	Regular Tax	K					7,262.90
	/120	Total Pag-	I					15,650.00
-	/130	Total SSS H	Ξ					15,650.00
	/131	NHIP Salary	Y					15,650.00
-	/310	SSS EE Cont	t					180.00
-	/311	SSS ER Cont	t					360.00
+	/313	EE NHIP Con	n					215.18
r	/314	ER NHIP Con	n					215.19
-	/316	SS Matern.				105.00		70,000.00
	/317	Avg of Max						20,000.00
-	/341	Monthly sal	l					31,300.00
	/342	Total Payme	Э					104,893.67
-	/343	Total Soc.					43	4,656.33
-	/344	Salary Diff	£					34,893.67
-	/345	Daily Rate		15	998.99			
-	/346	Curr deduct	t					7,991.92
t	/347	Cumulated I	D					7,991.92
	/401	Total Tax	t					800.02
r	/550	Stat Net Pa	a					76,462.88
	/559	Bank trans	£	01				76,462.88
r	/560	Amount paid	d					76,462.88
-	/700	Wage/salary	Y					112,551.75
	/840	Diff.curr.	E01			16.00		
	/845	Total paid	01			48.00		
		NHIP Salary						15,650.00
		SSS matern				105.00		
3	/001	Hrly Rte Va	a01		195.63			
		Leave Rte V			1,239.60			
3	P010	Periodic Wa	a01					15,650.00

## **Maternity Benefit Payroll Result (Middle Period)**

Table RT											
А	WT	WT Text APC1C2C3aBKoReBTAwvTvNUnit Amt/Unit No.						Amount			
*	/101	Total Gross						935.19			
*	/108	Total basic						935.19			
*	/120	Total Pag-I						15,650.00			
*	/130	Total SSS E						15,650.00			
*	-	NHIP Salary						15,650.00			
*		SSS EE Cont						620.00			
*	•	SSS ER Cont						1,240.00			
*		SS EE Compe						30.00			
*	-	EE NHIP Con						215.19			
*	•	ER NHIP Con						215.19			
*	<u> </u>	HDMF EE Con						100.00			
*		HDMF ER Con						100.00			
*		Monthly sal						31,300.00			
*		Total Payme						104,893.67			
*		Daily Rate		15	998.99						
	-	Curr deduct						14,714.81			
		Cumulated D						22,706.73			
		Wage/salary						935.19			
*	•	Diff.curr.f				8.00	NZ.				
*		Total paid				88.00					
*		NHIP Salary						15,650.00			
3		Hrly Rte Va			195.63						
3	•	Leave Rte V			1,239.60						
3	P010	Periodic Wa	01					15,650.00			



# **Maternity Benefit Payroll Result (Last Period)**

TW	WT Text	APC1C2C3aBK	oReBTAwvTvN	Unit Amt/Unit	No.	Amount
/101	Total Gross					8,657.14
/106	TxGr ex All					7,721.95
/108	Total basic					8,657.14
/111	Taxable Gro					7,721.95
/112	Regular Tax					7,721.95
/120	Total Pag-I					15,650.00
/130	Total SSS E					15,650.00
/131	NHIP Salary					15,650.00
/310	SSS EE Cont					620.00
/311	SSS ER Cont					1,240.00
/312	SS EE Compe					30.00
/313	EE NHIP Con					215.19
/314	ER NHIP Con					215.19
/326	HDMF EE Con					100.00
/327	HDMF ER Con					100.00
/341	Monthly sal					31,300.00
/342	Total Payme					104,893.67
/345	Daily Rate		15	998.99		
/346	Curr deduct					6,992.86
/347	Cumulated D					104,893.67
/550	Stat Net Pa					7,721.95
/559	Bank transf		01			7,721.95
/560	Amount paid					7,721.95
/700	Wage/salary					8,657.14
/840	Diff.curr.f	01			8.00	
/845	Total paid	01			24.00	
/NHP	NHIP Salary					15,650.00
/001	Hrly Rte Va	01		195.63		
/003	Leave Rte V	01		1,239.60		
P010	Periodic Wa	01				15,650.00

## **Maternity Benefit Note**

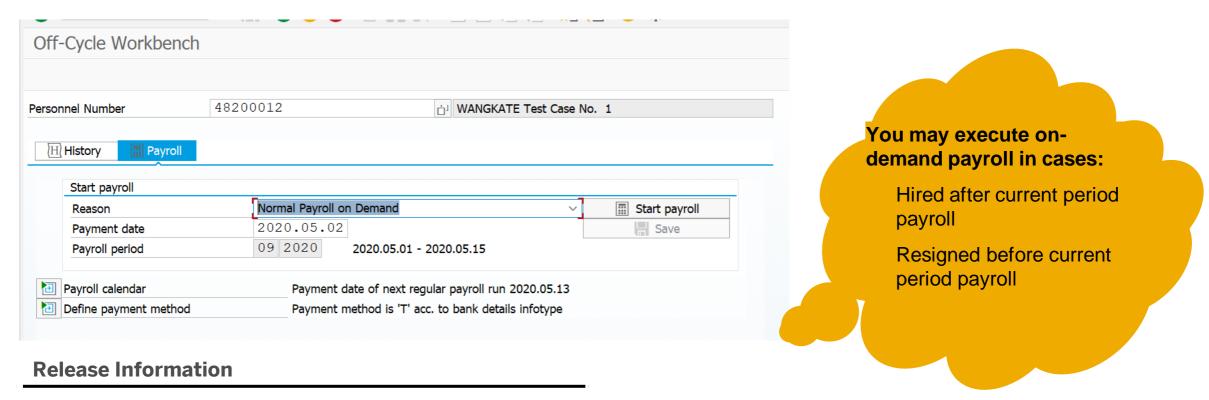
- > The Maternity benefit payment is non-taxable
- > The salary differential is included when computing the 13th month pay
- You can set the payroll constant 'PHMSD' with value 'Y' to exempt your company from the salary differential

# Others



## Off-Cycle Workbench On-demand Payroll

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



- 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 (HPHRHDMO) 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.

ou can ap	ply the corresponding H	R SP according to the Note List.							
No. Note	Note Description	SP Available Date	HR SP(all EA-HR, *with SAP_HR)						
				600*	604*	605	606	607	608*
1	2709840	Enable Monetized Vacation Leave to Consume 13th Month Pay & Other Benefit Exemption	2019.01.24	G9	D5	B2	97	86	63
2	2730116	PH-HCM-LC: MWE Tax	2019.02.14	H0	D6	В3	98	87	64
3	2734532	PH-HCM-LC: MWE Tax - Report Adjustment							
4	<u>2741155</u>	HPHEOYT0 - Provide ALV List for Annexure 'F' Purpose	2019.03.14	H1	D7	B4	99	88	65
5	2761858	LC HCM PH: PhilHealth Contribution Ceiling Change 2019	H2	D8	B5	A0	89	66	
6	2769869	New Schedule of Social Security Contributions Effective April 2019							
7	<u>2771615</u>	New Schedule of SS Employee Compensation Contributions Effective April 2019							
8	<u>2761454</u>	LC HCM PH: SSS Rate Table Change 2019							
9	2848927	LC HCM PH: New Layout of BIR 2316 Form	2019.12.16	l1	E7	C4	A9	98	75
10	2865504	LC HCM PH: Maternity Salary differential included as 13th Month Pay							
11	<u>2855101</u>	LC HCM PH: Maternity Leave Salary Differential							
12	2866786	LC HCM PH: Philhealth Contribution Table 2020							
13	2879311	Enhancement of BIR2316 on ESS	2020.02.13	13	E9	C6	B1	A0	77
14	2878119	Enable On-demand Payroll in Off-cycle Workbench for the Philippines	2020.03.12	14	F0	C7	B2	A1	78

# Roadmap 2020



## **Development Plan**

**New csv file of the Alphalist** 

**TIN number Extension** 

Seconded employee

**National ID** 

PhilHealth Rate table 2021 and afterwards

iate comp<mark>any. All rights reserved. | PUBLIC 27</mark>



# Data Protection in Today's Complicated Connected World

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

May 27th, 2020

**PUBLIC** 





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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:



**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



National Privacy Principals, State Privacy Bills, E-mail Spam and Privacy Bills



Japan

Act on Protection of Personal Information (APPI)



PIPEDA, FOIPPA, PIPA



**New Zealand** 

Privacy Act 1993



Personal Data Protection Act 2010



**EU Data Protection Directive** General Data Protection Regulations



**Philippines** 

Data Privacy Act 2012



ICO Privacy and Electronic **Communications Regulations** 



IT Rules (2011); Pending laws under discussion



Personal Data Protection Act 2012



PRC Cybersecurity Law



Personal Information Protection Act











Regulation No 82 of 2012; MOCI Regulation No 20 of 2016

Indonesia



Personal Data Protection Act



Article 5 of Constitution

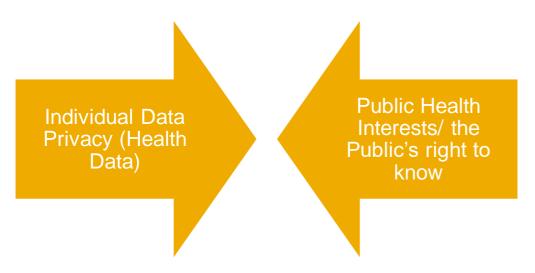


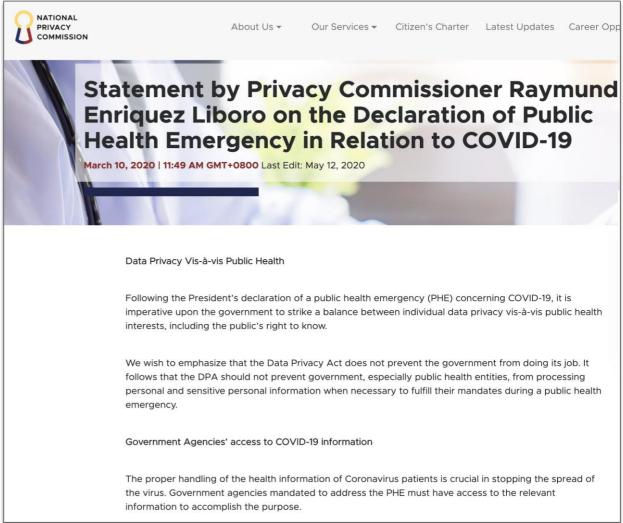
California Consumer Privacy Act

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.





## How SAP SuccessFactors helps



## Data Protection and Privacy features in SAP SuccessFactors solutions

**Features built into SAP SuccessFactors products** 

### Data purge:

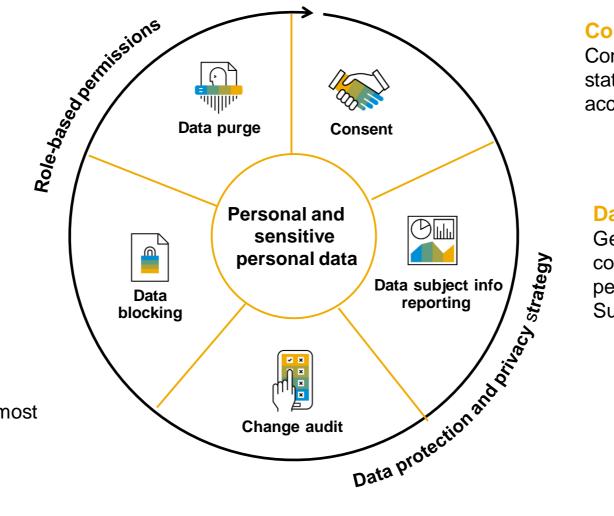
Configure data retention rules, and permanently delete personal data from SAP SuccessFactors solutions

### 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**

Feature	Talent Management	Employee Central	Employee Central Payroll	Platform	Learning	Onboarding	Recruiting Management	Recruiting Marketing	Recruiting Posting	Reporting	Workforce Analytics
Data Purge	<b>✓</b>	<b>√</b>	✓	✓	<b>√</b>	<b>✓</b>	<b>√</b>	<b>✓</b>	✓	N/A	N/A
Data Subject Info	<b>✓</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>✓</b>	<b>√</b>	<b>✓</b>	<b>✓</b>	N/A	<b>✓</b>
Data Blocking	N/A	<b>√</b>	<b>√</b>	N/A	N/A	N/A	N/A	N/A	N/A	✓	N/A
Consent	<b>✓</b>	N/A	N/A	N/A	<b>√</b>	<b>✓</b>	<b>√</b>	<b>√</b>	<b>✓</b>	N/A	N/A
Change Audit	<b>✓</b>	<b>√</b>	<b>✓</b>	<b>√</b>	<b>√</b>	<b>✓</b>	<b>√</b>	<b>✓</b>	<b>✓</b>	N/A	N/A

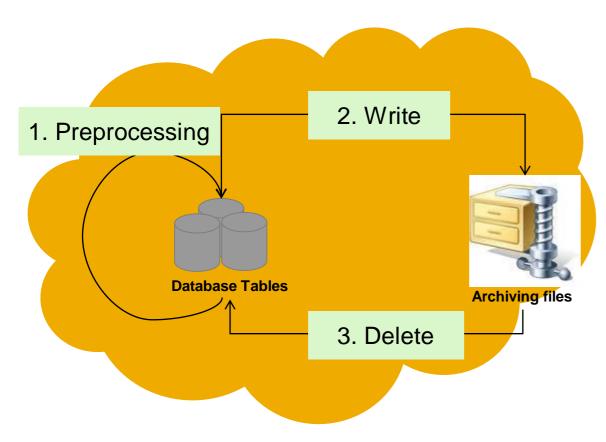
N/A – This feature is not needed in the application due to requirements/use case non-applicability

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"

### **Commonly used terms**

**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)

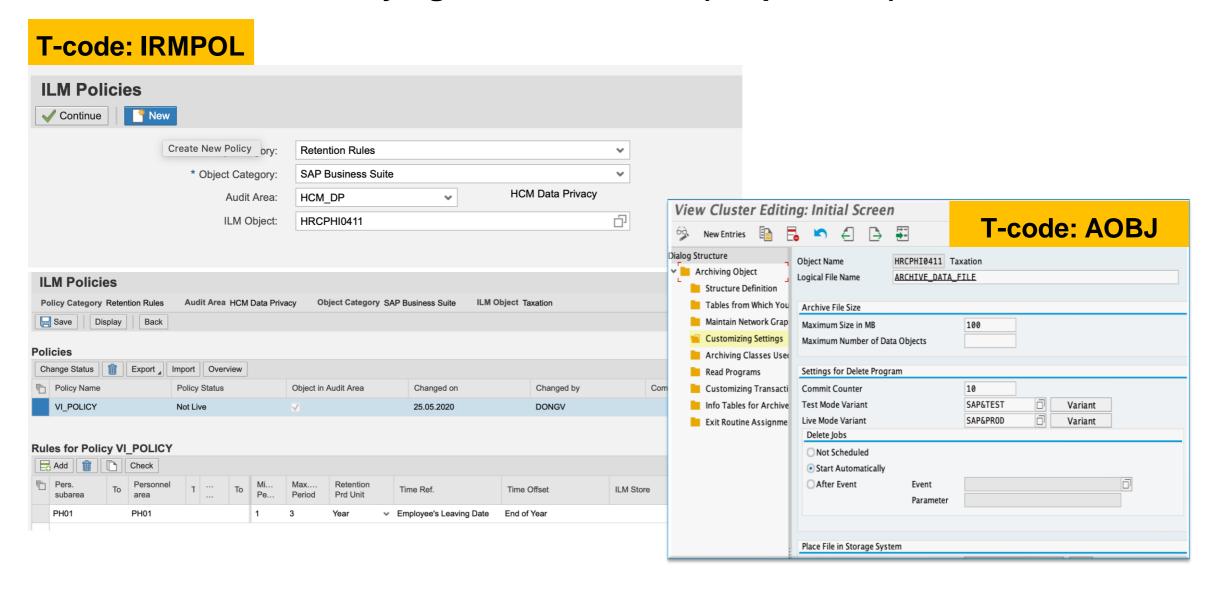
**Data Blocking** 

 A feature that prevents master data creation for those Infotypes and duration where data destruction has taken place and records are already destroyed

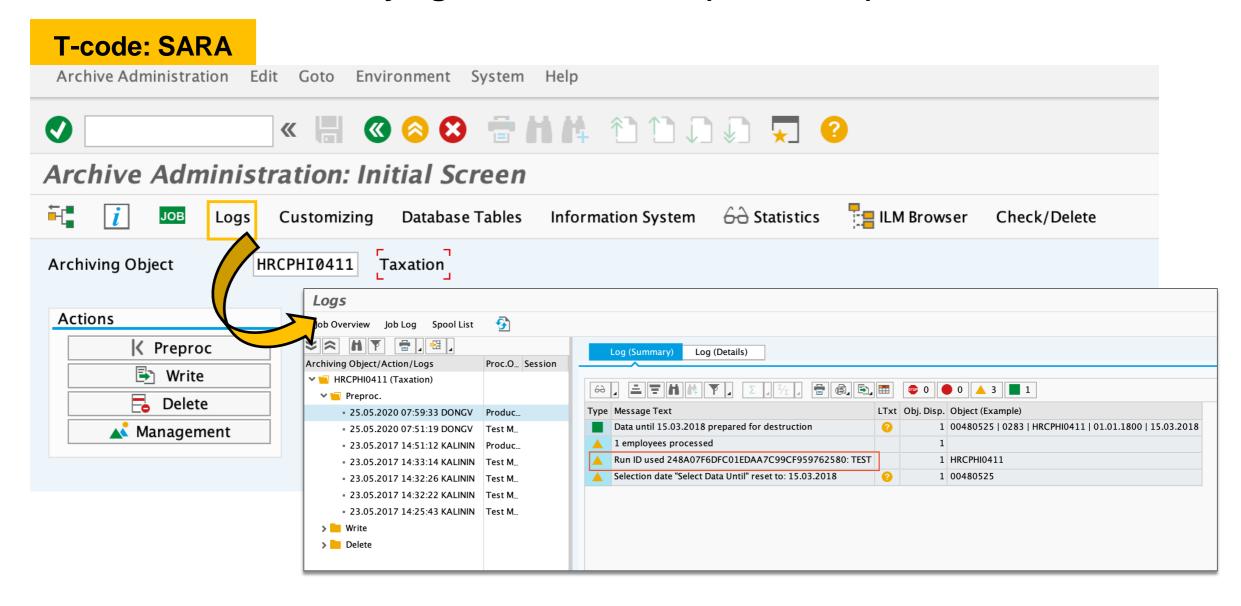
Retention Period

 Period of time, required by law, which documents must be retained

### **Technical Details: Destroying Personnel Data (Preparation)**



### **Technical Details: Destroying Personnel Data (Execution)**



# 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

Sr	Infotype(s) / Table(s)	Archiving Object	Description
1	IT 0411	HRCPHI0411	Taxation PH
2	IT 0422	HRCPHI0422	Social Security System (SSS) PH
3	IT 0423	HRCPHI0423	Home Development Mutual Fund (HDMF) PH
4	IT 0596	HRCPHI0596	PhilHealth (NHIP) PH
5	IT 0634	HRCPHI0634	Previous Employers PH

## **Technical Details: Destroying Time Management Data (PT)**

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

Sr	Archiving Object	Description
1	HRTIM_ABS	Absences Data
2	HRTIM_ATT	Attendance Data
3	HRTIM_MAT	Maternity Data
4	HRTIM_MIL	Military Data
5	HRTIM_OVER	Overtime Data
6	HRTIM_QUOT	Time Quotas
7	HRTIM_REQ	Request Data
8	HRTIM_SUBS	Substitution Data
9	HRTIM_TEV	Time Events Data

## Data Privacy and Protection (DPP): Summary of Execution

## Preparation

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)

# Preprocessing

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

### Write

Execute a WRITE

Program

- Enter the Preprocessing Run ID

- Writes data to be
archived to archive files

- Check the Write log

### 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)**

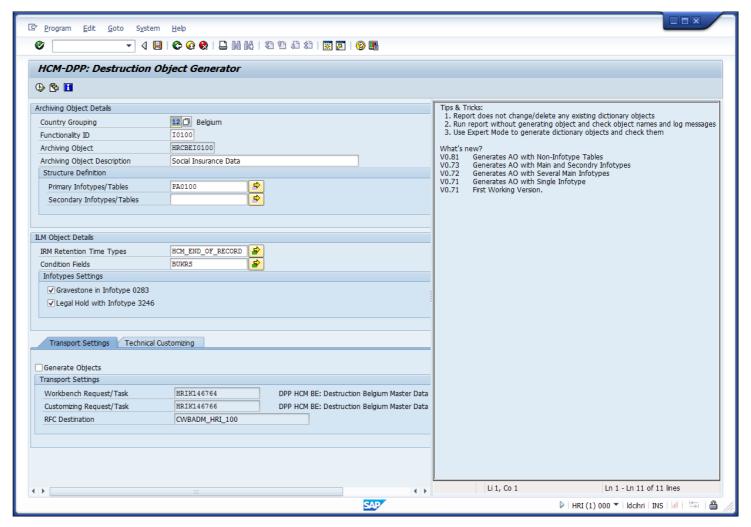
- Destroying customized tables (Z-tables) and customized Infotypes (9\*\*\*)

### **Destruction Object Generator**

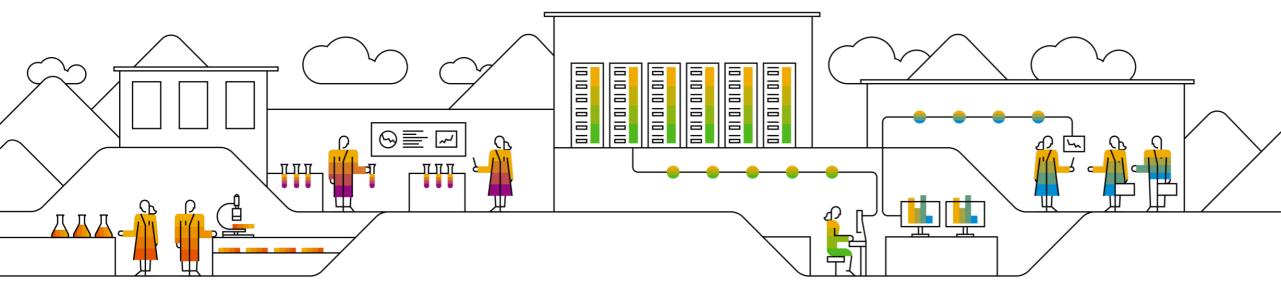
The tool generates dictionary objects that are used in HCM data destruction solution.

# 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 / RPUDELPP?

- 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 / RPUDELPP) 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 needs to include those criteria (conditions) which have different retention criteria as defined by law. Common observation so far is that countries do no 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 <u>Preprocessing Rollback for the Destruction of Data</u>.

# 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





SAP SuccessFactors 💙

# **Employee Central Localization Philippines**

Celia Tan, SAP Globalization Services May 27<sup>th</sup> 2020

**PUBLIC** 





# **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 Supported Languages

### New Features – release: b2005

# Address Validation Service – Mapping Germany

Localization

With release b2005 the Mapping for the Germany Address Validation is provided.

May, 2020

### Name Format

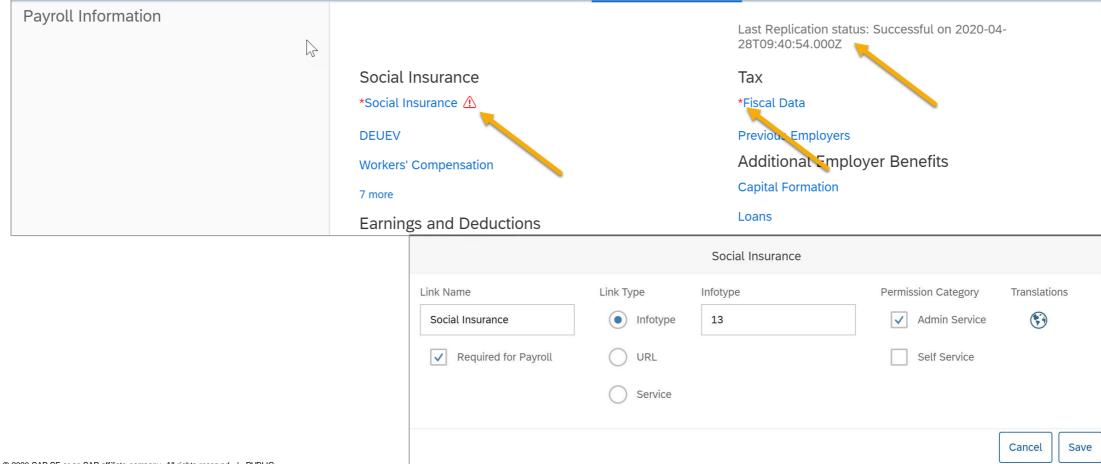
Localization

Now it is possible to configure Alternative Name Elements for the Name Format.

May, 2020

### EC Payroll (release b2005) - Improvement of Payroll Information Page

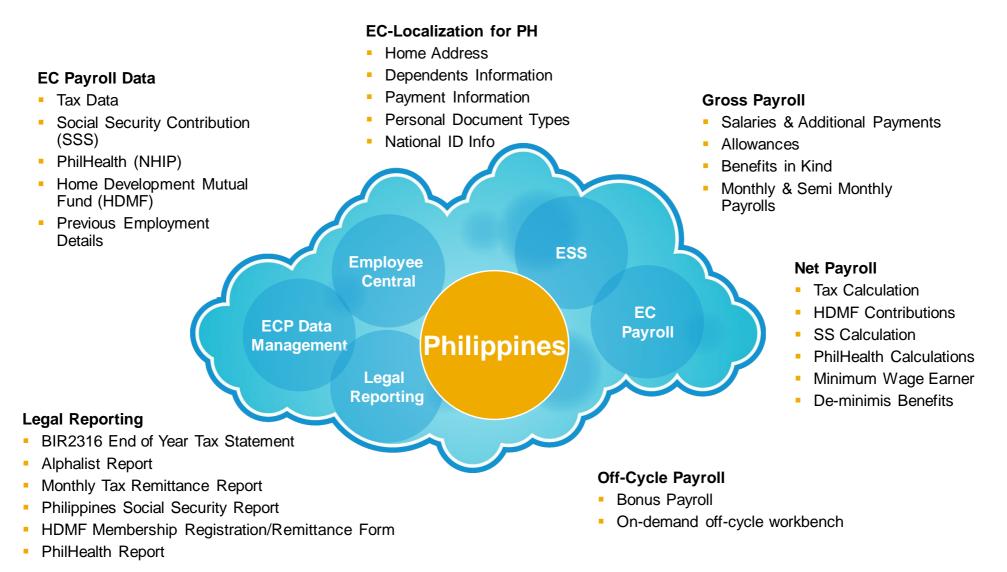
A request from multiple customers that would help make their day to day lives easier was to give them the ability to **mark payroll specific data as mandatory** and for the system to automatically show if this data has not been entered. This will visually allow them to instantly know if an employee is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



# Philippines: EC Localization and EC Payroll



# Philippines: EC Localization and EC Payroll



### **Philippines: EC Localization**

PERSONAL DOCUMENT TYPES DEPENDENTS INFO Alien Certificate of Registration (ACR-I Card) Dependent Not Relevant to BIR 2316 Form Alien Employment Permit (AEP) Qualified Dependent Child Community Tax Certificate (CTC) Other Dependent PAYMENT INFORMATION **Passport Number** Driver's License **Account Number Routing Number** NATIONAL ID INFORMATION

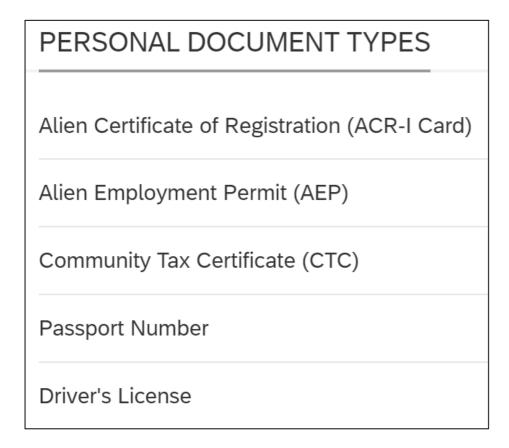
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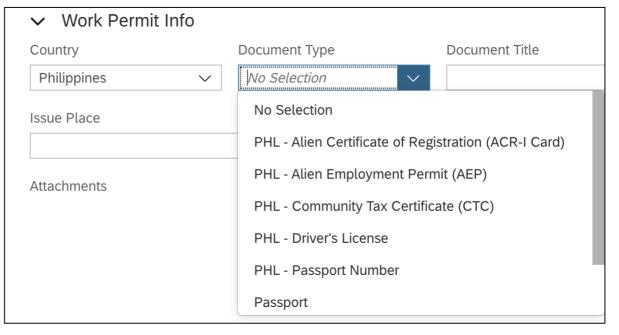
Primary National ID

### **Philippines: Personal Documents**

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

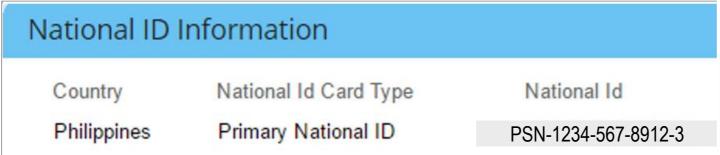
<u>AEP</u>: authorizes a foreign national to work in the Philippines.

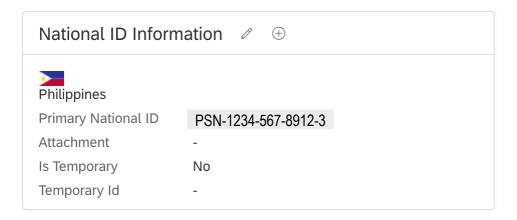




### **Philippine Identification Card - National ID**

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

For BIR BCS/ Departme	the Philippines nt of Finance				
	ternal Revenue				
OO4C	Compensation ax Withheld				
January 2018 (ENCS) For Compensation Payment	With or Without Tax Withheld 2316 01/18ENCS				
Fill in all applicable spaces. Mark all appropriate boxes with an "X".					
1 For the Year (YYYY)	2 For the Period From (AMATIC) To (AMATIC)				
Part I - Employee Information	Part IV-B Details of Compensation Income & Tax Withheld from Present Employer				
3 TIN	A. NON-TAXABLEIEXEMPT COMPENSATION INCOME Amount				
4 Employee's Name (Last Name, First Name, Middle Name) 5 RDO Code	27 Basic Salary (including the exempt P250,000 & below)				
	or the Statutory Minimum Wage of the MWE				
	28 Holiday Pay (MWE)				
6 Registered Address 6A ZIP Code					
	29 Overtime Pay (MWE)				
SB Local Home Address SC ZIP Code	no supply count comments of the country				
	30 Night Shift Differential (MWE)				
6D Foreign Address	31 Hazard Pay (MWE)				
	32 13th Month Pay and Other Benefits				
7 Date of Birth (MM/0DD/YYYY) 8 Contact Number	(maximum of P90,000)				
	33 De Minimis Benefits				
9 Statutory Minimum Wage rate per day	1				
o Statutory Millimum Vrage rate per day	34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)				
10 Statutory Minimum Wage rate per month	35 Salaries and Other Forms of Compensation				
Minimum Wage Earner (MWE) whose compensation is exempt from	·				
withholding tax and not subject to income tax  Part II - Employer Information (Present)	36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 36)				
12 TIN Part II - Employer information (Present)					
	B. TAXABLE COMPENSATION INCOME REGULAR				
13 Employer's Name	37 Basic Salary				
14 Registered Address 14A ZIP Code	38 Representation				
H H H I I I I I I	39 Transportation				
15 Type of Employer Main Employer Secondary Employer					
Part III - Employer Information (Previous)	40 Cost of Living Allowance (COLA)				
16 TIN	41 Fixed Housing Allowance				
17 Employer's Name	42 Others (specify)				
	42A				
18 Registered Address 18A ZIP Code	428				
	SUPPLEMENTARY				
Part IVA - Summary	43 Commission				
19 Gross Compensation Income from Present Employer (Sum of items 36 and 60)					
20 Less: Total Non-Taxable/Exempt Compensation	44 Profit Sharing				
Income from Present Employer (From Item 36)	45 Fees Including Director's Fees				
21 Taxable Compensation Income from Present	40 Tecomorany Discouror Coo				
Employer (Item 19 Less Item 20) (From Item 60)  22 Add: Taxable Compensation Income from	46 Taxable 13th Month Benefits				
Previous Employer, If applicable	C Umark Seri				
23 Gross Taxable Compensation Income	47 Hazard Pay				
(Sum of Items 21 and 22)	48 Overtime Pay				
24 Tax Due	49 Others (specify)				
25 Amount of Taxes Withheld	49 Others (specify)				
25A Present Employer	47A				
25B Previous Employer, if applicable	49B				
26 Total Amount of Taxes Withheld as adjusted	50 Total Taxable Compensation Income				
(Sum of Items 26A and 26B)	(Sum of Items 37 to 498)				
VWe declare, under the penalties of perjury that this certificate has been made in good fall the provisions of the National Internal Revenue Code, as amended, and the regulations issue	n, verified by melus, and to the best of mylour knowledge and belief, is true and correct, pursuant to d under authority thereof. Further, live give mylour consent to the processing of mylour information				
the provisions of the National Internal Revenue Code, as amended, and the regulations issue as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and law	u purposes.				
	Data Grand				
Present Employer/Authorized Agent Signature over Printed Name	Date Signed				
CONFORME:					
52	Date Signed				
Employee Signature over Printed Name	Amount paid, If CTC				
CTC/Valid ID No. Place of	Date Issued				
of Employee Issue	LIBOUR BUILDONNI MONT WILLOW				
I deciare, under the penalties of penulty that the information herein stated are	uniform souscentioners immig.  If document is required to previously that I am qualified under substituted filing of income Tax Return (BIR Form No. 1700), since Increased purely compensation income from only one employer in the Philippines to the colerative year; that these home concelly withheid by my employer last size qualities that withheid; the the BIR Form No. 1904-C field by my employer to the BIR shall constitute as my income tax return, and that BIR.				
reported under BIR Form No. 1604-C which has been filed with the Bureau of Internal Revenue.	(six Form No. 1700), since I received purely compensation income from only one employer in the Philippines for the calendar year; that taxes have been correctly withheld by my employer (tax due equals tax withheld); that				
	the BIR Form No. 1904-C filed by my employer to the BIR shall constitute as my income tax return; and that BIR From No. 2316 shall same the same purpose as if BIR From No. 1700 has been filed over set to the same before				
53 Present Englower Authorited Apart Clonshus over Brighed Name	the bit Form No. 1904-0 their only only employer to the bit shall conclude as my income as return, and that bit Form No. 2516 shall serve the same purpose as if Bit Form No. 1700 has been filed pursuant to the provisions of Revenue Regulations (RR) No. 3-2002, as amended.				
Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)	54				
"NOTE: The BIR Data Privacy is in the BIR website (www.bir.gov.ph)	Employee Signature over Printed Name				



SAP SuccessFactors 💙

# Customer Workshop FAQ's we are hearing

May 27, 2020

**PUBLIC** 





## 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



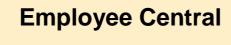
#### SAMPLE PHILID CARD - Back



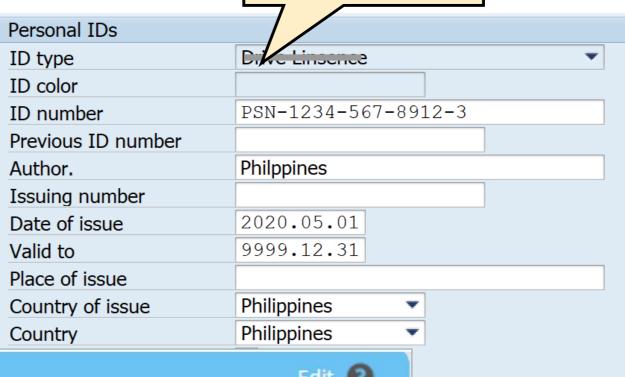


#### SAP SOLUTION

- Phase1 (in 2020) To create a new ID Type in SF Employee Central and SAP HCM infotype 0185
- Phase2 (in future) The ID card will be a single identification card. It will function as IDs for all aspects like SSS, BIR, PhilHealth, etc.



ID Type: National ID



Infotype 0185

ID Type: National ID

National ID Information

Country National Id Card Type National Id Is Primary

Philippines Primary National ID PSN-1234-567-8912-3 Yes

# 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

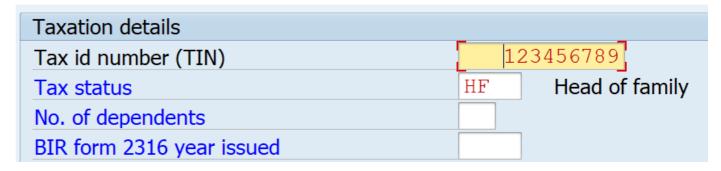
- TIN format change to 3-3-3-5. What are the impact of BIR Forms and Alphalist

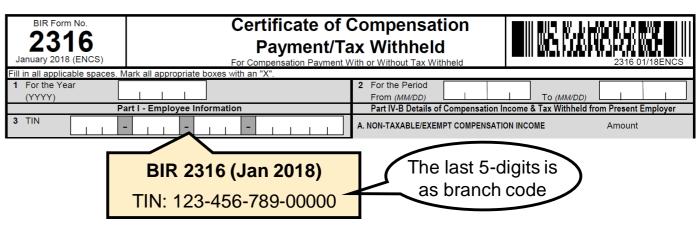
Q: Any impact for Employee TIN?

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





The revised manual returns are already available in the BIR website (www.bir. gov.ph) under the BIR Forms-Payment/Remittance Forms section. However, the returns are not yet available in the EFPS and eBIRForms.

# 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

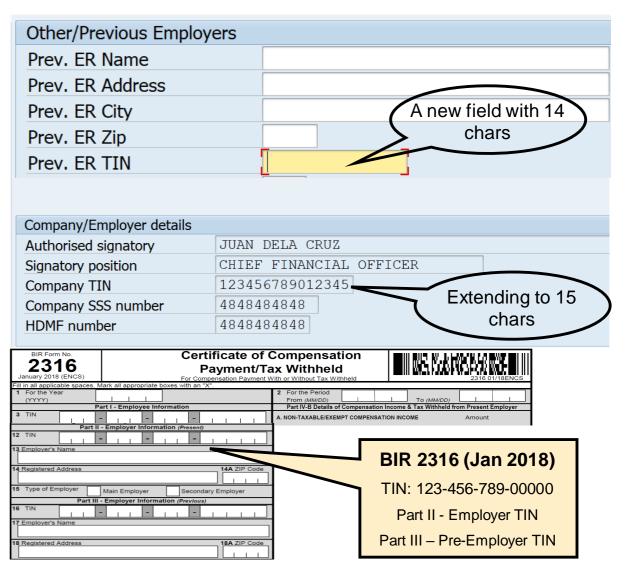
Q: Any impact for Employer TIN?

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.

Form No.	Description
1604-C	Annual Information Return of Income Taxes Withheld on Compensation
1604-E	Annual Information Return of Creditable Income Taxes Withheld (Expanded) / Income Payments Exempt from Withholding Tax
1604-F	Annual Information Return of Income Payments Subjected to Final Withholding Taxes

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.

# **Philippines: Alphalist Update 2020**

# 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



\*Current Employment Status:

R = Regular

C = Casual

CP = Contractual/Project-Based

S = Seasonal

P = Probationary

AL = Apprentices/Learners

seconded employees

For BIR BCS/ Use Only Item:





Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No.

2316

January 2018 (ENCS)

## Certificate of Compensation Payment/Tax Withheld

For Compensation Payment With or Without Tax Withheld



FOR SECONDED EMPLOYEE

# **Update due to 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.

Solution									
You can app	ply the corresponding HI	R SP according to the Note List.							
No. Note	Note	Note Description	SP Available Date	HR SP(all EA-HR, *with SAP_HR)					
				600*	604*	605	606	607	608*
1	2709840	Enable Monetized Vacation Leave to Consume 13th Month Pay & Other Benefit Exemption	2019.01.24	G9	D5	B2	97	86	63
2	2730116	PH-HCM-LC: MWE Tax	2019.02.14	H0	D6	B3	98	87	64
3	2734532	PH-HCM-LC: MWE Tax - Report Adjustment							
4	2741155	HPHEOYT0 - Provide ALV List for Annexure 'F' Purpose	2019.03.14	H1	D7	B4	99	88	65
5	2761858	LC HCM PH: PhilHealth Contribution Ceiling Change 2019	2019.04.11	H2	D8	B5	A0	89	66
6	2769869	New Schedule of Social Security Contributions Effective April 2019							
7	<u>2771615</u>	New Schedule of SS Employee Compensation Contributions Effective April 2019							
8	2761454	LC HCM PH: SSS Rate Table Change 2019							
9	2848927	LC HCM PH: New Layout of BIR 2316 Form	2019.12.16	I1	E7	C4	A9	98	75
10	2865504	LC HCM PH: Maternity Salary differential included as 13th Month Pay							
11	<u>2855101</u>	LC HCM PH: Maternity Leave Salary Differential							
12	2866786	LC HCM PH: Philhealth Contribution Table 2020							
13	2879311	Enhancement of BIR2316 on ESS	2020.02.13	13	E9	C6	B1	A0	77
14	2878119	Enable On-demand Payroll in Off-cycle Workbench for the Philippines	2020.03.12	14	F0	C7	B2	A1	78

# **Announcement of Legal Changes**

With the going live of SAP One Support Launchpad (<a href="https://launchpad.support.sap.com/">https://launchpad.support.sap.com/</a>) 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.

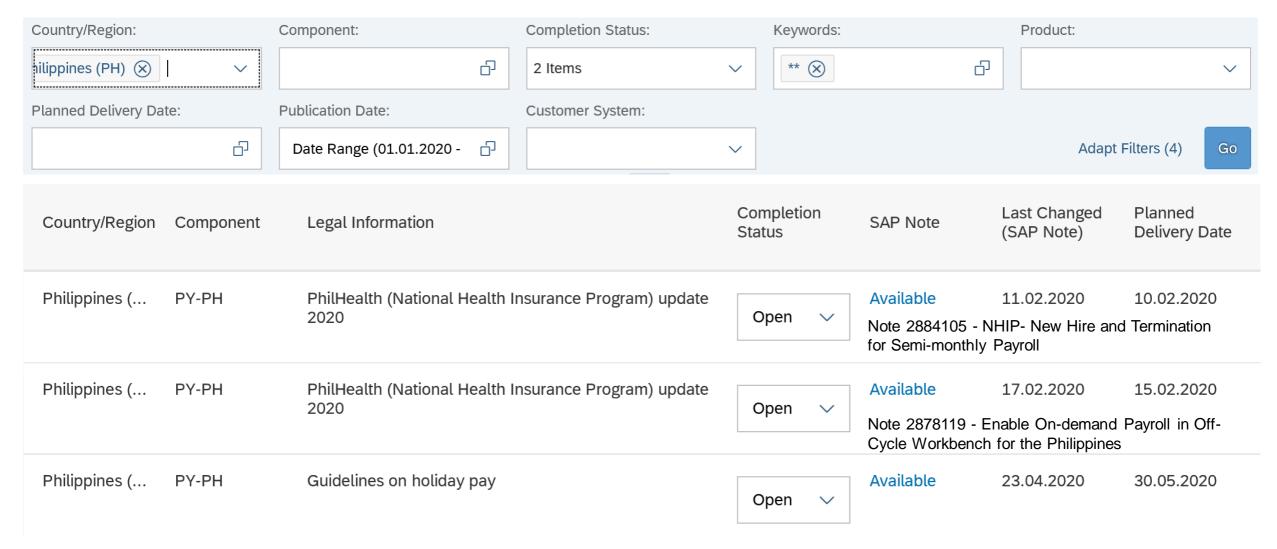
We encourage you to set up email notification referring to the KBA below.

**2382863** - How to use the Announcement of Legal Changes application

https://launchpad.support.sap.com/#/notes/2382863/e

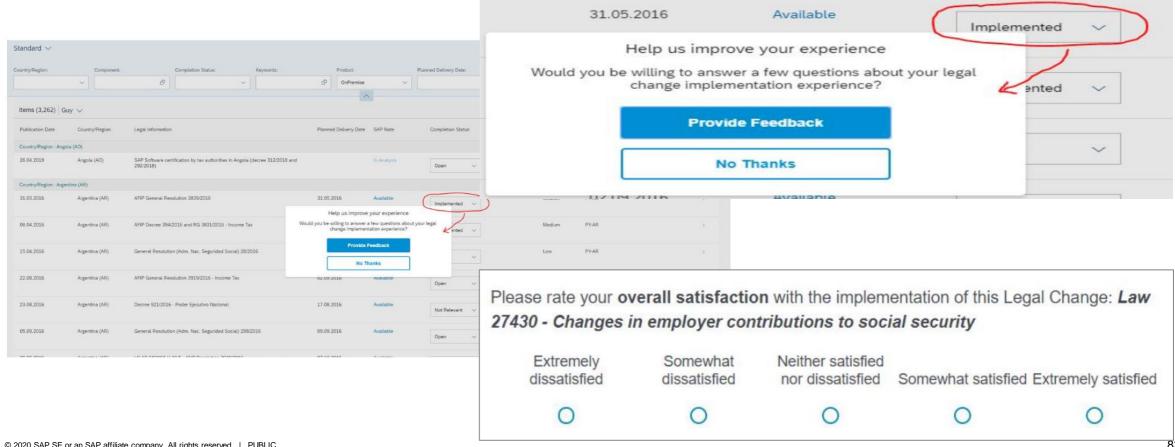


# 'Announcement of Legal Change' looks like:



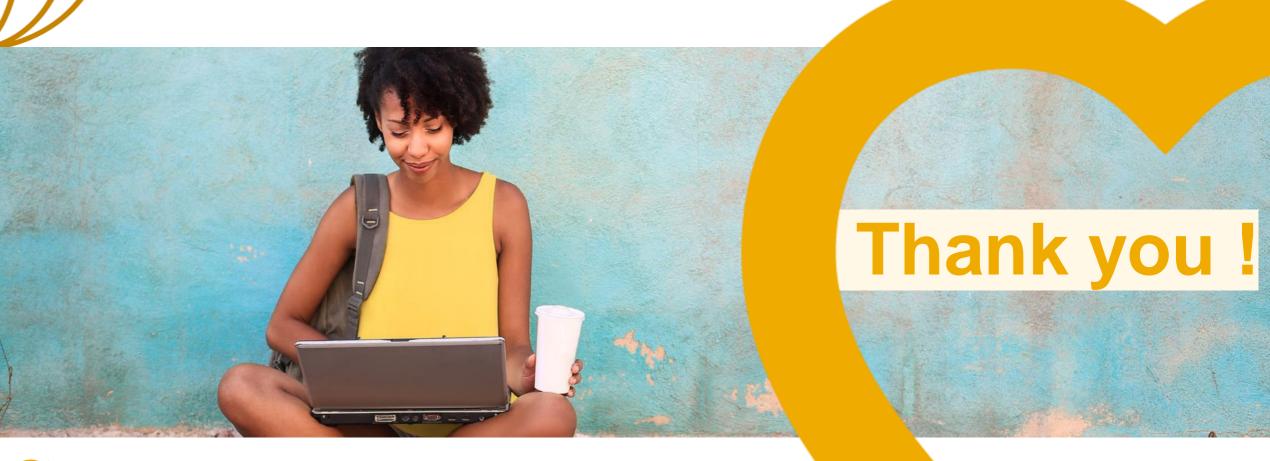
# "Legal Change Experience Feedback Survey": LIVE for all Customer

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









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