



## PeopleSoft 8.3 Global Payroll for Hong Kong Reports PeopleBook

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# Contents

## About This PeopleBook

Related Documentation .....	v
Documentation on CD-ROM .....	v
Hardcopy Documentation .....	v
Comments and Suggestions.....	vi

## Chapter 1

### PeopleSoft Global Payroll for Hong Kong Reports

PeopleSoft Global Payroll for Hong Kong Reports: General Description .....	1-1
Payroll and Absence Reports .....	1-1
Mandatory Provident Fund Reports .....	1-2
Recipient Payment Reports .....	1-3
Inland Revenue - Legislative Reports .....	1-4
Additional Reports .....	1-5
PeopleSoft Global Payroll for Hong Kong Reports: A to Z .....	1-5
GPHKPY11 - Payroll Register .....	1-6
GPHKPY12 - Reconciliation .....	1-6
GPHKPY13 - Pay Component Register .....	1-7
GPHKPY14 - Payee Message .....	1-8
GPHKEE01 - MPF - New/Terminated Employees .....	1-9
GPHKMPP1 - Remittance Statement .....	1-9
GPHKEFT2 - Recipient Payment .....	1-10
GPHKEFT1 - Net Payment.....	1-11
GPHKIRR4 - IR56F - Notification by Employer of an Employee About to Cease Employment .....	1-12
GPHKIRR3 - IR56G - Notification by Employer of an Employee About to Depart Hong Kong .....	1-13
GPHKIRR1 - IR56B - Employer's Return of Remuneration and Pensions .....	1-14
GPHKIRR2 - IR56M - Notification of Remuneration Paid to Persons Other Than an Employee .....	1-15
GPHKIRR5 - IR56E - Notification by Employer of an Employee Commencing Work .....	1-16
GPHKPY01 - Hong Kong Payslip.....	1-16
Viewing Delivered Elements for Hong Kong .....	1-17

## Report Samples

# About This PeopleBook

This book describes information about PeopleSoft 8.3 *Global Payroll for Hong Kong Reports*. You can order the online version by requesting SKU *HR83PBR0*, or the hardcopy version by requesting SKU *HRMSr83GPH-R 1001*.

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## CHAPTER 1

# PeopleSoft Global Payroll for Hong Kong Reports

This chapter provides an overview of PeopleSoft Global Payroll for Hong Kong reports and enables you to:

- View summary tables of all reports.
- View report details and source records.

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**Note.** Samples of these reports follow this chapter.

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### **See Also**

*PeopleSoft PeopleTools PeopleBook: Process Scheduler*

## PeopleSoft Global Payroll for Hong Kong Reports: General Description

These tables list the PeopleSoft Global Payroll for Hong Kong reports, sorted alphanumerically by report ID. The reports listed are all SQR reports. If you need more information about a report, refer to the report details at the end of this chapter.

### **See Also**

PeopleSoft Global Payroll for Hong Kong Reports: A to Z

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## Payroll and Absence Reports

The following payroll and absence reports are required for Hong Kong to support payroll reconciliation, processing, and inquiries.

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPHKPY11 Payroll Register	Lists a summary of all earnings, deductions, and net pay for the period for each payee. Lists the payroll results by pay entity and reports across multiple pay periods.	Global Payroll Hong Kong, Manage Payroll Process (HKG), Report, Payroll Register	GPHK_RC_PY11
GPHKPY12 Reconciliation	Assists you in the reconciliation process. Contains a summary of all earnings and deductions paid in the pay period and year-to-date (YTD) values.	Global Payroll Hong Kong, Manage Payroll Process (HKG), Report, Reconciliation	GPHK_RC_PY12
GPHKPY13 Pay Component Register	Lists all of the amounts taken from the employee's pay by element code. Provides the option to report by pay component separately (such as earnings only) or on specific elements in a component (such as overtime).	Global Payroll Hong Kong, Manage Payroll Process (HKG), Report, Pay Components	GPHK_RC_PY13
GPHKPY14 Payee Message	Details the contents of the message table. Lists errors or warning messages that occurred during the pay run, grouped by employee.	Global Payroll Hong Kong, Manage Payroll Process (HKG), Report, Payee Messages	GPHK_RC_PY14

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### **Mandatory Provident Fund Reports**

The following reports support Mandatory Provident Fund (MPF) processing tasks.



<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPHKKEE01 New/Terminated Employees	Enables you to report on new and terminated employees. When your organization terminates an employee, you should notify your trustee within 30 days and state the exact date on which an employee ceased employment. This report assists employers in notifying their trustees (MPF providers) when an employee's employment ends. It can also assist employers in identifying the employees whom they must enroll with their MPF providers.	Global Payroll Hong Kong, Manage Payroll Process (HKG), Report, New/Termination	GPHK_EE01_RC
GPHKMPF1 Remittance Statement	Enables you to report on mandatory and voluntary MPF contributions that were deducted for the contribution period for the MPF provider. Used to inform the trustee of the amount of MPF contributions paid for relevant employees.	Global Payroll Hong Kong, Manage Payroll Process (HKG), Report, MPF Remittance Statement	GPHK_MPF1_RC

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### Recipient Payment Reports

The following reports enable you to keep track of your banking and recipient processing. You can view information on amounts transferred to employee accounts and collected from employees on behalf of a recipient.

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPHKEFT1 Net Payment	Contains information on amounts transferred to employee accounts. Lists the same details that are written to the electronic file (generated for net payments).	Global Payroll Hong Kong, Manage Payroll Process (HKG), Report, Net Payment	GPHK_NPY_RUNCTL
GPHKEFT2 Recipient Payment	Contains details of amounts collected from employees on behalf of a recipient. Lists the same details that are written to the electronic file (generated for recipients).	Global Payroll Hong Kong, Manage Payroll Process (HKG), Process, Recipient Payment	GPHK_RCP_RUNCTL

### Inland Revenue - Legislative Reports

There are several statutory reports that you must generate to comply with Hong Kong legislative payroll requirements.

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPHKIRR1 - IR56B Employer's Return of Remuneration and Pensions	Provides an annual report generated for tax declaration purposes. It includes a summary of the earnings and deductions for each employee, reported in a predetermined format. The information is also generated in a predetermined electronic file format and submitted electronically.	Global Payroll Hong Kong, Manage Payroll Process (HKG), Report, Print IR56B	GPHK_IR56B_RUNCTL
GPHKIRR2 - IR56M Notification of Remuneration Paid to Persons Other Than an Employee	Reports on candidates other than employees who received remuneration during a period for a given tax year and are about to cease employment. You must run the data creation process before running this report.	Global Payroll Hong Kong, Manage Payroll Process (HKG), Report, Print IR56M	GPHK_IR5M_RUNCTL

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPHKIRR3 - IR56G Notification by Employer of an Employee About to Depart Hong Kong	Reports on employees who are about to depart from Hong Kong. All tax liabilities are to be settled before the employee's departure.	Global Payroll Hong Kong, Manage Payroll Process (HKG), Report, Print IR56G	GPHK_IR56FG_RUNCTL
GPHKIRR4 - IR56F Notification by Employer of an Employee About to Cease Employment	Reports on employees who are about to cease employment during a period. You must run the data creation process before running this report. You are not required to submit the report if a terminated employee is about to depart Hong Kong. Instead, you should submit an IR56G report.	Global Payroll Hong Kong, Manage Payroll Process (HKG), Report, Print IR56F	GPHK_IR56FG_RUNCTL
GPHKIRR5 - IR56E Notification by Employer of an Employee Commencing Work	Lists employees who joined the organization during a period. It must be sent within three months of the date on which employment commenced.	Global Payroll Hong Kong, Manage Payroll Process (HKG), Report, Print IR56E	GPHK_IR56E_RUNCTL

### Additional Reports

You can also run the following additional reports from PeopleSoft Global Payroll for Hong Kong.

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPHKPSO1 Hong Kong Payslip	SQR	Global Payroll Hong Kong, Manage Payroll Process (HKG), Report, Print Payslip	GPHK_RUNCTL_PSLP

## PeopleSoft Global Payroll for Hong Kong Reports: A to Z

This section provides detailed information on individual reports including important fields and source records. The reports are listed alphabetically by report ID.

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## GPHKPY11 - Payroll Register

Lists a summary of all earnings, deductions, and net pay for the period for each payee. Lists the payroll results by pay entity and reports across multiple pay periods. Enables additional sort sequencing (by department and payee) and consolidation.

### Sections

This selection criteria refers to sections of the report (not to be confused with sections from a process list). This report has three main sections.

<b>All</b>	Reports all sections, earnings, deductions, and accumulators.
<b>Earnings and Deductions</b>	Reports only earnings and deductions, and suppress the printing of accumulators.  This is sorted by earnings, then deductions. Within each type, it is sorted alphabetically by element name. Within each element name, it is arranged by slice dates.
<b>Accumulators</b>	Reports accumulators and suppresses the printing of earnings and deductions.  Within each type, it is sorted alphabetically by element name. Within each element name, it is arranged by slice dates.

### Source Records

PS\_GP\_CAL\_RUN, PS\_GP\_PYENT, PS\_GP\_PYGRP, PS\_GP\_RUN\_TYPE,  
PS\_GP\_CAL\_PRD, PS\_DEPT\_TBL, PS\_LOCATION\_TBL, PS\_GP\_PYGRP\_LANG,  
PS\_GP\_RUN\_TYP\_LANG, PS\_GP\_CAL\_PRD\_LANG, PS\_GP\_PYE\_PRC\_STAT,  
PS\_CUR\_RT\_TYPE\_TBL, PS\_JOB, PS\_GP\_RSLT\_ERN\_DED, PS\_GP\_PIN\_LANG,  
PS\_GP\_RSLT\_ACUM, PS\_GP\_PIN\_CMPNT, PS\_GP\_PIN, PS\_GPHK\_RC\_REPORTS,  
PS\_GPHK\_RC\_PYGRP, PS\_GPHK\_RC\_EMPLID

### See Also

“Defining Earnings for Hong Kong”

“Defining Deductions for Hong Kong”

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## GPHKPY12 - Reconciliation

This report assists you in the reconciliation process. It contains a summary of all earnings and deductions paid in the pay period and YTD values. Enables sort sequencing (by department and location), consolidation, and the inclusion of YTD amounts.

**Include YTD Values** Because YTD values are stored in accumulators, you can select this information as an option. Values for the earnings or deduction YTD accumulators appear on the same line in the report as the earnings or deduction.

### Sections

This selection criteria refers to sections of the report (not to be confused with sections from a process list). This report has three main sections.

**Earnings, Deductions, Earnings, and Deductions** Select an option if you want the report to print only those parameters. For example, select *Earnings Only* if you want the report to print only earnings and suppress the printing of the other options.

### Source Records

PS\_GP\_CAL\_RUN, PS\_GP\_PYENT, PS\_GP\_PYGRP, PS\_GP\_CAL\_PRD, PS\_DEPT\_TBL, PS\_LOCATION\_TBL, PS\_GP\_PYGRP\_LANG, PS\_GP\_RUN\_TYP\_LANG, PS\_GP\_CAL\_PRD\_LANG, PS\_GP\_PYE\_PRC\_STAT, PS\_CUR\_RT\_TYPE\_TBL, PS\_JOB, PS\_GP\_PIN\_LANG, PS\_GP\_SUFFIX, PS\_GP\_PIN, PS\_GP\_RSLT\_ACUM, PS\_GPHK\_RC\_REPORTS, PS\_GPHK\_RC\_PYGRP

### See Also

“Defining Earnings for Hong Kong”

“Defining Deductions for Hong Kong”

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## GPHKPY13 - Pay Component Register

Lists all of the amounts taken from employees' pay, by element code. Enables you to nominate the elements to be printed, the sort sequence (by department or location), and a consolidation option. Provides the option to report by pay component separately (such as earnings only) or report on specific elements in a component (such as overtime).

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**Note.** In the Pay Component report, the commission calculation related to deductions is covered in the electronic fund transfer (EFT) to recipients. Therefore, there is no need for the Pay Component Register report to include it.

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### Sections

This selection criteria refers to sections of the report (not to be confused with sections from a process list). This report has three main sections.

**Earnings, Deductions, and Accumulators** Select **Deductions, Earnings, or Accumulators**, which enables you to use one report for multiple purposes. This is useful in producing the following:

- Overtime reports: You can nominate all of your overtime codes and the time range for the report.
- Completion of surveys: You might be required to complete surveys of particular earnings types, either for external parties or for internal use.
- Assisting with general ledger or costing inquiries by reporting on the values of nominated codes.
- Assisting with budget preparation by reporting on YTD values (accumulators) for nominated codes.

### Population

#### Select Element and Elements

The Pay Component report lists, by element code, all of the amounts taken from employees' pay. This enables you to nominate the elements to be printed.

If you select **Select Element**, you can report on specific elements in the pay component. If you select **Select Element**, click the **Elements** link to access the Payee Element Assignment page.

#### Source Records

PS\_GP\_CAL\_RUN, PS\_GP\_PYENT, PS\_GP\_PYGRP, PS\_GP\_RUN\_TYPE, PS\_GP\_CAL\_PRD, PS\_DEPT\_TBL, PS\_LOCATION\_TBL, PS\_GP\_PYGRP\_LANG, PS\_GP\_RUN\_TYP\_LANG, PS\_GP\_CAL\_PRD\_LANG, PS\_GP\_PYE\_PRC\_STAT, PS\_CUR\_RT\_TYPE\_TBL, PS\_JOB, PS\_GP\_RSLT\_ERN\_DED, PS\_GP\_PIN\_LANG, PS\_GP\_RSLT\_ACUM, PS\_GP\_PIN\_CMPNT, PS\_GP\_PIN, PS\_GPHK\_RC\_REPORTS, PS\_GPHK\_RC\_ELM

#### See Also

“Defining Earnings for Hong Kong”

“Defining Deductions for Hong Kong”

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### GPHKPY14 - Payee Message

The Payee Message report lists errors or warning messages that occurred during the pay run, by employee. It also details the contents of the message table.

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**Note.** Hong Kong's message set number is 17285.

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#### Source Records

PS\_GP\_CAL\_RUN, PS\_GP\_PYGRP, PS\_GP\_PYGRP\_LANG, PS\_GP\_CAL\_PRD\_LANG, PS\_GP\_MESSAGES, PS\_GP\_PIN, PS\_GPHK\_RC\_REPORTS

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## GPHKEE01 - MPF - New/Terminated Employees

This is a report of new and terminated employees. The process generates a new or terminated employee report based on the report type that you select.

The report is independent of the payroll process and is sorted by recipient name (MPF provider), because while in most organizations there is only one provider, it is possible for an organization to use multiple MPF providers.

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**Note.** The only difference between the new employees and terminated employees report is the report title and hire or terminated date column.

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### Source Records

PS\_GPHK\_MPF\_RUNCTL, PS\_JOB, PS\_EMPLOYMENT, PS\_PERSONAL\_VW,  
PS\_GP\_PYGRP, PS\_PERS\_NID, PS\_DEPT\_TBL, PS\_REG\_REGION\_TBL,  
PS\_ADDRESSES, PS\_STATE\_NAMES\_TBL, PS\_GP\_PYENT

### See Also

“Administering Mandatory Provident Fund Contributions for Hong Kong”

“Defining Absence Rules for Hong Kong,” Calculating Absence Entitlements on Termination

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## GPHKMPF1 - Remittance Statement

If an employee changes pay groups in the pay period, they are to be reported only once under the latest pay group. Active employees, excluding those who haven't been enrolled yet (under 18 or less than 60 days employment), are included in the report even if they have no relevant earnings for the month. Employees with no relevant MPF earnings are included in the Existing Employees section of the report.

MPF contribution amounts are printed out for each type of MPF deduction. Contributions for employees with different contribution periods (such as weekly and monthly) are reported in separate remittance statements.

As it is possible to have multiple pay groups with the same remittance period, you can enter multiple pay groups on the run control.

To provide for reporting terminated employees' MPF contributions, change the calendar payment date to the appropriate date, then run payroll for terminated employees through a group list. Having done this, you can generate the Remittance report for terminated employees because the report is generated by payment date and group list.

However, if you must run it for continuing employees, set the appropriate calendar payment date before running the payroll so that you can generate the report with the regular payment date and regular group list, excluding the terminated group list.

---

**Note.** While service providers might specify their own remittance statements, the MPF Authority specified the content and format of the remittance statement with which the service provider must comply. The remittance statement has, therefore, been defined in accordance with the content and format of the statement specified by the MPF Authority.

---

The report is sorted by recipient name (MPF provider), because while in most organizations there is only one provider, it is possible for an organization to use multiple MPF providers.

Legislation requires the employer to make MPF contributions within 10 days of the employee's termination date during regular periods. Therefore, you must generate the Remittance Statement report within 10 days of termination.

#### **Source Records**

PS\_GPHK\_RECPTNT\_SBL, PS\_RECIPIENT, PS\_GPHK\_RCP\_PYNT\_S,  
 PS\_GPHK\_MPF\_RSLT, PS\_GPHK\_MPF\_RUNCTL, PS\_STATE\_NAMES\_TBL,  
 PS\_PERS\_NID, PS\_JOB, PS\_GPHK\_MEMBERSHIP, PS\_GP\_PYENT,  
 PS\_GP\_PYENT\_DTL

#### **See Also**

“Administering Mandatory Provident Fund Contributions for Hong Kong”

“Defining Earnings for Hong Kong,” Calculating Earnings Included in MPF Calculations

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## **GPHKEFT2 - Recipient Payment**

Not all recipients receive an electronic file for updating their systems. Some recipients might prefer a hard copy report. You can generate the report for more than one recipient at the same time. Each recipient's details are printed on a fresh page.

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**Note.** While the electronic file processes only records identified with a payment method of *bank transfer*, the report lists all of the records associated with the recipient.

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**Debit Date** Enter the date on which recipients are to be paid. This identifies the recipient transactions that should be selected for processing.

**Report Level**

- Select the level of detail that you require in your report:

**Detailed:** All of the selected records are printed.



**Summary:** Summary lines for each pay entity are printed.  
A summary line is both:

- A total of all credit payments.
- A total count of the number of transactions that amounted to the total credit payment.

### **Recipients List**

**Recipient ID** Select recipients. Leaving this field blank assumes that a file must be created for all of the recipients.

### **Source Records**

PS\_GPHK\_RCP\_RUNCTL, PS\_GPHK\_EFT\_RUNCTL, PS\_RECIPIENT,  
PS\_GP\_PAYMENT, PS\_GPHK\_EE\_NID\_VW, PS\_NAMES, PS\_GPHK\_MEMBERSHIP,  
PS\_GP\_PYENT, PS\_GPHK\_RCP\_PYNT\_S

### **See Also**

“Setting up Banking and Recipient Processing for Hong Kong”

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## **GPHKEFT1 - Net Payment**

**Payment Date** Enter the date (passed to the EFT file header) on which the bank passed the payment to the recipient. It is written to the output report file.

**Report Level**

- Select the type of report that you require:

**Detailed:** All of the selected records are printed.

**Summary:** Summary lines for each pay entity are printed.  
A summary line is both:

- A total of all credit payments.
- A total count of the number of transactions that amounted to the total credit payment.

### **Source Records**

PS\_GPHK\_EFT\_RUNCTL, PS\_GP\_CAL\_RUN\_DTL, PS\_GP\_PAYMENT,  
PS\_GPHK\_EE\_NID\_VW, PS\_NAMES, PS\_GPHK\_RCP\_RUNCTL

### **See Also**

“Setting up Banking and Recipient Processing for Hong Kong”

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## GPHKIRR4 - IR56F - Notification by Employer of an Employee About to Cease Employment

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**Note.** You must run the data creation process before running this report. You are not required to submit the report if a terminated employee is about to depart Hong Kong. Instead, you should submit an IR56G report.

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If an employee is terminated and rehired, earnings from the date of rehire until the end of the tax year should be reported. The earnings accrued before termination should appear in the IR56F or IR56G report.

**Tax Year** Select the tax year that you are reporting. The IR56F report must be generated annually for all active employees at the end of the tax year for tax declaration.

**Note.** The Hong Kong tax period is 1 April to 31 March.

**Reprint Yes/No** Select this check box to generate an IR56F that was printed earlier. If you do not select it, only records with a *not issued* status are printed.

**Begin/End Date** Enter the tax period for which the employee commenced work.

### **Selected Employees List for IR56**

**EmplID** (employee identification) If you don't select an employee ID, the process retrieves the employee records from the GPHK\_IR56\_TBL table that was populated by the data creation process. The process retrieves employee records that are associated with the IR56F report type.

### **Source Records**

PS\_GPHK\_I56\_RUNCTL, PS\_GPHK\_I56\_EE\_RC, PS\_GPHK\_IR56\_TBL,  
 PS\_GPHK\_OVS\_CNCRN, PS\_PERS\_DATA\_EFFDT, PS\_NAMES,  
 PS\_GPHK\_EE\_NID\_VW, PS\_GPHK\_SPS\_NID\_VW, PS\_PERS\_NID,  
 PS\_GPHK\_EE\_PP\_VW, PS\_DEPENDENT\_BENEF, PS\_GPHK\_EESP\_PP\_VW,  
 PS\_GPHK\_PT\_ER\_DTL, PS\_GPHK\_IR56\_PR\_VW, PS\_JOBCODE\_TBL,  
 PS\_ADDRESSES, PS\_STATE\_NAMES\_TBL, PS\_GP\_PYENT, PS\_GP\_PYENT\_DTL,  
 PS\_GP\_PYENT\_SOVR, PS\_GP\_PIN\_NM\_VW, PS\_GPHK\_IR56\_QTR, PS\_JOB,  
 PS\_ACTN\_REASON\_TBL, PS\_GPHK\_IR56\_DTL, PS\_GP\_PIN, PS\_COUNTRY\_TBL

### **See Also**

“Managing Inland Revenue Reports for Hong Kong”

## GPHKIRR3 - IR56G - Notification by Employer of an Employee About to Depart Hong Kong

Any person liable for salaries tax who is about to permanently leave Hong Kong should give notice in writing to the Inland Revenue Department (IRD) no later than one month before the person's expected date of departure (or a shorter notice if the Commissioner deems reasonable). Upon receipt of notification, arrangement is made for the issue of a return and payment of tax. All tax liabilities are to be settled before the employee's departure. The IR56G report provides information about employees who are about to depart from Hong Kong.

<b>Tax Year</b>	The report must be generated annually for all active employees at the end of the tax year for tax declaration purposes. Select the tax year that you are reporting.  <b>Note.</b> The Hong Kong tax period is 1 April to 31 March.
<b>Reprint Yes/No</b>	Select this check box to generate an IR56G that was printed earlier. If you do not select this check box, only records with a <i>not issued</i> status are printed.
<b>Begin/End Date</b>	Enter the tax period for which the employee commenced work.

### Selected Employees List for IR56

<b>EmplID</b>	If you don't select an employee ID, the process checks for new hires or rehires by determining whether the effective date in the JOB table is between the periods that you entered.  New hires are identified by the action <i>HIR</i> in the Action field, while the value <i>REH</i> in the Action field identifies a rehire.
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### Source Records

PS\_GPHK\_I56\_RUNCTL, PS\_GPHK\_I56\_EE\_RC, PS\_GPHK\_IR56\_TBL,  
 PS\_EMPLOYMENT, PS\_GPHK\_OVS\_CNCRN, PS\_PERS\_DATA\_EFFDT, PS\_NAMES,  
 PS\_GPHK\_EE\_NID\_VW, PS\_GPHK\_SPS\_NID\_VW, PS\_GPHK\_EE\_PP\_VW,  
 PS\_GPHK\_EE\_SPS\_VW, PS\_GPHK\_EESP\_PP\_VW, PS\_GPHK\_PT\_ER\_DTL,  
 PS\_GPHK\_IR56\_PR\_VW, PS\_JOBCODE\_TBL, PS\_ADDRESSES,  
 PS\_STATE\_NAMES\_TBL, PS\_PRIORWORK\_EXPER, PS\_GP\_PYENT,  
 PS\_GP\_PYENT\_DTL, PS\_GP\_PYENT\_SOVR, PS\_GP\_PIN\_NM\_VW,  
 PS\_GPHK\_IR56\_QTR, PS\_PERS\_NID, PS\_JOB, PS\_COUNTRY\_TBL

### See Also

"Managing Inland Revenue Reports for Hong Kong"

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## GPHKIRR1 - IR56B - Employer's Return of Remuneration and Pensions

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**Note.** When generating the electronic file, a listing should also be generated to identify the employees that have been included in the electronic file. The listing consists of basic information like sheet number, employee name, IC number, and total amount.

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**Tax Year** The IR56B report must be generated annually for all active employees at the end of the tax year for tax declaration. Select the tax year that you are reporting.

**Note.** The Hong Kong tax period is 1 April to 31 March.

**Reprint Yes/No** Select this check box to generate an IR56B that was printed earlier. If you do not select it, only records with a *not issued* status are printed.

### **Selected Employees List for IR56**

**EmplID** If you don't select an employee ID, the process checks for new hires or rehires by determining whether the effective date in the JOB table is between the periods that you entered.

New hires are identified by the action *HIR* in the Action field, while the value *REH* in the Action field identifies a rehire.

### **IR56B Report Type**

**Hardcopy Report/Control List** Identify whether the generated report is hard-copy output or a control list (simple listing) that is required with IR56B as a supporting document.

Hong Kong IRD regulations state that either a hard copy or an electronic file must be submitted to the IRD. While both are not necessary, a hard-copy printout must be issued to the employee.

The electronic file output is generated using a PeopleSoft Application Engine and a file layout object.

The layout for both outputs is defined by the Hong Kong Inland Revenue Department.

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**Note.** While an employee can hold multiple jobs, only one IR56 should be issued to each employee. When an IR56 is issued for the first time or a tax year, it is considered *Original*. Subsequent changes to the IR56B that has already been issued should be reported in a manual output that is considered *Replacement*.

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**Source Records**

PS\_GPHK\_I56\_RUNCTL, PS\_GPHK\_I56\_EE\_RC, PS\_GPHK\_IR56\_TBL,  
 PS\_GPHK\_OVS\_CNCRN, PS\_PERS\_DATA\_EFFDT, PS\_NAMES,  
 PS\_GPHK\_EE\_NID\_VW, PS\_GPHK\_SPS\_NID\_VW, PS\_PERS\_NID,  
 PS\_GPHK\_EE\_PP\_VW, PS\_GPHK\_EE\_SPS\_VW, PS\_GPHK\_EESP\_PP\_VW,  
 PS\_GPHK\_PT\_ER\_DTL, PS\_JOB, PS\_JOBCODE\_TBL, PS\_ADDRESSES,  
 PS\_STATE\_NAMES\_TBL, PS\_GP\_PYENT, PS\_GP\_PYENT\_SOVR,  
 PS\_GP\_PIN\_NM\_VW, PS\_GPHK\_IR56\_QTR, PS\_GPHK\_IR56\_DTL, PS\_GP\_PIN,  
 PS\_COUNTRY\_TBL

**See Also**

“Managing Inland Revenue Reports for Hong Kong”

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**GPHKIRR2 - IR56M - Notification of Remuneration Paid to Persons Other Than an Employee**


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**Note.** You must run the data creation process before running this report.

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**Tax Year** The IR56B report must be generated annually for all active employees at the end of the tax year for tax declaration. Select the tax year that you are reporting.

**Note.** The Hong Kong tax period is 1 April to 31 March.

**Reprint Yes/No** Selecting this check box generates an IR56M that was printed earlier. If you do not select this check box, only records with a *not issued* status are printed.

**Selected Employees List for IR56**

**EmplID** If you don't select an employee ID, the process checks for new hires or rehires by determining whether the effective date in the JOB table is between the periods that you entered.

New hires are identified by the action *HIR* in the Action field, while the value *REH* in the Action field identifies a rehire.

**Source Records**

PS\_GPHK\_I56\_RUNCTL, PS\_GPHK\_I56\_EE\_RC, PS\_GPHK\_IR56\_TBL,  
 PS\_PERS\_DATA\_EFFDT, PS\_NAMES, PS\_GPHK\_EE\_NID\_VW,  
 PS\_GPHK\_SPS\_NID\_VW, PS\_PERS\_NID, PS\_PERSONAL\_PHONE,  
 PS\_GPHK\_EE\_SPS\_VW, PS\_GPHK\_EESP\_PP\_VW, PS\_GPHK\_IR56M\_ER,  
 PS\_GPHK\_IR56\_PR\_VW, PS\_JOBCODE\_TBL, PS\_ADDRESSES,  
 PS\_STATE\_NAMES\_TBL, PS\_GP\_PYENT, PS\_GP\_PYENT\_SOVR,  
 PS\_GP\_PIN\_NM\_VW, PS\_GPHK\_IR56\_DTL, PS\_COUNTRY\_TBL

**See Also**

“Managing Inland Revenue Reports for Hong Kong”

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**GPHKIRR5 - IR56E - Notification by Employer of an Employee Commencing Work**

**Begin/End Date** Enter the tax period for which the employee commenced work.

**Selected Employees List for IR56**

**EmplID** If you don't select an employee ID, the process checks for new hires or rehires by determining whether the effective date in the JOB table is between the begin and end dates that you enter.

New hires are identified by the action *HIR* in the Action field, while the value *REH* in the Action field identifies a rehire.

**Source Records**

PS\_GPHK\_I56\_RUNCTL, PS\_GPHK\_I56\_EE\_RC, PS\_GPHK\_IR56\_TBL,  
 PS\_GPHK\_OVS\_CNCRN, PS\_PERSONAL\_DATA, PS\_NAMES,  
 PS\_GPHK\_EE\_NID\_VW, PS\_GPHK\_SPS\_NID\_VW, PS\_PERS\_NID,  
 PS\_GPHK\_EE\_PP\_VW, PS\_GPHK\_EE\_SPS\_VW, PS\_GPHK\_EESP\_PP\_VW,  
 PS\_GPHK\_PT\_ER\_DTL, PS\_GPHK\_IR56\_PR\_VW, PS\_JOBCODE\_TBL,  
 PS\_GPHK\_DEPART\_DTL, PS\_ADDRESSES, PS\_STATE\_NAMES\_TBL,  
 PS\_GP\_PYENT, PS\_GP\_PYENT\_DTL, PS\_GP\_PYENT\_SOVR, PS\_GP\_PIN\_NM\_VW,  
 PS\_GPHK\_IR56\_QTR, PS\_GPHK\_IR56\_DTL, PS\_GP\_PIN, PS\_COUNTRY\_TBL

**See Also**

“Managing Inland Revenue Reports for Hong Kong”

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**GPHKPY01 - Hong Kong Payslip**

A single SQR process (GPPHPY01.SQR) generates the printed payslips based on the run control parameters that you enter on the Print Payslip page. The process takes the results from the main PeopleSoft Global Payroll result tables and is based on the payslip template ID attached to each pay group.

**Payslip Generation Details**

You might need to regularly reprint pay advice, either for an individual or for a group of employees.

**Pay Entity List, Pay Group List, Department List, Location List, and Payee List** You can print payslips for an entire calendar group ID or, for that calendar group ID, print payslips for individual payees or groups of payees by pay entity, pay group, department, or location. Whenever you select a grouping, the appropriate list page appears on which you can enter the groupings, such as pay entities or pay groups.

#### **Internal Sort Order**

**Sort Key 1, 2, and 3** You can set up to three sort keys that control the sort sequence for printing the payslip. Options are **Department, Employee Name, Location, Not Applicable, Pay Entity, or Pay Group**. If you select **Not Applicable**, the process prints the payslips by employee ID. Enter the elements and the order by which you want the system to sort the payslip. Sort key 1 is sorted first, followed by 2 and 3.

#### **Source Records**

PS\_STRINGS\_LNG\_TBL, PS\_GPHK\_SS\_PSLP\_VW, PS\_GP\_PYE\_SEG\_STAT, PS\_DEPT\_TBL, PS\_GPHK\_PSLP, PS\_GPHK\_PSLP\_SECT, PS\_GPHK\_PSLP\_ED, PS\_GP\_RSLT\_ERN\_DED, PS\_GPHK\_PSLP\_ABS, PS\_GP\_PYE\_PRC\_STAT, PS\_GP\_CALENDAR, PS\_GP\_NET\_DIST\_DTL, PS\_GP\_PAYMENT, PS\_GPHK\_PSLP\_MSG, PS\_LOCATION\_TBL, PS\_GP\_PYENT, PS\_FREQUENCY\_TBL, PS\_GPHK\_PSLP\_DEPT, PS\_GPHK\_PSLP\_LOCTN, PS\_ADDRESSES, PS\_GPHK\_PAYEE\_TBL, PS\_GPHK\_PYGRP\_PSLP, PS\_GP\_RSLT\_ACUM, PS\_GPHK\_PSLP\_ACUM, PS\_GPHK\_RNCTL\_PSLP, PS\_GPHK\_PSLP\_DP\_RC, PS\_GPHK\_PSLP\_LC\_RC, PS\_GPHK\_PSLP\_PE\_RC, PS\_GPHK\_PSLP\_PG\_RC, PS\_GPHK\_PSLP\_PY\_RC, PS\_COUNTRY\_TBL, PS\_STATE\_NAMES\_TBL, PS\_GP\_CAL\_RUN\_DTL, PS\_GPHK\_MPF\_RSLT

#### **See Also**

“Setting up Payslips for Hong Kong”

*PeopleSoft ePay PeopleBook*, “Managing Pay Information for Global Payroll,” Setting Up and Viewing the Employee Payslip for Hong Kong

## **Viewing Delivered Elements for Hong Kong**

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Hong Kong.

#### **See Also**

*PeopleSoft Global Payroll PeopleBook*, “Delivered Elements and System Data”

Customer Connection, Library, Documentation, “Delivered Supporting Elements for PeopleSoft Global Payroll for Hong Kong”





Report ID: GPHKEE01

PeopleSoft  
TERMINATED EMPLOYEES REPORT

Page No. 1  
Run Date 11/10/2001  
Run Time 15:41:29

Pay Entity : Hong Kong Business Institute  
From : 01/01/2001  
To : 01/07/2001

Emplid	Rcd	Name	Hkid/ Address	Term Date	Department	Job Cd	Plan	Grade	Step	Reg/Temp	Full/Prt	Compensation
KH0016	0	Chow,Kin	BB3234111 RM242 TAI TUNG HOUSE	31/05/2001	Sales 60 HENNESSY ROAD WAN CHAI	KH0202	KH02	002	0	R	F	17500.00

End of Report

-----  
Calendar Group ID : KHMJAN01  
Payment Date : 01/15/2001  
Pay Entity : KHHKBI  
-----

HKID	EmplID	Empl Rcd	Name	Amount	Mode of Transfer
B325094(1)	KH0001	0	Lee, William	269250.00	Bank Transfer
CC764882(2)	KH0002	0	Schaefer, Peter	23416.67	Bank Transfer
BB876999(3)	KH0003	0	Chow, Jessica	16862.50	Bank Transfer
DD654387(2)	KH0004	0	Tay, Suzy	16912.74	Bank Transfer
FF111232(7)	KH0005	0	Khoo, Lin	23916.67	Bank Transfer
GG345879(2)	KH0006	0	Lim, An	15833.34	Bank Transfer
GG897443(0)	KH0007	0	Tan, Chin	24000.00	Bank Transfer
KK936567(6)	KH0008	0	Scott, Maryanne	12686.92	Bank Transfer
KK124312(3)	KH0009	0	Wang, Chin	6333.34	Bank Transfer
CC763574(2)	KH0011	0	Wu, Sonia	14250.00	Bank Transfer
BB521113(6)	KH0012	0	Yeung, Khim	36500.00	Bank Transfer
DD722346(0)	KH0013	0	Lim, Jimmy	14250.00	Bank Transfer
CC561322(7)	KH0014	0	Tan, Kheng	15437.50	Bank Transfer
CC776121(2)	KH0015	0	Hung, Lawrence	6333.34	Bank Transfer
BB323411(1)	KH0016	0	Chow, Kin	16625.00	Bank Transfer
BB654211(2)	KH0017	0	Chua, Brandon	17812.50	Bank Transfer

Total Records : 16  
Total Amount : 530420.52

End of Report



Detail Report for Debit Date : 10/10/2001

-----  
Recipient ID : KHSBC HSBC (MPF)  
Pay Entity : KHKBI Hong Kong Business Institute Registration Number : 44234452332  
-----

HKID	Membership#	EmplID	Empl Rcd	Name	Amount	Mode of Transfer
B325094(1)		KH0001	0	Lee,William	2000.00	Bank Transfer
CC764882(2)		KH0002	0	Schaefer,Peter	2000.00	Bank Transfer
BB876999(3)		KH0003	0	Chow,Jessica	1775.00	Bank Transfer
DD654387(2)		KH0004	0	Tay,Suzy	1780.28	Bank Transfer
FF111232(7)		KH0005	0	Khoo,Lin	2000.00	Bank Transfer
GG345879(2)		KH0006	0	Lim,An	1666.66	Bank Transfer
GG897443(0)		KH0007	0	Tan,Chin	2000.00	Bank Transfer
KK936567(6)		KH0008	0	Scott,Maryanne	2000.00	Bank Transfer
KK124312(3)		KH0009	0	Wang,Chin	666.66	Bank Transfer
CC763574(2)		KH0011	0	Wu,Sonia	1500.00	Bank Transfer
BB521113(6)		KH0012	0	Yeung,Khim	2000.00	Bank Transfer
DD722346(0)		KH0013	0	Lim,Jimmy	1500.00	Bank Transfer
CC561322(7)		KH0014	0	Tan,Kheng	1625.00	Bank Transfer
CC776121(2)		KH0015	0	Hung,Lawrence	666.66	Bank Transfer
BB323411(1)		KH0016	0	Chow,Kin	1750.00	Bank Transfer
BB654211(2)		KH0017	0	Chua,Brandon	1875.00	Bank Transfer

Total Records : 16  
Total Amount : 26805.26

End of Report



NOTIFICATION  
OF REMUNERATION PAID TO PERSONS OTHER THAN EMPLOYEES  
FOR THE YEAR ENDED 31 March 2002

PAYER'S EMPLOYER' RETURN FILE REFERENCE: 6A1-12345676 Sheet No: 900002 \*\*\*\*

NAME OF PAYER: Hong Kong Business Institute

THE FOLLOWING ARE THE PARTICULARS OF THE RECIPIENT

1. FOR A PERSON OTHER THAN AN INDIVIDUAL  
NAME OF COMPANY

BUSINESS REGISTRATION NO.:

2. FOR AN INDIVIDUAL

(a) NAME OF RECIPIENT: Miss Tay, khoo TAY, KHOO \*\*\*\*  
 (b) H.K.IDENTITY CARD NUMBER : FF222343(7)\*\*\*\*  
 (c) SEX (M=MALE, F=FEMALE) F \*\*\*\*  
 (d) MARITAL STATUS, IF KNOWN: 1 \*\*\*\*  
 (1=SINGLE/WIDOWED/DIVORCED/SEPERATED, 2=MARRIED):  
 (e) (i) IF MARRIED, FULL NAME OF SPOUSE:  
 (ii) SPOUSE'S H.K. IDENTITY CARD NUMBER/PASSPORT NO.  
 AND COUNTRY OF ISSUE (IF KNOWN)

3. RECIPIENT' TAX FILE NO. WITH THIS DEPARTMENT/BUSINESS  
REGISTRATION NO., IF KNOWN

4. CORRESPONDENCE ADDRESS:

(a) TEL NO.

5. CAPACITY ENGAGED Marketing Executive

6. PERIOD FOR WHICH SERVICE IS RENDERED: 01/05/2001 to 31/03/2002 \*\*\*\*

7. PARTICULARS OF INCOME ACCRUING DURING THE PERIOD OF SERVICE:

PARTICULARS	Periods	Amount (HK\$)
TYPE 1: SUBCONTRACTING FEES	01/05/2001 - 31/03/2002	250,000
TYPE 2: COMMISSION		
TYPE 3: WRITER'S CONTRIBUTOR'S FEES		
OTHERS: (a) ARTISTE'S FEES		
(b) COPYRIGHT / ROYALTIES		
(c) CONSULTANCY / MANAGEMENT FEES		
(d)		

-----  
Total: 250,000 \*\*\*\*  
=====

8. WHETHER A SUM HAS BEEN WITHHELD FROM THE ABOVE PAYMENT  
TO SETTLE THE AMOUNT OF TAX DUE BY THE RECIPIENT: (0=NO, 1 = YES)  
IF YES, PLEASE STATE THE AMOUNT WITHHELD

0 \*\*\*\*

9. REMARKS:

0 \*\*\*\*

COMPANY'S OFFICIAL CHOP

Signature MR KD YUNG  
 Designation ACCOUNT MANAGER  
 Date 11/10/2001

## NOTIFICATION

(Under Section 52(6) of the Inland Revenue Ordinance, Chapter 112)

## BY AN EMPLOYER OF AN EMPLOYEE WHO IS ABOUT TO DEPART FROM HONG KONG

Employer's Return File No 6A1-12345676 12345676 \*\*\*\*  
 Name of employer: Hong Kong Business Institute  
 Address of employer: 3 Canton Road Harbour City Tsim Sha Tsui Hong Kong Island

## PARTICULARS OF EMPLOYEE WHO WILL BE LEAVING HONG KONG

ON OR ABOUT THE 20 DAY OF 4 (Month) 2001 (Year)

1. Name of Employee Miss Khoo, Lin KHOO \*\*\*\*  
 2. Employee's Tax File No. with this Department  
 3. (a) H.K. Identity Card number: FF111232(7)\*\*\*\*  
 (b) Passport Number and country of Issue:  
 4. Sex (M=Male, F=Female) F \*\*\*\*  
 5. Marital Status (1=Single/Widowed/Divorced/Seperated, 2=Married): 1 \*\*\*\*  
 6. (a) If married, full name of spouse:  
 (b) Spouse's H.K. Identity Card Number/ Passport number and country of issue:  
 7. Residential address: RM 8 17F SUMMER MANSION HUNG TAO ROAD KWUN TONG Kowloon  
 8. Correspondence address:  
 9. (a) Capacity in which employed: Accountant  
 (b) If part time, the name of his/her principal employer:  
 10. Period of employment from the 1 April last to the date of cessation of employment: 01/04/2001 to 31/03/2002 \*\*\*\*  
 11. If not returning, details of income paid or payable from the 1 April last to the date of cessation of employment

Particulars	Periods	Amount (HK\$)
(a) Salary / Wages / Director Fees / Pensions	01/04/2001 - 31/03/2002	24,916
(b) Leave pay		
(c) Commission/fees		
(d) Back pay, terminal awards and gratuities, etc.		
(e) Certain payments from Occupational Retirement Scheme / Mandatory Provident Fund Scheme		
(f) Salaries tax paid by employer		
(g) Gain realized under share option scheme		
(h) Other Rewards, Allowances or Perquisites e.g. Bonus, Education benefits, Shares		
(i) Payments that have not been declared above but will be made AFTER the employee has left employment are:		
		Total: 24,916 ****

12. Particulars of Place of Residence provided:  
 (0 = No quarters provided, 1=Quarters provided by employer) 0 \*\*\*\*  
 Address of place of residence:  
 Nature of place of residence:  
 Period provided:  
 Rent paid to landlord by employer / employee : HK\$  
 Rent refunded to employee: HK\$  
 Rent paid to employer by employee: HK\$  
 13. Whether the employee was wholly or partly paid by an overseas company either in Hong Kong or overseas  
 (0=No, 1=Yes) if yes, please state: Name of overseas Company: 0 \*\*\*\*  
 Address:  
 Amount:  
 14. The employee's Salaries Tax borne by employer. (0 - No, 1 = Yes) : 0  
 15. Any money held under Section 52(7) of the Inland Revenue Ordinance : - (State "Yes" or "No") No  
 If Yes, the estimated amount held \$ 0 ; if No, the reason is \_\_\_\_\_  
 16. Reason for departure : - (Please select the reason and mark a "X" in the box)  
 Emigrate to / retire and leave Hong Kong to reside in Australia  
 Expatriate staff on termination of Hong Kong employment and return to home country \_\_\_\_\_  
 / seconded to \_\_\_\_\_  
 Other, please specify \_\_\_\_\_  
 17. Whether the employee would return to Hong Kong (Please select the reason and mark a "X" in the box)  
 Yes, probable date of return is \_\_\_\_\_  No / Very unlikely

Signature: Name: MR KD YUNG Designation: ACCOUNT MANAGER Date: 11/10/2001  
 I.R. 56G

## NOTIFICATION

(Under Section 52(5) of the Inland Revenue Ordinance, Chapter 112)

**BY AN EMPLOYER OF AN EMPLOYEE WHO IS ABOUT TO CEASE TO BE EMPLOYED**

- Employer's Return File No 6A1-12345676 12345676 \*\*\*\*  
 Name of employer: Hong Kong Business Institute  
 Address of employer: 3 Canton Road Harbour City Tsim Sha Tsui Hong Kong Island  
 Particulars of the Employee :-  
 1. Name of Employee Miss Tay,Suzy TAY \*\*\*\*  
 2. Employee's Tax File No. with this Department  
 3. (a) H.K. Identity Card number: DD654387(2)\*\*\*\*  
 (b) Passport Number and country of Issue:  
 4. Sex (M=Male, F=Female) U \*\*\*\*  
 5. Marital Status (1=Single/Widowed/Divorced/Seperated, 2=Married): 1 \*\*\*\*  
 6. (a) If married, full name of spouse:  
 (b) Spouse's H.K. Identity Card Number/ Passport number and country of issue:  
 7. Residential address: RM 18 4/F INVERNESS HOUSE INVERNESS AVENUE KOWLOON LONG Kowloon  
 8. Correspondence address:  
 9. (a) Capacity in which employed: Sales Representative  
 (b) If part time, the name of his/her principal employer:  
 10. Expected date of cessation of employment 15/04/2001  
 11. Period of employment from the 1 April last to the date of employment: 01/04/2001 to 14/04/2001 \*\*\*\*  
 12. Reason for Cessation Child/House Care  
 13. Details of income from the 1 April last to the date of employment:
- | Particulars   | Periods                 | Amount (HK\$)      |
|---|-------------------------|--------------------|
| (a) Salary/Wages / Director's Fees / Pensions   | 01/04/2001 - 14/04/2001 | 8,166              |
| (b) Leave pay   | 01/04/2001 - 14/04/2001 | 585                |
| (c) Commission / Fees   |                         |                    |
| (d) Back pay, Terminal Awards and Gratuities, etc.  |                         |                    |
| (e) Certain Payments from Occupational Retirement Scheme / Mandatory Provident Fund Scheme                  |                         |                    |
| (f) Salaries tax paid by employer   |                         |                    |
| (g) Gain realized under share option scheme   |                         |                    |
| (h) Other Rewards, Allowances or Perquisites<br>e.g. Bonus, Education benefits, Shares                      | 01/04/2001 - 14/04/2001 | 4,986              |
| (i) Payments that have not been declared above but will be made AFTER the employee has left employment are: |                         |                    |
|   |                         | Total: 13,737 **** |
14. Particulars of Place of Residence provided:  
 (0 = No quarters provided, 1=Quarters provided by employer) 0 \*\*\*\*  
 Address of place of residence:  
 Nature of place of residence:  
 Period provided:  
 Rent paid to landlord by employer :  
 Rent paid to landlord by employee :  
 Rent refunded to employee:  
 Rent paid to employer by employee:  
 15. Whether the employee was wholly or partly paid by an overseas company either in Hong Kong or overseas (0=No, 1=Yes) if yes, please state: Name of overseas Company: 0 \*\*\*\*  
 Address:  
 Amount:  
 16. Name and Address of New Employer  
 17. Future Correspondence Address of Employee :  
 18. To the best of my knowledge, this employee will NOT be leaving Hong Kong after cessation of employment

Signature: Name: MR KD YUNG Designation: ACCOUNT MANAGER Date: 11/10/2001  
 I.R. 56F





Name of Scheme : KHHSBC  
 Scheme Registration No. : 453535354

**MANDATORY PROVIDEDNT FUND SCHEMES ORDINANCE (CAP.485)  
 REMITTANCE STATEMENT**

Name of Employer : Hong Kong Business Institute  
 Name of Contact Person :  
 Address : 3 Canton Road Harbour City Tsim Sha Tsui Hong Kong Island  
 Telephone No. :  
 Employer Participation No. : 12313132432

Contribution for the Period from 01/01/2001 To 10/11/2001

Part II - For Existing Employees (Note 2)

No.	Name of Employee	HKID Card No or Scheme Membership No.	Relevant Income (\$)	Employer's Contributions		Employee's Contributions		Total (\$)		Date of Employment (DD/MM/YY)
				(a)	(b)	(c)	(d)	(a) + (c)	(b) + (d)	
				Mandatory Contributions (\$)	Voluntary Contributions (\$)	Mandatory Contributions (\$)	Voluntary Contributions (\$)	Mandatory Contributions (\$)	Voluntary Contributions (\$)	
1	Lee,William	B3250941()	270,250.00	1,000.00	0.00	1,000.00	0.00	2,000.00	0.00	03/04/1984
			279,596.00	1,000.00	0.00	1,000.00	0.00	2,000.00	0.00	
			<b>Sub-Total:</b>	2,000.00	0.00	2,000.00	0.00	4,000.00	0.00	
2	Schaefer,Peter	CC764882(2)	24,417.00	1,000.00	0.00	1,000.00	0.00	2,000.00	0.00	06/23/1985
			25,376.00	1,000.00	0.00	1,000.00	0.00	2,000.00	0.00	
			<b>Sub-Total:</b>	2,000.00	0.00	2,000.00	0.00	4,000.00	0.00	
3	Chow,Jessica	BB876999(3)	17,750.00	887.50	0.00	887.50	0.00	1,775.00	0.00	02/10/1987
			17,750.00	887.50	0.00	887.50	0.00	1,775.00	0.00	
			<b>Sub-Total:</b>	1,775.00	0.00	1,775.00	0.00	3,550.00	0.00	
4	Tay,Suzy	DD654387(2)	17,803.00	890.14	0.00	890.14	0.00	1,780.29	0.00	09/09/1999
			17,500.00	875.00	0.00	875.00	0.00	1,750.00	0.00	
			<b>Sub-Total:</b>	1,765.14	0.00	1,765.14	0.00	3,530.29	0.00	
5	Khoo,Lin	FF111232(7)	24,917.00	1,000.00	0.00	1,000.00	0.00	2,000.00	0.00	05/01/1997
			24,917.00	1,000.00	0.00	1,000.00	0.00	2,000.00	0.00	
			<b>Sub-Total:</b>	2,000.00	0.00	2,000.00	0.00	4,000.00	0.00	
6	Lim,An	GG345879(2)	16,667.00	833.33	0.00	833.33	0.00	1,666.67	0.00	10/02/1987
			16,667.00	833.33	0.00	833.33	0.00	1,666.67	0.00	
			<b>Sub-Total:</b>	1,666.67	0.00	1,666.67	0.00	3,333.34	0.00	
7	Tan,Chin	GG897443(0)	25,000.00	1,000.00	0.00	1,000.00	0.00	2,000.00	0.00	12/01/1997

Name of Scheme : KHHSBC  
 Scheme Registration No. : 453535354

**MANDATORY PROVIDEDNT FUND SCHEMES ORDINANCE (CAP.485)**  
**REMITTANCE STATEMENT**

Name of Employer : Hong Kong Business Institute  
 Name of Contact Person :  
 Address : 3 Canton Road Harbour City Tsim Sha Tsui Hong Kong Island  
 Telephone No. :  
 Employer Participation No. : 12313132432

Contribution for the Period from 01/01/2001 To 10/11/2001

Part II - For Existing Employees (Note 2)

No.	Name of Employee	HKID Card No or Scheme Membership No.	Relevant Income (\$)	Employer's Contributions		Employee's Contributions		Total (\$)		Date of Employment (DD/MM/YY)
				(a)	(b)	(c)	(d)	(a) + (c)	(b) + (d)	
				Mandatory Contributions (\$)	Voluntary Contributions (\$)	Mandatory Contributions (\$)	Voluntary Contributions (\$)	Mandatory Contributions (\$)	Voluntary Contributions (\$)	
			25,000.00	1,000.00	0.00	1,000.00	0.00	2,000.00	0.00	
			<b>Sub-Total:</b>	2,000.00	0.00	2,000.00	0.00	4,000.00	0.00	
8	Scott,Maryanne	KK936567(6)	25,000.00	1,000.00	0.00	1,000.00	0.00	2,000.00	0.00	06/11/1982
			37,500.00	1,000.00	0.00	1,000.00	0.00	2,000.00	0.00	
			<b>Sub-Total:</b>	2,000.00	0.00	2,000.00	0.00	4,000.00	0.00	
9	Wang,Chin	KK124312(3)	6,667.00	333.33	0.00	333.33	0.00	666.67	0.00	10/23/1999
			17,500.00	875.00	0.00	875.00	0.00	1,750.00	0.00	
			<b>Sub-Total:</b>	1,208.33	0.00	1,208.33	0.00	2,416.67	0.00	
10	Wu,Sonia	CC763574(2)	15,000.00	750.00	0.00	750.00	0.00	1,500.00	0.00	02/06/1991
			15,000.00	750.00	0.00	750.00	0.00	1,500.00	0.00	
			<b>Sub-Total:</b>	1,500.00	0.00	1,500.00	0.00	3,000.00	0.00	
11	Yeung,Khim	BB521113(6)	37,500.00	1,000.00	0.00	1,000.00	0.00	2,000.00	0.00	09/16/1986
			37,500.00	1,000.00	0.00	1,000.00	0.00	2,000.00	0.00	
			<b>Sub-Total:</b>	2,000.00	0.00	2,000.00	0.00	4,000.00	0.00	
12	Lim,Jimmy	DD722346(0)	15,000.00	750.00	0.00	750.00	0.00	1,500.00	0.00	08/23/1992
			15,000.00	750.00	0.00	750.00	0.00	1,500.00	0.00	
			<b>Sub-Total:</b>	1,500.00	0.00	1,500.00	0.00	3,000.00	0.00	
13	Tan,Kheng	CC561322(7)	16,250.00	812.50	0.00	812.50	0.00	1,625.00	0.00	07/01/1998

Name of Scheme : KHHSBC  
 Scheme Registration No. : 453535354

**MANDATORY PROVIDEDNT FUND SCHEMES ORDINANCE (CAP.485)  
 REMITTANCE STATEMENT**

Name of Employer : Hong Kong Business Institute  
 Name of Contact Person :  
 Address : 3 Canton Road Harbour City Tsim Sha Tsui Hong Kong Island  
 Telephone No. :  
 Employer Participation No. : 12313132432

Contribution for the Period from 01/01/2001 To 10/11/2001

Part II - For Existing Employees (Note 2)

No.	Name of Employee	HKID Card No or Scheme Membership No.	Relevant Income (\$)	Employer's Contributions		Employee's Contributions		Total (\$)		Date of Employment (DD/MM/YY)
				(a)	(b)	(c)	(d)	(a) + (c)	(b) + (d)	
				Mandatory Contributions (\$)	Voluntary Contributions (\$)	Mandatory Contributions (\$)	Voluntary Contributions (\$)	Mandatory Contributions (\$)	Voluntary Contributions (\$)	
			16,250.00	812.50	0.00	812.50	0.00	1,625.00	0.00	
			<b>Sub-Total:</b>	1,625.00	0.00	1,625.00	0.00	3,250.00	0.00	
14	Hung, Lawrence	CC776121(2)	6,667.00	333.33	0.00	333.33	0.00	666.67	0.00	07/01/1998
			6,667.00	333.33	0.00	333.33	0.00	666.67	0.00	
			<b>Sub-Total:</b>	666.67	0.00	666.67	0.00	1,333.34	0.00	
15	Chow, Kin	BB323411(1)	17,500.00	875.00	0.00	875.00	0.00	1,750.00	0.00	07/01/1998
			17,500.00	875.00	0.00	875.00	0.00	1,750.00	0.00	
			<b>Sub-Total:</b>	1,750.00	0.00	1,750.00	0.00	3,500.00	0.00	
16	Chua, Brandon	BB654211(2)	18,750.00	937.50	0.00	937.50	0.00	1,875.00	0.00	07/01/1998
			18,750.00	937.50	0.00	937.50	0.00	1,875.00	0.00	
			<b>Sub-Total:</b>	1,875.00	0.00	1,875.00	0.00	3,750.00	0.00	

Date :

\_\_\_\_\_  
 (Signature of the employer)

Note: If the employer is not an individual, this statement  
 must be signed by a duly authorised signatory.

Notes:

- (1) Employers should state clearly in this remittance statement for each new employee:  
 (a) the relevant income for each of the relevant contribution periods included in this statement; and  
 (b) the respective employer's and employee's contributions for each of these periods,  
 so as to enable the scheme trustee to check the arithmetic accuracy of the contributions.
- (1) Employees who do not have any relevant income (such as those on no-paid leave) should also be reported in this part.

Name of Scheme : KHHSBC  
Scheme Registration No. : 453535354

MANDATORY PROVIDEDNT FUND SCHEMES ORDINANCE (CAP.485)  
REMITTANCE STATEMENT

Name of Employer : HK Manufacturing Industries  
Name of Contact Person :  
Address : 3 Canton Rd Harbour City Tsim Sha Tsui Hong Kong Island  
Telephone No. :  
Employer Participation No. : 65756756757

Contribution for the Period from 01/01/2001 To 10/11/2001

\*\*\* End of Report \*\*\*

Lee, William  
 RM 4 7/F  
 BLK, SUI LAM ESTATE  
 New Territories  
 SHATIN

Hong Kong

Pay Period : 01/01/2001 To 01/31/2001  
 Payment Date : 01/15/2001

Employee : KH0001  
 Pay Entity : Hong Kong Business Institute  
 Department : Sales  
 Location : Hong Kong Head Office  
 Pay Rate : 280000 (Monthly)  
 Job Description : Marketing Manager

Pay Summary

	GROSS	NET
Pay Period	270250.00	269250.00
Year To Date	270250.00	269250.00

Payment Details

Current Values	Payback	Adjustments	YTD Values

EARNINGS

Description	Base	Percent	Rate	Units	Amount	Amount	Base	Unit	Units	Amount
Basic Salary					270000.00					270000.00
Mobile/Page allowanc					250.00					
Mobile/Page allowanc					250.00					
<b>Total</b>					270500.00					

Mandatory Provident Fund

Description	Base	Percent	Rate	Units	Amount	Amount	Base	Unit	Units	Amount
Employer MPF Mand	20000.00	5.00			1000.00					
Employee MPF Mand	20000.00	5.00			1000.00					
<b>Total</b>					2000.00					

MPF Details

	Begin Date	End Date	Base Amount
Mandatory Contribution made by Employer	01/01/2001	01/31/2001	\$270250.00
Mandatory Contribution made by Employee	01/01/2001	01/31/2001	\$270250.00
Date When Amount Paid to Trustee			

Leave Balances

Description	Entitlement	Adjustment	Taken	End Balance
Genl Annual Leave Entitlement	1.17			1.17
Sick Leave Entitlement	4.00			4.00

Disbursement Details

Bank	B.S.B	Account #	Amount
Hong Kong Bank (HSBC)	156	9990087	269250.00

Messages

1 JANUARY MONTHLY PAYROLL 2001

\*\*\*\*\* End of Payslip \*\*\*\*\*

Report ID: GPHKPY11-A  
 PeopleSoft Payroll Register - Detailed  
 Payroll Status: Finalized  
 Page number: 1  
 Run Date: 10/07/2001  
 Run Time: 06:18:42 PM

Calendar Group ID: KHMJAN01 January Monthly Payroll 2001  
 Pay Entity: KHHKBI Hong Kong Business Institute Pay Group: KHMONTLY Monthly Pay Group Currency: HKD  
 Department: 10000 Personnel Department

Employee ID: KH0006 Record Number: 0.00 Name: Lim,An  
 Calendar ID: KHMJAN01PAY Run Type: KHPAYROLL  
 Calendar Period ID: KHMJAN01 January Monthly Payroll 2001 Pay Period Begin Date: 01/01/2001 End Date: 01/31/2001 Payment Date: 01/15/2001

Segment Number: 1 Payment Key 1: KHB Gross Pay: 16,666.67  
 Version Number: 1 Payment Key 2: Net Pay: 15,833.34  
 Revision Number: 1 Payment Key 3:  
 Segment Status: Active in Segment Payment Key 4:  
 Segment Begin Date: 01/01/2001 End Date: 01/31/2001 Exchange Rate Type: Official Rate

**Earnings and Deductions**

Element Name	Instance	Slice Dates	Amount/Adjustment	Base/Adjustment	Rate	Unit/Adjustment	Percent
BASSAL	0	01/01/2001 01/31/2001	16,666.67				
EEMPFMN1	0	01/01/2001 01/31/2001	833.33	16,666.67			5.00
ERMPFMN1	0	01/01/2001 01/31/2001	833.33	16,666.67			5.00

**Accumulators**

Element Name	From - To	Value	Key 1/Key 3	Key 2/Key 4	Slice Dates	Adjustment	Period
BASSAL_FMTDA	01/01/2001 01/31/2001	16,666.67	KHHKBI		01/01/2001 01/31/2001	0.00	Month to Date
BASSAL_FYTDA	04/01/2000 03/31/2001	16,666.67	KHHKBI	000	01/01/2001 01/31/2001	0.00	Year to Date
EEMPFMN1_FMTDA	01/01/2001 01/31/2001	833.33	KHHKBI	000	01/01/2001 01/31/2001	0.00	Month to Date
EEMPFMN1_FYTDA	04/01/2000 03/31/2001	833.33	KHHKBI	000	01/01/2001 01/31/2001	0.00	Year to Date
ERMPFMN1_FMTDA	01/01/2001 01/31/2001	833.33	KHHKBI	000	01/01/2001 01/31/2001	0.00	Month to Date
ERMPFMN1_FYTDA	04/01/2000 03/31/2001	833.33	KHHKBI	000	01/01/2001 01/31/2001	0.00	Year to Date
ALV GENL ENT_BAL	01/01/2001 12/31/2001	1.17			01/01/2001 01/31/2001	0.00	Year to Date
ALV GENL ENT_ENT	01/01/2001 12/31/2001	1.17			01/01/2001 01/31/2001	0.00	Year to Date

Calendar Group ID: KHMJAN01	January Monthly Payroll 2001	Pay Group: KMONTHLY	Monthly Pay Group	Currency: HKD
Pay Entity: KHHKBI	Hong Kong Business Institute			

**Department: 10000 Personnel Department**

Calendar ID: KHMJAN01PAY	Run Type: KHPAYROLL			
Calendar Period ID: KHMJAN01	January Monthly Payroll 2001	Pay Period Begin Date: 01/01/2001	End Date: 01/31/2001	Payment Date: 01/15/2001

**Earnings and Deductions**

Element Name	Amount	Amt Adjustment	Units	Unit Adjustment	YTD
ERMPFMN1	4,145.83				
EEMPFMN1	4,145.83				
BASSAL	100,416.67				

**Department: 13000 Operations- Paris**

Calendar ID: KHMJAN01PAY	Run Type: KHPAYROLL			
Calendar Period ID: KHMJAN01	January Monthly Payroll 2001	Pay Period Begin Date: 01/01/2001	End Date: 01/31/2001	Payment Date: 01/15/2001

**Earnings and Deductions**

Element Name	Amount	Amt Adjustment	Units	Unit Adjustment	YTD
COMCHST	11,313.08				
ERMPFMN1	3,000.00				
EEMPFMN1	3,000.00				
BASSAL	74,916.67				

**Department: 21500 Sales and Marketing - Osaka**

Calendar ID: KHMJAN01PAY	Run Type: KHPAYROLL			
Calendar Period ID: KHMJAN01	January Monthly Payroll 2001	Pay Period Begin Date: 01/01/2001	End Date: 01/31/2001	Payment Date: 01/15/2001

**Earnings and Deductions**

Element Name	Amount	Amt Adjustment	Units	Unit Adjustment	YTD
ERMPFMN1	5,319.30				
EEMPFMN1	5,319.30				
BASSAL	358,000.01				
OT1.5	302.88		2.00		
MEAL	2,000.00				
MOBILE	750.00				



Report ID:	GPHKPY13-A	PeopleSoft Pay Component Register - Detailed Payroll Status: Finalized	Page number: 1 Run Date: 10/07/2001 Run Time: 07:01:17 PM
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Calendar Group ID:	KHMJAN01	January Monthly Payroll 2001	Pay Group:	KHMONTHLY	Monthly Pay Group	Currency:	HKD
Pay Entity:	KHKBI	Hong Kong Business Institute					
Department:	10000	Personnel Department					

Employee ID:	KH0006	Record Number:	0.00	Name:	Lim,An			
Calendar ID:	KHMJAN01PAY			Run Type:	KHPAYROLL			
Calendar Period ID:	KHMJAN01	January Monthly Payroll 2001		Pay Period Begin Date:	01/01/2001	End Date:	01/31/2001	Payment Date: 01/15/2001

**Earnings**

Element Name	Units	Amount	Unit Adjustment	Amt Adjustment
BASSAL		16,666.67		

Employee ID:	KH0011	Record Number:	0.00	Name:	Wu,Sonia			
Calendar ID:	KHMJAN01PAY			Run Type:	KHPAYROLL	Hong Kong Payroll		
Calendar Period ID:	KHMJAN01	January Monthly Payroll 2001		Pay Period Begin Date:	01/01/2001	End Date:	01/31/2001	Payment Date: 01/15/2001

**Earnings**

Element Name	Units	Amount	Unit Adjustment	Amt Adjustment
BASSAL		15,000.00		

Employee ID:	KH0012	Record Number:	0.00	Name:	Yeung,Khim			
Calendar ID:	KHMJAN01PAY			Run Type:	KHPAYROLL	Hong Kong Payroll		
Calendar Period ID:	KHMJAN01	January Monthly Payroll 2001		Pay Period Begin Date:	01/01/2001	End Date:	01/31/2001	Payment Date: 01/15/2001

**Earnings**

Element Name	Units	Amount	Unit Adjustment	Amt Adjustment
BASSAL		37,500.00		

Employee ID:	KH0013	Record Number:	0.00	Name:	Lim,Jimmy			
Calendar ID:	KHMJAN01PAY			Run Type:	KHPAYROLL	Hong Kong Payroll		
Calendar Period ID:	KHMJAN01	January Monthly Payroll 2001		Pay Period Begin Date:	01/01/2001	End Date:	01/31/2001	Payment Date: 01/15/2001

**Earnings**

Element Name	Units	Amount	Unit Adjustment	Amt Adjustment
BASSAL		15,000.00		

Employee ID:	KH0014	Record Number:	0.00	Name:	Tan,Kheng			
Calendar ID:	KHMJAN01PAY			Run Type:	KHPAYROLL	Hong Kong Payroll		
Calendar Period ID:	KHMJAN01	January Monthly Payroll 2001		Pay Period Begin Date:	01/01/2001	End Date:	01/31/2001	Payment Date: 01/15/2001

**Earnings**

Element Name	Units	Amount	Unit Adjustment	Amt Adjustment
BASSAL		16,250.00		

Report ID: GPHKPY14  
Calendar Group ID: KHMJAN01     January Monthly Payroll 2001

PeopleSoft  
Payee Message Report

Page number: 1  
Run Date: 10/07/2001  
Run Time: 19:03:31

>>> No Data Found, Calendar Group ID: KHMJAN01

End of Report