



Configuration Guide

Allowances and Benefits Entitlement

HCM Localization for Saudi Arabia Military Sector (EhP5 Add-on)

Version	Status	Date	Comments
1.0	Final	25.12.2013	Valid for Support Package 35

Contents

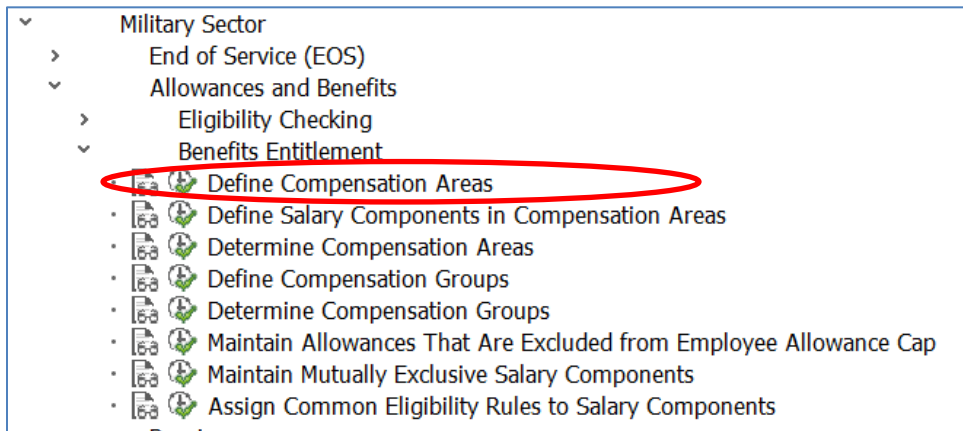
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Overview

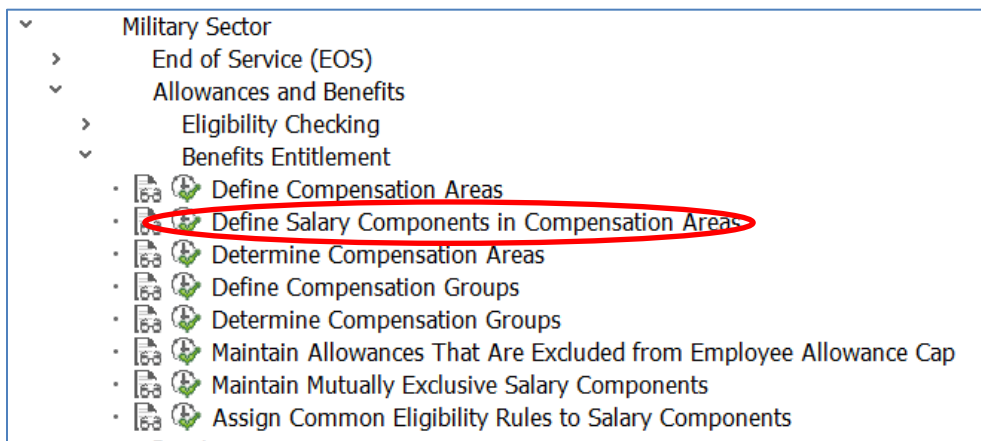
This guide provides information about configuring allowances and benefits in the Saudi Arabia military sector payroll solution. The described configurations set up the *Allowances and Benefits* program (transaction **HRPSSAEGLN**) to work according to your business requirements.

General Configurations in SPRO

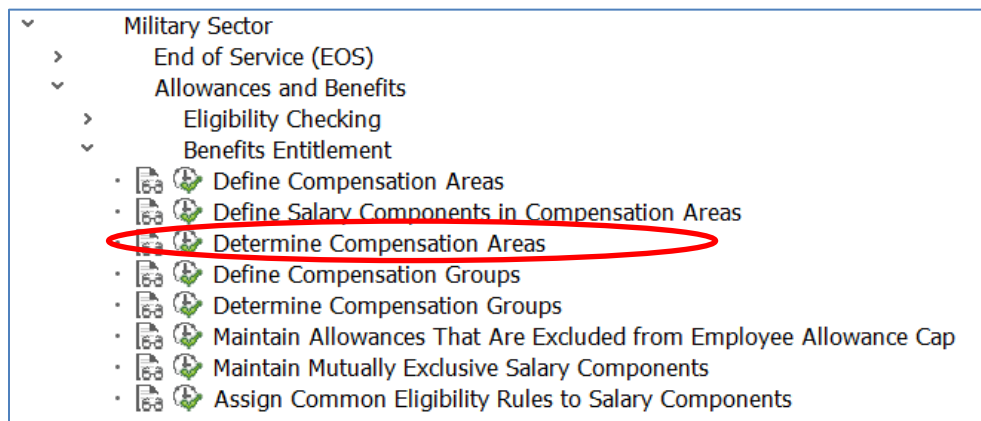
1. Define Compensation area 24.



2. Maintaining the Military Sector salary components for the compensation area 24



3. Determine Compensation Areas by maintaining the Compensation Area 24 for the MOLGA 24



Change View "View: Eligibility (Salary Components)": Details

New Entries

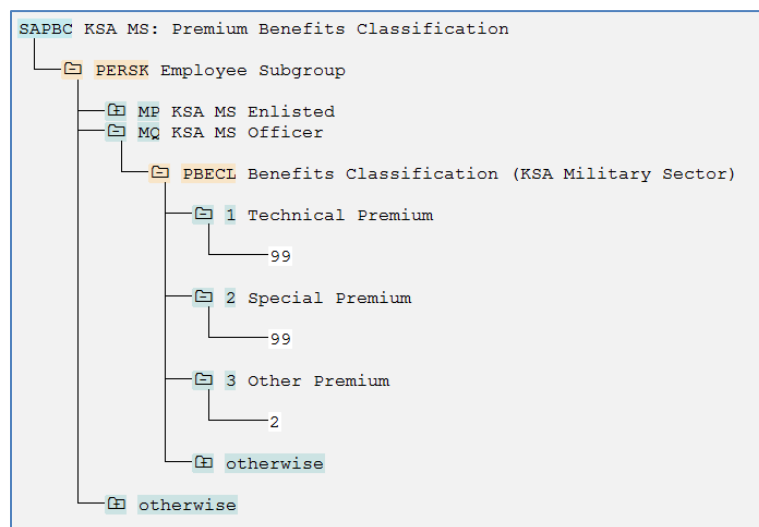
Area: 24

Salary Comp.: AVPE

View: Eligibility (Salary Components)

Salary Comp	Aviation Premium Enlisted
Infotype	0014
Subtype	
Wage Type	MUVE
Nature of SC	Information Only
Display Sequ.	<input type="checkbox"/>
School Related All.	<input type="checkbox"/>
Function	HR_PBS_INDIRECT_VALUATION
Calc. Sequ.	<input type="checkbox"/>
Input Setting	Amount On - Number/Unit On
Classification	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> 3 Other Premium 1 Technical Premium 2 Special Premium 4 Total Premium 5 Allowances 6 Bonuses Unclassified </div>

In this node, you can also classify the allowances into different classifications as shown above. This is then used by the feature **SAPBC** to restrict the number of premiums that are taken by the employee.

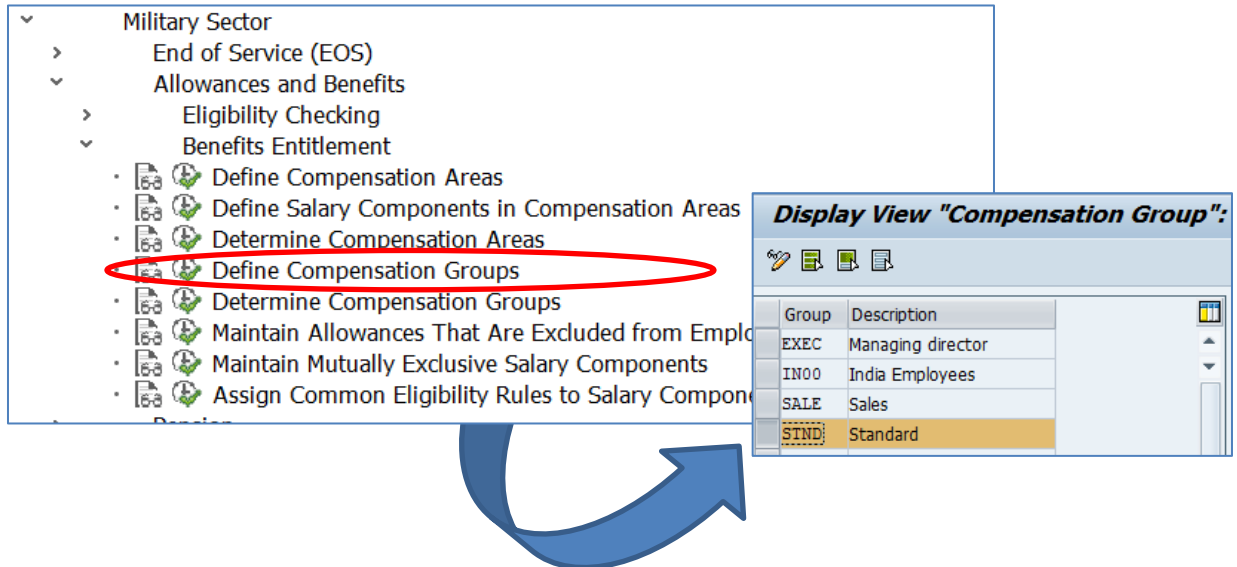


Here the value '99' means that there are no restrictions on the number of Technical or Special Premiums that an officer in the KSA Military can take. On the other hand, he is allowed only 2

Other Premiums in his salary package. This feature is checked by eligibility workbench before storing wage types in the respective infotypes.

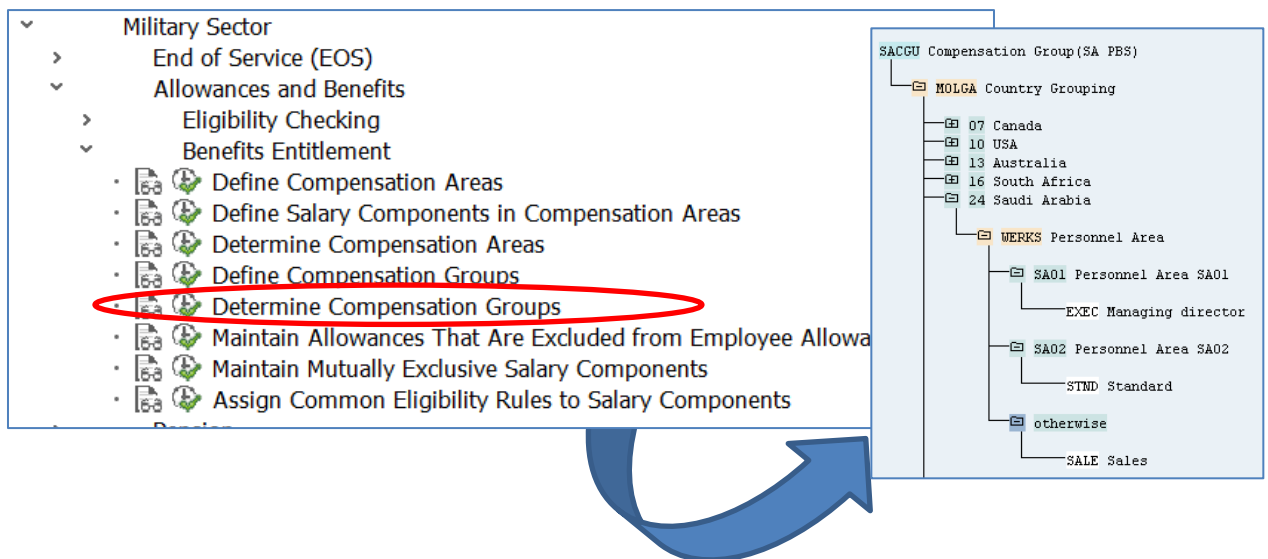
4. Determine Compensation Group.

The compensation group STND is used to group the salary components given in the Military Sector.



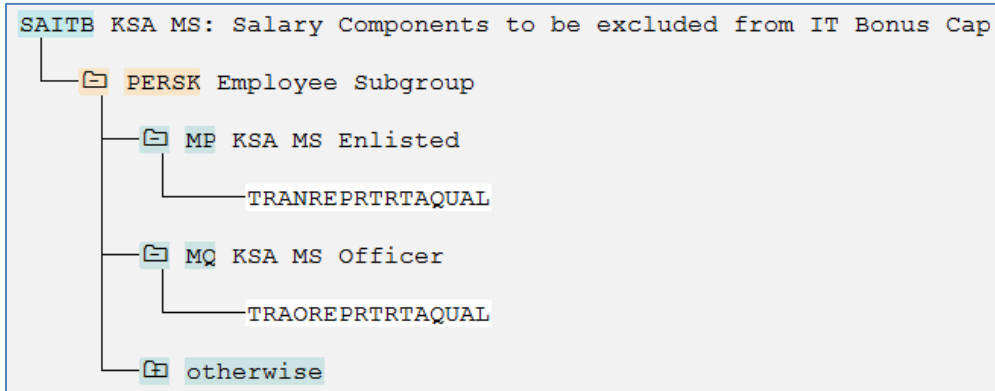
5. Determine Compensation Groups

In this step, you define the decision tree in feature SACGU that associates your employees to compensation groups/packages.



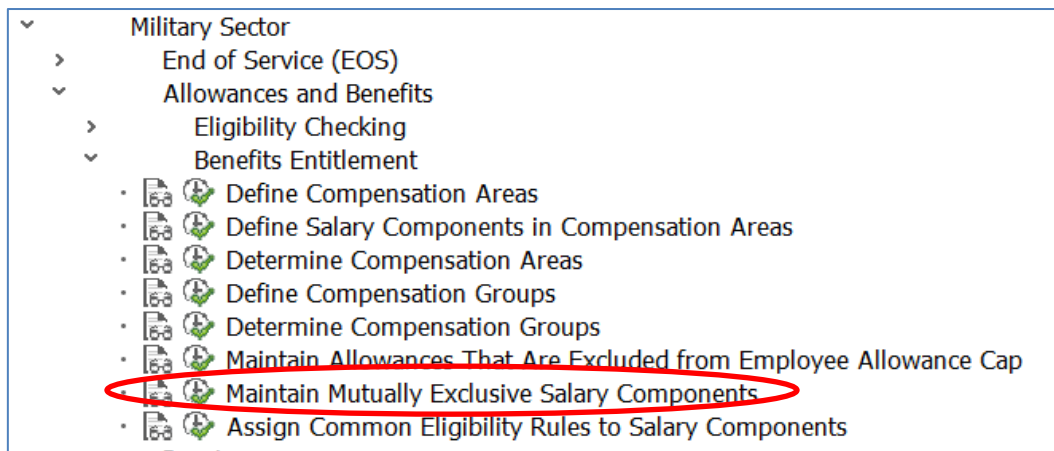
6. Maintain the allowances that are to be excluded from the allowance cap.

Feature SAITB is maintained to implement the requirement in the KSA Military Sector that the sum of allowances and premiums that is paid to an employee should not exceed a certain percentage of the first step salary of the employee's grade. For more information, refer to the system documentation of feature SAITB (transaction PE03).



7. Maintain mutually exclusive salary components.

Feature SASCE maintains a list of mutually exclusive salary components. For more information, refer to the system documentation of feature SASCE (transaction PE03).



8. Assign Common Eligibility Rules to Salary Component

Assign the salary components to compensation group STND, and determine how each salary component is paid by setting various attributes that are evaluated by the Eligibility Workbench.

Area: 24
Comp.group: STND

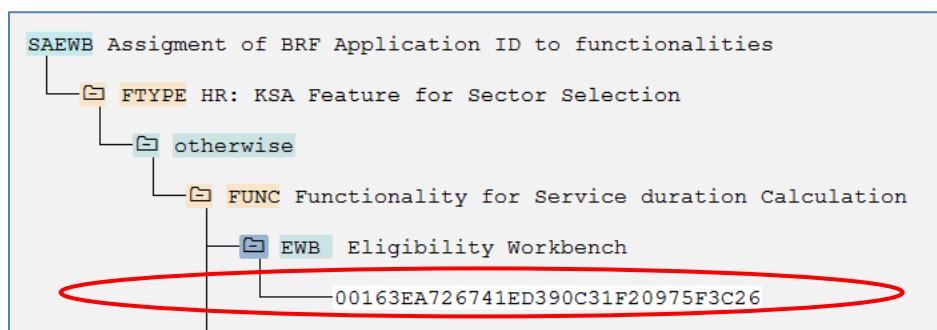
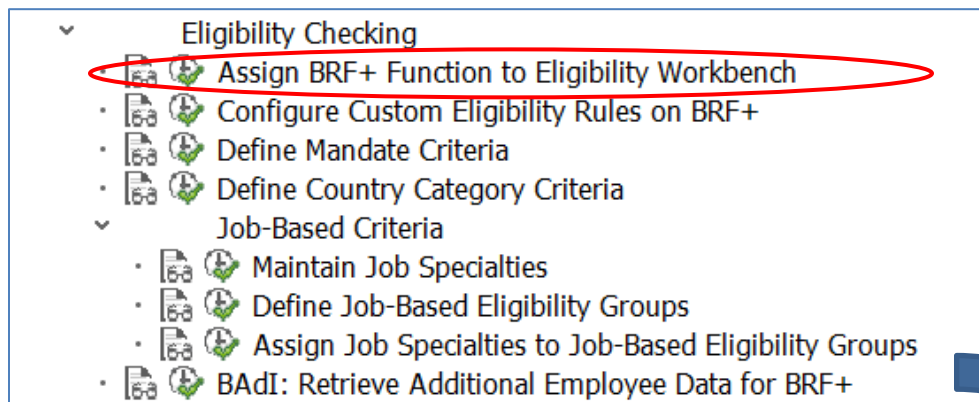
View: Eligible Salary Components

Sal. Comp.	End Date	Start Date	Salary Component	Mandatory	Lump	
CMDA	31.12.9999	01.01.1900	Command Premium (Class A) MS	<input type="checkbox"/>	<input type="checkbox"/>	^
CONE	31.12.9999	01.01.1900	Contagion Premium MS Enlisted	<input type="checkbox"/>	<input type="checkbox"/>	v
CONT	31.12.9999	01.01.1900	Contagion Premium MS Officers	<input type="checkbox"/>	<input type="checkbox"/>	
FEE1	31.12.9999	01.01.1900	club fee	<input type="checkbox"/>	<input type="checkbox"/>	
FORC	31.12.9999	01.01.1900	Forces Premium MS	<input type="checkbox"/>	<input type="checkbox"/>	
HAJE	31.12.9999	01.01.1900	Hajj Bouns Half MS Enlisted	<input type="checkbox"/>	<input type="checkbox"/>	
HAJF	31.12.9999	01.01.1900	Hajj Bonus full MS Officers	<input type="checkbox"/>	<input type="checkbox"/>	
HAJH	31.12.9999	01.01.1900	Hajj Bouns Half MS Officers	<input type="checkbox"/>	<input type="checkbox"/>	
HAZE	31.12.9999	01.01.1900	Hazard Premium MS Enlisted	<input type="checkbox"/>	<input type="checkbox"/>	
HAZO	31.12.9999	01.01.1900	Hazard Premium MS Officers	<input type="checkbox"/>	<input type="checkbox"/>	
HIRE	31.12.9999	01.01.1985	Hiring Allowance	<input type="checkbox"/>	<input type="checkbox"/>	
HOUM	31.12.9999	01.01.1985	Housing Married	<input type="checkbox"/>	<input type="checkbox"/>	
HOUS	31.12.9999	01.01.1985	Housing Single	<input type="checkbox"/>	<input type="checkbox"/>	
INTP	31.12.9999	01.01.1900	Intelligence Premium	<input type="checkbox"/>	<input type="checkbox"/>	
IT25	31.12.9999	01.01.1900	IT Bonus 25% MS	<input type="checkbox"/>	<input type="checkbox"/>	
MAN2	31.12.9999	01.01.1985	Mandate Allowance Inside HF	<input type="checkbox"/>	<input type="checkbox"/>	
MAN3	31.12.9999	01.01.1985	Mandate Allowance Inside H	<input type="checkbox"/>	<input type="checkbox"/>	
MAN4	31.12.9999	01.01.1985	Mandate Allowance Outside KSA	<input type="checkbox"/>	<input type="checkbox"/>	
MAN5	31.12.9999	01.01.1985	Mandate Allowance Outside HF	<input type="checkbox"/>	<input type="checkbox"/>	
MAN6	31.12.9999	01.01.1985	Mandate Allowance Outside H	<input type="checkbox"/>	<input type="checkbox"/>	
MAND	31.12.9999	01.01.1985	Mandate Allowance Inside KSA	<input type="checkbox"/>	<input type="checkbox"/>	
MAST	31.12.9999	01.01.1900	Master Degree Premium MS	<input type="checkbox"/>	<input type="checkbox"/>	
MD01	31.12.9999	01.01.1900	Mandate Outside KSA MS	<input type="checkbox"/>	<input type="checkbox"/>	
MD02	31.12.9999	01.01.1900	Mandate Inside KSA MS	<input type="checkbox"/>	<input type="checkbox"/>	
MRNE	31.12.9999	01.01.1900	Marine Premium MS	<input type="checkbox"/>	<input type="checkbox"/>	^
MU52	31.12.9999	01.01.1985	Statistical E-Equip. Incentive	<input type="checkbox"/>	<input type="checkbox"/>	v



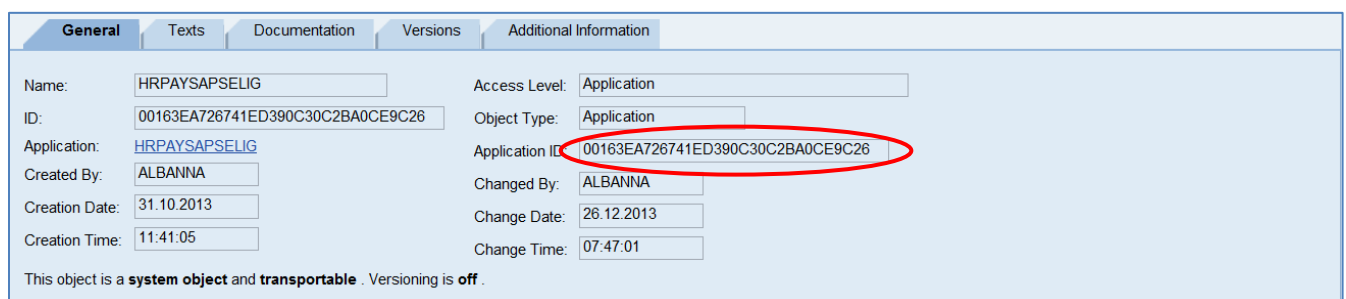
NOTE: The field 'Eligibility Rule' in this view is only used for the Eligibility workbench that was delivered as a part of KSA Public Sector (transaction HRPBSSA EGL), which is based on customizing tables. In the "Allowances and Benefits Entitlement" program (based on Business Rule Framework Plus (BRFplus)) delivered as a part of KSA Military Sector solution (transaction HRPBSSA EGLN), this field is obsolete and has no impact. The mapping of the salary component to the corresponding rule is now done in BRFplus directly.

9. Assign BRFplus Function to Eligibility Workbench.



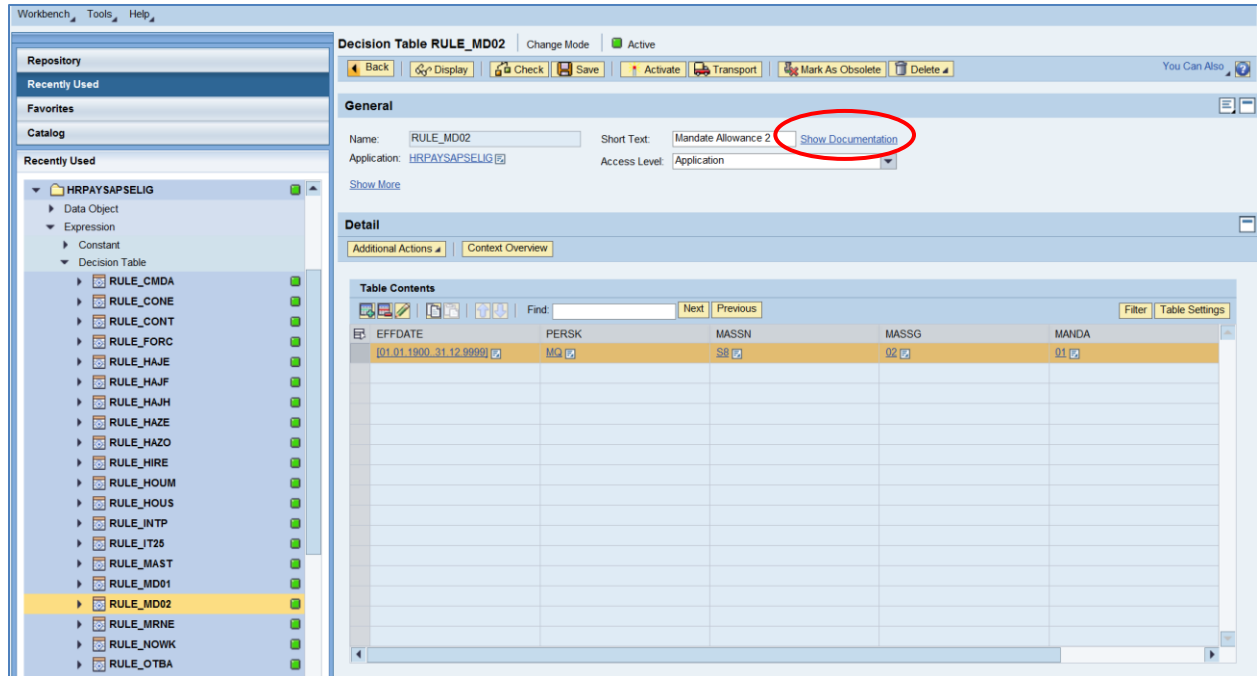
If the customer copies the BRFplus function delivered by SAP and changes it according to their requirement, they will have to maintain the Application ID of their BRFplus function in this feature **SAEWB**. Assigning the Application ID to the feature allows the eligibility workbench to read and apply eligibility rules from BRFplus when creating a benefits package for employees.

To find the Application ID for a particular BRFplus Application, launch the BRFplus engine using the transaction 'BRFplus' and find the Application ID in the general attributes of your application as shown below,



10. Configure the Custom Eligibility Rules on BRFplus

This IMG node launches the BRFplus tool where the customers can view the eligibility rules that are maintained for different salary components.



Customers can create a new eligibility rule by copying a delivered decision table by right-clicking the decision table and choosing **COPY** from the menu. To maintain additional conditions, choose the button **Insert New Row** and maintain the required column values.

NOTE: To view the details of the BRFplus rule and underlying decision table, please click on the 'Show Documentation' link (as highlighted above).

Additionally, to insert a new column to the copied decision table, they can click **Table Settings** and press **Insert Column from Data Object** to bring up the list of all employee information that can be used to check the eligibility.

Table Settings

Result Data Object

Return all matches found
 Return an initial value if no match is found
 Return an exception if partial match is found
 Result Data Object: SC_ELIG

List of Columns

Condition Columns

Insert Column | Remove Column

Column name

EFFDATE
 PERSK
 MASSN
 MASSG
 MANDA

Result Columns

Insert Column from Data Object | Ins

Column name

SC_ELIG

Table Check Settings

Table Overlap Check Settings: Applicat
 Table Gap Check Settings: Applicat

Object Query

Hide Query Fields

Custom Objects | BKT plus Default Objects

Application: HRPAYSAPSELIG
 Object Name:
 Object Type: Data Object
 Data Object Type: Element
 Element Type: All

max. Number of Objects: 200

Search

Objects

Name	Status	Type	Text	Application
• ANSAL	■	Amount	Basic Pay	HRPAYSAPSELIG
• NEAMT	■	Amount	Amount	HRPAYSAPSELIG
• NEAMT	■	Amount	Amount	HRPAYSAPSELIG
• ELOCK	■	Boolean	Lock Flag	HRPAYSAPSELIG
• FRESI	■	Boolean	Family SA	HRPAYSAPSELIG
• ITXEX	■	Boolean	Text ex.	HRPAYSAPSELIG
• MNDRY	■	Boolean	Mandatory	HRPAYSAPSELIG
• MNDRY	■	Boolean	Mandatory	HRPAYSAPSELIG
• NOCPH	■	Boolean	No Com. H	HRPAYSAPSELIG
• ORDEX	■	Boolean	CF exist	HRPAYSAPSELIG

Select Cancel

Sample Allowance & Benefits Configuration

1. Outback Area Allowance (based on Country Categorization and Work Location)

- a. Maintain the country categorization in the following location as shown below

Change View "View: Country and Area": Overview

New Entries

Ctry/Area	Country/Area Description
BD	Sultanate of Brunei Darussalam
CN1	Hong Kong
CN2	Beijing
OB	Class A Outback Areas
US1	New York
US2	Los Angles

- b. Create a work address (Infotype 0006/ subtype SA4) for employee and maintain the working location as OB – Outback Area. Tcode: PA30

Personnel No	2857	Name	EWB test ENLISTED
EE group	1 Active	Pers.area	SA01 Personnel Area SA01
EE subgroup	MP KSA MS Enlisted		
Start	01.01.2014 to 31.12.9999		

Anschrift

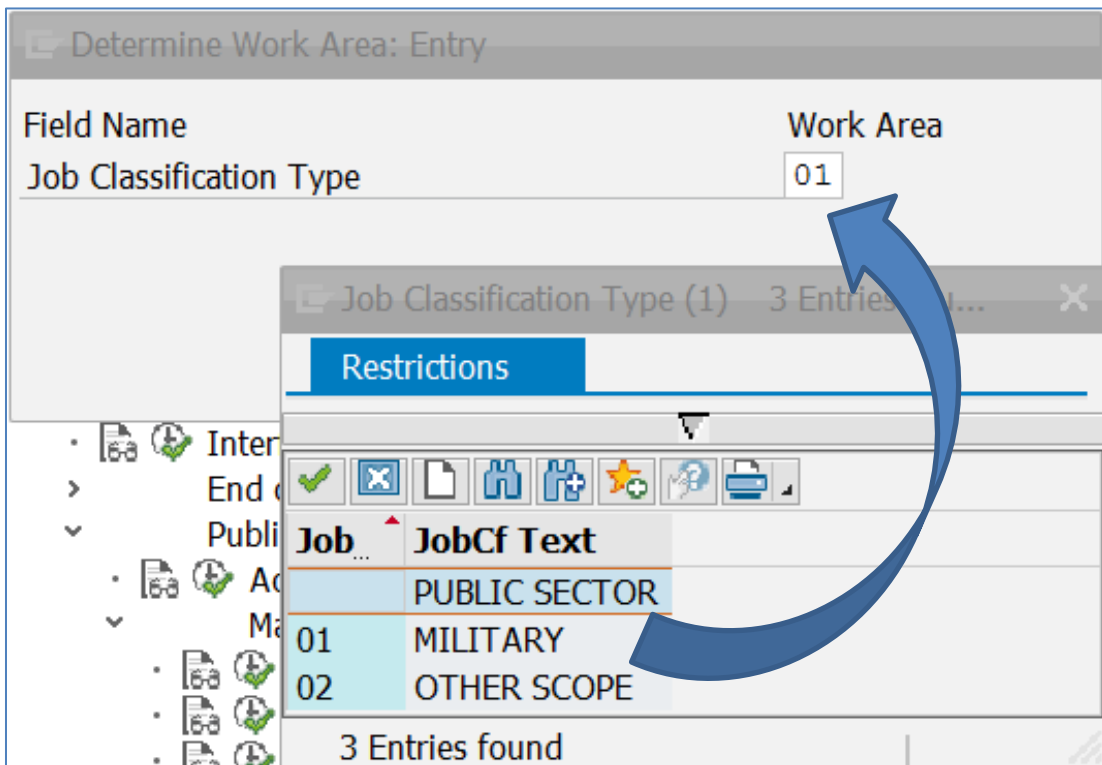
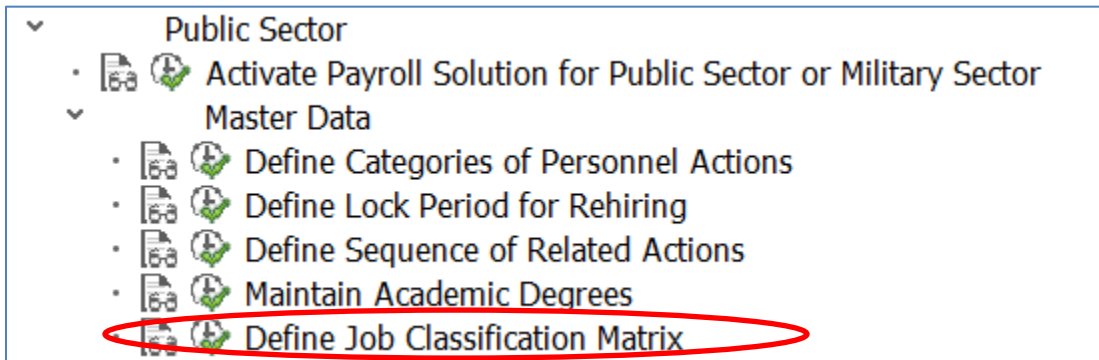
Address type	SA4 Working Location(SA P5)
Care Of	KSA Government
PO Box	112233
Apartment ID	b112
Floor	1
Building Name	Silicon Quarters
Road Name	KSA Road
District	KSA District
Postal Code/City	112233 KSA City
Region	02
Country Key	SA Saudi Arabia
Working Location	OB Outback Areas

2. Position Allowance (based on Job Classification Matrix)



Before maintaining Job based allowances, please maintain the job classification of the organization in the SPRO path, **Payroll Saudi Arabia -> Public Sector -> Master Data -> Define Job Classification Matrix**

- a. Maintain the Job Classification Hierarchy in the Job Classification Matrix in the following location:



The various levels of Job Classification can be maintained under the Job Classification Type 01 for Military Sector in the view cluster as shown below (Sample only)

Dialog Structure <ul style="list-style-type: none"> • Category Name ▼ Job Classification Type <ul style="list-style-type: none"> • Job Rank/Grade ▼ General Group <ul style="list-style-type: none"> ▼ Cluster <ul style="list-style-type: none"> ▼ Job Categories Series <ul style="list-style-type: none"> • Job Classification 	Job Classification	01	MILITARY
	General Group	0	GROUP 0
	Cluster	01	CLUSTER 01
	Job Categories Series		
	Category Series	Job Categories Series Text	
01	SERIE1		
02	SERIE2		
03	SERIE3		
04	SERIE4		
05	SERIE5		

- b. Maintain a job or position in infotype 1643 with the Job Classification maintained in the Step 1 (screenshot below is sample only).

Display Job Classification

Position: 50001196

Planning Status: Active

Validity: 07.01.2014 to 31.12.9999 Display change infor

Job Classification

Job Type: P Permanent Job

Job Classification: 01 MILITARY

General Group: 8 Technical & Technical Support Jobs

Cluster: 01 Engineering Support Jobs

Job Category Series: 04 Map Drawing Jobs

Job Rank/Grade: 06 Second Regular Rank

Category Name: 0859 Map Painter

Classification Code: 8010406

Job Speciality: 0000002 Administrative, Financial and S

Record 1 of 1

- c. Hire/Transfer/Promote an employee and maintain the position in the Organizational Assignment IT0001.
- d. Maintain the Job Classification in BRFplus rule for position allowance as shown below. Save and activate the rule.

JOB CF	GN GRP	CL STR	CG RSR	GRA DE
01	8	01	04	06

Tip: Similar configurations can be done for other job classification related allowances such as:

- Force Premium
- Intelligence Premium
- IT Bonus
- Security and Intelligence Premium
- Terrorism Premium

3. Contagion Allowance for Officers (based on Job Specialty)



Before maintaining Job based allowances, please maintain the job classification of the organization in the SPRO path, **Payroll Saudi Arabia -> Public Sector -> Master Data -> Define Job Classification Matrix**

- a. Job Specialty can be maintained to categorize various jobs / positions in the Military Sector which are eligible for the same allowance

- Eligibility Checking
 - Assign BRF+ Function to Eligibility Workbench
 - Configure Custom Eligibility Rules on BRF+
 - Define Mandate Criteria
 - Define Country Category Criteria
 - Job-Based Criteria**
 - Maintain Job Specialties
 - Define Job-Based Eligibility Groups
 - Assign Job Specialties to Job-Based Eligibility Groups
 - BAdI: Retrieve Additional Employee Data for BRF+

View: Job Speciality Category	
Job Cat.	Job Speciality Category Text
00	Eligible for Profession allowance
01	Eligible for rare specializations allowa
02	Eligible for public funds handling incen
03	Eligible for job nature allowance

View: Job Speciality			
Job	Job Speciality Text	Job Cat.	Job Speciality Category
0000015	front desk	03	Eligible for job nature a
0000016	Educational jobs	00	Eligible for Profession al
0000017	Training jobs during summer holidays at schools ...	00	Eligible for Profession al
0000018	Sports trainers	00	Eligible for Profession al
0000019	Specialist and psychological researcher	00	Eligible for Profession al
0000020	Industrial safety	00	Eligible for Profession al
0000021	Employees at ministry of interior for security aff...	00	Eligible for Profession al
0000022	Some professions at railway stations	00	Eligible for Profession al

- b. Job Specialty for a particular job or position can be maintained in IT1643 using the transaction PP02

Display Job Classification

Position: 50001196
 Planning Status: Active
 Validity: 07.01.2014 to 31.12.9999 Display change infor

Job Classification

Job Type: P Permanent Job

Job Classification: 01 MILITARY
 General Group: 8 Technical & Technical Support Jobs
 Cluster: 01 Engineering Support Jobs
 Job Category Series: 04 Map Drawing Jobs
 Job Rank/Grade: 06 Second Regular Rank
 Category Name: 0859 Map Painter
 Classification Code: 8010406

Job Speciality: 0000002 Administrative, Financial and S

Record 1 of 1

- c. Maintain this job specialty value in the BRFPplus rule to make an employee with this job/position eligible for Contagion Allowance:

EFFDATE	PERSK	JOBBA	SC_ELIG
[01.01.1900..31.12.9999]	MQ	0000002	true

Tip: Similar configurations can be done for other job specialty related allowances such as:

- Contagion Allowance for Enlisted
- Teaching Premium

You may need to create new Job Specialties based on your specific requirements

4. Technical Allowances (based on Academic Degrees)

a. Maintain the technical degree in the BRFPplus rule as a decision value.

Table Contents

EFFDATE	PERSK	ADCDG	SC_ELIG
[01.01.1900..31.12.9999]	MQ	M.S.	true

is equal to M.S. Change

and unless ...

OK Clear Cell Cancel

b. Maintain the Academic degree in IT0022 for the employee.

Personnel No	2828	Name	EWB test
EE group	1 Active	Pers.area	SA01 Personnel Area SA01
EE subgroup	MQ KSA MS Officer		
Start	06.01.2014	bis	31.12.9999

Educational est.	22	Technical school
Education/training	1	Education Level
E&T categories	003	Academic
Institute/location	Military Technical School	
Country Key	SA	Saudi Arabia
Certificate	01	Final certificate
Duration of course	002	Years
Final Grade	A+	

Additional fields

<input checked="" type="checkbox"/> Highest Education	
Academic Degree	M.S. Master ...
<input checked="" type="checkbox"/> Job Related Education/Training	

Evaluation of the Technical Premium Wage type for Enlisted

The technical premium for enlisted personnel is based on Grade and premium level which is based on conditions such as Education and training.

To handle these cases of special evaluation, new pay scale area 04 has been used. In the view V_T510, pay scale type M1 and pay scale area 04 is used to store the amounts for technical wage type **MUTE**. While defining the salary component TC04 for technical premium of enlisted, evaluation function 'HR_PBS_TECHNICALALLW_VALUATION' is used to map the wage type to the correct premium-level

based on the conditions such as Education and Training. Customers can also enhance this evaluation module to include any specific requirements in premium-level determination.

View: Eligibility (Salary Components)	
Salary Comp	Technical Premium Enlisted MS
Infotype	0014
Subtype	
Wage Type	MUTE
Nature of SC	Information Only
Display Sequ.	<input type="checkbox"/>
School Related All.	<input type="checkbox"/>
Function	HR_PBS_TECHNICALALLW_VALUATION
Calc. Sequ.	<input type="checkbox"/>
Input Setting	Amount On - Number/Unit On
Classification	1 Technical Premium

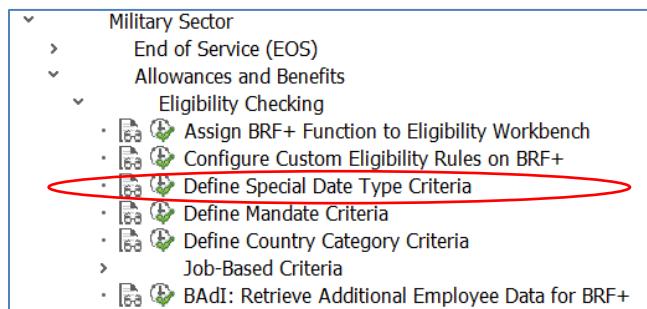
5. Hajj Bonus (based on Special Date, Employee Subgroup and Work Address)

Hajj bonus is provided to those officers and enlisted who have supported during the Hajj period. The eligibility and value of this bonus is based on the employee subgroup, special date period and work address. There are three salary components based for Hajj Bonus,

- HAJH – Hajj Bonus for Officers from western region
- HAJF – Hajj Bonus for Officers from other regions
- HAJE – Hajj Bonus for Enlisted Personnel

Configurations:

a. Maintain Special Date periods in the following location



View: Special Date Type

Date Type	Date Type Name
01	Summer Holiday
02	Sacrifice Feast (Hajj Holiday)
03	20th of Thu Al-Qea'da to 20th of Thu-Al

Expand <-> Collapse New Entries Delimit

View: Special Date Type

Date Type	ObjID	End Date	Start Date	Every Year	Date Type Name
01	1	30.08.2012	02.07.2012	<input checked="" type="checkbox"/>	Summer Holiday
02	1	17.12.2012	03.11.2012	<input type="checkbox"/>	Sacrifice Feast (Hajj Holiday)
02	2	26.12.2011	27.11.2011	<input type="checkbox"/>	Sacrifice Feast (Hajj Holiday)
03	1	16.12.2011	28.11.2011	<input checked="" type="checkbox"/>	20th of Thu Al-Qea'da to 20th of Thu-Al

b. Perform a Mandate Action with reason 04 (Hajj) for the employee during the period maintained in the Special date type.

c. Maintain the work location in Addresses (Infotype 0006/Subtype SA4)

If the Region is chosen Makkah (Key 02), then the employee will be eligible for HAJE if he is an enlisted personnel (ESG = MP). But, if he is an Officer, then he will be eligible for HAJH if the region is chosen as Makkah (key 02). If the region is any other value, then he will be eligible for salary component HAJF.

6. Further Documentation

Comprehensive information about the localized payroll solution for Saudi Arabia is available on the SAP Help Portal. To access this information, go to the SAP Help portal at <http://help.sap.com/lohrsae> > ***Application Help > English > Saudi Arabia.***