



Microsoft Dynamics® AX 2009

What's new for Staff Accounting and Payroll for Russia

July 2009

Table of Contents

Introduction.....	3
New feature for Payroll.....	3
Calculation period for the dismissed employee	3
Basic setup	3
Overview of the periodic closing operation	4
New forms for this feature	4
Modified forms for this feature	4
Modified features for Payroll.....	5
Post payroll charges with financial dimensions	5
Post deductions in off-budget funds with financial dimensions	6
Create and manage civil contracts	6
Changes in income tax calculation for non-residents	6
Changes in vacation average earnings calculation.....	6
Registration of business trips	6
Changes in the P-4 report.....	7
Entering days off into the timesheet when printing form T-13	7
Sick list compensation recalculation	7
Income tax refunds	7
Head count distributed over wages report.....	8

Introduction

A new feature for payroll has been added to Microsoft Dynamics® AX 2009 to meet the requirements for the Russian Federation Labor Code, article 140, which specifies when an employer must make final payment to an individual whose employment has been terminated. This document provides a detailed description of the new feature—Employee dismissal in the next open period—along with overview and setup information.

This document also summarizes enhancements made to many of the Russia payroll features that were initially included or updated in the Staff accounting module in the Microsoft Dynamics AX 2009 release.

Full documentation for Payroll is available on PartnerSource. To download the Payroll Help file, click: <https://mbs.microsoft.com/partnersource/support/selfsupport/servicepacks/dynamicsax2009sp1>

New feature for Payroll

Calculation period for the dismissed employee

Refer to the following information about the Employee dismissal feature, setup instructions, and a list of new forms and modified forms added for the feature:

According to the Russian Federation Labor Code, article 140, when a labor contract is terminated, all payments owed to the employee by the employer must be paid on the day that the employee is dismissed. If the employee does not work on the dismissal day, the amount due must be paid no later than the next day after the employee applies for final payment.

You can calculate the payroll and make payments to the employee no later than the dismissal day, even if the previous payroll calculation period is not yet closed. You can use the individual calculation period available in the Employees form. The employee's individual calculation period is considered to be the current period when the calculation is run.

For example, the payroll calculation for vacations, sick lists, and business trips added to salary is performed only if the vacation, sick list, or trip period coincides with the employee's current calculation period. The Calculation period field displays this period in the created payroll lines. When you process employees with an individual calculation period, the calculation date is assumed to be equal to the last date of the employee's period (that corresponds to the employee's calculation for the full period).

Basic setup

You must create the basic setup in the Employee parameters form. This form allows you to calculate, restore, and close the calculation period and make payments to employees who have individual calculation periods. The employee's current calculation period is recorded in the Employee parameters form if it is different from the company's current calculation period.

Note: If the employee's current calculation period is later than the company's current calculation period, you can create a new record or modify an existing one in this form.

Overview of the periodic closing operation

You can use the query criteria to close the calculation period for one or more employees. The periodic closing operation works in two modes:

- If query criteria are not specified or are specified in such a way that all employees are included in the query, the operation processes all employees, except those who have a current individual calculation period in the **Employee parameters** form.
- If query criteria are specified in such a way that one or more employees are excluded from the query, the operation processes the excluded employees individually.

The calculation period for an individual employee can be closed on any day of the calculation period, since a dismissal could occur on any day.

New forms for this feature

Form	Locator	Functionality
Employee payroll calculation parameters	Staff accounting > Setup > Employees parameters	Set up the employee's current calculation period if it differs from the company's current calculation period.
Income tax	Staff accounting > Income tax > Income tax	Calculate income tax for employees who have an individual calculation period in the Employee parameters table. The calculation is performed from the beginning of the year up to the current calculation period.

Modified forms for this feature

Form	Locator	Functionality
Income/retention registration	Staff accounting > Common Forms > Employee table > Payroll > Payments and retentions	The Calculation period field is set either to the employee's current calculation period, which is set up in the Employee parameters form; or to the company's current calculation period.
Close the salary	Staff accounting > Payroll calculation > Close the salary	The following processes take place: <ul style="list-style-type: none"> • The employee's payroll balance that must be moved to the next period for the employee's main record and secondary records is calculated and saved in the payroll lines table for the main employee. • The company's current calculation period is closed and the next calculation period begins. • All records with periods equal to the new company calculation period are removed from the Employee parameters table. • The next calculation period for the main employee and any

		secondary employees is saved in the Employee parameters table. If the employee has a record in this table with the previous calculation period, the record is removed.
Pay-sheets	Staff accounting > Salary payment > Pay-sheets	Salary payments are made to employees who have individual calculation periods. When creating pay sheet lines to calculate payment for unused vacation time, manually or automatically, the employee's calculation period must be equal to the pay sheet calculation period when you select Vacations in Pay-roll type field. You can view vacation details only for employees whose calculation period is equal to the pay sheet calculation period. These details are shown in the vacation list in the Pay-sheets form of type Vacations when you click Append on the Pay-roll content tab. If you select Interim in the Pay-roll type field, the paysheets of type Interim of the future period will acquire a date equal to the end date of that period, as opposed to paysheets of the current period, which acquire a date equal to the current calculation date.

Modified features for Payroll

The following topics summarize the enhancements included in this Payroll release.

Post payroll charges with financial dimensions

When you post payroll charges to general ledger accounts, the cost account and its financial dimensions share a complex relationship with these employee attributes:

- Sort of work – Main, in combination, according to contract.
- Kind of work – Permanent and temporary.
- Department and title.
- Pay type.

You can create posting profiles in the Payroll posting profiles form. In the Payroll parameters form, you can specify two payroll posting profiles—one to set up cost accounts and financial dimensions, and another profile for an offset salary account. Changes have also been made in the payroll calculation to search valid accounts and dimensions for created payroll lines. When you create payroll lines manually, from a payroll journal or as a result of calculations, the initialization of the cost account, the offset account, and the financial dimensions of a payroll line is based on the attributes that are set up.

Post deductions in off-budget funds with financial dimensions

Cost accounts and dimensions of off-budget funds often depend on cost accounts of taxable payroll lines. You can set up posting to off-budget funds in the Off-budget funds and labor remuneration fund taxes form in such a way that each payroll cost account or a group of accounts corresponds to a cost account and/or dimensions of the off-budget fund.

Create and manage civil contracts

You can create and manage contracts and acts of acceptance on contracts, and calculate rewards for contractors according to the acts of acceptance. The contract and acts of acceptance on contracts can be printed. After civil contracts and acts of acceptance on contracts are in place, you cannot delete a contract with acts, change a contract with an act added to salary, or modify or delete the acts added to salary.

Changes in income tax calculation for non-residents

The Russian Federation tax law has fixed the income tax rate for all natural persons who are not tax residents of the Russian Federation at 30 percent, with the exception of income gained as dividends from shares of Russian organizations, for which the tax rate is fixed at 15 percent. Changes in income tax calculation for non-residents are implemented within Microsoft Dynamics AX according to the legislative documents.

The Periods of stay of employee in RF form (Staff accounting > Common Forms > Employee table > Sales tax > Periods of stay of employee in RF) records the periods of residence by employees in the Russian Federation (RF). When the employee's non-resident status changes, the tax accrued for previous months becomes incorrect, because the employee's income must be taxed at the rate for his non-resident status from the beginning of the year. You can use the Recalculation button in the Income tax form (Staff accounting > Income tax > Income tax) to recalculate the taxes for the selected employee or all employees.

Changes in vacation average earnings calculation

According to the Russian Federation decree N 922, the rule for calculating the number of calendar days that are within the period of time worked has changed. The number of days is calculated based on primary documents such as sick lists, vacations, and business trips. For the vacation (sick lists) average earnings, the number of calendar days that are not in a full calendar month is calculated as an average number of calendar days (29.4), divided by the number of actual calendar days in the month, and then multiplied by the number of calendar days that are within the period of time worked. The sick list report layout has been modified based on the decree N 172 of the Order of Ministry of Health Care and Social Development of the Russian Federation.

Registration of business trips

In accordance with the Russian Federation Labor Code, article 139, you must register a business trip in order to calculate payments for the trip based on an employee's average earnings at the start of the trip, and to enter hours into the time sheet.

To register business trips, you must first create a set of business trip types in the Business trips types form in order to categorize trips by time codes, calculation sequences, or calculation method codes. You can also calculate business trip payments, based on the average earnings for a business trip. This calculation is performed in the Business trips form according to the existing rules for the average-earnings calculation for business trips payments. The calculation can be made by months, for each

period during which the business trip occurred, for extension of a business trip, and for a break in a business trip.

Changes in the P-4 report

In accordance with a decree issued by the Federal State Statistics Service, the P-4 report template has been changed:

- The company name and address have been moved from columns to separate lines.
- In the first section, columns 5 and 6 have been moved to the second sheet.
- In the second section, the description in column 20 has been shortened.

Entering days off into the timesheet when printing form T-13

If a holiday that the company observes as a day off occurs while an employee is on vacation, sick list, or a business trip, time sheet is populated with valid days and hours to represent the holiday when printing the Form T-13 report, based on the following conditions:

- If the Assessment principle is selected as Daily, the time sheet is filled using a vacation, sick list, or business trip time code with the normal working hours that are defined in the employee's calendar for each day off that is not a holiday. A holiday is defined as a day that has a Holiday type in the calendar when the calendar type is seven days.
- If the Assessment principle is selected as Summarized, the total absence days and hours of vacation, sick list periods, or business trips are calculated as work days from the calendar within the vacation, sick list period, or business trip within the timesheet period.

Sick list compensation recalculation

Sick lists are recalculated and additional charges are posted if calculation parameters are modified prior to the ending date of a sick list. For example, if the minimum or maximum benefit amount is changed, a recalculation is required.

You can recalculate a sick list automatically or manually, using the Recalculation of sick lists form. You can initiate a periodic operation that reports the number of recalculated sick lists created and compares the recalculated sick list with the initial sick list. Recalculated sick lists have no effect on time sheets. After a recalculated sick list is created, the initial sick list cannot be excluded from the salary.

Income tax refunds

According to Russian Federation tax legislation, if an employee is eligible for a tax deduction in the middle of the year that has been valid since the beginning of the year, the deduction must be granted from the beginning of the year. All income tax deducted to date for the year must be returned to the employee. You can select the Tax refund check box in the Reliefs and deductions on off-budget funds form to allow the income tax refund. This check box can be modified only for the Standard deduction type.

Head count distributed over wages report

According to Russian Federation tax legislation, legal entities, with the exception of small-business entities, are required to submit the N1 report "Information about head count distribution over wages amounts" within the reporting period to the local Rosstat agency. The director of the legal entity assigns officials to collect and submit statistical information on his behalf to the agencies.

You can define the parameters for the Head count distributed over wages report in the Report templates options form. Only time groups that represent time actually worked by the employees are included in the report. In addition, you can define the minimum wages rate and the wage distribution rates in the report, which is generated as a Microsoft Office Excel document. In the Head count distributed over wages report, you can specify the reporting date, period, and the employee responsible for report creation.

Microsoft Dynamics is a line of integrated, adaptable business management solutions that enables you and your people to make business decisions with greater confidence. Microsoft Dynamics works like and with familiar Microsoft software, automating and streamlining financial, customer relationship and supply chain processes in a way that helps you drive business success.

U.S. and Canada Toll Free 1-888-477-7989

Worldwide +1-701-281-6500

www.microsoft.com/dynamics

The information contained in this document represents the current view of Microsoft Corporation on the issues discussed as of the date of publication. Because Microsoft must respond to changing market conditions, this document should not be interpreted to be a commitment on the part of Microsoft, and Microsoft cannot guarantee the accuracy of any information presented after the date of publication.

This document is for informational purposes only. MICROSOFT MAKES NO WARRANTIES, EXPRESS, IMPLIED, OR STATUTORY, AS TO THE INFORMATION IN THIS DOCUMENT.

Complying with all applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright, no part of this document may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Microsoft Corporation.

Microsoft may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. Except as expressly provided in any written license agreement from Microsoft, the furnishing of this document does not give you any license to these patents, trademarks, copyrights, or other intellectual property.

© 2009 Microsoft Corporation. All rights reserved.

Microsoft and the Microsoft Dynamics Logo are trademarks of the Microsoft group of companies.

All other trademarks are property of their respective owners.

Microsoft