Hello and welcome to this e-book, Highlights of SAP ERP HCM country version France.
After completing this lesson, you will be able to:

- Describe the key French localization topics of SAP ERP HCM
- Explain the highlights of the SAP country version for France
First, we will talk about the strengths and challenges of SAP ERP HCM for France.

I will then give you an overview of the payroll process, including a high-level presentation of the infotypes.

Later in this presentation, we will touch on France-specific functions such as social insurance contributions, absences due to illness, and Social Security sick pay.

and paid leave.

At the end of the payroll process overview, we will take a look at some important aspects of the reporting functions for France.
In addition to the payroll process, the French country version includes the following:

- Functions for the French public sector
- A training needs management solution
- A French examination (CEX Concours et Examens) add-on
- An Employee Self-Service scenario
- An SAP/ADP interface

At the end of this presentation, you will find useful information to help you learn more about the details of the functions and features provided in SAP ERP country version France.
Doing business in France can be challenging. You have to deal with a highly complex regulatory framework and short-term legislative reforms. Frequent legal changes—sometimes applicable on short notice—can impact your daily business operations and reporting structures.

That's where SAP comes in. SAP ERP HCM country version France is a mature SAP solution that has been available since SAP R/3 4.6C. Country version France supports legal compliance for business transactions with a dynamic rollout strategy for legal changes. By working together with our large customer base, which includes both French companies and multinational companies based in France, our local product managers monitor legislative reforms and business trends to ensure that SAP reacts quickly to help you run your business better.
The functions in the French country version ensure that you can process payroll efficiently and cost-effectively.

The standardization of all payroll processes and the integration of human resources processes with other components, such as Financials and Controlling, drastically minimizes the number of manual entries that your HR employees are required to make. Your employees can still access HR-related employee data and ensure that payroll runs smoothly by using built-in simulation functions.
In addition to the international infotypes that cover functions for personnel management and payroll, the French country version contains France-specific infotypes that comply with France’s legal framework for payroll. The Social Insurance infotype, for example, enables you to collect and store information about social contributions required in France; it covers both employee and employer contributions.

In addition, some international infotypes have been adjusted to the specific needs of companies doing business in France. The following are some examples of some of the infotypes that contain additional information specific for France:

- Personal Data (002)
- Handicap (004)
- Addresses (0006)
- Contract Elements (0016)
- Family Member/Dependents (0021)
- Maternity Protection/Parental Leave (0080)
- Termination (0713)

You can cover your own company-specific requirements by adjusting settings in Customizing for infotypes.
To simplify the payroll process, SAP provides the Process Workbench. In this tool, the steps in the payroll process are automatically triggered. The system also generates logs to help you track your progress.
This is an example of a French payroll slip as your payroll clerk might see it in the system.

The displayed data includes France-specific contributions for retirement, illness, and unemployment agencies.

Note that in France, a contribution is paid both by the employee and the employer. Furthermore, SAP ERP HCM country version France supports shifted pay.
The payroll process in the French country version covers French requirements related to sick pay.

The **Social Security Sick Pay** are calculated and then re-integrated. The retroactivity concept within SAP ERP HCM supports complex procedures for calculating social and fiscal amounts as well. Gross-up is done, and the social security sick pay are reintegrated in the net pay if subrogation is activated.
The complex social insurance framework in France requires highly flexible customizing. To assist you, SAP has introduced the concept of contribution models.
To help you better deal with absences due to illness, the calculation of sick pay is flexible. For example, calculation can occur based on any of these criteria:

- The calendar year
- The anniversary year

In France, since continued pay is calculated according to the seniority, category, and status of the employee, the French country version allows you to make your calculations to meet these requirements.

Because the social security sick pay calculation is so complex, the French country version also includes the determination of the balance between the social security sick pay deducted by the employer from the employee during non-productive time and the social security sick pay actually reimbursed.
SAP ERP HCM country version France allows you flexibly calculate paid leave and its various aspects: recovery of leave entitlements, leave accounting, and leave valuation.

The features and functions of each are detailed here.
This is an example of a legal form, the Social Security sick pay statement, which is required by the government in France.

With the French country version, you can work with such statutory forms directly in the system. The French country version also enables the electronic exchange of such data.
Here you see a certified form generated from the system report.
In this simplified payroll scenario, you see how the French country version supports the payroll clerk.

Using the functions and features of the SAP ERP HCM payroll solution, the payroll clerk can perform the following tasks:

- She can check the employee data that she is in charge of.
- She can run the employees’ payroll.
- She can enter events in the employees’ personal files.
- She can generate legal forms, as required.

Arianne Poncet is the payroll clerk. Her tasks are as follows:

- Check the employee data and the payroll.
- Enter an on-call duty for a worker.
- Start payroll.
- Generate the legal forms as required by the French authorities.
In addition to the activities for payroll, the functions of SAP ERP HCM country version France include reports and statutory forms that must be sent to the respective authorities. In the SAP solution, these activities are split according to the frequency in which they must be carried out and reported.

SAP ERP HCM country version France supports the electronic exchange of files with administrative bodies. One example is the N4DS report. The SAP system includes support for the corresponding AED form.
Here is a list of other statutory reports provided by SAP ERP HCM country version France.

- Salary statement for payment of sickness, maternity leave, and paternity leave IJSS
- Salary statement for accident at work and occupational sickness
- Contribution summary sheet/DUCS (conform to the Coplat format)
- Employer statement for the French Employment Center
- Statement for Casual Labor (Entertainment Sector)
- Declaration prior to employment
In the France-specific public sector solution, you can run payroll for a civil servant and use the following public-sector-specific functions:

- You can record and track all positions a civil servant has had during his or her career in the French administration.
- You can define working time according to special regulations for the French public sector, especially taking into account part-time rules and the concept of “type of activity”.
- You can calculate basic pay and absences according to French public sector requirements.
- You can store the family income supplement paid to the civil servant for his or her dependent children and spouses.
- You can manage the agent’s career, including the trial period. This career management system relies on classification in grades and steps.
The training needs management (TNM) enhancement for SAP ERP HCM country version France uses the principles of the standard Personnel Development application and the SAP Learning Solution. This enhancement covers France-specific requirements related to continuing vocational training, as stated by law.

To be compliant, training needs management includes functions that enable you to create training plans, training needs, and course objects, and to maintain them. It also provides integration with the booking process, including integration with time management and payroll resulting from the involvement of trainers and trainees assigned to courses. In addition, you can generate forecast training plans as snapshots and actual plans, compare training plans, and valuate and consolidate costs. For more information on training needs management, see the guides published in the SAP Service Marketplace under service.sap.com/globalization. On the Country Page for France, have a look at the materials in the Media Center.

Data that is customized and available in Training Needs Management (TNM) flows into the 2483 legal statement.
This screen is included in the training needs management solution for France.
The French Examination add-on is designed as an enhancement of the standard SAP E-Recruiting application.

In France, the main way to enter the public sector is through a nationwide competitive examination process (known as the external examination). SAP’s French Examination solution meets France’s public-sector-specific requirements. It covers the entire examination process, from the application process to examination to candidate selection.
Employee Self-Service (also known as ESS) is a web-based resource that allows employees to view their personal payroll, benefits, and leave information. In ESS, employees also have the ability to update or change personal information such as bank details and their home address. Other examples of information that an employee can view and change include the following:

- Job profile
- Addresses (both for work and home)
- Insurance information
- Retirement and savings
- Vacation day and sick leave balances
SAP ERP HCM country version France also provides an interface between SAP and ADP. This interface only deals with net payroll.

Designed as an open interface, the ADP Payroll Driver has its own exits to allow for functional enhancements. The ADP Payroll Driver supports, for example, the following functions:

- The deferred month
- Net payroll calculated by ADP and sent back to SAP
- An FI/CO interface
- Various process models
You should now be able to:

- Understand the key French localization topics of SAP ERP HCM
- Explain the highlights of the SAP country version for France
Related Information

For more information on topics discussed in this lesson, see the following references:

**Country Page France**
- Documentation is published on the help.sap.com and is also available on service.sap.com/hrfr

**Legal Change Planning Information**
- service.sap.com/Globalization → Country Information → Legal Changes

**Customer Service (Components and Supported Releases)**
- PY-FR, PA-PA-FR, PY-FR-PS French Payroll issues (as of SAP R/3 4.6C)
- PY-FR-PS French Public Sector (as of SAP R/3 4.6C and add-on)
- PA-PA-FR-TNM Training Needs Management issues (as of SAP R/3 4.7)
- PA-ER_LOC-E French Examinations (SAP ERP 6.04 Add-on: ERECRUIT + LSOTM 600)
- XX-TRANS-LFR Translation issues

You can find detailed information and documentation about France-specific features of SAP ERP HCM country version France in the SAP Service Marketplace under service.sap.com/globalization. We also encourage you to check the SAP Notes delivered in the components listed here.
Thank you

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Thank you!