

# Bonus, GPS and PSU procedure

## Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country\_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk\_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south\_korea, thailand, singapore, new\_zealand, emea\_transversal, apac\_transversal
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
  - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
    - Labels to be used: **ww, financial\_accounting, central\_fin\_proc\_compliance**
  - E.g. 2: France Operation in Financial Accounting:
    - Labels to be used: **country\_accounting, france, financial\_accounting**  
(for country operations, the Domain is always country\_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) -" I do something..."**

5. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain:

Responsibility area:

## Table of contents

- [Tasks to be completed when documenting an operation \(from creation to publication\)](#)
  - [1. Enter the Title of the operation / page](#)
  - [2. Add the following Labels:](#)
    - [Scope of applicability: ww, country\\_accounting](#)
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- [Table of contents](#)
  - [1. Objective and Scope](#)
    - [1.1. Objective of this Operation](#)
    - [1.2. Scope](#)
  - [2. Definitions](#)
  - [3. Creation of Cycles and update of the year date](#)
  - [3.1. I create the cycles](#)
    - [3.1.1. I coordinate the creation of the Bonus cycles](#)
    - [3.1.2. I create a cycles based on the other cycles](#)
    - [4.1 do the split of accounts \(In January\)](#)
    - [4.2 How to reconciled the deltas](#)
    - [FBL3N - to pick up the amounts from SAP](#)

- 5. I send the communication of Bonus, GPS and PSU (in March)
- 6. Update of the Social Charges of Bonus
  - 6.1. I update the Social Charges of the cycles
- 7. Bonus and GPS (In April)
  - 7.1. Send email to Italy
  - 7.2 Prepare the file for Bonus and GPS control
- 8. Update of the Social Charges for PSU
- 9. PSU (in June)
- 10. I ask for the scope of the Internal Control (in September)
- 11. I do the Internal Control for Bonus (in November)

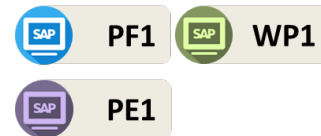
## Scope

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## ERP

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## Frequency

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## References

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## Forms

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## Attachments

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<< Bonus, GPS and PSU procedure  
>>

## 1. Objective and Scope

### 1.1. Objective of this Operation

### 1.2. Scope

## 2. Definitions

See [Finance Glossary](#):

- ...

### 3. Creation of Cycles and update of the year date

I guarantee that the Bonus cycles are created before the April closure, when we need to report the figures in R33310. To do that, FSL SUFA GL team must coordinate with FSL SU Management Accounting and share the list of company codes managed in PP9 and interfaced to PF2 and WP2 accounting systems.

#### 3.1. I create the cycles

##### 3.1.1. I coordinate the creation of the Bonus cycles

PF2 - social charges and bonus cycles

To reflect the employer contribution in R33310, the assessment cycle should contain the following parameters. This cycle is to be run on D-1, it is the first to be run.

CO-PA Assessment cycle – KSU3  
 cycle CCCCBN (where the CCCC stands for the company code);  
 Start date 01.01.YYYY-31.12.YYYY  
 Text: Bonus accrual – social charges  
 Segment name:  
 Sender CC group  
 Segment text:  
 Allocation social charges R33310

#### Display Actual Assessment Cycle: Header Data

First segment
 Attribute

Controlling Area	CHEF	ERP SYENSQO			
Cycle	2002BN		Status	Saved	
Start Date	01.01.2024	To	31.12.2024		
Text	Bonus accrual - Social Charges				

**Indicators**

Iterative

Cumulative

Cumulated Opt

**Field Groups**

Object Currency

Transaction Currency

Assessment cost element: 9629200201  
 Sender rule: Posted amounts  
 Share in % (percentage of the social charges for the concerned country)  
 Receiver tracing factor: fixed percentages

## Display Actual Assessment Cycle: Segment

◀ ▶ 🏠 📊 📄 📁 Attribute

Controlling Area	CHEF	ERP SYENSQO
Cycle	2002BN	Bonus accrual - Social Charges
Segment Name	2002_CBNR	alloc social charges R33310 <input type="checkbox"/> Lock indicator

Segment Header

Senders/Receivers

Sender Values

Receiver Tracing Factor

Assessment CEle	9629200201	Grp-Leg contr empl
Allocation structure		

### Sender values

Sender rule	Posted amounts
Share in %	28,00 %
<input checked="" type="radio"/> Actual value origin	<input type="radio"/> Plan value origin

### Receiver tracing factor

Receiver rule	Fixed percentages
---------------	-------------------

Check the dynamic table with the average percentage of social charges by country provided by PE HR Reporting & SC Data & Reporting Process Leader.

Senders/Receivers

Sender Cost Center Group (eg.: 2002\_CBNR)

Cost element

6250023340

Receiver

Organization C Center proposed of the division

### Display Actual Assessment Cycle: Segment

Attribute

Controlling Area	CHEF	ERP SYENSQO
Cycle	2002BN	Bonus accrual - Social Charges
Segment Name	2002_CBNR	alloc social charges R33310 <input type="checkbox"/> Lock indicator

Segment Header | **Senders/Receivers** | Sender Values | Receiver Tracing Factor

	From	To	Group
<b>Sender</b>			
Cost Center			2002_CBNR
Cost Object			
Cost Element	6250023340		
<b>Receiver</b>			
Order			
Cost Center	6J16000003		
Cost Object			
WBS element			
Business entity			
Property			
Building			
Settlement unit			

Sender values

Share in % - percentage of social charges from segment header tab

## Display Actual Assessment Cycle: Segment

◀ ▶ 🏠 📊 📄 Attribute

Controlling Area: CHEF ERP SYENSQO  
Cycle: 2002BN Bonus accrual - Social Charges  
Segment Name: 2002\_CBNR alloc social charges R33310  Lock indicator

Segment Header | Senders/Receivers | **Sender Values** | Receiver Tracing Factor

### Sender values

Share in %: 28,00  
 Actual value origin  Plan value origin

### Selection criteria

	From	to	Group
Version			

Receiver tracing factor:  
100%

## Display Actual Assessment Cycle: Segment

◀ ▶ 🏠 📊 📄 Attribute

Controlling Area: CHEF ERP SYENSQO  
Cycle: 2002BN Bonus accrual - Social Charges  
Segment Name: 2002\_CBNR alloc social charges R33310  Lock indicator

Segment Header | Senders/Receivers | Sender Values | **Receiver Tracing Factor**

🏠 Search for Receiver

### Receivers

Cost Ctr	Portion/percent
6J1600003	100,00

PF2 - bonus cycle clearing of Y-1 bonus accrual accounts

To reflect the bonus delta in R33310, the distribution cycle should contain the following parameters.  
 Distribution cycle – KSV3  
 Codification: CCCC-BU  
 Start date 01.01.YYYY -31.12.YYYY  
 Text: Bonus accrual  
 Cycle run group: eg.: 2002BU  
 Segment name:  
 Sender CC group  
 Segment text:  
 Allocation bonus to R33310

### Display Actual Distribution Cycle: Segment

Attribute

<b>Controlling Area</b>	CHEF	ERP SYENSQO	
<b>Cycle</b>	2002BU	Bonus Accrual	
<b>Segment Name</b>	2002_CBNR	Allocation to Report R33310	<input type="checkbox"/> Lock indicator

Segment Header

Senders/Receivers

Sender Values

Receiver Tracing Factor

**Sender values**

<b>Sender rule</b>	Posted amounts
<b>Share in %</b>	100,00 %
<input checked="" type="radio"/> Act. vals	<input type="radio"/> Plan vals

**Receiver tracing factor**

<b>Receiver rule</b>	Fixed percentages
----------------------	-------------------

Segment Header:  
 Sender rule: posted amounts;  
 Share in %: 100  
 Receiver tracing: Factor:  
 Fixed percentages

Senders/Receivers  
 Sender:  
 Cost Center group (eg.: 2002\_CBNR)  
 Cost element:  
 6250023340  
 Receiver:  
 Organizational Cost Center of the division

Display Actual Distribution Cycle: Segment

Attribute

Controlling Area: CHEF ERP SYENSQO  
 Cycle: 2002BU Bonus Accrual  
 Segment Name: 2002\_CBNR Allocation to Report R33310  Lock indicator

Segment Header Senders/Receivers Sender Values Receiver Tracing Factor

	From	To	Group
<b>Sender</b>			
Cost Center			2002_CBNR
Cost Element	6250023340		
Cost Object			
<b>Receiver</b>			
Order			
Cost Center	6J16000003		
Cost Object			
WBS element			
Business entity			
Property			
Building			
Settlement unit			

*This distribution cycle should be run on D-1 but it will only transfer the delta from the employee cost center to the reporting division cost center. The KE30 recognition in R33310 (value field I25) will only be possible after the CO-PA cycle run on D+2, CCCC\*.*

## WP2 - social charges and bonus cycles

The Bonus delta transfer from the employee cost center to reporting cost centers is done via cycles. To perform it, three cycles must be run. The first and the second to allocate the social charges and the bonus delta to an unallocated cost center (assessment cycles KSU3), the third to allocate the values from the cost center to CO-PA, value filed I25 (CO-PA assessment cycle KEU3).

To reflect the employer contribution in R33310, the assessment cycle should contain the following parameters. This should be the first cycle to be run on D-1.

Assessment cycle KSU3  
 CCCC\*  
 CCCC stands for company code  
 Start data  
 From 01.01.YYYY-31.12.YYYY  
 Text: SC allocation to division  
 Assessment cost element: 99422099  
 Share in %: social charges %

## Display Actual Assessment Cycle: Segment

◀ ▶ 🏠 📊 📄 📁 Attribute

Controlling Area	z028	Syensqo North America
Cycle	7008B1	Social charges allocation
Segment Name	7008-6014	Bonus TS B1 <input type="checkbox"/> Lock indicator

Segment Header   Senders/Receivers   Sender Values   Receiver Tracing Factor

Assessment CEle	99422099	Grp-Leg contr empl
Allocation structure		

### Sender values

Sender rule	Posted amounts
Share in %	15,00 %
<input checked="" type="radio"/> Actual value origin	<input type="radio"/> Plan value origin

### Receiver tracing factor

Receiver rule	Fixed percentages
---------------	-------------------

Sender cost center:  
Organization cost center of the employee  
Cost element: 98320191  
Receiver cost center:  
Division cost center (non-allocated)  
Sender values: % of social costs

## Display Actual Assessment Cycle: Segment

◀ ▶ 🏠 📊 📄 📁 Attribute

Controlling Area  Syensqo North America  
 Cycle  Social charges allocation  
 Segment Name  Bonus TS B1  Lock indicator

Segment Header **Senders/Receivers** Sender Values Receiver Tracing Factor

	From	To	Group
<b>Sender</b>			
Cost Center	<input type="text"/>	<input type="text"/>	GPS08-6014
Cost Element	<input type="text" value="98320191"/>	<input type="text"/>	<input type="text"/>
<b>Receiver</b>			
Order	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost Center	<input type="text" value="7008-6014"/>	<input type="text"/>	<input type="text"/>
Cost Object	<input type="text"/>	<input type="text"/>	<input type="text"/>
WBS element	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business entity	<input type="text"/>		<input type="text"/>
Property	<input type="text"/>		<input type="text"/>
Building	<input type="text"/>		<input type="text"/>
Settlement unit	<input type="text"/>		<input type="text"/>

To reflect the bonus delta in R33310, the second assessment cycle should contain the following parameters.

Assessment cycle

KSU1

CCCCB2 – delta of bonus to division cost center

Assessment cost element: 99422098

Posted amounts;

Fixed percentages

# Display Actual Assessment Cycle: Segment

◀ ▶ 🏠 📍 🎯 🛠️ Attribute

Controlling Area	z028	Syensqo North America
Cycle	7008B2	Bonus Cadre alloc to Div
Segment Name	7008-6014	Bonus TS B2 <input type="checkbox"/> Lock indicator

Segment Header Senders/Receivers Sender Values Receiver Tracing Factor

Assessment CEle	99422098	Grp-Leg Bonus Cadre
Allocation structure		

### Sender values

Sender rule	Posted amounts
Share in %	100,00 %
<input checked="" type="radio"/> Actual value origin	<input type="radio"/> Plan value origin

### Receiver tracing factor

Receiver rule	Fixed percentages
---------------	-------------------

Sender cost center:  
Organization cost center of the employee  
Cost element: 98320191  
Receiver cost center:  
Division cost center (non-allocated)  
Sender values: 100%

## Display Actual Assessment Cycle: Segment

◀ ▶ 🏠 📊 🔄 🗑️ Attribute

Controlling Area	<input type="text" value="Z028"/>	Syensqo North America	
Cycle	<input type="text" value="7008B2"/>	Bonus Cadre alloc to Div	
Segment Name	<input type="text" value="7008-6014"/>	Bonus TS B2	<input type="checkbox"/> Lock indicator

Segment Header   **Senders/Receivers**   Sender Values   Receiver Tracing Factor

	From	To	Group
<b>Sender</b>			
Cost Center	<input type="text"/>	<input type="text"/>	GPS08-6014
Cost Element	<input type="text" value="98320191"/>	<input type="text"/>	<input type="text"/>
<b>Receiver</b>			
Order	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost Center	<input type="text" value="7008-6014"/>	<input type="text"/>	<input type="text"/>
Cost Object	<input type="text"/>	<input type="text"/>	<input type="text"/>
WBS element	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business entity	<input type="text"/>		<input type="text"/>
Property	<input type="text"/>		<input type="text"/>
Building	<input type="text"/>		<input type="text"/>
Settlement unit	<input type="text"/>		<input type="text"/>

Assessment CO-PA cycle  
 KEU3  
 Controlling area: eg.: Z006  
 TF basis: 1  
 Allocation structure: C6  
 PA transfer structure: C8

## CO-PA Display Actual Assessment Cycle: Header Data



First segment



Attribute

Operating concern  Syensqo North America Status

Cycle

Start Date  To

Text

### Indicators

1 Sender Select. Type

Aggreg. Tracing Factor

### Preset Selection Criteria

CO Area

Syensqo North America

Type of CO-PA

Costing-Based Profitability An

Segment name: name of the cost center

Allocation structure: C6

PA transfer structure: C8

Posted amounts

100%

Fixed percentages

# CO-PA Display Actual Assessment Cycle: Segment

Attribute

Operating concern	z028	Syensqo North America
Cycle	7008B3	Bonus Allocation+GPS+ SC I25
Segment Name	7008-6014	Bonus TS B3 <input type="checkbox"/> Lock indicator

Segment Header

Senders/Receivers

Receiver Tracing Factor

Assessment CElem

Value Field All

Alloc.structure	C6	 	SGA Allocation
PA transfer struct.	C8	 	SG&A Administrative assessment

## Sender values

Rule	Posted amounts
Share in %	100,00

## Receiver tracing factor

Rule	Fixed percentages
------	-------------------

Sender cost center:  
Organizational cost center of the employee  
Cost element: 99422098 to 99422099  
Company code: CCCC  
IECRA\*\*\*\*

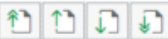
# CO-PA Display Actual Assessment Cycle: Segment

Attribute

Operating concern: 2028 Syensqo North America  
 Cycle: 7008B3 Bonus Allocation+GPS+ SC I25  
 Segment Name: 7008-6014 Bonus TS B3  Lock indicator

Segment Header Senders/Receivers Receiver Tracing Factor

	From	To	Group
<b>Sender</b>			
Cost Center	7008-6014		
Cost Element	99422097	99429099	
<b>Receiver</b>			
Product			
Company Code	7008		
Batch			
WBS element			
Billing Type			
Business Area			
Incoterms			
Sales Order			
Sales ord. item			
Customer			
Payer			
Ship-To Party			
Profit Center			
Item Category			
Order			



Entry

1 of 44

Receiver Tracing factor:  
 CCCC IECRA  
 Portion/percent  
 100%

CO-PA Display Actual Assessment Cycle: Segment

◀ ▶ 🏠 📊 🗑️ Attribute

Operating concern: 2028 Syensqo North America  
 Cycle: 7008B3 Bonus Allocation+GPS+ SC I25  
 Segment Name: 7008-6014 Bonus TS B3  Lock indicator

Segment Header Senders/Receivers Receiver Tracing Factor

🏠 Search for Receiver

Receivers

CoCd IECRA	Portion/percent
7008 IECRA01220	100,00

Entry 1 of 1 Total 100,00

For the countries/legal entities where we have simultaneously Bonus cadres and GPS, there will be an overlapping in case we run the two CO-PA cycles. This is due to the fact that both premiums share the same assessment cost element for the social charges 99422099 *Grp-Leg contr empl* and the same allocation structure C6 and also the PA transfer structure C8.

For these cases, whenever running the cycles, if we are in presence of the two premiums, run the following sequence:  
 CCCCCB1 (if social charges are applicable), CCCCCB2  
 CCCCCG1 (if social charges are applicable), CCCCCG2, CCCCCG3 (bearing in mind that the cost elements data as sender are range 99422097 to 99422099)

### 3.1.2. I create a cycles based on the other cycles

If the company had a cycle created in the last year, we can replicate the cycles to this year

	PF2	WP!
Bonus	KSV1	KSU1
Bonus Social Charges	KSU1	KSU1
GPS	KSV1	KSU1

GPS Social Charges	KSU1	KSU1
PSU	KSV1	KSU1
PSU Social Charges	KSU1	KSU1
COPA	nothing to be done in PF2	KEU1

31.3. I update the year date of the cycles

### Execute Actual Assessment: Initial Screen

Settings

**Parameters**

Controlling Area	2028	Syensqo North Americ
Period	4	To <span style="border: 1px solid #ccc; text-align: center;">4</span>
Fiscal Year	2025	

**Processing Options**

Background Processing

Test Run

Detail Lists

**Additional Functions**

Lock Segments for Test Run

Display Documents and Simulations

Show Executions in Schedule Manager

Cycle	Start Date	
7008B1	01.01.2025	Social charges allocation

We should update of the for all the Bonus, GP and PSU

## 4.1 do the split of accounts (In January)

Files with the split for PF2 and WP2

### 4.1. How to create the files

Goal: to retrieve quickly the open amounts from Bonus cadres accounts from the previous year and the amounts recognized by HitR to be transferred to the Y-1 accounts.

		PF2	WP2
Bonus	Current year	2455025000	42900504
	Year - 1	2455025100	42900505
Bonus - Social Charges	Current year	2455025001	43900414
	Year - 1	2455025101	43900415

9G61 - Bonus accruals

9G62 - Charges/Bonus accruals

9G66 - Bonus accruals Y-1 transf

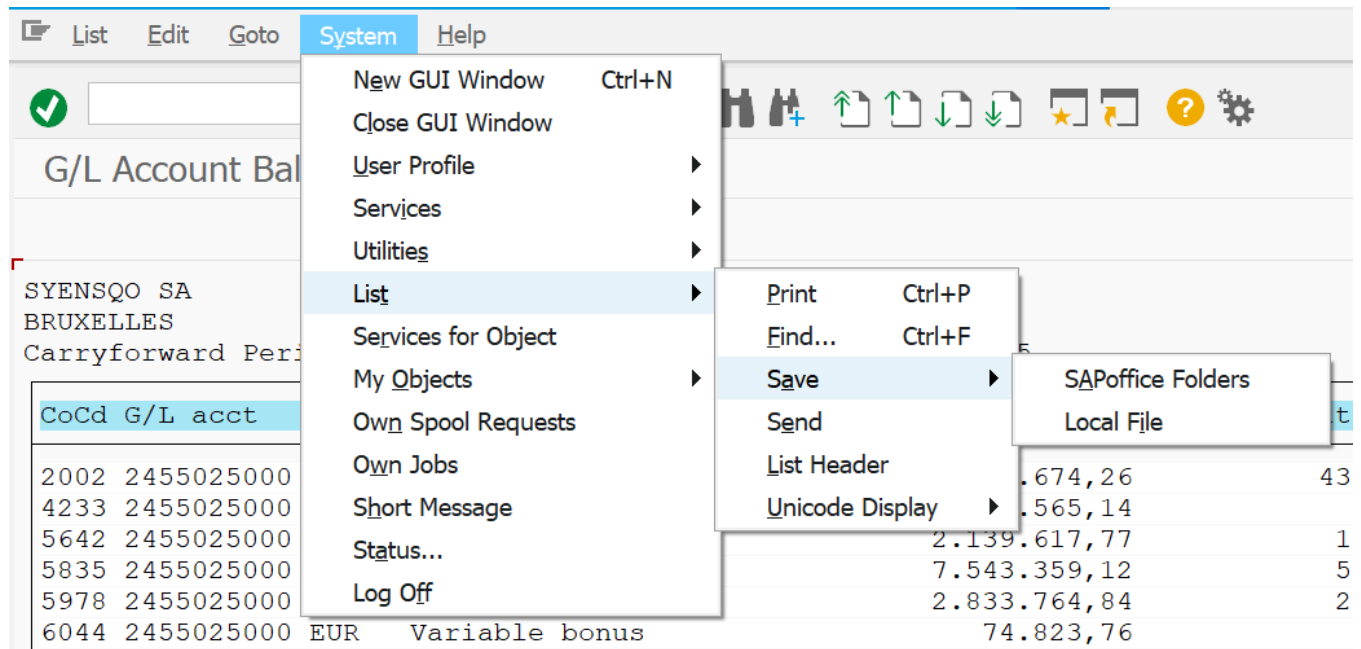
9G67 - Chrg/Bonus acc Y-1 transf

PF2/WP2

Transaction - S\_ALR\_87012277

Variant - BONUS ACCRUAL

Export to a local file the data retrieved and paste it on the correspondent sheet balance 31.12.20XX



Go to HR team site and retrieve the Simulation/Production posting for the countries under the scope - AODoc HR- Finance and paste it on 9G66 and 9G67 accordingly.

Replace in those sheets the company number:

6080

3. On the tab "Controls Sheet" you can verify the deltas, which need to be reconciled.

## 4.2 How to reconcile the deltas

### FBL3N - to pick up the amounts from SAP

		PF2	WP2
Bonus	Current year	2455025000	42900504
	Year - 1	2455025100	42900505
Bonus - Social Charges	Current year	2455025001	43900414
	Year - 1	2455025101	43900415

All Items 01.01.20xx to 31.1.20xx

E.g.:

G/L Account 42900504 STAFF/CREDIT EXEMPT BONUS ACCRUAL  
 Company Code 8090

CoCd	Account	TTY	Amount in local cur.	LCurr	Amount in doc. curr.	Curr.	Text	DocumentNo	User Name	Period
8090	42900504	F15	177.823,70	EUR	177.823,70	EUR	Payroll 01.2025 8090 SOLVAY SOLUTIONS IT	180000000	A_MONICAC	1
* 8090			177.823,70	EUR						
**			177.823,70	EUR						

Company cod.	Personnel are	Pers area txt	G/L accou.	GL Text	Cost center	Payrol are	Payrol area t	Wage Typ.	Wage Type Text	202501
8090	7851	SSOLIT-IT/OSPIATE BOLLATE	0042900504	EXEMPT BONUS ACCRUAL		IH	Rhodia	9G66	Bonus accruals Y-1 transf	197.166,78

Total FBL3N = 177.823,70

9G66 (AODocs Hr) = 197.166,78

**Delta = 19.334,08**

**FB01 > To split amounts**

E.g.:

	Doc. date:	31/01/2025	
	doc. type:	H1	
	Reference	Bonus MJE	
	Doc. header text:	MJE Bonus Split	
assignment: accrual 2024	50	42900504	177.823,70
assignment: accrual 2024	40	42900504	197.166,78
assignment: accrual 2025	50	42900504	19.334,08

**FBL3N> To see the amounts for the transfer of the accounts**

	Open items:	31/12/2025
1	Change the payroll postings for the assignment "Accrual 2024"	
2	Sort by assignment	
	Amounts:	
	Accrual 2024	1.697,21
	Accrual 2025	19.334,08

G/L Account 42900504 STAFF/CREDIT EXEMPT BONUS ACCRUAL  
 Company Code 8090

Cd	Account	TTy	Assignment	Amount in local cur.	LCurr	Am
*			accrual 2024	1.697,21-	EUR	
*			accrual 2025	19.343,08-	EUR	
**				21.040,29-	EUR	

**FB01> Transfer of accounts**

Doc. date:	31/01/2025	
doc. type:	H1	
Reference	Bonus MJE	
Doc. header text:	MJE Bonus Transfer	
40	42900504	1.697,21
50	42900505	1.697,21

**F-03> Clearing of account (42900504)**

The current year accounts need to be just with the amounts of year, other amounts from previous year should be cleaned.

Account 42900504 Clearing Date 31.01.2025 Period 1  
 Company Code 8090 Currency EUR

Open Item Selection

Normal OI

Additional Selections

- None
- Amount
- Document Number
- Posting Date
- Dunning Area
- Reference
- Text
- Fiscal Year
- Baseline Payment Dte
- Line item
- Object key
- Others

This example is for WP2. We need to do it for Social Charges if applicable and PF2.

## 5. I send the communication of Bonus, GPS and PSU (in March)


In the end of March/ beginning of April we should send this communication for all GBS Finance team.

## 6. Update of the Social Charges of Bonus

### 6.1. I update the Social Charges of the cycles

#### 6.1.1. I confirm the average social charges to be applied

I request the list of average social charges to be applied to the HR Service Line Payroll Service Design Analysis team via email (Payroll Expert)

Re: HtR > RtR Bonus - social charges collection by country - preparation of April 2021 

**Archilletti, Serena** <serena.archilletti@solvay.com>

to me, Aurélie, Tamires ▾

Hello Teresa,

Thanks for your email.

I do confirm that the file is the correct one. You can check 2021 Tab and you have 2020 there as a reference.

As you can see there are few Countries (3) that did not updated the figures yet, but we already requested to have it done asap.

Please feel free to come back to me in case of any questions.

Thanks a lot

P02 Flag	Payroll Solution	COUNTRY	Charges on Salary*	Charges on Bonus**	Payroll Point of Contact
			2025_01	2025_01	
			% Employer contributions (average) on Salary	% Employer contributions (average) applied on Bonus	
Syensqo	euHReka	Belgium	28,00%	28,00%	Barbara Sine
Syensqo	euHReka	Brazil	38,10%	8,00%	Livia Souza
Syensqo	euHReka	Canada	21,00%	5,00%	Lisa Lambert
Syensqo	euHReka	China	27,40%	27,40%	Penny Zou
Syensqo	euHReka	France	49,6%	49,6%	Bertrand Regeffe
Syensqo	euHReka	Germany	20,95%	3%	Zahide Mueller
Syensqo	euHReka	Hong-Kong	7,50%	7,50%	Penny Zou
Syensqo	euHReka	India	22,00%	0,00%	Sachin Rane
Syensqo	euHReka	Italy	34,00%	34,00%	Lorenzo Giorgetti
Syensqo	euHReka	Japan	15,50%	15,50%	Janejira Serttikul
Syensqo	euHReka	Mexico	30%	30,00%	Perla Pizano
Syensqo	euHReka	Netherlands	27,00%	37,10%	Barbara Sine
Syensqo	euHReka	Poland	19,89%	19,89%	Agnieszka JASTAK
Syensqo	euHReka	Portugal	23,75%	23,75%	Judite Pinto
Syensqo	euHReka	Singapore	17,00%	17,00%	Karen Chua
Syensqo	euHReka	South Korea	10,00%	10,00%	You-Me Ha
Syensqo	euHReka	Spain	33,57%	3,09%	Pili Decastro
Syensqo	euHReka	Thailand		0%	Nutsuda Ngamkham
Syensqo	euHReka	United Kingdom	15,00%	15,00%	Mel Singh
Syensqo	euHReka	USA	31,00%	15,00%	Lisa Lambert
Syensqo	Non euHReka	ARGENTINA	22,00%	22,00%	Sonia Hernandez
Syensqo	Non euHReka	AUSTRALIA	18,00%	18,00%	Karen Chua
Syensqo	Non euHReka	AUSTRIA	20,98%	0,00%	Zahide Mueller
Syensqo	Non euHReka	CHILE	30,09%	30,09%	Livia Souza (SCO) Sonia Hernandez (ECO)
Syensqo	Non euHReka	COLOMBIA	18,00%	18,00%	Sonia Hernandez
Syensqo	Non euHReka	CROATIA	16,50%	16,50%	Mafalda Brito
Syensqo	Non euHReka	CZECH REPUBLIC	24,80%	24,80%	Mafalda Brito
Syensqo	Non euHReka	INDONESIA	2,00%	0,00%	Jamnaja Na Nongkhai
Syensqo	Non euHReka	JAMAICA	25,00%	30,00%	Livia Souza
Syensqo	Non euHReka	KAZAKHSTAN	16,00%	16,00%	Judite Pinto
Syensqo	Non euHReka	LUXEMBOURG	13,25%	13,25%	Barbara Sine / Nathalie Schrooten
Syensqo	Non euHReka	MALAYSIA	6,00%	0,00%	Jamnaja Na Nongkhai
Syensqo	Non euHReka	MAROCCO	21,94%	21,94%	Judite Pinto
Syensqo	Non euHReka	MONGOLIA	0,00%	0,00%	Jamnaja Na Nongkhai
Syensqo	Non euHReka	NEW ZEALAND	10,00%	0,00%	Jamnaja Na Nongkhai
Syensqo	Non euHReka	PANAMA	company ended operations in 2024	company ended operations in 2024	Livia Souza
Syensqo	Non euHReka	PERU	26,76%	26,76%	Livia Souza
Syensqo	Non euHReka	PHILIPPINES	15,00%	0,00%	Jamnaja Na Nongkhai
Syensqo	Non euHReka	REP.DEM.CONGO	16,20%	16,20%	Judite Pinto
Syensqo	Non euHReka	ROMANIA	2,25%	2,25%	Joanna Smolinska/Mafalda Brito
Syensqo	Non euHReka	SERBIA	50,00%	0,00%	Judite Pinto
Syensqo	Non euHReka	SOUTH AFRICA	10,00%	10,00%	Joanna Smolinska
Syensqo	Non euHReka	SWITZERLAND	16,00%	0,50%	Zahide Mueller
Syensqo	Non euHReka	TAIWAN	7,89%	7,89%	Honglian(Fiona) GUAN
Syensqo	Non euHReka	TURKIYE	22,50%	22,50%	Joanna Smolinska
Syensqo	Non euHReka	URUGUAY	12,6%	12,6%	Cristian Pistolesi
Syensqo	Non euHReka	UTD.ARAB EMIR.			Mafalda Brito
Syensqo	Non euHReka	ZAMBIA	3,00%	0,86%	Judite Pinto

### 6.1.2. I update the cycles accordingly with the social charges given by HtR.

In KSU2:

## 7. Bonus and GPS (In April)

### 7.1. Send email to Italy

Bonus Payroll posting 04/2025 - manual postings to be done

◆ Summarize this email

**Batista, Marta** <marta.batista@solvay.com>  
to Lorenzo, Laura, Susana, Teresa ▾

Dear Laura and Lorenzo,

It's April, and we will be handling the Bonus delta reporting in accounting.

Could you please send me the file as last year where I can identify the cost centers, wage types, and GL accounts to which we can perform the necessary corrections in accounting? Can you already predict a date to send it back to me with 2025 figures?

Looking forward to hearing from you.

## 7.2 Prepare the file for Bonus and GPS control

File for the control of the [Bonus and GPS](#).

On the Tab "Accounts balance" we should update accordingly with SAP (FBL3N > Open Items: 31.03.20xx)

## 8. Update of the Social Charges for PSU

We should ask GAR (provisions) for this.

## 9. PSU (in June)

We should run the cycles.

## 10. I ask for the scope of the Internal Control (in September)

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Bonus accrual Internal Control - Scope review for 2024

◆ Summarize this email

**Maciel, Teresa** <teresa.maciel@solvay.com>  
to Serena, Inés, me, Elsa, Delphine ▾

Dear Serena and Inés,

In order to prepare for the next Internal Control concerning Bonus accrual in November, can I ask you to review the file attached that contains the companies which from our point of view will be subjected to the control?

[https://docs.google.com/spreadsheets/d/1UWdlGgGjlvMJDIxnR7nA\\_EbAR7can6P26tHWQJUEFhU/edit?gid=132622237#gid=132622237](https://docs.google.com/spreadsheets/d/1UWdlGgGjlvMJDIxnR7nA_EbAR7can6P26tHWQJUEFhU/edit?gid=132622237#gid=132622237)

Thanks for letting us know if any entities are missing here in the file attached, preferably before 23rd September.

Looking forward to hearing from you.

Kind Regards,

S

## 11. I do the Internal Control for Bonus (in November)

We just make the adjustment for the internal control if the correction are above 5%.

Files of Internal Control PF2 and WP2.

**End of document.**