

# Running Your Payroll Using Oracle<sup>®</sup> HRMS (US)

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## Glossary

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**Vertex Inc. Contact for Vertex's PayrollTax™  
Calculation and Quantum for Payroll Tax System**



## Reader's Comment Form

# Running Your Payroll Using Oracle® HRMS (US)

## A77084-01

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Thank you for helping us improve our documentation.





# Preface

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## Audience for This Guide

Welcome to Release 11*i* of the Running Your Payroll Using Oracle HRMS (US) user guide.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Oracle® HRMS

If you have never used Oracle® HRMS, we suggest you attend one or more of the Oracle® HRMS training classes available through Oracle University.

- The Oracle Applications graphical user interface.

To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User Guide*.

See Other Information Sources for more information about Oracle Applications product information.

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## How To Use This Guide

This guide contains the information you need to understand and use Oracle® HRMS.

This preface explains how this user guide is organized and introduces other sources of information that can help you. This guide contains the following chapters:

- Chapter 1 describes how to correctly calculate employee pay using Oracle Payroll, and how to perform other payroll processes to ensure accuracy and provide flexibility for your organization.
- Chapter 2 describes how to administer wage attachments, a type of involuntary deduction. Like other features in Oracle HRMS, wage attachments are rule-driven so that you can tailor the software to fit your business requirements.
- Chapter 3 describes how to maintain tax-related information and Worker's Compensation liabilities. Includes tax calculation and reporting of employee and employer tax liabilities at federal, state, and local levels.
- Chapter 4 describes how Oracle Payroll takes a snapshot in time of all employee balances in a given year and GRE, and archives

these balances for paper and magnetic reporting. This allows you to reissue government mandated reports, or duplicate W-2 forms on an as needed basis.

- Appendix A is a listing of all the windows in the system and gives the default navigation path to each. Appendix A also provides a listing of all the reports available in Oracle HRMS.

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## Finding Out What's New

From the HTML help window for Oracle® HRMS, choose the section that describes new features or what's new from the expandable menu. This section describes:

- New features in 11*i*. This information is updated for each new release of Oracle® HRMS.
- Information about any features that were not yet available when this user guide was printed. For example, if your system administrator has installed software from a mini pack as an upgrade, this document describes the new features.

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## Other Information Sources

You can choose from many sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Oracle® HRMS.

If this guide refers you to other Oracle Applications documentation, use only the Release 11*i* versions of those guides unless we specify otherwise.

## Online Documentation

All Oracle Applications documentation is available online (HTML and PDF). The technical reference guides are available in paper format only. Note that the HTML documentation is translated into over twenty languages.

The HTML version of this guide is optimized for onscreen reading, and you can use it to follow hypertext links for easy access to other HTML guides in the library. When you have an HTML window open, you can

use the features on the left side of the window to navigate freely throughout all Oracle Applications documentation.

- You can use the Search feature to search by words or phrases.
- You can use the expandable menu to search for topics in the menu structure we provide. The Library option on the menu expands to show all Oracle Applications HTML documentation.

You can view HTML help in the following ways:

- From an application window, use the help icon or the help menu to open a new Web browser and display help about that window.
- Use the documentation CD.
- Use a URL provided by your system administrator.

Your HTML help may contain information that was not available when this guide was printed.

## Related User Guides

Oracle® HRMS shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other user guides when you set up and use Oracle® HRMS.

If you do not have the hardcopy versions of these guides, you can read them online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD, or by using a Web browser with a URL that your system administrator provides.

## User Guides Related to All Products

### Oracle Applications User Guide

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This guide explains how to navigate the system, enter data, and query information, and introduces other basic features of the GUI available with this release of Oracle® HRMS (and any other Oracle Applications product).

You can also access this user guide online by choosing "Getting Started and Using Oracle Applications" from the Oracle Applications help system.

## **Oracle Alert User Guide**

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Use this guide to define periodic and event alerts that monitor the status of your Oracle Applications data.

## **Oracle Applications Implementation Wizard User Guide**

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If you are implementing more than one Oracle product, you can use the Oracle Applications Implementation Wizard to coordinate your setup activities. This guide describes how to use the wizard.

## **Oracle Applications Developer's Guide**

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This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards*. It also provides information to help you build your custom Developer/2000 forms so that they integrate with Oracle Applications.

## **Oracle Applications User Interface Standards**

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This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

## **User Guides Related to This Product**

### **Using Oracle HRMS – The Fundamentals**

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This user guide explains how to setup and use enterprise modeling, organization management, and cost analysis. It also includes information about defining payrolls.

### **Managing People Using Oracle HRMS**

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Use this guide to find out about using employee management, recruitment activities, career management, and budgeting.

### **Running Your Payroll Using Oracle HRMS**

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This user guide provides information about wage attachments, taxes and social insurance, the payroll run, and other processes.

## **Managing Compensation and Benefits Using Oracle HRMS**

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Use this guide to learn about compensation setup, entry and analysis, setting up basic, standard and advanced benefits, salary administration, and absence management and PTO accruals.

## **Customizing, Reporting and System Administration**

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This guide provides information about extending and customizing Oracle HRMS, managing security, auditing, information access, and letter generation.

## **Implementing Oracle HRMS**

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This user guide explains the setup procedures you need to do in order to successfully implement Oracle HRMS in your enterprise.

## **Implementing Oracle Self-Service Human Resources (SSHR)**

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This guide provides information about setting up the self-service human resources management functions for managers and employees. Managers and employees can then use an intranet and Web browser to have easy and intuitive access to personal and career management functionality

## **Using Oracle FastFormula**

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This guide provides information about writing, editing, and using formulas to customize your system. Oracle FastFormula provides a simple way to write formulas using English words and basic mathematical functions. For example, Oracle FastFormula enables you to specify elements in payroll runs or create rules for PTO and accrual plans.

## **Using Oracle Training Administration (OTA)**

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This guide provides information about how to set up and use Oracle Training Administration to facilitate your training and certification business.

## **Using Oracle SSP/SMP**

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This guide provides information about setting up and using Oracle SSP/SMP to meet your statutory sick pay and statutory maternity pay obligations.

## **Using Application Data Exchange and Hierarchy Diagrammers**

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This guide provides information about using Application Data Exchange to view HRMS data with desktop tools, and upload revised data to your application. This guide also provides information about using Hierarchy Diagrammers to view hierarchy diagrams for organizations and positions.

## **Oracle Business Intelligence System Implementation Guide**

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This guide provides information about implementing Oracle Business Intelligence (BIS) in your environment.

## **BIS 11*i* User Guide Online Help**

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This guide is provided as online help only from the BIS application and includes information about intelligence reports, Discoverer workbooks, and the Performance Management Framework.

## **Using Oracle Time Management**

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This guide provides information about capturing work patterns such as shift hours so that this information can be used by other applications such as General Ledger.

## **Oracle Applications Flexfields Guide**

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This guide provides flexfields planning, setup, and reference information for the Oracle® HRMS implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This guide also provides information on creating custom reports on flexfields data.

## **Installation and System Administration Guides**

### **Oracle Applications Concepts**

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This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind, and major issues, for Applications-wide features such as Business Intelligence (BIS), languages and character sets, and self-service applications.

## **Installing Oracle Applications**

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This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle One-Hour Install, which minimizes the time it takes to install Oracle Applications and the Oracle 8*i* Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle One-Hour Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user guides and implementation guides.

## **Upgrading Oracle Applications**

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Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process in general and lists database upgrade and product-specific upgrade tasks. You must be at either Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0 to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

## **Using the AD Utilities**

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Use this guide to help you run the various AD utilities, such as AutoInstall, AutoPatch, AD Administration, AD Controller, Relink, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities.

## **Oracle Applications Product Update Notes**

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Use this guide as a reference if you are responsible for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features and enhancements and changes made to database objects, profile options, and seed data for this interval.

## **Oracle Applications System Administrator's Guide**

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This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage processing.

## **Oracle HRMS Applications Technical Reference Guide**

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This reference guide contains database diagrams and a detailed description of database tables, forms, reports, and programs for Oracle HRMS, including Oracle® HRMS and related applications. This information helps you convert data from your existing applications, integrate Oracle® HRMS with non-Oracle applications, and write custom reports for Oracle® HRMS.

You can order a technical reference guide for any product you have licensed. Technical reference guides are available in paper format only.

## **Oracle Workflow Guide**

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This guide explains how to define new workflow business processes as well as customize existing Oracle Applications–embedded workflow processes. You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow–enabled processes.

## **Training and Support**

### **Training**

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We offer a complete set of training courses to help you and your staff master Oracle Applications. We can help you develop a training plan that provides thorough training for both your project team and your end users. We will work with you to organize courses appropriate to your job or area of responsibility.

Training professionals can show you how to plan your training throughout the implementation process so that the right amount of information is delivered to key people when they need it the most. You can attend courses at any one of our many Educational Centers, or you can arrange for our trainers to teach at your facility. We also offer Net classes, where training is delivered over the Internet, and many CD multimedia–based courses. In addition, we can tailor standard courses or develop custom courses to meet your needs.

### **Support**

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From on–site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle® HRMS working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business

area, managing an Oracle server, and your hardware and software environment.

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## Do Not Use Database Tools to Modify Oracle Applications Data

***We STRONGLY RECOMMEND that you never use SQL\*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications tables, unless we tell you to do so in our guides.***

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL\*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications forms, you might change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications forms to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. But, if you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL\*Plus and other database tools do not keep a record of changes.

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Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants,

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Oracle is the world's leading supplier of software for information management, and the world's second largest independent software company. Oracle offers its database, tools, and application products, along with related consulting, education and support services, in over 145 countries around the world.

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CHAPTER

1

# Payroll Runs and Processes

## Payroll Runs and Processes

The main purpose of the payroll run is to calculate employee pay correctly at regular intervals. In addition you can perform other payroll processes to ensure accuracy and provide flexibility for your organization. For example, you can roll back a payroll run when you want to carry out a test run without keeping any record of it having taken place. You can also run a RetroPay process when you want to make retrospective adjustments to allow for backdated pay awards.

### Does Oracle Payroll enable you to run part payrolls?

Yes, Oracle Payroll enables you to run part payrolls. This is useful in each of the following circumstances where you do not want to process a payroll for the entire organization.

#### Calculating Pay for an Individual Employee

If an employee leaves the company before the end of a payroll period, you will need to calculate the individual pay entitlement.

You may also want to calculate individual pay to check the details for an employee before starting a payroll run for all employees.

#### Specifying What Details You Can Include in a Payroll Run

You may want to specify that only particular types of earnings or particular categories of employee should be included in a payroll run.

### Can you verify that a payroll run has completed successfully?

On completion of a payroll run you will need to verify that the run completed successfully. You can display run messages and view latest balances and assignment level results. You may also need to have relevant information grouped by topic in report format so that you can review the outcome of processing.

### Can you make adjustments after a payroll run has completed?

Oracle Payroll enables you to make each of the following types of adjustment when a payroll run has completed.

- Addition of late entries that were not included in the initial run
- Corrections to details that were wrongly entered in the initial run
- Retrospective distribution of current payments to the period in which they were earned

When you have made these corrections and modifications you can then run the payroll again. However, you do not need to rerun the entire payroll. Oracle Payroll will only reprocess those items that were incorrect in the initial run.

## **Can you produce payment and costing information from a completed payroll run?**

Oracle Payroll enables you to use the results of a payroll run to allocate payments to your employees, and to provide costing information.

### **Ensuring that Employees are Paid by the Correct Payment Method**

When a payroll run has completed you need to pay each employee according to the payment methods that you have specified. You may also need to override the predefined payment methods where employees are receiving special payments such as bonuses, which may not be paid by the usual methods of payment.

### **Ensuring that Costing Information Can be Provided**

On completion of a payroll run you may need to distribute the associated costs across particular cost centers. For information on this, see: Cost Analysis Overview in *Using Oracle HRMS – The Fundamentals*

## **Can you run payroll processes and reports multilingually?**

Payroll processes and reports are always submitted and always run in the local language only. This means that US and UK payroll reports can only be run in English.

## Payroll Runs and Processes Overview

Oracle Payroll enables you to run a payroll and conduct post-processing on a payroll that has completed successfully. You can also enter subsequent changes and corrections for a payroll that has not completed successfully.

Oracle Payroll makes use of the following concepts when implementing payroll procedures.

- **Consolidation Sets.** These simplify post-processing by enabling you to process all payrolls in a consolidation set as a single payroll. When you run a payroll make sure that you have named the consolidation set to which the payroll belongs.
- **Processing Part of a Payroll.** Using Assignment Sets, and Element and Distribution Sets you can define which employee assignments and elements will be included in the payroll run. Using QuickPay you can run a payroll for an individual employee.
- **Post-processing for a Payroll.** The following post-run processes are available when a payroll run has successfully completed.
  - The PrePayments Process enables you to allocate employee payments between the payment methods that you have defined.
  - The Payments Processes enable you to make automated payments to a bank account, generate cheques/checks and report on the amounts paid to your employees. You can also verify that cheques/checks have been cashed.
  - The Void Cheque/Check Payments Process allows you to cancel a cheque/check that was produced in error.
  - The RetroPay process enables you to retrospectively distribute current payments to the period in which they were earned.
  - The External/Manual Payments Process enables you to make cash payments or to pay employees from external sources.
- **Correction of Run Results: Retries.** Retries enable you to correct a payroll run before post-processing has occurred.
- **Correction of Run Results: Reversals.** Reversals enable you to correct a payroll run when post-processing has already occurred.
- **Correction of Run Results: Rollbacks.** Rollbacks enable you to correct a payroll run without keeping any record of the original run.

- **Advance Pay.** The Advance Pay Process enables you to pay employees in advance for an absence recognized by your legislation.

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## Consolidation Sets

Consolidation sets are the means by which you label payroll runs for further processing. This enables you to process the results from more than one payroll in a single action. You need only produce one tape per payment method for several payrolls, one set of reports and one set of costing for the whole set.

You can follow this procedure when scheduling additional runs. These are the runs you make in addition to your regular payroll runs; for example, to pay leavers. You can decide whether to consolidate an additional run with the regular run or switch it to a special set.

Consolidation sets are also used to label assignment sets when you use these for payroll processing. The same choices apply to assignment sets as to payrolls. You can accept the default consolidation set or select a new one when you set the run parameters in the Submit Requests window. You can also change the consolidation set after the run in the Update Payroll Run window.

### Changes to a Consolidation Set

Consolidation sets also facilitate the selective post-run processing of different payrolls. For example, after processing three payrolls in one consolidation set, you may want to select just one for immediate post-run processing. To do this, transfer the one you want to process to a new consolidation set.

You may also want to retry a payroll while continuing with pre-payments for other payrolls whose status is Complete. This too would require a change of consolidation set for the first payroll.

## Changes to Earnings or Deductions Before a Run

Sometimes you must make a one-time change to a recurring earnings or deduction before a run to:

- Replace its normally calculated amount with another number, or
- Provide a number to add to or subtract from the calculated amount.

Similarly, for a deduction you may need to change an arrears balance amount.

To make these changes possible, Oracle Payroll includes a second, *special inputs* element for all predefined and user-initiated earnings, payments and deductions elements. You can make entries to this nonrecurring element using BEE or the Element Entries window.

Special inputs elements take the name of their original, with the words Special Inputs added (for example, Quarterly Bonus Special Inputs). They function as extensions to the original element.

### The Special Inputs *Replacement Amount* and *Additional Amount*

Special inputs elements all have the input values *Replacement Amount* and *Additional Amount*. An amount entered in the Replacement Amount input value becomes the run result the next time the payroll run processes the element.

When an amount is entered in the input value Additional Amount, the next run to process the element calculates a result according to its amount rule. It then adds in the Additional Amount entry, to produce the element's result for this run only. A positive entry increases the element's result, while a negative entry decreases it.

Input Value Name	Purpose of Entry
Replacement Amount	Provides earnings, payment, or deduction amount for the run. Overrides calculated result.
Additional Amount	For the run, adds to the amount calculated by the earnings, payment or deduction formula. Can be positive or negative.

Table 1 – 1 Special Inputs Elements for Earnings, Payments or Deductions

### The Special Input *Adjust Arrears*

Special inputs elements for deductions with arrearage include not only the input values Replacement Amount and Additional Amount, but

also the input value *Adjust Arrears*. When you enter an amount in this input value, the amount becomes the arrears balance for the deduction when the payroll run next starts to process the deduction.

Input Value Name	Purpose of Entry
Adjust Arrears	Becomes the arrears balance for the deduction when it is next processed.

**Table 1 – 2 Special Inputs Elements for Deductions with Arrears**

## See Also

Entering One-Time Changes Before a Run: page 1 – 22

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## Process a Payroll

### Assignment Sets

Occasions when you need to use assignment sets for the payroll run include the following:

- You need to process the night shift earlier than the rest of the payroll as they must receive their pay advices the night before the rest.
- You need to process a correction run, as entries were not received in time for the normal run and the overtime must be paid this period.
- You want to process an additional run for a long service award which the enterprise is presenting as a cheque/check to each qualifying employee.

To fulfil these requirements you can select from a range of assignments as follows:

- Include all assignments
- Include or exclude individually identified assignments
- Include or exclude certain groups of assignments, by using a formula

### Element and Distribution Sets

In the normal run you would want to include all elements, but for a long service award bonus you would want to include only the bonus element and the statutory elements. You first calculate gross pay for ascertaining the gross amount to transfer into the payroll account. Then you complete the gross to net calculation.

You can select element sets as follows:

- Include all elements
- Include or exclude individually identified elements
- Include or exclude classifications of elements.

If you are creating a Run set for US payroll, then you will need to explicitly add the VERTEX recurring element to your element set.

The predefined elements for Oracle Payroll are processed for every payroll run in which they have been included. The deductions are recalculated using the period totals, the amount already paid in

previous runs is deducted, leaving the remainder as the deduction for the new payroll run.

## **QuickPay**

QuickPay enables you to carry out payroll processing for individual employees. You can use QuickPay to pay employees who are leaving and who require payment by cash or cheque/check. If an employee asks you what his or her net pay will be this month, you can run QuickPay to find the answer, then roll it back to remove all results from the database.

### **QuickPay: Two Options for Pre-payments:**

Once the QuickPay run has a status of Complete, you have a choice of two options for post-run processing.

- Include the QuickPay in the batch pre-payments processing for the assignment's payroll.

Choose this option if, for example, you have a new employee who joins after the payroll run for the current period has taken place. Instead of rolling back the whole payroll and resubmitting it with the new employee added, you run QuickPay instead so that you can include the new employee in the consolidation set for batch pre-payments.

- Start the pre-payments from the QuickPay window, if necessary overriding the default payment method.

Choose this option if, for example, an employee is leaving and is waiting to be paid by cash or cheque/check.

### **Troubleshooting QuickPay: Concurrent Manager**

Once you initiate the QuickPay process, the screen freezes, and you cannot delete or update the QuickPay definition until the process completes.

If there is a processing problem you will see one of two error messages informing you that:

- The process has not started, or
- The process has started but has not finished

These messages could be displayed either because the concurrent manager has not been started, or because there are other requests of a high priority. You may need to consult your system administrator to start your request or change its priority.

You may also need to consult your system administrator if you do not receive an error message but the request seems to be taking a long time to run.

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## Post-Processing for a Payroll

### Pre-Payments Process

Oracle Payroll enables you to define any number of payment methods, and you can distribute employee pay over more than one method using either a percentage or monetary split.

You can override the Pre-Payments process. For example, suppose you have run the normal payroll run and made payments via one payment method. You then have to run supplementary payments for some employees and pay them by a different payment method. The Pre-Payments process, having distributed the regular payments over the payment methods entered, allocates the supplementary payments to the override method.

### Cheque/Check Writer Process

Run the Cheque/Check Writer process to determine the generation of cheques/checks for a specified payroll and consolidation set over a specified time period.

You can generate contiguous serial numbers for cheque/check printing, and you can use this feature to account for cheque/check stationery used during the cheque/check printing process. If you do this, you also need to take into account the cheques/checks you use to carry out the alignment of your printer.

A sample cheque/check report is supplied with the Cheque/Check Writer process. You can customize this report, or add your own cheque/check style to meet your enterprise requirements.

### Void Cheque/Check Payments Process

Run the Void Cheque/Check Payments process when you want to void cheques/checks you have issued using Oracle Cheque/Check Writer. You may want to do this if there is a printing error or if the cheques/checks you print are afterwards lost. The process cancels the cheques/checks issued, records details of the cancellation, and enables you to give a reason for cancelling.

### RetroPay

You run the RetroPay process when items affecting pay have to be altered retrospectively, leading to backpay adjustments. You may have

to make such adjustments when, for example, pay awards are backdated, or when you receive late notification of changes to element entries that should have changed in the past. Such changes may affect groups of employees or individuals.

The RetroPay process can be run in one of the following ways, depending on which RetroPay process has been enabled in your legislation.

### **RetroPay by Aggregate**

This combines all backdated adjustments into a single entry for each balance. It does not allow you to see how the effects of backdated changes would be distributed across individual processes. For example, if an employee receives a March salary increase of 100 per month backdated to January, then RetroPay will only calculate the total backpay of 300. It will not allow you to see how the 300 total has been distributed across each of the three months from January to March.

### **RetroPay by Run**

This allows you to see how backdated changes are distributed across individual processes. For example, if an employee receives a March salary increase of 300 backdated to January then RetroPay by Run allows you to see modified process statements for January, February and March.

Both RetroPay by Run and RetroPay by Aggregate rerun the payroll calculations for all the periods affected by the retroactive change. This payroll processing is held in memory only and the results are not saved to the database. Instead, the system calculates the difference between the original results and the results using the new information.

This recalculation feeds into a pay balance that you choose. If the changes affect multiple elements or rate values, you may want to recalculate Gross Pay YTD. Alternatively, you may want to recalculate the balance for a single element, for example, Regular Salary YTD. Another option is to define a new balance and to recalculate for a specific set of elements that feed that new balance.

## **External/Manual Payments Process**

Use the External/Manual Payments window to record cash or cheque/check payments to employees from external sources or petty cash. The window enables you to record details of each payment.

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## Correction of Run Results: Retries

### Retrying Employee Assignments

You use retries for correcting mistakes shortly after a payroll run finishes. For example, you receive late entries of hours worked for some employees after a run starts, and you must enter these late details for some assignments.

Provided there has been no post-run processing for these assignments, you can mark them for retry. After you have corrected the element entry information for the marked employees, you submit the **Retry Payroll Process**. The new run processes only those employees marked for retry.

When you mark employee Assignments for retry, the run's status is **Incomplete**. This protects you from forgetting to correct and rerun an assignment marked for retry.

### Automatic Retries

Any assignments having a status of **Error** after a payroll run are **automatically** retried when you run the payroll again. You do not have to mark these assignments for retry and cannot unmark them. The recommended procedure for dealing with retries, therefore, is as follows:

- Run the payroll and examine the results.
- Check any assignments with a status of **Error** and make the necessary changes to them so that they can process correctly.
- Check the other assignments. Mark for retry any that require changes and make the necessary changes.
- Run the payroll again. It will now process only the assignments having a status of **Error** after the first run, together with those you have manually marked for retry.

### Retries and Post-run Processing

You cannot run the payroll retry process if you have already started off another post-run process, such as **Pre-payments**. In such a case, to start the payroll run retry process you must first mark the other process itself for retry. This deletes all element entries for the process and enables you to run the retry of the payroll.

The payroll run's status remains at **Incomplete** as long as some employees remain marked for retry.

## Retrying Runs

In another situation, you may realize after a run that results for a sizeable number of employees may be incorrect. This could happen, for example, when you neglected to modify a formula for an earnings or deduction before starting the run.

In this case you can make the necessary changes and retry the entire run. The new run ignores employees whose processing is unaffected by the corrections you have made. It reprocesses only those whose original results are incorrect in view of the corrections entered.

## Correction of Run Results: Reversals

You can retry an employee or a run only when no post-run processing has occurred. You use *reversals* when you need to correct run results for a single assignment after post-run actions have already occurred.

In other words, reversals are useful when you need to correct run results some time after the run has occurred.

### Restarting Earnings or Deductions after Reversals

You may reverse a run for a past period during or after which stop dates exist for earnings or deductions. When this happens, Oracle Payroll issues a warning. This tells you to check whether you should restart any of the stopped earnings or deductions.

For example, the reversal may have cancelled out a deduction that was an employee's final payment toward an outstanding loan. In this case, the warning alerts you to the need to restart the deduction.

### Reprocessing Nonrecurring and Additional Entries after Reversals

Reversals of payroll runs with nonrecurring and additional element entries provide an **exception** to the 'once only' rule for processing nonrecurring elements.

Normally, nonrecurring element entries can be given only once to an employee. Additional entries for recurring elements can be given only once in each pay period.

The effect of this rule on payroll run reversals is that nonrecurring and additional entries do not get reprocessed in subsequent runs following a reversal. As a consequence, the results of subsequent runs will not be identical to the original run results.

To prevent this, Oracle Payroll allows nonrecurring and additional entries to be reactivated and reprocessed in subsequent runs following payroll run reversals. This makes it possible for the run results of subsequent runs to be identical to the original results.



**Warning:** You cannot roll back a reversal if there are subsequent payroll runs. This is to prevent nonrecurring and additional entries being given twice – in the reversed run and in the subsequent run.

---

## Correction of Run Results: Rollbacks

Use run rollbacks when you have no need to keep any record that a run occurred. When you roll the run back, the process removes all the assignments and the run results.

For example, if an employee should never have been processed in a run, you can roll back the run for that employee. A rollback completely removes an employee from a run, as if the processing had never occurred.

You cannot roll back payroll processing for individuals or payrolls if post-run processing has already occurred.

### Uses of Rollbacks

Suppose that just after a payroll run, you receive notification that three employees have been transferred to a different payroll. This means you should not have processed them in the run just completed.

In this case you can roll back the processing for the three individuals. This action completely removes them from the run.

If the whole set of employees a run processes is the wrong set, you can roll back the entire run.

Rollbacks can also be useful if you want to do a run for testing purposes only, examine the results, and then remove all traces of it.



**Attention:** If a recurring element has an end date that coincides with the end of the pay period, then the element end date will be removed by the rollback.

---

## Advance Pay Process

The Advance Pay process enables you to pay employees in advance for holidays or other events. The process performs payroll runs for the periods to be advanced, using all date effective information in place, and stores the final net figure as the amount to be advanced.

The *advance pay period* is the period of the holiday or event for which the advance payment is being made. More accurately, it is the total number of *payroll periods* covering the event. Regular payroll processing continues for the employee during the advance pay period. The amount advanced is progressively recovered in each regular payroll run, and the following actions are also carried out as appropriate:

- If further payments become due to the employee during the advance pay period, these can be paid using the employee's normal payment method. Alternatively, the net payment can be deferred and paid to the employee in the period following the advance pay period.
- If the employee's entitlement during the advance pay period becomes less than the sum advanced, thereby creating an overpayment, the amount owing is recovered automatically in the pay period following the advance pay period.

You can make advance payments for any pay period types, but the most likely ones are weekly or biweekly. You set the maximum number of periods that can be advanced when you define the payroll.

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## Defining Exchange Rates

You can maintain daily exchange rates for use in foreign currency conversion, and you can also specify a date range for a specific rate. In Release 11i, you maintain daily rates in Oracle General Ledger.

See [Entering Daily Rates, \*Oracle General Ledger User's Guide\*](#).

A daily rate can be associated with a conversion rate type by using predefined rate types such as Spot and Corporate. This means that the conversion rate associated with the rate type will automatically be used whenever you perform foreign currency conversions. Some rate types such as Spot and Corporate are predefined. You can also use Oracle General Ledger to define additional rate types of your own.

See [Defining Conversion Rate Types, \*Oracle General Ledger User's Guide\*](#).

When a business group is created, the Corporate currency type is predefined for HRMS Intelligence (BIS) and Core HRMS (HRMS Reporting and Payroll Processes). However, you can modify HRMS User Tables so that the default value of Corporate can be overridden for each of the following:

- BIS
- HRMS Reporting
- Payroll Processes

---

## Selecting Exchange Rate Types for a Business Group

When you create a Business Group for BIS, HRMS Reporting or Payroll Processes the exchange rate type is predefined as Corporate. This is effective from the effective date of the Business Group.

However, you can set a different currency type for each Business Group. For example, you can select:

- A spot rate for Payroll processes to reflect daily exchange rates.
- A corporate rate for HR reporting to represent an end-of-month value.

You can define a different exchange rate type in the Table Values window.

► **To select an exchange rate type for a Business Group**

1. Query the table, EXCHANGE\_RATE\_TYPES.
2. In the Exact field, select BIS, HRMS or PAY from the list of values.
3. Enter the new value for the exchange rate type. The value will usually be Corporate (the default), or Spot, but you may also need to select other predefined GL Exchange Rate Types.
4. Change the Effective Date for this rate type, or accept the default.

See Defining Conversion Rate Types, *Oracle General Ledger User's Guide*.

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## Defining Consolidation Sets

You must always select a consolidation set before starting a payroll run. This is because the consolidation set provides essential labelling for each payroll run. This applies even if you are only processing one payroll or one assignment set.

When you have defined a consolidation set, it is then available for selection when you start a payroll run.

You define consolidation sets in the Consolidation Sets window.

► **To define a consolidation set:**

- Enter the name of a new consolidation set and save.

► **To delete a consolidation set:**

1. Query the consolidation set.
2. Choose Edit, Delete Record.

You can only delete a consolidation set if it is not the default set for a payroll and if it is not associated with any payroll processes.

---

## Entering One-Time Changes Before a Run

Before a run you can enter an amount to replace the run result of a recurring earnings or deduction, or a positive or negative amount to add to or subtract from the run result. For a deduction, you can change the arrears balance. These types of changes go to the special inputs element of an earnings or deduction.

Use BEE or the Element Entries window.

► **To enter one time changes:**

- Select the appropriate Special Inputs element (for example, Regular Wages Special Inputs). Enter an adjustment value in the Additional Amount field or a replacement value in the Replacement Amount field. For deductions you can also make an entry in the Adjust Arrears input value.

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## Starting a Payroll Run

You start a payroll run in the Submit Requests window.

► **To run a payroll:**

1. In the Name field, select Payroll Run. Then enter the Parameters field to open the Parameters window.
2. In the Parameters window, select the payroll.  
Select the default consolidation set name for the payroll then select the current payroll period display.
3. Select a new consolidation set for the run if required.  
Use the consolidation set to control post-run processing of the results.
4. Select the payroll period for the run.
5. Select an element set and assignment set if required. If you are running a US payroll, make sure that you have included the VERTEX seeded recurring element in your element set.
6. If your legislation supports Regular and Supplemental runs then select R for a Regular run or S for a Supplemental run.
7. You can optionally enter a message to appear on the statements of earnings for this run if your SOE is designed to support such a message
8. Choose the Submit button.

## Running QuickPay

You navigate to the QuickPay window from an employee assignment.

► **To define a QuickPay run for an employee assignment:**

1. Set your effective date to the day you want to make the QuickPay payment.

The Payroll Period displays for the date selected, and the Date Paid and Date Earned for this period also display. Date Paid is the regular payment date for your legislation. You can update the Date Paid field, but only to another period's regular payment date.

**Note:** If you select an effective date for which there is no valid payroll period, all three fields remain blank. You cannot select an effective date earlier than the start date of the parent record – the employee assignment.

2. Select a consolidation set.

The default is the consolidation set for the assignment's payroll.

**Note:** The Number field remains blank and the status field remains set to Unprocessed until the QuickPay run process is completed.

3. Enter a pay advice date and message if required. These fields are for information only.
4. Save your QuickPay definition.

**Note:** All assignment processes for the assignment's payroll must have a status of Complete for you to save the definition. If not, you see an assignment interlock failure message. Check the status of the assignment processes in the Assignment Processes window, and delete, roll back or rerun any non-Complete processes.

If the QuickPay Run itself displays In Error or Marked for Retry, choose the Retry Run button to run the process again.

► **To execute a QuickPay run for an employee assignment:**

1. Choose the Element Selection button if you want to check or verify element entries for the QuickPay run. All the elements for the assignment that exist as of Date Earned are listed in the Element Selection window. Select or clear the Include in Run check box for elements you want to include or exclude from the run.
2. You can choose the Entry Values button to view entry values for each element.

**Note:** You cannot create, update or delete entries or entry values in the Element Selection and Entry Values windows. You can only select or clear the Include check box for entries.

3. Choose the Start Run button to run the QuickPay process.

You run QuickPay from the QuickPay window, not from the Submit Requests window. You can view the status of the run in the View Requests window. If necessary, you can then mark it for retry or roll it back either from the QuickPay window or the Payroll Processes window.

When the run is processed, the Status and Number fields in the QuickPay Run block display values for the run as follows:

- **Number:** Numbering is consecutive, starting from 1, for each QuickPay run in a payroll period. There is a separate series for each separate payroll. The numbering restarts from 1 for each successive period.
- **Status:** Values displayed for processed QuickPay runs are Complete, In Error, Mark for Retry. You cannot enter or update values directly in this field. Choose the Retry Run button to rerun the QuickPay process for runs with the status In Error or Marked for Retry.

## Changing Consolidation Sets

You change consolidation sets for payrolls in the Update Payroll Run window.

**Note:** Changes you make in this window are for the selected payroll processes only. Default consolidation set and pay advice information continue to apply to subsequent runs.

► **To change the consolidation set for a payroll:**

1. Query the payroll whose consolidation set you want to change.



**Suggestion:** Optionally, select the period for which you wish to change the consolidation set by providing a Period From date and a Period To date. If you do not specify a period then the update action will apply to all payroll periods for this payroll.

Payroll run information for the payroll displays in reverse order from the last completed run. The Set region displays whether the run was for an element set and/or assignment set.

**Note:** You can update consolidation set and pay advice information in this window regardless of the status displayed for the payroll run.

2. Enter a new consolidation set.
3. Update pay advice date and message information if required.

The pay advice date and message fields are for information only.

---

## Running the PrePayments Process

Run this process when you want to do one of the following:

- Distribute employee pay over more than one payment method using either a percentage or monetary split. You define the amount or percentage to be paid by each method for each employee in the Personal Payment Method window.
- Override the default payment methods. For example, you may need to run a supplemental payroll for which the distribution between payment methods will be different from that specified for the regular run. When you override the defaults, the payments for the supplemental run only are distributed according to the override payment method that you specify.

You run this process from the Submit Requests window.

► **To run the PrePayments process:**

1. In the Name field, select PrePayments.
2. In the Parameters window, select the name of the payroll or consolidation set to run the process for. When you select a payroll, the default consolidation set is displayed.
3. Enter the start and end dates of the time span for the prepayments processing to cover.
4. If required, enter an override payment method. The method you select overrides all other payment methods for this processing.

# Running the Payments Processes

The payments processes are:

- the **Check Writer** process, which produces **paychecks** with attached **statements of earnings** (SOEs)
- the **NACHA** process, which produces files that you load on magnetic tape and dispatch to banks for direct deposit payments
- the **Deposit Advice** process, which produces **deposit advices** with attached **statements of earnings**.

**Note:** You can review statements of earnings for employees before running the Check Writer or Deposit Advice processes. After a payroll run, you can view online the statement of earnings for each individual employee processed in the run.

Run the Payments processes from the Submit Request window.

**Note:** After QuickPay runs, it may be most convenient to make manual payments, rather than running payments processes.

## Check Writer Process

The Check Writer Process produces paychecks with attached statements of earnings (SOEs).

► **To run the Check Writer process:**

1. Select Check Writer in the Name field.
2. Select the payroll or consolidation set of the pay processing for which to produce checks and SOEs. If you select a payroll, its default consolidation set displays.
3. Enter the start and end dates of the time period for which to print the checks and statements of earnings.
4. Optionally, select a payment method with the type Check to use for all the payments resulting from this process run.
5. Select the check style Payroll Check, or, to make payments to third parties, the style Third Party Check.
6. A default sort sequence displays. To add more sort sequences, your MIS staff can modify the Check Writer process.
7. Enter the check number with which to start this check run.
8. Choose OK, and submit.

## NACHA

The NACHA process produces files that you load on magnetic tape and dispatch to banks for direct deposit payments.

► **To run the NACHA process:**

1. In the Name field, select NACHA. Click in the Parameters field if the Parameters window does not open automatically.
2. Select the name of the payroll or consolidation set to run the process for. When you select a payroll name, its default consolidation set displays.
3. Enter the start and end dates of the time span for the processing to cover.
4. Optionally, select the name of a payment method of type NACHA to use for all the payments resulting from this process run.
5. Optionally, enter an override deposit date to use for all the payments resulting from this process run.
6. Choose OK, and Submit.

The process creates a flat file in the PAY\_TOP/out directory. The file's name starts with the letter p, followed by a 5-digit number that identifies the concurrent request number of the NACHA process, with the extension .mf. For numbers with fewer than 5 digits, the system supplies leading zeros. For example, for a concurrent request number 134, the file name becomes p00134.mf.

7. Loading this file onto a magnetic tape is a responsibility of your system administrator.

## Deposit Advice Process

The Deposit Advice process produces deposit advices with attached statements of earnings.

► **To run the Deposit Advice process:**

1. Select Deposit Advice in the Name field.
2. Select the name of the payroll or consolidation set to run the process for. When you select a payroll name, its default consolidation set displays.
3. Enter the start and end dates of the time span for the deposit advice to cover.

4. Choose OK, and submit.

## **Void Payments Process**

Void Payments enables you to void checks that have been printed out but need to be cancelled

You may want to do this if there is a printing error or if the checks you print are lost or defaced. The process cancels the issue, records that there was an issue, and enables you to enter a reason for cancelling.

You run the Void Payments process from the Submit Request window.

- **To run the Void Payments process:**
  1. In the Name field, select Void Payments.
  2. In the Parameters window, select the payment run for Check Writer that you want to void.
  3. Enter the date on which you want to void the check or checks. The default is your system date.
  4. Enter, optionally, a reason for voiding the check issue.
  5. Enter the start and end numbers of the checks you are voiding. You can void single checks by entering the check number in both fields.

---

## Setting Up RetroPay

► **To set up the RetroPay process:**

1. In the Assignment Set window, define the set of employee assignments for which you want to make the payments or reductions.

See: Creating an Assignment Set in *Customizing, Reporting and System Administration in Oracle HRMS*.
2. In the Element Entries window, make the necessary date effective updates to element entry values for each employee assignment in the set.

See: Making Manual Element Entries in *Managing Compensation and Benefits Using Oracle HRMS*
3. Make other changes if necessary to salary information or to other database values relevant to the backdated changes.
4. In the Element window, define the RetroPay elements you require to receive entries of the retroactive adjustments. Your definition must include the following:
  - An appropriate element classification such as Earnings or Voluntary Deduction (not Information)
  - The processing type Nonrecurring
  - The rule Multiple Entries Allowed (RetroPay by Run only).
  - Input values with these names:
    - Pay value
    - Start date (not necessary for RetroPay by Run)
    - End date (not necessary for RetroPay by Run)
5. In the Element Link window, link the element to each employee assignment in the set.

See: Defining Element Links in *Managing Compensation and Benefits Using Oracle HRMS*
6. Create a RetroPay set.

See Creating a RetroPay Set: page 1 – 32

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## Creating a RetroPay Set

The steps for creating a RetroPay set are similar for RetroPay by Aggregate and RetroPay by Run. If a step only applies to one of these RetroPay processes this has been explicitly noted below.

► **To create a RetroPay set:**

1. In the RetroPay Set window, enter a name and a description for the RetroPay set you are creating. Save this information before moving to the next block.
2. Select the balance in which the RetroPay process will create new values. For example, this could be Gross Pay to Date. You can select more than one balance. However, for RetroPay by Run the balance dimension must always be ASG\_RETRO\_RUN.

For RetroPay by Aggregate, if you plan to run the process over several past payroll periods, check that you are not going to go through an end of year or similar period where balance totals are reset to zero. If necessary, adjust the balance dimension span to ITD.

3. Select the RetroPay element you have defined to receive the values of the updated balance.
4. Select an input value for the element. Normally this will be Pay Value.

---

## Running the RetroPay Process

You run the RetroPay processes in the Submit Requests window.

► **To run the RetroPay processes:**

1. In the Name field, select RetroPay by Aggregate or Retropay by Run.
2. In the Parameters window, select the assignment set and RetroPay set for which you are running the process.
3. Enter the start date and end date for which you want the payroll processes to be recalculated. The default end date is the current date. The RetroPay element will be created in the payroll period that the current date falls in.
4. Choose the Submit button.

Oracle Payroll now rolls back and reprocesses all the payrolls for the assignment set from the date you specified. The system compares the old balance values with the new ones and creates entry values for the RetroPay elements based on the difference.

These entries are processed for the assignments in the subsequent payroll run for your current period.

No changes are made to your audited payroll data.

### RetroPay Processes in Overlapping Periods

RetroPay processes can be overlapped. For example, you can run RetroPay processes that overlap as follows:

- The first RetroPay process is run in September and includes payments backdated to March of the same year
- The second RetroPay process is run three months earlier, but it includes payments backdated a further three months. It is therefore run in June and includes payments backdated to January.

---

## Running Post-Run Processes for QuickPay

► **To run PrePayments and other processes from the QuickPay window:**

1. Choose the Start PrePayments button. If required, you can override the default payment method for the assignment. You have a choice of Cash or Cheque/Check for prepayments run from the QuickPay window.

The status for the completed process displays in the Status field in the QuickPay PrePayment block.

2. When a status of Complete displays, do *one* of the following:
  - Choose the External Payment button to make payment by cash or cheque/check from the External/Manual Payments window.
  - Leave the payment to be made by a batch Cash or Cheque/Check Writer process for the consolidation set.

**Note:** If you have already included the QuickPay run in the default consolidation set for the assignment payroll, it can take part in the batch pre-payment process for the payroll without further action on your part.

---

## Making External/Manual Payments

You often make manual payments following QuickPay runs. To do this, you can navigate to the External/Manual Payments window either from the Assignment window or the QuickPay window.

► **To make a manual payment by cash or cheque/check to an employee:**

1. Run a query in the Payment Method field to see a list of any unpaid cash or cheque/check payments for the current assignment.

The window displays each prepayments source type (either PrePayments or QuickPay PrePayments) and its effective date.

**Note:** If you enter the External/Manual Payments window from the QuickPay window you can query unpaid payment methods associated with the current QuickPay PrePayment only. The Effective Date and Type fields do not display as the source type is always QuickPay, and the date is the same as the date of the QuickPay run.

2. Select the Pay check box for the payment methods you are now going to pay manually. Enter the value of the payment and, if you are paying by cheque/check, the cheque/check number.
3. Save your entry.

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## Marking and Retrying Payroll Runs and Other Processes

- ▶ **To mark a small payroll process for retry:**
  - In the Payroll Processes window, select the process to retry and check the Retry box. This effectively marks every employee assignment included in the process for reprocessing when you retry it.
- ▶ **To mark a large payroll process for retry:**
  1. In the Submit Requests window, select Mark Payroll Run for Retry in the Name field if you are retrying a payroll run. Otherwise select Mark Process for Retry. These processes have the same parameters, Payroll Process and Assignment Set.
  2. Select the process you are marking for retry.
  3. Leave the Assignment Set field blank.
  4. Choose Submit.
- ▶ **To mark an individual employee assignment for retry:**
  - In the Assignment Processes window, select the assignment to retry and check the Retry box. Then when you retry the process, only these assignments are reprocessed. This is a convenient approach when only a few assignments require reprocessing.

---

## Marking a Group of Employee Assignments for Retry

► **To mark a group of employee assignments for retry:**

1. Place the group of employee assignments in an assignment set.  
See: Creating an Assignment Set in *Customizing, Reporting and System Administration in Oracle HRMS*
2. In the Submit Requests window, select Mark Payroll Run for Retry in the Name field if you are retrying a payroll run. Otherwise select Mark Process for Retry. These processes have the same parameters, Payroll Process and Assignment Set.
3. Select the process you are marking for retry.
4. Select the assignment set name.
5. Choose Submit.

---

## Retrying a Payroll Run or Other Payroll Process

- **To retry a payroll run or other payroll process:**
  1. Mark the entire process, individual employee assignments, or a group (assignment set) of assignments for retry.
  2. In the Submit Requests window, select Retry Payroll Run in the Name field to retry a run. Otherwise select Retry Payroll Process to retry another process.  
If the Parameters box does not automatically appear, click in the Parameters field.
  3. In the Payroll Process field of the Parameters box, select the process to retry.
  4. Choose Submit.

## Reissuing a Voided Check

Once a check has been voided, you may wish to reissue the cheque/check, either with the same amount, or with a different amount.

► **To resissue a voided check with the same amount:**

1. To verify that the void has been processed, select the employee in the Employee Assignment Processes window. For the process that originally produced the check, VOID will appear in the Status Column.
2. Run the Check Writer process again. A new check will be produced with a new number.
3. If you want to verify the process, select the employee in the Employee Assignment Processes window. The number of the original prepayment will be in the Applied Column of the latest process.
4. Run the Void Payments Report any time after the void has been processed. See: Running the Void Payments Report: page 1 – 47

► **To resissue a voided check with a different amount:**

1. Reverse the check that you have voided in the Reverse Payroll Run window. See: Correcting Run Results: Reversals: page 1 – 40
2. Enter the new amounts to be paid in the Salary Administration, or Element Entries window as appropriate.
3. Run QuickPay for the new amounts that is to be paid to the employee. See: Running QuickPay: page 1 – 24
4. Run the PrePayments process. See: Running Post-Run Processes for QuickPay: page 1 – 34
5. You can now do one of the following:
  - Manually issue the cheque. See: Making External/Manual Payments: page 1 – 35
  - Run the Check Writer process again.
6. If you want to verify the process, select the employee in the Employee Assignment Processes window. The number of the original prepayment will be in the Applied Column of the latest process.
7. Run the Void Payments Report any time after the void has been processed. See: Running the Void Payments Report: page 1 – 47

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## Correcting Run Results: Reversals

You reverse pay runs in the Reverse Payroll Run window for the employee assignment.

► **To reverse a payroll run or QuickPay for an assignment:**

1. Select the run you want to reverse.

All the payroll runs for the assignment are displayed when you open the window.

2. Select the Reverse check box for the run you want to reverse.

The consolidation set for the run automatically displays as the consolidation set for the reversal.

3. Select a different consolidation set if you want to process the reversal in a different set to the original run set.

## **Rolling Back Payroll Runs and Other Processes**

You can roll back a process in one of several ways depending on the extent of the rollback.

If you want to ...	Then refer to...
Roll back processes for a few individuals	Rolling Back a Process from the Payroll Processes Window: page 1 – 42
Roll back processes for many employees (defined as an assignment set)	Rolling Back a Process from the Submit Requests Window: page 1 – 43
Roll back an assignment process for an individual employee	Rolling Back a Process from the Assignment Processes Window: page 1 – 44

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## **Rolling Back a Process from the Payroll Processes Window**

Use the Payroll Processes window when you want to roll back a process for a few individuals.

► **To roll back a process from the Payroll Processes window:**

1. Select the process record.
2. Select Delete Record from the Edit menu.

---

## **Rolling Back a Process from the Submit Requests Window**

Use the Submit Requests window when you want to roll back a process for many employees. If you do not want to roll back the process for all employees originally processed, you must create an assignment set. See: *Creating an Assignment Set in Customizing, Reporting and System Administration in Oracle HRMS*.

- ▶ **To roll back a process from the Submit Requests window:**
  1. In the Name field, do *one* of the following:
    - Select Rollback to roll back all processes except a payroll run.
    - Select Rollback Run to roll back a payroll run.
  2. If the Parameters box does not appear, click in the Parameters field.
  3. Select the process to roll back. The list for Rollback displays processing dates with the corresponding process types, payrolls, and consolidation sets. The list for Rollback Run displays process run dates with the corresponding period dates and payrolls.
  4. To roll back processing for an assignment set, select the set name.
  5. Choose Submit.

---

## **Rolling Back a Process from the Assignment Processes Window**

Use the Assignment Processes window when you want to roll back a process for an individual employee assignment.

► **To roll back an assignment process:**

1. Select the record for the assignment process.
2. Choose Delete Record from the Edit menu.

---

## Reconciling Payments

You can use Oracle Payroll in combination with Oracle Cash Management to verify that payments have been processed. The process is:

1. Import the bank statement. You do this in Oracle Cash Management.

See: Importing Bank Statements in *Oracle Cash Management User's Guide*.

2. Run the automatic reconciliations process. You do this from Oracle Cash Management.

See: Reconciling Bank Statements in *Oracle Cash Management User's Guide*.

3. View the results of the reconciliation process. You can do this either through Oracle Payroll, or Oracle Cash Management.

In Oracle Cash Management, you can view the following reports:

- The Available Transactions report.
- The AutoReconciliation Execution report

4. Identify any payments that are marked in error, and reconcile them manually.

**Note:** If you are using Oracle Payroll with Oracle Cash Management for the reconciliation of payments then you will need to set up accounting reference data when you are setting up Oracle Cash Management

See: Define Accounting Reference Data, *Oracle Training Administration Implementation Steps*.

---

## Running the Payroll Message Report

You run the report in the Submit Requests window.

► **To run the Payroll Message Report:**

1. In the Name field, select the report name. Then enter the Parameters field to open the Parameters window.
2. Select the name of the payroll for which you want to see messages.

This is the only required field. If you leave the next three fields blank the system brings back all messages for all processes connected to this payroll in all periods.

3. Select a payroll period for which to view messages.

This restricts payroll messages to the period you select.

4. Select a payroll process type.

This restricts payroll messages to the payroll process type you select. All messages for all runs of this process during the period selected are returned.

5. Select a payroll process.

This restricts payroll messages to one instance of the payroll process type selected. If you leave the Process Type field blank you can choose one instance of any payroll process for the period selected.

6. Select a message severity level for the messages in the report, or leave the field blank to see messages of all levels of severity.

7. Select assignment number or employee name as sort criteria for the report. The default is employee name.

8. Choose the Submit button.

---

## Running the Voided Payments Report

This report shows details of voided payments. Currently, the report shows details of cancelled check payments only.

You run this report in the Submit Request window.

► **To run the Void Payments report:**

1. In the Name field, select Void Payments Report
2. In the Parameters window, enter a start date and an end date for the report.
3. Select a payroll and/or consolidation set and/or GRE if you want to restrict your information by these parameters. If you leave these fields blank the report will return information on all payrolls for the period chosen.
4. Choose the Submit button.

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## NACHA Report

For each government reporting entity, this report prints employee name, number and payment amount for employees receiving pay by direct deposit. It includes record counts and subtotals for each GRE.

Run this report from the Submit Request window.

► **To run this report:**

1. Select NACHA Report in the Name field. If the Parameters window does not open automatically, click in the Parameters field.
2. Select the payroll action for the report to cover.

---

## Earnings Audit

This report is used for verification of individual earnings calculations. For a payroll run or run set, it lists all employees processed. For each employee, it lists:

- all earnings processed, and the results for each
- the check or direct deposit number of each payment.

Run this report from the Submit Request window.

► **To run this report:**

1. Select Earnings Audit Report in the Name field. If the Parameters window does not open automatically, click in the Parameters field.
2. Select one of the following to determine the coverage of the report:
  - consolidation set
  - payroll and time period
  - payroll run.
3. Optionally, select a GRE. If you make no selection, the report covers all GREs.
4. Select the earnings type to report on.

---

## Running the Payments Register, Summary and Detail Reports

The Payments Register Detail report shows for each employee, the assignment number, payment type, deposit advice or check number, payment amount, and bank name, account number and account type. The Payments Register Summary report shows total amounts paid for a payment type by GRE.

**Note:** These reports do not include payments made to third parties. These payments are listed on another register.

Run these reports from the Submit Request window.

► **To run the Payment Register reports:**

1. Select Payments Register Report or Payments Register Summary Report in the Name field. If the parameters window does not open automatically, click in the Parameters field to open it.
2. Select a consolidation set whose run results the report should cover, or a payroll run for the report to cover. If you select a payroll run, its consolidation set may display.
3. Optionally, select a GRE. If you make no selection, the report covers all GREs.
4. Optionally, select a payment type. If you make no selection, the report covers all payment types.

CHAPTER

2

# Wage Attachments

## Wage Attachments

Oracle Payroll allows you to process details of deductions from employee wages in settlement of court debts, arrears of statutory payments, education loans and so on. the detailed list of wage attachments varies according to the legislation in which you operate. However, regardless of legislative variance, Oracle Payroll provides the elements, balances, and formulas that you need for processing wage attachments.

### In what way does Oracle Payroll manage wage attachments for my employees?

Oracle Payroll gives you an easy way to administer wage attachments for:

- Credit Debt/Garnishments
- Bankruptcy Order
- Federal, State or Local Tax Levy
- Federal DCIA Order
- Spousal Support Order, Child Support Order, and Alimony
- Educational Loan
- Employee-Requested Payment

Wage attachments are ended when the court issues a release notice, or in the case of the federal tax levies Form 668-D is received. Oracle Payroll also stops processing wage attachments when the total is reached.

### How does Oracle Payroll automate recouping my company's costs in administering wage attachments?

Many states allow employers to recoup costs for administering Wage Attachments, such as court-ordered support and creditor garnishment. Oracle Payroll gives you a quick way to automate and maintain your company's policy of recouping such costs through Wage Attachment Fee Administration.

You can recoup costs for administering Wage Attachments for the following categories:

• Alimony	• Employee Requested
• Bankruptcy Order	• Tax Levy
• Child Support Order	• Garnishment

- Credit Debt
- Educational Loan
- Spousal Support Order

## Can I determine which types of earnings can be attached?

Wage Attachment Earnings Rules allows you to date effectively define and maintain which Supplemental and Imputed earnings should be included as part of disposable income for support orders or other garnishments.

For each state, two types of information can be defined, Support Disposable Income and Other Wage Attachment Disposable Income.

**Note:** It is your responsibility to maintain any custom Wage Attachment Earnings Rules you define. Your rules, however, will be protected during any subsequent upgrades.

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## Introduction to Wage Attachments Using Oracle Payroll

Oracle Payroll provides a robust answer to administering wage attachments, a type of involuntary deduction. Like other features in Oracle HRMS, wage attachments are rule-driven so that you can tailor the software to fit your business requirements.

Wage attachments in Oracle Payroll consist of the following administrative functions:

- Creating wage attachments
- Determining which earnings are eligible for wage attachments
- Administering fees for recouping processing costs of wage attachments

You can use an external system to manage wage attachments. If you want to make entries from that system into Oracle Payroll for payroll processing, you can use predefined deductions that come with Oracle Payroll.

In response to the information you enter for a wage attachment in the Deduction window, Oracle Payroll generates the essential components of the deduction. These include:

- one or more deduction elements with the necessary **input values** and balance feeds. This allows you to track in detail information relating to the wage attachment.
- **formulas** prescribing the correct processing for the deduction elements, together with the formula processing and result rules. The system generates formulas specifically for tax levies, support orders, and credit debt.

## Input Values for Wage Attachments

All generated deductions include the input values Additional Amount and Replacement Amount, for efficient management of one-time changes to the deduction amount.

**Note:** Oracle Payroll automatically stops issuing wage attachments from wages when the total owed is reached, regardless of whether a court-issued notice or form 668-D is received.

When you initiate wage attachments, the system generates elements with associated input values. You can use these input values to keep accurate records of the employees wage attachment. The following table lists the input value names and describes the purpose they serve.

Input Value Name	Purpose of Entry
Amount	Gives amount to deduct each pay period if the deduction amount rule is <i>Flat Amount</i> .
Pay Value	N/A for wage attachments.
Jurisdiction	Overrides employee's work state as source of the legislation used to administer the attachment. This is on a state-by-state basis as not all states honor court orders issued by other jurisdictions or will honor the order but follow the legislative requirements of the employee work state.
Attachment Number	Records court-issued identification number, the case number, sometimes the Social Security Number of the employee.
Total Owed	Gives formula the total amount owed, if applicable for the deduction category.
Date Served	Holds the attachment's date of issue. This can help to set priorities if multiple wage attachments exist.
Arrears Dedn Amount	Gives formula a court-specified amount to be withheld each period to cover any existing arrearage.
Date in Arrears	If arrearage exists, gives formula the date from which it started. This information is supplied by the court order.
Number of Dependents	Gives formula the number of dependents that can affect calculation of the employee's exempt earnings. Generally, this field is not applicable except for employees residing in Delaware. If the employee has multiple children on different orders, this field should hold the sum total of all the dependent children.
Filing Status	Holds filing information from federal form 668W, part 3. This information does not have to match federal W-4. Note: Must be entered for federal tax levies; will not default to W-4 information.

Table 2 – 1 Input Values for Deductions for Wage Attachments

Input Value Name	Purpose of Entry
Allowances	Holds withholding allowance information from federal form 668W, part 3. Note: Must be entered for federal tax levies; will not default to W-4 information.
Dedns at Time of Writ	Gives formula the total dollar amount of employee's non-tax deductions as of the date served, which can affect calculation of employee's exempt earnings for tax levies. The deduction amounts may vary periodically Examples include medical premiums and union dues.
Percentage	Gives percentage to use if the deduction amount rule is <i>% Earnings</i> . Calculated by the system, when applicable.
Arrears Bal Amount	Holds arrearage information supplied on the court order.
Support Other Family	This field holds a value of Yes or No, and affects the employees exempt wages for support orders.
Date Earned	N/A for wage attachments.
Payee Details	Holds the information about the recipient of the wage attachment, such as the estranged spouse or a creditor. This is established as a personal payment method, and there can be multiple values for an employee record, such as for a support order payment AND a creditor debt, or multiple support orders.
Processing Priority	The first field gives the system assigned processing priority. The second field lets you determine the processing sequence or priority of multiple wage attachments.

**Table 2 – 1 Input Values for Deductions for Wage Attachments**



**Attention:** If you have no value to supply, leave the field blank. It is not required to enter data in any field that is not appropriate to your particular deduction or state.

## Wage Attachment Fee Administration

Many states allow employers to recoup costs for administering Wage Attachments, such as court-ordered support and creditor garnishment.

Oracle Payroll allows you to date effectively maintain fees and fee limits for administering wage attachments in a given state according to your company policy. You are responsible for setting up and maintaining fee amounts for each state in which you have employees.

**Note:** For each state there can exist only one wage attachment fee rule per wage attachment category. You cannot have multiple wage attachment fee rules per wage attachment category for the same state.

You can create a new Wage Attachment fee rule, update an existing Wage Attachment fee rule, conclude an obsolete Wage Attachment fee rule, and reinstate a Wage Attachment fee rule that concluded.

### Rules for Wage Attachment Fees

The following predefined rules, available from the Wage Attachment Fee Rules window, help you define, maintain, and limit wage attachment fee administration:

Rule	Definition
Amount	You recoup a flat dollar amount fee for administering a specified wage attachment category using this rule.
Amount or Percent	You recoup a flat dollar amount or a fixed percentage amount fee (whichever is the greater) for administering a specified wage attachment category using this rule.
Amount or Percent to maximum per order	This rule is similar to the Amount or Percent rule, with the additional requirement that the fee can only be charged once per order. This one-time fee can be deducted over multiple pay periods.
Amount to maximum per month	You recoup a flat dollar amount fee for administering a specified wage attachment category using this rule. This wage attachment fee rule is capped and cannot exceed the cap in any given month.
Amount to maximum per period	You recoup a flat dollar amount fee for administering a specified wage attachment category using this rule. This wage attachment fee rule is capped and cannot exceed the cap in a specified period.

Table 2 – 2 Rules for Wage Attachment Fee Administration

Rule	Definition
Amount to maximum per run	You recoup a flat dollar amount fee for administering a specified wage attachment category using this rule. This wage attachment fee rule is capped and cannot exceed the cap in any payroll run.
Initial and subsequent amounts	You recoup initial startup costs for administering a specified wage attachment using this rule. This rule establishes a subsequent fee for ongoing administration of this wage attachment category.
Initial and subsequent amounts to maximum per month	You recoup initial startup costs for administering a specified wage attachment using this rule. This rule establishes a subsequent fee (with a monthly cap) for ongoing administration of this wage attachment category.
Initial and subsequent amounts to maximum per period	You recoup initial startup costs for administering a specified wage attachment using this rule. This rule establishes a subsequent fee (with a cap for the specified time period) for ongoing administration of this wage attachment category.
Initial and subsequent amounts to maximum per run	You recoup initial startup costs for administering a specified wage attachment using this rule. This rule establishes a subsequent fee (with a specified cap for any payroll run) for ongoing administration of this wage attachment category.

**Table 2 – 2 Rules for Wage Attachment Fee Administration**

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## Wage Attachment Earnings Rules

You can date effectively define and maintain which supplemental and imputed earnings should be included as part of disposable income for support orders or other garnishments using Oracle Payroll wage attachment earnings rules.

You can define two types of information for each state:

- Support Disposable Income indicates that this earning type is eligible for court orders.
- Other Wage Attachment Disposable Income indicates this earnings type is eligible for attachment.

You can also indicate that certain earning types are not eligible for attachment.

To enter wage attachment earnings rules for earnings categories not currently listed though already defined at your location, add the categories to the list using the Lookup type: `US_SUPPLEMENTAL_EARNINGS`.

**Note:** You cannot change the seeded rules. It is your responsibility to maintain any custom Wage Attachment Earnings Rules you define. Your rules, however, will be protected during any subsequent upgrades.

## Garnishment Deductions From External Systems

You can use an external system to manage wage attachments. If you want to make entries from that system into Oracle Payroll for payroll processing, you can use five predefined deductions that come with Oracle Payroll:

- Child Support
- Federal Tax Levies
- State Tax Levies (not supported by Oracle Payroll)
- Local Tax Levies (not supported by Oracle Payroll)
- Creditor Garnishment (also used for DCIA orders)

These deductions all belong to the classification Wage Attachment and the category Garnishments, and all have the processing type Recurring. To use them you need only make links for them and provide balances

These deductions for garnishments all have the same input values:

Input Value	Purpose of Entry
Amount	Gives deduction amount to formula.
Total Owed	Gives formula the total amount owed for this levy or garnishment. This triggers the deduction's stop.
Guaranteed Net	Gives formula employee's guaranteed amount of take-home pay.

**Table 2 – 3 Garnishment Deductions Input Values**

The formulas for these garnishment deductions do the following:

- Calculate deduction amount. Check whether employee's net pay will be greater than Guaranteed Net amount after taking deduction.
- IF net pay not greater than Guaranteed Net amount, hold amount not taken and feed garnishment arrears balance.
- IF total owed is reached, stop processing garnishment for this employee.
- IF collection of total amount owed would reduce net pay below guaranteed net, issue message reporting how much has been taken and how much remains to be taken.

## Wage Attachment Formulas

The system generates one of three basic formulas for a wage attachment, depending on whether it is a tax levy, a support order, or credit debt. Separate formulas exist for tax levies and child support orders because there are special rules to determine exempt earnings for these categories of attachment.

Whichever formula is used, formula processing of wage attachments occurs in three steps:

- **Determination of employee disposable wages or take home pay** (earnings minus tax and any other allowable deductions), and of his or her **exempt earnings or exemption allowance** (percentage of disposable wages not subject to attachment).
- **Calculation of the amount to withhold.** The wage attachment court order will provide the amount to be withheld per pay period and/or a total amount due. If no pay period amount is entered, Oracle Payroll will default to the maximum amount allowed by law. Added to the base amount may be an **arrearage amount** specified in the court order, and any **fees** that state law permits employers to withhold to cover their setup and administration costs.
- **Verification of amounts withheld.** After the calculation of all wage attachments for an employee, a formula checks to ensure that all rules and limits applicable to these attachments have been taken into account. If it finds any violations, the formula makes adjustments to the previously calculated amounts, prorating them and creating arrearages if necessary.

**Note:** The system holds calculation and verification results on two elements specially generated for this purpose, not on the base element for the wage attachment. These two elements have the base element name with “Calculator” or “Verifier” added.

For example, if an wage attachment for a child support order has the name Child Supp1, the elements generated for the deduction have the names Child Supp1, Child Supp1 Calculator, and Child Supp1 Verifier.

---

## Wage Attachments Decisions

After initiation of a wage attachment, you can make certain modifications to the generated components so that they better meet your requirements. It is always best to make such modifications before using the deduction.

To use the wage attachment in payroll runs, you must build links, and make entries to its input values.

**Note:** If you prefer to manage wage attachments using an external system, Oracle Payroll comes with some simple garnishment deductions already set up, to which you can make entries for payroll processing. These deductions all belong to the classification Wage Attachment and to the category Garnishments.

---

## Payment of Wage Attachments or Garnishments

Oracle Payroll's Check Writer process can produce checks for payment of Wage Attachments or garnishments either to organizations, or to individuals.

---

## Wage Attachment Processing Priorities

To set processing priorities among deductions for wage attachments for an employee with more than one such deduction, enter secondary priorities for the deduction elements using the Entry Values window (accessed from the Element Entries window). Elements with lower priority numbers process first.

The standard priority order for processing the various categories of attachment is this:

- Bankruptcy orders
- Support orders effective before federal tax levies
- Federal tax levies
- Support orders effective after federal tax levies
- State tax levies
- Creditor garnishments
- All other attachments.

The following matrix identifies the status (optional, suggested, mandatory) of the entry value category for each type of wage attachment.

Entry Value Category	Creditor Debt	Federal Tax Levy	Support Orders	Educational Loans	Employee Requested
Amount	Optional	N/A	Required	Optional	Optional
Jurisdiction	Optional	Optional	Optional	Optional	Optional
Attachment Number <sup>1</sup>	Suggested	Suggested	Suggested	Suggested	Suggested
Total Owed	Required	Required	N/A	Required	Optional
Date served	Optional	Optional	Optional	Optional	Optional
Arrears Deduction Amount	N/A	N/A	Optional	N/A	N/A
Date In Arrears	N/A	N/A	Optional	N/A	N/A
Number of Dependents	N/A	N/A	Optional	N/A	N/A
Filing Status <sup>2</sup>	N/A	Required	N/A	N/A	N/A
Allowances <sup>3</sup>	N/A	Required	N/A	N/A	N/A
Deductions at Time of Writ	Optional	Required	Optional	Optional	Optional
Percentage	N/A	N/A	N/A	N/A	Optional
Arrears Balance	N/A	N/A	Optional	N/A	N/A
Support other family	N/A	N/A	Required	N/A	N/A
Payee Details	Required	Required	Required <sup>4</sup>	Required	Required
Processing Priority	Optional	Optional	Optional	Optional	Optional

Table 2 – 4 Required, Suggested, and Optional Input Values for for Wage Attachments

<sup>1</sup>. Strongly suggested for those who want to track this information for third party checks

2. Federal Form 668-W.
3. Applies to Delaware.
4. Defined as a personal payment method before the wage attachment can be established.

---

## Attaching Wage Attachments to the Employee

- **To establish wage attachment on an employee's record:**
  1. Query the wage attachment and open the Entry Values window.
  2. Enter the appropriate required, suggested, and optional values for the wage attachment entry values.

**Note:** Much of this information can be found on the court order for the wage attachment.

 **Attention:** Federal Tax Levies continue to accrue interest until fully paid; the face amount of the levy is seldom the amount actually due.

  3. Select a processing priority, if desired.

## Producing a Check for a Wage Attachment

To produce a check for payment of a Wage Attachment, run the Check Writer process from the Submit Request window.

► **To produce a check for payment of a Wage Attachment:**

1. In the Name field of the Submit Request window, select Check Writer. If the Parameters window does not open automatically, click in the Parameters field.
2. For the Payroll parameter, select the payroll to which the employee subject to the Wage Attachment has an assignment. The default consolidation set of this payroll appears in the Consolidation Set field. You can select a different consolidation set.
3. In the date fields, enter the date of the Pre-Payments process on whose results this Check Writer process depends. To produce a number of checks for Wage Attachments for which Pre-Payments processes were run over a period of time, enter the start and end dates of this time period.
4. For Payment Method, select the name of the third party payment method to be used for making this payment. For Check Style, select Third Party Check.
5. The Sort Sequence defaults to Organization, Person. If other sequences are defined for your installation, you can select one of them.
6. For Start Check Number, enter the number of the first check to produce in this check run.
7. Choose OK, then Submit.

**Note:** Consult with your supplier of business forms to determine the formatting and numbering system to use on your checks.

Oracle Corporation has worked with Evergreen Business Forms Inc. (telephone 1-800-248-2898) to produce check formats for use with Oracle Payroll.

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## Changing Wage Attachments

- **To change wage attachments on an employee's record:**
  1. Open the Entry Values window for the employee's wage attachment.
  2. Update the deduction amount, or other details for the employee.
  3. Save the updated deduction amount.

## Creating a Wage Attachment Earnings Rule

Wage attachment earnings rules allows you to date effectively define and maintain which supplemental and imputed earnings should be included as part of disposable income for support orders or other garnishments.

► **To create a wage attachment earnings rule:**

1. Set your effective date.
2. Select Supplemental Earnings for the earnings type.



**Attention:** The earnings types Imputed Earnings or Pre-Tax Deductions are provided for informational purposes only. These views enable you to double-check that the system is not attaching to imputed earnings or pre-tax deduction items.

3. Select the appropriate level such as Federal or State and elect the appropriate state from the list of values, if needed.
4. For each earnings category you defined, select the appropriate rule: Support Disposable Income or Other Wage Attachment Disposable Income.



**Attention:** Oracle Payroll interprets the earnings category as not subject to attachment if a category is left unchecked.

5. Save your changes.

---

## Ending Wage Attachment Earnings Rules

You can date effectively end Supplemental and Imputed earnings rules.

- ▶ **To end a user-defined wage attachment earnings rule:**
  1. Set your effective date.
  2. Query the wage attachment earnings rule you want to end.
  3. For each category, uncheck the appropriate rule: Support Disposable Income or Other Wage Attachment Disposable Income.
  4. Save your changes.

## Ending a Wage Attachment

If you need to manually end a wage attachment (such as when an employee makes a lump sum payment to the Payee and the court issues a release notice, or when a dependent child reaches legal maturity), you can manually stop the wage attachment.

► **To end a wage attachment:**

1. Select Delete Record from the Edit menu.

The system displays a dialog box asking if you want to purge the record from the database or if you want to set an effective end date.



**Attention:** If there is any history associated with this wage attachment, the software will not allow you to purge this record. In this situation, you must set an effective end date.

2. Select the option that is best for your situation.
3. Save your changes.

---

## Ending Wage Attachment Fee Rules

If there are no records associated with a Wage Attachment rule, you may want to delete the rule. However, once a Wage Attachment fee rule is in use, you should not delete it.

► **To end a wage attachment fee rule:**

1. Set your effective date appropriately.
2. Query the fee rule you want to conclude.
3. Change the Amount to zero dollars.
4. Save your fee rule.
5. Choose Update from the dialog box.

---

## Creating Wage Attachment Fee Rules

You create a wage attachment fee rule (frequency and amount, initial startup fee, etc.) and associate it with a wage attachment fee category for the specific states in which you have employees residing.

**Note:** For each state there can exist only one rule per Wage Attachment category. You cannot have multiple Wage Attachment fee rules per Wage Attachment category in the same state.

- **To create a wage attachment fee rule:**
  1. Set your effective date appropriately.
  2. Select information for State, Category, and Rule from the list of values for each field.
  3. Fill in appropriate amounts in the amount fields according to your company policies including correspondence fees.
  4. Save your fee rule.

## Identifying the Wage Attachment

You initiate an wage attachment by entering information about it in the Deduction window. The system generates the deduction element with the necessary input values and balance feeds, and the deduction formula with the necessary processing and result rules.



**Attention:** Do not enter frequency rules for a wage attachment.

► **To identify, classify and categorize the wage attachment:**

1. If you must add a category for the deduction you are initiating, use the application utilities Lookups window to enter additional categories for this Lookup value:
  - US\_INVOLUNTARY\_DEDUCTIONS
2. If the wage attachment amounts come from a payroll table you must enter the database, set up this table and enter values in it before defining the deduction.

See: Entering Table Values: *Customizing, Reporting, and System Administration in Oracle HRMS*

**Note:** If the rows of a payroll table reference something other than employee pay, age or job class (that is, if the table row type is not Age Range, Salary Range or Job Class), both the table row type and the table must be set up before you define the deduction.

See: Setting Up Row Types for Payroll Tables: *Managing Compensation and Benefits Using Oracle HRMS*

3. Set the effective date early enough to handle any historical entries.



**Attention:** You cannot enter a deduction for employees before its effective start date.

4. Enter a unique name for the wage attachment.

This name applies both to the deduction element and its formula. It must start with a letter of the alphabet, not a number or symbol. You can also supply a reporting name, a short name that appears on reports and the statement of earnings.



**Attention:** You cannot reuse the name of a wage attachment for an employee. Each wage attachment must have a unique name.

5. Select Wage Attachment classification.
6. Select a category.

Wage Attachments require selection of a category, such as alimony, or credit debt. Federal DCIA attachments should be categorized under garnishment or credit debt.

The system automatically sets up the processing rules and arrearage rules for the wage attachment.

---

## Making Payments for Wage Attachments

To produce checks for payment of Wage Attachments to individuals or organizations named in attachment orders, you make use of third party payment methods.

### Setup Steps for Wage Attachment Payments

► **To set up payments of a Wage Attachment:**

1. Enter the recipient of the payments, either an individual or an organization, into the database. The name and address of the recipient appears on the payment checks.

For an attachment payable to an individual, use the Contact window to enter the individual as a contact of the employee, with the relationship Payments Recipient.

See: Entering Dependents, Beneficiaries, and Other Employee Contacts: *Managing People Using Oracle HRMS*

For an attachment payable to an organization, use the Organization window to enter the organization's location and then the organization, giving it the classification Payee Organization.

See: Creating an Organization: *Using Oracle HRMS – The Fundamentals*

2. Define a third party payment method for use in your enterprise, using the Organizational Payment Method window. In the Valid Payment Methods window, select this method as a valid payment method for the payroll to which the employee with the Wage Attachments is assigned.

See: Defining Payment Methods for the Enterprise and Defining a Payroll: *Using Oracle HRMS – The Fundamentals*

3. Using the Personal Payment Method window, select the third party payment method (Step 2 above) as a personal payment method for the employee subject to the Wage Attachment. Enter on this personal payment method the type (individual or organization) and name of the payee.

See: Entering Payment Methods for an Employee Assignment: *Managing People Using Oracle HRMS*

4. For the employee subject to the Wage Attachment, use the Element Entries window to make entries to the input values of the Wage Attachment. In the Payee Details field, select the name of the personal payment method set up to make the payments for this attachment.

Entries to the deduction's input values provide essential information about the Wage Attachment, such as its unique identification number, its amount, the date it was served, and arrearage to be recovered.

See: Structures for Wage Attachments: page 2 – 4

5. After processing the Wage Attachment in a payroll run and running the Pre-Payments process for the run results, you are ready to produce a check for payment of the Wage Attachment.

See Running the Payment Process: page 1 – 28

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## Reinstating Wage Attachment Fee Rules

If a Wage Attachment fee rule concluded by setting the values of the amount categories to zero, you can reinstate the rule by updating the amount value.

► **To reinstate a Wage Attachment fee rule:**

1. Set your effective date appropriately.
2. Query the fee rule you want to reinstate.
3. Change the Amount from zero to the correct amount.
4. Save your reinstated fee rule.
5. Select Update from the dialog box.

---

## Updating Wage Attachment Earnings Rules

You can update your earnings rules to date effectively maintain which Supplemental and Imputed earnings should be included as part of disposable income for support orders or other garnishments.

- ▶ **To update a wage attachment earnings rule:**
  1. Set your effective date.
  2. Query the wage attachment earnings rule you want to update.
  3. Make changes to the rule as appropriate.
  4. Save your changes.

---

## Updating Wage Attachment Fee Rules

You can update your Wage Attachment fee rules to change fee amounts, to adjust the cap, or the frequencies of attachments. You cannot update the state or category as that would in effect be creating a new Wage Attachment fee rule.

- **To update a Wage Attachment fee rule:**
  1. Set your effective date appropriately.
  2. Query the Wage Attachment rule you wish to update.
  3. Change the values that need updating, such as the Wage Attachment fee rule, or the amount of the Wage Attachment fee.
  4. Save your Wage Attachment fee rule.
  5. Select *Update* from the dialog box, or if the nature of your update is to correct a Wage Attachment fee rule that has incorrect information, select *Correct*.

## Viewing Rules

The Wage Attachment Exemption Rules window allows users to view legislative data for informational purposes only. This window displays all legislative rules supported by Oracle Payroll concerning wage attachment disposable income exemption calculations.

The Wage Attachment Limit Rules window allows users to view the currently identified limit rules: minimum and maximum withholding amounts per period, maximum withholding duration. These rules can be affected by different state and wage attachment categories.

- ▶ **To view Wage Attachment Exemption Rules:**
  - Navigate to the Exemption Rules in the View section of the Navigator
  
- ▶ **To view Wage Attachment Limit Rules:**
  - Navigate to the Limit Rules in the View section of the Navigator.

CHAPTER

3

# Taxes and Social Insurance

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## Taxes and Social Insurance

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### What Tax Information Must I Maintain for my Organization?

For the correct calculation and reporting of employee and employer tax liabilities at the federal, state and local levels, including Workers Compensation liabilities, you must maintain tax-related information for:

- each GRE (GRE/Legal Entity) included in your Business Group
- your employees
- certain categories of earnings types and deductions.

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### What are the Taxability Rules for Earnings and Deductions Categories?

Regular and overtime earnings are always subject to federal and state taxes. However at any point in time, other categories of earnings, and certain categories of pre-tax deductions, may be subject to different types of taxes and tax withholding at the federal and state levels.

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### What are the Taxability Rules for Workers Compensation?

States have different rules regarding the earnings categories to include in the payroll exposure used to calculate Workers Compensation liability.

Workers Compensation liability calculations also require that your jobs be assigned the Workers Compensation codes of one or more states. Associated with each state's codes are the rates of the WC insurance carrier or carriers in the state.

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### How do I Report for Multiple Worksites?

Employers with multiple worksites must file quarterly employment and wage reports. This information is used by the Bureau of Labor Statistics (BLS) to provide analyses of U.S. employment. This Multiple Worksite Report (MWS) is submitted on magnetic media.

Certain industries such as gas and oil exploration, construction, and contract logging are exempted from reporting. Employers with less

than 10 employees total in their multiple worksite locations are also exempted from filing this report.

See the Bureau of Labor Statistics Report BLS 3020 for complete details of who must file.

Certain states have mandatory reporting requirements:

California	New Hampshire
Colorado	New Jersey
Florida	New York
Georgia	North Carolina
Iowa	North Dakota
Kansas	Ohio
Louisiana	Oregon
Maine	Puerto Rico
Minnesota	Vermont
Montana	Virginia
Nevada	West Virginia

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## What are the Rules for Wage and Tax Reporting (W-2s)?

Employers must report to their employees the amounts paid and withheld so the employees can complete their own income tax returns and pay any amount owed to the Internal Revenue Service.

Employers accomplish these reporting goals with the Wage and Tax Statement, or **form W-2**.

Information from this form is used to enforce the appropriate tax laws as legislated by federal and state governments.

In addition to reporting taxable income, some nontaxable amounts must also be reported to ensure that employees correctly complete their individual income tax return. The same is true for state reporting, except that the amounts reported are generally limited to taxable income and taxes withheld.

---

## What are the Rules for State Quarterly Wage Listings on Magnetic Tape?

For the quarterly wage listings distributed to states in which you have employees, there is a requirement to maintain data for several different

kinds of records. The Interstate Conference of Employment Security Agencies, Inc. (ICESA) has developed a format for magnetic reporting of state wage listings that more than 20 states have adopted. The ICESA format designates the records required for state wage listings by code letters, as follows:

<b>Code</b>	<b>Record Name</b>	<b>Purpose</b>
A	Transmitter Record	Identifies a GRE serving as a transmitter of wage listing files to a state.
B	Authorization Record	Identifies equipment used to create the file.
E	Employer Record	Identifies GREs whose employee data (S and T records) are included in a file.
S	Employee Wage Record	Gives wage and tax information for individual employees.
T	Total Record	Gives totals of S records for an employer.
F	Final Record	Indicates the end of a file.

States that have not adopted the ICESA format for wage listings use the federal Social Security Administration (SSA) format, or a variant of this format. Some of these states do not explicitly require the Transmitter (A) and Authorization (B) Records, but do require some of the information appearing on these records.

---

## How do I Calculate my Unemployment Tax Liability?

Employers use form 940 to determine your FUTA taxable wages for the calendar year and the FUTA tax liability on those wages after accounting for applicable state unemployment tax credits and FUTA tax deposits made during the year.

If you are covered by FUTA, you must report your liability annually on Form 940, *Employer's Annual Federal Unemployment (FUTA) Tax Return*. See IRC 3306(a) and IRS Regulation 31.3306(a)-1(b) for eligibility requirements.

Using Form 940, you can also pay your fourth quarter liability if the liability is less than \$100.

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## What are Experience Rates?

The Experience Rate is the rate an employer uses to determine the amount of unemployment taxes it must pay. The experience rate is determined by the employers "Experience Rating," which in turn is

determined by the employers unemployment benefit charges and average annual taxable payroll. The state provides the employer with its experience rate.

Employers with a high turnover generally have a higher experience rate. Employers with little turnover have a lower experience rate.

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## **Who Must File a Quarterly Federal Tax Return (Form W-941)?**

This quarterly report must be filed by all employers that withhold federal income tax from employee compensation and are subject to withholding and payment of social security and/or Medicare taxes.

Form 941, *Employer's Quarterly Federal Tax Return*, provides the IRS with a report of each employer's total taxable wages paid and payroll tax liability, which is then reconciled with the employer's record of tax deposits and wage and tax information provided to employees on their W-2 forms.

See Reporting Quarterly Federal Tax Returns: page 4 – 20

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## **Who Must File Retirement Plan Listings (Form 1099-R)?**

At year's end, employers who make distributions of retirement income are required to report those distributions and any amount withheld for FIT on form 1099-R. Employers with more than 249 employees are required to file Forms 1099-R on magnetic media, unless a waiver has been granted.

Employers must report any distributions from all types of retirement plans; both periodic and lump-sum payments must be reported as well.

Form 1099-R requires distributions from any of the following be reported:

- Pensions
- Annuities
- Retirement or Profit sharing plans
- IRAs
- Insurance Contracts

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## Tax Information for GReS

Each GRe represents an employer for which the US Internal Revenue Services provides an identifying number for tax purposes (sometimes called the employer identification number). When creating an organization classified as a GRe, you must enter federal, state and local tax rules for it. These rules include information such as the following:

- the GRe's federal-level supplemental withholding calculation method, and any common paymaster for the GRe's employees
- self-adjust methods in use at the federal and state levels
- at the state level, rates needed for calculation of SUI
- identifiers used at the state and local levels.

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## **W-4 and other Tax Data for Employees**

For each employee assignment, you maintain information taken from the *W-4 Employee's Withholding Allowance Certificate* that employees must complete, as well as certain additional tax-related information.

See: Tax Information for an Employee Assignment: page 3 – 17

### **Entering W-4 and Other Tax Data for Employees**

To review and change default tax information for an employee, use the appropriate Tax Rules window. Information in these windows are maintained date effectively.

**Note:** All changes effect the tax calculation as of the date paid, not the date calculated.

#### **See Also:**

State Tax Rules: page 3 – 82

County Tax Rules: page 3 – 76

City Tax Rules: page 3 – 75

Percentage Tax Rules: page 3 – 62

#### **Prerequisites**

- The employee must have a primary home address entered in the US-specific Address window that includes a city, county, state, and zip code. This determines the Resident State and Resident Locality displayed in the Tax Rules window.

See: Entering People's Addresses at Sites with Oracle Payroll: *Using Oracle HRMS – The Fundamentals*

- There must be a location associated with the organization included in the employee's primary assignment, and the location address must include a city and state. This determines the work state and locality displayed.

See: Setting Up Site Locations: *Using Oracle HRMS – The Fundamentals*

- The employee's assignment must also include an assignment to a payroll and an employment category.

See: Entering a New Assignment: *Using Oracle HRMS – The Fundamentals*

- Links for the tax and Worker's Compensation elements must be in place for you to use this window. These links should be set up during the installation of Oracle HRMS at your enterprise.



**Attention:** Ensure that you have set the correct effective date before entering any tax information.

---

## **Taxability Rules for Earnings and Deductions Categories**

Oracle Payroll comes with the current rules for the federal and state-level taxability already in place for a number of categories of supplemental and imputed earnings types, and for three categories of pre-tax deductions. These rules are updated as necessary in subsequent releases of Oracle Payroll.

---

## Rules for Worker's Compensation

The system does not come with rules in place regarding the inclusion of supplemental and imputed earnings categories in states' payroll exposure for Worker's Compensation, but does provide a convenient way for you to maintain this information yourself.

**Note:** Each installation of Oracle Payroll is responsible for entering and maintaining the rules regarding the inclusion of its earnings types in the payroll exposure for Worker's Compensation.

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## Tax Withholding Methods

To calculate the Employee Withheld balance, payroll runs use the *regular* or *supplemental* method. At the federal level, the *cumulative* withholding method is also available.

- **Regular withholding** (also called Percentage or Annualized Wages withholding) is the default withholding method of *Regular* runs. These runs process employees once each period to produce their regular earnings for time worked, and may also process supplemental earnings and final pay for terminating employees.

Regular runs apply supplemental withholding to any supplemental earnings whose input value *Tax separately* has the entry Yes.

See: Supplemental Withholding in Regular Runs: *Managing Compensation and Benefits Using Oracle HRMS*

- **Supplemental withholding** is the default withholding method for federal and state income taxes in *Supplemental* runs. You initiate these runs whenever necessary to process supplemental earnings, and final pay for terminating employees. You enter in the Federal Tax Rules window, the supplemental withholding calculation method a GRE uses.

Supplemental runs act like regular runs when processing final pay, using regular withholding except for any supplemental earnings with an entry of Yes in its *Tax Separately* input value.

- **Cumulative withholding** can apply only to employees whose earnings occur unevenly over the year; it can be beneficial for such employees. Regular and supplemental runs both use cumulative withholding in calculating federal taxes for the regular earnings and commissions of those employees who qualify for and have requested this method.

You mark employee assignments for cumulative withholding when entering tax information for individual employees.

## See Also

The Tax Calculation Process: page 3 – 12

Viewing Tax Balances: page 3 – 96

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## The Tax Calculation Process

When all the necessary tax information is in place, the payroll run calculates the tax withholding of your employees and the tax liabilities of their GReEs.

For each employee, it first creates gross earnings balances. Then it calculates his or her withholding, applying the appropriate withholding method, and the GRE's tax liability for the employee.

**Note:** For the state-level calculations of employer liability for Workers Compensation payments, the run does special calculations.

## Calculation Provision and Maintenance

The tax rules used to produce the tax balances can be complex. Moreover, they are subject to frequent changes. Developing and maintaining current US tax calculations at the federal, state and local levels requires many researchers with specialized skills and experience.

For this reason, an independent, well-established US payroll tax vendor is the best source for tax calculation routines and updates. Oracle Corporation has concluded an agreement with Vertex Inc. to supply these tax calculation programs.

Each Oracle Payroll installation incorporates into the payroll run, tax calculations that Vertex provides and maintains. The payroll run calls these calculations at the appropriate times, so that they automatically go into effect.

You receive Vertex documentation together with Oracle Payroll. There is no online access to Vertex formulas and tables; however you can obtain a variety of reports on the tax calculations, described in the documentation. For tax calculation maintenance, Vertex provides you with data on diskettes or tapes. When you apply this data to your system it overlays all existing data in the Vertex tables, so that all data in these tables is current.

---

## Tax Balances

In accordance with the tax-related information entered in the Oracle HRMS database, the payroll run can build tax balances for each of the following tax types (EE = employee tax, ER = employer tax):

### Federal taxes

- Federal Income Tax (FIT) – EE
- Federal Unemployment Tax Act (FUTA) – ER
- Social Security (SS) – EE and ER
- Medicare – EE and ER
- Earned Income Credit (EIC) – EE

### State taxes

- State Income Tax (SIT) – EE
- State Unemployment Insurance (SUI) – ER, EE in some states
- State Disability Insurance (SDI) – EE, ER in some states

### Local taxes

- City Tax – EE
- County Tax – EE
- Head Tax – ER
- School District Tax – EE

For these taxes, the following balances can be created for each employee assignment processed in the payroll run.

Balance	Definition
Gross Earnings	All earnings (relevant for the particular jurisdiction, or for EIC)
Exempt Earnings	Gross earnings – Gross earnings subject to tax
Gross Earnings Subject to Tax	All earnings subject to this tax
Gross Earnings Subject to Tax and not Withholdable	All earnings subject to tax not requiring withholding
Gross Earnings Subject to Tax and Withholdable	Gross earnings subject to tax – Gross earnings subject to tax and not withholdable
401(k), 125 and Dependent Care Reductions	Any amounts applicable as pre-tax reductions to the Gross earnings subject to tax and withholdable

Balance	Definition
Reduced Subject to Tax and Withholdable Earnings	Gross earnings subject to tax and withholdable – 401(k), 125 and Dependent Care reductions
Employee Withheld	Amount withheld for the employee
Reduced Subject EIC	Gross earnings (under EIC taxability rules) subject to tax and withholdable – 401(k), 125 and Dependent Care reductions
EIC Advance	EIC credit for the employee
Employer Liability	Liability of the GRE for Social Security, Medicare, FUTA, SUI, SDI and Head Tax for this employee

**Note:** When no rules exist for a particular tax type, as for example when a state has no income tax or no employee liability for SUI or SDI, or when no city or county tax exists, the system builds no balances for the tax.

## Taxes with Upper Earnings Limits

As well as the above balances, the system creates two additional balances for those taxes with *upper earnings limits*, that is, a maximum amount of earnings above which the tax is not levied. Currently, upper earnings limits exist for the federal taxes Social Security and FUTA, and the state taxes SUI and SDI.

Balance	Definition
Taxable earnings	Reduced Subject to Tax and Withholdable Earnings, adjusted to take upper limit into account
Excess earnings	Reduced Subject to Tax and Withholdable Earnings that exceed the upper limit

The Taxable Earnings balance accumulates the Reduced Subject to Tax and Withholdable earnings balances for an employee each payroll run, until it reaches the upper limit. After this, the Taxable Earnings balance for a run is zero (and its year-to-date balance remains fixed at the upper limit), since the employee's earnings are no longer taxable for this tax.

## Balance Calculations and Adjustments

The calculation routines provided by Vertex, Inc. use balances that Oracle Payroll produces to calculate the following balances:

- Employee Withheld
- EIC Advance
- Employer Liability
- Taxable Earnings and Excess Earnings

On occasion, you must make manual adjustments for employees to Employee Withheld balances, to Gross Earnings Subject to Tax balances, or to both balances. To do this you use the Adjust Tax Balances window.

See: Adjustments to Employee Tax Balances: page 3 – 33

## See Also

Viewing Tax Balances: page 3 – 96

Tax and Wage Reporting, and Costing of Taxes:: *Using Oracle HRMS – The Fundamentals*

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## Tax Balances Summary

The Tax Balances Summary window allows you to view employee taxable balances (or employer liability balances) by employee- or assignment-level balances in four time dimensions simultaneously. This date-effective view allows you to research problems that arise with an employee's pay and pinpoint when a problem may have occurred.

You can view balances in the following four time dimensions – or in combinations thereof – as of the date of the last payroll action:

- Period to date
- Month to date
- Quarter to date
- Year to date

**Note:** the Tax Balances Summary window only reports as of the date of the last Payroll action for that assignment or person. Any balances accumulated after the last payroll action are not included in the report.

Each balance criteria you select impacts which balances will be accumulated. For example, if you do not select School District, then balances for this criteria will not be accumulated nor displayed in the Balance region. If any of the balance dimension checkboxes are not checked, then the corresponding column in the Balance region will not have balances accumulated and will not display.

You can access the Tax Balances Summary window from the Main Menu, from the Assignment Process window, or from the Quick Pay window.

---

## Tax Information for an Employee Assignment

Oracle Payroll users must maintain the tax-related information each employee provides on form *W-4 Employee's Withholding Allowance Certificate*, as well as certain additional tax information for employees. The payroll run uses this information to determine employee tax withholding at the federal, state, and local levels.

To review and maintain employee tax information, you use the Federal, State, County, City, and sometimes Percent Tax Rules windows. Entries to these windows are date effective.

### Tax Records for New Hires

When you hire a new employee, you must enter a primary residence address for him or her. Each new employee must also have a work location with an address that includes a city or town, and a state. The work location is the location of the organization included in the employee assignment.

**Note:** This assignment may be the default assignment of the employee either to the Business Group or to the organization to which he or she was an applicant, or may be another assignment entered as a correction to the default assignment.

The system date-effectively creates default federal, state and local tax records for each new hire, using:

- the employee's primary residence address to determine his or her state, county, and city or town of residence
- the location of the organization included in the employee's assignment to determine his or her work state, county, and city or town.

The filing status of these default tax records is Single, and the default for the number of allowances is Zero. If a new employee's W-4 form contains different information from that of the default records, you enter this information using the Federal Tax Rules window.

### Tax Record Changes for Current Employees

Whenever changes occur to the city, county, or state of a current employee's primary residence address or work location address, the system checks the employee's tax records and date effectively makes changes to the local or state and local tax records, as required.

For example, when the work location changes to a new state, county, and city, the system:

- creates default tax records for the new state and locality, with 100% as the time worked in the new state and locality.

**Note:** Depending on the rule entered for the state in the State Tax Rules window, the default filing status and number of allowances for the new state and local records are either defaulted from those on the employee's federal tax record, or go in as Single and Zero.

- reduces to zero, the time worked in all other states and localities on record for the employee.
- updates the employee's SUI state to the new work state.

If the employee is not working 100% of the time in the new state and/or locality, but is working elsewhere for some percentage of time, you must create additional tax records for these other work localities or states and localities. Enter these and any other changes to the employee's default tax records using the appropriate tax rules window.

---

## State and Local Tax Exemptions

If an organization employs persons living in a State or locality where there is no business address for the organization, the employer may choose not to withhold any applicable state or local residence taxes for those employees. In order to achieve a state or local tax exemption, an employer defines exemption rules for each GRE that apply to all assignments in that GRE.

Oracle Payroll will automatically withhold taxes for all defined states and localities unless exemption rules are introduced.

**Note:** In previous releases of Oracle Payroll exemption rules could only be defined at the assignment level. By being able to define exemption rules at the GRE level, it is easier to quickly identify those employees for which tax exemptions exist.

---

### Setting up Exemption Rules

Oracle Payroll tax exemption rules are defined at the GRE level. Oracle Payroll can create a tax exemption for any State or locality set up in your system. You can also have Oracle Payroll withhold all applicable taxes for all states and localities in the United States.

---

### Identifying Existing Exemption Rules for Employees

When entering W-4 tax information for an employee, Oracle Payroll informs you if a tax exemption applies for the state or locality where the employee resides. If State income tax is being withheld, then the SIT Withheld box in the State Tax Rules screen will be checked. If County or City income tax is being withheld then LIT Withheld box will be checked on the County Tax Rules screen or the City Tax Rules screen.

A tax exemption may exist for any of the following reasons:

- An exemption has been defined at the GRE level
- An exemption has been defined in the Tax Exemptions region of either the State, County, or City Tax Rules screen for the individual employee
- The Non-resident Certificate box has been checked on the State Tax Rules screen for the individual employee

**Note:** A State tax exemption may not exist for an employee whose primary address is in the same State as their work

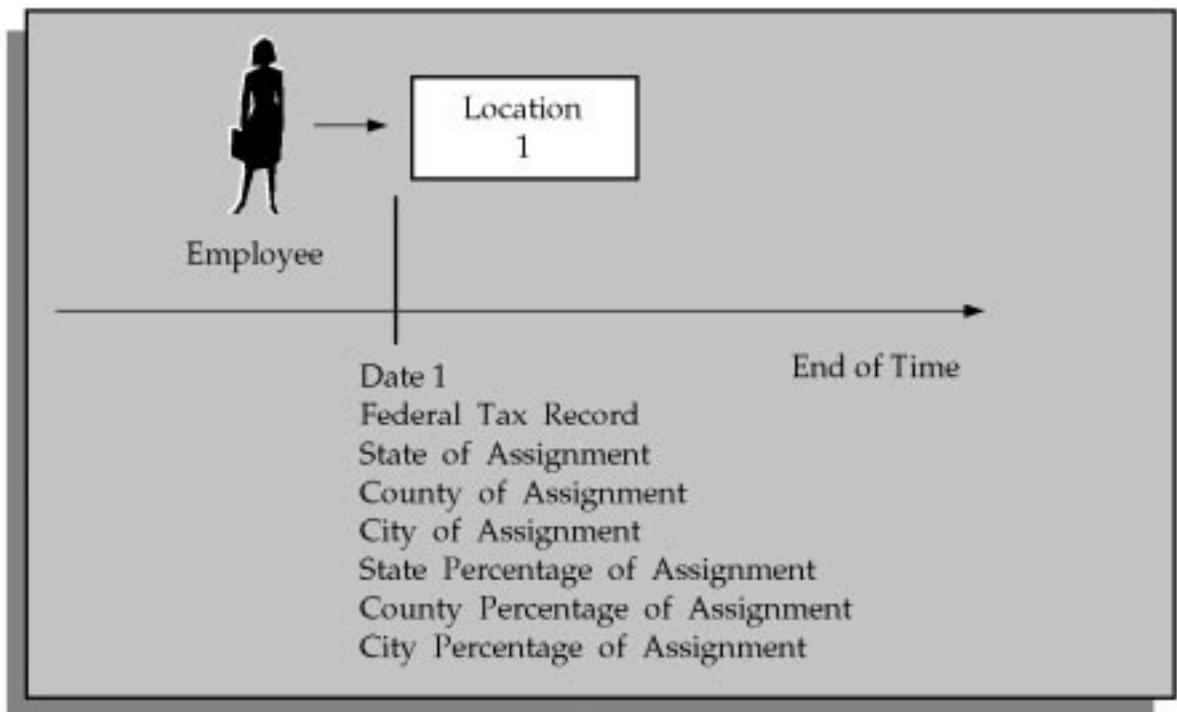
location. A local tax exemption may not exist for an employee whose primary address is in the same city or county as their work location.

## Assignment Location Rules Overview

Tax records are created by the defaulting tax rules process whenever the following assignment location rules are met:

- Assignment has a payroll
- Assignment has a salary basis
- Assignment has a primary residence address
- Assignment is for a US employee
- Assignment is associated with a GRE

Figure 3 – 1Basic Assignment Location Rules



Date 1 is the date on which all of the defaulting tax rules criteria are met.

The following tax rules records are created with the effective start date as the date on which the defaulting tax rules criteria was met for the first time and the effective end date as the end of time :

- Federal tax rules record for the assignment
- State tax rules record for the assignment location

- State tax rules record for state of primary address
- County tax rules record for the assignment location
- County tax rules record for county of primary address
- City tax rules record for the assignment location
- City tax rules record for city of primary address

For every change in the assignment location, percentage records are created:

- Percentage state record for the assignment location
- Percentage county record for the assignment location
- Percentage city record for the assignment location

If the primary residence address is not the same as the work address, percentage records are created:

- Percentage state record for the primary residence address
- Percentage county record for the primary residence address
- Percentage city record for the primary residence location

---

## Updating Assignment Location Processes

When updating an assignment location, the following processes occur:

**Note:** The percentage records are affected and created with a change in the assignment's location and not by any other change in the assignment details. The percentage records will always be created for the date range within two locations of the assignment.

- New state, county, and city records are created from the date the defaulting tax rules criteria is met if state, county, city tax records do not already exist for the location.
- The federal tax record is changed to reflect the state of the new location as the SUI state.
- The percentage tax records for state, county and city are created from the date on which the defaulting tax rules criteria is first met. A percentage tax record cannot exist without a corresponding tax rules record.
- The tax rules records and the tax percentage records are changed when an assignment start date is changed, if all of the defaulting tax rules criteria is met as of that new date.
- New state, county, and city records are created from the date the primary residence address changes if state, county, city tax records do not already exist for the location.
- New state, county, and city percentage tax records are created from the date the primary residence address changes.

---

## Mechanisms for Updating Tax Records

There are three update mechanisms.

- Update

Update is changing of a tax record from a certain date until the end of time.

See Updating an Assignment Location: page 3 – 25

- Update with Insert

Update with insert is inserting a new tax record between two existing tax records.

See Updating and Inserting Assignment Location: page 3 – 27

- Update Override

Update override is inserting a new tax record between an existing tax record and a future dated tax record, but having the inserted tax record supercede the future dated tax record; the tax record that supercedes is valid until the end of time.

See Update Override Assignment Location: page 3 – 29

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## Update Assignment Location

Assuming that tax records do not already exist for the second assignment location, the following events occur when you update an assignment location:

- The existing federal tax record for Location 1 is end dated to (Date 2-1) and a new federal record is created with effective start date of (Date 2), and the effective end date (End of Time).

**Note:** The SUI state is now the state of Location 2.

- The existing state tax percentage record for Location 1 is end dated to (Date 2-1).

**Note:** Note that for the time period of Date 1 through Date 2, the state percentage of Location 1 is 100%.

- A new state tax percentage record is created with effective start date of (Date 2), and the effective end date (End of Time). This new record now has a State percentage record of 100% for Location 2.

- The existing county tax percentage record for Location 1 is end dated to (Date 2-1).

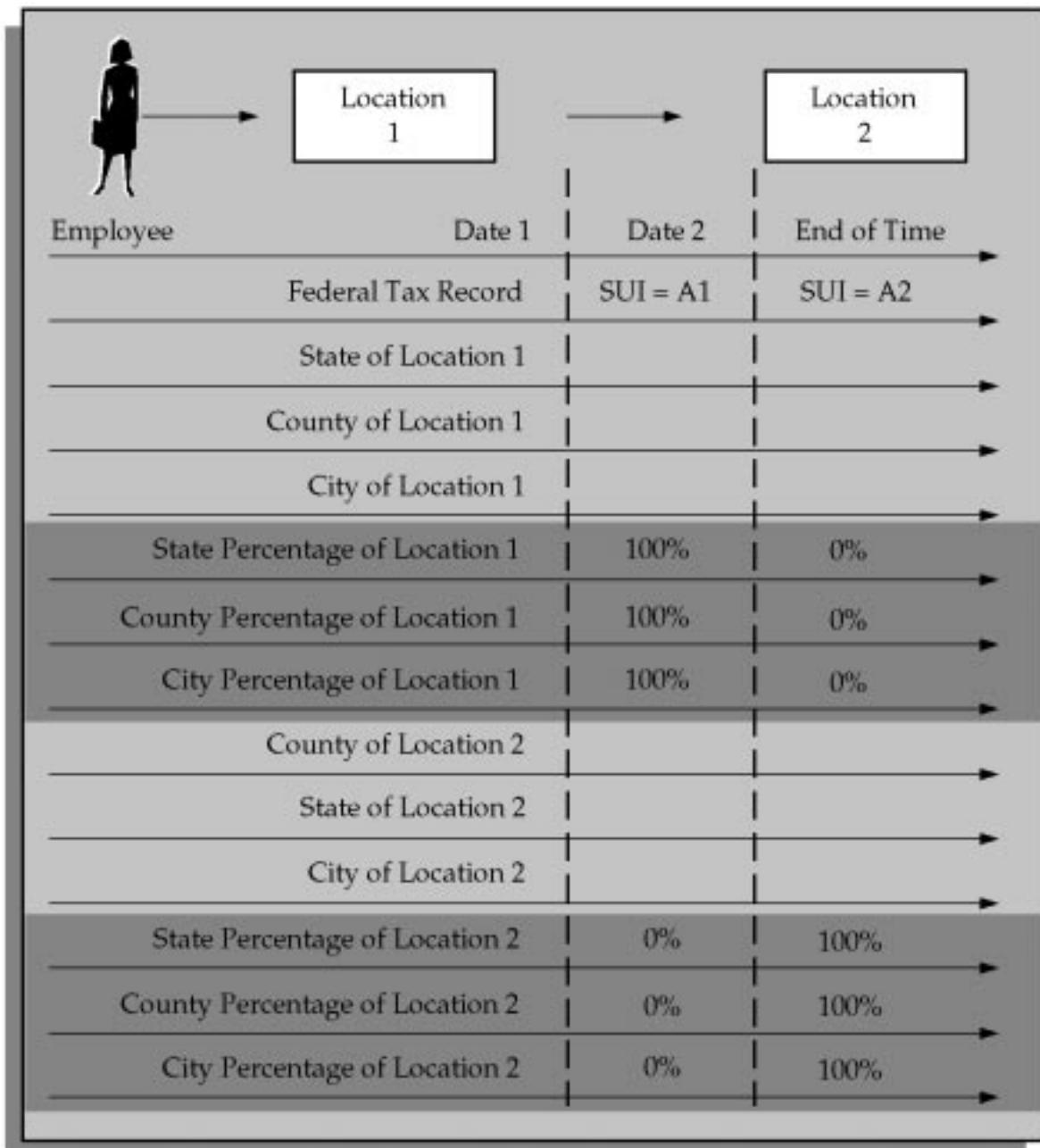
**Note:** Note that for the time period of Date 1 through Date 2, the county percentage of Location 1 is 100%.

- A new county tax percentage record is created with effective start date of (Date 2), and the effective end date (End of Time). This new record now has a County percentage record of 100% for Location 2.

- The existing city tax percentage record for Location 1 is end dated to (Date 2-1). Note that for the time period of Date 1 through Date 2, the city percentage of Location 1 is 100%.

- A new city tax percentage record is created with effective start date of (Date 2), and the effective end date (End of Time). This new record now has a City percentage record of 100% for Location 2.

Figure 3 – 2 Updating an Assignment Location



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## Update With Insert Assignment Location

Update with Insert allows you to create a new tax record and insert it between two existing records.

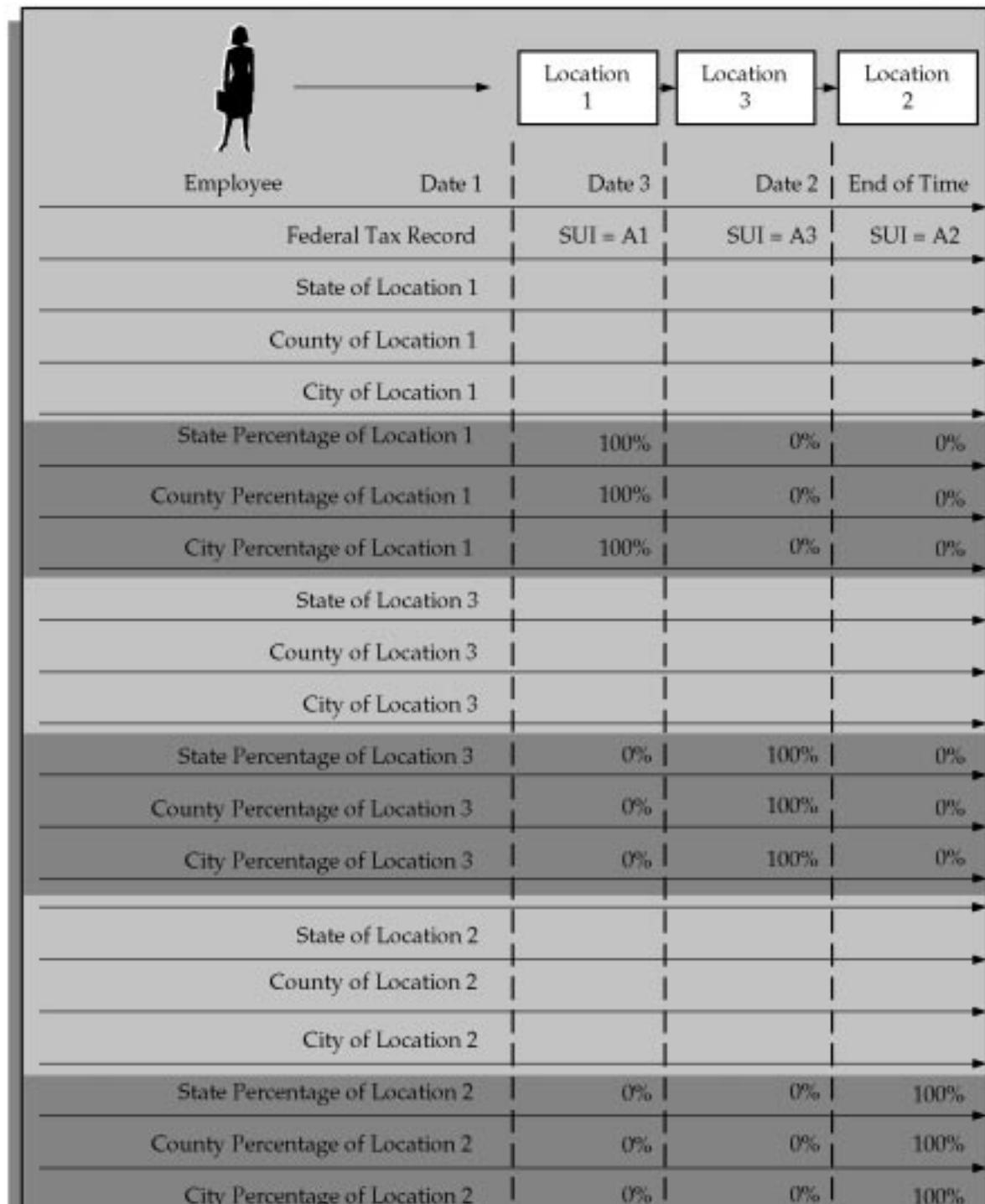
For instance, an employee transfers from current Location 1 to future Location 2. Before the employee actually transfers to Location 2, the plans change, and the employee transfers to Location 3.

**Note:** The transfer to Location 2 is not altered by this action, and the change will take effect as planned.

In update and insert, the following processes occur:

- The first percentage tax record is from (Date 1) to (Date 3-1).  
**Note:** Note that for the time period of Date 1 through Date 3, the state percentage tax record of Location 1 is 100%.
- The existing state percentage tax record for Location 1 is end dated to (Date 3-1).
- The second percentage tax record is from (Date 3) to (Date 2-1). This new record now has a State percentage record of 100%.  
**Note:** Note that for the time period of Date 1 through Date 3, the state percentage of Location 1 is 100%.
- The third percentage tax record remains from (Date 2) to the end of time

**Figure 3 – 3Update Assignment with Insert Assignment Location**



## Update Override of Assignment Location

Update override allows you to insert a future dated assignment location and override any existing future dated assignment locations.

For instance, an employee in Location 1 transfers to Location 2 in a few months time. But before the transfer happens, plans change, and the employee is now transferring to Location 3.

The records for Location 2 are created, but the percentage records for State, County, and City for location 2 are set to zero. However, the records for Location 3 are created and as of the default date, until the end of time, the employee percentage records for State, County, and City are set to 100% for Location 3 as of the transfer date until the end of time. Note also that the Federal tax record is set for Location 3 as well.

In update Override, the following process occurs:

- The first percentage tax record is from (Date 1) to (Date 3-1).

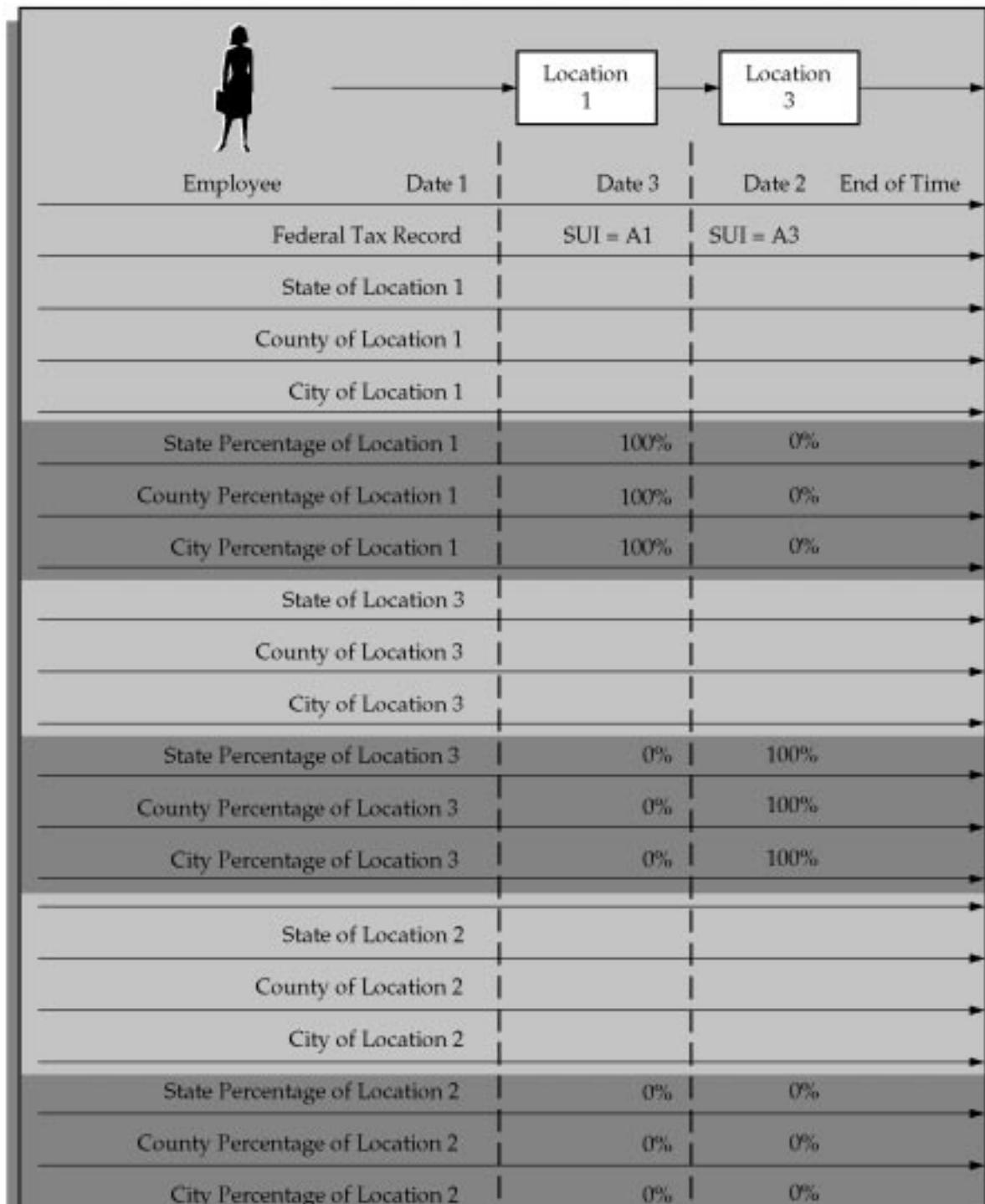
**Note:** Note that for the time period of Date 1 through Date 3, the state percentage of Location 1 is 100%.

- The existing state percentage tax record for Location 1 is end dated to (Date 3-1).
- The second percentage tax record is from (Date 3) to End of Time. This new record now has a State percentage record of 100%.

**Note:** Note that for the time period of Date 3 through end of time, the state percentage of Location 1 is 100%.

- The third percentage tax record is removed.

**Figure 3 – 4Update Assignment with an Assignment Override**

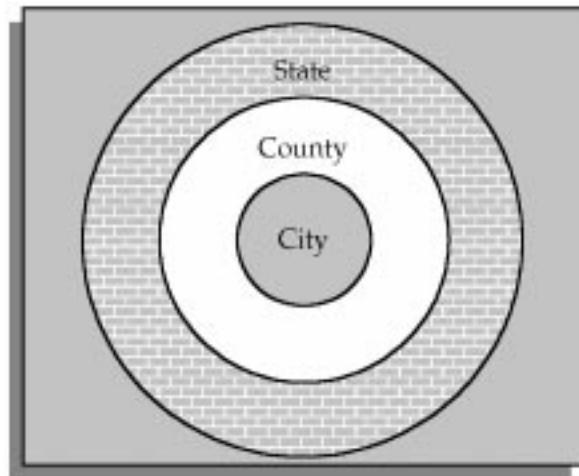


## Purging Tax Rules Records

Purging tax rules records is allowed, however, no other kind of deletion is allowed. The purging descends down the the tax percentage records, thus whenever a tax rules record is purged, the corresponding tax percentage record is also automatically purged.

**Note:** Percentage tax records cannot be created nor deleted through the percentage screen. They are created only when their tax rules records are created. They are deleted only when their corresponding tax rules are purged.

**Figure 3 – 5Purge Rules in Ascending Order**



State tax rules records can be purged only if:

- That state has never been assigned as the state of a work location, or as the state of the residential address.
- No payroll has ever been run for that state.
- Purging a state tax rule also purges tax rules for all of the counties and cities within that state. Similarly all the tax percentage rules for that state, counties and cities will also be purged.

County tax rules can be purged only if:

- That county has never been assigned as the county of a work location or as the county of the residential address.
- No payroll have ever been run for that county.
- Purging a county tax rule also purges tax rules for all the cities within that county. Similarly, all the tax percentage rules for that county and all of its cities will also be purged.

City tax rules can be purged only if

- That city has never been assigned as the city of a work location, or as the city of the residential address.
- No payroll has ever been run for that city.
- Purging a city tax rule also purges the percentage tax rule for that city.

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# Adjusting Tax Balances

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## Purpose

This information is provided for guidance when adjusting employee Earning, Deduction and Tax Balances in the Oracle Payroll application. It is not meant to be an all encompassing, since each balance adjustment is different.

**Note:** Each case must be looked at individually to determine which tax balances should be adjusted.

Balance Adjustment Processing should be undertaken anytime during the year that an employee's earning, deduction and tax balances need to be corrected or adjusted. Care should be taken when processing the balance adjustment transactions; these balances directly effect tax reporting. The balance adjustment form bypasses validation so it is possible to inadvertently adjust taxable balances in excess of the government regulated limit.

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## Reasons for Adjustments

There are several possible reasons to adjust balances. The most common reason for balance adjustments is to correct the entries from the Initial Balance Load that were processed during the conversion. To correct an entry in the Initial Balance Load, the entire batch containing the entry must be rolled back, the entry should be corrected and the batch must be reprocessed. However, the Undo Transfer process may not be feasible due to time constraints during conversion, or the error may not be discovered until after the employee has been paid in the Oracle Payroll application.

Other reasons to initiate a balance adjustment are to load initial balances for an employee that has transferred from some other payroll system to the Oracle Payroll application. A balance adjustment may also be necessary because an employee's balances were loaded incorrectly for one or more tax balance dimensions. Balances may have been loaded for the incorrect state tax jurisdiction. The taxable limit may have been over or understated. The employee's balances may not have been loaded at all and a payroll was processed for the employee.

---

## Overview of Balance Updating

In a payroll run, the run result or Pay Value, of an element feeds the appropriate balances. The run result usually feeds multiple balances

including tax related balances. Balances have time dimensions, including current run, period to date, month to date, quarter to date and year to date.

After the payroll process, the applicable balances for federal, state and local tax jurisdictions can be viewed for each employee at both the assignment and person level. The employer tax liabilities can also be viewed at an assignment or person level. It is the adjustment of these balances that will be discussed in this document.

Tax balances are used for periodic employer tax reporting and tax payments as well as quarterly and annual tax reporting. Most balances are adjusted through the processing of the Adjust Balance form. The Adjust Balance process however, does not adjust tax and taxable balances. This document advocates the use of the delivered Adjust Balance form, supplemented by the custom adjustment elements which are described under the section Balance Adjustment elements.

- It is important to remember that the balance adjustment form bypasses system validation. Vertex is called only during Payroll processing; it is not utilized during Balance Adjustment processing.

Upper tax limits will not be verified. It is possible to adjust taxable balances in excess of the government regulated limit.

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## Adjust Tax Balance Form vs. Adjust Balance Form

This section explains the use of the delivered Adjust Balance form. Oracle Payroll also provides an Adjust Tax Balance form. Each adjustment form has a purpose; they are not interchangeable. A brief summary of their main purposes and differences follows:

### Adjust Tax Balance Form

- Used to record third party payments such as sick pay, stock options, imputed income, etc. (when the third party does not issue a separate W-2).
- Uses existing elements, eliminating the need to set up any special adjustment elements.

### Adjust Balance Form

- Allows the adjustment of balances for any existing element.

- Allows the adjustment of any balance using a specific adjustment element which should be set up at the time the adjustment is needed.

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## Explanation of View Tax Balance Form and Related Terminology

In order to adjust tax balances correctly, the user should have an understanding of the View Tax Balance form and the tax related terminology. This will help determine which balances should be updated to achieve accurate results for periodic tax reporting.

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### Geocodes

Geocodes are the geographical codes supplied by Vertex, Inc. The use of geocodes (or Jurisdiction Code) determines which jurisdiction will be updated on the employee's record. The geocode is a three part record in the format of XX-XXX-XXXX. The first 2 digits are the State jurisdiction code, the next 3 digits are the county code and the last 4 digits are the city code. When adjusting a state level record, the numeric state code would be entered; zeros would be entered for the county and city codes. For example, when adjusting SUI for the state of Pennsylvania, the jurisdiction input value would be 39-000-000.

When School District is involved, there are an additional five digits which need to be appended to the state geocode (XX-XXXXX) when making adjustments. The school district code appears on the employee's tax information form either at the county or city level.

The geocode can be looked up in the documentation supplied by Vertex, Inc., or it can be looked up online from the employee's record:

1. Access the employee's Tax Information form. Navigate to the state, county or city form and place your cursor in the corresponding field for state, county, city or school district field which you are researching.
2. Click on 'Help' from the tool bar at the top of the application form. Then select 'Tools-->Examine'. Enter the appropriate password to enable access to the Examine region. The password can be obtained from your Systems Administrator.
3. Click on the down arrow associated with the 'Block' line and select STATETAX, COUNTYTAX or CITYTAX depending on what code is being researched.
4. Click on the down arrow associated with the 'Field' line and select Jurisdiction Code.
5. The value shown will be the geocode for the locality that is displayed on the employee record.

If you do not have access to either of the above methods, the geocode can also be found under Run Result Values. To view Run Result Values:

1. Navigate to View, Payroll Process Results
2. Query a payroll run.
3. Click on Assignment Process button.
4. Click on the person you are researching.
5. Click on the Run Results button.
6. Click on the Run Result for the correct tax element.
7. Click on the Run Result Values button. This will display the geocode.

---

## View Tax Balance From

The View Tax Balances form shows the tax balances that are used for periodic tax reporting. The sum of Subj Not Whable and Reduced Subj Whable on the FIT form is the amount that will be reported as Wages, tips, other compensation in Box 1 of the W-2 form. The sum of Subj Not Whable and Reduced Subj Whable on the SIT form is the amount shown as State wages, tips, etc. in Box 17 of the appropriate W-2 form. The Taxable from Social Security and Medicare Tax Balance forms are reported as Box 3 Social Security wages and Box 5 Medicare wages and tips respectively on the W-2 form.

The View Tax Balance form is a date tracked form. The tax balances are the balances as of the effective date. If the session date is 14-JAN-1998 and a payroll was run with a check date of 15-JAN-1998, the balances for the 15-JAN-1998 would not be included in the balances displayed.

If tax balances are accessed through View Payroll Processes, View Assignment Processes or via the QuickPay -->View Results form; they are always current as of the check date of the process.

The balances shown on the Tax Balance Form are as follows:

- Gross:  
Total earnings; calculated from individual earnings elements.
- Exempt:  
Balance derived from Gross earnings minus Subject to Tax Earnings.
- Subject:  
All Earnings that are taxable and for which taxes are calculated and withheld during payroll processing. Most Regular, Supplemental and Imputed Earnings are Subject to Tax

Withholdings. This balance must be entered when processing the State and Local Balance Adjustment elements.

- Subj Not Whable

All Earnings that are taxable but for which taxes are not calculated or withheld during payroll processing. GTL Imputed Income is an example of a taxable earning for which taxes are not withheld. This balance must be entered when processing the State and Local level Balance Adjustment elements.

- PreTax 401k

The amount of 401k which reduces the taxable earnings. This balance must be entered when processing State and Local level Balance Adjustment elements if the jurisdiction allows the reduction.

- PreTax 125

The amount of Pretax Insurance which reduces the taxable earnings. Dependent care deductions are not included in this total because it is covered separately under section 129 of the IRS code. This balance must be entered when processing State and Local level Balance Adjustment elements if the jurisdiction allows the reduction.

- Dependent Care

The amount of Dependent Care deductions which reduces the taxable earnings. This balance must be entered when processing State and Local level Balance Adjustment elements if the jurisdiction allows the reduction.

- Reduced Subj WHable

Balance derived from Subject Earnings minus the sum of PreTax 401k, PreTax 125 and Dependent Care.

- Taxable

The amount of taxable earnings for Medicare, Social Security and FUTA and for state and local taxes subject to an upper limit such as SDI and SUI. When using the Balance adjustment screen, this balance must be adjusted for Medicare Tax. The balance must also be adjusted for any tax with an upper limit, up to the government regulated limit.

- Excess

Balance derived from Reduced Subj Whable minus Taxable. If the taxable balance is not equal to the government regulated limit, the Excess balance should be zero. Excess should always

be zero for Medicare. If there is an amount in Excess and the limit has not been reached, this is an indication that the Balances must be adjusted.

- **Withheld**

The amount of tax which will be reported on the W2 for each tax.

- **Liability**

The amount of employer owed tax for Medicare, FUTA, Social Security, SUI or SDI.

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# Balance Adjustment

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## Processing Steps

The first step in processing an adjustment is to determine which balances should be adjusted.

The demonstration adjustment will involve Regular Salary, GTL Imputed Income and Deferred Compensation 401k:

- Federal and State taxes were withheld from the taxable gross.
- The assumption is that an employee's balances were not loaded during the Initial Balance Load and that the employee was paid in Oracle Payroll before the error was discovered.
- The Adjust Balance form should be used to adjust Regular Salary, Deferred Compensation 401k and GTL Imputed Income.
- Adjustment elements will be established for the balances that are not adjusted by the system delivered adjustment processing. These include Taxables and employer liabilities for Social Security, Medicare and FUTA and all state and local jurisdiction balances.

## Balance Adjustment Elements

The first step in the adjustment process is to set up the custom balance adjustment elements. A balance adjustment element will be necessary for Federal adjustments, State adjustments, SUI adjustments, SDI adjustments, City adjustments, County adjustments (if necessary) and School District adjustments (if necessary).

### ► **Federal Balance Adjustment Element**

1. Date track to 01-JAN-1955 or any date prior to the date an adjustment is effective.
2. Under Compensation and Benefits -> Element Description, Add an element as follows:

Name: Federal Balance Adjustment

Description: Element to adjust Federal taxable balances

Primary Classification: Information

Type: Nonrecurring

Termination Rule: Final Close

Multiple Entries Allowed

Process In Run

Adjustment Only

Further Information Category: Tax Balance

3. Save your work.
4. Enter Input Values as follows:

Input Value	Unit	Sequence	Required	Database Item
FUTA Taxable	Money	1	No	Yes
FUTA Liability	Money	2	No	Yes
SS EE Taxable	Money	3	No	Yes
SS Withheld	Money	4	No	Yes
SS ER Taxable	Money	5	No	Yes
SS Liability	Money	6	No	Yes
Med EE Taxable	Money	7	No	Yes
Med Withheld	Money	8	No	Yes
Med ER Taxable	Money	9	No	Yes
Med Liability	Money	10	No	Yes
FIT Tax	Money	11	No	Yes

5. Save your work.
6. Navigate to Compensation and Benefits --> Balances. Query the Balance from the Oracle Balance table (below). Click on the Feeds button. Query Federal Balance Adjustment in the Element Name field, select the appropriate Input Value in the Input Value Name field and then select Add. Use this table as a reference.

Oracle Balance	Input Value
FUTA Taxable	FUTA Taxable
FUTA Liability	FUTA Liability

Oracle Balance	Input Value
SS EE Taxable	SS EE Taxable
SS EE Withheld	SS Withheld
SS ER Taxable	SS ER Taxable
SS ER Liability	SS Liability
Medicare EE Taxable	Med EE Taxable
Medicare EE Withheld	Med Withheld
Medicare ER Taxable	Med ER Taxable
Medicare ER Liability	Med Liability
FIT Withheld	FIT Tax

7. Under Compensation and Benefits-->Link, link the Federal Balance Adjustment element to All Payrolls or the specific payroll to which you need to make an adjustment.

The next step is to establish adjustment elements(s) to adjust State, SUI, SDI, County, City and School District (if necessary). All of these elements may not be necessary for each balance load process that is required.

Add an element named SIT Balance Adjustment in the same manner as for the Federal Balance Adjustment Element above, which are as follows.

► **State Balance Adjustment Element**

1. Date track to 01-JAN-1955 or any date prior to the date an adjustment is effective.
2. Under Compensation and Benefits-->Element Description, add an element as follows:

Name: SIT Balance Adjustment

Description: Element to adjust SIT tax and taxable balances

Primary Classification: Information

Type: Nonrecurring

Termination Rule: Final Close

Multiple Entries Allowed

**Process In Run**

**Adjustment Only**

**Further Information Category: Tax Balance**

3. Save your work.
4. Enter Input Values as follows:

Input Value	Unit	Sequence	Required	Database Item
Jurisdiction	Money	1	Yes	Yes
SIT Gross	Money	2	No	Yes
SIT Subj With	Money	3	No	Yes
SIT Subj NWIT	Money	4	No	Yes
SIT 401k	Money	5	No	Yes
SIT 125	Money	6	No	Yes
SIT Dep Care	Money	7	No	Yes
SIT Tax	Money	8	No	Yes

5. Save your work.

Under Compensation and Benefits-->Balances. Query the Balance from the Oracle Balance list below. Click on the Feeds button. Query SIT Balance Adjustment in the Element Name field, select the appropriate Input Value in the Input Value Name field and then select Add. Use the list below as a reference.

Oracle Balance	Input Value
SIT Gross	SIT Gross
SIT Subj Whable	SIT Subj With
SIT Subj NWhable	SIT Subj NWIT
SIT 401 Redns	SIT 401k
SIT 125 Redns	SIT 125

Oracle Balance	Input Value
SIT Dep Care Redns	SIT Dep Care
SIT Withheld	SIT Tax

- Under Compensation and Benefits-->Link, link the SIT Balance Adjustment element to All Payrolls or the specific payroll to which you need to make an adjustment.

After establishing the Federal and State balance adjustment element(s), the SUI (EE and ER), SDI (EE and ER), County, City and School District elements most likely will need to be created. The following information identifies the required Input Values for each tax adjustment element. Reference back to the SIT Balance Adjustment procedure to create the element, update the balances for each tax category and to establish the link.

► **SUI ER Balance Adjustment Element**

- Under Compensation and Benefits --> Element Description add the element named SUI ER Balance Adjustment. This procedure is the same as for the SIT Balance Adjustment Element. The input values are as follows:

Input Value	Unit	Sequence	Required	Database Item
Jurisdiction	Money	1	Yes	Yes
SUI ER Gross	Money	2	No	Yes
SUI ER Subj With	Money	3	No	Yes
SUI ER 401k	Money	4	No	Yes
SUI ER 125	Money	5	No	Yes
SUI ER Dep Care	Money	6	No	Yes
SUI ER Taxable	Money	7	No	Yes
SUI Tax	Money	8	No	Yes

- Save your work.

Under Compensation and Benefits-->Balances. Query the Balance from the Oracle Balance list below. Click on the Feeds button. Query

SUI ER Balance Adjustment in the Element Name field, select the appropriate Input Value in the 'Input Value Name' field and then select Add. Use the list below as a reference.

Oracle Balance	Input Value
SUI ER Gross	SUI ER Gross
SUI ER Subj Whable	SUI ER Subj With
SUI ER 401 Redns	SUI ER 401k
SUI ER 125 Redns	SUI ER 125
SUI ER Dep Care Redns	SUI ER Dep Care
SUI ER Taxable	SUI ER Taxable
SUI ER Liability	SUI Tax

3. Under Compensation and Benefits-->Link, link the SUI ER Balance Adjustment element to All Payrolls or the specific payroll to which you need to make an adjustment.

► **SUI EE Balance Adjustment Element**

1. Under Compensation and Benefits --> Element Description add the element named SUI EE Balance Adjustment. This procedure is the same as for the SIT Balance Adjustment Element. The input values are as follows:

Input Value	Unit	Sequence	Required	Database Item
Jurisdiction	Money	1	Yes	Yes
SUI EE Gross	Money	2	No	Yes
SUI EE Subj With	Money	3	No	Yes
SUI EE 401k	Money	4	No	Yes
SUI EE 125	Money	5	No	Yes
SUI EE Dep Care	Money	6	No	Yes

Input Value	Unit	Sequence	Required	Database Item
SUI EE Taxable	Money	7	No	Yes
SUI Tax	Money	8	No	Yes

2. Save your work.
3. Under Compensation and Benefits-->Balances. Query the Balance from the Oracle Balance list below. Click on the Feeds button. Query SUI EE Balance Adjustment in the Element Name field, select the appropriate Input Value in the Input Value Name field and then select Add. Use the list below as a reference.

Oracle Balance	Input Value
SUI EE Gross	SUI EE Gross
SUI EE Subj Whable	SUI EE Subj With
SUI EE 401 Redns	SUI EE 401k
SUI EE 125 Redns	SUI EE 125
SUI EE Dep Care Redns	SUI EE Dep Care
SUI EE Taxable	SUI EE Taxable
SUI EE Withheld	SUI Tax

4. Under Compensation and Benefits-->Link, link the SUI EE Balance Adjustment element to All Payrolls or the specific payroll to which you need to make an adjustment.

► **SDI ER Balance Adjustment Element**

1. Under Compensation and Benefits --> Element Description add the element named SDI ER Balance Adjustment. This procedure is the same as for the SIT Balance Adjustment Element. The input values are as follows:

Input Value	Unit	Sequence	Required	Database Item
Jurisdiction	Money	1	Yes	Yes
SDI ER Gross	Money	2	No	Yes
SDI ER Subj With	Money	3	No	Yes
SDI ER 401k	Money	4	No	Yes
SDI ER 125	Money	5	No	Yes
SDI ER Dep Care	Money	6	No	Yes
SDI ER Taxable	Money	7	No	Yes
SDI Tax	Money	8	No	Yes

2. Save your work.
3. Under Compensation and Benefits-->Balances, Query the Balance from the Oracle Balance list below. Click on the Feeds button. Query SDI ER Balance Adjustment in the Element Name field, select the appropriate Input Value in the Input Value Name field and then select Add. Use the list below as a reference.

Oracle Balance	Input Value
SDI ER Gross	SDI ER Gross
SDI ER Subj Whable	SDI ER Subj With
SDI ER 401 Redns	SDI ER 401k
SDI ER 125 Redns	SDI ER 125
SDI ER Dep Care Redns	SDI ER Dep Care
SDI ER Taxable	SDI ER Taxable
SDI ER Liability	SDI Tax

4. Under Compensation and Benefits-->Link, link the SDI ER Balance Adjustment element to All Payrolls or the specific payroll to which you need to make an adjustment.

► **SDI EE Balance Adjustment Element**

1. Under Compensation and Benefits --> Element Description add the element named SDI EE Balance Adjustment. This procedure is the same as for the SIT Balance Adjustment Element. The input values are as follows:

Input Value	Unit	Sequence	Required	Database Item
Jurisdiction	Money	1	Yes	Yes
SDI EE Gross	Money	2	No	Yes
SDI EE Subj With	Money	3	No	Yes
SDI EE 401k	Money	4	No	Yes
SDI EE 125	Money	5	No	Yes
SDI EE Dep Care	Money	6	No	Yes
SDI EE Taxable	Money	7	No	Yes
SDI Tax	Money	8	No	Yes

2. Save your work.
3. Under Compensation and Benefits-->Balances, query the Balance from the Oracle Balance list below. Click on the Feeds button. Query SDI EE Balance Adjustment in the Element Name field, select the appropriate Input Value in the Input Value Name field and then select Add. Use the list below as a reference.

Oracle Balance	Input Value
SDI EE Gross	SDI EE Gross
SDI EE Subj Whable	SDI EE Subj With
SDI EE 401 Redns	SDI EE 401k
SDI EE 125 Redns	SDI EE 125
SDI EE Dep Care Redns	SDI EE Dep Care

Oracle Balance	Input Value
SDI EE Taxable	SDI EE Taxable
SDI EE Withheld	SDI Tax

4. Under Compensation and Benefits-->Link, link the SDI EE Balance Adjustment element to All Payrolls or the specific payroll to which you need to make an adjustment.

► **City Balance Adjustment Element**

1. Under Compensation and Benefits --> Element Description add the element named City Balance Adjustment. This procedure is the same as for the SIT Balance Adjustment Element. The input values are as follows:

Input Value	Unit	Sequence	Required	Database Item
Jurisdiction	Money	1	Yes	Yes
City Gross	Money	2	No	Yes
City Subj With	Money	3	No	Yes
City Subj NWIT	Money	4	No	Yes
City 401k	Money	5	No	Yes
City 125	Money	6	No	Yes
City Dep Care	Money	7	No	Yes
City Tax	Money	8	No	Yes
Head Tax Withheld	Money	9	No	Yes
Head Tax Liability	Money	10	No	Yes

2. Save your work.
3. Under Compensation and Benefits-->Balances, query the Balance from the Oracle Balance list below. Click on the Feeds button. Query City Balance Adjustment in the Element Name field, select the appropriate Input Value in the Input Value Name field and then select Add. Use the list below as a reference.

Oracle Balance	Input Value
City Gross	City Gross
City Subj Whable	City Subj With
City 401 Redns	City 401k
City 125 Redns	City 125
City Dep Care Redns	City Dep Care
City Withheld	City Tax
Head Tax Withheld	Head Tax Withheld
Head Tax Liability	Head Tax Liability

4. Under Compensation and Benefits-->Link, link the City Balance Adjustment element to All Payrolls or the specific payroll to which you need to make an adjustment.

► **County Balance Adjustment Element**

1. Under Compensation and Benefits --> Element Description add the element named County Balance Adjustment. This procedure is the same as for the SIT Balance Adjustment Element. The input values are as follows:

Input Value	Unit	Sequence	Required	Database Item
Jurisdiction	Money	1	Yes	Yes
County Gross	Money	2	No	Yes
County Subj With	Money	3	No	Yes
County Subj NWIT	Money	4	No	Yes
County 401k	Money	5	No	Yes
County 125	Money	6	No	Yes
County Dep Care	Money	7	No	Yes
County Tax	Money	8	No	Yes

2. Save your work.
3. Under Compensation and Benefits-->Balances, query the Balance from the Oracle Balance list below. Click on the Feeds button. Query County Balance Adjustment in the Element Name field, select the appropriate Input Value in the Input Value Name field and then select Add. Use the list below as a reference.

Oracle Balance	Input Value
County Gross	County Gross
County Subj Whable	County Subj With
County Subj NWhable	County Subj NWIT
County 401 Redns	County 401k
County 125 Redns	County 125
County Dep Care Redns	County Dep Care
County Withheld	County Tax

4. Under Compensation and Benefits-->Link, link the County Balance Adjustment element to All Payrolls or the specific payroll to which you need to make an adjustment.

► **School District Balance Adjustment Element**

1. Under Compensation and Benefits --> Element Description add the element named School Balance Adjustment. This procedure is the same as for the SIT Balance Adjustment Element. The input values are as follows:

Input Value	Unit	Sequence	Required	Database Item
Jurisdiction	Money	1	Yes	Yes
School Gross	Money	2	No	Yes
School Subj With	Money	3	No	Yes
School Subj NWIT	Money	4	No	Yes
School 401k	Money	5	No	Yes
School 125	Money	6	No	Yes

Input Value	Unit	Sequence	Required	Database Item
School Dep Care	Money	7	No	Yes
School Tax	Money	8	No	Yes

2. Save your work.
3. Under Compensation and Benefits-->Balances, query the Balance from the Oracle Balance list below. Click on the Feeds button. Query School Balance Adjustment in the Element Name field, select the appropriate Input Value in the Input Value Name field and then select Add. Use the list below as a reference.

Oracle Balance	Input Value
School Gross	School Gross
School Subj Whable	School Subj With
School Subj NWhable	School Subj NWIT
School 401 Redns	School 401k
School 125 Redns	School 125
School Dep Care Redns	School Dep Care
School Withheld	School Tax

4. Under Compensation and Benefits-->Link, link the School Balance Adjustment element to All Payrolls or the specific payroll to which you need to make an adjustment.

## Supplemental Tax Override

Highly compensated employees, amongst others, sometime request to withhold supplemental taxes at a rate higher than legislatively required.

Oracle Payroll supports supplemental tax override rates at the assignment level for federal, state, county, and city taxes.

Separate rates can be specified for each locality and the federal level on the employee's tax information.



**Attention:** To use a supplemental tax override rate, the GRE must have flat percentage override selected as a calculation method, a non-zero override rate must be specified, and it must be a supplemental payroll run. All three of these conditions must be met, or the default withholding method will be used.

### FIT Override Region

In the FIT Override region on the Federal Tax Rules window, you can specify FIT and/or federal supplemental tax overrides.

If you want to specify an FIT override, enter a percentage in the Regular Rate field to override the regular rate used in FIT withholding calculations.

To withhold a fixed FIT override amount each period with no tax calculations occurring, enter the amount in the Regular Amount field.

If you want to withhold a supplemental tax, enter a percentage in the Supplemental Rate field to override the regular rate used in federal supplemental withholding calculations.

### SIT Override Region

In the SIT Override region on the State Tax Rules window, you can specify SIT and/or state supplemental tax overrides.

If you want to specify an SIT override, enter a percentage in the Regular Rate field to override the regular rate used in SIT withholding calculations.

To withhold a fixed SIT override amount each period with no tax calculations occurring, enter the amount in the Regular Amount field.

If you want to withhold a supplemental tax, enter a percentage in the Supplemental Rate field to override the regular rate used in state supplemental withholding calculations.

## LIT Override Region

In the LIT Override region on the County and City Tax Rules windows, you can specify LIT tax overrides.

If you want to specify an LIT override, enter a percentage in the Rate field to override the regular rate used in LIT withholding calculations.

To withhold a fixed LIT override amount each period with no tax calculations occurring, enter the amount in the Amount field.

If you want to withhold a supplemental tax, enter a percentage in the Supplemental Rate field to override the regular rate used in state supplemental withholding calculations.

## State Supplemental Tax Override

To specify a state supplemental tax override for an employee, you must first specify a flat rate calculation method for the employee's GRE.

Select the supplemental state withholding tax calculation method to be used for employees of this GRE. The options follow:

**00:** Specifies that the state's default method always be used to calculate supplemental state withholding taxes for employees of this GRE. 00 is the default value for the Supplemental Tax Calculation Method field.

**02:** Specifies that in addition to the state's default method, a flat percentage rate also can be used to calculate supplemental state withholding taxes for employees of this GRE.

**Note:** If you plan to apply a supplemental tax override rate to override the regular rate used in state supplemental withholding calculations for any employees of this GRE, you must specify a value of 02 in the Supplemental Tax Calculation Method field.

## Defining Structures for Multiple Worksite Reporting

Only one GRE in your business group submits the MWS report to the Bureau, and this GRE reports on the wages and locations of employees in all the multiple locations across all SUIs and other GREs. This is the *MWS GRE*.

Each state assigns a Reporting Unit Number (RUN) for each worksite that your organization has in that state. Worksites are identified by the RUN/SUI combination. Employees are assigned to the worksites based on the SUI for their GRE and the RUN.

Oracle Payroll uses the following rules when reporting multiple worksites and employee numbers and wages:

- Only one GRE is the MWS transmitter for the entire business group, regardless of how many locations the business has in multiple states.
- Every GRE must have at least one SUI account code associated with it (but can have many); however every SUI account code has only one GRE associated with it.
- Employees are reported based on their location for the payroll run that includes the twelfth day of the month. Employees that change locations will be recorded in the same manner.
- Employees must be assigned to a GRE whose SUI matches the SUI identified for the organization on the Worksite Filing form. You must ensure that these SUIs match.
- Employees must be assigned to an organization that is in turn associated with a worksite.
- Employees must have non-zero quarterly wages and have an active primary assignment as of the twelfth of each month.
- Retired employees assigned to a retirement GRE are not to be reported. While assigning the SUI account code to an organization for a worksite, do not complete the Worksite Filing form for a retirement GRE; if you do, you will include your retired employees wages and locations in this report.

To complete the MWS report, Oracle Payroll requires some additional information. You will be asked for some or all of the following information:

MWS Transmitter GRE

Takes a value of Yes or No. Yes indicates that this GRE is the transmitter for MWS reporting.

Contact Title

Title of the person who can be contacted for information regarding creation of the tape. This is mandatory information.

Contact Telephone	The telephone number of the contact person. Every tape should have the telephone number of the contact person.
Company Trade Name	The name of the company.
Tape Medium	The medium of the tape indicating whether the data is on reel, tape, tape cartridge, or PC diskette
Tape Density	The density for the tape medium.
Header/Label	The header/label for the tape
Reporting Establishment Classification	Select Worksite Filing
Primary Reporting Worksite Organization	When set to Yes, the address of this organization is taken as the address for the worksite. Every worksite needs an address.
SUI Account No.	The Unemployment Insurance Account given to the GRE of the worksite to which the organization is associated. This is mandatory information for the tape.
Reporting Unit Number	The Reporting Unit Number is given to the worksite by the state. This is the number to which the organization is associated, and is required on the tape for each worksite that is being reported. This field accepts alpha/numeric values.
Trade Name	The name of the worksite that is being reported. This is required information for the tape.
Worksite Description	Enter a meaningful and unique description of the worksite that is being reported. This is optional information.
Comment Code1	A code defining the reason the employment data differs substantially from previous reports. The list of comment codes is provided by the BLS.
Comment Code2	Additional information describing the reason for the employment data differing substantially from previous reports.
Comment	Large changes in employment or wage data can be explained here.

## FUTA Credit

An employer's FUTA tax rate can be reduced through credits the employer can take based on the amount and timeliness of state unemployment taxes it pays. Oracle Payroll has two methods to estimate the allowed credit:

- The first method calculates a net amount owed and is reflected on the FUTA Liability Balance.
- The second method takes into consideration varying SUI Experience Rates when a GRE has locations across several states. This method also acknowledges that the IRS may change the maximum credit allowed in a state. The FUTA Credit balance reflects the calculated credit. Using this method the FUTA liability balance reflects the gross liability before any credit.



**Warning:** Once you have selected one of the two methods for estimating FUTA credit, do not switch methods mid-year.

**Note:** The IRS allows credit only when SUI payments are on time. Since Oracle Payroll does not contain payment information, this determination cannot be made by the software.

**Note:** An employer can make excess voluntary payments to SUI with the objective to lower their SUI rate. Since SUI payments must be required by law in order to qualify for the normal FUTA credit, these excess payments are not currently supported in the calculation method.

The element classification of Employer Tax Credit holds the credit rate.

### Net FUTA Liability Calculation Method

To calculate the the FUTA Liability net of the FUTA Credit, you must first determine your liability rate.

Example: currently, the normal FUTA rate is 6.2%. The IRS allows a maximum credit against this rate of 5.4%. The liability net rate is the difference between the two, in this instance 0.8%.

This rate overrides the rate currently used by the Vertex formulas and calculates the FUTA liability balance at the percentage entered.

Net FUTA Liability is entered on the Federal Tax Rules window.

### Maximum FUTA Credit Calculation Method

FUTA liability is calculated at the standard rate used by Vertex and the credit is reflected in a separate balance.

**Note:** You do not enter a FUTA liability net rate at the Federal level with this calculation method.

In this FUTA Tax Credit calculation method, you enter the maximum FUTA credit percentage for each state taxability rule within a GRE.

Example: in one of the states in which you have employees working, the IRS allows a maximum credit of 5.4%. This rate is entered in the State Tax Rules for that state.

**Note:** This rate may vary from state to state.

Maximum FUTA Calculation is entered in the State Tax Rules window.

**Note:** You can cost both the FUTA liability and the FUTA credit to the same GL account. Costing in this manner produces the same results as the Net FUTA calculation method. (This option is provided in the event that future legislation incorporates State specific credits.)

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## Assignment Location Rules Overview Example

Example: An employee moves to three different states, A, B, and C in a year. In state A, the employee works in two different counties, D and E. In State B, the employee works in city G (which is located in county F). In State C, the employee works in an unspecified area. The employee's percentage in each of these areas can be expressed as follows:

	State A	State B	State C
County D	30%	0%	0%
County E	20%	0%	0%
County F	0%	0%	0%
City G	0%	30%	0%
Unspecified	0%	0%	20%
Total in State this year	50%	30%	20%

**Note:** The state totals add up to 100% for the year.

---

## Examples of State and Local Exemption Rules

Following are sample scenarios that illustrate typical uses of State and local tax exemptions.

### Scenario 1: No State or Local Tax Exemptions

This is the system default. Oracle Payroll withholds taxes from all fifty states and subordinate localities unless you specify otherwise.

### Scenario 2: Doing Business in Only One State with No Local Tax Exemptions

In the Employer Identification screen, the State Tax Withholding Rule field must be set to States under State Tax Rules. In the State Tax rules screen, information should be entered and maintained only for the state that the company is doing business in.

The system default is for taxes to be withheld for all localities in the state in question. This means that on the State Tax Rules screen, the Exempt State Income Tax field is set to No, and the Local Income Tax Withholding Rule field is set to All Localities.

### Scenario 3: Doing Business in Some States with Some Local Tax Exemptions

In the Employer Identification screen, the State Tax Withholding Rule field must be set to States under State Tax Rules. In the State Tax Rules screen, information should be entered and maintained only for the states that the company is doing business in. The Exempt State Income Tax field should be set to No.

In the State Tax Rules screen, the Local Income Tax Withholding Rule field should be set to Only Localities Under Local Tax Rules. In the Local Tax Rules screen, tax rules should be set up only for those localities that employees reside in. The Exempt Local Income Taxes field should be used to determine if you want to withhold taxes for this locality.

**Note:** If you have a business location in a certain locality, you have to withhold taxes for that locality.

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## Adjusting Employee Withheld Balances Only

► **To adjust employee withheld balances only:**

1. In the Assignment window, query the employee assignment for which you are entering adjustments to Employee Withheld balances. Open the Adjust Tax Balances window.

The window displays the city, state, zip code and county of the employee's default work location, and the default consolidation set for the payroll of the employee's assignment. You can change these defaults if necessary.

2. For each tax appearing in the Taxes Withheld region, enter the amount of the adjustment.
3. If you want to cost the balance adjustment, check the Costed check box and select the Costing field. This allows you to enter costing details by using the Cost Allocation key flexfield. When you complete these entries, save your work.

The system then updates Employee Withheld balances for the taxes with the amounts entered in the Taxes Withheld region.

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## Adjusting Percentage Tax Rules

Percentage time in state is accessed from the State Tax Rules window. Navigate to the Percentage window by selecting the Percentage button on the State Tax Rules window.

Percentage time in county is accessed from the County Tax Rules window. Navigate to the Percentage window by selecting the Percentage button on the County Tax Rules window.

Percentage time in city is accessed from the City Tax Rules window. Navigate to the Percentage window by selecting the Percentage button on the City Tax Rules window.

 **Attention:** Ensure that you have set the correct effective date before entering any tax information.

► **To adjust the percentage time:**

- Enter the percentage of the employee's total work time spent in this locality. Make sure that the total of all the Time in Locality entries for localities within a state do not exceed the Time in State entry.

## Creating Local Taxability Rules



**Attention:** When creating or updating a local taxability rule for county, or city, all default state taxability rules are superseded for that locality. You must re-enter all state taxability rules for that particular locality when you create a local taxability rule.



**Attention:** Local taxability rules are not validated by Oracle Payroll, nor are they date effective. Local tax rules do not include regular earnings. You can only enter local tax rules for one level (county or city) at a time.



**Attention:** Selecting Not Withheld for a pre-tax deduction will introduce errors in your payroll. Do not select Not Withheld for a pre-tax deduction.

### Prerequisite

- To enter tax rules for earnings categories not presently listed in this window, add the categories to the list using the Lookup type US\_SUPPLEMENTAL\_EARNINGS or US\_IMPUTED\_EARNINGS.

See: Adding Lookup Types and Values: *Using Oracle HRMS – The Fundamentals*

You cannot make additions to the list of categories of pre-tax deductions.

You access Taxability Rules from the Tax Withholding Rules under the Compensation and Benefits area of the Navigator.

► **To create a local taxability rule for an earnings type, or pre-tax deduction:**

1. Select a primary classification for the earnings type, or pre-tax deduction.
2. Select the tax level such as county or city.
3. Select the appropriate state from the list of values.
4. Select the locality from the list of values for the county or city.  
Note that the applicable tax categories are displayed.
5. For each tax category, select the appropriate rule: withheld or not withheld.  
Oracle Payroll interprets the tax category as not subject to tax if a tax category is left unchecked.
6. Save your changes.



**Attention:** When you refresh this screen, the Default Rules Edited check box will be checked. This indicates that there is a local tax rule in effect and that you need to re-establish state tax rules for this locality.

---

## Changing Taxability Rules for an Earnings Type

► **To change taxability rules for an earnings type:**

1. In the Primary Classification region, choose Supplemental Earnings or Imputed Earnings.
2. In the Level region, choose Federal to change a federal-level rule, or State to change a state-level rule. If you choose State, select the particular state in the State region.
3. The Tax Category field displays the categories of earnings types in the Supplemental or Imputed Earnings classification. For a category, check the box under a tax heading in the Subject To region if the earnings types in the category are subject to the tax, or uncheck the box if they are not subject to the tax.

At the federal level, the tax headings appearing in the Subject To region are:

- FIT – Federal Income Tax
- EIC – Earned Income Credit
- FUTA – Federal Unemployment Tax Act
- Medicare – (FICA-HI)
- SS – Social Security (FICA-OASDI)

At the state level, the tax headings appearing in the Subject To region are:

- SIT – State Income Tax
- SDI – State Disability Insurance
- SUI – State Unemployment Insurance
- WC – Workers Compensation payroll exposure

---

## Changing Taxability Rules for a Pre-Tax Deduction

► **To change taxability rules for a pre-tax deduction:**

1. In the Primary Classification region, choose Pre-Tax Deduction.
2. In the Level region, choose Federal to maintain federal-level rules, or State to maintain state-level rules. If you choose State, select the particular state in the State region.
3. The Tax Category field displays the categories Dependent Care 125, Deferred Comp 401k, and Health Care 125. For a category, check the box under a tax heading in the Subject To region if deductions in the category are subject to the tax, or uncheck the box if they are not subject to the tax.

At the federal level, the tax headings appearing in the Subject To region are:

- FIT – Federal Income Tax
- EIC – Earned Income Credit
- FUTA – Federal Unemployment Tax Act
- Medicare – (FICA-HI)
- SS – Social Security (FICA-OASDI)

At the state level, the tax headings appearing in the Subject To region are:

- SIT – State Income Tax
- SDI – State Disability Insurance
- SUI – State Unemployment Insurance

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## Defining the Multiple Worksite Reporting Structure

### Prerequisites

- Your business is already defined so that your company and its physical locations are maintained by the software.
- Organizations for your company have already been defined, including classifications (i.e., Business Group, GRE, Reporting Establishment, HR Organization, etc.).

► **To define the Multiple Worksite Reporting Structure:**

1. Define the MWS Transmitter GRE.

See Defining the Multiple Worksite Reporting GRE: page 3 – 68

2. Define the organizations for a worksite.

See Defining the Organizations for a Worksite: page 3 – 69

3. Submit the Multiple Worksite Report

See Submitting the Multiple Worksite Report: page 4 – 62

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## Defining the Multiple Worksite Reporting Transmitter GRE

You define the MWS transmitter GRE from the Organization window.

► **To define the Multiple Worksite Reporting Transmitter GRE:**

1. Query the GRE to be the MWS transmitter for the MWS report.
2. Select the Others button.
3. From the list select Multiple Worksite Reporting.
4. In the additional information flexfield, complete the required information.

---

## Defining the Organizations for a Worksite

Define organizations for a worksite from the Organizations window.

► **To define the worksite organizations:**

1. Query the organization.
2. Select the Reporting Establishment organization classification.
3. From the list, select Worksite Filing.
4. In the additional information field, complete the required information.

---

## Entering a Blocking Factor for E Records

You must enter a blocking factor for a GRE's E records when a state requires it.

To enter a blocking factor for a GRE's E record, start from the Organization window to make an entry in the SQWL Employer Rules (1) window.

► **To enter a blocking factor for a GRE's E records:**

1. In the Organization window, query the GRE for which to enter a blocking factor, if it does not already appear there. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others and select SQWL Employer Rules (1).
2. Click in the Additional Organization Information field to open the SQWL Employer Rules (1) window.
3. In the Blocking Factor field, enter the blocking factor (not to exceed 85) for this GRE's Employer (E) Record.

## Entering Generic A and B Record Data for GRE Transmitters

For each state to which you submit quarterly wage listings, you must identify a GRE with employees in that state as a transmitter of these listings. You do this by entering for the GRE, data for the Transmitter (A) Record and the Authorization (B) Record. Depending on the states to which a GRE is transmitting wage listings, you may need to enter state-specific data in addition to generic data for these records.

Start entry from the Organization window to make entries for a GRE in the SQWL Generic Transmitter Rules window.



**Attention:** SQWL reports contain specific information tailored for specific states. Consider a strategy of grouping states with similar transmitter requirements, and then prepare and run the reports sequentially. This will minimize the amount of effort in preparing SQWL reports for multiple states.

**Note:** SQWL requires two processes to generate each report. Depending upon how your concurrent manager is configured, you may have to stagger submitting your SQWL reports until previously submitted reports have finished processing.

- **To enter generic transmitter data for A and B records:**
  1. In the Organization window, enter or query a GRE serving as a transmitter of state quarterly wage listings. In the Organization Classifications region, place the cursor on Government Reporting Entity, choose the Others button, and select SQWL Generic Transmitter Rules.
  2. Click in the Additional Organization Information field to open the SQWL Generic Transmitter Rules window.
  3. Select Yes in the Transmitter GRE field to identify this GRE as a transmitter of state wage listings.
  4. Optionally, enter the manufacturer's name of the computer used to transmit the state wage listings.
  5. Select the tape labelling method being used: ANSI standard, IBM standard, No label, or Non-standard.
  6. Select the tape density: 1600 BPI (blocks per inch), 6250 BPI, or 38000 BPI.
  7. Select the recording code: EBCDIC or ASCII.
  8. Select the number of tracks: IBM 3480 cartridge or Reel tapes.
  9. Enter the blocking factor of the file (not to exceed 85).

**Note:** You may also need to enter blocking factors for individual Employer (E) Records included on a file.

See: Entering a Blocking Factor for E Records: page 3 – 70

10. In the Transmitter Contact field, enter the title of the person responsible for state wage listing transmission. Also enter the phone number and extension of the person with this title.
11. In the Media Transmitter/Authorization Number field, enter any authorizing code or number provided by the state to which this GRE is transmitting quarterly wage listings.
12. Save your work and choose OK to return to the Organization window.

See: Entering State A and B Record Data for GRE Transmitters: page 3 – 87

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## Entering a FUTA Credit

- ▶ **To enter a FUTA override rate:**
  - Enter the override rate in the FUTA Override Rate field on the Federal Tax Rules window.
- ▶ **To record a maximum FUTA credit percentage for each state taxability rule:**
  - Enter the rate in the Maximum FUTA Credit Percentage field in the State Tax Rules window.

---

## Ending Local Taxability Rules

- ▶ **To end a local taxability rule for an earnings type or pre-tax deduction:**
  1. Query the taxability rule you want to end.
  2. For each tax category, uncheck the appropriate rule: withheld or not withheld.
  3. Save your changes.



**Attention:** If there are no tax rules for this locality, when you refresh your screen the Default Rules Edited check box will revert to being unchecked. This indicates that the default tax rules for the state are in effect.

---

## Entering City Tax Rules

City tax rules are entered from the City Tax Rules window. With the appropriate county displayed in the County Tax Rules window, choose the City Tax button.



**Attention:** Ensure that you have set the correct effective date before entering any tax information.

► **To enter city tax rules for an employee:**

1. Select a city.
2. Select a filing status and enter other information from the W-4. that is applicable to this locality.
3. In the LIT Override region, to override the regular rate used in withholding calculations, enter a percentage in the Rate field. Enter an amount for Oracle Payroll to withhold a fixed amount each period, without performing any local tax calculations.
4. Check appropriate boxes in the Tax Exemptions block to exempt the employee from these taxes.
5. Enter the School District code to calculate school district tax for the employee. Currently, this is applicable only to employees resident in Kentucky, Ohio or Pennsylvania. Consult your Vertex, Inc. handbook for further information on school districts and codes.

## Entering County Tax Rules

County tax rules are entered from the County Tax Rules window. With the appropriate state displayed in the State Tax Rules window, choose the County Tax button.



**Attention:** Ensure that you have set the correct effective date before entering any tax information.

► **To enter county tax rules for an employee:**

1. Select a county.
2. Select a filing status and enter other information from the W-4. that is applicable to this locality.
3. In the LIT Override region, to override the regular rate used in withholding calculations, enter a percentage in the Rate field. Enter an amount for Oracle Payroll to withhold a fixed amount each period, without performing any local tax calculations.
4. Check appropriate boxes in the Tax Exemptions block to exempt the employee from these taxes.
5. Enter the School District code to calculate school district tax for the employee. Currently, this is applicable only to employees resident in Kentucky, Ohio or Pennsylvania. Consult your Vertex, Inc. handbook for further information on school districts and codes.

---

## Entering an Experience Rate

► **To enter an experience rate:**

1. Navigate to the State Tax Rules window.
2. Enter the experience rate in the SUI ER Experience Rate 1 field.



**Attention:** Oracle Payroll supports only one yearly experience rate. If your experience rate changes during the year, you must track it separately. SUI ER Experience Rate 2 field is reserved for future development.

3. Save the entry.

---

## Entering Federal Tax Rules for an Employee

► **To enter federal tax rules for an employee:**

1. Default information appears for the employee in the W-4 Information region. You can change the filing status and other defaults as necessary.
  - In the Allowances field, enter the number of allowances the employee claims.
  - In the Additional Tax field, enter the amount of any additional Federal tax withholding the employee requests.
2. The resident and work states are displayed from the employee's primary residence address and work location address, respectively. You cannot change them here.
3. The SUI state defaults from the work state, but under the general rules for place of employment, can be different from the work state. In this case you can select another state as the SUI state. If a tax record is not already present for this state, select the state in the State Tax Rules window and save the default record. You can then select this state in the SUI State field.
4. In the Tax Exemption region, check the boxes corresponding to taxes for which the employee claims exemption on the W-4. You must renew tax exemptions each year.
5. In the FIT Override region, enter a percentage in the Rate field to override the regular rate used in withholding calculations. To withhold a fixed amount each period with no tax calculations occurring, enter the amount.
6. Check the Statutory Employee box if the employee governs his or her own conditions of work, and is not considered an employee under common law rules. For example, this might apply to an insurance agent affiliated with, but not working for, an insurance company.

Statutory employees are exempt from FIT withholding, but you may need to withhold Medicare, Social Security, or FUTA for them.
7. Check the Cumulative Taxation box if the employee qualifies for cumulative withholding, and requests its application to his or her regular earnings and commissions.
8. In the EIC Filing Status field, select Single or Married if the employee files the W5 Earned Income Credit Advance Payment form. Single means the filing is for 100% EIC. Married means it is for 50% EIC.

One or two default state tax records appear in the W-4 Information region for a new employee's resident state and work state. You can change the defaults as necessary.

For an employee who may work in several different states in addition to the state of their work location, enter a State Tax Rules record for each one. This makes it possible for you to use batch element (BEE) entry to enter the employee's actual work locations each pay period from his or her timecard.

## Entering Federal Tax Rules for a GRE

To enter tax information for a GRE, use the Organization window.

► **To enter federal tax rules for a GRE:**

1. Enter or query the GRE in the Organization window. In the Organization Classifications region, place the cursor on the classification Government Reporting Entity, choose the Others button, and select Federal Tax Rules. Click in the Additional Organization Information field to open the Federal Tax Rules window.
2. Select self adjust methods for Social Security, Medicare and Federal Unemployment Tax Act Employer tax withholding.

The methods you select determine the calculation of withholding for taxes taken as a percentage of earnings, until an employee's earnings reach an upper earnings limit. The method *Self Adjust* ensures greater accuracy by basing withholding calculations on year-to-date earnings, instead of earnings this period.

3. Select the type of employment to enter for the GRE on Form 941, the Employee Quarterly Federal Tax Return.
4. If this GRE belongs to a Tax Group, enter its name.

The Tax Group associates several GREs so that employees who transfer from one GRE to another within the group receive credit in the new GRE for amounts withheld in the former GRE toward Social Security, and FUTA.

5. Select the GRE's method for calculating tax liabilities on employees' supplemental earnings. The choices are, Concurrent Aggregation, Cumulative Aggregation, Flat Percentage or Previous Aggregation. If you select Flat Percentage, you can enter a percentage figure that will override the percentage mandated by the IRS.

Consult the Vertex handbook for detailed explanations of the different calculation methods.

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## Entering Local Tax Rules for a GRE

► **To enter local tax rules for a GRE:**

1. Enter or query the GRE in the Organization window. In the Organization Classifications region, place the cursor on the classification Government Reporting Entity, choose the Others button, and select Local Tax Rules. Click in the Additional Organization Information field to open the Local Tax Rules window.
2. Select the name of the locality. Because this is a long list, it is best to enter part or all of the locality name. Using its table of jurisdiction codes, the system establishes the correct code for the locality, for tax calculation purposes.
3. If the GRE has an ID number for local tax withholding, enter it in the Company Locality ID field.

## Entering State Tax Rules for an Employee

State Tax Rules are entered from the State Tax Rules window. Navigate to the Federal Tax Rules window, and select the State Tax button.



**Attention:** Ensure that you have set the correct effective date before entering any tax information.

► **To enter a new state tax record for an employee:**

1. Choose New Record from the Edit menu and select a state. There can be only one record for each state, so states for which records already exist do not appear on the list.
2. Select a filing status and enter other information relevant to this state.

**Note:** The exemption amount field is specific to Mississippi. The Optional Calculation field is specific to Alabama, Arizona, Arkansas, Delaware, Iowa, Maryland and New Jersey.

*See: Using the Optional Calculation Field: page 3 – 82*

3. In the Tax Exemption region, check the boxes corresponding to taxes for which the employee is claiming exemption on the W4. You must renew exemptions each year.
4. In the SIT Override region, enter a percentage in the Rate field to override the regular rate used in withholding calculations. To withhold a fixed amount each period without performing any state tax calculations, enter the amount.
5. Check the Non resident Certificate check box if the employee has certificates of nonresidence on file for the state.
6. To enter another work state for the employee, choose New Record from the Edit menu and select another state. Enter information for all the states in which the employee may work before you save the state tax records. Make sure that the total of all the Time in State entries for the employee equals 100%.

## Using the Optional Calculation Field

You can change an employee's tax rate for certain states by using an optional calculation method. To use an optional calculation method, you select a two digit code in the Optional Calculation field in the State Tax Rules window.

Optional calculation methods exist for Alabama, Arizona, Arkansas, Delaware, Iowa, Maryland and New Jersey. The following tables list the optional calculation methods by state:

## Alabama

<b>Code</b>	<b>Calculation Method</b>
01	Calculate tax on separately paid supplemental gross wages.

## Arizona

<b>Code</b>	<b>Calculation Method</b>
00	Calculate tax as 10% of federal tax if yearly gross wages are less than \$15,000, or 20% of federal tax if yearly gross wages are \$15,000 or greater.
01	Use optional 20% rate.
02	Use optional 22% rate.
03	Use optional 28% rate.
04	Use optional 32% rate.
05	Use optional 0% rate.
06	Use optional 17% rate.

## Arkansas

<b>Code</b>	<b>Calculation Method</b>
00	Use low-income tax rates.
01	Use standard tax rates.

## Delaware

<b>Code</b>	<b>Calculation Method</b>
01	Used for Maryland residents working in Delaware. You must also use 21-000-0000 in the Residence GeoCode.

## Iowa

<b>Code</b>	<b>Calculation Method</b>
01	Recalculate the federal tax using the number of state exemptions (do not use this method when taking additional federal tax).

## Maryland

<b>Code</b>	<b>Calculation Method</b>
01	Used for Maryland residents working in Delaware.

## New Jersey

<b>Code</b>	<b>Calculation Method</b>
00	Use tax table B (default). This method is only for employees whose filing status is married filing jointly, head of household, or surviving spouse.
01	Use tax table A. This method is only for employees whose filing status is married filing jointly, head of household, or surviving spouse.
02	Use tax table C. This method is only for employees whose filing status is married filing jointly, head of household, or surviving spouse.
03	Use tax table D. This method is only for employees whose filing status is married filing jointly, head of household, or surviving spouse.
04	Use tax table E. This method is only for employees whose filing status is married filing jointly, head of household, or surviving spouse.

## Entering State Tax Rules for a GRE

To enter tax information for a GRE, use the Organization window.

► **To enter state tax rules for a GRE:**

1. Enter or query the GRE in the Organization window. In the Organization Classifications region, place the cursor on the classification Government Reporting Entity, choose the Others button, and select State Tax Rules. Click in the Additional Organization Information field to open the State Tax Rules window.
2. Select the state code.

If you are entering state tax rules for LA, and the GRE is participating in the Louisiana Quality Jobs program, enter yes into the appropriate field. This field is only active if you have selected LA (Louisiana) in the State field.

If you are entering state tax rules for CT, and the GRE qualifies as a Non Profit GRE, enter yes into the appropriate field. This field accepts either Yes or No as an entry, and defaults to No if left blank. Only enter Yes if you have selected CT (Connecticut) in the State field, and are entering State Tax Rules for a GRE that is considered a Reimbursable Method Employer (as defined by the Connecticut Department of Labor).

3. Enter the GRE's ID numbers in the state for SUI (State Unemployment Insurance) and SIT (State Income Tax).
4. Select self adjust methods for unemployment and disability insurance (SUI and SDI) withholding.

The methods you select determine the calculation of withholding for taxes taken as a percentage of earnings, until an employee's earnings reach an upper earnings limit. The default method, *Self Adjust*, ensures greater accuracy by basing withholding calculations on year-to-date earnings, instead of earnings this period.

5. Enter the SUI employer experience rate for the GRE in the SUI Experience Rate 1 field.

If you leave this field blank, the system will use the maximum experience rate allowed for that state.

6. Enter a second SUI employer experience rate for the GRE in the SUI Experience Rate 2 field.

This field may be used to store a second experience rate. This could be used for a state that changes the rate mid-year (NH, NJ, TN, and VT, for example). Oracle Payroll does not use this

information in payroll processing. You may store information in this field, but in order for it to be processed it must be entered into the SUI Experience Rate 1 field. You can date track the information in the SUI Experience Rate 1 field.

7. In the Filing Status/Allowance Rule field, select the rule this state uses to determine the defaults for employee filing status and allowances.

Select Federal Default if this state uses an employee's federal filing status and allowances as the defaults for the state-level filing status and allowances. Select Single Status/Zero Allowances if this state requires single status and zero allowances as the state-level defaults.

8. Select the Worker's Compensation insurance carrier for this GRE. Use the Organization window to set up WC carriers as external organizations with the classification Workers Compensation Carrier.
9. Enter this state's Experience Modification rate for the Worker's Compensation premium calculation. If the state also uses the Employer's Liability Rate or the Premium Discount Rate to modify the WC premium, enter these rates as well.

Enter all rates as positive numbers. For example, enter an Employer's Liability surcharge of 20% as 120 (120% of the base premium). Enter a 10% Premium Discount as 90 (90% of the premium total). The Employer's Liability always increases the premium amount, while the Premium Discount always decreases it.

The Experience Modification can either increase or decrease the premium. To enter it correctly, you must understand which is does for this GRE.

See: Setup Steps for Worker's Compensation Calculations: *Using Oracle HRMS – The Fundamentals*

## Entering State A and B Record Data for GRE Transmitters

Start this entry of data specific to particular states from the Organization window, to make entries in the SQWL State Transmitter Rules window.



**Attention:** SQWL reports contain specific information tailored for specific states. Consider a strategy of grouping states with similar transmitter requirements, and then prepare and run the reports sequentially. This will minimize the amount of effort in preparing SQWL reports for multiple states.

**Note:** SQWL requires two processes to generate each report. Depending upon how your concurrent manager is configured, you may have to stagger submitting your SQWL reports until previously submitted reports have finished processing.

### ► To enter A and B record data for IL, NC, ND, NJ, PA, TX:

1. In the Organization window, query the GRE serving as a SQWL transmitter, if it does not already appear there. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others and select SQWL State Transmitter Rules.
2. Click in the Additional Organization Information field to open the SQWL State Transmitter Rules window. Make entries only for the state or states to which this GRE is transmitting quarterly wage listings.

#### Illinois

State Quarterly Wage Listings for Illinois are submitted on either 3.5" or 5.25" Diskette, or by Internet Transfer (FTP).. In order to create the Diskette or FTP file properly, follow the appropriate procedure:

### ► To enter A and B record data for IL

1. Navigate to the Generic Transmitting Rules window. Make sure the following fields are blank:
  - Computer
  - Internal Label
  - Density
  - Number of Tracks
  - Blocking Factor

If these fields are not blank, change them so that they are blank and then save your changes. Once saved, your changes will apply to

subsequent State Quarterly Wage Listing Reports transmitted by this GRE. You do not need to repeat this step.

2. Navigate to the State Transmitting Rules window. In the Filing Type field select the type of diskette that you will be using to transmit the report (either 3.5" Diskette or 5.25" Diskette).

Once saved, your changes will apply to subsequent State Quarterly Wage Listing Reports transmitted by this GRE. You do not need to repeat this step.

#### **Missouri**

- Enter the total dollar amount of wages reported in this file.

#### **New Jersey**

- Enter the tape authorization number appearing on Form WR-43, Wage Reporting Magnetic Tape Transmittal, in the Tape Authorization Number field.

#### **North Carolina**

#### **North Dakota**

#### **Pennsylvania**

- Enter the name of the person responsible for state wage listing submission in the Transmitter Contact Person field.

#### **Texas**

1. If an allocation list is reported on this tape (listing different GRES whose S and T records are included on the tape), select Yes in the Allocation List field. For tapes reporting an allocation list:
  - enter a 9-digit ID number in the Service Agent ID field
  - enter a dollar amount in the Total Remittance Amount field.
2. If tax (C-3) data is reported for each GRE's account in this file, select Yes in the C3 Data field.
3. In the Suffix Code field, enter the suffix code assigned by the Texas Employment Commission.

#### **See Also**

Entering Generic A and B Record Data for GRE Transmitters: page 3 – 71

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## Entering State Data for E and T Records

There are certain state-specific requirements for entries to a GRE's Employer (E) Records, or Total (T) Records, or both. The states with unique requirements for these records are the following: Illinois, Kentucky, Missouri, Montana, North Carolina, New Hampshire, New York, Ohio, Pennsylvania, and Texas.

### E and T Record Data for IL, KY, MO, and MT

To make entries for the E or T records of a GRE with employees in these states, start from the Organization window to make entries in the SQWL Employer Rules (1) window.

**Note:** For information about making entries to the Blocking Factor field in this window see: Entering a Blocking Factor for E Records: page 3 – 70

- **To enter E and T record data for IL, KY, MO, and MT:**
  1. In the Organization window, query the GRE for which to enter SQWL record data if it does not already appear there. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others and select SQWL Employer Rules (1).
  2. Click in the Additional Organization Information field to open the SQWL Employer Rules (1) window. Make entries only for the state, or states, in which the GRE has employees.

#### Illinois (for the GRE's E and T records)

1. If a previous overpayment is being applied to the balance due, enter the overpayment amount in the Credit/Overpayment field.
2. Enter the Document Control Number from the Quarterly Filing Notice. If unknown, enter the number 1.
3. Enter any interest and penalty due in the Interest and Penalty fields.
4. Enter any previous quarter (s) underpayment (including previously due penalty and interest) in the Previous Quarter (s) Underpayment field.
5. Enter the appropriate tax type code (Taxable employer or Reimbursable employer) in the Tax Type Code field.

#### Kentucky (for the GRE's E records)

- Enter the industry code from form UI-3.

### **Missouri (for the GRE's T records)**

1. Enter the total payment submitted for the GRE in the Amount Remitted field.
2. Enter the amount of all outstanding credits in the Credit/Overpayment field.
3. If the Contribution and Wage Report shows an amount due for interest assessment, enter this amount in the Employer Assessment Amount field.
4. When interest is due for quarterly reports not filed by the due date, multiply the contributions due by the monthly interest rate (from the Contribution and Wage Report). Enter the interest due in the Interest field.
5. Enter the amount of all outstanding amounts due in the Previous Quarter(s) Underpayment field.

### **Montana (for the GRE's T records)**

1. Enter any overpayment existing on the file generation date in the Credit/Overpayment field.
2. Compute interest by multiplying the Qtr. UI Taxes Due amount by the rate of .05% per day. Enter the results in the Interest field.
3. For payments 30 or fewer days late, the penalty is \$10.00 or 10% of the Qtr. UI Taxes Due, whichever is greater. For payments more than 30 days late, the penalty is \$15.00 or 15% of the taxes due, whichever is greater. Enter a penalty amount in the Penalty field.
4. Enter the amount of all adjustments or amendments to previous quarter reports in the Previous Quarter(s) Adjustments field.

## **E and T Record Data for NC, NH, NY, OH, PA, and TX**

To make entries for the E or T records of a GRE with employees in these states, start from the Organization window to make entries in the SQWL Employer Rules (2) window.

► **To enter E and T record data for NC, NH, NY, OH, PA, and TX:**

1. In the Organization window, query the GRE for which to enter SQWL record data if it does not already appear there. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others and select SQWL Employer Rules (2).
2. Click in the Additional Organization Information field to open the SQWL Employer Rules (2) window. Make entries only for the state, or states, in which the GRE has employees.

**North Carolina (for the GRE's E records)**

- Enter the 6-digit Remitter Number assigned by the state Employment Security Commission in the State Control Number field. A GRE with no number must contact the ESC to obtain one.

**New Hampshire (for the GRE's E records)**

- Enter the name and title of the contact person for the GRE.

**New York (for the GRE's E records)**

- If the GRE hires seasonal labor, select Yes in the Seasonal Employer Indicator field.

**Ohio (for the GRE's E records)**

- If the Bureau of Employment Services has assigned a 3-digit number to the GRE for multiple plant charging, enter the number in the State Employer Plant Code Field.

**Pennsylvania (for the GRE's E records)**

- If the GRE is approved for plant reporting, enter its plant number.

**Texas (for the GRE's T records)**

1. If the record for this GRE is one of several employee records on the tape (so that the A record for the tape includes an Allocation List), enter in the Allocation Amount field the dollar amount for this GRE's account.
2. Select a county in which the GRE has the greatest number of employees.
3. In the Multi State Employment Indicator field, select Yes for a GRE which, during the year, reports wages to another state for employees whose wage information is included on this tape.

## Entering S Record Data for Employees

Most states require entry of some basic data on the Employee Wage (S) records of the state wage listings. Additionally, Alaska, California, and Missouri have state-specific requirements.

To enter data for an employee for entry on the S records of state quarterly wage listings, query the employee in the Person window, go to the Assignment window for him or her, and access the alternative window GRES and Other Data.

- **To enter data for a GRE's S records:**
  1. In the Assignment window, open the tabbed region GRES and Other Data. Scroll down this window to the field Reporting Establishment. Select the Reporting Establishment for this employee.



**Attention:** Ensure that Reporting Unit Numbers have been entered for your Reporting Establishments in the Work site Filing window. The State Quarterly Wage Listing process requires this number for the S records of some states.

See: Defining the Multiple Worksite Reporting Transmitter GRE: page 3 – 68

2. If this employee is a seasonal worker, select Yes in the Seasonal Worker field. The default is No.
3. If this employee is an officer of your corporation, enter 1 in this field.

This completes entry of information required for the S record **except for** employees who work in Alaska, California, or Missouri. For these employees, continue data entry.

### Alaska

- To find the Area Code and Occupational Code for this employee, consult the Occupational Coding Manual for Employers published by the Alaska Department of Labor.

### California

- Select the correct wage plan for the employee.

**Note:** UI = Unemployment Insurance; SUI = State Unemployment Insurance. DI = Disability Insurance; SDI = State Disability Insurance.

### Missouri

- Select the appropriate probationary status for the employee.

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## Feeding Balances for W-2 Box 13 and Box 14

Balance feeds are established from the Balances window in the Compensation and Benefits area of the Navigator.



**Attention:** Balances are date effective. Ensure that you have set your effective date.

► **To enter a balance feed for W-2 Box 13 and 14**

1. Query the code for W-2 box 13 and/or query for a balance for box 14 for which you want to establish a balance feed.

**Note:** Codes for Box 13 take the form of "W2 Box 13A", where the 13A is the code corresponding to the information required on form W-2 box 13, code A.

2. Press the Feeds button.

The Balance Feeds window displays.

3. Select the appropriate Element name from the list on the Balance Feeds window.
4. Select the appropriate Input Value Name for what you want to add or feed.
5. Select Add for the Add/Subtract field to feed a balance.
6. Save your changes.

---

## Handling Claims For More Than 10 Allowances

If the employee claims more than 10 allowances, you must send a copy of the W-4 to the IRS and to the appropriate state tax authorities. The IRS and state authorities may independently issue notices rejecting the claim, and reducing the number of allowances.



**Attention:** Ensure that you have set the correct effective date before entering any tax information.

- ▶ **To record a rejection of an employee's requested allowances:**
  1. Enter the notice date in the Allowances Reject Date fields in the Federal Tax Rules or appropriate State Tax Rules region.
  2. Reduce the employee's allowances as of this date.

You can enter information for local tax withholding in any locality within the states for which you entered state tax rules.

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## Updating Local Taxability Rules



**Attention:** Selecting Not Withheld for a pre-tax deduction will introduce errors in your payroll. Do not select Not Withheld for a pre-tax deduction.

- ▶ **To update a local taxability rule for an earnings type or pre-tax deduction:**
  1. Query the taxability rule for the locality you want to update.
  2. Make changes to the local tax rule as appropriate.
  3. Save your changes.

## Viewing Tax Balances

After running payrolls, you can review online the applicable balances for federal, state and local taxes at the level of an individual employee *assignment*, and at the *person* level for employees with two or more separate assignments. Balances at the person level represent the totals of the balances of each assignment the person has.

You can also review employer tax liabilities.

See: Tax Balances: page 3 – 13

To view tax balances, use the View Tax Balances window.

► **To review tax balances:**

1. Set your session date to the date at which you want to review tax balances.

This window displays the current year's tax balances for the dimensions period to date, month to date, quarter to date and year to date.

2. Select the GRE responsible for withholding or paying the tax whose balances you are reviewing.
3. Select the tax whose balances you are reviewing.

The buttons ER and EE show whether this is tax on employers or employees. If this is a tax for which both employees and employers are liable, choose ER to review balances for the employer liability, or EE to review balances for employee withholding.

At the federal level, both employers and employees make payments for Social Security and Medicare. In some states, both employers and employees are liable for SUI or SDI.

4. Choose Assignment to see assignment-level balances, or Person to see person-level balances for employees with more than one assignment.
5. If the tax selected is at the state level, select the state. The list of states includes all those for which tax records exist for the employee.

See: Tax Information for an Employee Assignment: page 3 – 17

6. If the tax selected is at the local level, select the state and locality.

Depending on the tax selected, the list of localities includes all counties, cities or cities and counties within the state for which tax records exist for the employee.

If the tax selected is a school district tax, the school district designation automatically appears.

7. To obtain the tax balances, choose Get Balances.

Balances listed in the Tax Balances region that are not applicable for the selected tax are greyed out. For employee taxes this region displays balances withheld; for employer taxes it displays the employer liability.

## Viewing a Tax Balances Summary

► **To view tax balances from the Main Menu:**

1. Select Tax Balances from the main menu. In the Assignments window, query the assignment that you want to view tax balances for. Select the assignment and click the Balance Summary button.
2. In the Tax Balances Summary window, enter or query the GRE.
3. Select the appropriate radio button to view taxable balances for the employee (EE) or liability balances for the employer (ER).
4. Select the appropriate radio button to view balances for the Assignment or the Person.

Assignment-level balances show only those balances for one employee assignment; person-level balances depict all balances of the employee's multiple assignments; selecting the Person disables period to date balance viewing for this reason.

5. Click on the time dimension(s) you want to view.
6. Enter the State, County, City, and School District, if applicable.
7. Click the Balances button.

The last payroll action for this assignment or person appears in the Action Type field. The date of this action appears in the action date field. The balance names appear in the Balance field, with the corresponding amounts in the appropriate column(s).

After displaying balances, if you change any criteria, the Balance region will clear in anticipation of the next view request.

► **To view tax balances from the Assignment Process window**

1. Select the assignment and click the Balances button. Select Tax Balance Summary from the list that appears.

The appropriate information for the selected assignment defaults into the Criteria region of the Tax Balance Summary window.

2. Click the Balances button.

The last payroll action for this assignment appears in the Action Type field. The date of this action appears in the action date field. The balance names appear in the Balance field, with the corresponding amounts in the appropriate column(s).

After displaying balances, if you change any criteria, the Balance region will clear in anticipation of the next view request.

► **To view tax balances from the Quick Pay window**

1. Click the View Results button. Select Balances Selection from the list that appears. Select Tax Balances Summary from the next list that appears.

The appropriate information for the selected person defaults in.

2. Select the Balances button.

The last payroll action for this person appears in the Action Type field. The date of the action appears in the Action Date field. The balance names appear in the Balance field, with the corresponding amounts in the appropriate column(s).

After displaying balances, if you change any criteria, the Balance region will clear in anticipation of the next view request.

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## Withholding FIT From Third Party Payments

When employees return to work from long term disability, if they have received payments from a third party (such as a workers compensation carrier or an insurance company), these payments must be reported as income for FIT purposes.

Withholding FIT from third party payers is performed on the Adjust Tax Balances window.

► **To withhold FIT from third party payments:**

1. Fill in the amount to be withheld in the FIT field.
2. Check the FIT withheld by third party check box.
3. Save your changes.

CHAPTER

4

# End of Period Processing

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## End of Period Processing

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### What Tax and Wage Reports am I Required to Submit?

The federal-level reports on taxes and wages that each GRE must produce include:

- **Form W-2, Wage and Tax Statement.** At year end, an individual report is distributed on paper to each employee, and a report for each GRE goes on magnetic tape to the IRS.
- **Form W-941, Employer's Quarterly Federal Tax Return.** Each quarter you view online for each GRE, the information to enter on the form for submission to the IRS.
- **Form BLS 3020, Multiple Work Site Report.** This quarterly report covers monthly wages paid, number of employees paid per month, and wages paid for the quarter, by work site within GRE within state. It goes on magnetic tape to the Bureau of Labor Statistics.
- **Form 1099-R, Retirement Plan Distribution.** At year end, a report is generated on paper to each (retired) employee receiving a distribution from all types of retirement plans, and a report for each GRE goes on magnetic tape to the IRS.

See: Retirement Plan Listings: 1099-R: page 4 – 4

At the state level, GREs must issue each quarter on magnetic tape to the states in which they have employees, reports of employee wages subject to SUI. Oracle Payroll calls these reports **State Quarterly Wage Listings** (SQWL).

### Data for Reporting on Magnetic Tape

For GREs and other organizational units using magnetic tape to submit federal and state tax and wage reporting, you must maintain some special data. This serves to identify things like the GREs that are serving as transmitters of the media, the GREs whose employer and employee data appears on a particular tape or diskette, and the equipment used to generate the files submitted.

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### How do I Report for Multiple Worksites?

Employers with multiple worksites must file quarterly employment and wage reports. This information is used by the Bureau of Labor

Statistics (BLS) to provide analyses of U.S. employment. This Multiple Worksite Report (MWS) is submitted on magnetic media.

Certain industries such as gas and oil exploration, construction, and contract logging are exempted from reporting. Employers with less than 10 employees total in their multiple worksite locations are also exempted from filing this report.

See the Bureau of Labor Statistics Report BLS 3020 for complete details of who must file.

Certain states have mandatory reporting requirements:

California	New Hampshire
Colorado	New Jersey
Florida	New York
Georgia	North Carolina
Iowa	North Dakota
Kansas	Ohio
Louisiana	Oregon
Maine	Puerto Rico
Minnesota	Vermont
Montana	Virginia
Nevada	West Virginia

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## What are the Rules for Wage and Tax Reporting (W-2s)?

Employers must report to their employees the amounts paid and withheld so the employees can complete their own income tax returns and pay any amount owed to the Internal Revenue Service.

Employers accomplish these reporting goals with the Wage and Tax Statement, or **form W-2**.

Information from this form is used to enforce the appropriate tax laws as legislated by federal and state governments.

In addition to reporting taxable income, some nontaxable amounts must also be reported to ensure that employees correctly complete their individual income tax return. The same is true for state reporting, except that the amounts reported are generally limited to taxable income and taxes withheld.

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## What are the Rules for State Quarterly Wage Listings on Magnetic Tape?

For the quarterly wage listings distributed to states in which you have employees, there is a requirement to maintain data for several different kinds of records. The Interstate Conference of Employment Security Agencies, Inc. (ICESA) has developed a format for magnetic reporting of state wage listings that more than 20 states have adopted. The ICESA format designates the records required for state wage listings by code letters, as follows:

<b>Code</b>	<b>Record Name</b>	<b>Purpose</b>
A	Transmitter Record	Identifies a GRE serving as a transmitter of wage listing files to a state.
B	Authorization Record	Identifies equipment used to create the file.
E	Employer Record	Identifies GREs whose employee data (S and T records) are included in a file.
S	Employee Wage Record	Gives wage and tax information for individual employees.
T	Total Record	Gives totals of S records for an employer.
F	Final Record	Indicates the end of a file.

States that have not adopted the ICESA format for wage listings use the federal Social Security Administration (SSA) format, or a variant of this format. Some of these states do not explicitly require the Transmitter (A) and Authorization (B) Records, but do require some of the information appearing on these records.

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## Who Must File a Quarterly Federal Tax Return (Form W-941)?

This quarterly report must be filed by all employers that withhold federal income tax from employee compensation and are subject to withholding and payment of social security and/or Medicare taxes.

Form 941, *Employer's Quarterly Federal Tax Return*, provides the IRS with a report of each employer's total taxable wages paid and payroll tax liability, which is then reconciled with the employer's record of tax deposits and wage and tax information provided to employees on their W-2 forms.

See Reporting Quarterly Federal Tax Returns: page 4 – 20

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## Who Must File Retirement Plan Listings (Form 1099-R)?

At year's end, employers who make distributions of retirement income are required to report those distributions and any amount withheld for

FIT on form 1099-R. Employers with more than 249 employees are required to file Forms 1099-R on magnetic media, unless a waiver has been granted.

Employers must report any distributions from all types of retirement plans; both periodic and lump-sum payments must be reported as well.

Form 1099-R requires distributions from any of the following be reported:

- Pensions
- Annuities
- Retirement or Profit sharing plans
- IRAs
- Insurance Contracts

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## End of Year Processing

For the purposes of reporting taxes and wages to the federal and state/local governments, Oracle Payroll takes a snapshot in time of all of the employee balances in a given year and GRe, and archives these balances for paper and magnetic reporting. This allows you to reissue, government mandated reports, or duplicate W-2 forms on an as needed basis.

End of year processing entails the following activities:

1. running the pre-archival reports
2. fixing balance problems
3. running the State Quarterly Wage Listings process
4. running the Year End Pre-Process
5. running the post-archival reports
6. fixing any remaining balance problems
7. generating government mandated reports
8. generating magnetic tapes for submission

It is important that you complete each end of year processing phase in its correct order. For organizations with Multiple GReS, it is suggested that you complete each phase for all GReS in your organization before proceeding to the next phase.

## Pre-Archival Reports

The following reports should be run prior to running the fourth quarter State Quarterly Wage Listings or the Year End Pre-Process.

Pre-Archival reports are organized into three categories: Diagnostic, Balancing, and Reconciliation. Depending upon the returns of these reports, you may have to make adjustments to various balances.

### Diagnostic Reports

The following reports are used to identify problems that need to be corrected before Year End Processing can take place.

- Unacceptable Tax Balance Report

This report identifies incorrect withheld amounts for FIT, SIT, LIT, Social Security, Medicare, FUTA, SUI and SDI taxes, and identifies other potential balance problems.

- Invalid Address Report

This report lists people with invalid primary addresses.

- Over Limit Report

This report identifies employees who have had taxes withheld in excess of the legal limit.

- State Quarterly Negative Balances Report

This report identifies individual employees in a business group with negative quarter-to-date state-level balances.

### Balancing Reports

These reports are used to ensure that balances reported to federal, state and local authorities will be correct. Before running the Year End Pre-Process, you should run the following balance reports:

- GRE Totals Report

This report helps you to balance W-2s. It lists totals for selected, or all, GREs.

- Tax Remittance Reports

These reports shows federal, state, and local tax balances summarized for a particular range of check dates.

- Annual FUTA Tax Return Work Sheet (Form 940)

You use form 940 to determine FUTA taxable wages for the calendar year and the FUTA tax liability on those wages after

accounting for applicable state unemployment tax credits and FUTA tax deposits made during the year.

## Reconciliation Reports

The following reports are used to further pinpoint balance problems for individual employees.

- Employee Run Results Report

This report is used to identify balance problems for individual employees.

- Payroll Activity Report

This report shows employee and group level payroll details for pay runs, quick pays, balance adjustments, balance initializations, voided payments and reversals. This report can also be used to identify employees with selected transactions in a given time frame. For example, you could get all employees who had balance adjustments effective between October 1 and December 31.

## The Year End Pre-Process

The Year End Pre-Process is the Oracle Payroll utility that archives employee and employer data for a specific year and GRE. Once archived, this data will be available for end of year reporting. The data from the Year End Pre-Process is archived in the system so you will be able to regenerate year end reports as required.

The Year End Pre-Process should be run for the entire business unit before year end reporting can be done.

## Adjusting and Retrying Records

If an employee's record has changed after running the Year End Pre-Process, you can retry the Year End Pre-Process for that employee. It is not necessary to re-run the entire process. In instances where multiple employees' balances are changed, it may be easier to rollback the Year End Pre-Process and rerun it to include the balance updates.

Individual assignments can be marked for retry in the Employee Assignment Process window.

Employer data can be re-archived by marking the payroll action for retry in the Payroll Process Results window and then retrying the process by selecting Retry US Payroll Process from the Submit Requests window. If a GRE does not have any employees in it, then its employer data will be archived when the Year End Pre-Process is run for that GRE. In this case, you cannot re-archive this data through the Retry US Payroll Process. You must rollback the process, and then rerun the Year End Pre-Process.

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## Post-Archival Reports

The following reports should be run after running the Year End Pre-Process.

- W-2 Register

This report shows the amounts reported in each box of the Form W-2 for all employees in a particular GRE as of the chosen effective date by W-2 box number (1 through 21).

- W-2 Exception Register

This report identifies employees have negative box 1 totals on the form W-2 or have zero box 1 totals, but have other non-zero W-2 box totals.

- Year End Negative Balances

This report identifies employees have negative box 1 totals on the form W-2 or have zero box 1 totals, but have other non-zero W-2 box totals.

Depending upon the returns of these reports, you may have to make adjustments to various balances.

## Form W-2 Box Information

The following table depicts the various boxes and fields on form W-2, and indicates where Oracle Payroll draws the appropriate balances to complete the form.

Box	Title	Information Contained
a	Control Number	Not required
b	Employer's Identification Number	Employer ID (Federal EIN)
c	Employer's Name, address, and Zip Code	Tax Unit Name (GRE Name) Tax Unit Address (GRE Location)
d	Employee's SSN	National Identifier
e	Employee's Name, address, and Zip Code, and telephone number	First, Middle Initial, Last Primary Address Telephone Number
1	Wages, Tips, and other Compensation	FIT_REDUCED_ SUBJ_WHABLE + SUBJ_NWHABLE (PER_GRE_YTD)
2	Federal Income Tax Withheld	FIT_WITHHELD (PER_GRE_YTD)
3	Social Security Wages	SS EE TAXABLE (PER_GRE_YTD)
4	Social Security Tax Withheld	SS WITHHELD (PER_GRE_YTD)
5	Medicare Wages and Tips	MEDICARE EE TAXABLE (PER_GRE_YTD)
6	Medicare Tax Withheld	MEDICARE EE TAXABLE (PER_GRE_YTD)
7	Social Security Tips	Not supported
8	Allocated Tips	Not supported
9	Advanced EIC Payment	EIC ADVANCED (PER_GRE_YTD)
10	Dependent Care Benefits	DEPENDENT CARE (PER_GRE_YTD)
11	Nonqualified Plans	Not supported
12	Benefits included in box 1	W2 FRINGE BENEFIT (PER_GRE_YTD)

Box	Title	Information Contained
13	See Instructions. for box 13	Creating Balances for Box 13 and 14: page 4 – 14
14	Other (such as union dues, health insurance premiums deducted, nontaxable income, voluntary after-tax contributions, or educational assistance payments)	Creating Balances for Box 13 and 14: page 4 – 17
15	Statutory employee (whose earnings are subject to social security and Medicare taxes but NOT subject to federal income tax withholding)	Federal Employee (if aei_information_10. Information_type is 'Federal')
15	Deceased (Checked when the reason of leaving is Deceased)	
15	Pension Plan	W2 PENSION PLAN (PER_GRE_YTD)
15	Legal representative	
15	Household Employee	not supported
15	Subtotal	not supported
15	Deferred Compensation	Def Comp 401(k) (PER_GRE_YTD)
16	State	State Code (The state information on the W-2 is provided only if that state or locality information is entered in the tax information form for the assignment.)
16	Employer's State ID Number	State_id from ORG_INFORMATION of hr_organization_information
17	State Wages, Tips, etc.	SIT REDUCED _SUBJ_WHABLE + SUBJ_NWHABLE (PER_GRE_YTD)
18	State income tax	SIT WITHHELD
19	Locality name	

<b>Box</b>	<b>Title</b>	<b>Information Contained</b>
20	Local wages, tips, etc	REDUCED_SUBJ_WHABLE + SUBJ_NWHABLE (PER_GRE_YTD)
21	Local Income Tax	Tax type (SDI, city, county, school) WITHHELD

**See Also:**

Balances for W-2 Box 13: page 4 – 14

Balances for W-2 Box 14: page 4 – 17

Withholding FIT From Third Party Payments: page 3 – 100

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## Balances for W-2 Box 13

Box 13 holds a variety of information, much of which needs to be fed by a balance that you create according to your business rules. You can create individual balances to feed box 13 as appropriate.

For each Box 13 code, a definition is provided below.

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### **Code A – Uncollected social security tax on tips.**

A balance for Code A includes the amount of social security tax on an employee's tips that could not be collected because of insufficient funds.

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### **Code B – Uncollected Medicare tax on tips**

A balance for Code B includes the amount of Medicare tax on an employee's tips that could not be collected because of insufficient employee funds.

---

### **Code C – Value of group-term life insurance coverage over \$50,000**

A balance for Code C includes the value of employer-provided group-term life insurance coverage over \$50,000 minus the employee's after-tax contributions.

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### **Code D – Section 401(k) contributions**

A balance for Code D includes the employee's total elective deferrals to a 401(k) cash or deferred arrangement, even if the employee exceeds the annual elective deferral limit.

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### **Code E – Section 403(b) contributions**

A balance for Code E includes the employee's total elective deferrals to a 403(b) salary reduction agreement to purchase an annuity contract, even if the employee exceeds the annual elective deferral limit.

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### **Code F – Section 408(k)(6) contributions**

A balance for Code F includes the employee's total elective deferrals to a 408(k)(6) salary reduction Simplified Employee Pension plan, even if the employee exceeds the annual elective deferral limit.

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**Code G – Section 457(b) contributions**

A balance for Code G includes the total elective and nonelective contributions made to a 457(b) deferred compensation plan for government employees or tax exempt organizations, even if the employee exceeds the annual elective deferral limit.

---

**Code H – Section 501(c)(18)(D) contributions**

A balance for Code H includes the total elective deferrals to a 501(c)(18)(D) tax-exempt organization plan (not employer nonelective contributions or employee after-tax contributions).

---

**Code J – Sick pay not includable as income**

A balance for Code J includes the amount of third-party sick pay that is not subject to federal income tax because of the employee's after-tax contributions to the sick pay plan.

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**Code K – Tax on excess golden parachute payments**

A balance for Code K includes a 20% excise tax on excess golden parachute payments made to key corporate employees after a merger or acquisition.

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**Code L – Nontaxable part of employee business expense reimbursements**

A balance for Code L includes the amount of employee business expense treated as substantiated (nontaxable) only if the employer reimburses its employees for expenses under a per diem or mileage allowance that exceeds the government-approved rates.

---

**Code M – Uncollected social security tax on value of group-term life coverage over \$50,000**

A balance for Code M includes the amount of uncollected social security tax on the value of excess group-term life insurance coverage for former employees.

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**Code N – Uncollected Medicare tax on value of group-term life insurance coverage over \$50,000**

A balance for Code N includes the amount of uncollected Medicare tax on the value of excess group-term life insurance coverage for former employees.

#### **Code P – Excludable reimbursed moving expenses**

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A balance for Code P includes the amount of moving expense reimbursements paid to employees (or third parties on behalf of employees) that were not included in the employee's income because they were paid for qualified moving expenses.

#### **Code Q – Military employee basic quarters, subsistence and combat pay**

A balance for Code Q includes the value of employee basic quarters, subsistence, and combat pay.

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## Balances for W-2 Box 14

Form W-2 Box 14 is designated as “Other,” and can hold information such as:

- Union Dues
- Health insurance premiums
- Nontaxable income
- Voluntary after-tax contributions
- Educational Assistance payments

Form W-2 Box 14 also allows you to place other information that you may be tracking throughout the year as a user-defined balance.

If you have been tracking user-defined information and need to report it in box 14 of form W-2, you need to feed the balance.

---

## State Quarterly Wage Listings on Magnetic Tape

For each state to which you submit quarterly wage listings using Oracle Payroll, you must identify a GRE with employees in that state as a transmitter of the wage listing file, and enter A and B record information for this GRE.

See:

Entering Generic A and B Record Data for GRE Transmitters: page 3 – 71

Entering State A and B Record Data for GRE Transmitters: page 3 – 87

Entering a Blocking Factor for E Records: page 3 – 70

Entering State Data for E and T Records: page 3 – 89

Entering S Record Data for Employees: page 3 – 92

Running the State Quarterly Wage Listings Process: page 4 – 83

**Note:** Oracle Payroll does not support the creation of an IBM standard label for State Quarterly Wage Listings on magnetic media.

**Note:** Oracle Payroll does not support the creation of IBM cartridge tapes.

## Naming Convention for Output Files

The files created by the State Quarterly Wage Listing Process will be named according to their format. The naming convention is as follows:

Format	Convention	Example
Tape	<State>_MMYY.mf	CA_0399.mf
Diskette	<State>_MMYYD.mf	IL_0399D.mf
Electronic	<State>_MMYYE.mf	ND_0399E.mf

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## Reporting Federal Unemployment Tax (FUTA)

Generally all employee compensation is subject to FUTA tax unless exempted under IRC 3306(b) and IRS Reg. 31.3306(b)(2)-1 – (b)(10)-1.

Oracle Payroll provides certain information in the form of a work sheet that you then transcribe to the official form 940; however, some information must be provided by you:

- Part II, section 3, column i, Contributions actually paid to state.
- Part II, section 3a, total for column i, Contributions actually paid to state.
- Part II, section 3b, Total tentative credit.
- Part II, section 6, Credit.
- Part II, section 7, Total FUTA tax.
- Part II, section 8, Total FUTA tax deposited for the year..
- Part II, section 9, Balance due.
- Part II, section 10, Overpayment.
- Part III, record of Quarterly Federal Unemployment Tax Liability.

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## Reporting Quarterly Federal Tax Returns

Oracle Payroll provides certain information in the form of a work sheet that you then transcribe to the official form 941; however, some information must be provided by you:

- Item 4, Adjustment of withheld income tax for preceding quarters of calendar year.
- Item 5, Adjusted total of income tax withheld.
- Item 9, Adjustment of social security and Medicare taxes.
- Item 10, Adjusted total of social security and Medicare taxes.
- Item 11, Total taxes.
- Item 13, Net taxes.
- Item 14, Total deposits for quarter, including overpayment applied from a prior quarter.
- Item 15, Balance due.
- Item 16, Overpayment.
- Item 17, Monthly summary of Federal Tax Liability.

---

## Federal and State Magnetic W-2 Reporting

Your enterprise is required to submit magnetic W-2 reports to both Federal and State agencies. These reports contain your enterprise's annual Wage and Tax Statement of employee earnings and tax withholding.

**Note:** You must successfully run the Year End Pre-Process for each GRE in your enterprise prior to running a Federal or State magnetic W-2 report.

### Report Errors and Resolution

If you run a Magnetic W-2 report, and it does not complete successfully, the View Requests window indicates that an error has occurred. To read the error message, you must open the log file specified in the View Requests window. Errors most often occur because employee assignments are still marked for retry from a Year End Pre-Process run, or the Year End Pre-Process was not run for every GRE in the enterprise.

In order to resolve an error you must roll back the magnetic report and fix the error. Once the error is resolved, you can rerun the magnetic report.

---

## Tax Remittance Reports

You need to report the taxable wages and taxes withheld to remit the correct amount of employment and income taxes. This remittance can be required to be made within 24 hours of check date. Some reporting cycles may be semi-monthly, monthly, or quarterly.

---

### Federal and State Tax Remittance Reporting

This report shows the federal and state balances summarized for a particular range of check dates. For instance, if you report wages and taxes quarterly, you would choose a check starting and ending date that covered the quarter for which you are reporting.

Oracle Payroll allows you to choose the following options for generating this report (entries are either required or optional):

- Starting Check Date (required)  
Any date that a payment has been made to an employee.
- Ending Check Date (required)  
Any date that a payment has been made to an employee.
- GRE (optional)  
All valid GREs.



**Attention:** Leaving this field blank causes all GREs to be included in this report.

- Federal (required)
  - If yes, both federal and state reporting is done; the report heading displays, “Federal/State Tax Remittance Report.”(default)
  - If no, only the state-level reporting is done, and the report heading displays, “State Tax Remittance Report.”
- State (optional)  
All valid US States including the District of Columbia
- Dimensions (required)
  - Check Date Range Only (default)
  - Check Date Range and Month to Date
  - Check Date Range and Quarter to Date
  - Check Date Range and Year to Date

You run the Federal and State Tax Remittance Report from the Submit Requests window.

## Local Tax Remittance Reporting

This report shows the local tax balances summarized for a particular range of check dates. For instance, if you report wages and taxes monthly, you would choose a check starting and ending date that covered the period for which you are reporting.

Oracle Payroll allows you to choose the following options for generating this report (entries are either required or optional):

- Starting Check Date (required)  
Any date that a payment has been made to an employee.
- Ending Check Date (required)  
Any date that a payment has been made to an employee.
- GRE (optional)  
All valid GREs.



**Attention:** Leaving this field blank causes all GREs to be included in this report.

- State (optional)  
All valid US States including the District of Columbia



**Attention:** Leaving this field blank causes all States to be included in this report.

- Locality Type (optional)
  - City  
All valid cities in a particular State, or in all States if the State field has been left blank.
  - County  
All valid counties in a particular State, or in all States if the State field has been left blank.
  - School District  
All valid school districts.



**Attention:** Leaving the Locality Type field blank causes all locality types to be included in the report. Leaving City, County, or School District blank causes all localities of that type to be reported.

- Sort Option One, Two, and Three (Optional)  
Local tax remittance reports are organized according to user-defined criteria. The three variables that reports are sorted by are:

- Locality
- Locality Type
- State

The Sort Options are Hierarchical in nature. For instance, if you want to create a tax remittance report sorted by State, Locality, and Locality Type, you enter State into the Sort Option One field, Locality into the Sort Option Two field, and Locality Type into the Sort Option Three field. Using the selected Sort Options, Oracle Payroll generates the report with each entity listed alphabetically by Locality type, Locality types listed beneath each Locality, and Localities listed beneath the selected State(s).

The sort options are nested. Using the previous example, if you change Sort Option Two from Locality to Locality Type, Sort Option Three is automatically cleared. If you still want to sort by Locality, you must enter it into the Sort Option Three field.

- Dimensions (required)
  - Check Date Range Only (default)
  - Check Date Range and Month to Date
  - Check Date Range and Quarter to Date
  - Check Date Range and Year to Date

You run the Local Tax Remittance Report from the Submit Requests window.

---

## Magnetic Media Wage Reporting Utilities

Oracle Payroll provides a number of utilities to help manage magnetic media wage reporting:

- Resubmit Magnetic Report utility

The Resubmit Magnetic Report utility recreates a previously created magnetic report, which you can then resubmit if the original is ever damaged or lost.

- Archive Report utility

The Archive Report utility lets you view archived information. Oracle Payroll marks information as archived when a magnetic wage report (such as SQWL) is generated.

You can view information from a specific SQWL report. Alternately, you can view information about a specific employee in a specific SQWL report.

- Archive Differences Report utility

The Archive Differences Report utility compares archived data and current data. Oracle Payroll marks information as archived when a magnetic wage report (such as SQWL) is generated.

The output is information that has changed since the archive. If the Archive Differences Report generates no output, then no data has changed since the original report was generated and archived.

---

## Printing and Distributing Paper W-2s

The Wage and Tax Statement (Form W-2) is used by employers to report taxable and non-taxable income information of individual employees to the IRS and State governments.

Oracle Payroll allows you to print single W-2s or a range of W-2s that you define. Sort options give you further flexibility in W-2 distribution.

Paper W-2s are supported for printing in accordance with the Evergreen ORA-5218 pre-printed laser form (envelope #4444-1).

You run the Employee W-2 Report from the Submit Requests window.

**Note:** Prior to running the Employee W-2 Report you must have completed the Year End Pre-Process for all GRE's in your enterprise.

---

## Selection Options for Paper W-2s

Oracle Payroll allows you to enter selection criteria for generating paper W-2s. This option is useful in instances where an employee has lost his W-2 and needs a new copy.

Oracle Payroll requires you to select W-2's by the following criteria:

- Reporting Year
- Government Reporting Entity
- State

**Note:** if you select a state in this field, W-2s for all employees that have taxable wages in that state will be printed. If an employee has taxable wages in an additional state, all W-2s for that employee will be printed.

Additionally, you can choose one item from the List of Values to further restrict your paper W-2 report:

- Restrict by
  - **Organization:** from employee's primary assignment as of the effective date
  - **Location:** from employee's primary assignment as of the effective date
  - **Person Name** (last, middle, first): as of 12/31 of year selected
  - **Social Security Number:** as of 12/31 of year selected

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**Note:** Selecting from the List of Values enables the corresponding field.

---

## Sort Options for Paper W-2s

Oracle Payroll allows you to sort W-2s by one or more of the following options:

- **Organization Name:** from employee's primary assignment as of effective date
- **Location:** from employee's primary assignment as of effective date
- **Employee Name** (last, middle, first): as of 12/31 of year selected  
(Note: this is the default selection)
- **Employee SSN:** as of 12/31 of year selected
- **Termination Reason:** use employee's latest termination reason as of 12/31
- **Zip Code:** use the Zip Code of the employee's primary address

## Selecting Sort Options for Paper W-2 Reporting

You have the option of selecting sort criteria for Paper W-2 distribution purposes. You select and sort paper W-2s from the Submit Requests window.

The Sort Options are hierarchical in nature. For instance, if you want to print out paper W-2s by Zip Code, and Employee Name you enter Zip Code into the Sort Option One field, and Employee Name into the Sort Option Two field.

The sort options are nested. Using the previous example, if you change Sort Option One from Zip Code to Organization, Sort Option Two, (Employee Name), is automatically cleared. If you still want to sort by Employee Name, you must re-enter it into the Sort Option Two field.

---

## Generating Paper W-2s for Individual Employees

You may be required to generate a Paper W-2 for an individual employee at any time. Using the Selection Criterion field in the Parameters Window you can generate a single W-2 by selecting Employee Name or Social Security Number.



**Attention:** In order to assure that the W-2 will contain the correct box totals, you must run the Year End Pre-Process for the selected employee's GRE prior to running the Paper W-2 Report.

---

## Retirement Plan Listings: 1099-Rs on Magnetic Tape

At year's end, employers who make distributions of retirement income are required to report those distributions and any amount withheld for FIT on form 1099-R. Employers with more than 249 employees are required to file Forms 1099-R on magnetic media unless a waiver has been granted.

Employers must report any distributions from all types of retirement plans; both periodic and lump-sum payments must be reported.

Form 1099-R requires distributions from any of the following must be reported:

- Pensions
- Annuities
- Retirement or Profit sharing plans
- IRAs
- Insurance Contracts
- SIT



**Attention:** You must successfully run the Year End Pre-Process for each GRE in your enterprise prior to running a Federal or State magnetic 1099-R report.

---

## Defining 1099-R Reporting Rules

1099-R Magnetic Reporting Rules are accessed from the Organization window. You can display them by selecting the Organization Classification of Government Reporting Entity and clicking the Others button. From the Additional Organization Information window you can select 1099R Magnetic Reporting Rules. These rules must be defined for each retirement GRE.

The reporting rules require the following parameters:

- 1099-R Transmitter
- Transmitter Control Code
- Bureau
- Combined Filing
- Recording Mode
- Parity

- Label
- Density
- Contact Name
- Contact Phone No.

Any GREs with the same Transmitter Control Code will be reported on the same magnetic tape. For a retirement GRE which is not a 1099-R transmitter, the last eight parameters are not used and may be left blank.



**Attention:** Since State 1099-R Magnetic Report for New York uses State Quarterly Wage Listings, and North Carolina and Michigan use the TIB4 format, W2 Reporting Rules must be defined for the pertinent retirement GRE in order for the NY, NC and MI 1099-R reports to be generated.

---

## 1099-R Output

1099-R generates two output files:

- Magnetic report with naming convention [FE or STATE ABBREVIATION][TRANSMITTER CONTROL CODE]\_99R[YEAR].mf  
e.g. FEXXXXX\_99R99.mf, NYXXXXX\_99R99.mf
- Transmitter report with naming convention FE[TRANSMITTER CONTROL CODE]\_[YEAR].a01 for Federal or [STATE ABBREVIATION][TRANSMITTER CONTROL CODE]\_99R[YEAR].a01  
e.g. FEXXXXX\_99.a01, NYXXXXX\_99R99.a01

**Note:** If you are using Microsoft Windows NT to generate the Magnetic tape, you will have to shorten the first part of the filenames so they contain no more than 8 characters.

---

## Report Errors and Resolution

If you run a Magnetic 1099-R report, and it does not complete successfully, the View Requests window indicates that an error has occurred. To read the error message, you must open the log file specified in the View Requests window.

Errors most often occur because:

- assignments are still marked for retry from a Year End Pre-Process run
- The Year End Pre-Process was not run for every GRE in the enterprise
- no employees existed in a particular state with wages more than Zero for a State 1099-R.

In order to resolve an error you must roll back the magnetic report and fix the error. Once the error is resolved, you can rerun the magnetic report.

---

## Paper 1099-R Information Return

The Form 1099-R is used by employers to report annual pension distribution information of individuals to Employees, Retirees, the IRS, and State governments.

Oracle Payroll allows you to print a single 1099-R or a range of 1099-Rs that you define. Sort options give you further flexibility in 1099-R distribution.

Form 1099-Rs can only be support printing on impact printers using the proper Evergreen forms.

**Note:** You must print Paper 1099-Rs on Evergreen Form #7159-4, #7159-6 (both use envelope #7777-1), or the Evergreen self mailer version of this form.

 **Attention:** Prior to running the Paper 1099-R Report you must have completed the Year End Pre-Process for your enterprise.

---

## Report Parameters for Paper 1099-Rs

Oracle Payroll requires you to select 1099-Rs by the following criteria:

- Reporting Year
- Government Reporting Entity

Additionally, Oracle Payroll allows you to enter selection criteria for generating paper 1099-Rs. You can choose one Selection Criterion List of Values to further restrict your paper 1099-R report.

- Selection Criterion
  - **Organization:** from employee's primary assignment as of the effective date
  - **Location:** from employee's primary assignment as of the effective date
  - **Employee Name** (last, middle, first): as of 12/31 of year selected
  - **Social Security Number:** as of 12/31 of year selected
  - **State**

**Note:** if you select a state in this field, 1099-Rs for all employees that have taxable wages in that state will be printed. If an employee has taxable wages in an additional state, all 1099-Rs for that employee will be printed.

**Note:** Selecting a value in the Selection Criterion field enables the corresponding field.

Oracle Payroll also allows you to sort 1099-Rs as they print by using up to three different sort options.

- Sort Options

- **Employee Name** (last, middle, first): as of 12/31 of year selected

**Note:** If you do not select any sort options, the 1099-R Information Return Report will be sorted by Employee Name.

- **Employee SSN**: as of 12/31 of year selected

**Note:** if you select Employee SSN as a sort option, you may not select Employee Name as a subordinate sort option.

- **Zip Code**: use the Zip Code of the employee's primary address

The sort options are nested. If you change Sort Option One, Sort Option Two and Sort Option Three are automatically cleared.

**Note:** You must successfully run the Year End Pre-Process for each GRE in your enterprise prior to running a Paper 1099-R report.

---

## Generating Paper 1099-Rs for Individual Employees

You may be required to generate a Paper 1099-R for an individual at any time. Using the Selection Criterion field in the Parameters Window you can generate a single 1099-R by selecting Person Name or Social Security Number.

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## **W-2 Register Reporting**

Organizations have a need to preview W-2s before printing. The W-2 Register Report allows you to view the amounts reported in each box of the Form W-2 for all employees in a particular GRE for a given year. The W-2 register report shows totals by W-2 box number (1 through 21). Using sort options, you can customize this report to further display withholding totals for employees, organizations and locations.

You can use the W-2 Register Report to verify your W-2 box totals prior to running your W-2s. The totals generated by this report will balance to the GRE Totals report, the Year-to-Date values on the Tax Remittance Report, and the Control Report (6559).

### **W-2 Register Sort Options**

W-2 register reports can be organized according to user-defined criteria, or sort options. Oracle Payroll does not require that you use sort options to generate your W-2 Register report, but they are the best way to customize the report to your specific needs. You can sort reports by any three of the following options:

- Employee Name
- Location
- Organization
- Social Security Number

**Note:** You cannot choose to sort by Social Security Number and then Employee Name. If you select Social Security Number as a sort option, Employee Name will not appear in the List of Values for the remaining sort options.

The sort options are hierarchical in nature. The Sort Option Two field is enabled only after a selection has been made in the Sort Option One field. The Sort Option Three field is enabled only after a selection has been made in the Sort Option Two field.

### **Example of Sort Options**

Following is an example of how to use sort options to customize the W-2 register report.

If you want to create a W-2 register report sorted by Organization, Location, and Employee Name, you enter Organization into the Sort Option One field, Location into the Sort Option Two field, and Employee Name into the Sort Option Three field. Using the selected

Sort Options, Oracle Payroll generates the report listing the W-2 box totals for each employee alphabetically by location within each organization for the selected GRE.

**Note:** The sort options are nested. Using the previous example, if you change Sort Option Two from Location to Employee Name, Sort Option Three is automatically cleared.

## Sort Options and Report Layout

When printed, the W-2 Register report will insert a page break between each selected sort option, with the exception of Employee Name or Social Security Number.

For Example, if you choose Organization, Location, and Employee Name as sort options, the report will contain a page break every time the Organization or the Location changes. The report will not have page breaks between the individual employees.

The report will then list the following information:

- Total Employees Successfully Processed
- Total Employees for whom a W-2 will be printed
- Total Employees with Zero or Negative Wages (box 1)
- Total Employees Errored in Year End Pre-Process
- Total employees Marked for Retry of Year End Pre-Process

---

## W-2 Exception Register

The W-2 Exception Register identifies employees who:

- have negative box 1 totals on the Form W-2, or have a zero box 1 total on the Form W-2, but have other non-zero W-2 box totals.

The W-2 Exception Register is run for a single GRE. You can configure the W-2 Exception Register to display the W-2 box totals for all selected employees in the report, or you can display W-2 box details for individual employees in the report, as well as the report totals. Employees identified by the W-2 Exception Register will not be included on the W-2 magnetic report or paper W-2. You will have to manually generate W-2s for these employees and amend the tapes.

**Note:** You must run the Year End Pre-Process for the GRE before you can run this report.

### W-2 Exception Register Sort Options

The W-2 Exception Register can be organized according to user-defined criteria, or sort options. Oracle Payroll does not require that you use sort options to generate your W-2 Exception Register, but they are the best way to customize the report to your specific needs. You can sort the report by any three of the following options:

- Employee Name
- Location
- Organization
- Social Security Number

**Note:** You cannot choose to sort by Social Security Number and then Employee Name. If you select Social Security Number as a sort option, Employee Name will not appear in the List of Values for the remaining sort options.

The sort options are hierarchical in nature. The Sort Option Two field is enabled only after a selection has been made in the Sort Option One field. The Sort Option Three field is enabled only after a selection has been made in the Sort Option Two field.

**Note:** Sort options are only selectable for reports that show employee level details.

### Example of Sort Options

Following is an example of how to use sort options to customize the W-2 Exception Register.

If you want to create a W-2 Exception Register sorted by Organization, Location, and Employee Name, you enter Organization into the Sort Option One field, Location into the Sort Option Two field, and Employee Name into the Sort Option Three field. Using these Sort Options, Oracle Payroll generates the report listing each employee by location within each organization for the selected GRE.

**Note:** The sort options are nested. Using the previous example, if you change Sort Option Two from Location to Employee Name, Sort Option Three is automatically cleared.

## Sort Options and Report Layout

When printed, the W-2 Exception Register will insert a page break between each selected sort option, with the exception of Employee Name or Social Security Number.

For Example, if you choose Organization, Location, and Employee Name as sort options, the report will contain a page break every time the Organization or the Location changes. The report will not have page breaks between the individual employees.

## W-2 Exception Register Parameters

The following parameters exist for the W-2 Exception Register:

- **Reporting Year** (required)

Enter the four digit calendar year that you want the W-2 Exception Register to report on.

- **Government Reporting Entity** (required)

Select the GRE that you want the W-2 Exception Register to report on.

**Note:** Only GRE's that have been archived using the Year End Pre-Process for the specified Reporting Year will appear in the List of Values. GRE's that are used for retirees will not appear in the List of Values.

- **Totals Only** (required)

Select Yes or No from the List of Values. If you select Yes, only the W-2 box totals for all selected employees in the report will be displayed; individual employees will not be included in the report. If you select No, W-2 box totals in the report will be displayed for selected individual employees, as well as the totals for these employees.

#### **- Sort Options**

There are three fields for sort options. Sort Options cannot be selected if the Totals Only parameter has been set to Yes. See the Sort Options section for more information on how to properly use these parameters.

**Note:** If you do not select any sort options, the report will use Employee Name as the default.

## **W-2 Exception Register Output**

The W-2 Exception Register will be printed according to the parameters that you select. The report is printed in landscape fashion and is designed to fit on 8.5" x 11" paper.

The values for boxes 1 through 6 of form W-2 will always be printed on the report. The values for all other W-2 boxes will appear on the report only if they are non-zero values. This report format is the same as the W-2 Register.

The report will then list the following information:

- Total Employees Successfully Processed
- Total Employees for whom a W-2 will be printed
- Total Employees with Zero or Negative Wages (box 1)
- Total Employees Errorred in Year End Pre-Process
- Total employees Marked for Retry of Year End Pre-Process

## Payroll Register Reporting

Payroll Register Reporting is used to show employee and group level payroll details such as:

- complete payroll run details for pay runs, quick pays, and reversals
- specific federal, state, or local taxes withheld
- earnings and deductions
- employer liability
- quarter-to-date and year-to-date details (includes balance adjustments)

The Payroll Register report consists of two separate reports grouped together in a Request Set. The two separate reports are the Payroll Register report, and the Payroll Register Totals report.

- **Payroll Register report**

This report shows details for Organizations, Locations, and GRES, as well as details for individual employees.

**Note:** Depending on the selected parameters, the Payroll Register report can be large and may take considerable time to run and print. See the final section of this document on report performance for more information.

- **Payroll Register Totals report**

This report shows the current totals for the selected sort options: Organizations, Locations, and GRES. Employee, quarter-to-date, and year-to-date balances are never included in the Payroll Register Totals report.

## Sort Options

Payroll Register reports can be organized according to user-defined criteria, or sort options. Oracle Payroll does not require that you use sort options to generate your report, but they are the best way to customize the reports to your specific needs. You can sort reports by any or all of the following options:

- GRE
- Location
- Organization

**Note:** GRE should only be selected as a sort option if you have included all GRE's in the parameters for a Payroll Register request set.

The sort options are hierarchical in nature. The Sort Option Two field is enabled only after a selection has been made in the Sort Option One field. The Sort Option Three field is enabled only after a selection has been made in the Sort Option Two field.

## **Example of Sort Options**

Following is an example of how to use sort options to customize the Payroll Register reports.

If you want to create reports sorted by GRE, Organization, and Location, you enter GRE into the Sort Option One field, Organization into the Sort Option Two field, and Location into the Sort Option Three field. Using the selected Sort Options, Oracle Payroll generates the reports listing payroll register data for each Location alphabetically by Organization within each GRE for the selected payroll or consolidation set.

**Note:** The sort options are nested. Using the previous example, if you change Sort Option Two from Organization to Location, Sort Option Three is automatically cleared.

---

## Payroll Activity Reporting

Payroll Activity Reporting is used to show employee and group level payroll details such as:

- complete payroll activity details for pay runs, quick pays, balance adjustments, balance initializations, voided payments and reversals
- specific federal, state, or local taxes withheld
- earnings and deductions
- payment type information (check, NACHA, cash, and third party)
- employer liabilities
- quarter-to-date and year-to-date details (includes balance adjustments)
- Balance initialization details

These include the element name, element classification, input value, run result and the name of the primary balance that is fed by the balance initialization.

- Balance adjustment details

These include the balance name, jurisdiction, as of date, run result, and year to date value.

The Payroll Activity report consists of two separate reports grouped together in a Request Set. The two separate reports are the Payroll Activity report, and the Payroll Activity Totals report.

- **Payroll Activity report**

This report shows payroll activity details at the employee level.

**Note:** Depending on the selected parameters, the Payroll Activity report can be large and may take considerable time to run and print. See the final section of this document on report performance for more information.

- **Payroll Activity Totals report**

This report shows the current totals for the selected sort options: Organizations, Locations, and GReS. Employee, quarter-to-date, and year-to-date balances are not included in the Payroll Activity Totals report.

## Sort Options

Payroll Activity reports can be organized according to user-defined criteria, or sort options. Oracle Payroll does not require that you use

sort options to generate your report, but they are the best way to customize the reports to your specific needs. You can sort reports by any or all of the following options:

- GRE
- Organization
- Location

**Note:** GRE should only be selected as a sort option if you have included all GRES in the parameters for a Payroll Activity request set.

The sort options are hierarchical in nature. The Sort Option Two field is enabled only after a selection has been made in the Sort Option One field. The Sort Option Three field is enabled only after a selection has been made in the Sort Option Two field.

## Example of Sort Options

Following is an example of how to use sort options to customize the Payroll Activity reports.

If you want to create reports sorted by GRE, Organization, and Location, you enter GRE into the Sort Option One field, Organization into the Sort Option Two field, and Location into the Sort Option Three field. Using the selected Sort Options, Oracle Payroll generates the reports listing payroll register data for each Location alphabetically by Organization within each GRE for the selected payroll or consolidation set.

**Note:** The sort options are nested. Using the previous example, if you change Sort Option Two from Organization to Location, Sort Option Three is automatically cleared.

## Payroll Activity Report Output

The Payroll Activity Report and Payroll Activity Totals Report are two separate reports submitted by way of a single Report Set. Both reports will be printed according to the parameters that you select. These reports are printed in landscape fashion and is designed to fit on 8.5" x 11" paper. The Payroll Activity Report does not contain page numbers. The Payroll Activity Totals report does contain page numbers.

For performance reasons (see below) the two reports are designed to take advantage of a multi-threaded environment, and contain sequence numbers that can be viewed from the Requests window.

**Note:** Due to certain printer configurations, a heading may appear twice on the Payroll Activity report. In cases where this

happens, all of the selected report data is listed beneath the second instance of the heading.

## Performance and the Payroll Activity Reports

The Payroll Activity reports can contain large amounts of information. For maximum system performance, these reports are designed to take advantage of a multi-threaded environment. In order to make sure you are getting maximum performance from the Payroll Activity reporting process, your system should have the Payroll Action Parameters configured for Parallel Processing. See the *Oracle HRMS US Implementation Guide* for more information.

See: Payroll Action Parameters: *Oracle HRMS US Implementation Guide*

If you are running the Payroll Activity request set for a large organization, you may experience performance concerns when including quarter-to-date balances in the Reporting Dimensions parameter. You may also experience performance issues if you change the Full Report parameter from No to Yes.

## Report Scenarios

Following are some typical uses of the Payroll Activity report:

- The listing of balance adjustments for all employees within a given time frame.
- The listing of all transactions for a given employee for a given time frame.
- The listing of all reversals for all employees within a given time frame.
- The listing of all balance initializations for a selected employee or all employees for a given time frame.

---

## GRE Totals Reporting

This report helps you to balance W-2s. It lists totals for selected, or all, GREs. Run this report in conjunction with the control report (6559) produced with the Wage and Tax Statement report.

The F and T record of the magnetic tape can be dumped and balanced back to this report. Also, the Year to Date values from the Tax Remittance report and the W-2 Register report can be balanced back to this report.

### Output

For each GRE, the following W-2 box totals will display:

- GRE Name
- Federal Identification Number
- Federal Gross Wages
- Federal Wages, Tips, Other Compensation
- FIT Withheld
- SS Taxable
- SS Withheld
- Medicare Taxable
- Medicare Withheld

For each state within the GRE, the following W-2 box totals will display:

- State (two character alphabetic abbreviation)
- State Tax District Identification Number
- State Gross Wages
- State Wages, Tips, Other Compensation
- SIT Withheld

---

## Deductions Reporting

Deductions Reporting is used to show payroll deduction details such as:

- Actual deduction amount  
This includes any arrears deducted for the run.
- Scheduled deduction amount
- Not taken amount  
This is the amount of deduction that could not be taken for the run.
- Current arrears  
This is the amount of deduction put into arrears for the run.
- Arrears taken  
This is the amount of arrears taken for the run.

Deductions with a total owed will also show:

- Accrued balance  
This is the running balance of the amount deducted to be applied to the total owed amount.
- Total owed  
This is the total amount that will be deducted. Once this amount has been deducted, the deduction will stop.
- Remaining amount  
This is the total owed less the accrued balance.

The Deductions report always shows details for each run within the selected time frame by deduction classification, deduction type, and employee information. This information can be sorted by GRE, Location, or Organization (see below).

**Note:** The report lists the totals for each deduction classification and deduction element, as well as for each selected sort option.

## Sort Options

The Deductions report is organized according to user-defined criteria, or sort options. You can sort reports by any or all of the following options:

- GRE

- Location
- Organization

**Note:** The report lists the totals for the selected sort options.

The sort options are hierarchical in nature. The Sort Option Two field is enabled only after a selection has been made in the Sort Option One field. The Sort Option Three field is enabled only after a selection has been made in the Sort Option Two field.

## Deductions Report Parameters

The following parameters exist for the Deductions report:

– **Payroll**

Select from the List of Values to run this report for a specific payroll. Either a payroll or a consolidation set is required to run the Deductions report.

– **Consolidation Set**

Select from the List of Values to run this report for a consolidation set. If you select a payroll in the Payroll field that is associated with a consolidation set, this field will automatically populate. Either a payroll or a consolidation set is required to run the Deductions report.

– **Payment Start Date (required)**

Select the beginning date for report selection. This date represents the payment date or date paid for the payroll runs/quick pays that are to be included in the report.

– **Payment End Date (required)**

Select the end for the report selection. This date represents the payment date or date paid for the payroll runs/quick pays that are to be included in the report.

– **Government Reporting Entity**

Select from the List of Values to limit the report to a single GRE. If nothing is entered in this field the report will contain information for all valid GREs.

– **Deduction Classification**

Select from the List of Values to limit this report for a specific Deduction Classification. If nothing is entered in this field the report will contain information for all deduction classifications.

**- Deduction Type**

Select from the List of Values to run this report for a specific deduction of the class in the List of Values for the Deduction Classification field. If Deduction Classification is selected then all deduction elements will display in the List of Values.

**- Organization**

Select from the List of Values to limit the report to a single Organization. If nothing is entered in this field the report will contain information for all valid Organizations.

**- Location**

Select from the List of Values to limit the report to a single Location. If nothing is entered in this field the report will contain information for all valid Locations.

**- Employee**

Select from the List of Values to limit the report to a single employee. If nothing is entered in this field the report will contain information for all valid employees.

**- Sort Options**

There are three fields for sort options. See the Sort Options section for more information on how to properly use these parameters.

## **Deductions Report Output**

The Deductions report will be printed according to the parameters that you select. This report is printed in landscape fashion and is designed to fit on 8.5" x 11" paper.

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## Unacceptable Tax Balance Report

The Unacceptable Tax Balance Report identifies employees with potential incorrect withheld amounts for the following taxes:

- Federal Income Tax (FIT)
- State Income Tax (SIT)
- Local Income Tax (LIT)
- Social Security
- Medicare
- FUTA
- SUI
- SDI

**Note:** this report ignores the SDI tax type for Hawaii and New York

This report identifies Quarter to Date or Year to Date balances that were different than the calculated taxes as of a specific date. When a balance error is found, the offending balance name and value is printed on the report beneath the employee's name, along with a message identifying the problem. The following warning messages can appear on the report:

Tax Type	Possible Warning Messages
FIT	FIT gross earnings < FIT reduced subject whable
	FIT reduced subject whable = 0 and FIT withheld > 0
	FIT subject whable <= 0 and FIT withheld > 0
	FIT subject whable < FIT reduced subject whable
	FIT gross earnings not = Medicare taxable + Section 125 pretax + Dependent care +401k pretax
FUTA	FIT gross earnings < FUTA taxable
Medicare	FIT gross earnings < Medicare EE taxable
	Medicare EE withheld not equal to Medicare ER liability
	FIT gross earnings not equal to Medicare taxable + Section 125 pretax + Dependent care +401k pretax
Social Security	FIT gross earnings < Medicare EE taxable
	SS EE withheld not equal to Medicare ER liability
SIT	SIT subject whable <= 0 and SIT withheld > 0
	FIT subject whable <= 0 and SIT withheld > 0

SIT (cont.)	SIT subject whable < SIT reduced subject whable
	FIT subject < SIT subject
	Ensure SIT Withheld = 0 when State has no SIT withheld rule
SUI	SUI EE/ER subject whable <= 0 and SUI EE/ER withheld > 0
	FIT gross earnings < SUI ER taxable
	FIT subject whable <= 0 and SDI EE/ER withheld > 0
SDI	FIT gross earnings < SDI EE taxable
	SDI EE subject whable = 0 and SDI EE withheld > 0
	FIT subject whable <= 0 and SDI EE/ER withheld > 0
LIT	LIT subject = 0 and LIT withheld > 0
	FIT subject whable <= 0 and LIT withheld > 0
	LIT subject whable < LIT reduced subject whable

The following error messages should be given special attention as they highlight issues with incorrect balance loads or balance adjustments.

Error Messages
SS Withheld does not = 6.2% of Taxable Balance
Medicare Withheld does not = 1.45% of Taxable Balance
FUTA Withheld does not = X% of ER FUTA Liability (X = value derived from JIT)
SUI Withheld does not = X% of SUI ER Liability (X = value derived from JIT)
SDI Withheld does not = X% of SDI Liability (X = value derived from JIT)

## Unacceptable Tax Balance Report Sort Options

The Unacceptable Tax Balance Report can be organized according to user-defined criteria, or sort options. Oracle Payroll does not require that you use sort options to generate your Unacceptable Tax Balance Report, but they are the best way to customize the report to your specific needs. You can sort the report by any three of the following options:

- Employee Name
- Location
- Organization
- Social Security Number

**Note:** You cannot choose to sort by Social Security Number and then Employee Name. If you select Social Security

Number as a sort option, Employee Name will not appear in the List of Values for the remaining sort options.

The sort options are hierarchical in nature. The Sort Option Two field is enabled only after a selection has been made in the Sort Option One field. The Sort Option Three field is enabled only after a selection has been made in the Sort Option Two field.

If you do not select any sort options, the report will use Organization and Employee Name as the default.

## Example of Sort Options

Following is an example of how to use sort options to customize the Unacceptable Tax Balance Report.

If you want to create an Unacceptable Tax Balance Report sorted by Organization, Location, and Employee Name, you enter Organization into the Sort Option One field, Location into the Sort Option Two field, and Employee Name into the Sort Option Three field. Using these Sort Options, Oracle Payroll generates the report listing each employee by location within each organization for the selected GRE or business group.

**Note:** The sort options are nested. Using the previous example, if you change Sort Option Two from Location to Employee Name, Sort Option Three is automatically cleared.

## Sort Options and Report Layout

When printed, the Unacceptable Tax Balance Report will insert a page break between each selected sort option, with the exception of Employee Name or Social Security Number.

For Example, if you choose Organization, Location, and Employee Name as sort options, the report will contain a page break every time the Organization or the Location changes. The report will not have page breaks between the individual employees.

## Unacceptable Tax Balance Report Parameters

The following parameters exist for the Unacceptable Tax Balance Report:

- **As of Date** (required)

Enter the last date you want the report to include.  
Depending on what balance dimension is selected, the

Unacceptable Tax Balance Report will check balances between January 1 and the As of Date, or the start of the quarter and the As of Date. The report can only be run for the year or quarter selected in the As of Date parameter.

- **Balance Dimension**

Select what dimension you want to report on:

*QTD* (quarter-to-date): the report will include balances accumulated from the start of the quarter to the As of Date.

*YTD* (year-to-date): the report will include balances accumulated from January 1 and the As of Date.

**Note:** If you leave this field blank, the report will use YTD-as the Balance Dimension.

- **GRE**

Select the GRE that you want included in the Unacceptable Tax Balance Report.

**Note:** If you leave this field blank, all valid GRES in the business group will be included in the report.

- **Selection Criteria Type**

If you want to restrict this report to a specific organization or location, select the appropriate value. If you select Organization, the Organization field becomes active. If you select Location, the Location field become active. If you leave this field blank, all organizations and locations will be included in the report.

- **Organization**

If you have selected Organization in the Selection Criteria field, choose an organization from the List of Values.

- **Location**

If you have selected Location in the Selection Criteria field, choose a location from the List of Values.

- **Tax Type**

Select a value to limit this report to a specific type of tax, or leave this field blank to include all Tax Types (FIT, SIT, LIT, Social Security, Medicare, FUTA, SUI and SDI) in the report.

- **Tax Type State**

**Note:** This field is greyed out unless you select a state-level tax (SUI or SDI) in the Tax Type field.

Select a value to limit this report to a specific state, or leave this field blank to include all states applicable to the selected Tax Type in the report.

- **Balance Verification SDI EE Rate**

If you want to override the system defined Employee SDI rate, enter a new rate into this field, otherwise leave this field blank. This field accepts values between 0 and 100.

**Note:** It is not recommended that you use this field unless you have selected a state in the Tax Type State field.

- **Balance Verification SDI ER Rate**

If you want to override the system defined rate Employer SDI rate, enter a new rate into this field, otherwise leave this field blank. This field accepts values between 0 and 100.

**Note:** It is not recommended that you use this field unless you have selected a state in the Tax Type State field.

- **Sort Options**

There are three fields for sort options. See the Sort Options section for more information on how to properly use these parameters.

**Note:** If you do not select any sort options, the report will use Organization and Employee Name as the default.

## Unacceptable Tax Balance Report Output

The Unacceptable Tax Balance Report will be printed according to the parameters that you select. The Report Parameters will be included on the first page of the report. The report is printed in landscape fashion and is designed to fit on 8.5" x 11" paper.

---

## Over Limit Report

The Over Limit Report identifies employees who have had taxes withheld in excess of the legal limit. This report checks the following balances for compliance:

- 401(k)
- Social Security Taxable Balance (employee and employer)
- FUTA Taxable Balance
- SUI Taxable Balance (employee and employer)
- SDI Taxable Balance (employee and employer)

**Note:** The report does not check SDI balances for HI and NY.

The Over Limit Report is run as of a specific date for a single organization or location within a GRE or business group, or for all of the organizations or locations in a GRE or business group. You can choose to report on a single type of balance, or to include all of the above balances in the report.

**Note:** Once you have identified the corrections that you need to make, you will need to adjust the necessary employee balances so they are in compliance with the legal limit.

## Over limit Report Sort Options

The Over Limit report can be organized according to user-defined criteria, or sort options. Oracle Payroll does not require that you use sort options to generate the Over Limit Report, but they are the best way to customize the report to your specific needs. You can sort the report by any three of the following options:

- Employee Name
- Location
- Organization
- Social Security Number

**Note:** You cannot choose to sort by Social Security Number and then Employee Name. If you select Social Security Number as a sort option, Employee Name will not appear in the List of Values for the remaining sort options.

The sort options are hierarchical in nature. The Sort Option Two field is enabled only after a selection has been made in the Sort Option One field. The Sort Option Three field is enabled only after a selection has been made in the Sort Option Two field.

## Example of Sort Options

Following is an example of how to use sort options to customize the Over Limit Report.

If you want to create an Over Limit Report sorted by Organization, Location, and Employee Name, you enter Organization into the Sort Option One field, Location into the Sort Option Two field, and Employee Name into the Sort Option Three field. Using these Sort Options, Oracle Payroll generates the report listing each employee by location within each organization for the selected GRE or business group.

**Note:** The sort options are nested. Using the previous example, if you change Sort Option Two from Location to Employee Name, Sort Option Three is automatically cleared.

## Sort Options and Report Layout

When printed, the Over Limit Report will insert a page break between each selected sort option, with the exception of Employee Name or Social Security Number.

For Example, if you choose Organization, Location, and Employee Name as sort options, the report will contain a page break every time the Organization or the Location changes. The report will not have page breaks between the individual employees.

## Over Limit Report Parameters

The following parameters exist for the Over Limit Report:

- **As of Date (required)**

Enter the last date you want the report to include. The Over Limit report will check for balances over the limit between January 1 and the As of Date. The Over Limit Report can only be run for the year selected in the As of Date parameter.

**Note:** report performance will be optimal if you select a date in the current pay period.

- **Government Reporting Entity**

Select the GRE that you want included in the Over Limit Report.

**Note:** If you leave this field blank, all valid GREs in the business group will be included in the report.

#### **- Selection Criteria**

If you want to restrict this report to a specific organization or location, select the appropriate value. If you select Organization, the Organization Name field becomes active. If you select Location, the Location Name field becomes active. If you leave this field blank, all organizations and locations will be included in the report.

#### **- Organization Name**

If you have selected Organization in the Selection Criteria field, choose an organization from the List of Values.

#### **- Location Name**

If you have selected Location in the Selection Criteria field, choose a location from the List of Values.

#### **- Limit Type**

Select from the list of limit types to report on a single type of balance. If you leave this field blank, all of the balances will be included in the report.

#### **- Sort Options**

There are three fields for sort options. See the Sort Options section for more information on how to properly use these parameters.

**Note:** If you do not select any sort options, the report will use Employee Name as the default.

## **Over Limit Report Output**

The Over Limit Report will be printed according to the parameters that you select. The report is printed in landscape fashion and is designed to fit on 8.5" x 11" paper. If you have made choices in the Selection Criteria field or the Sort Options fields, this information will appear in the heading of the report.

The Over Limit Report will only show those employees that have balances that are over the limit and need to be corrected. If the report is run and no employees are found to have balances over the limit, then the report will display the message, "No employee found". If the Over Limit Report contains information on a GRE that is a part of a tax group, then the name of the tax group will also appear on the report, and the reported balances for the tax group will be limited to Social Security and FUTA.

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## State Quarterly Negative Balances Report

The State Quarterly Negative Balances report identifies individual employees in a business group with negative quarter-to-date state-level employee or employer balances such as SUI Withheld and SIT Withheld. You run this report for a specific quarter and a specific state. You should run this report before you process the State Quarterly Wage Listings for each state.

**Note:** If you do not identify and correct all appropriate state-level negative balances, you will not be able to successfully complete the State Quarterly Wage Listings process.

### State Quarterly Negative Balances Report Parameters

The following parameters exist for the State Quarterly Negative Balances Report:

– **Quarter** (required)

Select the quarter for which you want to run the report.

– **State Abbrev** (required)

Select the state for which you want to run the report.

Navigate to the View Requests window to view the Report.

### State Quarterly Negative Balance Report Output

The State Quarterly Negative Balances Report will be printed according to the parameters that you select. The report is printed in landscape fashion and is designed to fit on 8.5" x 11" paper. This report lists employees by assignment number within each organization for each GRE. A page break will be inserted between each GRE contained in the report.

All employees with at least one negative state-level balance in the following categories will be printed on the report:

- SUI Reduced
- SUI Taxable
- SUI Excess
- SUI Gross
- SUI Withheld

**Note:** SUI Withheld will appear on the report regardless of state. Employees exempt from SUI during the entire quarter will not appear on the report.

- SIT Gross
- SIT Reduced
- SIT Withheld

**Note:** SIT balances are printed on the report only if SIT is required to be withheld for the selected state.

- Hours Worked
- Regular Hours
- Gross Earnings

The report lists the negative balances beneath each employee. The report will only print the balances that are negative (or 0, in the case of Gross Earnings).



**Attention:** The State Quarterly Negative Balances Report will print an employee with any negative state-level balance, regardless of whether that balance needs to be included on the State Quarterly Wage Listing return.

## State Specific Notes

The following state-specific notes apply to the output of the State Quarterly Negative Balances Report.

### New York

For reports selected to run for the fourth quarter, the following Year to Date balances will also print:

- SIT Gross
- SIT Reduced
- SIT Withheld

## Year End Negative Balances Report

The Year End Negative Balances Report identifies individual employees in a GRE with negative balances that would be reported on the form W-2. You run this report after you have completed the Year End Pre-Process for the GRE in question. You should run this report before you begin the magnetic or paper W-2 creation process.

**Note:** If you do not identify and correct all negative balances on this report, you will not be able to successfully complete the magnetic W-2 creation process.

All employees with negative balances of the following types will be printed on the report:

Federal Wages (box 1)	Federal Income Tax Withheld (box 2)	Social Security Wages (box 3)
Social Security Tax Withheld (box 4)	Medicare Wages (box 5)	Medicare Tax Withheld (box 6)
Social Security Tips (box 7)	Allocated Tips (box 8)	Advanced EIC Payment (box 9)
Dependent Care Benefits (box 10)	Non-qualified Plans (box 11)	Taxable Fringe Benefits Included in Box 1 (Box 12)
FIT Third Party	Deferred Comp.	W-2 Gross
Box 13 (A-T)	Box 14 (A-Z)	State Wages (box 17)
State Income Tax (box 18)	Local Wages (City, County, School) (box 20)	Local Income Tax (Box 21)
SUI ER Wage (DC only)	SUI ER Taxable (DC only)	SUI ER Gross (DC only)
State Gross (DC only)	OFLT Wages (MT only)	OFLT Tax Withheld (MT only)
CTB (Box 14Z) (NJ only)	WDHC SUI Tax Withheld (NJ only)	NJDI SDI Tax Withheld (NJ only)

## Year End Negative Balances Report Sort Options

The Year End Negative Balances Report can be organized according to user-defined criteria, or sort options. Oracle Payroll does not require that you use sort options to generate your Year End Negative Balances Report, but they are the best way to customize the report to your specific needs. You can sort the report by any three of the following options:

- Employee Name
- Location
- Organization

- Social Security Number

The sort options are hierarchical in nature. The Sort Option Two field is enabled only after a selection has been made in the Sort Option One field. The Sort Option Three field is enabled only after a selection has been made in the Sort Option Two field.

## Example of Sort Options

Following is an example of how to use sort options to customize the Year End Negative Balances Report.

If you want to create a report sorted by Organization, Location, and Employee Name, you enter Organization into the Sort Option One field, Location into the Sort Option Two field, and Employee Name into the Sort Option Three field. Using these Sort Options, Oracle Payroll generates the report listing each employee name by location within each organization for the selected GRE.

**Note:** The sort options are nested. Using the previous example, if you change Sort Option Two from Location to Employee Name, Sort Option Three is automatically cleared.

## Sort Options and Report Layout

When printed, the Year End Negative Balances Report will insert a page break between each selected sort option, with the exception of Employee Name or Social Security Number.

For Example, if you choose Organization, Location, and Employee Name as sort options, the report will contain a page break every time the Organization or the Location changes. The report will not have page breaks between the individual employees.

## Year End Negative Balances Report Parameters

The following parameters exist for the Year End Negative Balances Report:

- **Reporting Year** (required)

Enter the four digit calendar year that you want to run the Year End Negative Balance report for.

- **Government Reporting Entity** (required)

Select the GRE that you want to report for.

- **Sort Options**

There are three fields for sort options. See the Sort Options section for more information on how to properly use these parameters.

**Note:** If you do not select any sort options, the report will use Employee Name as the default.

## **Year End Negative Balances Report Output**

The Year End Negative Balances Report will be printed according to the parameters that you select. The Parameters will be included at the beginning of the report. The report is printed in landscape fashion and is designed to fit on 8.5" x 11" paper.

The values for boxes 1 through 6 of form W-2 will always be printed for each employee on the report. The values for all other W-2 boxes will appear on the report only if they are non-zero values.

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## Submitting the Multiple Worksite Report

The multiple Worksite Report is submitted from the Submit Request window.

► **To submit the Multiple Worksite Report**

1. Select Multiple Worksite Report from the list in the Submit Request window.
2. Select appropriate information about the quarter from the list of values.
3. Enter information about the year.
4. Enter information about the MWS transmitter. This is the name of the GRE that acts as transmitter.

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## Creating a Federal and State Tax Remittance Report

You run the Federal and State Tax Remittance Report from the Submit Requests window.

► **To create a Federal and State Tax Remittance Report:**

1. Select Federal and State Tax Remittance Report Manager in the Name field, and click on the parameters field if the Parameters window does not automatically open.
2. Enter the check range in the Starting Check Date and Ending Check Date fields.
3. Enter an appropriate GRE, if applicable.

 **Attention:** Leaving this field blank causes all GREs to be included in this report.

4. Enter the appropriate value for the type of remittance report you want to generate.
5. Select a state if appropriate.
6. Enter the appropriate reporting dimension.

## Creating a Local Tax Remittance Report

You run the Local Tax Remittance Report from the Submit Requests window.

► **To create a Local Tax Remittance Report:**

1. Select Local Tax Remittance Report Manager in the Name field, and click on the parameters field if the Parameters window does not automatically open.
2. Enter the check range in the Starting Check Date and Ending Check Date fields.
3. Enter an appropriate GRE, if applicable.



**Attention:** Leaving this field blank causes all GREs to be included in this report.

4. Select a state if appropriate.
5. Enter the appropriate locality type



**Attention:** Leaving this field blank causes all Cities, Counties, and School Districts to be included in this report.

**Note:** Selecting from the List of Values enables the corresponding field.

6. If a value was entered in the Locality Type field, in the corresponding field, enter an appropriate locality.
7. Enter your desired sort options into the Sort Option One, Two, and Three fields.

**Note:** You may sort using one, two, or three of the Sort Option fields. You are not required to enter a value into each field. If you leave the Sort Option fields blank the report will be sorted by State, Locality, and Locality Type.

8. Enter the appropriate reporting dimension.

## Employee Run Results Report

The Employee Run Results Report supplies detailed balance information for a specific employee over a defined period of time. You can use this report to pinpoint a problem discovered by another diagnostic report.

You can use this report to display employee run results on one or all of the following categories:

- Earnings
- Employer Liabilities
- Employer Taxes
- Imputed Earnings
- Information
- Involuntary Deductions
- Non-payroll Payments
- PTO Accruals
- Pre-Tax Deductions
- Supplemental Earnings
- Tax Credit
- Tax Deductions
- Voluntary Deductions

You run this report from the Submit Request window.

► **To run the Employee Run Results report:**

1. In the Name field, select Employee Run Results Report from the List of Values. Click in the Parameters field if the Parameters window does not appear automatically.
2. In the Parameters window enter the appropriate values into the Start Date and End Date fields.
3. In the Person field, select the person that you want to report on.
4. If the person has multiple assignment numbers, Select an assignment number.
5. Enter the appropriate GRE in the Government Reporting Entity field, or select it from the List of Values.
6. If you want to report on a specific classification, select it from the From the List of Values in the Classification field. If you leave this

field blank, the report will display information for all classifications.

7. Click OK, then Submit.

---

## Running the Federal Magnetic W-2 report

You run the Federal Magnetic W-2 report from the Submit Requests window.

► **To run the Federal W-2 Magnetic Media report**

1. In the Name field, select Federal W-2 Magnetic Media from the List of Values. If the Parameters window does not open, click in the Parameters field.
2. In the Parameters window, enter the tax year for the report in the Year field.
3. In the Transmitter GRE field select the name of the GRE that functions as the transmitter of this W-2 report.
4. Click OK, then Submit.

When the report is complete, the files for the magnetic tape are generated. If desired, you can navigate to the View Requests window to view the processing status of the report.

## Producing Magnetic Tapes

This section is intended to assist Oracle Applications Payroll customers in preparing a nine-track magnetic tape on a UNIX system for annual W-2/1099-R/State Quarterly Wage reporting. Note the following:

- This is a sample process. The sample is for W-2 reporting.
- This procedure should be performed by an operator familiar with general UNIX system administration procedures.
- This is an example procedure that should work on most UNIX systems with standard nine-track device drivers. Certain platforms or tape drives may require modifications or additional steps.
- The customer should use this procedure to produce a first-article tape and submit that tape to the IRS for approval. Only after approval is obtained, should this procedure be considered complete and correct for the customer's installation and platform.
- This procedure is intended for reporting of quarterly/year end and other tax data to the federal government. Specific differences in reporting requirements for some states may require changing this procedure. (In general, such differences should be limited to altering the block size parameters described below.)

### Generating a Magnetic Tape

For this example, we will generate the flat file according to Oracle Payroll forms procedure of submitting the process entitled Wage and Tax Statement (the flat file produced has a .mf extension). This flat file will contain multiple logical records; each logical record is 275 bytes in length. For our example, we'll assume we're working with a flat file named "image.mf", with a size of 46200 bytes, or 168 logical records.

#### ► To Generate a Magnetic Tape (sample procedure only)

1. Identify the appropriate nine-track tape device name for your platform.

Two tape densities are supported for federal mag tape reporting: low-density: 1600 BPI (bytes per inch) and high-density: 6250 BPI. Most nine-track physical devices are capable of supporting either density. Generally they will use a name like "rmt0h" for high-density, and "rmt0l" for low-density. We will use the name

”rmt0h” (high-density) in our example, with a full path of ”/dev/rmt0h”.

**Note:** Ensure that the density you select matches what was entered under the Organization Classification/Other Information/W2 Reporting Rules for the specified GRE.

2. Calculate the output physical block size.

The ICESA magnetic tape format documents specify that logical records for federal tax reporting are 275 bytes in length, and that the size of physical blocks written to a nine-track should be a multiple of the 275 bytes, not to exceed 23375, or a maximum of 85 logical records per physical block. They further state that 25 logical records per physical block is preferred for nine-track tapes:  $25 * 275 = 6875$ . So we will use 6875 bytes per output physical block in our example.

**Note:** Ensure that the blocking factor you create matches what was entered under the Organization Classification/Other Information/W2 Reporting Rules for the specified GRE.

3. Plan to convert Oracle’s ASCII data file to EBCDIC.

ICESA’s documents state the government will accept ASCII, but that EBCDIC is preferred. We will perform the conversion as part of the tape write command. (NOTE: some UNIX systems tape write utilities support multiple EBCDIC’s; on such platforms, be sure to specify ”IBM EBCDIC”.)

## Running the Payroll Register Request Set

You run the Payroll Register Request Set from the Submit Requests window.

► **To run the Payroll Register request set:**

1. In the Type field, select Set. In the Name field select Payroll Register Report from the List of Values.
2. In the Request Set Programs region, click in the Parameters field and select the parameters for the report. See the Payroll Register Parameters section below for more information.
3. Click OK to close the Parameters window.
4. In the Request Set Programs region, select the number of copies you want to print of the Payroll Register and Payroll Register Totals reports.

**Caution:** The Payroll Register Report can require substantial printing resources for large organizations.

5. In the Printer field, select a printer or accept the default.
6. In the Run Options region, select any run options and click Submit.

### Payroll Register Parameters

The following parameters exist for the Payroll Register reports:

– **Beginning Date Paid** (required)

Select the beginning date for report selection. This date represents the payment date for the payroll runs/quick pays or the effective date of the payroll reversals that are to be included in the report.

In very large organizations, there may be a slight delay in accessing the List of Values for Beginning Date Paid.

– **Ending Date Paid** (required)

Select the end for the report selection. This date represents the payment date for the payroll runs/quick pays or the effective date of the payroll reversals that are to be included in the report.

**Note:** In very large organizations, there may be a slight delay in accessing the List of Values for Ending Date Paid.

– **Payroll**

Select from the List of Values to run this report for a specific payroll. Either a payroll or a consolidation set is required to run the Payroll Register report.

– **Consolidation Set**

Select from the List of Values to run this report for a consolidation set. If you select a payroll in the Payroll field that is associated with a consolidation set, this field will automatically populate. Either a payroll or a consolidation set is required to run the Payroll Register report.

– **Government Reporting Entity**

Select from the List of Values to limit the report to a single GRE. If nothing is entered in this field the report will contain information for all valid GREs.

– **Organization**

Select from the List of Values to limit the report to a single Organization. If nothing is entered in this field the report will contain information for all valid Organizations.

– **Location**

Select from the List of Values to limit the report to a single Location. If nothing is entered in this field the report will contain information for all valid Locations.

– **Employee Name**

Select from the List of Values to limit the report to a single employee. If nothing is entered in this field the report will contain information for all valid employees.

– **Suppress Current Zero Records**

The default entry for this field is Yes. If you enter No in this field, the report will show employee balances for individuals that have no current balances, but may have quarter-to-date or year-to-date balances.

– **Full Report**

The default entry for this field is No. With No selected, the report will show balances for Hours, Earnings, and Deductions. If you select Yes, the report will also include balances for Taxable Wages and Employer Tax Liabilities.

– **Reporting Dimensions**

The default entry for this field is Current. Current balances are always shown on the Payroll Register report. In

addition to current balances, the report detail can also display quarter-to-date, year-to-date, or quarter-to-date and year-to-date balances.

**Note:** You may encounter slow performance while running the Payroll Register report with a quarter-to-date Reporting Dimension selected.

This parameter is ignored by the Payroll Register Totals report. Only current values display on the Payroll Register Totals report.

#### **- Sort Options**

There are three fields for sort options. See the Sort Options section for more information on how to properly use these parameters.

#### **- Employee Page Break**

The default entry for this field is No. If Yes is selected, the Payroll Register report will print out with a page break after each employee contained in the report. This parameter is ignored by the Payroll Register Totals report.

## **Payroll Register Report Output**

The Payroll Register Report and Payroll Register Totals Report are two separate reports submitted by way of a single Report Set. Both reports will be printed according to the parameters that you select. These reports are printed in landscape fashion and is designed to fit on 8.5" x 11" paper. The Payroll register Report and Payroll Register Totals report do not contain page numbers.

For performance reasons (see below) the two reports are designed to take advantage of a multi-threaded environment, and contain sequence numbers that can be viewed from the Requests window.

**Note:** Due to certain printer configurations, a heading may appear twice on the Payroll Register report. In cases where this happens, all of the selected report data is listed beneath the second instance of the heading.

## **Performance and the Payroll Register Reports**

The Payroll Register reports can contain large amounts of information. For maximum system performance, these reports are designed to take advantage of a multi-threaded environment. In order to make sure you are getting maximum performance from the Payroll Register reporting

process, your system should have the Payroll Action Parameters configured for Parallel Processing. See the *Oracle HRMS US Implementation Guide* for more information.

See: Payroll Action Parameters: *Oracle HRMS US Implementation Guide*

If you are running the Payroll Register request set for a large organization, you may experience performance concerns when including quarter-to-date balances in the Reporting Dimensions parameter. You may also experience performance issues if you change the Full Report parameter from No to Yes.

---

## Rolling Back the Multiple Worksite Report

If you have already run a process for a magnetic tape report for a state and then must make changes to the data that was processed, do the following:

- roll back the process
- make all necessary changes to employee data
- rerun the process.

Roll back a process from the Submit Request window.

► **To roll back a process for a Multiple Worksite report:**

1. In the Name field, select Rollback Magnetic Report. Click in the Parameters field if the Parameters box does not open automatically.
2. In the Magnetic Report field, select the name of the process (state, period, and effective date) to roll back.
3. Choose OK, then Submit.



**Attention:** The rollback process does not have any effect on the two files produced by the Magnetic Report process. However, when you rerun the process following a rollback, this new process produces two files that overwrite the existing files.

---

## Retrying a Magnetic Report

Magnetic media can be damaged or lost when shipped. The Retry US Payroll Process utility allows you to recreate a magnetic report, and prepare it for resubmittal.

You retry a payroll process from the Submit Request window.

► **To retry a payroll process for a magnetic tape report**

1. In the Name field, select Retry US Payroll Process. Click in the Parameters field if the parameters window does not automatically appear.
2. In the Process Type field select Magnetic Report from the List of Values. In the Process Year field, select the appropriate year. In the Payroll Process field, select the magnetic report that you want to retry.
3. Click OK, then Submit.

When the report is complete, the files for the magnetic tape are generated. Any pre-existing files will be overwritten. If desired, you can navigate to the View Requests window to view the processing status of the report.

**Note:** Retrying a payroll process for a magnetic tape report will not include new data for selected employees that were marked for retry. It will only recreate the files from the original magnetic report.

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## Rolling Back a Magnetic Report

If you have already run a magnetic tape report and must make changes to the data that was processed, do the following:

- roll back the process
- make all necessary changes to employee data
- rerun the process.

You roll back a process from the Submit Request window.

► **To roll back a process for a magnetic tape report:**

1. In the Name field, select Rollback US Payroll Process. Click in the Parameters field if the Parameters box does not open automatically.
2. In the Process Type field select Magnetic Report from the List of Values. In the Process Year field, select the appropriate year. In the Payroll Process field, select the magnetic report that you want to rollback.
3. Click OK, then Submit.



**Attention:** The rollback process does not have any effect on the two files produced by the Magnetic Report process. However, when you rerun the process following a rollback, this new process produces two files that overwrite the existing files.

## Running the Payroll Activity Request Set

You run the Payroll Activity Request Set from the Submit Requests window.

► **To run the Payroll Activity request set:**

1. In the Type field, select Set. In the Name field select Payroll Activity Report from the List of Values.
2. In the Request Set Programs region, click in the Parameters field if the Parameters window does not automatically appear. Select the parameters for the report. See the Payroll Activity Parameters section below for more information.
3. Click OK to close the Parameters window.
4. In the Request Set Programs region, select the number of copies you want to print of the Payroll Activity and Payroll Activity Totals reports.

**Caution:** The Payroll Activity Report can require substantial printing resources for large organizations.

5. In the Printer field, select a printer or accept the default.
6. In the Run Options region, select any run options and click Submit.

## Payroll Activity Parameters

The following parameters exist for the Payroll Activity reports:

– **Beginning Date Paid** (required)

Select the beginning date for report selection. This date represents the payment date for the payroll runs/quick pays or the effective date of the payroll reversals or balance adjustments that are to be included in the report.

In very large organizations, there may be a slight delay in accessing the List of Values for Beginning Date Paid.

– **Ending Date Paid** (required)

Select the end for the report selection. This date represents the payment date for the payroll runs/quick pays or the effective date of the payroll reversals or balance adjustments that are to be included in the report.

**Note:** In very large organizations, there may be a slight delay in accessing the List of Values for Ending Date Paid.

– **Payroll**

Select from the List of Values to run this report for a specific payroll.

**- Consolidation Set**

Select from the List of Values to run this report for a consolidation set. If you select a payroll in the Payroll field that is associated with a consolidation set, this field will automatically populate.

**- Government Reporting Entity**

Select from the List of Values to limit the report to a single GRE. If nothing is entered in this field the report will contain information for all valid GREs in the business unit.

**- Organization**

Select from the List of Values to limit the report to a single Organization. If nothing is entered in this field the report will contain information for all valid Organizations.

**- Location**

Select from the List of Values to limit the report to a single Location. If nothing is entered in this field the report will contain information for all valid Locations.

**- Employee Name**

Select from the List of Values to limit the report to a single employee. If nothing is entered in this field the report will contain information for all valid employees.

**- Process Type (required)**

Select from the List of Values to limit the report to a single payroll process type, or in some cases to a pair of process types. Select All if you want to report on all process types. The available process types are Balance Adjustments, Balance Initializations, Payroll Runs, Quick Pays, and Reversals.

**Note:** You can also select Balance Adjustments *and* Initializations, or Payroll Runs *and* Quick Pays. If you Select All, voided payments will also be included in the report.

**- Suppress Current Zero Records (required)**

The default entry for this field is Yes. If you enter No in this field, the report will show employee records for individuals that have zeros entered in current elements, but may have quarter-to-date or year-to-date balances.

**Note:** Null records will always appear in the Payroll Activity report.

- **Full Report** (required)

The default entry for this field is No. With No selected, the report will show balances for Hours, Earnings, and Deductions. If you select Yes, the report will also include balances for Taxable Wages and Employer Tax Liabilities.

- **Reporting Dimensions** (required)

The default entry for this field is Run. Run balances are always shown on the Payroll Register report. In addition to Run balances, the report detail can also display quarter-to-date, year-to-date, or quarter-to-date and year-to-date balances.

**Note:** You may encounter slow performance while running the Payroll Activity report with a quarter-to-date Reporting Dimension selected.

This parameter is ignored by the Payroll Activity Totals report. Only Run values display on the Payroll Activity Totals report.

- **Sort Options**

There are three fields for sort options. See the Sort Options section for more information on how to properly use these parameters.

- **Employee Page Break** (required)

The default entry for this field is No. If Yes is selected, the Payroll Activity report will print out with a page break after each employee contained in the report. This parameter is ignored by the Payroll Activity Totals report.

---

## Reporting Quarterly Federal Tax Returns

You run the Quarterly Federal Tax Return Work Sheet from the Submit Request window.

► **To run the Quarterly Federal Tax Return Work Sheet:**

1. Enter or query Quarterly Federal Tax Return Work Sheet (Form 941) in the Name field.  
The Parameters dialog box displays.
2. Enter the appropriate GRE in the Government Reporting Entity field.
3. Enter the appropriate tax year in the Tax Year field.
4. Select the appropriate quarter ending date from the list provided in the Quarter Date field.
5. Select OK.

The dialog box disappears, and the Submit Request window is filled in.

6. Submit the request.
7. To check on the progress of the processing, use the Concurrent Requests window, or from the Help menu, select View My Requests.

---

## Resubmitting the Multiple Worksite Report

Magnetic media can be damaged or lost when shipped. The Resubmit Magnetic Report utility recreates the magnetic report that is lost or damaged and prepares it for submittal.

If minor **employer** information has changed since the original report submittal (such as an incorrect address), it is included in the report. However, **employee** information that has changed is not reflected as this would change the integrity of the report (the exception being an incorrect employee address is allowed to be updated). These changes are typically handled with paper corrections as required by the appropriate reporting authority.

► **To resubmit a Multiple Worksite report:**

1. Select Resubmit Magnetic Report from the Submit Request window.
2. Select the report you want to resubmit from the list of values in the Magnetic Report field of the Parameters window.
3. Select the Submit button.

---

## Running the State Quarterly Negative Balances Report

You run the State Quarterly Negative Balances Report from the Submit Requests window.

► **To run the State Quarterly Negative Balances Report:**

1. In the Type field, select Request. In the Name field select State Quarterly Negative Balances Report from the List of Values.
2. Click in the Parameters field if the Parameters window does not automatically appear. Select the parameters for the report. See the State Quarterly Negative Balances Report Parameters section for more information.
3. Click OK to close the Parameters window.
4. In the Print Options region, select the number of copies you want to print.
5. In the Printer field, select a printer or accept the default.
6. In the Run Options region, select any run options and click Submit.

## Running the State Quarterly Wage Listings Process

The State Quarterly Wage Listing process:

- creates a file containing quarterly state wage listings, to load on tape for submission to the appropriate state authority.
- creates a second file containing report totals and other information needed for entry on tape transmittal forms.
- marks this information as archived for later recall if needed.

Run this process from the Submit Request window.

See: Magnetic Media Wage Reporting Utilities: page 4 – 26

**Note:** If you are running this process for Alabama, Illinois, Louisiana, Maryland, North Dakota, or Oregon, see the state specific procedures that follow.

### ► To run the State Quarterly Wage Listing process:

1. In the Name field, select State Quarterly Wage Listing. Click in the Parameters field if the Parameters window does not open automatically.
2. Select the state, quarter, and year for which to run the process.
3. Select the name of the GRE serving as transmitter of the tape of quarterly wage listings to the state for which you are running this process.

See: State Quarterly Wage Listings on Magnetic Tape: page 4 – 4

4. Choose OK, then Submit.

The State Quarterly Wage Listing process selects all employees with earnings to report in the state selected as a report parameter, sorted by the GRE to which they belong. It then automatically initiates the Magnetic Report process, which produces two files:

**Note:** The qqyy format indicating quarter and year is determined by the final month of the quarter of the year in question. Hence, the first quarter of 1999 is represented by ST\_0399.mf (the 03 indicates March, the last month of the first quarter; the 99 indicates the year 1999).

- ST\_qqyy.mf (for example, for a report for Pennsylvania for the third quarter of 1997, the name would be PA\_0997.mf)
- ST\_qqyy.a01 (for example, for Michigan for the second quarter of 1998, the name would be MI\_0698.a01)

5. Use the ST\_qqyy.mf file to produce the magnetic tape. Consult your system administrator for the procedure to use for tape production.

6. The other file, ST\_qqyy.a01, contains report totals and other information that may be needed for entry on the transmittal form accompanying the tape you submit to the state authority. View this file online to obtain data for entry on the transmittal form.

---

## State Specific Procedures

Following is the list of states that are affected by the changes to the State Quarterly Wage Listing process. Specific changes are listed beneath each state.

### Alabama

State Quarterly Wage Listings for Alabama are submitted by Internet Transfer (FTP).

**Note:** Magnetic tape is still supported for Alabama.

- **To generate a State Quarterly Wage Listing report for Alabama:**
  1. From the Submit Requests window, select State Quarterly Wage Listing. In the Parameters window, follow the standard procedure for creating the report, but make sure to select Internet Transfer (FTP) in the Format field.
  2. FTP the output file to the appropriate recipient.

### Connecticut

State Quarterly Wage Listings for Connecticut are submitted on magnetic tape. Connecticut requires that a separate tape be submitted for GRE's that are Reimbursable Method Employers (as defined by the Connecticut Department of Labor).

- **To generate a State Quarterly Wage Listing Report for Connecticut**
  1. Navigate to the State Tax Rules window.  
If the GRE is a Reimbursable Method Employer, enter Yes in the Non Profit GRE (CT) field and then save your change, otherwise leave this field blank. Once saved, the change will apply to subsequent State Quarterly Wage Listing Reports transmitted by this GRE. You do not need to repeat this step.
  2. From the Submit Requests window, select State Quarterly Wage Listing. In the Parameters window, follow the standard procedure for creating the report.

3. Submit the tape. The names of the files created for the tape are determined by the type of GRE they are being submitted for.  
If the tape is for a regular employer, the files are named CT\_qqyy.mf, CT\_qqyy.a01, CT\_qqyy.a02. If the tape is for a Reimbursable Method Employer, the files are named CTRqqyy.mf, CTRqqyy.a01, CTRqqyy.a02.

**Note:** The qqyy format indicating quarter and year is determined by the final month of the quarter of the year in question. Hence, the second quarter of 1999 is represented by CTR\_0699.mf (the 06 indicates June, the last month of the second quarter; the 99 indicates the year 1999).

## Illinois

State Quarterly Wage Listings for Illinois are submitted on either 3.5" or 5.25" Diskette, or by Internet Transfer (FTP).. In order to create the Diskette or FTP file properly, follow the appropriate procedure:

- **To generate a State Quarterly Wage Listing Report for Illinois on Diskette**
  1. Navigate to the Generic Transmitting Rules window. Make sure the following fields are blank:
    - Computer
    - Internal Label
    - Density
    - Number of Tracks
    - Blocking FactorIf these fields are not blank, change them so that they are blank and then save your changes. Once saved, your changes will apply to subsequent State Quarterly Wage Listing Reports transmitted by this GRE. You do not need to repeat this step.
  2. Navigate to the State Transmitting Rules window. In the Filing Type field select the type of diskette that you will be using to transmit the report (either 3.5" Diskette or 5.25" Diskette).Once saved, your changes will apply to subsequent State Quarterly Wage Listing Reports transmitted by this GRE. You do not need to repeat this step.
  3. From the Submit Requests window, select State Quarterly Wage Listing. In the Parameters window, follow the standard procedure

for creating the report, but make sure to select Diskette in the Format field.

4. Copy the output file to diskette(s) for shipping.

► **To generate a State Quarterly Wage Listing report for Illinois in FTP format**

1. From the Submit Requests window, select State Quarterly Wage Listing. In the Parameters window, follow the standard procedure for creating the report, but make sure to select Internet Transfer (FTP) in the Format field.
2. FTP the output file to the appropriate recipient.

## Louisiana

State Quarterly Wage Listings for Louisiana are submitted on magnetic tape. Louisiana requires that a separate tape be submitted for employees enrolled in the Louisiana Quality Jobs Program. The naming convention for the files produced for this tape has changed. Following is an updated version of the State Quarterly Wage Listing reporting procedure for Louisiana.



**Attention:** Oracle Payroll requires that a separate GRE must exist for employees enrolled in the Louisiana Quality Jobs Program. Employees that are in the Louisiana Quality Jobs Program, but not in the corresponding GRE will not have their wages reported correctly.

► **To generate a State Quarterly Wage Listing Report for Louisiana**

1. Make sure that a separate GRE has been created for employees in the Louisiana Quality Jobs Program, and that all participating employees are assigned to that GRE.
2. Navigate to the State Tax Rules window for the GRE containing the Louisiana Quality Jobs Program participants, and make sure that Yes is entered into the Quality Jobs Program GRE (LA) field.  
If the Quality Jobs Program GRE (LA) field is set to No, change it to Yes and then save your change. Once saved, the change will apply to subsequent State Quarterly Wage Listing Reports transmitted by this GRE. You do not need to repeat this step.
3. From the Submit Requests window, select State Quarterly Wage Listing. In the Parameters window, follow the standard procedure for creating the report, but make sure to run this report twice: once with Reel Tape selected in the Format field, and once with Quality Job Program Tape selected in the Format field.

4. Submit two tapes (Reel Tape, and Quality Job Program Tape). The name of the files created for the Quality Job Program Tape are LAQqqyy.mf and LAQqqyy.a01.

**Note:** The qqyy format indicating quarter and year is determined by the final month of the quarter of the year in question. Hence, the first quarter of 1999 is represented by LAQ0399.mf (the 03 indicates March, the last month of the first quarter; the 99 indicates the year 1999).

## **Maryland**

State Quarterly Wage Listings for Maryland are submitted on 3.5" diskette.

► **To generate a State Quarterly Wage Listing Report for Maryland**

1. From the Submit Requests window, select State Quarterly Wage Listing. In the Parameters window, follow the standard procedure for creating the report, but make sure to select Diskette in the Format field.
2. Copy the output file to diskette(s) for shipping.

## **North Carolina**

State Quarterly Wage Listings for North Carolina are submitted by Internet Transfer (FTP).

**Note:** Magnetic tape is still supported for North Carolina.

► **To generate a State Quarterly Wage Listing report for North Carolina:**

1. From the Submit Requests window, select State Quarterly Wage Listing. In the Parameters window, follow the standard procedure for creating the report, but make sure to select Internet Transfer (FTP) in the Format field.
2. FTP the output file to the appropriate recipient.

## **North Dakota**

State Quarterly Wage Listings for North Dakota are submitted by Internet Transfer (FTP).

► **To generate a State Quarterly Wage Listing Report for North Dakota**

1. From the Submit Requests window, select State Quarterly Wage Listing. In the Parameters window, follow the standard procedure

for creating the report, but make sure to select Internet Transfer (FTP) in the Format field.

2. FTP the output file to the appropriate recipient.

## **Oregon**

State Quarterly Wage Listings for Oregon are submitted by Internet Transfer (FTP).

- **To generate a State Quarterly Wage Listing Report for Oregon**
  1. From the Submit Requests window, select State Quarterly Wage Listing. In the Parameters window, follow the standard procedure for creating the report, but make sure to select Internet Transfer (FTP) in the Format field.
  2. FTP the output file to the appropriate recipient.

## **South Dakota**

State Quarterly Wage Listings for South Dakota are submitted on 3.5" diskette.

- **To generate a State Quarterly Wage Listing Report for South Dakota**
  1. From the Submit Requests window, select State Quarterly Wage Listing. In the Parameters window, follow the standard procedure for creating the report, but make sure to select Diskette in the Format field.
  2. Copy the output file to diskette(s) for shipping.

## Changing a State Quarterly Wage Listing Report

If you have run the State Quarterly Wage Listing report, and need to have it reflect changes or corrections, you can update specific sections of the report without having to recreate it entirely. Using the Payroll Process window, you can mark individual assignments or groups of employees for retry, and then run the Retry Payroll process. Oracle Payroll will only reprocess the data that you have marked for retry. The updated report will be in the same format as the original, and will replace the original report.

Run this process from the Payroll Processes window.

► **To run the Retry Payroll process:**

1. Enter values for the Payroll, Period From, and Period To fields. Click the Find button.

**Note:** If you want to retry an entire Payroll process, check the Retry box next to the process name. You can check more than one process for retry, but you must rerun the processes one at a time.

It is possible to use the Query command to create a selectable list of processes without specifying a payroll. To do this, click in the Date field and select Query > Enter from the main menu. Then, enter your query (for example, type the name of the state followed by %SQWL% into the Name field to list all of the processes for the selected state). Once you have entered your query, select Query > Run from the main menu. All processes found by your query are listed.

2. Select which Payroll process you want to retry by clicking on its name. Click Assignment Process.
3. Check the Retry box next to each assignment that you want to update in the new State Quarterly Wage Listing Report.

**Note:** If you checked the entire Payroll process in Step 1, you do not need to select individual assignments. All assignments in this run will be included in the new report.

4. Save your work.
5. Navigate to the Submit Requests window, and in the name field, type Retry Payroll Process or select it from the List of Values.
6. In the Parameters window, use the List of Values in the Payroll Process field to select the magnetic report that you want to rerun. Click the OK button, then, click the Submit button.

The old State Quarterly Wage Listing report is replaced by the updated one.

---

## Running the Tax Summary Listing

This report shows the federal, state and local tax balances summarized for a particular payroll, a consolidation set, or a GRE, as of a payroll period end date and Check Date.

Run the Tax Summary report from the Submit Request window.

► **To run the Tax Summary report:**

1. In the Name field, select one of the following:
  - Tax Summary Listing for a Check Date
  - Tax Summary Listing for a Payroll Run or QuickPayClick in the Parameters field if the Parameters box does not automatically open.
2. Select the particular listing you want to run.
3. For the Listing for a Check Date report, select the Check Date of the period to report on. This required field is the date of constructive receipt of pay. Optionally, select a consolidation set and payroll. If you do not select a consolidation set or payroll, the report covers all sets and payrolls.

For the Listing for a Payroll Run report, select the payroll run to cover. The list shows the payroll name, the check date and the consolidation set.

4. Select a GRE. If you make no selections, the report covers all the GRES in the Business Group.
5. Select Federal, State or Local as the domain of taxes to include. If you make no selection the report covers taxes for all domains.
6. Select a state or county to report on taxes for this state or county only.

---

## Running, Retrying, and Rolling Back the Year End Pre-Process

### Running the Year End Pre-Process

You run the Year End Pre-Process from the Submit Requests window.

► **To run the Year End Pre-Process**

1. In the Request Name field, select Year End Pre-Process.
2. In the Parameters window, use the Lists of Values in the Year and Government Reporting Entity fields to specify the Year End Pre-Process that you want to run.
3. Click OK, then Submit.

### Retrying the Year End Pre-Process

When you retry the Year End Pre-Process, any employee assignments that have been marked for retry will be rearchived.

If you have generated any of the following reports, you must roll them back prior to retrying the Year End Pre-Process:

- Federal W-2 Magnetic Media report
- State W-2 Magnetic Media report
- Federal 1099-R Magnetic Media report
- State 1099-R Magnetic Media report

You mark assignments for retry in the Employee Assignment Process window. If there are no employees in the GRE, you cannot perform a retry. You retry the Year End Pre-Process from the Submit Requests window.

► **To retry the Year End Pre-Process**

1. In the Name field, select Retry US Payroll Process. Click in the Parameters field if the parameters window does not automatically appear.
2. In the Process Type field select Magnetic Report from the List of Values. In the Process Year field, select the appropriate year. In the Payroll Process field, select the Year End Pre-Process that you want to retry.
3. Click OK, then Submit.

## **Rolling Back the Year End Pre-Process**

When you rollback the Year End Pre-Process, you are removing all archived data on year end balances from the system.

If you have generated any of the following reports, you must roll them back prior to rolling back the Year End Pre-Process:

- Federal W-2 Magnetic Media report
- State W-2 Magnetic Media report
- Federal 1099-R Magnetic Media report
- State 1099-R Magnetic Media report

You rollback the Year End Pre-Process from the Submit Requests window.

### ► **To rollback the Year End Pre-Process**

1. In the Name field, select Rollback US Payroll Process. Click in the Parameters field if the Parameters box does not open automatically.
2. In the Process Type field select Magnetic Report from the List of Values. In the Process Year field, select the appropriate year. In the Payroll Process field, select the Year End Pre-Process that you want to rollback.
3. Click OK, then Submit.

---

## Running the Archive Differences Report

The Archive Differences Report utility scans the database for data that is marked as archived and compares it with current data. This utility gives you a method to ensure that information has been updated since the selected report was generated.

The Archive Differences Report utility only lists information that has changed from the material marked as archived, and that which is current. If the Archive Differences Report utility does not generate a report, this means that the current data and the data that is archived are the same.

► **To compare archived and current data:**

1. Select Archive Differences Report from the Submit Request window.
2. Select the report you want to compare from the list of values in the Magnetic Report field on the Parameters window.
3. Select the Submit button.

---

## Running the Archive Magnetic Report

The Archive Magnetic Report utility scans for data marked as archived and generates a report listing archived data. This utility allows you to view archived magnetic report data for state-specific SQWL, or for a specific employee's data included in a SQWL report or a Federal W-2 report.

► **To view archived data:**

1. Select Archive Magnetic Report from the Submit Request window.
2. Select the report you want to examine from the list of values in the Magnetic Report field on the Parameters window.
3. If desired, enter the name of an employee in the Assignment field on the Parameters window to examine information about that employee as submitted in the magnetic report selected in the step above.
4. Select the Submit button.

**Note:** The output of this report includes database items that are preceded with an “A\_”. This indicates that the database item is archived, and is not current information.

---

## Running Federal Form W-2 for Employees

Run this report from the Submit Request window.

► **To run the Employee W-2 Report:**

1. Select Employee W-2 Report in the Name field. Click in the Parameters field if the Parameters window does not automatically open.
2. In the Submit Request window, select the printer, number of copies, and style (for example, *Paper W2*) in the Print Options region.

**Note:** The name of the printer style is determined by your System Administrator, and may be slightly different than the example shown here.

3. Enter the Reporting Year and GRE for the W-2 report.
4. Select a state in the State field, or leave this field blank to run the W-2s for all states.

If you select a state in this field, W-2s for all employees that have taxable wages in that state will be printed. If an employee has taxable wages in an additional state, all W-2s for that employee will be printed.

5. Click in the Selection Criterion field and choose one selection criterion from the List of Values (optional).

**Note:** This step activates the corresponding field on the Parameters window.

6. If a value was entered in the Selection Criterion field, in the corresponding field, enter an appropriate value.
7. Submit the report, or alternately, select sort options for the report (see below).

► **To select sort options**

1. Click in the Sort Option One field and choose a sort option from the List of Values.

The Sort Option Two field is now selectable.

2. If desired, enter options in the Sort Option Two and Sort Option Three fields.
3. Submit the report.

---

## Running the Annual FUTA Tax Return Work Sheet

### Prerequisite

- You must know which of your employees are exempt from FUTA and have marked them appropriately on the Tax Rules window. See IRC 3306(c), (s) and IRS Reg. 31.3306(c)(1)-1 – (c)(18)-1 for types of employment that are exempt from FUTA

You run the Annual FUTA Tax Return Work Sheet from the Submit Request window.

► **To run the Annual FUTA Tax Return Work Sheet:**

1. Enter or query Annual FUTA Tax Return Work Sheet (Form 940) in the Name field.

The Parameters dialog box displays.

2. Enter the appropriate GRE in the Government Reporting Entity field.
3. Enter the appropriate tax year in the Tax Year field.
4. Enter the appropriate state code in the State Code field (optional).
5. Select OK.

The dialog box disappears, and the Submit Request window is filled in.

6. Submit the request.
7. To check on the progress of the processing, use the Concurrent Requests window, or from the Help menu, select View My Requests.

---

## Running the Unacceptable Tax Balance Report

You run the Unacceptable Tax Balance Report from the Submit Requests window.

► **To run the Unacceptable Tax Balance Report:**

1. In the Type field, select Request. In the Name field select Unacceptable Tax Balance from the List of Values.
2. Click in the Parameters field if the Parameters window does not automatically appear. Select the parameters for the report. See the Unacceptable Tax Balance Report Parameters section for more information.
3. Click OK to close the Parameters window.
4. In the Print Options region, select the number of copies you want to print.
5. In the Printer field, select a printer or accept the default.
6. In the Run Options region, select any run options and click Submit.

Navigate to the View Requests window to view the Report.

---

## Running the Over Limit Report

You run the Over Limit Report from the Submit Requests window.

► **To run the Over Limit Report:**

1. In the Type field, select Request. In the Name field select Over Limit Report from the List of Values.
2. Click in the Parameters field if the Parameters window does not automatically appear. Select the parameters for the report. See the Over Limit Report Parameters section for more information.
3. Click OK to close the Parameters window.
4. In the Print Options region, select the number of copies you want to print.
5. In the Printer field, select a printer or accept the default.
6. In the Run Options region, select any run options and click Submit.

Navigate to the View Requests window to view the Over Limit Report.

---

## Running the GRE Totals Report

You run this report in the Submit Request window.

► **To run the GRE Totals report:**

1. Select the report name in the Request Name field.  
The Parameters window opens.
2. In the As of Date field, enter the date from which you want the report to display the GRE totals.  
The date you identify includes amounts related to tax from all processes with paid dates from the As of Date.
3. Select an individual GRE, or leave this field blank to include all GREs in the results.
4. Click OK, then Submit.

---

## Invalid Address Information Report

This report lists people with invalid primary addresses, for example, addresses that are non-contiguous, non-GEO code acceptable or that do not fully cover a person's employment. This report includes people with Zip Plus 4 codes in the Zip Code field.

You run this report in the Submit Request window.

► **To run the Invalid Address report:**

1. Select the report name in the Request Name field.  
The Parameters window opens.
2. Enter the range of dates (start and end dates) within which to display people with invalid addresses.
3. Select an individual GRE, or leave this field blank to include all GREs in the results.
4. Click OK, then Submit.

---

## Running a State Magnetic W-2 report

You run the State Magnetic W-2 report from the Submit Requests window.

► **To run a state magnetic W-2 report**

1. In the Name field, select State W-2 Magnetic Media from the List of Values. If the Parameters window does not open, click in the Parameters field.
2. In the Parameters window, select the appropriate state from the List of Values for the State field.
3. In the Year field, enter the tax year for the report.
4. In the Transmitter GRE field select the name of the GRE that functions as the transmitter of this W-2 report.
5. Click OK, then Submit.

When the report is complete, the files for the magnetic tape are generated. If desired, you can navigate to the View Requests window to view the processing status of the report.

---

## Running the W-2 Register Report

You run the W-2 Register report from the Submit Request window.

Prior to running the W-2 Register report, you must have run the Year End Pre-Process for the GRE you are reporting.

► **To run the W-2 Register report**

1. In the Name field, select W-2 Register report from the List of Values. Click in the Parameters field if the Parameters window does not appear automatically.
2. In the Submit Request window, select the printer and number of copies in the Print Options region (*landscape* automatically appears in the Style field).

**Note:** The name of the printer style is determined by your System Administrator, and may be slightly different than the example shown here.

3. In the Parameters window enter the four digit Reporting Year into the Reporting Year field, or select it from the List of Values. Select the appropriate GRE from the List of Values in the Government Reporting Entity field.
4. Enter either Yes or No in the Totals Only field. If you enter Yes, only the totals for each box will be reported. If you enter No, then both individual employee box values and GRE box totals will be included in the W-2 Register report.
5. If desired, select values for the Sort Option One, Sort Option Two, and Sort Option Three fields.
6. Click OK, then Submit.

Navigate to the View Requests window to view the W-2 Register report.

---

## Running the W-2 Exception Register

You run the W-2 Exception Register from the Submit Requests window.

► **To run the W-2 Exception Register:**

1. In the Type field, select Request. In the Name field select W-2 Exception Register from the List of Values.
2. Click in the Parameters field if the Parameters window does not automatically appear. Select the parameters for the report. See the W-2 Exception Register Parameters section for more information.
3. Click OK to close the Parameters window.
4. In the Print Options region, select the number of copies you want to print.
5. In the Printer field, select a printer or accept the default.
6. In the Run Options region, select any run options and click Submit.

Navigate to the View Requests window to view the W-2 Exception Register.

---

## Deductions Reporting

Deductions Reporting is used to show payroll deduction details such as:

- Actual deduction amount  
This includes any arrears deducted for the run.
- Scheduled deduction amount
- Not taken amount  
This is the amount of deduction that could not be taken for the run.
- Current arrears  
This is the amount of deduction put into arrears for the run.
- Arrears taken  
This is the amount of arrears taken for the run.

Deductions with a total owed will also show:

- Accrued balance  
This is the running balance of the amount deducted to be applied to the total owed amount.
- Total owed  
This is the total amount that will be deducted. Once this amount has been deducted, the deduction will stop.
- Remaining amount  
This is the total owed less the accrued balance.

The Deductions report always shows details for each run within the selected time frame by deduction classification, deduction type, and employee information. This information can be sorted by GRE, Location, or Organization (see below).

**Note:** The report lists the totals for each deduction classification and deduction element, as well as for each selected sort option.

## Sort Options

The Deductions report is organized according to user-defined criteria, or sort options. You can sort reports by any or all of the following options:

- GRE

- Location
- Organization

**Note:** The report lists the totals for the selected sort options.

The sort options are hierarchical in nature. The Sort Option Two field is enabled only after a selection has been made in the Sort Option One field. The Sort Option Three field is enabled only after a selection has been made in the Sort Option Two field.

## Deductions Report Parameters

The following parameters exist for the Deductions report:

– **Payroll**

Select from the List of Values to run this report for a specific payroll. Either a payroll or a consolidation set is required to run the Deductions report.

– **Consolidation Set**

Select from the List of Values to run this report for a consolidation set. If you select a payroll in the Payroll field that is associated with a consolidation set, this field will automatically populate. Either a payroll or a consolidation set is required to run the Deductions report.

– **Payment Start Date (required)**

Select the beginning date for report selection. This date represents the payment date or date paid for the payroll runs/quick pays that are to be included in the report.

– **Payment End Date (required)**

Select the end for the report selection. This date represents the payment date or date paid for the payroll runs/quick pays that are to be included in the report.

– **Government Reporting Entity**

Select from the List of Values to limit the report to a single GRE. If nothing is entered in this field the report will contain information for all valid GRES.

– **Deduction Classification**

Select from the List of Values to limit this report for a specific Deduction Classification. If nothing is entered in this field the report will contain information for all deduction classifications.

**- Deduction Type**

Select from the List of Values to run this report for a specific deduction of the class in the List of Values for the Deduction Classification field. If Deduction Classification is selected then all deduction elements will display in the List of Values.

**- Organization**

Select from the List of Values to limit the report to a single Organization. If nothing is entered in this field the report will contain information for all valid Organizations.

**- Location**

Select from the List of Values to limit the report to a single Location. If nothing is entered in this field the report will contain information for all valid Locations.

**- Employee**

Select from the List of Values to limit the report to a single employee. If nothing is entered in this field the report will contain information for all valid employees.

**- Sort Options**

There are three fields for sort options. See the Sort Options section for more information on how to properly use these parameters.

## **Deductions Report Output**

The Deductions report will be printed according to the parameters that you select. This report is printed in landscape fashion and is designed to fit on 8.5" x 11" paper.

---

## Running the Year End Negative Balances Report

You run the Year End Negative Balances Report from the Submit Requests window.

► **To run the Year End Negative Balances Report:**

1. In the Type field, select Request. In the Name field select Year End Negative Balances from the List of Values.
2. Click in the Parameters field if the Parameters window does not automatically appear. Select the parameters for the report. See the Year End Negative Balances Report Parameters section for more information.
3. Click OK to close the Parameters window.
4. In the Print Options region, select the number of copies you want to print.
5. In the Printer field, select a printer or accept the default.
6. In the Run Options region, select any run options and click Submit.

Navigate to the View Requests window to view the Report.

## Running the Federal Magnetic 1099-R report

1099-R can be requested through the Submit Request window under the name Federal 1099-R Magnetic Report or State 1099-R Magnetic Report.

**Note:** You must successfully run the Year End Pre-Process for each GRE in your enterprise prior to running a Federal magnetic 1099-R report.

You run the Federal Magnetic 1099-R report from the Submit Requests window.

### ► To run the Federal 1099-R Magnetic Media report

1. In the Name field, select Federal 1099-R Magnetic Media from the List of Values. If the Parameters window does not open, click in the Parameters field.
2. In the Parameters window, enter the tax year for the report in the Year field.
3. In the Transmitter GRE field select the name of the GRE that functions as the transmitter of this 1099-R report.

See: 1099-R Reporting on Magnetic Tape: *Oracle Payroll US User's Guide*

4. Select Yes or No into the All Payers field.

The All Payers field indicates whether or not all retirement GREs defined with the same TCC as the chosen transmitter should be included in the magnetic report.

5. If you are generating a tape for testing purposes only, select Yes in the Test Tape field.
6. Select the appropriate file type in the File Type field.

The File Type field is used to specify if the output file should be an Original or Replacement File. If you select Replacement File, then the Replacement File AlphaChar field should be used to give a letter designation to the file.

7. Click OK, then Submit.

When the report is complete, the files for the magnetic tape are generated. If desired, you can navigate to the View Requests window to view the processing status of the report.

## Running a State Magnetic 1099-R report

State 1099-R Request parameters are similar to the Federal parameters, except they contain a State parameter, and omit the File Type and Replacement File alphaChar parameters.

**Note:** You must successfully run the Year End Pre-Process for each GRE that does business in that State prior to running a State magnetic 1099-R report.

You run the State Magnetic 1099-R report from the Submit Requests window.

### ► To run a state magnetic 1099-R report

1. In the Name field, select State 1099-R Magnetic Media from the List of Values. If the Parameters window does not open, click in the Parameters field.
2. In the Parameters window, select the appropriate state from the List of Values for the State field.
3. In the Year field, enter the tax year for the report.
4. In the Transmitter GRE field select the name of the GRE that functions as the transmitter of this 1099-R report.
5. If you are generating a tape for testing purposes only, select Yes in the Test Tape field.
6. Click OK, then Submit.

When the report is complete, the files for the magnetic tape are generated. If desired, you can navigate to the View Requests window to view the processing status of the report.

## Running the 1099-R Information Return

You run the 1099-R report from the Submit Requests window.

► **To run the Paper 1099-R Information Return Report:**

1. Select 1099-R Information Return in the Name field. Click in the Parameters field if the Parameters window does not automatically open.
2. Enter the Reporting Year and GRE for the Paper 1099-R report.
3. Click in the Selection Criterion field and choose one selection criterion from the List of Values (optional).

**Note:** This step activates the corresponding field on the Parameters window.

4. If a value was entered in the Selection Criterion field, in the corresponding field, enter an appropriate value.
5. In the Submit Request window, select the printer and number of copies in the Print Options region.

**Note:** You must print Paper 1099-Rs on an impact printer using the Evergreen Form #7159-4, #7159-6 (both use envelope #7777-1), or the Evergreen self mailer version of this form.

6. Submit the report, or alternately, select sort options for the report (see below).

## Selecting Sort Options for Paper 1099-R Reporting

You have the option of selecting sort criteria (or sort options) for Paper 1099-R distribution purposes. The sort options available for the 1099-R Information Return are Employee Name, Employee SSN, and Zip Code.

The sort options are hierarchical in nature. For instance, if you want to print out paper 1099-Rs by Zip Code, and Employee Name and Employee SSN you enter Zip Code into the Sort Option One field, Employee Name into the Sort Option Two field, and Employee SSN into the Sort Option Three field.

► **To select sort options**

1. Click in the Sort Option One field and choose a sort option from the List of Values.

The Sort Option Two field is now selectable.

2. If desired, enter options in the Sort Option Two and Sort Option Three fields.
3. Submit the report.



# A

## Default Menus and Reports

This appendix includes information about:

- Windows and their navigation paths
- Reports and process in Oracle HRMS

## Windows and their Navigation Paths

The following list shows the default navigation paths for all the windows in Oracle HRMS for the US, as they are supplied. You can use taskflow windows directly from the menu, or from the People and Assignment windows.

The responsibility that you use determines which of these windows you can use and how you access them. Your system administrator sets up navigation menus and task flows for your responsibility. They may also create customized versions of some of these windows using different window titles.

### **AAP Organization**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an AAP Organization.
3. Choose the Others button and select AAP Organization.

### **Absence Detail**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Choose the Others button and select Absence.

Or:

1. Choose Fastpath -> Absence in the Navigator.
2. In the resulting Find window, query the person.

### **Absence Attendance Type**

- Choose Total Compensation -> Basic -> Absence Types in the Navigator.

### **Accrual Bands**

1. Choose Total Compensation -> Basic -> Accrual Plans in the Navigator.
2. Enter or query an accrual plan name.
3. Choose the Accrual Bands button.

## **Accrual Plans**

- Choose Total Compensation -> Basic -> Accrual Plans in the Navigator.

## **Accruals**

Do one of the following:

1. Choose View -> Employee Accruals in the Navigator.
2. Run a query in the Assignments Folder window.
3. Select an employee assignment and choose the Accruals button.

Or:

1. Choose Fastpath -> Accruals in the Navigator.
2. In the resulting Find window, query the person.

## **Action Types**

1. Choose Total Compensation -> Programs and Plans -> Plan Enrollment Requirements in the Navigator.
2. Query or enter a plan.
3. Choose the Actions button.

## **Activity Rate**

1. Choose Total Compensation -> Rates/Coverage Definitions -> Flex Credits in the Navigator.
2. Query a compensation object.
3. Choose the Activity Rate button.

## **Activity Variable Rates and Rules**

1. Choose Total Compensation -> Rates/Coverage Definitions -> Flex Credits in the Navigator.
2. Query a compensation object.
3. Choose the Variable Rates button.

## **Actual Premiums**

- Choose Total Compensation -> General Definitions -> Rate/Coverage Definitions -> Actual Premiums in the Navigator.

## **Address**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query a person.
3. Choose the Address button.

Or:

1. Choose Fastpath -> Address in the Navigator.
2. In the resulting Find window, query the person.

## **Adjust Balance (Payroll only)**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Others button and select Adjust Balance.

Or:

1. Choose Fastpath -> Adjust Balances in the Navigator.
2. In the resulting Find window, query the person.

## **Adjust Tax Balances (Payroll only)**

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Others button and select Adjust Tax Balances.

## **Advanced Criteria**

1. Choose Benefits Extract -> Criteria Definition in the Navigator.
2. Query or enter a criteria definition and choose the Advanced tab.
3. Select a Criteria Type and choose the Details button.

## **Alter Effective Date**

- Choose Tools -> Alter Effective Date from the Tools menu.

## **Applicant Entry**

- Choose Recruitment -> Applicant Quick Entry in the Navigator.

## **Applicant Interview**

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an applicant.
3. Choose the Others button and select Application.
4. Choose the Interview button.

## **Application**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an applicant.
3. Choose the Others button and select Application.

Or:

1. Choose Fastpath -> Application in the Navigator.
2. In the resulting Find window, query the person.

## **Application Utilities Lookups**

1. Choose Other Definitions -> Lookup Tables in the Navigator.
2. Enter or query a user-defined Type.

## **Appraisal Template**

- Choose Career Management -> Appraisal Template in the Navigator.

## **Assessment Template**

- Choose Career Management -> Assessment Template in the Navigator.

## **Assign Security Profiles**

- Choose Security -> Assign Security Profiles in the Navigator.

## **Assignment**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.

2. Enter or query an employee.
3. Choose the Assignment button.

Or:

1. Choose Fastpath -> Assignment in the Navigator.
2. In the resulting Find window, query the person.

### **Assignment Budget Values**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an applicant or an employee.
3. Do one of the following:

For an applicant:

- Choose the Others button and select Application.
- Choose the Budgets button.

For an employee:

- Choose the Assignment button.
- Choose the Others button and select Budget Values.

Or:

1. Choose Fastpath -> Assignment Budget in the Navigator.
2. In the resulting Find window, query the person.

### **Assignment Criteria**

1. Choose Payroll -> Assignment Set in the Navigator.
2. Enter or query an assignment set.
3. Choose the Criteria button.

### **Assignment History**

- Choose View -> Histories -> Employee Assignment in the Navigator.

### **Assignment Processes**

1. Choose View -> Payroll Process Results in the Navigator.
2. Enter or query a payroll process.

3. Choose the Assignment Process button.

### **Assignment Set**

- Choose Payroll -> Assignment Set in the Navigator.

### **Assignment Statuses**

- Choose Work Structures -> Status in the Navigator.

### **Assignment Folder**

- Choose View -> Lists -> Assignment Folder in the Navigator.

### **Authentication Activities (Advanced Benefits Only)**

- Choose Total Compensation -> General Definitions -> Authentication Activities in the Navigator.

### **Balance (Payroll only)**

- Choose Total Compensation -> Basic -> Balance in the Navigator.

### **Balance Classifications (Payroll only)**

1. Choose Total Compensation -> Basic -> Balance in the Navigator.
2. Enter or query a balance.
3. Choose the Classifications button.

### **Balance Dimensions (Payroll only)**

1. Choose Total Compensation -> Basic -> Balance in the Navigator.
2. Enter or query a balance.
3. Choose the Dimensions button.

### **Balance Feed Control (Payroll only)**

1. Choose Total Compensation -> Basic -> Element Description in the Navigator.
2. Enter or query an element.
3. Choose the Balance Feed Control button.

### **Balance Feeds (Payroll only)**

**Note:** This instance of the Balance Feeds window lets you select more than one balance for the element to feed.

1. Choose Total Compensation -> Basic -> Element Description in the Navigator.
2. Enter or query an element.
3. Choose the Balance Feeds button.

### **Batch Header**

- Choose Mass Information eXchange: MIX -> Batch Element Entry in the Navigator.

### **Batch Process Parameters (Advanced Benefits only)**

- Choose Processes and Reports -> Batch Process Parameters in the Navigator.

### **Batch Summary**

- Choose Mass Information eXchange: MIX -> BEE Summary in the Navigator.

### **Beneficiaries**

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee or applicant.
3. Choose the Others button and select Contact.
4. Choose the Entries button.
5. Select the element representing the benefit for which you are entering a beneficiary.
6. Choose the Others button and select Beneficiary.

### **Beneficiary Certifications**

1. Choose Total Compensation -> Programs and Plans -> Plan Enrollment Requirements in the Navigator.
2. Query a plan.
3. Choose the Designations tab.
4. Choose the Beneficiary tab.
5. Choose the Certifications button.

### **Benefits Authentication Form (Advanced Benefits only)**

- Choose People -> Total Comp Contribution -> Benefits Authentication Form in the Navigator.

## **Benefits Balances**

- Choose Total Compensation -> General Definitions -> Additional Setup -> Benefits Balances in the Navigator.

## **Benefit Contributions**

- Choose Total Compensation -> Basic -> Benefit Contributions in the Navigator.

## **Benefits Group**

- Choose Total Compensation -> General Definitions -> Eligibility/Rate Factors -> Benefits Group in the Navigator.

## **Benefits Pools (Advanced Benefits only)**

- Choose Total Compensation -> General Definitions -> Rate/Coverage Definitions -> Benefits Pools in the Navigator.

## **Benefits Authentication Form (Advanced Benefits only)**

- Choose People -> Total Comp Contribution -> Benefits Authentication Form in the Navigator.

## **Benefits Service Center (Advanced Benefits Only)**

- Choose People -> Benefits Service Center in the Navigator.

## **Book Events**

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee or applicant.
3. Choose the Others button and select Bookings.

## **Budget**

- Choose Work Structures -> Budget in the Navigator.

## **Budget Value Defaults**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Business Group.
3. Choose the Others button and select Budget Value Defaults.

## **Budgetary Calendar**

- Choose Work Structures -> Budget Calendar in the Navigator.

## **Business Group Information**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Business Group.
3. Choose the Others button and select Business Group Information.

## **Career Path Names**

- Choose Work Structures -> Job -> Path Name in the Navigator.

## **Certifications**

1. Choose Total Compensation -> Programs and Plans -> Plan Enrollment Requirements in the Navigator.
2. Query or enter a plan.
3. Choose the General tab.
4. Choose the Plan or Option tab.
5. Choose the Certifications button.

## **Change Event Log**

1. Choose Benefits Extract -> Change Event Log in the Navigator.

## **Cities**

- Choose Other Definitions -> Cities in the Navigator.

## **City Tax Rules <Employee>**

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee or applicant.
3. Choose the Tax Information button.
4. Choose the Tax information button from the Federal Tax Rules <Employee> window.
5. Choose the Tax information button from the State Tax Rules <Employee> window.
6. Choose the Tax information button from the County Tax Rules <Employee> window.

## **COBRA Benefits (Basic Benefits)**

1. Choose People -> Enter and Maintain in the Navigator.

2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Others button and select COBRA.
5. Enter or query a qualifying event.
6. Choose the Benefits button.

#### **COBRA Coverage (Basic Benefits)**

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Others button and select COBRA.

#### **COBRA Payments (Basic Benefits)**

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Others button and select COBRA.
5. Enter or query a qualifying event.
6. Choose the Payments button.

#### **COBRA Statuses (Basic Benefits)**

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Others button and select COBRA.
5. Enter or query a qualifying event.
6. Choose the Statuses button.

#### **Collective Agreements**

- Choose Work Structures -> Collective Agreements in the Navigator.

#### **Columns**

1. Choose Other Definitions -> Table Structure in the Navigator.
2. Enter or query a table.

3. Choose the Columns button.

### **Communication Delivery Methods**

- Choose Fastpath -> Personal Delivery Method in the Navigator.

### **Communication Types (Advanced Benefits only)**

- Choose Total Compensation -> General Definitions -> Additional Setup -> Communication Types in the Navigator.

### **Communication Type Children**

1. Choose Total Compensation -> General Definitions -> Additional Setup -> Communication Types in the Navigator.
2. Query a communication type kit.
3. Choose the View Children button.

### **Communication Type Delivery Methods**

1. Choose Total Compensation -> General Definitions -> Additional Setup -> Communication Types in the Navigator.
2. Query or enter a communication type.
3. Choose the Delivery button.

### **Communication Type Triggers**

1. Choose Total Compensation -> General Definitions -> Additional Setup -> Communication Types in the Navigator.
2. Query or enter a communication type.
3. Choose the Triggers button.

### **Communication Type Usages**

1. Choose Total Compensation -> General Definitions -> Additional Setup -> Communication Types in the Navigator.
2. Query or enter a communication type.
3. Choose the Usages button.

### **Competence Profile**

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query a person.
3. Choose the Others button and select Competence Profile.

## **Competence Requirements**

- Choose Career Management -> Competence Requirements in the Navigator.

## **Competence Types**

- Choose Career Management -> Competence Types in the Navigator.

## **Competencies**

- Choose Career Management -> Competencies in the Navigator.

## **Consolidation Sets (Payroll only)**

- Choose Payroll -> Consolidation in the Navigator.

## **Contacts**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee or applicant.
3. Choose the Others button and select Contact.

Or:

1. Choose Fastpath -> Contact in the Navigator.
2. In the resulting Find window, query the person.

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee or applicant.
3. Choose the Others button.
4. Choose Contracts.

Or:

1. Choose Fastpath -> Contracts in the Navigator.
2. In the resulting Find window, query the person.

## **Contribution History (Def Comp 457)**

- Choose View -> Histories ->Entries ->Contribution History

1. Choose Mass Information eXchange: MIX -> Batch Element Entry in the Navigator.

2. Choose the Totals button.

### **Conversion Rate Types**

- Choose Payroll -> Currency Types in the Navigator.

### **Costing**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Others button and select Costing.

Or:

1. Choose Fastpath -> Costing in the Navigator.
2. In the resulting Find window, query the person.

### **Costing Information**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an organization.
3. Choose the Others button and select Costing.

### **County Tax Rules <Employee>**

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee or applicant.
3. Choose the Tax Information button.
4. Choose the Tax information button from the Federal Tax Rules <Employee> window.
5. Choose the Tax information button from the State Tax Rules <Employee> window.

### **Court Orders**

- Choose People -> Total Comp Enrollment -> Court Orders in the Navigator.

## **Coverage Across Plan Types**

- Choose Total Compensation -> Rates/Coverage Definitions -> Coverage Across Plan Types in the Navigator.

## **Coverage Calculations**

- Choose Total Compensation -> General Definitions -> Rate/Coverage Definitions -> Coverage Calculations in the Navigator.

## **Covered Dependents**

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee or applicant.
3. Choose the Others button and select Contact.
4. Choose the Entries button.
5. Select the element representing the benefit for which you are entering a dependent.
6. Choose the Others button and select Dependents.

## **Criteria Definition**

- Choose Benefits Extract -> Criteria Definition in the Navigator.

## **Custom Reports**

- Choose Processes and Reports -> Submit Custom Reports in the Navigator.

## **Database Items**

1. Choose Total Compensation -> Basic -> Write Formulas in the Navigator.
2. Enter or query a formula.
3. Choose the Show Items button.

## **DateTrack History Change Field Summary**

- Choose Tools -> DateTrack History from the Tools menu.

## **Deduction (Payroll only)**

- Choose Total Compensation -> Basic -> Deductions in the Navigator.

### **Define Combinations**

- Choose Total Compensation -> Programs and Plans -> Combinations in the Navigator.

### **Define Extract**

- Choose Benefits Extract -> Extract Definition in the Navigator.

### **Define Function**

- Choose Other Definitions -> Formula Functions in the Navigator.

### **Define QuickPaint Report**

- Choose Processes and Reports -> Define a QuickPaint Report in the Navigator.

### **Define Task Flow**

- Choose Security -> Task Flow Definitions in the Navigator.

### **Define Task Flow Nodes**

- Choose Security -> Task Flow Nodes in the Navigator.

### **Delete Person**

- Choose People -> Delete Personal Records in the Navigator.

### **Dependent/Beneficiary Designation (Advanced Benefits Only)**

- Choose People -> Total Comp Enrollment -> Dependent/Beneficiary Designation in the Navigator.

### **Dependent Certifications**

Do one of the following:

1. Choose Total Compensation -> Programs and Plans -> Program Enrollment Requirements in the Navigator.
2. Query a program.
3. Choose the Dependent Coverage tabbed region
4. Choose the Certifications button.

Or:

1. Choose Total Compensation -> Programs and Plans -> Plan Enrollment Requirements in the Navigator.
2. Query a plan.

3. Choose the Designations tab.
4. Choose the Dependent tab.
5. Choose the Certifications button.

### **Dependent Change of Life Event**

Do one of the following:

1. Choose Choose Total Compensation -> Programs and Plans -> Program Enrollment Requirements in the Navigator.
2. Query a program and choose the Dependent Coverage tabbed region.
3. Choose the Dependent Change of Life Event button.

Or:

1. Choose Choose Total Compensation -> Programs and Plans -> Plan Enrollment Requirements in the Navigator.
2. Query a plan and choose the Designations tabbed region.
3. Choose the Dependent tab.
4. Choose the Dependent Change of Life Event button.

### **Dependent Change of Life Event Certification**

Do one of the following:

1. Choose Choose Total Compensation -> Programs and Plans -> Program Enrollment Requirements in the Navigator.
2. Query a program and choose the Dependent Coverage tabbed region.
3. Choose the Dependent Change of Life Event button.
4. Select a life event and choose the Dependent Change of Life Event Certifications button.

Or:

1. Choose Choose Total Compensation -> Programs and Plans -> Plan Enrollment Requirements in the Navigator.
2. Query a plan and choose the Designations tabbed region.
3. Choose the Dependent tab.
4. Choose the Dependent Change of Life Event button.

5. Select a life event and choose the Dependent Change of Life Event Certifications button.

### **Dependent Coverage Eligibility Profiles**

- Choose Total Compensation -> General Definitions -> Eligibility Profiles -> Dependent Coverage in the Navigator.

### **Dependent Eligibility Profiles**

Do one of the following:

1. Choose Choose Total Compensation -> Programs and Plans -> Program Enrollment Requirements in the Navigator.
2. Query a program and choose the Dependent Coverage tabbed region.
3. Choose the Eligibility Profiles button.

Or:

1. Choose Choose Total Compensation -> Programs and Plans -> Plan Enrollment Requirements in the Navigator.
2. Query a plan and choose the Designations tabbed region.
3. Choose the Dependent tab.
4. Choose the Eligibility Profiles button.

### **Derived Factors**

- Choose Total Compensation -> General Definitions -> Eligibility/Rate Factors -> Derived Factors in the Navigator.

### **Designation Requirements**

Do one of the following:

1. Choose Total Compensation -> Programs and Plans -> Options in the Navigator.
2. Query or enter an option.
3. Choose the Designation Requirements button.

Or:

1. Choose Total Compensation -> Programs and Plans -> Plan Enrollment Requirements in the Navigator.
2. Query a plan.
3. Choose the General tab.

4. Choose the Plan or Option tab.
5. Choose the Designations button.

#### **Earnings** (Payroll only)

- Choose Total Compensation -> Basic -> Earnings in the Navigator.

#### **Edit Formula**

1. Choose Total Compensation -> Basic -> Write Formulas in the Navigator.
2. Enter or query a formula.
3. Choose the Edit button.

#### **EEO-1 Filing**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Government Reporting Entity (GRE).
3. Choose the Others button and select EEO-1 Filing.

#### **Electable Choices**

1. Choose People -> Total Comp Participation
2. Choose the Enrollment Opportunities button
3. Choose the Electable Choices button.

#### **Element**

- Choose Total Compensation -> Basic -> Element Description in the Navigator.

#### **Element and Distribution Set**

- Choose Payroll -> Element Set in the Navigator.

#### **Element Classifications** (Payroll only)

- Choose Total Compensation -> Basic -> Classification in the Navigator.

#### **Element Entries**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.

2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Entries button.

Or:

1. Choose Fastpath -> Entries in the Navigator.
2. In the resulting Find window, query the person.

### **Element Link**

- Choose Total Compensation -> Basic -> Link in the Navigator.

### **Eligibility**

Do one of the following:

1. Choose Total Compensation -> Programs and Plans -> Plans in the Navigator.
2. Query or enter a plan.
3. Choose the Plan Eligibility button.
4. Choose the Eligibility button.

Or:

1. Choose Total Compensation -> Programs and Plans -> Plans in the Navigator.
2. Query or enter a plan.
3. Choose the Options button.
4. Choose the Option Eligibility button.
5. Choose the Eligibility button.

Or:

1. Choose Total Compensation -> Programs and Plans -> Programs in the Navigator.
2. Query or enter a program.
3. Choose the Plans and Plan Types button.
4. Choose the Plans tab or the Plan Types tab.
5. Choose the Participation Eligibility button.
6. Choose the Eligibility button.

Or:

1. Choose Total Compensation -> Programs and Plans -> Programs in the Navigator.
2. Query or enter a program.
3. Choose the Participation Eligibility button.
4. Choose the Eligibility button.

### **Employee Assignment Processes**

- Choose View -> Assignment Process Results in the Navigator.

### **Employee Review**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Others button and select Reviews.

Or:

1. Choose Fastpath -> Employee Review in the Navigator.
2. In the resulting Find window, query the person.

### **Employee Run Result History (Payroll only)**

- Choose View -> Histories -> Run Results in the Navigator.

### **Employer Identification**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Government Reporting Entity (GRE).
3. Choose the Others button and select Employer Identification

### **End Application**

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Others button and select End Application.

Or:

1. Choose Fastpath -> End Application in the Navigator.
2. In the resulting Find window, query the person.

## **End Employment**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Others button and select End Employment.

Or:

1. Choose Fastpath -> End Employment in the Navigator.
2. In the resulting Find window, query the person.

## **Enrollment Action (Advanced Benefits only)**

- Choose Total Compensation -> General Definitions -> Additional Setup -> Enrollment Action in the Navigator.

## **Enrollment Opportunities**

1. Choose People -> Total Comp Participation
2. Choose the Enrollment Opportunities button.

## **Enrollment Override**

- Choose People -> Total Comp Enrollment -> Enrollment Override in the Navigator.

## **Enrollment Rules**

1. Choose Total Compensation -> Programs and Plans -> Plan Enrollment Requirements in the Navigator.
2. Query or enter a plan.
3. Choose the Timing tab.
4. Choose the Scheduled tab or the Life Event tab.
5. Choose the Enrollment Rules button.

## **Entry Values**

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Entries button.
5. Select an entry and choose the Entry Values button.

## **Establishment EEO-1 Filing**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Reporting Establishment.
3. Choose the Others button and select Establishment EEO-1 Filing.

## **Establishment VETS-100 Filing**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Reporting Establishment.
3. Choose the Others button and select Establishment VETS-100 Filing.

## **Event Bookings**

Do one of the following:

- Choose People -> Events and Bookings in the Navigator.

Or:

1. Choose Fastpath -> Event in the Navigator.
2. In the resulting Find window, query the person.

## **Exemption Rules (Payroll only)**

- Choose View -> Wage Attachments-> Exemption Rules

## **External/Manual Payments (Payroll only)**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Others button and select External Pay.

Or:

1. Choose Fastpath -> External/Manual Payments in the Navigator.
2. In the resulting Find window, query the person.

## **Extract Definition**

- Choose Mass Information Exchange -> System Extract -> Extract Definition in the Navigator.

## **Extract Results**

- Choose Benefits Extract -> Extract Results in the Navigator.

## **Extract Results Errors**

1. Choose Benefits Extract -> Extract Results in the Navigator.

## **Extract Results Detail**

1. Choose Benefits Extract -> Extract Results in the Navigator.
2. Query an extract run result and choose the Details button.

## **Extract Results Header and Trailer**

1. Choose Benefits Extract -> Extract Results in the Navigator.
2. Query an extract run result and choose the Header and Trailer button.
3. Query an extract run result and choose the Errors and Warnings button.

## **Federal Tax Rules**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Government Reporting Entity (GRE).
3. Choose the Others button and select Federal Tax Rules

## **Federal Tax Rules <Employee>**

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee or applicant.
3. Choose the Tax Information button.

## **File Layout Advanced Conditions**

1. Choose Benefits Extract -> Layout Definition in the Navigator.
2. Choose the File Layout tab and query or enter a file layout.
3. Select a record and choose the Advanced Conditions button.

## **Flex Credits (Advanced Benefits only)**

- Choose Total Compensation -> General Definitions -> Rate/Coverage Definitions -> Flex Credits in the Navigator.

## **Flex Program** (Advanced Benefits only)

- Choose People -> Total Comp Enrollment -> Flex Program in the Navigator.

## **Form 941 Information**

- Choose View -> Tax Information -> Form 941 Information in the Navigator.

## **Form Customization**

- Choose Security -> CustomForm in the Navigator.

## **Formula**

- Choose Total Compensation -> Basic -> Write Formulas in the Navigator.

## **Formula Result Rules** (Payroll only)

- Choose Total Compensation -> Basic -> Formula Results in the Navigator.

## **Frequency Rules**

1. Choose Total Compensation -> Basic -> Deductions in the Navigator.
2. Enter or query a deduction.
3. Choose the Frequency Rules button.

## **GL Map** (Payroll only)

- Choose Payroll -> GL Flexfield Map in the Navigator.

## **Globals**

- Choose Total Compensation -> Basic -> Global Values in the Navigator.

## **GL Daily Rates**

- Choose Total Compensation -> Basic -> Global Values in the Navigator.

## **Goods and Services**

- Choose Total Compensation -> General Definitions -> Additional Setup -> Goods and Services in the Navigator.

### **Grade Rate**

- Choose Work Structures -> Grade -> Grade Rate in the Navigator.

### **Grade Scale**

- Choose Work Structures -> Grade -> Grade Steps and Points in the Navigator.

### **Grade Step Placement**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Others button and select Grade Step.

Or:

1. Choose Fastpath -> Grade Step in the Navigator.
2. In the resulting Find window, query the person.

### **Grades**

- Choose Work Structures -> Grade -> Description in the Navigator.

### **Imputed Income**

- Choose Total Compensation -> General Definitions -> Rate/Coverage Definitions -> Imputed Income in the Navigator.

### **Information Type Security**

- Choose Security -> Information Types Security in the Navigator.

### **Input Values**

1. Choose Total Compensation -> Basic -> Element Description in the Navigator.
2. Enter or query an element.
3. Choose the Input Values button.

### **Investment Options**

1. Choose People -> Total Comp Enrollment -> Savings Plan in the Navigator.
2. Query a person.

3. Choose the Investment Options button.

## **Job**

- Choose Work Structures -> Job -> Description in the Navigator.

## **Job Evaluation**

1. Choose Work Structures -> Job -> Description in the Navigator.
2. Enter or query a job.
3. Choose the Evaluation button.

## **Job Requirements**

1. Choose Work Structures -> Job -> Description in the Navigator.
2. Enter or query a job.
3. Choose the Requirements button.

## **Layout Definition**

- Choose Benefits Extract -> Layout Definition in the Navigator.

## **Life Event**

Do one of the following:

1. Choose Total Compensation -> Programs and Plans -> Programs in the Navigator.
2. Query or enter a program.
3. Choose the Plan and Plan Types button.
4. Choose the Plans tab or the Plan Types tab.
5. Choose the Life Event button.

Or:

1. Choose Total Compensation -> Programs and Plans -> Programs in the Navigator.
2. Query or enter a program.
3. Choose the Life Event button.

## **Life Event Certifications**

1. Choose Total Compensation -> Programs and Plans -> Plan Enrollment Requirements in the Navigator.
2. Query or enter a plan.

3. Choose the General tab.
4. Choose the Plan or Option tab.
5. Choose the Life Event Certifications button.

#### **Life Event Reason Impact on Eligibility (Advanced Benefits)**

1. Choose Total Compensation -> Programs and Plans -> Plans in the Navigator.
2. Query or enter a plan.
3. Choose the Options button.
4. Choose the Life Event Eligibility button.

#### **Life Event Reasons (Advanced Benefits only)**

- Choose Total Compensation -> General Definitions -> Additional Setup -> Life Event Reasons in the Navigator.

#### **Limit Rules (Payroll only)**

- Choose View -> Wage Attachments -> Limit Rules in the Navigator.

#### **Link Input Values**

1. Choose Total Compensation -> Basic -> Link in the Navigator.
2. Enter or query an element.
3. Choose the Input Values button.

#### **List Assignments**

- Choose View -> Lists -> Assignments in the Navigator.

#### **List Budget Variance by Organization**

- Choose View -> Organization Budgets in the Navigator.

#### **List Employees by Absence Type**

- Choose View -> Lists -> Employees by Absence Type in the Navigator.

#### **List Employees by Element**

- Choose View -> Lists -> Employees by Element in the Navigator.

### **List Employees by Organization**

- Choose View -> Lists -> Employees by Organization in the Navigator.

### **List Employees by Position**

- Choose View -> Lists -> Employees by Position in the Navigator.

### **List Employees by Position Hierarchy**

- Choose View -> Lists -> Emps by Position Hierarchy in the Navigator.

### **List People by Assignment**

- Choose View -> Lists -> People by Assignment in the Navigator.

### **List People by Special Information**

- Choose View -> Lists -> People by Special Information in the Navigator.

### **List Position Budget Variance**

- Choose View -> Position Budgets in the Navigator.

### **Local Tax Rules**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Government Reporting Entity (GRE).
3. Choose the Others button and select Local Tax Rules.

### **Location**

- Choose Work Structures -> Location in the Navigator.

### **Lookups**

- Choose Other Definitions -> Lookup Tables in the Navigator.

### **Maintain On Line Activities (Advanced Benefits)**

- Choose Total Compensation -> General Definitions -> On-line Activities for Authentication in the Navigator.

### **Maintain Options Eligibility**

1. Choose Total Compensation -> Programs and Plans -> Plans in the Navigator.
2. Query or enter a plan.
3. Choose the Options button.
4. Choose the Option Eligibility button.

### **Maintain Plan Eligibility**

1. Choose Total Compensation -> Programs and Plans -> Plans in the Navigator.
2. Query or enter a plan.
3. Choose the Plan Eligibility button.

### **Maintain Plan Options**

1. Choose Total Compensation -> Programs and Plans -> Plans in the Navigator.
2. Query or enter a plan.
3. Choose the Options button.

### **Maintain Plan Related Details**

1. Choose Total Compensation -> Programs and Plans -> Plans in the Navigator.
2. Query or enter a plan.
3. Choose the Details button.

### **Maintain Pop Up Messages (Advanced Benefits only)**

- Choose Total Compensation -> General Definitions -> Define Messages in the Navigator.

### **Map Career Path**

- Choose Work Structures -> Job -> Career Path in the Navigator.

### **Map Salary Survey**

1. Choose Work Structures -> Position -> Description in the Navigator.
2. Complete the Position window and save your work.
3. Choose the Define Survey Map button.

Or:

1. Choose Work Structures -> Job -> Description in the Navigator.
2. Complete the Job window and save your work.
3. Choose the Define Salary Map button.

### **Mass Move**

- Choose Work Structures -> Position -> Mass Move in the Navigator.

#### **Mass Move – Assignments**

1. Choose Work Structures -> Position -> Mass Move in the Navigator.
2. Complete the Mass Move window and save your work.
3. Choose the Positions button.
4. Complete the Find Positions window.
5. Choose the Find button.
6. Complete the Mass Move – Positions window.
7. Choose the Assignments button.

#### **Mass Move – Messages**

1. Choose Work Structures -> Position -> Mass Move in the Navigator.
2. Complete the Mass Move window and save your work.
3. Choose the Positions button.
4. Complete the Find Positions window and choose the Find button.
5. Complete the Mass Move – Positions window and choose the Assignments button.
6. Complete the Mass Move – Assignments window and close it.
7. From the Mass Move – Positions window, choose the Valid Grades button.
8. Complete the Valid Grades window and close it.
9. Close the Mass Move – Positions window.
10. From the Mass Move window, choose the Execute button.
11. If the Status field shows In Error or Complete with Warnings, a Message button appears.
12. If the Message button appears, choose it to view messages in the Mass Move – Messages window.

**Note:** Alternatively, you can view messages for saved (but not yet successfully executed) mass moves as follows:

1. Choose Work Structures -> Position -> Mass Move in the Navigator.
2. Enter the name of the saved mass move in the Description field.
3. When the Mass Move window is populated with data and the Message button appears, choose the Message button .

### **Mass Move – Positions**

1. Choose Work Structures -> Position -> Mass Move in the Navigator.
2. Complete the Mass Move window.
3. Save your work.
4. Choose the Positions button.
5. In the resulting Find Positions window, select or enter a Source Job and Source Position.
6. Choose the Find button.

### **Mass Move – Valid Grades**

1. Choose Work Structures -> Position -> Mass Move in the Navigator.
2. Complete the Mass Move window and save your work.
3. Choose the Positions button.
4. Complete the Find Positions window.
5. Choose the Find button.
6. Complete the Mass Move – Positions window.
7. Choose the Valid Grades button.

### **Mass Update of Applicants**

- Choose Recruitment -> Mass Update of Applicants in the Navigator.

### **Messages**

1. Choose Mass Information eXchange: MIX -> Batch Element Entry in the Navigator.
2. Choose the Messages button.

## **Message Configuration (Advanced Benefits only)**

- Choose Total Compensation -> General Definitions -> Message Configuration in the Navigator.

## **Miscellaneous Plan**

- Choose People -> Total Comp Enrollment -> Miscellaneous Plan in the Navigator.

## **MIX Batch Header**

- Choose Mass Information eXchange: MIX -> Batch Element Entry in the Navigator.

## **Monitor Batch Processes (Advanced Benefits only)**

- Choose Processes and Reports -> Monitor Batch Processes in the Navigator.

## **Monthly Participant Premium**

- Choose People -> Enrollment Process -> Monthly Participant Premium in the Navigator.

## **Monthly Plan or Option Premium**

- Choose Total Compensation -> Monthly Premium in the Navigator.

## **Multiple Worksite Reporting**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Government Reporting Entity (GRE).
3. Choose the Others button and select Multiple Worksite Reporting

## **NACHA Rules**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Government Reporting Entity (GRE).
3. Choose the Others button and select NACHA Rules

## **Net Calculation Rules**

1. Choose Total Compensation -> Basic -> Accrual Plans in the Navigator.
2. Enter or query an accrual plan name.

3. Choose the Net Calculation Rules button.

### **New Hire Reporting**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a GRE.
3. Choose the Others button.
4. Select New Hire Reporting

### **Non-Flex Program**

- Choose People -> Total Comp Enrollment -> Non-Flex Program in the Navigator.
- 5. Click in the Additional Organization Information field.

### **Options**

- Choose Total Compensation -> General Definitions -> Programs and Plans -> Options in the Navigator.

### **Organization**

- Choose Work Structures -> Organization -> Description in the Navigator.

### **Organization Hierarchy**

- Choose Work Structures -> Organization -> Hierarchy in the Navigator.

### **Organizational Payment Method**

- Choose Payroll -> Payment Methods in the Navigator.

### **Other Rates**

1. Choose People -> Total Comp Enrollment -> Non-Flex Program in the Navigator.
2. Query a person.
3. Choose the Others button and select Other Rates.

### **Parent Organization**

1. Choose Work Structures -> Organization -> Description in the Navigator.

2. Enter or query an organization.
3. Choose the Others button and select Parent Organization.

### **Participant**

- Choose Total Compensation -> General Definitions -> Eligibility Profiles -> Participant in the Navigator.

### **Participation Eligibility Profiles**

- Choose Total Compensation -> General Definitions -> Eligibility Profiles -> Participation Eligibility Profiles

### **Participation Overrides (Advanced Benefits only)**

- Choose People -> Total Comp Participation -> Participation Overrides in the Navigator.

### **Payment Schedule**

1. Choose Total Compensation -> Rates/Coverage Definitions -> Flex Credits in the Navigator.
2. Query or enter a flex credit definition and choose the Processing tabbed region.
3. Choose the Payment Schedule button.

### **Payments**

1. Choose People -> Total Comp Contribution -> Record Contribution or Distribution
2. Choose the View Payments window.

### **Pay Scale**

- Choose Work Structures -> Grade -> Pay Scale in the Navigator.

### **Payroll**

- Choose Payroll -> Description in the Navigator.

### **Payroll Processes (Payroll only)**

- Choose View -> Payroll Process Results in the Navigator.

### **People**

- Choose People -> Enter and Maintain in the Navigator.

## **People Folder**

- Choose View -> Lists -> People Folder in the Navigator.
- 1. Choose People -> Enter and Maintain in the Navigator.
- 2. Enter or query an employee, and choose the Assignment button.
- 3. Choose the Tax Information button.
- 4. Choose the Percentage button.

## **Performance**

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee, and choose the Assignment button.
3. Choose the Salary button.
4. Choose the Performance button.

Or:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee, and choose the Assignment button.
3. Choose the Others button and select Performance.

## **Period Dates**

1. Choose Payroll -> Description in the Navigator.
2. Enter or query a payroll.
3. Choose the Period Dates button.

## **Period-to-Date Limits**

Do one of the following:

- Choose Total Compensation -> General Definitions -> Rate/Coverage Definitions -> Period-to-Date Limits in the Navigator.

Or:

1. Choose Total Compensation -> Rates/Coverage Definitions -> Flex Credits in the Navigator.
2. Query a compensation object.
3. Choose the Activity Rate button.
4. Choose the Period to Date Limit button.

## **Period Types**

- Choose Other Definitions -> Time Periods in the Navigator.

## **Person Benefits Assignment**

- Choose People -> Total Comp Participation -> Person Benefits Assignment

## **Person Benefits Balances**

- Choose People -> Total Comp Participation -> Person Benefits Balances in the Navigator.

## **Person Changes (Advanced Benefits only)**

1. Choose Total Compensation -> General Definitions -> Additional Setup -> Life Event Reasons in the Navigator.
2. Query or enter a life event.
3. Choose the Person Changes button.
4. Choose the Add Person Change button.

## **Person Changes Cause Life Events (Advanced Benefits only)**

1. Choose Total Compensation -> General Definitions -> Additional Setup -> Life Event Reasons in the Navigator.
2. Query or enter a life event.
3. Choose the Person Changes button.

## **Person Communications (Advanced Benefits only)**

- Choose People -> Enrollment Process -> Person Communications in the Navigator.

## **Person Enrollment Action Items (Advanced Benefits only)**

- Choose People -> Enrollment Process -> Person Enrollment Action Items in the Navigator.

## **Person Enrollment Certificates (Advanced Benefits only)**

- Choose People -> Enrollment Process -> Person Enrollment Certificates in the Navigator.

## **Person Primary Care Provider**

- Choose People -> Total Comp Enrollment -> Person Primary Care Provider in the Navigator.

## **Person Types**

- Choose Other Definitions -> Person Types in the Navigator.

## **Person Type Usage**

- Choose Fastpath -> Person Type Usage in the Navigator.

## **Personal Payment Method**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Pay Method button, or choose the Others button and select Pay Method.

Or:

1. Choose Fastpath -> Pay Method in the Navigator.
2. In the resulting Find window, query the person.

## **Phone Numbers**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Others button.
4. Choose Phones.

Or:

1. Choose Fastpath -> Phones in the Navigator.
2. In the resulting Find window, query the person.

## **Picture**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator
2. Enter or query a person.
3. Choose the Picture button.

Or:

1. Choose Fastpath -> Picture in the Navigator.
2. In the resulting Find window, query the person.

### **Plan and Plan Type**

1. Choose Total Compensation -> Programs and Plans -> Programs in the Navigator.

### **Plan Enrollment Requirements**

- Choose Total Compensation -> General Definitions -> Programs and Plans -> Plan Enrollment Requirements in the Navigator.
- 2. Query or enter a program.
- 3. Choose the Plan and Plan Types button.

### **Plan in Program Participation Eligibility**

1. Choose Total Compensation -> Programs and Plans -> Programs in the Navigator.
2. Query or enter a program.
3. Choose the Plan and Plan Types button.
4. Choose the Plans tab.
5. Choose the Participation Eligibility button.

### **Plan Reimbursement**

- Choose Total Compensation -> General Definitions -> Programs and Plans -> Plan Reimbursement in the Navigator.

### **Plans**

- Choose Total Compensation -> General Definitions -> Programs and Plans -> Plans in the Navigator.

### **Plan Type Participation Eligibility**

1. Choose Total Compensation -> Programs and Plans -> Programs in the Navigator.
2. Query or enter a program.
3. Choose the Plan and Plan Types button.
4. Choose the Plan Type tab.
5. Choose the Participation Eligibility button.

## **Plan Types**

- Choose Total Compensation -> General Definitions -> Programs and Plans -> Plan Types in the Navigator.

## **Position**

- Choose Work Structures -> Position -> Description in the Navigator.

## **Position Evaluation**

1. Choose Work Structures -> Position -> Description in the Navigator.
2. Enter or query a position.
3. Choose the Evaluation button.

## **Position Hierarchy**

- Choose Work Structures -> Position -> Hierarchy in the Navigator.

## **Position Occupancy Folder**

1. Choose Work Structures -> Position -> Description in the Navigator.
2. Query a position.
3. Choose the Occupancy button.

## **Position Reporting To**

1. Choose Work Structures -> Position -> Description in the Navigator.
2. Enter or query a position.
3. Choose the Reporting To button.

## **Position Requirements**

1. Choose Work Structures -> Position -> Description in the Navigator.
2. Enter or query a position.
3. Choose the Requirements button.

## **Possible Certifications**

1. Choose People -> Total Comp Participation

2. Choose the Enrollment Opportunities button.
3. Choose the Electable Choices button
4. Choose the Possible Certifications button

#### **Postal/Zip**

- Choose Total Compensation -> General Definitions -> Eligibility/Rate Factors -> Postal/Zip in the Navigator.

#### **Primary Care Providers**

Do one of the following:

- Choose People -> Total Comp Enrollment -> Person Primary Care Provider

Or:

1. Choose People -> Total Comp Enrollment -> Flex Program in the Navigator.
2. Query a person.
3. Choose the Care Providers button.

#### **Program/Plan Years**

- Choose Total Compensation -> General Definitions -> Additional Setup -> Program/Plan Years in the Navigator.

#### **Programs**

- Choose Total Compensation -> General Definitions -> Programs and Plans -> Programs in the Navigator.

#### **Program Enrollment Requirements**

- Choose Total Compensation -> General Definitions -> Programs and Plans -> Program Enrollment Requirements in the Navigator.

#### **Program Participation Eligibility**

1. Choose Total Compensation -> Programs and Plans -> Programs in the Navigator.
2. Query or enter a program.
3. Choose the Participation Eligibility button.

### **Program Waive Certifications**

1. Choose Total Compensation -> Programs and Plans -> Programs in the Navigator.
2. Query or enter a program.
3. Choose the Plan and Plan Types button.
4. Choose the Plan Types tab.
5. Choose the Waive button.
6. Choose the Waive Certification button.

### **Program Waive Reasons**

1. Choose Total Compensation -> Programs and Plans -> Programs in the Navigator.
2. Query or enter a program.
3. Choose the Plan and Plan Types button.
4. Choose the Plan Types tab.
5. Choose the Waive button.

### **Qualifications**

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query a person.
3. Choose the Others button and select Qualifications.

### **Qualification Types**

- Choose Career Management -> Qualification Types in the Navigator.

### **QuickPaint Inquiry**

1. Choose Processes and Reports -> Run a QuickPaint Report in the Navigator.
2. Query a report that has been run.
3. Choose the View Report button.

### **QuickPay (Payroll only)**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.

2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Others button and select QuickPay.

Or:

1. Choose Fastpath -> QuickPay in the Navigator.
2. In the resulting Find window, query the person.

### **Rating Scales**

- Choose Career Management -> Rating Scales in the Navigator.

### **Record Continuing Benefits Payments**

- Choose People -> Total Comp Contribution -> Record Continuing Benefits Payments in the Navigator.

### **Record Layout Advanced Conditions**

1. Choose Benefits Extract -> Layout Definition in the Navigator.
2. Choose the Record Layout tab and query or enter a record layout.
3. Select a Data Element and choose the Advanced Conditions button.

### **Recruiting For**

1. Choose Recruitment -> Recruitment Activity in the Navigator.
2. Enter or query a recruitment activity.
3. Choose the Recruiting For button.

### **Recruitment Activity**

- Choose Recruitment -> Recruitment Activity in the Navigator.

### **Regulations**

- Choose Total Compensation -> General Definitions -> Additional Setup -> Regulations in the Navigator.

### **Regulatory Bodies and Regulations**

1. Choose Total Compensation -> General Definitions -> Additional Setup -> Reporting Groups in the Navigator.
2. Query or enter a reporting group.
3. Choose the Plan Regulatory Bodies and Regulations button.

### **Reimbursements Requests (Advanced Benefits only)**

- Choose People -> Total Comp Distribution -> Reimbursements Requests in the Navigator.

### **Related Person Changes (Advanced Benefits only)**

1. Choose Total Compensation -> General Definitions -> Additional Setup -> Life Event Reasons in the Navigator.
2. Query or enter a life event.
3. Choose the Related Person Changes button.
4. Choose the Add Related Person Change button.

### **Related Person Changes Cause Life Events (Advanced Benefits only)**

1. Choose Total Compensation -> General Definitions -> Additional Setup -> Life Event Reasons in the Navigator.
2. Query or enter a life event.
3. Choose the Related Person Changes button.
1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Business Group.
3. Choose the Others button and select Reporting Categories.

### **Reporting Groups**

- Choose Total Compensation -> General Definitions -> Additional Setup -> Reporting Groups in the Navigator.

### **Reporting Statuses**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Business Group.
3. Choose the Others button and select Reporting Statuses.

### **Request Letter**

- Choose Recruitment -> Request Recruitment Letter in the Navigator.

### **Request Set**

- Choose Security -> Report Sets in the Navigator.

## **Requisition and Vacancy**

- Choose Recruitment -> Requisition and Vacancy in the Navigator.

## **RetroPay Set (Payroll only)**

- Choose Payroll -> RetroPay Set in the Navigator.

## **Reverse Payroll Run (Payroll only)**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Others button and select Reverse Run.

Or:

1. Choose Fastpath -> Reverse Payroll Run in the Navigator.
2. In the resulting Find window, query the person.

## **Rows**

1. Choose Other Definitions -> Table Structure in the Navigator.
2. Enter or query a table.
3. Choose the Rows button.

## **Run QuickPaint Report**

- Choose Processes and Reports -> Run a QuickPaint Report in the Navigator.

## **Salary Administration**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Salary button.

Or:

1. Choose Fastpath -> Salary in the Navigator.
2. In the resulting Find window, query the person.

## **Salary Basis**

- Choose Total Compensation -> Basic -> Salary Basis in the Navigator.

## **Salary History**

Do one of the following:

1. Choose View -> Histories -> Salary in the Navigator.
2. Run a query in the Assignments Folder window.
3. Select an employee assignment and choose the Salary History button.

Or:

1. Choose Fastpath -> Salary History in the Navigator.
2. In the resulting Find window, query the person.

## **Salary Management Folder**

- Choose People -> Salary Management in the Navigator.

## **Salary Surveys**

- Choose Total Compensation -> Basic -> Salary Survey in the Navigator.

## **Savings Plan**

- Choose People -> Total Comp Enrollment -> Savings Plan in the Navigator.

## **Scale Rate**

- Choose Work Structures -> Grade -> Point Values in the Navigator.

## **Schools and Colleges**

- Choose Career Management -> Schools and Colleges in the Navigator.

## **Schools and Colleges Attended**

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query a person.
3. Choose the Others button and select Schools/Colleges.

## **Secondary Statuses**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an applicant or employee.
3. Do one of the following:

For an applicant:

- Choose the Others button and select Application.
- Choose the Secondary Status button.

For an employee:

- Choose the Assignment button.
- Choose the Others button and select Secondary Status.

Or:

1. Choose Fastpath -> Secondary Status in the Navigator.
2. In the resulting Find window, query the person.

## **Security Profile**

- Choose Security -> Profile in the Navigator.

## **Service Areas**

- Choose Total Compensation -> General Definitions -> Eligibility/Rate Factors -> Service Areas in the Navigator.

## **Sort**

1. Choose Benefits Extract -> Layout Definition in the Navigator.
2. Choose the File Layout tab and select a Record Name.
3. Choose the Sort button.

## **Special Information**

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query a person.
3. Choose the Special Info button.

Or:

1. Choose Fastpath -> Special Information in the Navigator.
2. In the resulting Find window, query the person.

### **Special Rates**

1. Choose People -> Total Comp Enrollment -> Flex Program in the Navigator.
2. Query a person.
3. Choose the Special Rates button.

### **Special Information Types**

- Choose Other Definitions -> Special Information Types in the Navigator.

#### **SQWL Employer Rules (1) (Payroll only)**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Government Reporting Entity (GRE).
3. Choose the Others button and select SQWL Employer Rules (1)

#### **SQWL Employer Rules (2) (Payroll only)**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Government Reporting Entity (GRE).
3. Choose the Others button and select SQWL Employer Rules (2)

#### **SQWL Generic Transmitter Rules (Payroll only)**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Government Reporting Entity (GRE).
3. Choose the Others button and select SQWL Generic Transmitter Rules

### **Standard Distributions/Contributions**

- Choose Total Compensation -> General Definitions -> Rate/Coverage Definitions -> Standard Distributions/Contributions in the Navigator.

### **SQWL State-Specific Transmitter Rules (Payroll only)**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Government Reporting Entity (GRE).
3. Choose the Others button and select SQWL State Transmitter Rules

### **State Tax Rules**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Government Reporting Entity (GRE).
3. Choose the Others button and select State Tax Rules.

### **State Tax Rules <Employee>**

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee or applicant.
3. Choose the Tax Information button.
4. Choose the Tax information button from the Federal Tax Rules <Employee> window.

### **Statement of Earnings (Payroll only)**

Do one of the following:

1. Choose View -> Assignment Process Results
2. Choose the SOE Report button.

Or:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Others button and select Statement of Earnings.

Or:

1. Choose Fastpath -> US Statement of Earnings in the Navigator.
2. In the resulting Find window, query the person.

## **Standard Rates**

- Choose Total Compensation -> General Definitions -> Rate/Coverage Definitions -> Standard Rates in the Navigator.

## **Submit a New Request**

1. Choose Processes and Reports -> Submit Processes and Reports in the Navigator.
2. Select Single Request or a Request Set.

## **Table Structure**

- Choose Other Definitions -> Table Structure in the Navigator.

## **Table Values**

- Choose Other Definitions -> Table Values in the Navigator.

## **Update Payroll Run (Payroll only)**

- Choose Payroll -> Update Payroll Run in the Navigator.

## **User Types and Statuses**

- Choose Other Definitions ->User Types and Statuses

## **Valid Grades (for jobs)**

1. Choose Work Structures in the Navigator.
2. Choose either Job -> Description or Position -> Description.
3. Enter or query a job or position.
4. Choose the Valid Grades button.

## **Valid Payment Methods**

1. Choose Payroll -> Description in the Navigator.
2. Enter or query a payroll.
3. Choose the Valid Payment Methods button.

## **Variable Rate Profiles**

- Choose Total Compensation -> General Definitions -> Rate/Coverage Definitions -> Variable Rate Profiles in the Navigator.

## **VETS-100 Filing**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Government Reporting Entity (GRE).
3. Choose the Others button and select VETS-100 Filing.

## **View Absence History**

- Choose View -> Histories -> Absence in the Navigator.

## **View Earnings and Deductions Balances**

Do one of the following:

1. Choose View -> Employee Balances in the Navigator.
2. Select an employee assignment and choose the Balances button.

Or:

1. Choose Fastpath -> Employee Balances in the Navigator.
2. In the resulting Find window, query the person.

## **View Element Entry History for Employee**

1. Choose View -> Histories -> Entries in the Navigator.
2. Run a query in the Assignments Folder window.
3. Select an employee assignment and choose the Entry History button.

## **View Employee Dental, Medical and Vision Benefits**

1. Choose View -> Employee Benefits in the Navigator.
2. Run a query in the Assignments Folder window.
3. Select an employee assignment and choose the View Benefits button.

## **View Employee Grade Comparatio**

- Choose View -> Grade Comparatio in the Navigator.

## **View Enrollment Results**

- Choose People -> Total Comp Enrollment -> View Enrollment Results in the Navigator.

### **View Participation Information** (Advanced Benefits only)

- Choose People -> Total Comp Participation -> View Participation Infomation in the Navigator.

### **View Program Structure**

- Choose Total Compensation -> Programs and Plans -> View Program Structure in the Navigator.

### **View Run Messages** (Payroll only)

- Choose View -> System Messages in the Navigator.

### **View Tax Balances**

Do one of the following:

1. Choose View -> Tax Information -> Tax Balances in the Navigator.
2. Select an employee assignment and choose the Balances button.

Or:

1. Choose Fastpath -> Tax Balances in the Navigator.
2. In the resulting Find window, query the person.

### **View Vacancies**

- Choose View -> Vacancies in the Navigator.

### **W2 Reporting Rules**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Government Reporting Entity (GRE).
3. Choose the Others button and select W2 Reporting Rules.

### **W941** (Payroll only)

- Choose View -> Tax Information-> Form 941 Information in the Navigator

### **WC Codes and Rates**

- Choose Work Structures -> Job -> Workers Compensation Rates in the Navigator

### **Wage Attachment Earnings Rules**

- Choose Total Compensation -> Wage Attachment -> Earnings Rules in the Navigator.

### **Wage Attachment Exemption Rules**

- Choose Total Compensation -> Wage Attachment -> Exemption Rules in the Navigator.

### **Wage Attachment Limit Rules**

- Choose Total Compensation -> Wage Attachment -> Limit Rules in the Navigator.

### **Waive Participation (Advanced Benefits only)**

- Choose People -> Total Comp Participation -> Waive Participation in the Navigator.

1. Choose Total Compensation -> Programs and Plans -> Plans in the Navigator.
2. Query or enter a plan.
3. Choose the Waiving button.

### **What-if Eligibility (Advanced Benefits only)**

- Choose People -> Total Comp Participation -> What-if Eligibility in the Navigator.

### **Work Choices (Job and Position)**

1. Choose Work Structures ->Job or Position -> Description in the Navigator.
2. Enter or query a job or position.
3. Choose the Work Choices button.

### **Work Choices (Person)**

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query a person.
3. Choose the Others button and select Work Choices.

### **Work Day Information**

1. Choose Work Structures -> Organization -> Description in the Navigator.

2. Enter or query an organization.
3. Choose the Others button and select Work Day Information.

### **Work Schedule**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an organization.
3. Choose the Others button and select Work Schedule.

### **Work Site Filing**

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Reporting Establishment.
3. Choose the Others button and select Work Site Filing.

### **Worker's Compensation**

- Choose Work Structures -> Job -> Workers Compensation Codes in the Navigator

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# Reports and Processes in Oracle HRMS

## AAP Reports

- Provides Job group analysis and workflow analysis reports.

See: *Using Oracle HRMS – The Fundamentals*.

## Absences Report

- Absence details for an employee or organization, for some or all absence types.

See: *Managing Compensation and Benefits Using Oracle HRMS*.

## ADA Reports

- Shows how your enterprise is responding to the requests of employees with disabilities.

## Annual Unemployment Insurance (Form 940) Information (Payroll only)

- Provides numbers for annual 940 filing.

## Assignment Status Report

- All employees, applicants or both assigned to selected work structures.

See: *Managing People Using Oracle HRMS*.

## Audit Report (Payroll only)

- Selects person, employee or applicant, assignment, element, recurring or non-recurring status. Shows Business Group, GRE, assignment details, person entering data (responsibility), input date, effective change date, details of person affected. Lists all fields changed, with input date and effective date, old value and new value, responsibility, workstation address.

See: *Customizing, Reporting and System Administration in Oracle HRMS*.

## COBRA Reports

- Coverage of payments report and publish standard COBRA letter.

See: *Managing Compensation and Benefits Using Oracle HRMS*.

### **Cost Breakdown Report (Payroll only)**

- Summarized costing totals for a specified costing process and summarized costing totals for a particular consolidation set or payroll and payroll period.

See: *Using Oracle HRMS – The Fundamentals*.

### **Cost Breakdown Summary Report (Payroll only)**

- Lists costing details by date range, payroll, consolidation set, GRE and segment values.

See: *Using Oracle HRMS – The Fundamentals*.

### **Current and Projected Progression Point Values Report**

- The *expected* results of running the Increment Progression Points process, that is the projected point and value changes for a group of employees.

See: *Using Oracle HRMS – The Fundamentals*.

### **Earnings Audit (Payroll only)**

- Report detailing all employees with a particular element being processed in a given pay period.

See: *Running Your Payroll Using Oracle HRMS*.

### **EEO-1 Reports**

- EEO individual establishment and headquarters report and EEO consolidated report.

See: *Using Oracle HRMS – The Fundamentals*.

### **Element Link Details Report**

- The eligibility criteria for an element or group of elements.

See: *Managing Compensation and Benefits Using Oracle HRMS*.

### **Element Result Listing**

- Run results processed for a particular element over a defined period, and run results for selected input values of each employee's last assignment process.

See: *Running Your Payroll Using Oracle HRMS*.

## **Employee Increment Results Report**

- The *actual* results of running the Increment Progression Points process, that is progression point and value changes for a group of employees.

See: *Using Oracle HRMS – The Fundamentals*.

## **Employee Organization Movements Report**

- New hires, terminations, transfers in and transfer out of a selected organization, or organization hierarchy.

See: *Managing People Using Oracle HRMS*.

## **Employee Payroll Movements Report** (Payroll only)

- New hires, terminations, transfers in and transfer out of a selected payroll.

See: *Managing People Using Oracle HRMS*.

## **Employee Run Results** (Payroll only)

- Users may select various elements for the various time frames, assignment of GRES. The report shows the run results for selected information by pay period.

See: *Running Your Payroll Using Oracle HRMS*.

## **Employee Summary Report**

- Addresses, contacts, periods of service, assignments, special information, personal payment methods and element entries for a selected employee.

See: *Managing People Using Oracle HRMS*.

## **Federal W-2 (magnetic media)** (Payroll only)

- Creation of Federal W-2 magnetic media and summary totals.

See: *Running Your Payroll Using Oracle HRMS*.

## **Federal W-2 Forms** (Payroll only)

- Prints employee W-2s at an individual level, thus allowing W-2s to be created as employees terminate, or for an entire GRE.

See: *Running Your Payroll Using Oracle HRMS*.

**Federal 1099-R (magnetic media) (Payroll only)**

- Creation of Federal 1099R magnetic media.

See: *Running Your Payroll Using Oracle HRMS*.

**Federal 1099-R Forms (Payroll only)**

- Provides for printing of retiree 1099-R at an individual level as well as all employees in a GRE.

See: *Running Your Payroll Using Oracle HRMS*.

**Full Personal Details Report Set**

- Person details, applicant details, assignment details and work details for one employee.

See: *Managing People Using Oracle HRMS*.

**GRE Totals (Payroll only)**

- Reconciliation report to be used to assist in period end processing balancing purposes. This report shows Federal and State level taxable balances and withholdings.

See: *Running Your Payroll Using Oracle HRMS*.

**Gross to Net Summary US (Payroll only)**

- Details of total earnings and deductions summarized for a specified payroll and payroll period.

See: *Running Your Payroll Using Oracle HRMS*.

**Invalid Address Report (Payroll only)**

- Lists any address information inconsistencies.

See: *Running Your Payroll Using Oracle HRMS*.

**Job and Position Skills Matching Report**

- Lists of employees, applicants or both that meet some or all skill requirements of a job or position.

See: *Managing People Using Oracle HRMS*.

**Multiple Worksite Report**

- Reports on wages and locations of employees in all the multiple locations across all SUIs and other GREs.

See: *Managing People Using Oracle HRMS*.

### **NACHA (magnetic media) (Payroll only)**

- Provides for creation of employee NACHA information to be submitted.

See: *Running Your Payroll Using Oracle HRMS*.

### **NACHA Report (Payroll only)**

- Detail of employee NACHA information.

See: *Running Your Payroll Using Oracle HRMS*.

### **Negative Balance Reports (Payroll only)**

- Report listing any negative balances found due to user adjustments or conversion issues..

See: *Running Your Payroll Using Oracle HRMS*.

### **New Hire Reports**

- Report on newly hired or rehired employees.

See: *Using Oracle HRMS – The Fundamentals*.

### **Organization Hierarchy Report**

- The organizations and optionally their managers below a selected position in a particular hierarchy.

See: *Using Oracle HRMS – The Fundamentals*.

### **OSHA Reports**

- Report on work related injuries or illness.

See: *Using Oracle HRMS – The Fundamentals*.

### **Payments Register (Payroll only)**

- Reports listing payments made to employees, listing payment method, check number, and amount.

See: *Running Your Payroll Using Oracle HRMS*.

### **Payroll Message Report (Payroll only)**

- Display messages for processes connected to specified payrolls.

See: *Running Your Payroll Using Oracle HRMS*.

## **Position Hierarchy Report**

- The positions and optionally their holders below a selected position in a particular hierarchy.

See: *Using Oracle HRMS – The Fundamentals*.

## **Requisition Summary Report**

- Applicants and their interview schedules for a selection of vacancies.

See: *Managing People Using Oracle HRMS*.

## **Salary Review Report**

- Current, past and proposed salaries for a selected list of employees.

See: *Managing Compensation and Benefits Using Oracle HRMS*.

## **Series EE Bond Purchase Report**

- Compares actual staffing level with budgeted levels over a specific period.

## **Staffing Budget Details Report**

- Actual staffing level with budgeted levels over a specified period.

See: *Managing People Using Oracle HRMS*.

## **Statement of Earnings (Payroll only)**

- Check writer process produces paychecks with statement of earnings.

See: *Running Your Payroll Using Oracle HRMS*.

## **Terminations Report**

- The number of employees from selected organizations leaving your enterprise within a particular period, and the reason for leaving.

See: *Managing People Using Oracle HRMS*.

## **VETS-100 Reports**

- Shows number of special disabled and Vietnam era veterans you employ in each of nine job categories. Also, show total number of new hires in each job category and number of new hires in each category who qualify as special disabled veterans and Vietnam era veterans.

See: *Using Oracle HRMS – The Fundamentals*.

#### **Void Payments (Payroll only)**

- Details of cancelled check payments.

See: *Running Your Payroll Using Oracle HRMS*.

## **Processes**

#### **Audit Trail Update Tables Process**

- This process is used to set up audit trail on selected windows.

See: *Customizing, Reporting and System Administration in Oracle HRMS*.

#### **Audit Trail Update Datetracked Tables Process**

- This process is used to set up audit trail on selected windows.

See: *Customizing, Reporting and System Administration in Oracle HRMS*.

#### **BEE Batch Process (Purge)**

- This process is used to delete a batch from the BEE tables on completion of the concurrent request.

See: *Managing Compensation and Benefits Using Oracle HRMS*.

#### **BEE Batch Process (Validate)**

- This process is used to test each batch line against predefined rules about element entries, and against any additional validation procedures that you have created.

See: *Managing Compensation and Benefits Using Oracle HRMS*.

#### **BEE Batch Process (Transfer)**

- This process is used to create element entries in the Oracle HRMS Entries table from the existing entries in the BEE temporary tables.

See: *Managing Compensation and Benefits Using Oracle HRMS*.

#### **BEE Batch Process (Rollback)**

- This process is used to completely remove a BEE transfer, provided you have not purged the batch from the BEE tables

See: *Managing Compensation and Benefits Using Oracle HRMS*.

## **Bulk Compile Formulas**

- Run this process to compile all your formulas.

See: *Using Oracle FastFormula*.

## **Check Writer Process (Payroll only)**

- This process is used to write sequences of checks for your payroll run.

See: *Running Your Payroll Using Oracle HRMS*.

## **Close Action Items Process (Advanced Benefits Only)**

- Run this process before the Close Enrollments Process to close any open action items that are required or optional for the persons you select.

See: *Managing Compensation and Benefits Using Oracle HRMS*.

## **Close Enrollments Process (Advanced Benefits Only)**

- Run this process to close a person's enrollment after elections have been made.

See: *Managing Compensation and Benefits Using Oracle HRMS*.

## **Communications Triggers Process (Advanced Benefits Only)**

- Use the communications triggers process to generate communications for persons who meet the selection criteria that you specify.

See: *Managing Compensation and Benefits Using Oracle HRMS*.

## **Costing Process**

- Generates journal entries for your ledgers and costing information relating to labor costs.

See: *Using Oracle HRMS – The Fundamentals*.

## **Default Enrollment Process (Advanced Benefits Only)**

- Run this process to enroll participants into the default benefit plan when participants have not made an election.

See: *Managing Compensation and Benefits Using Oracle HRMS*.

### **Dependent Eligibility Process (Advanced Benefits Only)**

- Run this process for those benefit plans that include an age factor in determining dependent eligibility.

See: *Managing Compensation and Benefits Using Oracle HRMS*.

### **Extract Process (Advanced Benefits Only)**

- Run the extract process to save the output of your system extract to the directory and file that you specified in your extract definition.

See: *Managing Compensation and Benefits Using Oracle HRMS*.

### **Enable Multiple Security Groups Process**

- Run this process when you first set up single responsibility security.

See: *Customizing, Reporting and System Administration in Oracle HRMS*.

### **Grant Permissions to Roles Process (ROLEGEN)**

- Dynamically grants select permissions on Oracle HRMS tables and views to the HR\_REPORTING\_USER role.

See: *Customizing, Reporting and System Administration in Oracle HRMS*.

### **Generate Secure User Process (SECGEN)**

- Run this process when you create a new security profile that references a reporting user.

See: *Customizing, Reporting and System Administration in Oracle HRMS*.

### **NACHA Process (Payroll only)**

- Produces files that you load on magnetic tape and despatch to banks for direct deposit payments.

See: *Running Your Payroll Using Oracle HRMS*.

### **Participation Batch Process: Life Event (Advanced Benefits Only)**

- Run this process to determine eligibility and electable choices for benefits participants based on a life event you select.

See: *Managing Compensation and Benefits Using Oracle HRMS*.

### **Participation Batch Process: Scheduled (Advanced Benefits Only)**

- Run this process to determine eligibility and electable choices for benefits participants based on a scheduled enrollment event.

See: *Managing Compensation and Benefits Using Oracle HRMS*.

### **Participation Batch Process: Selection (Advanced Benefits Only)**

- Run this process to determine eligibility for benefits participants.  
This process does not create electable choices.

See: *Managing Compensation and Benefits Using Oracle HRMS*.

### **PrePayments Process (Payroll only)**

- Use this process to distribute employee pay over more than one payment method using either a percentage or monetary split.

See: *Running Your Payroll Using Oracle HRMS*.

### **Retry Payroll Process (Payroll only)**

- Retry a payroll process again.

See: *Running Your Payroll Using Oracle HRMS*.

### **RetroPay Process (Payroll only)**

- Enables you to make back pay adjustments.

See: *Running Your Payroll Using Oracle HRMS*.

### **Security List Maintenance Process (LISTGEN)**

- This process is usually run every night to maintain the lists of organizations, positions, payrolls, employees, and applicants that security profile holders can access.

See: *Customizing, Reporting and System Administration in Oracle HRMS*.

### **Synchronize Positions Process**

- This process updates the non-datetracked Positions table (PER\_ALL\_POSITIONS\_F) with changes made to the datetracked table (HR\_ALL\_POSITIONS\_F). When you run the process, any datetracked changes with an effective date on or before today are applied to the non-datetracked table.

### **Void Payments Process (Payroll only)**

- Allows you to void checks that have been printed but need to be cancelled.

See: *Running Your Payroll Using Oracle HRMS*.

# Glossary

**360 Degree Appraisal** Part of the SSHR Appraisal function and also known as a Group Appraisal. This is an employee appraisal undertaken by managers with participation by reviewers.

**360 Degree Self Appraisal** Part of the SSHR Appraisal function and also known as a Group Appraisal. This is a 360 Degree appraisal initiated by an employee. The employee (initiator) can add managers and reviewers to the appraisal.

## A

**Absence Types** Categories of absence, such as medical leave or vacation leave, that you define for use in absence windows.

**Accrual Band** A range of values that determines how much paid time off an employee accrues. The values may be years of service, grades, hours worked, or any other factor.

**Accrual Plan** See: *PTO Accrual Plan*

**Accrual Period** The unit of time, within an accrual term, in which PTO is accrued. In many plans, the same amount of time is accrued in each accrual period, such as two days per month. In other plans, the amount accrued varies from period to period, or the entitlement for the full accrual term is given as an up front amount at the beginning of the accrual term.

**Accrual Term** The period, such as one year, for which accruals are calculated. In most accrual plans, unused PTO accruals must be carried over or lost at the end of the accrual term. Other plans have a rolling accrual term which is of a certain duration but has no fixed start and end dates.

**Activity Rate** The monetary amount or percentage associated with an activity, such as \$12.35 per pay period as an employee payroll contribution for medical coverage. Activity rates can apply to participation, eligibility, coverages, contributions, and distributions.

**Actual Premium** The per-participant premium an insurance carrier charges the plan sponsor for a given benefit.

**Administrative Enrollment** A type of scheduled enrollment caused by a change in plan terms or conditions and resulting in a re-enrollment.

**Applicant** A candidate for employment in a Business Group.

**Appraisee** A person being appraised by an appraiser..

**Appraiser** A person, usually a manager, who appraises an employee.

**Appraisal** An appraisal is a process where an employee's work performance is rated and future objectives set. See also: *Assessment*.

**Appraising Manager** The person who initiates and performs an Employee-Manager or 360 Degree Appraisal. An appraising manager can create appraisal objectives.

**Apply for a Job** An SSHR function that enables an employee to, apply, search and prepare applications for an internally advertised vacancy.

**Arrestment** Scottish court order made out for unpaid debts or maintenance payments. See also: *Court Order*

**Assessment** An information gathering exercise, from one or many sources, to evaluate a person's ability to do a job. See also: *Appraisal*.

**Assignment** An employee's assignment identifies his or her role and payroll within a Business Group. The assignment is made up of a number of assignment components. Of these, organization is mandatory, and payroll is a required component for payment purposes.

**Assignment Number** A number that uniquely identifies an employee's assignment. An employee with multiple assignments has multiple assignment numbers.

**Assignment Set** A grouping of employees and/or applicants that you define for running QuickPaint reports and processing payrolls. See also: *QuickPaint Report*

**Assignment Status** For employees, used to track their permanent or temporary departures from your enterprise, and to control the remuneration they receive. For applicants, used to track the progress of their applications.

## B

**BACS** Banks Automated Clearing System. This is the UK system for making direct deposit payments to employees.

**Balances** Positive or negative accumulations of values over periods of time normally generated by payroll runs. A balance can sum pay values, time periods or numbers. See also: *Predefined Components*

**Balance Adjustment** A correction you make to a balance. You can adjust user balances and assignment level predefined balances only.

**Balance Dimension** The period for which a balance sums its balance feeds, or the set of assignments/transactions for which it sums them. There are five time dimensions: Run, Period, Quarter, Year and User. You can choose any reset point for user balances.

**Balance Feeds** These are the input values of matching units of measure of any elements defined to feed the balance.

**Bargaining Unit** A bargaining unit is a legally organized group of people which have the right to negotiate on all aspects of terms and conditions with employers or employer federations. A bargaining unit is generally a trade union or a branch of a trade union.

**Base Currency** The currency in which Oracle Payroll performs all payroll calculations for your Business Group. If you pay employees in different currencies to this, Oracle Payroll calculates the amounts based on exchange rates defined in the system.

**Behavioral Indicators** Characteristics that identify how a competence is exhibited in the work context. See also: *Proficiency Level*

**Benefit** Any part of an employee's remuneration package that is not pay. Vacation time, employer-paid medical insurance and stock options are all examples of benefits. See also: *Elements*

**Block** The largest subordinate unit of a window, containing information for a specific business function or entity. Every window consists of at least one block. Blocks contain fields and, optionally, regions. They are delineated by a bevelled edge. You must save your entries in one block before navigating to the next. See also: *Region, Field*

**Budget Value** In Oracle Human Resources you can enter staffing budget values and actual values for each assignment to measure variances between actual and planned staffing levels in an organization or hierarchy.

**Business Group** The highest level organization in the Oracle HRMS system. A Business Group may correspond to the whole of your enterprise or to a major grouping such as a subsidiary or operating division. Each Business Group must correspond to a separate implementation of Oracle HRMS.

**Business Number (BN)** In Canada, this is the employer's account number with Revenue Canada. Consisting of 15 digits, the first 9 identify the employer, the next 2 identify the type of tax account involved (payroll vs. corporate tax), and the last 4 identify the particular account for that tax.

## C

**Cafeteria Benefits Plan** See: Flexible Benefits Program

**Calendars** In Oracle Human Resources you define calendars that determine the start and end dates for budgetary years, quarters and periods. For each calendar you select a basic period type. In Oracle SSP/SMP you define calendars to determine the start date and time for SSP qualifying patterns.

**Calendar Exceptions** In Oracle SSP/SMP you define calendar exceptions for an SSP qualifying pattern, to override the pattern on given days. Each calendar exception is another pattern which overrides the usual pattern.

**Canada/Quebec Pension Plan (CPP/QPP)**

**Contributions** Contributions paid by employers and employees to each of these plans provide income benefits upon retirement.

**Candidate Offers** An SSHR function used by a line manager to offer a job to a candidate. This function is supplied with its own responsibility.

**Career Path** This shows a possible progression from one job or position from any number of other jobs or positions within the Business Group. A career path must be based on either job progression or position progression; you cannot mix the two.

**Carry Over** The amount of unused paid time off entitlement an employee brings forward from one accrual term to the next. It may be subject to an expiry date i.e. a date by which it must be used or lost. See also: *Residual*

**Cash Analysis** A specification of the different currency denominations required for paying your employees in cash. Union contracts may require you to follow certain cash analysis rules.

**Certification** Documentation required to enroll or change elections in a benefits plan as the result of a life event, to waive participation in a plan, to designate dependents for coverage, or to receive reimbursement for goods or services under an FSA.

**Ceiling** The maximum amount of unused paid time off an employee can have in an accrual plan. When an employee reaches this maximum, he or she must use some accrued time before any more time will accrue.

**Child/Family Support payments** In Canada, these are payments withheld from an employee's compensation to satisfy a child or family support order from a Provincial Court. The employer is responsible for withholding and remitting the payments to the court named in the order.

**Collective Agreement** A collective agreement is a form of contract between an employer or employer representative, for example, an employer federation, and a bargaining unit for example, a union or a union branch.

**Communications** Benefits plan information that is presented in some form to participants. Examples include a pre-enrollment package, an enrollment confirmation statement, or a notice of default enrollment.

**Compensation** The pay you give to employees, including wages or salary, and bonuses. See also: *Elements*

**Competence** Any measurable behavior required by an organization, job or position that a person may demonstrate in the work context. A competence can be a piece of knowledge, a skill, an attitude or an attribute.

**Competence Evaluation** A method used to measure an employees ability to do a defined job.

**Competence Profile** Where you record applicant and employee accomplishments, for example, proficiency in a competence.

**Competence Requirements** Competencies required by an organization, job or position. See also: *Competence, Core Competencies*

**Competence Type** A group of related competencies.

**Consolidation Set** A grouping of payroll runs within the same time period for which you can schedule reporting, costing, and post-run processing.

**Contact** A person who has a relationship to an employee that you want to record. Contacts can be dependents, relatives, partners or persons to contact in an emergency.

**Contract** A contract of employment is an agreement between an employer and employee or potential employee that defines the fundamental legal relationship between an employing organization and a person who offers his or her services for hire. The employment contract defines the terms and conditions to which both parties agree and those that are covered by local laws.

**Contribution** An employer's or employee's monetary or other contribution to a benefits plan.

**Core Competencies** Also known as *Leadership Competencies* or *Management Competencies*. The competencies required by every person to enable the enterprise to meet its goals. See also: *Competence*

**Costable Type** A feature that determines the processing an element receives for accounting and costing purposes. There are four costable types in Oracle HRMS: costed, distributed costing, fixed costing, and not costed.

**Costing** Recording the costs of an assignment for accounting or reporting purposes. Using Oracle Payroll, you can calculate and transfer costing information to your general ledger and into systems for project management or labor distribution.

**Court Order** A ruling from a court that requires an employer to make deductions from an employee's salary for maintenance payments or debts, and to pay the sums deducted to a court or local authority. See also: *Arrestment*

**Cross Business Group Responsibility Security** This security model uses security groups and enables you to link one responsibility to many Business Groups.

**Customizable Forms** Forms that your system administrator can modify for ease of use or security purposes by means of Custom Form restrictions. The Form Customization window lists the forms and their methods of customization.

## D

**Database Item** An item of information in Oracle HRMS that has special programming attached, enabling Oracle FastFormula to locate and retrieve it for use in formulas.

**Date To and Date From** These fields are used in windows not subject to DateTrack. The period you enter in these fields remains fixed until you change the values in either field. See also: *DateTrack, Effective Date*

**DateTrack** When you change your effective date (either to past or future), DateTrack enables you to enter information that takes effect on your new effective date, and to review information as of the new date. See also: *Effective Date*

**Deployment Factors** See: *Work Choices*

**Derived Factor** A factor (such as age, percent of fulltime employment, length of service, compensation level, or the number of hours worked per period) that is used in calculations to determine Participation Eligibility or Activity Rates for one or more benefits.

**Descriptive Flexfield** A field that your organization can customize to capture additional information required by your business but not otherwise tracked by Oracle Applications. See also: *Key Flexfield*

**Developer Descriptive Flexfield** A flexfield defined by your localization team to meet the specific legislative and reporting needs of your country. See also: *Extra Information Types*

**Direct Deposit** The electronic transfer of an employee's net pay directly into the account(s) designated by the employee.

**Distribution** Monetary payments made from, or hours off from work as allowed by, a compensation or benefits plan.

## E

**Effective Date** The date for which you are entering and viewing information. You set your effective date in the Alter Effective Date window. See also: *DateTrack*

**EIT** See: *Extra Information Type*

**Elements** Components in the calculation of employee pay. Each element represents a compensation or benefit type, such as salary, wages, stock purchase plans, and pension contributions.

**Element Classifications** These control the order in which elements are processed and the balances they feed. Primary element classifications and some secondary classifications are predefined by Oracle Payroll. Other secondary classifications can be created by users.

**Element Entry** The record controlling an employee's receipt of an element, including the period of time for which the employee receives the element and its value. See also: *Recurring Elements, Nonrecurring Elements*

**Element Link** The association of an element to one or more components of an employee assignment. The link establishes employee eligibility for that element. Employees whose assignment components match the components of the link are eligible for the element. See also: *Standard Link*

**Element Set** A group of elements that you define to process in a payroll run, or to control access to compensation information from a customized form, or for distributing costs.

**Employee Histories** An SSHR function for an employee to view their, Training History, Job Application History, Employment History, Absence History, or Salary History. A manager can also use this function to view information on their direct reports.

**Employment Category** A component of the employee assignment. Four categories are defined: Full Time – Regular, Full Time – Temporary, Part Time – Regular, and Part Time – Temporary.

**Employment Insurance (EI)** Benefit plan run by the federal government to which the majority of Canadian employers and employees must contribute.

**Employment Insurance Rate** In Canada, this is the rate at which the employer contributes to the EI fund. The rate is expressed as a percentage of the employee's contribution. If the employer maintains an approved wage loss replacement program, they can reduce their share of EI premiums by obtaining a reduced contribution rate. Employers would remit payroll deductions under a different employer account number for employees covered by the plan.

## **Employment Equity Occupational Groups (EEOG)**

**(EEOG)** In Canada, the Employment Equity Occupational Groups (EEOG) consist of 14 classifications of work used in the Employment Equity Report. The EEOGs were derived from the National Occupational Classification system.

**Enroll in a Class** An SSHR function which enables an employee to search and enroll in an internally published class. An employee can also use this function to maintain their competencies.

**Enrollment Action Type** Any action required to complete enrollment or de-enrollment in a benefit.

**ESS** Employee Self Service. A predefined SSHR responsibility.

**Event** An activity such as a training day, review, or meeting, for employees or applicants.

**Expected Week of Confinement (EWC)** In the UK, this is the week in which an employee's baby is due. The Sunday of the expected week of confinement is used in the calculations for Statutory Maternity Pay (SMP).

**Extra Information Type (EIT)** A type of developer descriptive flexfield that enables you to create an unlimited number of information types for six key areas in Oracle HRMS. Localization teams may also predefine some EITs to meet the specific legislative requirements of your country. See also: *Developer Descriptive Flexfield*

## **F**

**Field** A view or entry area in a window where you enter, view, update, or delete information. See also: *Block, Region*

**Flex Credit** A unit of "purchasing power" in a flexible benefits program. An employee uses flex credits, typically expressed in monetary terms, to "purchase" benefits plans and/or levels of coverage within these plans.

**Flexible Benefits Program** A benefits program that offers employees choices among benefits plans and/or levels of coverage. Typically, employees are given a certain amount of flex credits or moneys with which to "purchase" these benefits plans and/or coverage levels.

**Flexible Spending Account (FSA)** Under US Internal Revenue Code Section 125, employees can set aside money on a pretax basis to pay for eligible unreimbursed health and dependent care expenses. Annual monetary limits and use-it-or-lose-it provisions exist. Accounts are subject to annual maximums and forfeiture rules.

**Form** A predefined grouping of functions, called from a menu and displayed, if necessary, on several windows. Forms have blocks, regions and fields as their components. See also: *Block, Region, Field*

## **G**

**Global Value** A value you define for any formula to use. Global values can be dates, numbers or text.

**Goods or Service Type** A list of goods or services a benefit plan sponsor has approved for reimbursement.

**Grade** A component of an employee's assignment that defines their level and can be used to control the value of their salary and other compensation elements.

**Grade Comparatio** A comparison of the amount of compensation an employee receives with the mid-point of the valid values defined for his or her grade.

**Grade Rate** A value or range of values defined as valid for a given grade. Used for validating employee compensation entries.

**Grade Scale** A sequence of steps valid for a grade, where each step corresponds to one point on a pay scale. You can place each employee on a point of their grade scale and automatically increment all placements each year, or as required. See also: *Pay Scale*

**Grade Step** An increment on a grade scale. Each grade step corresponds to one point on a pay scale. See also: *Grade Scale*

**Grandfathered** A term used in Benefits Administration. A person's benefits are said to be grandfathered when a plan changes but they retain the benefits accrued.

**Group** A component that you define, using the People Group key flexfield, to assign employees to special groups such as pension plans or unions. You can use groups to determine employees' eligibility for certain elements, and to regulate access to payrolls.

## H

**Hierarchy** An organization or position structure showing reporting lines or other relationships. You can use hierarchies for reporting and for controlling access to Oracle HRMS information.

## I

**Imputed Income** Certain forms of indirect compensation that US Internal Revenue Service Section 79 defines as fringe benefits and taxes the recipient accordingly. Examples include employer payment of group term life insurance premiums over a certain monetary amount, personal use of a company car, and other non-cash awards.

**Initiator** In SSHR a person who starts a 360 Degree appraisal (Employee or Self) on an individual. An initiator and the appraisee are the only people who can see all appraisal information.

**Input Values** Values you define to hold information about elements. In Oracle Payroll, input values are processed by formulas to calculate the element's run result. You can define up to fifteen input values for an element.

**Instructions** An SSHR user assistance component displayed on a web page to describe page functionality.

## K

**Key Flexfield** A flexible data field made up of segments. Each segment has a name you define and a set of valid values you specify. Used as the key to uniquely identify an entity, such as jobs, positions, grades, cost codes, and employee groups. See also: *Descriptive Flexfield*

## L

**Leaver's Statement** In the UK, this Records details of Statutory Sick Pay (SSP) paid during a previous employment (issued as form SSP1L) which is used to calculate a new employee's entitlement to SSP. If a new employee falls sick, and the last date that SSP was paid for under the previous employment is less than eight calendar weeks before the first day of the PIW for the current sickness, the maximum liability for SSP is reduced by the number of weeks of SSP shown on the statement.

**Life Event** A significant change in a person's life that results in a change in eligibility or ineligibility for a benefit.

**Life Event Collision** A situation in which the impacts from multiple life events on participation eligibility, enrollability, level of coverage or activity rates conflict with each other.

**Life Event Enrollment** A benefits plan enrollment that is prompted by a life event occurring at any time during the plan year.

**Linking Interval** In the UK, this is the number of days that separate two periods of incapacity for work. If a period of incapacity for work (PIW) is separated from a previous PIW by less than the linking interval, they are treated as one PIW according to the legislation for entitlement to Statutory Sick Pay (SSP). An employee can only receive SSP for the maximum number of weeks defined in the legislation for one PIW.

**Linked PIWs** In the UK, these are linked periods of incapacity for work that are treated as one to calculate an employee's entitlement to Statutory Sick Pay (SSP). A period of incapacity for work (PIW) links to an earlier PIW if it is separated by less than the linking interval. A linked PIW can be up to three years long.

**LMSS** Line Manager Self Service. A predefined SSHR responsibility.

**Lookup Types** Categories of information, such as nationality, address type and tax type, that have a limited list of valid values. You can define your own Lookup Types, and you can add values to some predefined Lookup Types.

**Lower Earnings Limit (LEL)** In the UK, this is the minimum average weekly amount an employee must earn to pay National Insurance contributions. Employees who do not earn enough to pay National Insurance cannot receive Statutory Sick Pay (SSP) or Statutory Maternity Pay (SMP).

## M

**Manager-Employee Appraisal** Part of the SSHR Appraisal function. A manager appraisal of an employee. However, an appraising manager does not have to be a manager.

**Maternity Pay Period** In the UK, this is the period for which Statutory Maternity Pay (SMP) is paid. It may start at any time from the start of the 11th week before the expected week of confinement and can continue for up to 18 weeks. The start date is usually agreed with the employee, but can start at any time up to the birth. An employee is not eligible to SMP for any week in which she works or for any other reason for ineligibility, defined by the legislation for SMP.

**Menus** You set up your own navigation menus, to suit the needs of different users.

## N

**NACHA** National Automated Clearing House Association. This is the US system for making direct deposit payments to employees.

**Net Accrual Calculation** The rule that defines which element entries add to or subtract from a plan's accrual amount to give net entitlement.

**Net Entitlement** The amount of unused paid time off an employee has available in an accrual plan at any given point in time.

**Nonrecurring Elements** Elements that process for one payroll period only unless you make a new entry for an employee. See also: *Recurring Elements*

**North American Industrial Classification (NAIC) code** The North American Industrial Classification system (NAICs) was developed jointly by the US, Canada and Mexico to provide comparability in statistics regarding business activity across North America. The NAIC replaces the US Standard Industrial Classification (SIC) system, and is used in the Employment Equity Report.

**National Occupational Classification (NOC) code** In Canada, the National Occupational Classification (NOC) System was developed to best reflect the type of work performed by employees. Occupations are grouped in terms of particular tasks, duties and responsibilities. The use of this standardized system ensures consistency of data from year to year within the same company as well as between companies. These codes are used in the Employment Equity Report.

**Not in Program Plan** A benefit plan that you define outside of a program.

## O

**Open Enrollment** A type of scheduled enrollment in which participants can enroll in or alter elections in one or more benefits plans.

**Oracle FastFormula** An Oracle tool that allows you to write Oracle HRMS formulas without using a programming language.

**Organization** A required component of employee assignments. You can define as many organizations as you want within your Business Group. Organizations can be internal, such as departments, or external, such as recruitment agencies. You can structure your organizations into organizational hierarchies for reporting purposes and for system access control.

**OSSWA** Oracle Self Service Web Applications.

**OTM** Oracle Training Management.

## P

**Pattern** A pattern comprises a sequence of time units that are repeated at a specified frequency. Oracle SSP/SMP uses SSP qualifying patterns to determine employees entitlement to Statutory Sick Pay (SSP).

**Pattern Time Units** A sequence of time units specifies a repeating pattern. Each time unit specifies a time period of hours, days or weeks.

**Pay Scale** A set of progression points that can be related to one or more rates of pay. Employee's are placed on a particular point on the scale according to their grade and, usually, work experience. See also: *Grade Scale*

**Payment Type** There are three standard payment types for paying employees: check, cash and direct deposit. You can define your own payment methods corresponding to these types.

**Payroll** A group of employees that Oracle Payroll processes together with the same processing frequency, for example, weekly, monthly or bimonthly. Within a Business Group, you can set up as many payrolls as you need.

**People List** An SSHR line manager utility used to locate an employee.

**Performance (within Assessment)** An expectation of "normal" performance of a competence over a given period. For example, a person may exceed performance expectation in the communication competence. See also: *Proficiency (within Assessment)*, *Competence*, *Assessment*

**Period of Incapacity for Work (PIW)** In the UK, this is a period of sickness that lasts four or more days in a row, and is the minimum amount of sickness for which Statutory Sick Pay can be paid. If a PIW is separated by less than the linking interval, a linked PIW is formed and the two PIWs are treated as one.

**Period Type** A time division in a budgetary calendar, such as week, month, or quarter.

**Person Search** An SSHR function which enables a manager to search for a person. There are two types of search, Simple and Advanced.

**Person Type** There are eight system person types in Oracle HRMS. Seven of these are combinations of employees, ex-employees, applicants, and ex-applicants. The eighth category is 'External'. You can create your own user person types based on the eight system types.

**Personal Tax Credits Return (TD1)** A Revenue Canada form which each employee must complete. Used by the employee to reduce his or her taxable income at source by claiming eligible credits and also provides payroll with such important information as current address, birth date, and SIN. These credits determine the amount to withhold from the employee's wages for federal/provincial taxes.

**Plan Design** The functional area that allows you to set up your benefits programs and plans. This process involves defining the rules which govern eligibility, available options, pricing, plan years, third party administrators, tax impacts, plan assets, distribution options, required reporting, and communications.

**Plan Sponsor** The legal entity or business responsible for funding and administering a benefits plan. Generally synonymous with employer.

**Position** A specific role within the Business Group derived from an organization and a job. For example, you may have a position of Shipping Clerk associated with the organization Shipping and the job Clerk.

**Predefined Components** Some elements and balances, all primary element classifications and some secondary classifications are defined by Oracle Payroll to meet legislative requirements, and are supplied to users with the product. You cannot delete these predefined components.

**Professional Information** An SSHR function which allows an employee to maintain their own professional details or a line manager to maintain their direct reports professional details.

**Proficiency (within Assessment)** The perceived level of expertise of a person in a competence, in the opinion of the assessor, over a given period. For example, a person may demonstrate the communication competence at Expert level. See also: *Performance (within Assessment), Competence, Assessment*

**Proficiency Level** A system for expressing and measuring how a competence is exhibited in the work context. See also: *Behavioral Indicators*.

**Progression Point** A pay scale is calibrated in progression points, which form a sequence for the progression of employees up the pay scale. See also: *Pay Scale*

**Provincial/Territorial Employment Standards Acts** In Canada, these are laws covering minimum wages, hours of work, overtime, child labour, maternity, vacation, public/general holidays, parental and adoption leave, etc., for employees regulated by provincial/territorial legislation.

**Provincial Health Number** In Canada, this is the account number of the provincially administered health care plan that the employer would use to make remittances. There would be a unique number for each of the provincially controlled plans i.e. EHT, Quebec HSF, etc.

**PTO Accrual Plan** A benefit in which employees enroll to entitle them to accrue and take paid time off. The purpose of absences allowed under the plan, who can enroll, how much time accrues, when the time must be used, and other rules are defined for the plan.

## Q

**QPP** (See Canada/Quebec Pension Plan)

**Qualification Type** An identified qualification method of achieving proficiency in a competence, such as an award, educational qualification, a license or a test. See also: *Competence*

**Qualifying Days** In the UK, these are days on which Statutory Sick Pay (SSP) can be paid, and the only days that count as waiting days. Qualifying days are normally work days, but other days may be agreed.

**Qualifying Pattern** See: *SSP Qualifying Pattern*

**Qualifying Week** In the UK, this is the week during pregnancy that is used as the basis for the qualifying rules for Statutory Maternity Pay (SMP). The date of the qualifying week is fifteen weeks before the expected week of confinement and an employee must have been continuously employed for at least 26 weeks continuing into the qualifying week to be entitled to SMP.

**Quebec Business Number** In Canada, this is the employer's account number with the Ministere du Revenu du Quebec, also known as the Quebec Identification number. It consists of 15 digits, the first 9 identify the employer, the next 2 identify the type of tax account involved (payroll vs. corporate tax), and the last 4 identify the particular account for that tax.

**Questionnaire** An SSHR function which records the results of an appraisal.

**QuickPaint Report** A method of reporting on employee and applicant assignment information. You can select items of information, paint them on a report layout, add explanatory text, and save the report definition to run whenever you want. See also: *Assignment Set*

## R

**Rates** A set of values for employee grades or progression points. For example, you can define salary rates and overtime rates.

**Rating Scale** Used to describe an enterprise's competencies in a general way. You do not hold the proficiency level at the competence level. See also: *Proficiency Level*

**Record of Employment (ROE)** A Human Resources Development Canada form that must be completed by an employer whenever an interruption of earnings occurs for any employee. This form is necessary to claim Employment Insurance benefits.

**Recruitment Activity** An event or program to attract applications for employment. Newspaper advertisements, career fairs and recruitment evenings are all examples of recruitment activities. You can group several recruitment activities together within an overall activity.

**Recurring Elements** Elements that process regularly at a predefined frequency. Recurring element entries exist from the time you create them until you delete them, or the employee ceases to be eligible for the element. Recurring elements can have standard links. See also: *Nonrecurring Elements, Standard Link*

**Region** A collection of logically related fields in a window, set apart from other fields by a rectangular box or a horizontal line across the window. See also: *Block, Field*

**Registered Pension Plan (RPP)** This is a pension plan that has been registered with Revenue Canada. It is a plan where funds are set aside by an employer, an employee, or both to provide a pension to employees when they retire. Employee contributions are generally exempt from tax.

**Registered Retirement Savings Plan (RRSP)** This is an individual retirement savings plan that has been registered with Revenue Canada. Usually, contributions to the RRSP, and any income earned within the RRSP, is exempt from tax.

**Report Parameters** Inputs you make when submitting a report to control the sorting, formatting, selection, and summarizing of information in the report.

**Report Set** A group of reports and concurrent processes that you specify to run together.

**Requisition** The statement of a requirement for a vacancy or group of vacancies.

**Request Groups** A list of reports and processes that can be submitted by holders of a particular responsibility. See also: *Responsibility*

**Residual** The amount of unused paid time off entitlement an employee loses at the end of an accrual term. Typically employees can carry over unused time, up to a maximum, but they lose any residual time that exceeds this limit. See also: *Carry Over*

**Responsibility** A level of authority in an application. Each responsibility lets you access a specific set of Oracle Applications forms, menus, reports, and data to fulfill your business role. Several users can share a responsibility, and a single user can have multiple responsibilities. See also: *Security Profile, User Profile Options, Request Groups, Security Groups*

**Retry** Method of correcting a payroll run or other process *before* any post-run processing takes place. The original run results are deleted and the process is run again.

**Revenue Canada** Department of the Government of Canada which, amongst other responsibilities, administers, adjudicates, and receives remittances for all taxation in Canada including income tax, Employment Insurance premiums, Canada Pension Plan contributions, and the Goods and Services Tax (legislation is currently proposed to revise the name to the Canada Customs and Revenue Agency). In the province of Quebec the equivalent is the Ministere du Revenu du Quebec.

**Reviewer (SSHR)** A person invited by an appraising manager to add review comments to an appraisal.

**Reversal** Method of correcting payroll runs or QuickPay runs *after* post-run processing has taken place. The system replaces positive run result values with negative ones, and negative run result values with positive ones. Both old and new values remain on the database.

**Rollback** Method of removing a payroll run or other process *before* any post-run processing takes place. All assignments and run results are deleted.

## S

**Search by Date** An SSHR sub-function used to search for a Person by Hire date, Application date, Job posting date or search by a Training event date.

**Salary Basis** The period of time for which an employee's salary is quoted, such as hourly or annually. Defines a group of employees assigned to the same salary basis and receiving the same salary element.

**Scheduled Enrollment** A benefits plan enrollment that takes place during a predefined enrollment period, such as an open enrollment. Scheduled enrollments can be administrative, open, or unrestricted.

**Security Group** Security groups enable HRMS users to partition data by Business Group. Only used for Cross Business Group Responsibility security. See also: *Responsibility, Security Profile, User Profile Options*

**Security Profile** Security profiles control access to organizations, positions and employee and applicant records within the Business Group. System administrators use them in defining users' responsibilities. See also: *Responsibility*

**Self Appraisal** Part of the SSHR Appraisal function. This is an appraisal undertaken by an employee to rate their own performance and competencies.

**SMP** See: *Statutory Maternity Pay*

**Social Insurance Number (SIN)** A unique number provided by Human Resources Development Canada (HRDC) to each person commencing employment in Canada. The number consists of 9 digits in the following format (###-###-###).

**Source Deductions Return (TP 1015.3) A**

Ministere du Revenu du Quebec form which each employee must complete. This form is used by the employee to reduce his or her taxable income at source by claiming eligible credits and also provides payroll with such important information as current address, birth date, and SIN. These credits determine the amount of provincial tax to withhold from the employee's wages.

**Special Information Types** Categories of personal information, such as skills, that you define in the Personal Analysis key flexfield.**SSHR** Oracle Self-Service Human Resources. An HR management system using an intranet and web browser to deliver functionality to employees and their managers.

**SSP** See: *Statutory Sick Pay*

**SSP Qualifying Pattern** In the UK, an SSP qualifying pattern is a series of qualifying days that may be repeated weekly, monthly or some other frequency. Each week in a pattern must include at least one qualifying day. Qualifying days are the only days for which Statutory Sick Pay (SSP) can be paid, and you define SSP qualifying patterns for all the employees in your organization so that their entitlement to SSP can be calculated.

**Standard Link** Recurring elements with standard links have their element entries automatically created for all employees whose assignment components match the link. See also: *Element Link, Recurring Elements*

**Statement of Commissions and Expenses for Source Deduction Purposes (TP 1015.R.13.1) A**

Ministere du Revenu du Quebec form which allows an employee who is paid partly or entirely by commissions to pay a constant percentage of income tax based on his or her estimated commissions for the year, less allowable business expenses.

**Statement of Remuneration and Expenses (TD1X)**

In Canada, the Statement of Remuneration and Expenses allows an employee who is paid partly or entirely by commission to pay a constant percentage of income tax, based on his or her estimated income for the year, less business-related expenses.

**Statutory Maternity Pay** In the UK, you pay Statutory Maternity Pay (SMP) to female employees who take time off work to have a baby, providing they meet the statutory requirements set out in the legislation for SMP.

**Standard HRMS Security** The standard security model. Using this security model you must log on as a different user to see a different Business Group. See: *Multiple Responsibility Security*

**Statutory Sick Pay** In the UK, you pay Statutory Sick Pay (SSP) to employees who are off work for four or more days because they are sick, providing they meet the statutory requirements set out in the legislation for SSP.

**Succession Planning** An SSHR function which enables a manager to prepare a succession plan.

**Suitability Matching** An SSHR function which enables a manager to compare and rank a persons competencies.

## T

**Tabbed Regions** Parts of a window that appear in a stack so that only one is visible at any time. You click on the tab of the required region to bring it to the top of the stack.

**Task Flows** A sequence of windows linked by buttons to take you through the steps required to complete a task, such as hiring a new recruit. System administrators can create task flows to meet the needs of groups of users.

**Terminating Employees** You terminate an employee when he or she leaves your organization. Information about the employee remains on the system but all current assignments are ended.

**Termination Rule** Specifies when entries of an element should close down for an employee who leaves your enterprise. You can define that entries end on the employee's actual termination date or remain open until a final processing date.

**Tips** An SSHR user assistance component that provides information about a field.

## U

**User Assistance Components** SSHR online help comprising tips and instructions.

**User Balances** Users can create, update and delete their own balances, including dimensions and balance feeds. See also: *Balances*

**User Profile Options** Features that allow system administrators and users to tailor Oracle HRMS to their exact requirements. See also: *Responsibility, Security Profile*

## V

**Viewer (SSHR)** A person with view only access to an appraisal. An appraising manager or an employee in a 360 Degree Self appraisal can appoint view only access to an appraisal.

## W

**WCB Account Number** In Canada, this is the account number of the provincially administered Worker's Compensation Board that the employer would use to make remittances. There would be a unique number for each of the provincially controlled boards i.e. Workplace Safety & Insurance Board of Ontario, CSST, etc.

**Waiting Days** In the UK, statutory Sick Pay is not payable for the first three qualifying days in period of incapacity for work (PIW), which are called waiting days. They are not necessarily the same as the first three days of sickness, as waiting days can be carried forward from a previous PIW if the linking interval between the two PIWs is less than 56 days.

**Work Choices** Also known as Work Preferences, Deployment Factors, or Work Factors. These can affect a person's capacity to be deployed within an enterprise, such as willingness to travel or relocate. You can hold work choices at both job and position level, or at person level.

**Worker's Compensation Board** In Canada, this is a provincially governed legislative body which provides benefits to employees upon injury, disability, or death while performing the duties of the employer. Worker's Compensation Board premiums are paid entirely by the employer.

**Workflow** An Oracle application which uses charts to manage approval processes and in addition is used in SSHR to configure display values of sections within a web page and instructions.

**Work Structures** The fundamental definitions of organizations, jobs, positions, grades, payrolls and other employee groups within your enterprise that provide the framework for defining the work assignments of your employees.



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## **Vertex Inc. Contact for Vertex's PayrollTax™ Calculation and Quantum for Payroll Tax System**

United States federal, state and local tax data for use with Oracle Payroll™ is provided by Vertex Inc. Vertex related software is provided by Oracle in Oracle Payroll. Such tax data and software are licensed under a separate license between you and Vertex. Such software is warranted by Vertex, not Oracle.

Note: Oracle Payroll is delivered with sample Vertex tax data. The sample Vertex tax data is not current and is provided for demonstration purposes only.

To initiate delivery of current tax data and monthly updates directly to you from Vertex, either complete the form below and fax it to 610/640-5892, or mail it to

Vertex Corporation  
Sales Coordinator  
1041 Old Cassatt Road  
Berwyn, PA 19312

Company Name	
Your Name	
Your Signature	
Your Title	
Contact Name	
Address	
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